



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

QUALITY OBJECTIVES

Revision 2

Effectivity Date: January 3, 2023

- **To complete and disseminate 90% of targeted R&D activities to meet the needs of local industries to become globally competitive.**
- **To deliver 90% of targeted technical services according to mutually agreed terms and conditions and existing applicable regulatory and statutory requirements.**
- **To attain at least a very satisfactory customer satisfaction rating for the year through the continual improvement of our QMS.**

**For posting
purposes only**


ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

QUALITY POLICY

Revision 1

Effective Date: January 3, 2023

We are committed to help local industries become globally competitive by providing appropriate technologies and services.

We shall continually improve our QMS to come up with conformity of products and services that would meet customer expectations within applicable regulatory and statutory requirements.

ANNABELLE V. BRIONES, Ph.D.
Director

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 1'

Effectivity Date: January 2, 2023

Internal Quality Audit

- 1. To ensure that internal audits shall be conducted once a year in accordance with ITDI's annual audit program. A detailed audit plan shall state the assignment of auditors in audit schedules as confirmed by auditees to determine whether the quality management system of ITDI:
 - a.) conforms to the planned arrangements of ISO 9001:2015; and**
 - b.) is implemented and maintained.****
- 2. To make sure that the audit shall be carried out in accordance with 9.2 of ISO 9001:2015, taking into consideration the status and importance of the processes in the areas to be audited, and the results of the previous audits with corrections and corrective actions.**
- 3. To render audit reports stating conformance or non-conformance to ISO 9001:2015, and recommendations to areas for improvement as inputs for management review. A follow-up of corrections and corrective actions for nonconformities, monitor and review through the conduct of effectiveness audit shall be done in accordance with PM-QMS 09-02.**

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ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 2

Effectivity Date: June 30, 2023

Document Custodian

- 1. To ensure that 100% of ITDI QMS documents are updated, maintained and controlled in accordance with *PM-QMS-07-01, Control of Documented Information.***
- 2. To ensure that 100% of ITDI QMS documents are properly issued *within the effectivity date* and withdrawn *in accordance with WI-QMS-07-02, Withdrawal of Obsolete Documents.***

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ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 1

Effectivity Date: January 2, 2023

Administrative Division CASHIER SECTION

To ensure that 90% of approved disbursement vouchers are processed and transmitted to Agency's Government Servicing Bank within three (3) working days, subject to availability of funds.

**For posting
purposes only**

ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 2

Effectivity Date: January 3, 2023

Administrative Division

HUMAN RESOURCE MANAGEMENT SECTION

- **To ensure that 90% of the published vacant positions are filled within the prescribed period in accordance with the Omnibus Rules on Appointment and Other Human Resource Actions.**
- **To ensure that each employee has at least one (1) learning and development intervention within a year based on available resources.**
- **To ensure that 100% of IPCR submissions are monitored and reviewed in accordance with SPMS calendar and analyzed to identify developmental interventions.**

**For posting
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ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 2

Effectivity Date: June 30, 2023

Administrative Division

PROPERTY & PROCUREMENT MANAGEMENT SECTION

- To ensure that 90% of approved Purchase / Work Orders are delivered within the agreed delivery terms, *complied with* the specifications of the end-user, and in accordance with the provisions of RA 9184.
- To ensure that 90% of newly acquired, *donated*, and transferred properties are properly accounted *for*, labeled and recorded within 15 days upon inspection and acceptance of the end-user.
- To ensure that 100% of unserviceable properties are properly accounted *for* and disposed *of* within the scheduled plan in accordance with COA rules and regulations.

