

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 08-01
	QUALITY MANUAL	REVISION NUMBER	3
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SECTION	OPERATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	OPERATIONAL PLANNING AND CONTROL		

DOST-IX conducts operational planning to map its *annual targets and work and financial plan* and come up with goals and objectives as well as interventions and activities for the delivery of DOST IX services which are responsive to the needs of its customers and other interested parties and consistent with the requirements of the QMS.

During the operational planning, the quality objectives, and requirements for the services to be delivered are determined and are integrated in the respective documented procedures consistent with the quality policy. Processes are established, appropriate documents are determined, and resources specific to the specific services are provided.

The required monitoring activities specific to the service and the criteria for service acceptance are also considered. Likewise, documented information on the tools used/to be used to measure if the services meet set requirements are established and maintained.

Prepared by:	Approved by:
	
Quality Management Representative	Regional Director