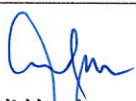

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 06-16
	<b>QUALITY MANUAL</b>	REVISION NUMBER	4
		PAGE NUMBER	1 of 1
SECTION	PLANNING	EFFECTIVITY DATE	01 July 2023
SUBJECT	<b>FUNCTIONAL OBJECTIVE: Human Resources</b>		

The DOST-IX Human Resources Objectives are stated as follows:

1. To continually improve employee competency through 100% on-time monitoring of trainings attended and ensure that the attendance to training are in accordance to the identified training intervention requirements for the year 2023;
2. To ensure that selection of employees for appointment to a vacant position shall be completed within six (6) months reckoned from the date of posting or publishing of the vacancy;
3. To ensure that 100% of the employees have submitted their Individual Performance Commitment and Review for two rating periods on-time;
4. To ensure that 100% of award's nomination submitted shall be facilitated properly and employee's high performance and exemplary achievement are well-recognized by the top management; and
5. To ensure 100% on-time monitoring of attendance, to include tardiness and leave of absence of the employees and submit report every 15<sup>th</sup> of the month.

Prepared by:  Unit Head	Approved by:  Regional Director
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