

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 06-04
	QUALITY MANUAL	REVISION NUMBER	4
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SECTION	PLANNING	EFFECTIVITY DATE	01 July 2023
SUBJECT	FUNCTIONAL OBJECTIVES: Field Operations Services – Regional Program Management Office		

The *functional objectives* of the DOST-IX Field Operations Services - Regional Program Management Office are stated as follows:

- a. To ensure effective and efficient implementation of the activities under the Regional Program Management Office (RPMO) of Small Enterprise Upgrading Program (SETUP) through:
 - 100 % of SETUP Project Proposals (with complete documents) are processed within 20 working days from receipt of proposals to notice of approval / disapproval / deferment;
 - 100% of Request for Release and Withdrawal of Funds (with complete documents) are processed within seven (7) working days under control environment.
- b. To ensure effective and efficient implementation of local GIA funds through:
 - 100 % of local GIA Project Proposals (with complete documents) are processed within 20 working days from receipt of proposals to notice of approval / disapproval / deferment);
 - 100 % of approved Request for Release of Funds (with complete documents) are processed within 7 working days under control environment.

Prepared by:  Unit Head	Approved by:  Regional Director
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