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	DOST Regional Office No. IX	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	1 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	DOST IX Incoming and Outgoing Process		

1.0 OBJECTIVE

To provide a step-by-step procedure on how to record and access TRACE for incoming and outgoing documents.

2.0 SCOPE

This procedure covers all transactions which involves recording of all incoming and outgoing documents received and sent out from and to DOST IX.

3.0 DEFINITIONS

TRACE- Tracking, Retrieval, Archiving of Communication for Efficiency

Incoming- All documents to receive from within and outside DOST IX which is addressed to the Regional Director or any DOST IX personnel.



Outgoing- All documents to be release within and outside DOST IX which is signed by the Regional Director or any DOST IX personnel.


4.0 RECORD

- TRACE
- DOST IX Fileserver

5.0 REFERENCE

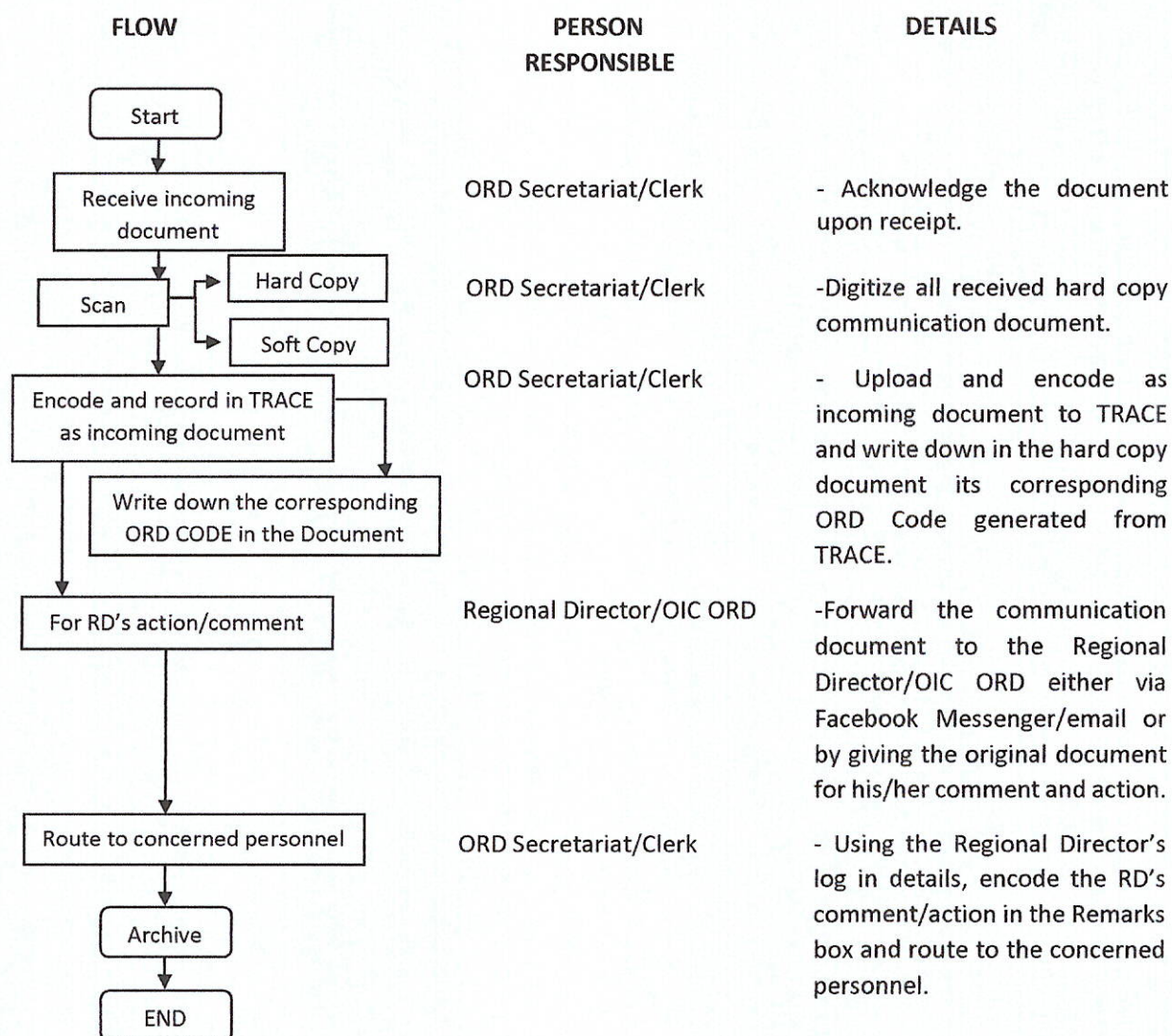
- <https://trace.dost9.ph/about>
- [\\192.168.1.90](https://192.168.1.90)