**For posting
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ANNABELLE V. BRIONES, Ph.D.
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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 0
Effectivity Date: January 2, 2023

Administrative Division **RECORDS MANAGEMENT SECTION**

- **To ensure that 90% of records received are properly disseminated within the day and shall be maintained and readily available when needed.**
- **To ensure that 90% of records are controlled and disposed in accordance to provisions of RA 9470.**

**For posting
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ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 6

Effectivity Date: January 2, 2023

Research & Development CHEMICALS AND ENERGY DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit terminal report two months after project completion.**
- 3. To implement 90% of the approved *contract projects* based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 6

Effectivity Date: January 2, 2023

Research & Development

ENVIRONMENT AND BIOTECHNOLOGY DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract projects based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 4

Effectivity Date: July 3, 2023

FINANCE AND MANAGEMENT DIVISION

- 1. To ensure that all ITDI activities with budgetary requirements are acted upon *and conform with accounting and auditing rules and regulations* within the prescribed period.**
- 2. To ensure that all financial transactions are processed *and conform with accounting and auditing rules and regulations* within the prescribed period.**

**For posting
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ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 6

Effectivity Date: January 2, 2023

Research & Development FOOD PROCESSING DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit terminal report two months after project completion.**
- 3. To implement 90% of the approved *contract projects* based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 6

Effectivity Date: January 2, 2023

Research & Development MATERIALS SCIENCE DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit terminal report two months after project completion.**
- 3. To implement 90% of the approved contract projects based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

**For posting
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ANNABELLE V. BRIONES, Ph.D.
Director



FUNCTIONAL OBJECTIVES

Revision 3

Effectivity Date: June 15, 2023

PLANNING AND MANAGEMENT INFORMATION SYSTEMS DIVISION (PMISD)

1. To ensure the preparation of the Institute's overall plans and programs for implementation during the year.
 - 90% of the Institute's programs and projects aligned with the national and department priorities and needs.
 - 90% of the Institute's plans and budget proposals prepared within the prescribed date.
2. To ensure Monitoring and Evaluation (M&E) of the Institute's programs, activities and projects (PAPs) during the year.
 - 2a. Monitoring
 - 90% of projects monitored one month after the quarter.
 - 90% of quarterly reports prepared.
 - 2b. Evaluation
 - 90% of project proposals evaluated with the ITDI-Technical Review Committee within the prescribed period.
 - 90% of ongoing projects evaluated with the ITDI-Technical Review Committee within two months after the quarter.
3. To ensure the review of existing and/or formulation of new organizational policies for improved operations and processes and effective governance with 100% acceptability.
4. To ensure the implementation of appropriate information systems for the projects, services and other activities of the Institute as identified in the approved Information Systems Strategic Plan (ISSP, 2023-2025) and in accordance with the approved budget allocation; and
5. To ensure action/response to requests for technical support on all ICT components.
 - 90% of requests for computer network technical support rendered within the agreed period.
 - 90% of requests for hardware technical support rendered within the agreed period.
 - 90% of requests for ICT System maintenance and support rendered within the agreed period.
 - 90% of requests for email technical support rendered within the agreed period.
 - 90% of requests for website maintenance and support rendered within the agreed period.

**For posting
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ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 6

Effectivity Date: January 2, 2023

Research & Development

PACKAGING TECHNOLOGY DIVISION

- 1. To implement 90% of approved projects *for implementation based on agreed duration.***
- 2. To submit terminal report two months after the project completion.**
- 3. To implement 90% of the approved technical services *based on agreed schedule* with very satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with very satisfactory customer rating.**

**For posting
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ANNABELLE V. BRIONES, Ph.D.

Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 1

Effectivity Date: January 03, 2023

TECHNOLOGICAL SERVICES DIVISION

- 1. To design and validate one new and acceptable training program within the year.**
- 2. To conduct 100% of the approved number of training programs for the year with a very satisfactory rating.**
- 3. To implement 100% of the approved requests for technical assistance / technology transfer in the Regions based on agreed schedules/duration within the year with a very satisfactory rating.**
- 4. To provide 100% relevant information to customers and stakeholders, both internally and externally in all forms (print and non-print, media / press conference, exhibits, techno fora) at the right time.**
- 5. To prepare techno-economic studies (market/industry profile, FS / BOP and techno-packages) of identified mature / commerciable technologies within the prescribed period.**
- 6. To develop business development strategies for marketing and promotion of identified technologies / new services within the prescribed period.**
- 7. To provide engineering related services in support of ITDI activities such as: R&D, technical services, maintenance and repair of physical facilities/buildings and technology transfer within the prescribed time with a very satisfactory rating.**

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ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

QUALITY POLICY

Revision 1

Effectivity Date: January 04, 2021

We are committed to help local industries become globally competitive by providing appropriate technologies and services.

