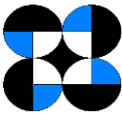


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|  | DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX | DOCUMENT CODE | QM-DOST IX 07-01 |
| | QUALITY MANUAL | REVISION NUMBER | 2 |
| | | PAGE NUMBER | 1 of 1 |
| SECTION | <i>SUPPORT</i> | EFFECTIVITY DATE | 01 July 2023 |
| SUBJECT | PROVISION OF RESOURCES | | |

DOST-IX, through its top management ensures that human resources, infrastructure, environment, and organizational knowledge necessary for the effective implementation, maintenance, and continual improvement of its quality management system and for the operation and control of its processes are determined, made available, and maintained.

Decisions on the allocation of resources for operation and improvement of the QMS, enhancement of employees' competence through training, education and human resource intervention, the satisfaction of customers and other interested parties and planning for future resource needs are made during planning sessions.

Top management works to ensure that necessary infrastructure needed for the organization to perform well and meet customers' and other interested parties' expectations are provided. Recognizing that a conducive working environment has a positive influence on the performance of its employees, efficient spending of resources is carefully planned so that state-of-the-art facilities can be provided to employees without sacrificing the interests of its customers and other interest parties.

The 5S program is being strictly observed by all staff to improve workplace morale and efficiency and to standardize work procedures.



Top management also determines and provides the resources needed to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of DOST-IX services to set requirements.

The implementation of the Quality Management System of DOST does not involve the use of physical measuring equipment or devices, as required by ISO 9001:2015 clause 7.1.5.2 on Measurement Traceability using measuring equipment. It has no products nor services under the DOST IX QMS that need to be determined for their conformity with the use of physical measuring equipment or device.

Plans are reviewed regularly to ensure the efficiency and the effectiveness of resource allocation.

REFERENCES

- Minutes of Planning Sessions
- Minutes of Staff Meetings
- Staff Development Plans and Programs

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| Prepared by:  Quality Management Representative | Approved by:  Regional Director |
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