

Department of Science and Technology
REGIONAL OFFICE NO. IX

DOCUMENT CONTROL INDEX

DCF No.	Document Code	Title	Rev. No.	Effectively Date	Remarks
001	FOS-SET F02	Training Evaluation Form	1	Nov. 5, 2007	
002	PM-FOS-SET 05-02	Handling Customer Request for S & T Intervention	1	Dec. 5, 2007	
003	PM-FOS-SET 05-03	Appraisal & Assessment of Project Proposals	1	Dec. 5, 2007	
004	PM-FOS-SET 05-06	Technology Training Assistance	1	Dec. 5, 2007	
005	PM-TS-STSc 05-03	Monitoring of DOST Scholar Graduates	1	Dec. 17, 2007	
005A	FASS-PUR F08	Purchase Order	1	Dec. 24, 2007	
006	DC-03F	Master list of Quality Records	1	Jan. 4, 2008	
006A	QM-DOST-IX 05-03	Quality Policy	1	Jan. 2, 2008	
007	PM-QMS 06-02	Measurement, Analysis & Improvement-Internal Audit	1	Jan. 4, 2008	
008	FOS-SET F01	Customer's Profile Form	1	Jan. 3, 2008	
009	PM-FOS-SET 05-08	Packaging & Labeling	1	Jan. 3, 2008	
010	QM-DOST IX 07-05	Product & service Provision	1	Jan. 4, 2008	
011	QM-DOST IX 03-03	Organizational Structure	1	Jan. 4, 2008	
012	QM-DOST IX 03-02	Quality Management System Processes	1	Jan. 4, 2008	
013	PM-TS-STIS 05-02	DOST IX S & T Information Center Membership Application	1	Jan. 7, 2008	
014	PM-FOS-SET 05-01	Provision of Technology Transfer Assistance	1	Jan. 11, 2008	
015	PM-FOS-SET 05-02	Handling Customer's Request for S & T Intervention	2	Jan. 11, 2008	
016	PM-FOS-SET 05-03	Appraisal & Assessment of Project Proposals	2	Jan. 11, 2008	
017	PM-FOS-SET 05-04	Project Identification and Formulation	1	Jan. 11, 2008	
018	PM-FOS-SET 05-05	Innovation System Support	1	Jan. 11, 2008	
019	PM-FOS-SET 05-06	Technology Training Assistance	2	Jan. 11, 2008	
020	PM-FOS-SET 05-07	Technical Consultancy	1	Jan. 11, 2008	
021	PM-FOS-SET 05-09	Project Monitoring and Evaluation	1	Jan. 11, 2008	
022	FOS-SET F07	Pre-Implementation PIS	1	Jan. 23, 2008	
023	FOS-SET F08	SET UP PLS for ongoing Projects	1	Jan. 23, 2008	
024	DOST IX-QMS F10	Customer Satisfaction Feedback-FASS MAIN sheet	0	Jan. 23, 2008	
025	DOST IX-QMS F11	Equipment Monitoring sheet	0	Jan. 23, 2008	
026	WI-QMS-06-02	Monitoring the Availability of Equipment	0	Jan. 23, 2008	
027	PM-QMS 06-05	Customer Satisfaction Measurement	1	Jan. 23, 2008	

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28	DC-031	Master list of Quality Record	0	Jan. 23, 2008	
29	FM-QMS 01-01	Table of Contents	1	Jan. 24, 2008	
30	WI-QMS 01-01	Table of Contents	1	Jan. 24, 2008	
31	DOST-IX QMS F05	Customer Satisfaction Feedback FASS-Purchasing	1	May 29, 2008	
32	DOST-IX QMS F06	Customer Satisfaction Feedback FOS-S & T Intervention	1	May 29, 2008	
33	DOST-IX QMS F07	Customer Satisfaction Feedback FOS-Innovation System Support	1	May 29, 2008	
34	DOST-IX QMS F08	Customer Satisfaction Feedback TS-STsC	1	May 29, 2008	
35	DOST-IX QMS F09	Customer Satisfaction Feedback S & T Information Services	1	May 29, 2008	
36	DOST-IX QMS F10	Customer Satisfaction Feedback FASS-Maintenance	1	May 29, 2008	
37	PM-QMS-06-06	Impact Assessment	1	May 29, 2008	
38	IA- F02	Audit Checklist	1	May 29, 2008	
39	PM-FASS PUR 05-03	Inspection and Acceptance of Purchased Items	1	June 23, 2008	
40	PM-FASS-HR 04-02	Recruitment, Selection and Placement	1	June 30, 2008	
41	PM-FASS-HR04-03	Staff Development	1	June 30, 2008	
42	PM-TS-STIS 05-02	S & T Information Center Membership application	1	June 30, 2008	
43	WI-FOS-SET 05-05	Project Proposal Evaluation	1	Feb. 2, 2009	
44	WI-FOS-SET 05-15	Conduct of Monitoring & Evaluation	1	Feb. 2, 2009	
45	WI-FOS-SET 05-14	MOA Preparation	1	Feb. 2, 2009	
46	PM-FOS-SET 05-01	Provision of Technology Transfer Assistance	2	Feb. 2, 2009	
47	PM-FOS-SET 05-03	Appraisal & Assessment of Project Proposals	3	Feb. 2, 2009	
48	PM-FOS-SET 05-04	Project Identification & Formulation	2	Feb. 2, 2009	
49	PM-FOS-SET 05-05	Innovation System Support	2	Feb. 2, 2009	
50	PM-FOS-SET 05-09	Project Monitoring & Evaluation	2	Feb. 2, 2009	
51	PM-QMS-01-03	Authorization for Implementation/Updating Responsibility	1	Feb. 2, 2009	
52	QM-DOST IX 05-03	Quality Policy	2	Feb. 2, 2009	
53	FASS-PUR F10	Obligation Slip	1	Feb. 10, 2009	

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54	FAS-PUR-F13	Disbursement Voucher	2	Feb. 10, 2009	
55	DOST-IX-QMS-FOS	Nonconformity & corrective Action Report	1	Feb. 13, 2009	
56	QM-DOST-IX-01-03	Objectives of the Quality Manual	1	Jan. 04, 2010	
57	QM-DOST-IX-01-05	Distribution of the Quality Manual	1	Jan. 04, 2010	
58	QM-DOST-IX-02-01	Scope of the Quality Management System	1	Jan. 04, 2010	
59	QM-DOST-IX-02-02	Definition of Terms	1	Jan. 04, 2010	
60	QM-DOST-IX-04-01	General Requirement	1	Jan. 04, 2010	
61	QM-DOST-IX-04-02	Document Requirements	1	Jan. 04, 2010	
62	QM-DOST-IX-05-05	Responsibility, Authority & Comm.	1	Jan. 04, 2010	
63	QM-DOST-IX-08-02	Monitoring & Measurement	1	Jan. 04, 2010	
64	PM-QMS-02-01	Control of Documents	1	Jan. 04, 2010	
65	PM-QMS-02-02	Control of Records	1	Jan. 04, 2010	
66	PM-QMS-03-01	Management Review	1	Jan. 04, 2010	
67	PM-FASS-HR04-02	Recruitment, Selection & Placement	2	Jan. 04, 2010	
68	PM-FASS-PUR-05-01	Procurement of Supplies, Materials & Equipment Table of Content	1	Jan. 04, 2010	
69	PM-QMS-06-01	Control of Nonconforming Products	1	Jan. 04, 2010	
70	PM-QMS-06-02	Internal Audit	2	Jan. 04, 2010	
71	PM-QMS-06-03	Preventive Action	1	Jan. 04, 2010	
72	PM-QMS-06-04	Corrective Action	1	Jan. 04, 2010	
73	WI-QMS 01-01	Table of Contents	2	Jan. 04, 2010	
74	WI-FUR-SET 05-16	How to Access DOST-IX DTS	1	Jan. 04, 2010	
75	WI-FASS-PUR 05-03	Bidding Process Below P500,000.00	1	Jan. 04, 2010	
76	WI-FASS-PUR 05-04	Bidding Process Above P500,000.00	1	Jan. 04, 2010	
77	DC-03C	Master list of Quality Records	1	Jan. 26, 2010	
78	PM-FASS-HR-04-01	Processing of Applications	1	Jan. 26, 2010	
79	WI-FOS-SET 05-01	Conduct of Situational Analysis	1	Feb. 5. 2010	
80	WI-FOS-SET 05-03	Technology Needs Assessment	1	Feb. 5. 2010	
81	PM-FOS-SET 05-04	Project Identification & Formulation	3	Feb. 5. 2010	
82	PM-FOS-SET 05-05	INNOVATION System Support	3	Feb. 5. 2010	
83	PM-FOS-SET 05-07	Technical Consultancy	2	Feb. 5. 2010	
84	PM-FOS-SET 05-09	Project Monitoring & Evaluation	3	Feb. 5. 2010	
85	QM DOST-IX 01-01	Foreword	1	Feb. 18, 2010	
86	QM-DOST-IX 05-05	Responsibility, Authority & Communication	2	Feb. 18, 2010	
87	PM FOS-SET 05-03	Appraisal & Assessment of Project Proposals	4	Feb. 18, 2010	

