



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Office of the Undersecretary for Regional Operations

MEMORANDUM

For : **ENGR. ROBERT O. DIZON**
Executive Director, MIRD and Audit Team Leader
Staffing Pattern of the DOST-CO Executive Offices,
Services and Divisions/Units

From : **The Undersecretary for Regional Operations**

Subject : **Audit of the Staffing Pattern of DOST-CO Offices**

Date : 09 October 2017

In response to your letter dated 02 October 2017 regarding the conduct of an audit of the Staffing Pattern of the DOST-CO Executive Offices, Services and Divisions/Units, we are submitting the following documents:

- 1) Office Organizational Chart;
- 2) List of Personnel and their actual duties and responsibilities;
- 3) 2016 IPCR of Personnel;
- 4) Updated Personnel Data Sheet of Personnel

Thank you.

JAS - 60273