We shall continually improve our QMS to come up with conformity of products and services that would meet customer expectations within applicable regulatory and statutory requirements.

ANNABELLE V. BRIONES, Ph.D.

Director

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August 2022



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

QUALITY OBJECTIVES

Revision 2
Effectivity Date: January 04, 2021

- To complete and disseminate 90% of targeted R&D activities to meet the needs of local industries to become globally competitive.
- To deliver 90% of targeted technical services according to mutually agreed terms and conditions and existing applicable regulatory and statutory requirements.
- To attain at least a very satisfactory customer satisfaction rating for the year through the continual improvement of our QMS.


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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 1
Effectivity Date: January 04, 2021

Administrative Division **CASHIER SECTION**

To ensure that 90% of approved disbursement vouchers are processed and transmitted to Agency's Government Servicing Bank within three (3) working days, subject to availability of funds.

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Director

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 1
Effectivity Date: January 04, 2021

Administrative Division

HUMAN RESOURCE MANAGEMENT SECTION

- **To ensure that 90% of requisitioned employees are hired within prescribed period in accordance to Omnibus rules and regulations.**
- **To ensure that at least one (1) learning and development is attended by every staff within a year based on available resources.**
- **To ensure that 100% of IPCR submissions are monitored and reviewed in accordance with SPMS calendar and analyzed to identify developmental interventions.**

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 1

Effectivity Date: January 04, 2021

Administrative Division

PROPERTY & PROCUREMENT MANAGEMENT SECTION

- To ensure that 90% of approved Purchase / Work Orders are delivered within the agreed delivery terms based on the specifications of the end-user and in accordance with the provisions of RA 9184.
- To ensure that 90% of newly acquired, donation and transferred properties are properly accounted, labeled and recorded within 15 days upon inspection and acceptance of the end-user.
- To ensure that 100% of unserviceable properties are accounted and properly disposed within the scheduled plan in accordance with COA rules and regulations.

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 0
Effectivity Date: January 04, 2021

Administrative Division **RECORDS MANAGEMENT SECTION**

- To ensure that 90% of records received are properly disseminated within the day and shall be maintained and readily available when needed.
- To ensure that 90% of records are controlled and disposed in accordance to provisions of RA 9470.


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Director

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August 2022





Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 2
Effectivity Date: January 04, 2021

Research & Development **CHEMICALS AND ENERGY DIVISION**

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract technical services / assistance based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**


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August 2022





Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City


FUNCTIONAL OBJECTIVES

Revision: 2
Effectivity Date: January 04, 2021

Research & Development

ENVIRONMENT AND BIOTECHNOLOGY DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract projects and technical services based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**


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August 2022





Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 3
Effectivity Date: January 04, 2021

FINANCE AND MANAGEMENT DIVISION

- 1. To ensure that all ITDI activities with budgetary requirements are acted upon within the prescribed period.**
- 2. To ensure that all financial transactions are processed within the prescribed period.**
- 3. To ensure that all budgetary request and financial transactions conform with accounting and auditing rules and regulations within the prescribed period.**

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Director

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 1

Effectivity Date: January 04, 2021

Research & Development

FOOD PROCESSING DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract projects based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 2

Effectivity Date: January 04, 2021

Research & Development MATERIALS SCIENCE DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract technical services/assistance on agreed schedule with very satisfactory customer rating**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

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Director

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August 2022





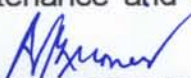
FUNCTIONAL OBJECTIVES

Revision 2

Effectivity Date: January 04, 2021

PLANNING AND MANAGEMENT INFORMATION SYSTEMS DIVISION (PMISD)

