

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 06-16
	QUALITY MANUAL	REVISION NUMBER	5
SECTION	PLANNING	PAGE NUMBER	1 of 1
SUBJECT	FUNCTIONAL OBJECTIVE: Human Resources	EFFECTIVITY DATE	01 July 2023

The DOST-IX Human Resources Objectives are stated as follows:

1. To improve employee competency through individual development plans, assess employee competencies every semester to determine if they are still in line with the job-required competencies, and provide appropriate learning interventions/trainings based on the competency assessments;
2. To ensure that selection of employees for appointment to a vacant position shall be completed within six (6) months reckoned from the date of posting or publishing of the vacancy;
3. To ensure that 100% of the employees have submitted their Individual Performance Commitment and Review for two rating periods on-time;
4. To ensure excellent employee performance and achievement are well recognized by awarding them in accordance with the Guidelines and Criteria set in the Program on Awards and Incentives for Service Excellence (PRAISE) Guidelines; and
5. To ensure 100% on-time monitoring of attendance, to include tardiness and leave of absence of the employees and submit report every 15th of the month.

Prepared by:  Unit Head	Approved by:  Quality Management Representative
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