	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FOS-SET 05-01
	WORK INSTRUCTIONS	REVISION NUMBER	2
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	CONDUCT OF SITUATIONAL ANALYSIS		



PERSONS RESPONSIBLE:

ARD for Field Operations Services
Program Manager
City/Provincial S&T Director

STEPS:

- 1.0 Identify the location and coverage of the area for analysis. Consider the physical, planning, and social boundaries;
- 2.0 Conduct a meeting with interested individuals, such as the local stakeholders, LGUs, NGOs, and other NGAs to discuss pressing issues and concerns;
- 3.0 Organize a situational assessment team from the stakeholders, LGUs, NGOs, and other NGAs of common interest on the key issues. The major goal is to ensure that all views are represented. This team can include representatives from common interest groups such as the producers, processors, traders and consumers. Technical specialists, R&D institutions and academe can also be part of the team;
- 4.0 Gather information from secondary or existing sources to describe physical, social, and economic conditions;
- 5.0 Gather information from primary data sources. Be objective when gathering primary information from residents, farmers, processors, officials, etc.;
- 6.0 Assign roles and responsibilities relative to the collection of information;
- 7.0 Brainstorm and organize the findings from your workgroup discussions using the format below:

Strengths	Internal	Weakness
Opportunities	External	Threats
- 8.0 Prioritize concerns and issues. Focus on *at least three (3)* most pressing concerns/issues which are doable;
- 9.0 Formulate a list of future actions resulting from the analysis;
- 10.0 Develop a communication plan; and
- 11.0 Determine how the report will be presented and distributed to all internal and external stakeholders.

Prepared by:  ARD, Field Operations Services	Approved by  Quality Management Representative
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