1. **To ensure the preparation of the Institute's overall plans and programs for implementation during the year.**
 - 90% of the Institute's programs and projects aligned with the national and department priorities and needs.
 - 90% of the Institute's plans and budget proposals prepared within the prescribed date.
2. **To ensure Monitoring and Evaluation (M&E) of the Institute's programs, activities and projects (PAPs) during the year.**
 - 2a. **Monitoring**
 - 90% of projects monitored one month after the quarter.
 - 90% of projects monitored quarterly for risks identified.
 - 90% of quarterly reports prepared.
 - 2b. **Evaluation**
 - 90% of project proposals evaluated with the ITDI-Technical Review Committee within the prescribed period.
 - 90% of ongoing projects evaluated with the ITDI-Technical Review Committee within two months after the quarter.
 - 2c. **Agency Performance Review**
 - Preparation of the semestral Agency Performance Review Report two months after each semester with 100% accuracy.
3. **To ensure the review of existing and/or formulation of new organizational policies for improved operations and processes and effective governance with 100% acceptability.**
4. **To ensure the implementation of appropriate information systems for the projects, services and other activities of the Institute as identified in the approved Information Systems Strategic Plan (ISSP, 2020-2022) and in accordance with the approved budget allocation; and**
5. **To ensure action/response to requests for technical support on all ICT components.**
 - 90% of requests for computer network technical support rendered within the agreed period.
 - 90% of requests for hardware technical support rendered within the agreed period.
 - 90% of requests for ICT System maintenance and support rendered within the agreed period.
 - 90% of requests for email technical support rendered within the agreed period.
 - 90% of requests for website maintenance and support rendered within the agreed period.


ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 3
Effectivity Date: January 04, 2021

Research & Development **PACKAGING TECHNOLOGY DIVISION**

- 1. To implement on schedule 90% of the approved R&D projects and activities.**
- 2. To submit a terminal report two months after the project completion.**
- 3. To provide 90% of the request for packaging services with very satisfactory customer rating.**

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DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 1
Effectivity Date: January 04, 2021

TECHNOLOGICAL SERVICES DIVISION

1. To design and validate one new and acceptable training program within the year.
2. To conduct 100% of the approved number of training programs for the year with a very satisfactory rating.
3. To implement 100% of the approved requests for technical assistance / technology transfer in the Regions based on agreed schedules/duration within the year with a very satisfactory rating.
4. To provide 100% relevant information to customers and stakeholders, both internally and externally in all forms (print and non-print, media / press conference, exhibits, techno fora) at the right time.
5. To prepare techno-economic studies (market/industry profile, FS / BOP and techno-packages) of identified mature / commerciable technologies within the prescribed period.
6. To develop business development strategies for marketing and promotion of identified technologies / new services within the prescribed period.
7. To provide engineering related services in support of ITDI activities such as: R&D, technical services, maintenance and repair of physical facilities/buildings and technology transfer within the prescribed time with a very satisfactory rating.


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DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision: 1

Effectivity Date: January 04, 2021

Internal Quality Audit

1. To ensure that internal audits shall be conducted once a year in accordance with ITDI's annual audit program. A detailed audit plan shall state the assignment of auditors in audit schedules as confirmed by auditees to determine whether the quality management system of ITDI:
 - a.) conforms to the planned arrangements of ISO 9001:2015; and
 - b.) is implemented and maintained.
2. To make sure that the audit shall be carried out in accordance with 9.2 of ISO 9001:2015, taking into consideration the status and importance of the processes in the areas to be audited, and the results of the previous audits with corrections and corrective actions.
3. To render audit reports stating conformance or non-conformance to ISO 9001:2015, and recommendations to areas for improvement as inputs for management review. A follow-up of corrections and corrective actions for nonconformities, monitor and review through the conduct of effectiveness audit shall be done in accordance with PM-QMS 09-02.

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Department of Science and Technology
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DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVES

Revision 1
Effectivity Date: January 04, 2021

Document Custodian

- 1. To ensure that 100% of ITDI QMS documents are updated, maintained and controlled in accordance with its effectivity date.**
- 2. To ensure that 100% of ITDI QMS documents are properly issued on its effectivity date and withdrawn from the copy holder at the right time.**

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August 2022



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

QUALITY POLICY

Revision 1

We are committed to help local industries become globally competitive by providing appropriate technologies and services.

