	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
SECTION	PROCEDURES MANUAL SUPPORT: PEOPLE	REVISION NUMBER	5
		PAGE NUMBER	1 of 20
		EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURC	E MANAGE	MENT

1.0 Objective:

To ensure that qualified and competent personnel are hired or placed to perform and assume the duties and responsibilities through the adherence to the principle of merit, fitness and equality.

To ensure the competence of ITDI personnel performing work effecting quality through the provision of appropriate training and scholarship grants, foreign and local.

2.0 Scope:

This human resource management procedure covers the step-by-step activities of the following: (1) recruitment, selection, and placement; (2) monitor performance evaluation; (3) human development; and (4) separation.

3.0 Definition of Terms:

Civil Service Commission (CSC) – is the central personnel agency of the government as mandated by the Philippine Constitution to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the government.

Career Service – characterized by (1) entrance based on merit & fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Qualification Standards (QS) Manual – is the statement of the minimum qualification for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

Human Resource Merit, Placement and Selection Board (HRMPSB) – a committee formed to formulate criteria for evaluation, conducts interviews, and make systematic assessment of candidates' qualification to assist the appointing authority in the judicious and objective selection of candidates for appointment.

Recruitment - the process of defining a job and attracting applicants for the vacant post.

Selection – systematic method of choosing the right person in terms of merit and fitness to assume the duties and responsibilities of the position.

Placement – refers to positioning of personnel to the actual job/function/assignment.

First Level Position – positions which include clerical, trades, crafts, and custodial service positions which involve non-professional or sub-professional or work in a non-supervisory or supervisory capacity.

Second Level Position – involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief or its equivalent.

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	2 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURC	E MANAGE	MENT

System of Ranking Positions - the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following: a) Organizational Structure; b) Salary Grade Allocation; c) Classification and functional relationship of positions; and d) Geographical Location.

Training - short or long term program to acquire or enhance new knowledge and skills.

Degree Programs - formal education on doctoral, master's degrees granted to selected qualified employees.

External Training Programs - scholarship / training program conducted outside the ITDI/Philippines.

Internal Training programs - programs facilitated by the Human Resource Development Committee (HRDC) or other divisions of ITDI and conducted by either external or internal resource speaker.

Technical Session - echo seminar conducted by ITDI staff on information and knowledge acquired through their participation in training/scholarship availed outside the Institute whether local or foreign.

Scholars - employees who have been granted scholarship to degree programs and training programs either local or foreign.

Human Resource Development Committee (HRDC) – a committee formed to develop agency guidelines for the selection of agency nominees to training and scholarship programs in accordance with existing civil service policies and standards.

Human Resource Development Plan (HRDP) - short- and long-term degree and non-degree programs designed to enhance the knowledge and develop skills of ITDI staff.

Transfer – the movement of an employee from one position to another which is of equivalent rank, level or salary without break in the service involving the issuance of an appointment. Such movement may be from one department or agency to another or from one organizational unit to another in the same department of agency. (Rule III, Sec., 4.d, Revised Omnibus Rules on Appointments and Other Personnel Actions as per CSC MC No. 40, s. 1998)

Promotion – the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. (Rule III, Sec., 4.c, Revised Omnibus Rules on Appointments and Other Personnel Actions as per CSC MC No. 40, s. 1998)

Separation – is when an employee leaves the organization through retirement, resignation, transfer, and death.

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SECTION	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL SUPPORT: PEOPLE	REVISION NUMBER	5
		PAGE NUMBER	3 of 20
		EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURC	E MANAGE	MENT

4.0 Documented Information:

Request for Posting of Vacant Position List of Vacant Positions Job Vacancy Announcement Minutes of HRMPSB Meeting File Evidence of Orientation File List of Requirements for Appointment Announcement of Appointment Report on Appointment Issued (RAI) Actual Duties and Responsibilities File Performance Evaluation File Individual 201 File Approved Special Order Minutes of Meeting Attendance to the Technical Session Human Resource Development Plan Logbook of Employees with official travel abroad 201 files for training Checklist of requirements for nomination/participation to travel abroad

5.0 Statutory and Regulatory Requirement:

ITDI Selection Criteria Manual DOST Wide Merit and Selection Plan ITDI System of Ranking Positions

Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) The Civil Service, Law and Rules (Book V of Executive Order 292 and Omnibus Rules)

