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	QUALITY MANUAL	REVISION NUMBER	4
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SECTION	PLANNING	EFFECTIVITY DATE	01 July 2023
SUBJECT	FUNCTIONAL OBJECTIVE: Maintenance		

The DOST-IX Maintenance Objectives are stated as follows:

To monitor the overall condition of DOST IX buildings every March and September of the year.

To ensure the equipment/office facility requirements such as desktop and laptop computers, air-conditioning units, LCD projectors, motor vehicles, and standby generator are 100% available and functional during the work period for 2023.

Prepared by:



Unit Head

Approved by:



Regional Director