We shall continually improve our QMS to come up with conformity of products and services that would meet customer expectations within applicable regulatory and statutory requirements.

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QUALITY OBJECTIVES

Revision 2

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- **To attain at least a very satisfactory customer satisfaction rating for the year through the continual improvement of our QMS.**

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Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 1

Administrative Division **CASHIER SECTION**

To ensure that 90% of approved disbursement vouchers are processed and transmitted to Agency's Government Servicing Bank within three (3) working days, subject to availability of funds.

ANNABELLE V. BRIONES, Ph.D.
Director



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DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 1

Administrative Division

HUMAN RESOURCE MANAGEMENT SECTION

- **To ensure that 90% of requisitioned employees are hired within prescribed period in accordance to Omnibus rules and regulations.**
- **To ensure that at least one (1) learning and development is attended by every staff within a year based on available resources.**
- **To ensure that 100% of IPCR submissions are monitored and reviewed in accordance with SPMS calendar and analyzed to identify developmental interventions.**

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FUNCTIONAL OBJECTIVES

Revision 1

Administrative Division

PROPERTY & PROCUREMENT MANAGEMENT SECTION

- To ensure that 90% of approved Purchase / Work Orders are delivered within the agreed delivery terms based on the specifications of the end-user and in accordance with the provisions of RA 9184.
- To ensure that 90% of newly acquired, donation and transferred properties are properly accounted, labeled and recorded within 15 days upon inspection and acceptance of the end-user.
- To ensure that 100% of unserviceable properties are accounted and properly disposed within the scheduled plan in accordance with COA rules and regulations.

ANNABELLE V. BRIONES, Ph.D.
Director



Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

FUNCTIONAL OBJECTIVE

Revision 0

Administrative Division

RECORDS MANAGEMENT SECTION

- **To ensure that 90% of records received are properly disseminated within the day and shall be maintained and readily available when needed.**
- **To ensure that 90% of records are controlled and disposed in accordance to provisions of RA 9470.**

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FUNCTIONAL OBJECTIVES

Revision: 1

Research & Development

CHEMICALS AND ENERGY DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract projects based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

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FUNCTIONAL OBJECTIVES

Revision: 1

Research & Development

ENVIRONMENT AND BIOTECHNOLOGY DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract projects based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

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FUNCTIONAL OBJECTIVES

Revision: 3

FINANCE AND MANAGEMENT DIVISION

- 1. To ensure that all ITDI activities with budgetary requirements are acted upon within the prescribed period.**
- 2. To ensure that all financial transactions are processed within the prescribed period.**
- 3. To ensure that all budgetary request and financial transactions conform with accounting and auditing rules and regulations within the prescribed period.**


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FUNCTIONAL OBJECTIVES

Revision 1

Research & Development

FOOD PROCESSING DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract projects based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

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FUNCTIONAL OBJECTIVES

Revision 1

Research & Development

MATERIALS SCIENCE DIVISION

- 1. To implement 90% of approved projects for implementation based on agreed duration.**
- 2. To submit a terminal report two months after project completion.**
- 3. To implement 90% of the approved contract projects based on agreed schedule with Very Satisfactory customer rating.**
- 4. To undertake 90% of the approved technology transfer activities based on schedule with Very Satisfactory customer rating.**

ANNABELLE V. BRIONES, Ph.D.
Director



FUNCTIONAL OBJECTIVES

Revision 2

PLANNING AND MANAGEMENT INFORMATION SYSTEMS DIVISION (PMISD)