1987 Constitution

R.A. 6713 - Code of Conduct and Ethical Standards for Public Officials and Employees

R.A.8439 – Magna Carta for Scientists, Engineers, Researchers and other S & T Personnel in the Government

R.A. 8972 – Solo Parents' Welfare Act of 2000 DOST Administrative Order No. 009, s. 2003

DOST Grievance Machinery

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	4 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

6.0 Procedures:

1) Recruitment, Selection, and Placement

FLOW	PERSON RESPONSIBLE	DETAILS
Start		
Identify Position to be filled	Division Chief concerned	Priority vacant positions to be filled are discussed during EXECOM Meetings.
Request for approval the posting of vacant position/s	Division Chief/OIC and Director	Request the vacant positions for posting to be approved by the Director.
Publish/Post the Announcement of Vacant Position/s Conduct prequalifying evaluation of all applicants	Administrative Officer II HRMO/ Administrative Officer II	Publish/Post the announcement of vacant position to any of the following for at least ten (10) calendar days in compliance with ORA-OHRA. CSC Website ITDI Website DOST and its Agencies Newspaper SUC/s JobStreet ITDI Facebook Page The deadline for submission of the application should be specified in the announcement. Applicants from within or outside ITDI including qualified next in rank shall submit to HR the following requirements on or before the specified deadline: Application Letter Personal Data Sheet (PDS) using CSC Form 212 and Work Experience Sheet Transcript of Records / Diploma Certificate of Eligibility Training Certificates Certificate of Master / Doctor's degree, completion / units earned Certificate of employment / service record NBI Clearance Form II Applicant's Datasheet (Insider applicants).

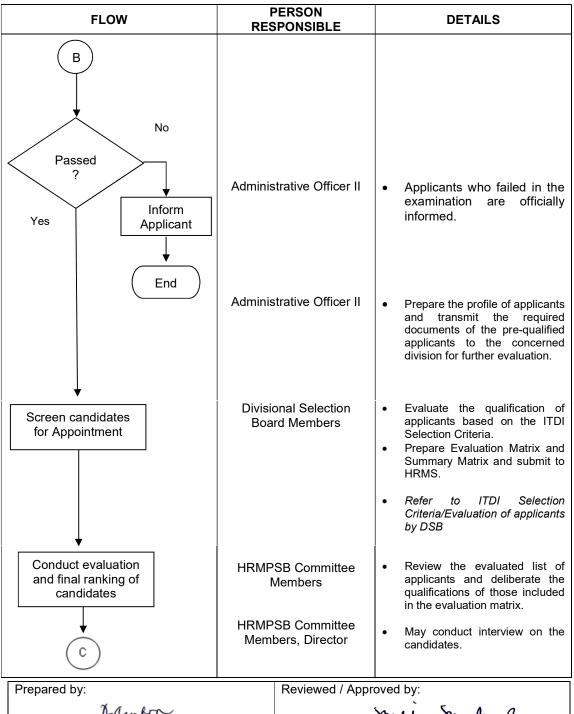
Prepared by: Reviewed / Approved by: Malita In fleanth Chief, ADM / OIC For posting Administrative Officer V, ADM-HRM

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	5 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURC	E MANAGE	MENT

FLOW	PERSON RESPONSIBLE	DETAILS
Qualified? No Qualified? Inform Applicant End	HRMO/ Administrative Officer II	Applicants who do not meet the qualification requirements are officially informed.
Administer Relevant Tests	HR Staff	Relevant tests may be administered by the HR Staff
В		

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	NDOCENIDES MANITAL	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	6 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE	E MANAGE	MENT