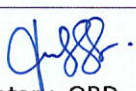

Prepared by:  Secretary, ORD	Approved by:  Quality Management Representative
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6.0 PROCEDURE

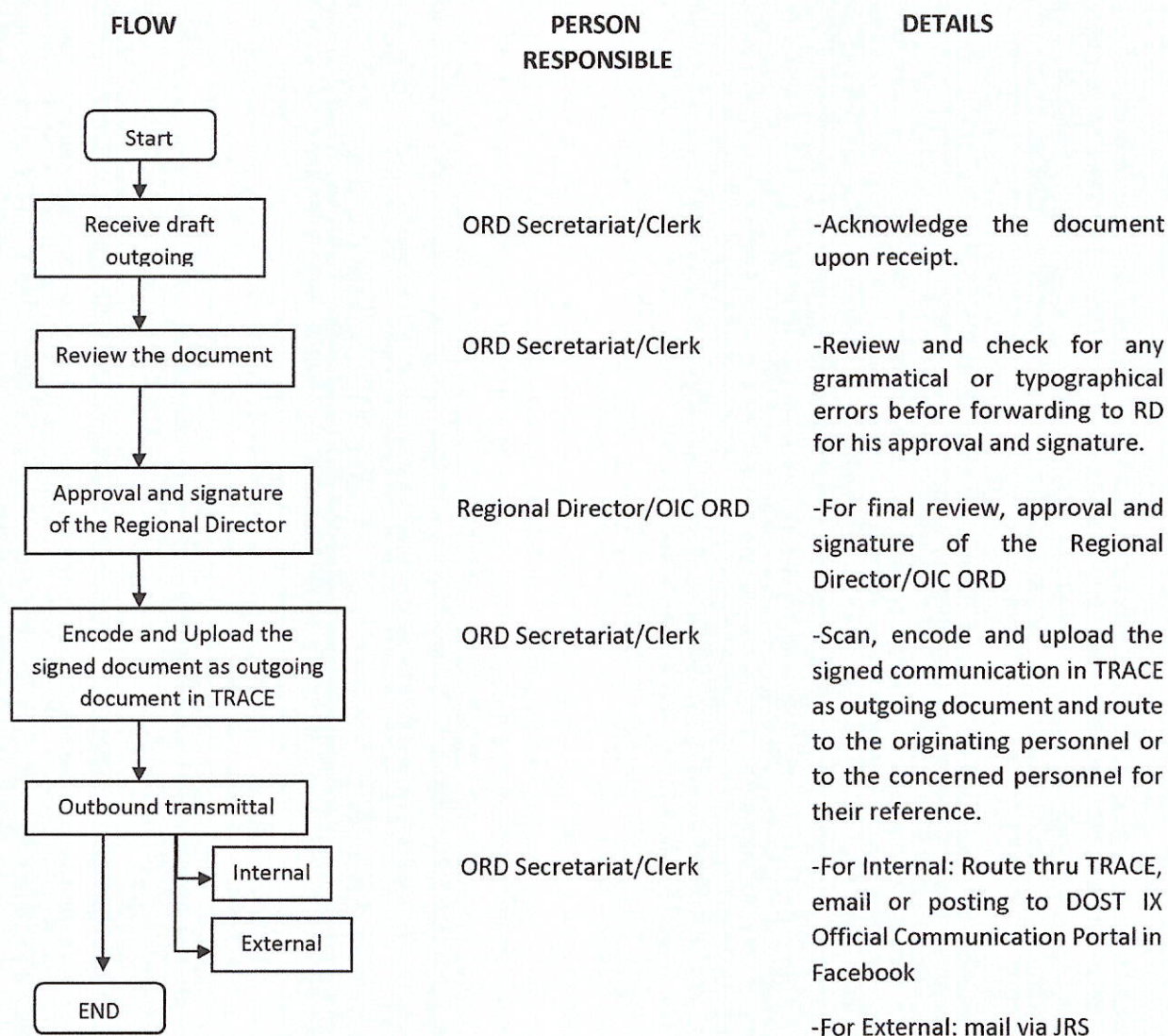
6.1 INCOMING

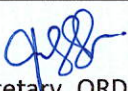



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 Secretary, ORD	 Quality Management Representative

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6.2 OUTGOING



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