

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 06-11
	QUALITY MANUAL	REVISION NUMBER	4
		PAGE NUMBER	1 of 1
SECTION	PLANNING	EFFECTIVITY DATE	01 July 2023
SUBJECT	FUNCTIONAL OBJECTIVE: Accounting		

The DOST-IX Accounting Objectives are stated as follows:

To ensure efficient and effective financial management, disbursements, monitoring and reporting of all statutory/regulatory and legal requirement of government monitoring agencies thru accurate and timely preparation, verification, certification and submission of financial statements and reports such as;

- Monthly Financial Statement and other related reports shall be done on or before 20th day of the following month;
- Quarterly Financial Statement and other related reports shall be done within one month after the end of each quarter; and
- Annual Financial Statement and other related reports shall be done on or before the 31st of January of the following year.

Prepared by:  Accountant	Approved by:  Regional Director
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