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88	DOST-IX-QMS F09	Customer Satisfaction Feedback Form for Library	2	Feb. 18, 2010	
89	QM-DOST IX 07-05	Product and Service Provision	2	Feb. 25, 2010	
90	PM-FOS-SET 05-08	Packaging & Labeling	2	March 1, 2010	
91	PM-FOS-SET 05-06	Technology Training Assistance	3	March 1, 2010	
92	PM-FASS-PUR 05-02	Procurement of Services	1	March 1, 2010	
93	WI-FOS-SET 05-17	Outsourcing of Resource Speaker	0	March 1, 2010	
94	WI-FOS-SET 05-12	Handling of Request for Assistance on GMP & HACCP	1	March 1, 2010	
95		Functional objectives	1	May 20, 2010	
96	PM-FASS-PUR-05-01	Procurement of Supplies, Materials & Equipment	2	August 23, 2010	
97	PM-FOS-SET 05-03	Appraisal & Assessment of Project Proposals	5	January 24, 2011	
98	FOS-SET F11	Attendance Sheet	1	Feb. 1, 2011	
99	WI FOS-SET-05-18	Assessment of the Resource Person's Training Capability	0	Feb. 14, 2011	
100	WI FOS-SET-05-18-F1	Competence Evaluation Form	0	Feb. 14, 2011	
100a	PM-QMS 06-01	Control of Nonconforming Products	2	Feb. 15, 2011	
100b	PM-QMS 06-04	Corrective Action	2	Feb. 15, 2011	
101	WI FASS-PUR 05-08	Supplier Performance Rating	1	Feb. 15, 2011	
102	FASS-PUR F03	Supplier Performance Rating Sheet	1	Feb. 15, 2011	
103	PM-TS-STIS-05-03	Organizational Knowledge Management	0	April 25, 2011	
104	DOST-IX-QM F09A	Customer Feedback form for Technical Services: IS/Databases	0	July 18, 2011	
105	DOST-IX-QMS FASS 01	Accident/Incident Report Form	0	July 18, 2011	
106	PM-FASS 05-01	Emergency Procedure & Response	0	July 18, 2011	
107	PM-FOS-SET 05-10	Addressing Project Adverse Impact	0	July 18, 2011	
108	DC-03H	Master list of Quality Records	1	Dec. 02, 2011	
109	QM-DOST-IX 02-01	Scope of the Quality Management System	1	Dec. 02, 2011	
110	QM-DOST-IX 06-02	Human Resources	1	Dec. 02, 2011	
111	QM-DOST-IX 07-01	Planning of Product Realization	1	Dec. 02, 2011	
112	QM-DOST-IX 07-05	Product and Service Provision	3	Dec. 02, 2011	
113	QM-DOST-IX 05-05	Responsibility , Authority and Communication	3	Dec. 02, 2011	
114	QM-DOST-IX 03-01	Company Background Information	1	Dec. 02, 2011	

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115	QM-DOST-IX-03-03	Organizational Structure	2	Dec. 02, 2011	
116	DC-03A	Master list of Quality Records	1	Dec. 12, 2011	
117	QM-DOS IX 05-03	Quality Policy	3	January 2, 2012	
118	PM-TS-STIS-05-04	S & T Research-Based Openly-Operated Kiosk Stations (STARBOOKS) Usage and Monitoring	1	January 2, 2012	
119	PM-QMS 06-02	Internal Audit	4	March 9, 2012	
120	WI-FASS-PUR-05-14	Method of Evaluation for On-Time Delivery	1	March 12, 2012	
121	WI-FASS-PUR 05-08	Supplier Performance Rating	2	April 16, 2012	
122	PM-FASS-PUR 05-01	Procurement of Supplies, Materials and Equipment	3	June 11, 2012	
123	FASS-PUR-F02	Supplier Evaluation Sheet	1	June 25, 2012	
124	PM-FOS-SET 05-03	Appraisal and Assessment of Project Proposals	6	Jan. 02, 2013	
125	FOS-SET F03	RTEC Report on Project Monitoring and Evaluation	1	Jan. 02, 2013	
126	PM-FOS-SET 05-05	Innovation System Support	4	Jan. 02, 2013	
127	PM-FOS-SET 05-09	Project Monitoring & Evaluation	4	Jan. 02, 2013	
128	PM-QMS-05-01A	Strategic Planning	0	Jan. 28, 2013	
129	FASS-PUR-F01	Supplier Information Sheet	1	March 1, 2013	
130	FASS-PUR-F18	Procurement Document Tracking	1	May 21, 2013	
131	QM-DOST-IX 07-06	CONTROL OF Monitoring & Measuring Devices	1	Jan.03, 2014	
132	QM-DOST IX 07-03	Design and Development	1	Jan. 03, 2014	
133	WI-FOS-SET-05-03	Technology Needs Assessment	2	Jan. 03, 2014	
134	FASS-PUR-F15	BAC Resolution	1	Feb. 3,2014	
135	WI-FASS-MAIN-04-01	How to Clean the Computer CPU	0	March 14, 2014	
136	DOST-IX-QMS-F12	Trip Ticket	0	April 1, 2014	
137	DOST-IX-QMS-F10	Customer Satisfaction Feedback FAST-Maintenance	2	April 1, 2014	
138	DOST-IX-QMS-F09	Customer Satisfaction Feedback Technical Services-STIC	3	April 1, 2014	
139	DOST-IX-QMS-F08	Customer Satisfaction Feedback Technical Services- S & T Scholarships and Promotion	2	April 1, 2014	
140	DOST-IX-QMS-F07	Customer Satisfaction Feedback FOS- Innovation Support System	2	April 1, 2014	
141	DOST-IX-QMS-F06	Customer Satisfaction Feedback FOS- S & T Intervention	2	April 1, 2014	
142	DOST-IX-QMS-F05	Customer Satisfaction Feedback FASS- Purchasing	3	April 1, 2014	

