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ROLES, RESPONSIBILITIES, AND AUTHORITIES

Top management ensures that roles, responsibilities and authorities are documented and communicated within the organization through issuances of Office Orders and memoranda and conduct of meetings. The responsibilities and authorities of all employees throughout the organization are documented in the Statement of Actual Duties and Responsibilities. Approved copies are made available to each personnel and these are communicated during orientation or their assignment to new positions and/or whenever there are changes in the position descriptions to encourage their involvement, motivation, and commitment to the achievement of the quality objectives and to establish.



The responsibilities and authorities of the key personnel in the implementation and maintenance of the quality management system are described below:


Regional Director

- Formulates and/or spearhead the formulation of organizational plans and methods for the internal operations of the regional office;
- Exercises general supervision and control over the Finance and Administrative Support, Field Operations Services, Technical Services, and Provincial Science and Technology Offices;
- Initiates the formulation, adoption and implementation of internal organizational policies, rules, regulations, and other mechanisms to effectively carry out the objectives and functions of the regional office;
- Supervises the monitoring and coordination of programs and projects of DOST Councils, Institutes, and other attached agencies in the region;
- Presides ISO management review meetings; and
- Provides the necessary resources for the effective implementation and maintenance of the quality management system.

Quality Management Representative

- Ensures that the equality management system is implemented and maintained in accordance with the ISO 9001:2015 standard;
- Provides updates to the top management on the performance of the quality management system, including recommendations for improvements;
- Ensures the promotion of awareness of customer requirements throughout the organization; and

Prepared by:  Quality Management Representative	Approved by:  Regional Director
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- Acts as liaison with external parties on matters relating to quality management systems.

Assistant Regional Director for Finance, Administrative Support and Technical Services



- Responsible for the over-all supervision of all the transactions that cover financial, administrative, facility maintenance, human resources, and all other administrative support activities;
- Ensures that the quality management system is properly implemented and maintained in accordance with ISO 9001:2015 standard within the Finance and Administrative Support Services;
- Ensures that necessary resources are provided for the effective implementation and maintenance of the quality management system;
- Responsible for the over-all supervision concerning services of the Regional Standards and Testing Laboratories, *Consortia and Special Projects*, S&T Information Services, Scholarships and S&T Promotions Services; and
- Ensures that the quality management system is properly implemented and maintained in accordance with ISO 9001:2015 standard within DOST Regional Office No. IX's Regional Standards and Testing Laboratories, *Consortia and Special Projects*, S&T Information Services, and the Scholarships and S&T Promotion Services.


Assistant Regional Director for Field Operations Services

- Responsible for the over-all supervision concerning PSTO operations, SETUP project implementation, Trainings and Consultancies, and other technology transfer related activities; and
- Ensures that the quality management system is properly implemented and maintained in accordance with ISO 9001:2015 standard within DOST Regional Office No. IX's Field Operations.
- Ensures that necessary resources are provided for the effective implementation and maintenance of the quality management system;

Provincial Science and Technology Director

- Responsible for the over-all supervision concerning services and operations of the Provincial Science and Technology Office; and

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- Ensures that the quality management system is properly implemented and maintained in accordance with ISO 9001:2015 standard within all aspects of operations of the Provincial Science and Technology Office.

Project Managers

- Responsible for the over-all supervision, planning, coordination, implementation of programs and projects which concern the functions of their respective offices; and
- Ensures that the quality management system is properly implemented and maintained in accordance with ISO 9001:2015 standard within all aspects of operations of their respective offices.

Document Custodian



- Maintains and controls QMS documents, including the revision, formal issuance, distribution and withdrawal; and
- Prepares Master Lists of Controlled Documented Information, Externally-Sourced Documents and Quality Records.

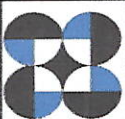
Human Resource Officer

- Responsible for recruitment, selection and placement of qualified personnel;
- Ensures the continuous supply of competent people to man the processes within the scope of the QMS;
- Ensures the effectiveness of the human resource interventions conducted for all personnel within the scope of the QMS;
- Ensures that relevant documents and records of employees are updated and filed; Responsible for the promotion of QMS in the Regional Office and Provincial S&T Offices;
- Identifies training needs of the Regional Office's employees in relation to their roles in the effective implementation and maintenance of the QMS; and
- Ensures that critical personnel and members are appropriately trained and competent to perform assigned task

Accountant

- *Directs and supervises accounting activities, provides technical advice on financial matters, submits financial statements and reports of the Regional Office.*

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Budget Officer

- Prepares the annual budget of the Regional Office-Personnel Services (PS), Maintenance and other operating expenses (MOOE) and Capital Outlay (CO) to certify the availability of allotment and obligation;
- Analyses obligation for accuracy and conformance to budgeting, accounting and auditing rules and regulations and submits financial statements and reports of the Regional Office.

Supply and Property Officer

- Ensures that all purchases conform to the specified requirements and are acquired at the right time from the right source to the best advantage of the Regional Office; and
- Ensures that suppliers are competent to provide quality products & services.

Cashier

- Ensures that all jobs entered by customers are properly billed and collected.

Internal Audit Group



- Prepares annual audit program, audit plan, and audit checklist; and
- Implements the QMS internal audit based on the approved audit program.


Top Management ensures that concerned employees report on the performance of the quality management system and on opportunities for improvement. Promotion of customer-focus throughout the organization; and the integrity of the quality management system is also pursued.

COMMUNICATION

Information related to the effective implementation of the QMS are disseminated to all employees through Office Orders, memoranda, meetings, and posting at strategic places.

Internal communication to all levels and functions of the organization includes, but are not limited to the following:



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- Quality Policy;
- Quality Objectives;
- Procedures relevant to their duties and responsibilities; and
- Results of monitoring, measurement, and analysis needed to ensure effective implementation.

REFERENCES:

- Office Orders
- Memoranda
- Incoming/Outgoing Correspondences
- Minutes of Meeting
- Minutes of Management Review

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