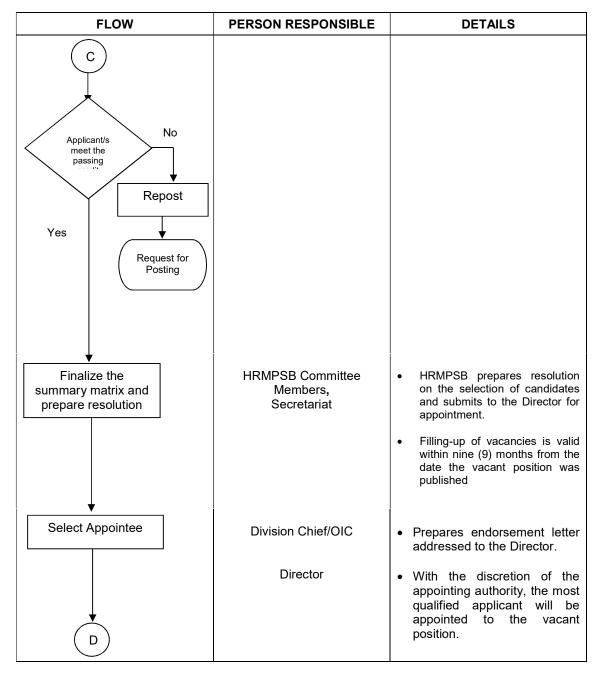


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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
SECTION	PROCEDURES MANUAL SUPPORT: PEOPLE	REVISION NUMBER	5
		PAGE NUMBER	7 of 20
		EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		



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	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	8 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBJECT HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS	
D			
Process Appointment	Administrative Officer II	 Post notice of appointment in three (3) conspicuous places and in the ITDI website for at least fifteen (15) days wherein date of posting shall be indicated thereto. Notify the selected candidate & coordinate the submission of requirements as provided in the PS Form checklist for appointment. 	
		Selected candidate will submits documentary requirements.	
		Verify the authenticity of the credentials submitted by the appointee.	
Issue Appointment	Administrative Officer II	Prepare appointment paper using CSC prescribed forms for approval.	
	Director	Conduct Oath taking.	
		Issue appointment to the appointee & discusses the assumption to duties.	
E			

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	9 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
E		
Assumption to Duties	Appointee	Assume duties and responsibilities to the position.
	Administrative Officer II	Prepare and submit report of Appointment issued (CSC-RAI Form) to CSC on the succeeding month with the following attachments. Appointment Personal Data Sheet Position Description Form Certificate of Eligibility (if applicable)
Conduct Orientation	HRMO/ HRMS Staff	Conduct orientation to the newly hired employee/s within the prescribed period
Onboarding	Supervisor/ Division Chief	Orient to the division's function and on the specific duties and responsibilities of the new employee.
	Supervisor, Employee, PMT	Reviews and evaluates the employee's performance during the probationary period (6 months).
End		

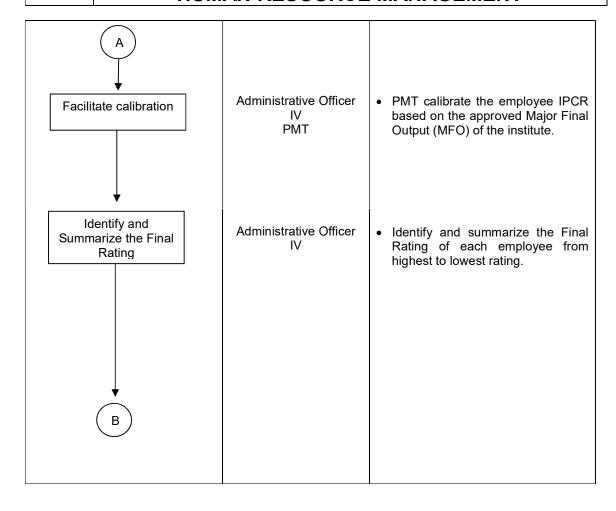
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
0		REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	10 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT HUMAN RESOURCE MANAGEMENT			MENT

2) Monitor Performance Evaluation			
FLOW	PERSON RESPONSIBLE	DETAILS	
Start			
Prepare memo on submission of IPCR	Administrative Officer IV	Prepare memorandum for the submission of IPCR -Commitment and Appraisal as follows: First Semester: a) Jan 15 - Commitment – for the period of January to June of the	
		current year. b) Jan 15 – Appraisal for the period of July to December of the previous year.	
		Second Semester: a) July 15 – Commitment – for the period of July to December of the current year. b) July 15 – Appraisal for the period of January to June of the current year.	
Receive, review and monitor IPCR	Administrative Office V/Administrative Officer IV/HR Staff	 Receive the approved IPCR of employees by supervisor and Division Chief. Review and monitor the received IPCR of employees 	

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
SECTION	PROCEDURES MANUAL SUPPORT: PEOPLE	REVISION NUMBER	5
		PAGE NUMBER	11 of 20
		EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		