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143	PM-FOS-SET-05-03	Appraisal & Assessments of Project Proposals	7	Jan. 20, 2015	
144	PM-FOS-SET-05-05	INNOVATION System Support	5	Jan. 21, 2015	
145	WI-FOS-SET-05-14	MOA Preparation	2	Jan. 21, 2015	
146	PM-FOS-SET-05-01	Provision of Technology Transfer	3	Jan. 21, 2015	
147	PM-FOS-SET-05-02	Handling Customer's Request for S & T Intervention	0	Jan. 21, 2015	
148	PM-FOS-SET-05-07	Technical Consultancy	0	Jan. 21, 2015	
149	WI-FOS-SET-05-12	Handling of Request Assistance on GMP & HACCP	0	Jan. 21, 2015	
150	WI-FOS-SET-05-11	Handling of Request for Assistance on EA	0	Jan. 21, 2015	
151	WI-FOS-SET-05-10	Handling of Request for Assistance on CPT	0	Jan. 21, 2015	
152	WI-FOS-SET-05-09	Handling of Request for Assistance on DOST DATBED	0	Jan. 21, 2015	
153	WI-FOS-SET-05-08	Handling of Request for Assistance on STEVPP	0	Jan. 21, 2015	
154	WI-FOS-SET-05-07	Handling of Request for Assistance on CAPE	0	Jan. 21, 2015	
155	WI-FOS-SET-05-06	Handling of Request for Assistance on MPEX	0	Jan. 21, 2015	
156	PM-FOS-SET-05-08	Packaging and Labeling	0	Jan. 21, 2015	
157	FOS-SET F03C	Final Evaluation Sheet	1	Jan. 21, 2015	
158	PM-FASS-HR-04-03	Staff Development	2	Feb. 2, 2015	
159	QM-DOST IX 07-05	Product and Service Provision	4	Feb. 9, 2015	
160	FASS-PUR F10	Obligation Request and Status	2	July 13, 2015	
161	FASS-PUR F10	Obligation Request and Status	3	Feb. 1, 2016	
162	PM-FOS-SET 05-05	Innovation System Support	6	Feb. 1, 2016	
163	QM-DOST IX 07-06	Control of Monitoring and Measuring Devices	1	Feb. 17, 2016	
164	PM-TS-STIC 05-01	Provision of Science & Technology Information Services	1	Feb. 22, 2016	
165	WI-TS-STIS 05-01	How to Avail Print & Non-Print Resources of the S & T Information Center	1	Feb. 22, 2016	
166	WI-TS-STIS 05-02	How to Avail Online Access to Internet & Specialized Databases of the S & T Information Center	1	Feb. 22, 2016	
167	FOS-SET-F02	Customer Satisfaction Feedback: Field Operations Services: Training Evaluation	2	April 8, 2016	
168	FASS-PUR F18	DOST IX Procurement Document Tracking Form	2	May 19, 2016	

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DCF No.	Document Code	Title	Rev. No.	Effectively Date	Remarks
169	FASS-PUR F01	Supplier Information Sheet	2	August 8, 2016	
170	Quality Manual	Whole Manual	1	Jan. 10, 2017	
171	Procedures Manual	Whole Manual	1	Jan. 10, 2017	
172	WI-QMS-02-01	How to Revise Document Information	0	Jan. 20, 2017	
173	WI-QMS-02-03	Filling and Updating of Revised Documented Information	1	Jan. 20, 2017	
173a	WI-FASS-PUR 05-06	How to Evaluate Work Services rendered	1	Jan. 20, 2017	
173b	FASS-PUR-F03	Externally-Sourced Services Supplier Performance Rating Sheet	2	Feb. 06, 2017	
174	FOS-SET-F21	Trainer/Resource Speaker Evaluation Form	0	Feb. 03, 2017	
175	FOS-SET-F22	RTEC Member Performance Evaluation	0	Feb. 03, 2017	
175a	PM-FOS SET 05-10A	Organization & Performance Evaluation of RTEC	0	Feb. 03, 2017	
175b	PM-FOST SET 05-06	Technology Training Assistance	5	Feb. 03, 2017	
175ba	PM-FASS-MAIN 04-01	Preventive Maintenance	2	Feb. 06, 2017	
175c	WI-FASS-PUR-05-06	How to evaluate Work Service Rendered	1	Feb. 06, 2017	
175d	QM-DOST IX-04-02	Customer and Interested Parties	1	Feb. 06, 2017	
175e	PM-QMS-05-03	Risk Management	0	Feb. 23, 2017	
175f	PM-QMS-01-01	Table of Contents	2	Feb. 23, 2017	
175g	DOST IX QMS-FO5-A	Risk Registry	0	Feb. 23, 2017	
175h	DOST IX QMS0 FO5-B	Risk Monitoring Report	0	Feb 23, 2017	
175i	QM-DOST IX 03-02	Quality Management System Processes	3	Feb. 23, 2017	
176	PM-FASS-HR-04-01	Processing of Application	3	Aug. 31, 2017	
177	PM-FASS-HR-04-02	Recruitment, Selection and Placement	3	Aug. 31, 2017	
177a	IA-F02	Audit Checklist	3	Dec. 15, 2017	
177b	QM-DOST IX 02-02	Authorization for the Implementation/ Updating Responsibility	2	Jan. 03, 2018	
178	PM-FASS-HR-04-03	Staff Development	4	Jan. 08, 2018	-
179	TS-STIS F01	Customer' Registration Form	1	Jan. 12, 2018	
180	QM-DOST IX 05-03	Quality Policy	5	Jan. 22, 2018	
181	FOS-SET-F03	Customer Satisfaction Feedback FOS	0	Feb. 1, 2018	
182	PM-TS-STIS-05-05	Digital Literacy Training	0	Feb. 1, 2018	
183	DOST-IX QMS-FO5-A	DOST-IX Risks and Opportunities	1	May 7, 2018	
184	PM-QMS-05-03	Risk and Opportunities Management	0	May 7, 2018	
185	WI-FASS-PUR 05-03	Bidding Process below 500,000.00	2	Jan. 16, 2019	
186	WI-FASS-PUR 05-04	Bidding Process Above 500,000.00	2	Jan. 16, 2019	
187	TS-STIS F01	Customer Registration Form	2	Jan. 21, 2019	
188	WI FOS-SET 05-16	How to Access DOST-IX document Tracking System (DTS)	2	Jan. 21, 2019	
189	DOST-IX-QMS F12	CSF- FASS Cashiering	0	Feb. 11, 2019	
190	DOST-IX-QMS F13	CSF- Budgeting & Accounting	0	Feb. 11, 2019	

