	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>PM-QMR 05-02</b>
	<b>PROCEDURES MANUAL</b>	REVISION NUMBER	<b>2</b>
		PAGE NUMBER	<b>1 of 4</b>
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>STRATEGIC PLANNING</b>		

## 1.0 OBJECTIVE

To provide a step-by-step guide in the conduct of strategic planning for the organization.

## 2.0 SCOPE

This procedure covers all activities needed in the development of the DOST-IX's Strategic Plan. It details the eleven (11) key phases from the review of vision and mission to the implementation, monitoring/ evaluation and continual improvement of the strategic plan *including the risks and opportunities associated with the process.*

## 3.0 ACCESS

*This procedures manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.*

## 4.0 DEFINITION OF TERMS

**Strategic planning** is a systematic process that involves assessing an organization's present condition and defining its desired future state. It entails examining the strengths, weaknesses, opportunities, and threats of the organization and establishing specific objectives and goals in alignment with its vision.

## 5.0 RECORDS

- Strategic Plan
- Vision & Mission Statements
- Strategy Map
- Balanced Scorecard

## 6.0 REFERENCE

- DOST Vision
- DOST Mission
- Outputs of DOST ManCom Workshop
- Individual vision inputs from the workforce
- RDC Plan
- National S&T Agenda

Prepared by:



QMS Secretariat

Approved by:




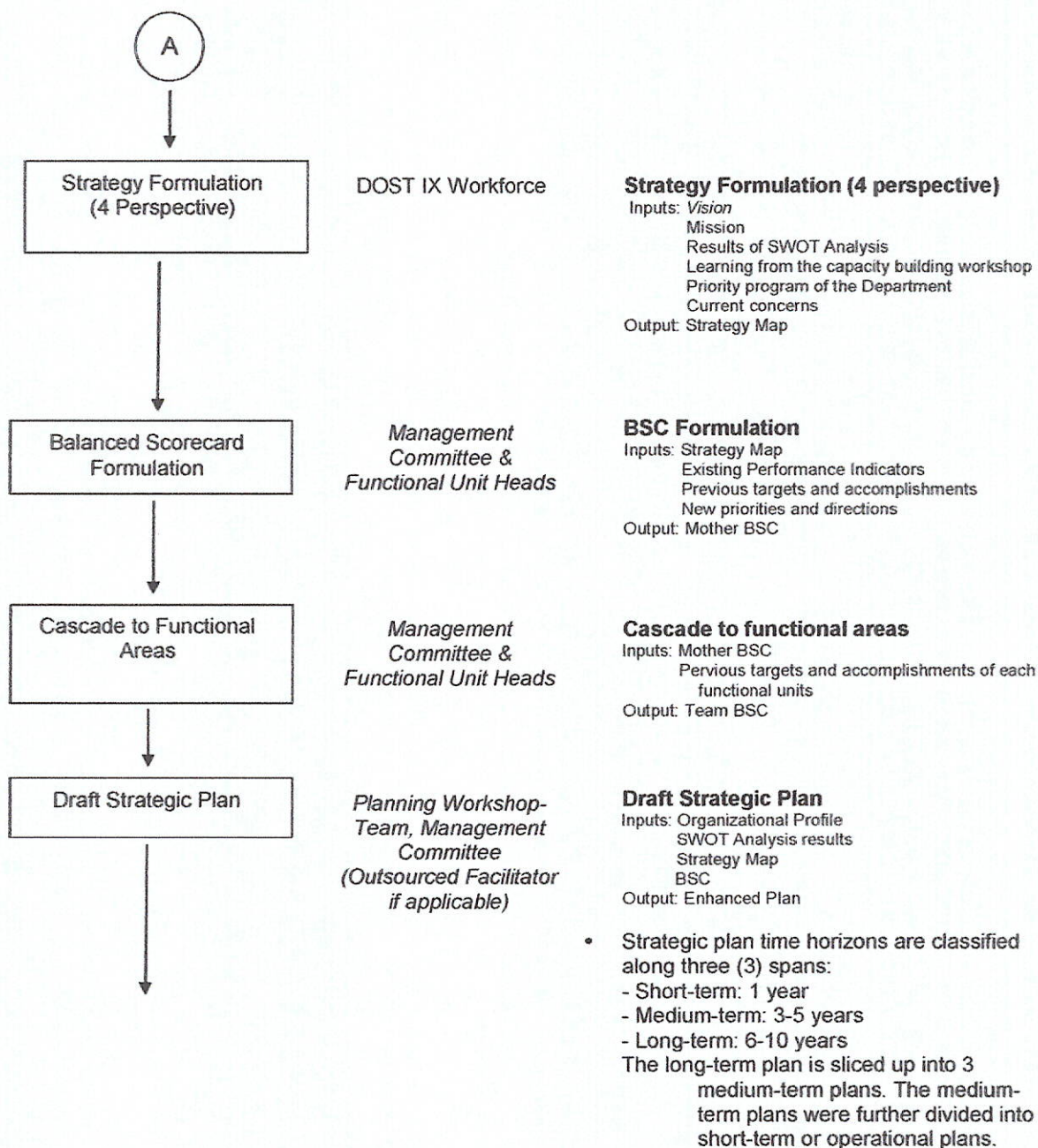
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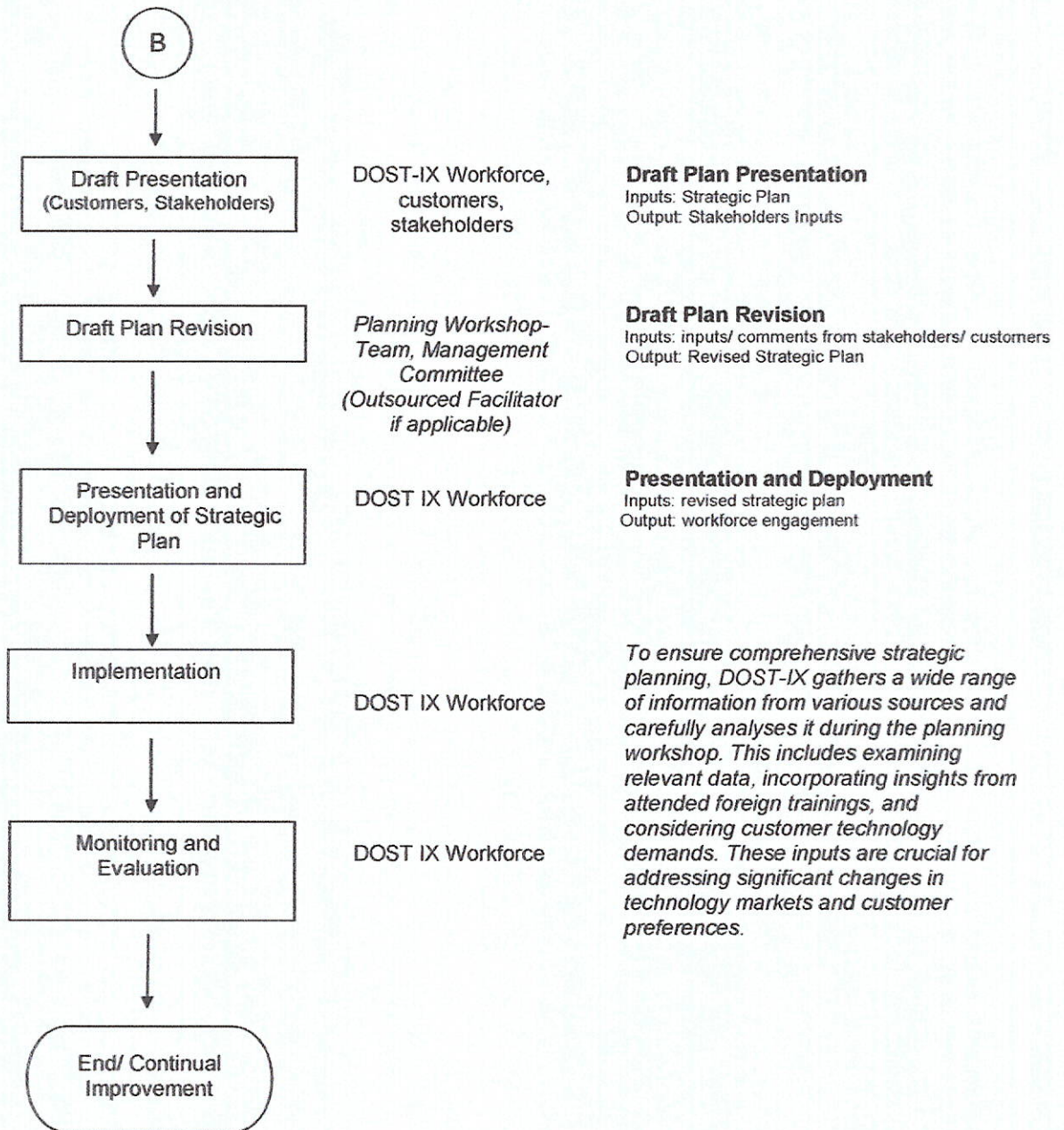
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