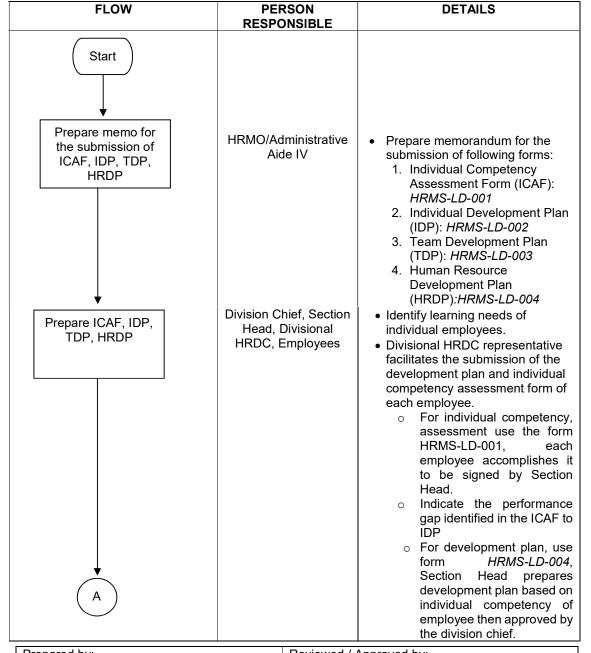
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
0	NDOCENIIDEO MANIIAI	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	12 of 20
SECTION	CTION SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
SUPPORT. PEOPLE	SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT HUMAN RESOURCE MANAGEMENT			

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0	NDOCENIIDEO MANIIAI	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	13 of 20
SECTION	CTION SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE	
SUBJECT	HUMAN RESOURCE MANAGEMENT		

3) Human Development



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0	NDOCENIIDEO MANIIAI	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	14 of 20
SECTION	SECTION SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
SUPPORT. PEC	SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	JBJECT HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Receive and consolidate ICAF, IDP, TDP, HRDP	Administrative Aide IV	Consolidate the following forms to monitor learning & development intervention for both degree and non-degree:
Monitor and file the ICAF, IDP, TDP, HRDP	HRMO Administrative Aide IV	Validate the needed or required learning and development intervention of each employees.
Source out / receive invitation for L&D	HRMO, Divisional HRDC, Employees HRMO, HRDC Secretary, RMS	 Look/Search for available non-degree programs. Disseminate/Inform various division about the available training program.
В		

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0	NDOCENIIDEO MANIIAI	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	15 of 20
SECTION	ECTION SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
SECTION SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE	
SUBJECT HUMAN RESOURCE MANAGEMENT			

FLOW	PERSON RESPONSIBLE	DETAILS
Recommend/	Division Chief	Division Chief nominates/endorses staff to undergo training / seminar then submits recommendation to HRDC-HRMS.
Endorse trainee/employee	HRMS, Employee	Refer to DOST AO number 008 Revised Guidelines in the implementation if the HRDP of the DOST System.
Receive recommendation from Division Chief	Administrative Aide IV	Verify recommended available / invitational training/ scholarship if included in the training plan / needs.
		For non-degree training, check availability of training funds that are allocated to each division.
		Forward recommendation to HRDC Chairperson with attached invitation and program.
Non-degree program? No No Yes		 Refer to the WI-ADM-HRMS-07-06. Refer to DOST AO number 008 Revised Guidelines in the implementation if the HRDP of the DOST System
C	Administrative Aide IV	Receive and identify if local or foreign training.

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
0	NDOCENIIDEO MANIIAI	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	16 of 20
SECTION	CLIDDODT, DEODLE	EFFECTIVITY DATE	01 June 2021
SUPPORT. PEOPLE	SUPPORT: PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE	E MANAGE	MENT

FLOW	PERSON RESPONSIBLE	DETAILS
Approved?	HRDC HRDC Secretariat	Inform the employee on the disapproval of endorsement for the non-degree program.
Yes End Prepare documentary requirements	Administrative Aide IV, Employee, Division Chief	For Local Training: • Prepare Special Order (SO) of training and seminars to be attended by the employee/s. • Prepare and consolidate documents for approval.
Issue Special Order	Administrative Aide IV	For Foreign Training: • Prepare and consolidate the documentary requirements. • Refer to DOST AO no. 008 s. 2014 Revised Guidelines in the implementation if the HRDP of the DOST System. Local Training:
or Contract Agreement		 Monitor and file the approved Special Order (SO). Foreign Training: Monitor and release the documentary requirements to DOST-CO for approval of Secretary.