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191	TS-STIS-F05	Impact Assessment Form for Digital Literacy Training	0	Feb. 11,2019	
192	DOST-IX-QMS F11	CSF-FASS HR	0	Feb. 11, 2019	
193	WI-FOS-SET 05-19	Project Management	0	March 1, 2019	
194	PM-QMS-06-01	Control of Nonconforming Products	4	March 1, 2019	
195	PM-QMS-06-04	Corrective Action	4	March 11, 2019	
196	DOST IX-QMS F03	Nonconformity & Corrective Action Report	2	March 1, 2019	
197	FASS-HR-F06	Employee Competency Gap Monitoring	0	March 1, 2019	
198	PM-FASS-HR-04-03	Staff Development	5	March 1, 2019	
198a	TS-STIS F01	Customer Registration Form	3	June 03,2019	
199	FASS-PUR-F13	Disbursement Voucher	2	July 01, 2019	
200	DOST IX QMS-FO5-A	DOST IX Risks and Opportunities/Risk Registry	2	March 04, 2019	
201	DOST IX-QMS F14	Customer Satisfaction Feedback: Driving Services	0	August 01, 2019	
202	FASS-PUR-F03	Externally-Sourced Services Supplier Performance	3	August 8, 2019	
203	IA-F02	Audit Checklist	4	October 4, 2019	
204	FOS-SET-F19	Request for Release of Funds	1	October 17, 2019	
205	FOS-SET F17	Application for Technology Needs Assessment	1	November 18, 2019	
206	FASS-PUR-F01	Supplier Information Sheet	2	Nov. 25, 2019	
	FASS-PUR-F02	Supplier Evaluation Sheet	2	Nov. 25, 2019	
208	FASS-PUR-F04	List of Eligible Supplier	1	Nov. 25, 2019	
209	FASS-PUR-F18	DOST IX Procurement Document Tracking Form	1	Nov. 25, 2019	
210	FASS-PUR-F20	DOST IX Procurement Evaluation Sheet	1	Nov. 25, 2019	
210a	PM-TS-STIS-05-05	Digital Literacy Training	2	Nov. 25, 2019	
211	PM-FOS-SET 05-03	Appraisal and Assessment of Project Proposal	9	Nov. 18, 2019	
212	QM-DOST IX 05-03	Quality Policy	6	Jan. 02, 2020	
212a	PM-FOS-SET 05-04	Project Identification and Formulation	5	Jan. 02, 2020	
213	FASS-HR F01	Requisition for Employee	1	Jan. 08, 2020	
214	WI-QMS 01-01	Table of Contents	3	Jan. 13, 2020	
215	FM-QMS 01-01	Table of Contents	2	Jan. 13, 2020	
216	DOST IX-QMS F03	Nonconformity & Corrective Action Report	3	Jan. 22, 2020	
217	FASS-MAIN F05	Building Maintenance Checklist	0	Feb.12, 2020	
218	PM-FASS-MAIN 04-01	Preventive Maintenance	3	Feb. 12, 2020	
219	PM-FASS- MAIN 04-02	Corrective Maintenance	2	Feb.12, 2020	
220	QM-DOST IX 06-10	Functional Objective: Maintenance Unit	0	Jan. 02, 2020	
221	QM-DOST IX 06-11	Functional Objective: Accounting Unit	0	Jan. 02, 2020	
222	QM-DOST IX 06-12	Functional Objective: Cashiering Unit	0	Jan. 02, 2020	
223	QM-DOST IX 06-13	Functional Objective: Property Unit	0	Jan. 02, 2020	
224	QM-DOST IX 06-14	Functional Objective: Purchasing Unit	0	Jan. 02, 2020	

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225	QM-DOST IX 06-15	Functional Objective: Budgeting Unit	0	Jan. 02, 2020	
226	QM-DOST IX 06-16	Functional Objective: Human Resource Unit	0	Jan. 02, 2020	
227	QM-DOST IX 06-18	Functional Objective: S & T information Services	0	Jan. 02, 2020	
228	QM-DOST IX 06-04	Functional Objective: Field Operation Services – Regional Project Management Office	0	Jan. 02, 2020	
229	QM-DOST IX 06-05	Functional Objective: Field Operation Services – Zamboanga and Isabela City	0	Jan. 02, 2020	
230	QM-DOST IX 06-06	Functional Objective: Field Operation Services – Zamboanga Sibugay	0	Jan. 02, 2020	
231	QM-DOST IX 06-07	Functional Objective: Field Operation Services – Zamboanga del Sur	0	Jan. 02, 2020	
232	QM-DOST IX 06-08	Functional Objective: Field Operation Services – Zamboanga del Norte	0	Jan. 02, 2020	
233	QM-DOST IX 06-09	Functional Objective: Internal Quality Audit	0	Jan. 02, 2020	
233a	QM-DOST IX 06-17	Functional Objective: S&T Scholarships and Promotions	0	Jan. 02, 2020	
233b	PM-FASS-CAS 01-01	Cashier Process of Accepting Payment	0	Mar. 02, 2020	
233c	PM-FASS-CAS 01-02	Cashier Services/Payment thru MDS	0	Mar. 02, 2020	
233d	PM-FASS-ACC 01-01	Process of Payment Vouchers	0	Mar. 02, 2020	
233e	PM-FASS-BUD 01-01	Procedures in Recording Obligation	0	Mar. 02, 2020	
234	FOS-SET F4	Regional Technical Evaluation Committee (RTEC) Report on Request for Restructuring of Refund	1	July 01, 2020	
235	FOS-SET F5	Regional Technical Evaluation Committee (RTEC) Report on Request for Realignment	1	July 01, 2020	
236	FASS-PSU F01	Requisition and Issue Slip (RIS)	0	June 15, 2020	
237	FASS-PSU F02	Property Acknowledgement Receipt (PAR)	0	June 15, 2020	
238	FASS-PSU F03	Inventory Custodian Slip (ICS)	0	June 15, 2020	
239	FASS-PSU F04	Accountability Monitoring Sheet	0	June 15, 2020	
240	FASS-PSU F05	DOST IX Accountability Monitoring Summary	0	June 15, 2020	
241	FASS-PSU F06	Waste Materials Report (WMR)	0	June 15, 2020	
242	FASS-PSU F07	Inventory and Inspection Report of Unserviceable Property	0	June 15, 2020	
243	FASS-PSU F08	Property Transfer Report (PTR)	0	June 15, 2020	
244	FASS-PSU F09	Report on the Physical Count of Property, Plant & Equipment (RPCPPE)	0	June 15, 2020	

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DCF No.	Document Code	Title	Rev. No.	Effectively Date	Remarks
245	FASS-PSU F10	Report on the Physical Count of Inventories (RPCI)	0	June 15, 2020	
246	FASS-PSU F11	Property Card (PC)	0	June 15, 2020	
247	FASS-PSU F12	Property Inventory Form, Annex A	0	June 15, 2020	
248	FASS-PSU F13	Insurance Monitoring Form	0	June 15, 2020	
249	FASS-PSU F14	List of Received Supplies in SCIMS per P.O.	0	June 15, 2020	
250	PM-FASS-PSU 05-01	Release of PAR & ICS to Accountable Employees	0	June 15, 2020	
251	PM-FASS-PSU 05-02	Disposal of Unserviceable Equipment and Wasted Supplies and Materials	0	June 15, 2020	
252	PM-FASS-PSU 05-03	Conduct of Annual Inventory of Property, Plant and Equipment (PPE)	0	June 15, 2020	
253	WI-FASS-PSU 05-01	Evaluation and Monitoring Accountability	0	June 15, 2020	
254	WI-FASS-PSU 05-02	Transfer of Property to Other Agency or Entity	0	June 15, 2020	
255	WI-FASS-PSU 05-03	Update of Stock Control & Inventory Management System (SCIMS)	0	June 15, 2020	
256	WI-FASS-PSU 05-04	Monitoring the Expiration and Renewal of Insurance (PPE)	0	June 15, 2020	
257	PM-TS-DRRM-07-01	Go Bag Distribution and Monitoring	0	June 10, 2020	
258	PM-TS-DRRM-07-02	Earthquake Drill	0	June 10, 2020	
259	PM-TS-DRRM-07-03	Fire Drill	0	June 10, 2020	
260	PM-TS-DRRM-07-01	Go Bag Distribution and Monitoring	1	Sept. 01, 2020	
261	TS-DRRM F02	Go Bag Inspection Form	0	Sept. 01, 2020	
262	PM-TS-DRRM-07-02	Earthquake Drill	1	Sept. 01, 2020	
263	PM-TS-DRRM-07-03	Fire Drill	1	Sept. 01, 2020	
264	PM-FASS-MAIN-04-01	Preventive Maintenance	4	Sept. 15, 2020	
265	PM-FASS-MAIN-04-02	Corrective Maintenance	3	Sept. 15, 2020	
266	TS-DRRM F01	Go Bag Distribution Form	0	Sept. 01, 2020	
267	PM-FOS-SET-05-03	Appraisal and Assessment of Project Proposals	10	July 06, 2020	
268	PM-FOS-SET-05-01	Provision of Technology Training Assistance	5	July 06, 2020	