- 1. To ensure the preparation of the Institute's overall plans and programs for implementation during the year.**
 - 90% of the Institute's programs and projects aligned with the national and department priorities and needs.
 - 90% of the Institute's plans and budget proposals prepared within the prescribed date.
- 2. To ensure Monitoring and Evaluation (M&E) of the Institute's programs, activities and projects (PAPs) during the year.**
 - 2a. Monitoring**
 - 90% of projects monitored one month after the quarter.
 - 90% of projects monitored quarterly for risks identified.
 - 90% of quarterly reports prepared.
 - 2b. Evaluation**
 - 90% of project proposals evaluated with the ITDI-Technical Review Committee within the prescribed period.
 - 90% of ongoing projects evaluated with the ITDI-Technical Review Committee within two months after the quarter.
 - 2c. Agency Performance Review**
 - Preparation of the semestral Agency Performance Review Report two months after each semester with 100% accuracy.
- 3. To ensure the review of existing and/or formulation of new organizational policies for improved operations and processes and effective governance with 100% acceptability.**
- 4. To ensure the implementation of appropriate information systems for the projects, services and other activities of the Institute as identified in the approved Information Systems Strategic Plan (ISSP, 2020-2022) and in accordance with the approved budget allocation; and**
- 5. To ensure action/response to requests for technical support on all ICT components.**
 - 90% of requests for computer network technical support rendered within the agreed period.
 - 90% of requests for hardware technical support rendered within the agreed period.
 - 90% of requests for ICT System maintenance and support rendered within the agreed period.
 - 90% of requests for email technical support rendered within the agreed period.
 - 90% of requests for website maintenance and support rendered within the agreed period.

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FUNCTIONAL OBJECTIVES

Revision 3

Research & Development

PACKAGING TECHNOLOGY DIVISION

- 1. To implement on schedule 90% of the approved R&D projects and activities.**
- 2. To submit a terminal report two months after the project completion.**
- 3. To provide 90% of the request for packaging services with very satisfactory customer rating.**

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FUNCTIONAL OBJECTIVES

Revision 1

TECHNOLOGICAL SERVICES DIVISION

- 1. To design and validate one new and acceptable training program within the year.**
- 2. To conduct 100% of the approved number of training programs for the year with a very satisfactory rating.**
- 3. To implement 100% of the approved requests for technical assistance / technology transfer in the Regions based on agreed schedules/duration within the year with a very satisfactory rating.**
- 4. To provide 100% relevant information to customers and stakeholders, both internally and externally in all forms (print and non-print, media / press conference, exhibits, techno fora) at the right time.**
- 5. To prepare techno-economic studies (market/industry profile, FS / BOP and techno-packages) of identified mature / commerciable technologies within the prescribed period.**
- 6. To develop business development strategies for marketing and promotion of identified technologies / new services within the prescribed period.**
- 7. To provide engineering related services in support of ITDI activities such as: R&D, technical services, maintenance and repair of physical facilities/buildings and technology transfer within the prescribed time with a very satisfactory rating.**

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FUNCTIONAL OBJECTIVES

Revision: 1

Internal Quality Audit

- 1. To ensure that internal audits shall be conducted once a year in accordance with ITDI's annual audit program. A detailed audit plan shall state the assignment of auditors in audit schedules as confirmed by auditees to determine whether the quality management system of ITDI:
 - a.) conforms to the planned arrangements of ISO 9001:2015; and**
 - b.) is implemented and maintained.****
- 2. To make sure that the audit shall be carried out in accordance with 9.2 of ISO 9001:2015, taking into consideration the status and importance of the processes in the areas to be audited, and the results of the previous audits with corrections and corrective actions.**
- 3. To render audit reports stating conformance or non-conformance to ISO 9001:2015, and recommendations to areas for improvement as inputs for management review. A follow-up of corrective and preventive actions for nonconformities, monitor and review of internal audit program shall be done in accordance with PM-QMS 09-02.**

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FUNCTIONAL OBJECTIVES

Revision 1

Document Custodian

- 1. To ensure that 100% of ITDI QMS documents are updated, maintained and controlled in accordance with its effectivity date.**
- 2. To ensure that 100% of ITDI QMS documents are properly issued on its effectivity date and withdrawn from the copy holder at the right time.**

ANNABELLE V. BRIONES, Ph.D.
Director