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	NDOCENIIDEO MANIIAI	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	17 of 20
SECTION SUPPOR	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
	SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT HUMAN RESOURCE MANAGEMENT			MENT

Receive accomplished SDC-F1 and SDC-F2	etrative Aide IV	Trainee attends the said training on the specified date/s on official time, local or international. He/she must accomplish the forms SDC-F1 Trainee's Appraisal Report and SDC-F2 Report of Training. File accomplished forms including certificate of attendance / completion, registration / participation of the trainee. Encode and tabulate the actual
DIVISION		versus planned training on the HRD Monitoring Sheet.
	mployee, strative Aide IV	 Inform the trainee to conduct echo seminar to the employees of the same field of specialization or to the division he/she belongs (as needed). Conduct pre-test and post-test; Conduct training evaluation of the speaker. Refer to WI-ADM-HRMS-07-05 Conduct of Echo Seminar.
submission of SDC- St	ision Chief, upervisor, strative Aide IV	After six (6) months, the supervisor will assess the trainee's performance based on the training attended. Use the form, SDC-F3 Training Program Impact Assessment Form.
assessment Divis	ional HRDC strative Aide IV	 Collate and tabulate impact assessment to the HRD monitoring Form. Copy furnished the concerned division of the tabulated assessment indicated in the HRD monitoring Sheet for updating L&D training plan.

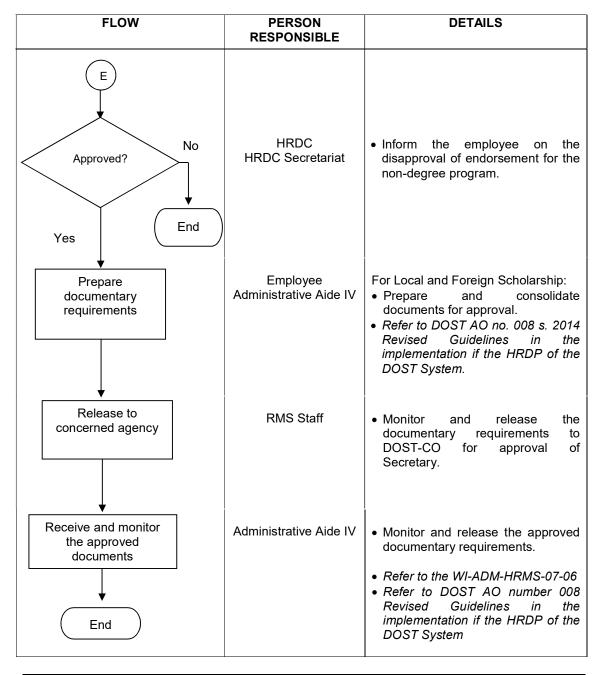
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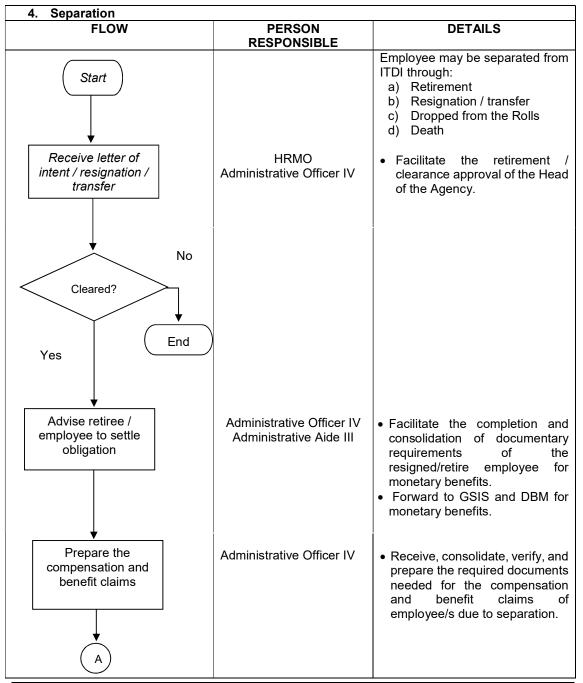
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	18 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBJECT HUMAN RESOURCE MANAGEMENT		



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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	NDOCENIIDEO MANIIAI	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	19 of 20
SECTION SUPI	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
	SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT HUMAN RESOURCE MANAGEMENT			MENT



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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	20 of 20
SECTION SUPPOR	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
	SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT HUMAN RESOURCE MANAGEMENT			MENT

FLOW	PERSON RESPONSIBLE	DETAILS
Conduct Exit Interview End	HRMO Administrative Officer IV	Conduct exit interview to know the insight into her/his overall experience with the institute such as workplace culture, day-to-day processes, management solutions, and employee morale.