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269	PM-FOS-SET-05-05	Innovation System Support	8	July 06, 2020	
270	PM-FOS-SET-05-06	Technology Training Assistance	6	July 06, 2020	
271	PM-FOS-SET-05-09	Project Monitoring and Evaluation	6	October 22, 2020	
272	FOS-SET F03	Regional Technical Evaluation Committee Project Monitoring and Evaluation Report	2	June 01, 2020	
273	FOS-SET-F07	SETUP Pre-Implementation Project Information Sheet (Pre-PIS)	2	June 01, 2020	
274	FOS-SET-F08	SETUP Project Information Sheet (PIS)	2	June 01, 2020	
275	FOS-SET-F15	Project Proposal Format/Contents	1	June 01, 2020	
276	FOS-SET-F16	Checklist of Project Requirements	1	June 01, 2020	
277	FOS-SET-F18	Technology Needs Assessment		Obsolete	
278	FOS-SET-F03c	Final Evaluation Sheet		Obsolete	
279	IA-F02	Audit Checklist	5	December 07, 2020	
280	FM-QMS 01-01	Table of Contents	3	December 11, 2020	
281	WI-QMS 01-01	Table of Contents	4	December 11, 2020	
282	PM-QMS01-01	Table of Contents	3	December 11, 2020	
283	QM-DOST IX 01-02	Table of Contents	2	December 11, 2020	
284	FASS-HR F06	Form Employee Competency Gap Monitoring	1	December 22, 2020	
285	PM-QMS 09-02	Internal Audit	5	December 28, 2020	
286	QM-DOST IX 05-03	Quality Policy	7	Jan. 4, 2021	
287	QM-DOST IX 06-02	Quality Objectives	1	Jan. 4, 2021	
288	QM-DOST IX 06-04	Functional Objective: FOS RPMO	1	Jan. 4, 2021	
289	QM-DOST IX 06-05	Functional Objective: Zamboanga and Isabela Cities	1	Jan. 4, 2021	
290	QM-DOST IX 06-06	Functional Objective: FOS Zamboanga Sibugay	1	Jan. 4, 2021	
291	QM-DOST IX 06-07	Functional Objective: FOS ZDS	1	Jan. 4, 2021	
292	QM-DOST IX 06-08	Functional Objective: FOS ZDN	1	Jan. 4, 2021	
293	QM-DOST IX 06-09	Functional Objective: Internal Quality	1	Jan. 8, 2021	

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294	QM-DOST IX 06-11	Functional Objectives: Accounting	1	Jan. 4, 2021	
295	QM-DOST IX 06-12	Functional Objectives: Cashing	1	Jan. 4, 2021	
296	QM-DOST IX 06-15	Functional Objectives: Budgeting	1	Jan. 4, 2021	
297	QM-DOST IX 06-16	Functional Objectives: Human Resources	1	Jan. 4, 2021	
298	QM-DOST IX 06-17	Functional Objectives: Scholarship & Promotion	1	Jan. 4, 2021	
299	QM-DOST IX 06-18	Functional Objectives: S & T Information Services	1	Jan. 4, 2021	
300	QM-DOST IX 06-19	Functional Objectives: Information and Communication Technology	1	Jan. 4, 2021	
301	QM-DOST IX 06-10	Functional Objective: Maintenance	1	Jan. 4, 2021	
302	QM-DOST IX 06-13	Functional Objective: Property	1	Jan. 4, 2021	
303	FOS-QR-03	List of External Documents	0	Jan. 25, 2021	
304	QM-DOST IX 06-06	Functional Objective: Field Operation Services – Zamboanga Sibugay	2	Jan. 15, 2021	
305	QM-DOST IX 06-07	Functional Objective: Field Operation Services – Zamboanga and Isabela Cities	2	Jan. 15, 2021	
306	PM-QMS 06-05	Customer Satisfaction Measurement	3	Jan. 28, 2021	
307	FASS-MAIN FO1	Request for Maintenance	1	Feb 16, 2021	
308	FOS-SET F24	Externally-Sourced Services SETUP Supplier Performance Rating	0	Feb 01, 2021	
309	FOS-SET F25	Field Operation Services: RPMO Office Evaluation	0	Feb 01, 2021	
310	FOS-SET F04	Provincial Technical Evaluation Report on Request for Restructuring of Refund Schedule (Rev 2)	2	Feb. 24, 2021	
311	QM-DOST IX 04-02	Customer and Interested Parties	3	Mar. 18, 2021	
312	DOST-IX-QMS F15	Customer Satisfaction Feedback	0	Mar. 26, 2021	
313	FOS-SET F04	Provincial Technical Evaluation Report on Request for Restructuring of Refund Schedule	3	Mar. 03, 2021	
314	PM-QMS-02-01	Control of Document	2	Mar. 18, 2021	
315	WI-OMS 02-02	Withdrawal of Obsolete Documents and FORM DC FO2	1	Mar. 18, 2021	
316	FASS-PUR-F02	Supplier Evaluation Sheet	3	August 04, 2021	

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DCF No.	Document Code	Title	Rev. No.	Effectively Date	Remarks
317	PM-FASS-PSU 05-03	Conduct of Annual Inventory of Property, Plant and Equipment (PPE)	1	August 11, 2021	
318	FASS-PSU F04	DOST IX Accountability Monitoring Sheet	1	August 11, 2021	
319	FASS-PSU F05	DOST IX Accountability Monitoring Summary	1	August 11, 2021	
320	WI-FASS-PSU 05-01	Evaluation and Monitoring of Accountability	1	August 11, 2021	
321	WI TS-STSc 05-02	Conduct of Scholarship Orientation to S&T Scholarship Qualifiers	2	Sept. 08, 2021	
322	WI TS-STSc 05-01	Handling of Applications and Awarding of S&T Scholarship	2	Sept. 08, 2021	
323	PM TS-STSc 05-03	Monitoring of DOST Scholar-Graduates	2	Sept. 08, 2021	
324	PM TS-STSc 05-02	Monitoring and Release of Financial Benefits of Ongoing Scholars Under DOST Undergraduate Scholars	2	Sept. 08, 2021	
325	PM TS-STSc 05-01	Handling of Applications and Awarding of DOST Undergraduate Scholarships	2	Sept. 08, 2021	
326	IA-FOS2	Audit Checklist	6	Nov. 29, 2021	
327	PM-QMS-02-01	Control of Documents	2	Jan. 06, 2022	
328	QM-DOST IX 05-03	Quality Policy	8	Jan. 3, 2022	
329	QM-DOST IX 06-04	Functional Objective: FOS RPMO	2	Jan. 3, 2022	
330	QM-DOST IX 06-05	Functional Objective: Zamboanga and Isabela Cities	2	Jan. 3, 2022	
331	QM-DOST IX 06-06	Functional Objective: FOS Zamboanga Sibugay	2	Jan. 3, 2022	
332	QM-DOST IX 06-07	Functional Objective: FOS ZDS	2	Jan. 3, 2022	
333	QM-DOST IX 06-08	Functional Objective: FOS ZDN	2	Jan. 3, 2022	
334	QM-DOST IX 06-09	Functional Objective: Internal Quality	2	Jan. 3, 2022	
335	QM-DOST IX 06-10	Functional Objective: Maintenance	2	Jan. 3, 2022	
336	QM-DOST IX 06-11	Functional Objectives: Accounting	2	Jan. 3, 2022	
337	QM-DOST IX 06-12	Functional Objectives: Cashiering	2	Jan. 3, 2022	
338	QM-DOST IX 06-13	Functional Objective: Property & Supply	2	Jan. 3, 2022	
339	QM-DOST IX 06-14	Functional Objective: Procurement	2	Jan. 3, 2022	
340	QM-DOST IX 06-15	Functional Objectives: Budgeting	2	Jan. 3, 2022	

