	DEPARTMENT OF SCIENCE AND TECHNOLOGY Regional Office No. IX	DOCUMENT CODE	PM-TS-STSc 05-03
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	4
		PAGE NUMBER	1 of 2
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	<b>MONITORING OF DOST SCHOLAR-GRADUATES</b>		

### 1.0 OBJECTIVE

To provide a comprehensive guide on monitoring DOST scholar-graduates in region IX.

### 2.0 SCOPE

This procedure covers all monitoring activities related to scholar-graduates from the updating of list of DOST-SEI Scholar-Graduate up to encoding/updating in the database including the risks and opportunities associated with the process.

### 3.0 ACCESS

*This procedures manual is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.*

### 4.0 DEFINITION OF TERMS

**TRACER** – Tracking Actual Career Experience Report (TRACER) is a survey of DOST scholars in the region that provides a dynamic database of the scholar-graduates that includes their demographic profile and relevant data on their employment and professional development.



**Scholar-graduate** – refers to all graduates of DOST S&T Scholarships to include RA 7687 Scholarship, DOST-SEI Merit Scholarship and Junior Level Science Scholarship (JLSS)s


### 5.0 RECORD

- DOST Scholars' Log Book

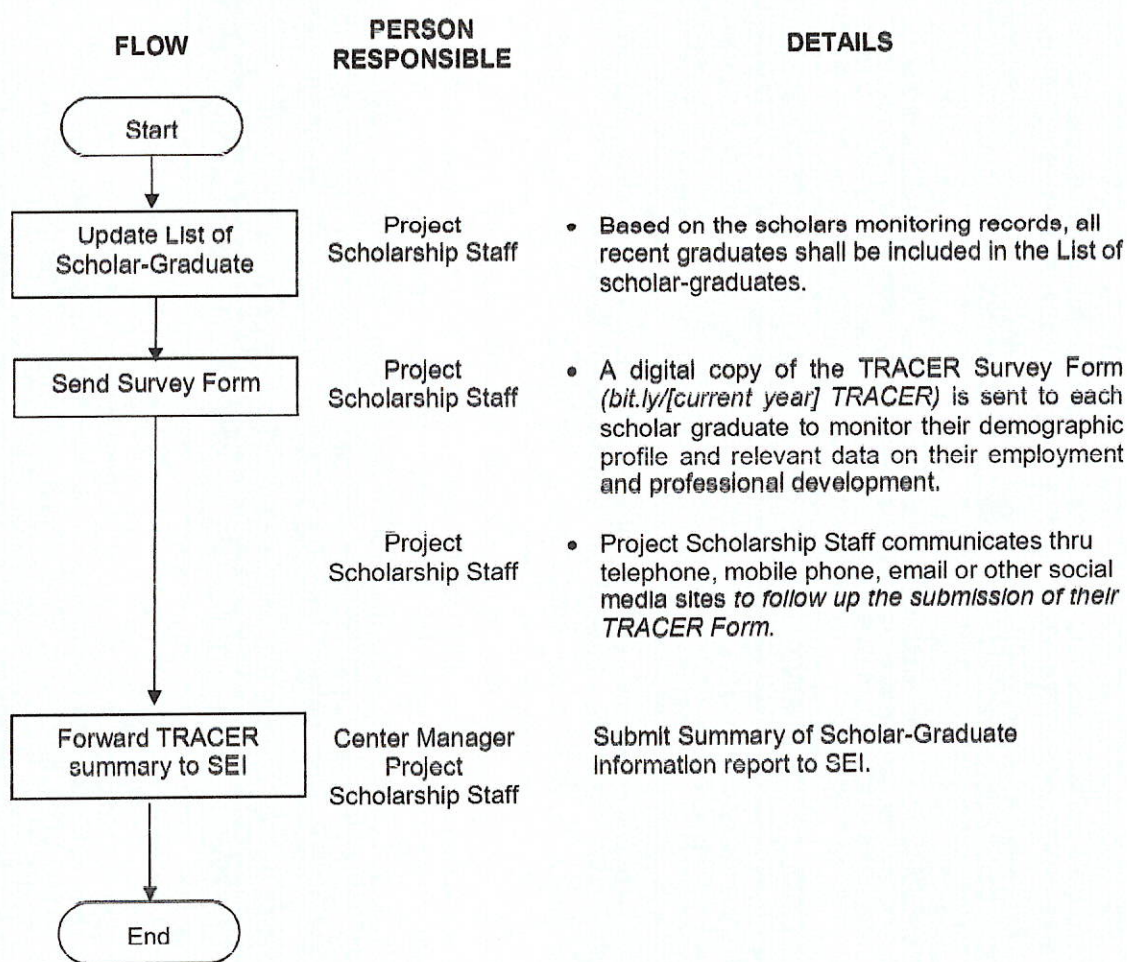
### 6.0 REFERENCE



- Database of Scholars

Prepared by:	Approved by:
	
Process Owner	Quality Management Representative

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## 7.0 PROCEDURE



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