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SECTION		REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	1 of 7
	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
	SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBMISSION, REVIEW AND COMPLIANCE FOR STATEMENT OF ASSETS, LIABILITIES AND NET			
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1.0 Objective:

To ensure that ITDI public officials and employees are obliged to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interest including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

2.0 Scope:

This procedure covers all activities from issuance of memorandum on the submission of SALN of all plantilla-based positions regardless of employment status, up to the transmittal of all submitted SALNs to the regulatory body.

3.0 Definition of Terms:

SALN (Statements of Assets, Liabilities and Net Worth) Form – refers to the prescribed and revised form by the CSC Resolution No. 1500088 dated January 23, 2015 in which public officials and employees shall accomplish and submit declaration of their assets, liabilities, net worth and financial and business interest including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

Public Officials and Employees – are those in the plantilla positions who shall file under oath their SALN and Disclosure of Business Interest and Financial Connections on the following schedule:

- a) Within Thirty(30) days after assumption of office, statement of which must be reckoned as of their first day of office:
- b) On or before 30th of April of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c) Within Thirty(30) days after separation from the service, statements of which must be reckoned as of their last day of office.

Plantilla Position – a government approved listing of positions in any governmental institution, instrumentality, and entity; both national and local; whether filled-up or vacant positions.

Statements and Disclosure – the public has the right to know the assets, liabilities, net worth and financial and business interest of the public officials and employees including those of their spouses and of unmarried children under eighteen(18) years of age living in their households.

Identification and Disclosure of Relatives - public officials and employees shall have the duty to identify and disclose, to the best of their knowledge and information, their relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

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SECTION	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRM 07-04
	PROCEDURES MANUAL	REVISION NUMBER	0
	LUACIONES MANANT	PAGE NUMBER	2 of 7
	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
	SOLL OKT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBMISSION, REVIEW AND COMPLIANCE FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)			

Review and Compliance Committee (RCC) – a committee created under Special Order No.
____ of the institute to review and ensure that SALN form prepared by the official and employees of ITDI are completely accomplished in prescribed form and submitted on time to the repository agency.

Civil Service Commission – a repository agency as mandated under CSC Resolution No. 1500088 dated January 23, 2015 where Human Resource Management Office (HRMO) shall transmit all original copies of the SALNs of all other officials and employees in the central/main/national offices of the departments, bureaus and agencies of the National Government, on or before 30th of June of every year.

Deputy Ombudsman – a repository agency as mandated under CSC Resolution No. 1500088 dated January 23, 2015 where Human Resource Management Office (HRMO) shall transmit all original copies of the SALNs of all Regional officials and employees of the departments, bureaus and agencies of the National Government, on or before 30th of June of every year.

4.0 Documented Information:

Advisory / Memorandum on the Submission of SALN Accomplished SALN Form Preliminary Compliance Request (PCR) Summary of List of Filers Certification of Compliance

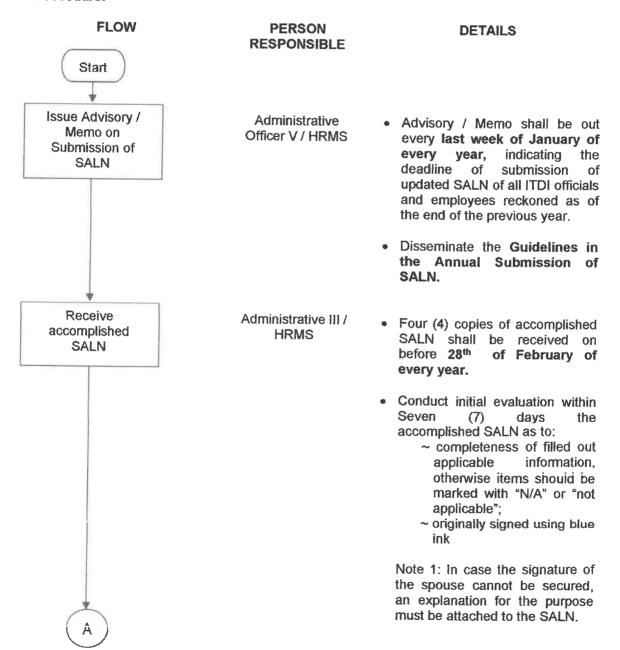
5.0 Reference:

- Guidelines in the Submission of SALN
- Philippine Constitution
- Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees
- CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections"
- CSC Resolution Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN).
- CSC Resolution Number 1500088 dated January 23, 2015 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN).
- 2017 Revised Rules of Administrative Cases in the Civil Services (RRACCS)

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AOV, ADM-HRMS	Olympe gryl Chief, ADM

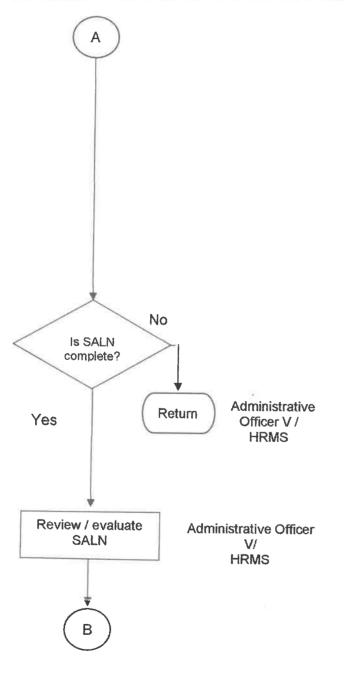
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRM 07-04
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SECTION	LUACIONES MANUAL	PAGE NUMBER	3 of 7
	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
SECTION	SOFFORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW A STATEMENT OF ASSETS WORTH (, LIABILITIE	ANCE FOR S AND NET

6.0 Procedure:



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AOV, ADM-HRMS	Chief, ADM

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	PROCEDURES MANUAL	REVISION NUMBER	0
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SECTION SUPPORT	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
SECTION	OOT ONT. PLOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW A STATEMENT OF ASSETS WORTH	, LIABILITIE	ANCE FOR S AND NET



Note2: Husband and wife who are both public officials / employees may file the required statements jointly or separately.

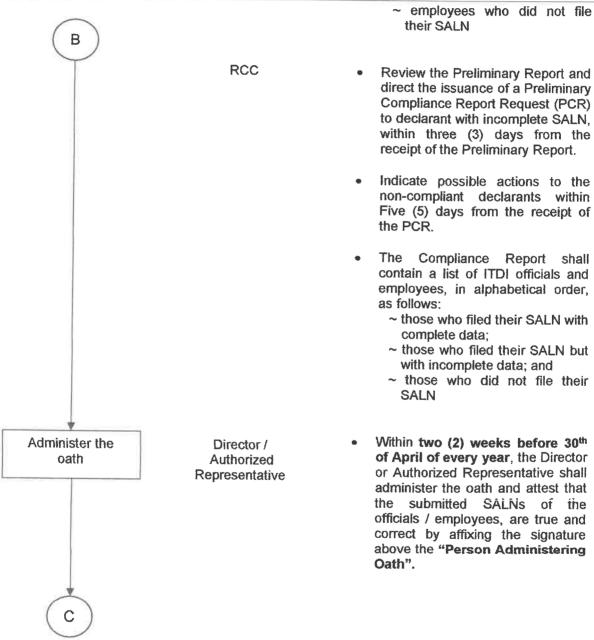
Note 3: Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with proper pagination.

Note 4: Any changes or revisions in the accomplished form shall bear the declarant's initials.