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341	QM-DOST IX 06-16	Functional Objectives: Human Resources	2	Jan. 3, 2022	
342	QM-DOST IX 06-17	Functional Objectives: Scholarship & Promotion	2	Jan. 3, 2022	
343	QM-DOST IX 06-18	Functional Objectives: S & T Information Services	2	Jan. 3, 2022	
344	QM-DOST IX 06-19	Functional Objectives: Information and Communication Technology	2	Jan. 3, 2022	
345	PM-FASS-MAIN 04-03	Information System Maintenance	0	Jan. 3, 2022	
346	PM-FASS-MAIN F05	Information System Maintenance Schedule	0	Jan. 3, 2022	
347	PM-FASS-MAIN F06	Information System Record	0	Jan. 3, 2022	
348	PM-FASS-MAIN F07	Information System Maintenance Record	0	Jan. 3, 2022	
349	PM-FASS-MAIN F08	Request for Information System Maintenance Form	0	Jan. 3, 2022	
350	PM-FASS-PUR-F18	DOST IX Procurement Document Tracking Form	2	Jan. 17, 2022	
351	DOST IX-QMS F03	Nonconformity & Corrective Action Report	4	Feb. 22, 2022	
352	PM-FOS-SET F08	SETUP Project Information Sheet	3	Feb. 21, 2022	
353	WI-FOS-SET 05-03	Technology Needs Assessment	3	Mar. 1, 2022	
354	QM-DOST IX 04-02	Customer and Interested Parties	3	Mar. 8, 2022	
355	PM-QMS 05-01	Handling Customer Feedback	2	July 1, 2022	
356	PM-QMS 06-05	Customer Satisfaction Measurement	4	July 1, 2022	
357	QM-DOST IX-01-01	Foreword	3	July 1, 2023	
358	QM-DOST IX-01-03	Coding System of the Quality Manual	2	July 1, 2023	
359	QM-DOST IX-01-04	Definition of Terms	3	July 1, 2023	
360	QM-DOST IX-02-01	Objectives of the Quality Manual	3	July 1, 2023	
361	QM-DOST IX-02-03	Distribution of the Quality Manual	3	July 1, 2023	
362	QM-DOST IX-03-01	Company Background Information	2	July 1, 2023	
363	QM-DOST IX-03-02	Quality Management System Processes	4	July 1, 2023	
364	QM-DOST IX-04-01	General Requirements	3	July 1, 2023	

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365	QM-DOST IX-04-03	Scope of the Quality Management	3	July 1, 2023	
366	QM-DOST IX-05-02	Customer Focus	2	July 1, 2023	
367	QM-DOST IX-05-03	Quality Policy	10	July 1, 2023	
368	QM-DOST IX-06-01	Actions to Address Risk and Opportunities	1	July 1, 2023	
369	QM-DOST IX-06-02	Quality Objectives	4	July 1, 2023	
370	QM-DOST IX-06-04	Functional Objectives: Field Operations Services-Regional Program Management Office	4	July 1, 2023	
371	QM-DOST IX-06-05	Functional Objectives: Field Operations Services-Zamboanga City and Isabela City	3	July 1, 2023	
372	QM-DOST IX-06-06	Functional Objectives: Field Operations Services-Zamboanga Sibugay	4	July 1, 2023	
373	QM-DOST IX-06-07	Functional Objectives: Field Operations Services-Zamboanga del Sur	1	July 1, 2023	
374	QM-DOST IX-06-08	Functional Objectives: Field Operations Services-Zamboanga del Norte	4	July 1, 2023	
375	QM-DOST IX-06-12	Functional Objectives: Cashiering	4	July 1, 2023	
376	QM-DOST IX-06-14	Functional Objectives: Purchasing	4	July 1, 2023	
377	QM-DOST IX-06-15	Functional Objectives: Budgeting Unit	3	July 1, 2023	
378	QM-DOST IX-06-18	Functional Objectives: S&T Information Services	3	July 1, 2023	
379	QM-DOST IX-06-19	Functional Objectives: Management Information System (MIS)	3	July 1, 2023	
380	QM-DOST IX-07-04	Communication	2	July 1, 2023	
381	QM-DOST IX-07-05	Documented Information	2	July 1, 2023	
382	QM-DOST IX-08-01	Operational Planning and Control	3	July 1, 2023	
383	QM-DOST IX-08-05	Service Provision	1	July 1, 2023	
384	QM-DOST IX-07	Control of Non-Conforming Outputs	2	July 1, 2023	

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385	QM-DOST IX-09-01	Monitoring, Measurement, Analysis and Evaluation	2	July 1, 2023	
386	QM-DOST IX-09-03	Management Review	2	July 1, 2023	
387	QM-DOST IX-10-01	General Requirements	1	July 1, 2023	
388	QM-DOST IX-10-02	Nonconformity and Corrective Actions	1	July 1, 2023	
389	PM-QMR-01-02	Objectives of the Procedures Manual	1	July 1, 2023	
390	PM-QMR-01-04	Distribution of the Procedures Manual	1	July 1, 2023	
391	PM-QMR-01-05	Coding System for the Procedures Manual	1	July 1, 2023	
392	PM-QMR-02-01	Documented Information (Documents)	4	July 1, 2023	
393	PM-QMR-02-02	Documented Information (Records)	2	July 1, 2023	
394	PM-QMR-03-01	Management Review	3	July 1, 2023	
395	PM-FASS-MAIN-04-03	Information System Maintenance	1	July 1, 2023	
396	PM-FOS-SET-05-01	Provision of Technology Transfer Assistance	6	July 1, 2023	
397	PM-FOS-SET-05-03	Appraisal and Assessment of Project Proposals	10	July 1, 2023	
398	PM-FOS-SET-05-04	Project Identification, Formulation and Management	6	July 1, 2023	
399	PM-FOST-SET-05-05	Provision of Project Funds	9	July 1, 2023	
400	PM-FOS-SET-05-06	Provision of Technology Training Assistance	7	July 1, 2023	
401	PM-FOS-SET-05-09	Project Monitoring and Evaluation	7	July 1, 2023	
402	PM-FOS-SET-05-10	Addressing Adverse Impact of Projects	2	July 1, 2023	
403	PM-FOS-SET-05-10A	Organization and Evaluation of RTEC's Performance	1	July 1, 2023	
404	PM-TS-STIS-05-01	Provision of S&T Information Services	3	July 1, 2023	
405	PM-TS-STIS-05-03	Organizational Knowledge Management	2	July 1, 2023	

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406	PM-TS-STIS-05-04	STARBOOKS Usage and Monitoring	2	July 1, 2023	
407	PM-QMR-05-01	Handling Customer Feedback	1	July 1, 2023	
408	PM-QMR-05-02	Strategic Planning	2	July 1, 2023	
409	PM-QMR-05-03	Risks and Opportunities Management	2	July 1, 2023	
410	PM-FASS-PSU-05-01	Release of PAR & ICS to Accountable Employees	1	July 1, 2023	
411	PM-FASS-PSU-05-02	Disposal of Unserviceable Equipment; and Wasted Supplies and Materials	1	July 1, 2023	
412	PM-FASS-PSU-05-03	Conduct of Annual Inventory of Property, Plant and Equipment (PPE)	2	July 1, 2023	
413	PM-FASS-PUR-05-01	Procurement Process for Public Bidding	6	July 1, 2023	
414	PM-FASS-PUR-05-02	Procurement Process for Non-Public Bidding	4	July 1, 2023	
415	PM-FASS-BUD-05-01	Procedures in Recording Obligation	1	July 1, 2023	
416	PM-FASS-CAS-05-01	Cashier Services/ Process Payment thru MDS	1	July 1, 2023	
417	PM-FASS-CAS-05-02	Cashier Process of Accepting Payment	1	July 1, 2023	
418	PM-ORD-05-01	Emergency Procedure and Response	2	July 1, 2023	
419	PM-ORD-05-02	DOST IX Incoming and Outgoing Process	0	July 1, 2023	NE
420	PM-QMR-06-02	Internal Audit	5	July 26, 2023	
421	PM-IQA-06-04	Corrective Action	4	July 1, 2023	
422	PM-QMR-06-05	Customer Satisfaction Measurement	5	July 1, 2023	
423	PM-ORD-DRRM-07-01	Go Bag Distribution and Monitoring	2	July 1, 2023	
424	PM-ORD-DRMM-07-02	Earthquake Drill	2	July 1, 2023	
425	PM-ORD-DRRM-07-03	Fire Drill	2	July 1, 2023	
426	WI-QMR-01-02	Objectives of the Work Instructions Manual	1	July 1, 2023	

