

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FOS-SET 05-18
	WORK INSTRUCTIONS	REVISION NUMBER	1
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	ACCREDITATION OF DOST-IX TECHNICAL PERSONNEL AS RESOURCE PERSON/TRAINER		

PERSONS RESPONSIBLE:

Human Resource in-charge
ARD for Field Operations Services
Program Manager
City/Provincial Science and Technology Director
Evaluation Panel
Technical Personnel
Resource person/Trainer

STEPS

- 1.0 The Head of Functional Unit endorses the name of *technical personnel* with his/her assigned topic/technology to the Human Resource In-charge for accreditation.
- 2.0 *Technical personnel* endorsed prepares a training module and a presentation *material* of the assigned topic/technology and submit to the Human Resource In-charge for review.
- 3.0 The Human Resource In-charge convenes the evaluation panel which is composed of *at least three (3) members*.
- 4.0 The *technical personnel* present his/her topic to the evaluation panel.
- 5.0 The evaluation panel *assesses* the *technical personnel* using the evaluation criteria as indicated in FOS-SET F27 (Competence Evaluation Form) and to be approved by the Regional Director.
- 6.0 A total score of 75% and above shall be the passing mark for accreditation. If the ratee failed, he/she shall be recommended for capability enhancement training.
- 7.0 *The Regional Director renders final decision based on the recommendation of the evaluation panel.*
- 8.0 The performance of the *resource person/trainer* shall be evaluated every *five (5) years*.

Prepared by:  ARD, Field Operation Services	Approved by  Quality Management Representative
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