	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>WI FOS-SET 05-05</b>
	<b>WORK INSTRUCTIONS</b>	REVISION NUMBER	<b>2</b>
		PAGE NUMBER	<b>1 of 2</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>1 July 2023</b>
SUBJECT	<b>EVALUATION OF PROJECT PROPOSAL</b>		

**PERSONS RESPONSIBLE:**

ARD for Field Operations Services  
Review and Technical Evaluation Committee (RTEC)  
RPMO Personnel  
Program Manager  
City/Provincial S&T Directors

**STEPS:**

1.0 Customers may submit project proposal and requirements to DOST-IX as follows:

- For SETUP, FOS-SET F15 and requirements
- For GIA R&D, DOST Form 1 and 2 and requirements
- For GIA Non-R&D, DOST Form 3 and requirements

2.0 Conduct initial evaluation on the project proposal.

3.0 For proposal submitted through the C/PSTO:

*PSTD conducts initial review of the proposal if it is within the DOST priority and the requirements are in order and complete.*

*If the PSTD finds the proposal in order and complete, it is endorsed to the Regional Director. If not, the customer is informed.*

For proposals submitted to the DOST-IX Office of the Regional Director:

*Proposals directly submitted to the ORD shall be recorded in the DOST Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE) and forwarded to the Regional Director for information and deployment to the concerned ARD/PSTD for appropriate action.*



*Proposals endorsed by the C/PSTO shall be recorded in the DOST TRACE and forwarded to the Regional Director for information and deployment to the concerned ARD/Program Manager and the RTEC for appraisal and assessment.*

4.0 The RTEC assisted by the RPMO, conduct an evaluation of the proposal and prepare an individual report, using the FOS-SET FO3a, Project Proposal Evaluation Sheet. The RPMO shall prepare a consolidated report based on the individual report using the FOS-SET-FO3.

5.0 Site validation is conducted if deemed necessary by the RTEC.

6.0 If the project proposal is found feasible and worth-assisting, the RTEC endorses the project proposal together with complete requirements to the RD for approval.

7.0 The customer and the PSTD concerned are informed through writing, if the proposal is favorably endorsed or rejected.

Prepared by:  ARD, Field Operations Services	Approved by  Quality Management Representative
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