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427	WI-QMR-01-05	Coding System of the Work Instructions Manual	1	July 1, 2023	
428	WI-QMR-02-01	How to Revise a Controlled Document	1	July 1, 2023	
429	WI-QMR-02-02	Withdrawal of Obsolete Document	1	July 1, 2023	
430	WI-FOS-SET-05-01	Conduct of Situational Analysis	2	July 1, 2023	
431	WI-FOS-SET-05-02	Conduct of Industry Dialogue / Focus Group Discussion	1	July 1, 2023	
432	WI-FOS-SET-05-03	Conduct of Technology Needs Assessment (TNA)	3	July 1, 2023	
433	WI-FOS-SET-05-04	Preparation of Project Proposal	1	July 1, 2023	
434	WI-FOS-SET-05-05	Evaluation of Project Proposal	2	July 1, 2023	
435	WI-FOS-SET-05-14	Preparation of Memorandum of Agreement (MOA)	3	July 1, 2023	
436	WI-FOS-SET-05-15	Conduct of Monitoring and Evaluation	2	July 1, 2023	
437	WI-FOS-SET-05-17	Outsourcing of Resource Speakers/ Lecturers	1	July 1, 2023	
438	WI-FOS-SET-05-18	Accreditation of DOST-IX Technical Personnel as Resource Person/ Trainer	1	July 1, 2023	
439	WI-FASS-PSU-05-01	Evaluation and Monitoring of Accountability	2	July 1, 2023	
440	WI-FASS-PSU-05-02	Transfer of Properties to Other Agency or Entity	1	July 1, 2023	
441	WI-FASS-PSU-05-03	Update of Stock Control & Inventory Management System (SCIMS)	1	July 1, 2023	
442	WI-FASS-PSU-05-04	Monitoring the Expiration and Renewal of Insurance for PPE	1	July 1, 2023	
443	WI-FASS-PUR-05-01	How to Access DOST IX Finance and Administrative Information Management System (FAIMS)	2	July 1, 2023	
444	WI-FASS-PUR-05-03	Bidding Process Php50,000.00 AND Below	4	July 1, 2023	
445	WI-FASS-PUR-05-04	Bidding Process above Php50,000.00 and Below Php 1 Million	4	July 1, 2023	
446	WI-FASS-PUR-05-05	Inspection of Delivered Goods and Services, Infrastructure Projects and Consulting Services	2	July 1, 2023	

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447	WI-ORD-05-01	How to Access DOST IX Tracking Retrieval, Archiving of Communication for Efficiency (TRACE)	2	July 1, 2023	
448	WI-ORD-MIS-05-01	Financial Request Processing	0	July 1, 2023	NE
449	WI-IQA-06-01	Evaluation of Internal Quality Auditors and Observers	1	July 1, 2023	
450	WI-QMR-01-04	Distribution of the Work Instructions Manual	1	July 1, 2023	
451	FM-QMR-01-02	Objectives of the Forms Manual	1	July 1, 2023	
452	FM-QMR-01-04	Distribution of the Forms Manual	1	July 1, 2023	
453	FM-QMR-01-05	Coding System for the Forms Manual	1	July 1, 2023	
454	FOS -SET-F01	Customer's Profile FormF03	2	July 1, 2023	
456	FOS -SET-F04	Provincial Technical Evaluation Report on Request for Restructuring of Refund Schedule	4	July 1, 2023	
457	FOS -SET-F07	SETUP Pre-Project Information Sheet (Pre-PIS)	3	July 1, 2023	
458	FOS -SET-F11	Attendance Sheet	2	July 1, 2023	
459	FOS -SET-F16	Checklist of Documentary Requirements	2	July 1, 2023	
460	FOS -SET-F29	Application for Technology Needs Assessment (TNA Form 1)	0	July 1, 2023	NE
461	FOS -SET-F26	Status Report	0	July 1, 2023	NE
462	FOS -SET-F27	Competence Evaluation Form	0	July 1, 2023	NE
463	FOS -GIA-F01	Grant-in-Aid Request for Release of Funds	0	July 1, 2023	NE
467	FOS -GIA-F02	Detailed Research & Development Program Proposal	0	July 1, 2023	NE
468	FOS -GIA-F03	Detailed RREsearch & Development Program Proposal for Basic/ Applied Research	0	July 1, 2023	NE
469	FOS -GIA-F04	Non-R&D Project Proposal	0	July 1, 2023	NE
470	FOS-GIA-F06	Training Request Assessment Report	0	July 1, 2023	NE

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471	FASS-PSU-F15	Report on the Physical Count of Semi-Expandable Property (RPCSP)	0	July 1, 2023	NE
472	FASS-PSU-F16	Inventory and Inspection Report of Unserviceable Semi-Expandable Property (IIRUSP)	0	July 1, 2023	NE
473	FASS-PSU-F18	Inventory Transfer Report (ITR)	0	July 1, 2023	NE
474	FASS-PSU-F17	Semi-Expandable Property Card (SEPC)	0	July 1, 2023	NE
475	FASS-PUR-F01	Supplier Information Sheet (SIS)	4	July 1, 2023	
476	FASS-PUR-F05	Purchase Request (PR)	1	July 1, 2023	
477	FASS-PUR-F06	Request for Quotation (RFQ)	1	July 1, 2023	
478	FASS-PUR-F02	Supplier Evaluation Sheet (SES)	4	July 1, 2023	
479	FASS-PUR-F08	Purchase Order (PO)	2	July 1, 2023	
480	FASS-PUR-F09	Inspection and Acceptance Report (IAR)	1	July 1, 2023	
481	FASS-PUR-F20	Procurement Evaluation Sheet Goods and Services	2	July 1, 2023	
482	FASS-PUR-F21	Procurement Evaluation Sheet Infrastructure Projects	0	July 1, 2023	NE
483	FASS-PUR-F22	Procurement Evaluation Sheet Consulting Services	0	July 1, 2023	NE
484	DOST IX-QMS-06-F05	Risk Management Plan	1	July 1, 2023	
485	DOST IX-QMS-06-F06	Risk Monitoring	1	July 1, 2023	
486	DOST IX-QMS-06-F07	Opportunity Management Plan	1	July 1, 2023	
487	DOST IX-QMS-06-F08	Opportunity Monitoring	1	July 1, 2023	
488	IQA F01	Notice of Audit	1	July 1, 2023	
489	DOST IX-QMS-F06	Customer Satisfaction Feedback, FOS-GIA-F01S&T Intervention	3	July 1, 2023	
490	DOST IX-QMS-F07	Customer Satisfaction Feedback, FOS-Innovation System Support	3	July 1, 2023	
491	FM-ORD-MIS-06-F17	Customer Satisfaction Feedback, ICT/ MIS	0	July 1, 2023	

