

	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>QM-DOST IX 07-04</b>
	<b>QUALITY MANUAL</b>	REVISION NUMBER	<b>1</b>
		PAGE NUMBER	<b>1 of 1</b>
SECTION	<b>SUPPORT</b>	EFFECTIVITY DATE	<b>01 July 2023</b>
SUBJECT	<b>COMMUNICATION</b>		

The Top Management ensures that the internal and external communications relevant to the quality management system are determined, monitored and documented.

All incoming and outgoing communications are documented and monitored using the ***Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE)***, which can be accessed by *all DOST IX employees* including those in the ***Provincial Science and Technology Office (PSTOs)***. All incoming and outgoing communications are assigned with unique tracking numbers to ensure traceability and integrity.

Pertinent information related to the effective implementation of the QMS are relayed to all employees through Office Orders, memoranda, and meetings. These are communicated through hard copy, email and *text blast through TRACE*, and posting at strategic places including *DOST IX official Social Media accounts*.

Prepared by:  Secretary, ORD	Approved by:  Regional Director
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