	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>QM-DOST IX 07-02</b>
	<b>QUALITY MANUAL</b>	REVISION NUMBER	<b>1</b>
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SECTION	SUPPORT	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>COMPETENCE</b>		

The Top Management sees to it that personnel performing work affecting quality are competent on the basis of appropriate education, training, and experience.

It is for this reason that the DOST IX Competency Development Program has been developed and implemented. The required competencies and level of competence of each position is laid out. These are then compared with the current competencies and level of competence of personnel handling each position to determine the competency gap. Identified gaps serve as the basis for determining the appropriate learning interventions needed to improve the competency level of each employee for them to be able to meet the set competency requirements. The learning interventions identified form part of the Human Resource Development Plan or Learning and Development Plan. The DOST IX Competency Development System can also evaluate the effectiveness of the intervention.



During the implementation of the QMS, all employees are appropriately provided with training and/or orientation to make them aware of the following:

- The importance of conformity with the quality policy and procedures and with the requirements of the quality management system; and
- Their roles and responsibilities in achieving conformity with the requirements of the quality management system.

Records of education, training, skills and experience of employees are included in the 201 file.

## REFERENCES

- PM-FASS-HR 04-03 Staff Development
- Competency Development Program
- Human Resource Development Plan
- 201 File

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