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DCF No.	Document Code	Title	Rev. No.	Effectively Date	Remarks
492	DOST IX-QMS-F25	Customer Satisfaction Feedback, RPMO Office Evaluation	1	July 1, 2023	
493	QM-DOST IX-03-03	Organizational Structure	4	July 1, 2023	
494	PM-FASS-HR-04-04	Recruitment	0	July 1, 2023	NE
495	DOST IX-QMS-F16	Customer Satisfaction Feedback, TS-ZCHRD	1	July 1, 2023	
496	FM-QMR-01-03	Authorization for the Implementation/ Updating Responsibility	1	July 1, 2023	
497	WI-QMR-01-03	Authorization for the Implementation/ Updating Responsibility	2	July 1, 2023	
498	PM-QMR-01-03	Authorization for the Implementation/ Updating Responsibility	2	July 1, 2023	
499	QM-DOST IX-09-02	Internal Audit	2	July 1, 2023	
500	QM-DOST IX-05-04	Organizational Roles, Responsibilities and Authorities	3	July 1, 2023	
501	PM-IQA-06-01	Control of Nonconforming Products	4	July 1, 2023	
502	PM-FASS-HR-04-05	Selection	0	July 1, 2023	NE
503	PM-FASS-HR-04-06	Placement	0	July 1, 2023	NE
504	WI-FASS-HR-04-03	Processing of Applications	0	July 1, 2023	NE
505	DC F02	Issue/ Withdrawal Form	0	July 1, 2023	FOR REMOVAL
506	PM-TS-STIS-05-05	Digital Literacy Training	2	July 1, 2023	FOR REMOVAL
507	WI-FOS-SET-05-19	Project Management	0	July 1, 2023	FOR REMOVAL
508	WI-TS-STIS-05-01	How to Avail Print and Non-Print Resources of the STIC	0	July 1, 2023	FOR REMOVAL
509	WI-TS-STIS-05-02	How to Avail Specialized Databases of the STIS	0	July 1, 2023	FOR REMOVAL
510	FOS-SET-F03b	RTEC's Action on Proponent's Response/ Submission of Required Documents	0	July 1, 2023	FOR REMOVAL
511	FOS-SET-F03c	Final Evaluation Sheet	0	July 1, 2023	FOR REMOVAL
512	FOS-SET-F10	Participant's Registration Form	0	July 1, 2023	FOR REMOVAL

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513	FOS-SET-F12	Needs Assessment Plan	0	July 1, 2023	FOR REMOVAL
514	FOS-SET-F13	Core Business Function Modules	0	July 1, 2023	FOR REMOVAL
515	FOS-SET-F14	Assessment Report	0	July 1, 2023	FOR REMOVAL
516	QM-DOST IX-06-16	Functional Objective: Human Resources	4	July 1, 2023	
517	WI-QMR-02-03	Filing and Updating of Revised Documented Information	1	July 1, 2023	
518	WI-QMR-06-02	How to Monitor the Availability of Equipment	1	July 1, 2023	
519	WI-TS-STSc-05-02	Conduct of Scholarship Orientation to S&T Scholarship Qualifiers	2	July 1, 2023	
520	WI-TS-STCs-05-01	Handling of Application and Awarding of S&T Scholarships	2	July 1, 2023	
521	QM-DOST IX-01-02	Table of Contents	2	July 1, 2023	
522	QM-DOST IX-02-02	Authorization for the Implementation/ Updating Responsibility	3	July 1, 2023	
523	QM-DOST IX-04-02	Customer and Interested Parties	3	July 1, 2023	
524	QM-DOST IX-04-10	Functional Objective: Maintenance	4	July 1, 2023	
525	QM-DOST IX-05-01	Top Management Commitment	2	July 1, 2023	
526	QM-DOST IX-05-04	Organizational Roles, Responsibilities and Authorities	3	July 1, 2023	
527	QM-DOST IX-06-09	Functional Objectives: Internal Quality	4	July 1, 2023	
528	QM-DOST IX-06-11	Functional Objective: Accounting Unit	4	July 1, 2023	
529	QM-DOST IX-06-12	Functional Objectives: Cashiering	4	July 1, 2023	
530	QM-DOST IX-10-03	Continual Improvement	1	July 1, 2023	
531	QM-DOST IX-06-13	Functional Objective: Property and Supply Unit	4	July 1, 2023	
532	PM-FASS-ACC-05-01	Accounting Services/ Process Payment of Vouchers	2	July 1, 2023	
533	PM-STSc-05-01	Handling of Applications and Awarding of DOST Undergraduate Scholarships	3	July 1, 2023	

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534	PM-TS-STSc-05-02	Monitoring and Release of Financial Benefits of On-Going DOST Undergraduate Scholars	3	July 1, 2023	
535	PM-TS-STSc-05-03	Monitoring of DOST Scholar-Graduate	4	July 1, 2023	
536	PM-FASS-MAIN-04-01	Preventive Maintenance	6	July 1, 2023	
537	PM-FASS-MAIN-04-02	Corrective Maintenance	5	July 1, 2023	
538	FM-QMR-06-F03	Nonconformity & Corrective Action Report	5	July 1, 2023	
539	TS-STIS-F05	Impact Assessment Questionnaire for Digital Literacy	0	July 1, 2023	<i>For Removal</i>
540	TS-STIS-F04	Internet Search Fee	0	July 1, 2023	<i>For Removal</i>
541	TS-STIS-F03	Borrower's Gate Pass	0	July 1, 2023	<i>For Removal</i>
542	TS-STIS-F02	STIC Membership Application Form	0	July 1, 2023	<i>For Removal</i>
543	DOST IX-QMR-F02	CSF- FASS: Maintenance	3	July 1, 2023	
544	FM-FOS-SET-05-F03a	Project Proposal Evaluation Sheet	1	July 1, 2023	
545	FOS-SET-F09	Report on Problems and Corrective Measures Identified	1	July 1, 2023	
546	FOS-SET-F018a	Application for Technology Needs Assessment (TNA Form 1)	0	July 1, 2023	<i>NE</i>
547	WI-FASS-MAIN-04-02	How to Clean the Keyboard	0	July 1, 2023	<i>FOR REMOVAL</i>
548	WI-FASS-MAIN-04-01	How to Clean the Computer CPU	1	July 1, 2023	<i>FOR REMOVAL</i>
549	PM-QMR-01-01	Table of Contents	5	July 1, 2023	
550	WI-QMR-01-01	Table of Contents	5	July 1, 2023	
551	FM-QMR-01-01	Table of Contents	5	July 1, 2023	
552	FM-IQA-06-F03	Application for Internal Auditor	1	July 1, 2023	
553	FM-IQA-06-F02	Audit Checklist	7	July 1, 2023	

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554	ML-DC-02	Master List of Externally Sourced Documents (DC)	1	01 July 2023	
555	DC 06-DC-001	Master List of Quality Records (DC)	1	01 July 2023	
556	ML-FASS-MAIN-01	Master List of Externally Sourced Documents (Maintenance)	7	01 July 2023	
557	DC-16-FASS-MAIN-01	Master List of Quality Records (Maintenance)	1	01 July 2023	
558	DC-06-STSc-001	Master List of Quality Records (STSc)	1	01 July 2023	
559	ML-DC-01	Master List of Controlled Documents	6	01 July 2023	
560	DC-06-QMR-001	Master List of Quality Records (QMR)	1	01 July 2023	
561	ML-FASS-PUR-01	Master List of Externally Sourced Documents (FASS-PUR)	3	01 July 2023	
562	DC 06-FASS-PUR-001	Master List of Quality Records (FASS-PUR)	2	01 July 2023	
563	DC 06-STIS-03H	Master List of Quality Records (STIS)	3	01 July 2023	
564	ML-FOST-SET-01	Master List of Externally Sourced Documents (FOS-SET)	2	01 July 2023	
565	DC 06-IQA-03A	Master List of Quality Records (IQA)	1	21 July 2023	