	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 06-19
	<b>QUALITY MANUAL</b>	REVISION NUMBER	3
		PAGE NUMBER	1 of 1
SECTION	PLANNING	EFFECTIVITY DATE	01 JULY 2023
SUBJECT	<b>FUNCTIONAL OBJECTIVE: Management Information System (MIS)</b>		

The DOST-IX ICT Objectives are stated as follows:



To develop/enhance *one (1)* information system to improve DOST IX's internal process or workflow.

To ensure all in-house developed and adopted information systems are made available and functional during the work period for 2023.

To monitor every month, the availability of DOST IX ICT Infrastructure such as the Local Area Network and Fileserver.

To ensure all Freedom of Information Requests are acted on time.

To ensure all occurrence of data breach are documented and/or reported in compliance to the Data Privacy Act of 2012.

Prepared by:  MIS Manager	Approved by:  Regional Director
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