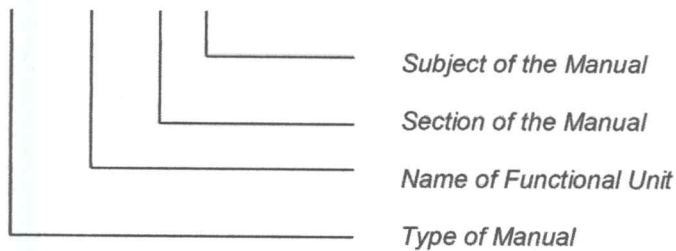


	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-QMR-01-05
	WORK INSTRUCTIONS	REVISION NUMBER	1
		PAGE NUMBER	1 of 1
SECTION	USER'S GUIDE	EFFECTIVITY DATE	01 July 2023
SUBJECT	CODING SYSTEM		

To ensure clear identification and distinction between the QMS Manuals, assigning unique codes to different sections, processes, documents, or activities within the QMS allows for accurate tracking, referencing, and retrieval of information. Hence, the coding system for the Work Instructions Manuals shall follow the coding systems below:

WI – Unit – XX - YY



Prepared by:  Document Custodian	Approved by:  Quality Management Representative
---	--