- Follow up SALN from employees who have not yet submitted their accomplished SALN.
- Return the SALN form to the concerned officials / employees for completion of information and ensure to return the same before the prescribed deadline of submission.
- Prepare Preliminary Report to indicate findings as a result of evaluation on accomplished SALN and submit said report to RCC the list of the following:
 - employees who filed their SALN with complete data;
 - employees who filed their SALN but with incomplete data; and

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AOV, ADM-HRMS	Shipme and Chief, ADM

10	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRM 07-04
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SECTION	SECTION SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
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SUBJECT	SUBMISSION, REVIEW A STATEMENT OF ASSETS WORTH (, LIABILITIE	ANCE FOR S AND NET



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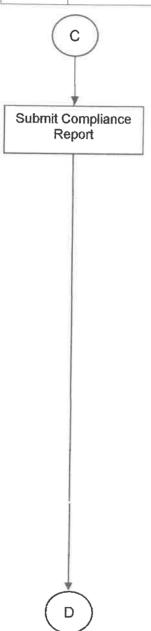
Reviewed / Approved by:

AOV, ADM-HRMS

Reviewed / Approved by:

Chief, ADM

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SECTION	SECTION SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
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SUBMISSION, REVIEW AND COMPLIANCE FOR SUBJECT STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)			



Administrative Officer V / HRMS

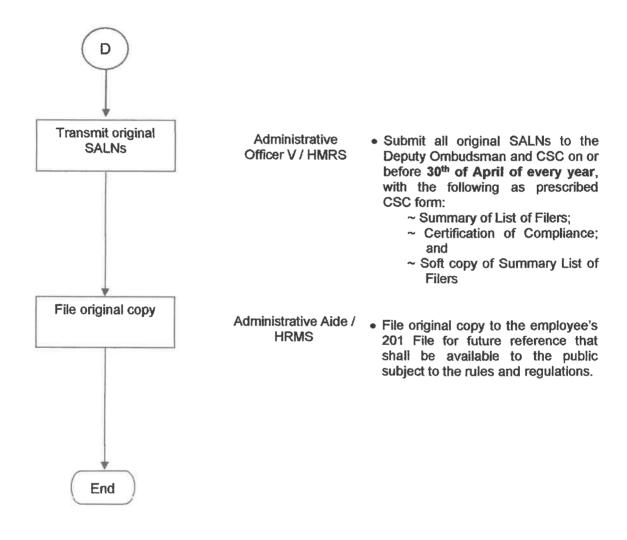
- The Director signs the Final Compliance Report then submit to the CSC on or before 30th of April of every year.
- Note 5: Failure to comply the submission of SALN shall be ground for Disciplinary Action.
- Note 6: The Director shall issue a showcause order directing the concerned employee to submit his/her comment or counter-affidavit within the prescribed period.
- Note 7: If the evidence so warrants, will proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.

The offense for failure to file SALN shall be:

- ~ 1st Offense: Suspension for One(1) month and One(1)day to Six(6) months; and
- ~ 2nd Offense: Dismissal from the Service

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AOV, ADM-HRMS	onymegne Chief, ADM

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		PAGE NUMBER	7 of 7
SECTION SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021	
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SUBJECT	SUBMISSION, REVIEW A STATEMENT OF ASSETS WORTH	, LIABILITIE	



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AOV, ADM-HRMS	Chief, ADM

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-01
497	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	1 of 14
SECTION PRODUCTION AND SERVICE	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
PROVISION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

1.0 Objective:

To ensure that all purchases conform to the specified requirements, acquired from the right source, delivered at the right time and to the best advantage of the office.

This procedure covers all activities starting with the receipt of approved Purchase Request for all materials, supplies, equipment, accessories and services up to issuance of goods to the end-user.

3.0 Definition of Terms:

Goods / Services - refer to materials, supplies, equipment, accessories and services to be procured.

Special Goods – refer to perishable dry & wet public market goods, agricultural goods, other office/laboratory consumables, and other construction materials to be procured from suppliers/distributors whose business permit is legally registered but not accredited in PhilGEPS.

Purchase Request (PR) – a document used in requesting supplies, materials, equipment, accessories and services.

Purchase Order (PO) – a contract between ITDI and the suppliers for the delivery of supplies, materials, equipment and accessories at a stipulated amount and the complete specifications of the item/s to be purchased, delivery terms, and the availability of funds.

Work Order (WO) - a contract between ITDI and the suppliers for the delivery of services such as repair, calibration, analysis/testing, preventive maintenance, fabrication, rental, hauling, printing, training, membership and/or tuition fee abroad at a stipulated amount and the complete specifications of the item/s to be purchased, delivery terms, and the availability of funds.

Agency Procurement Request (APR) – a contract between ITDI and Procurement Service, DBM for the delivery of common office supplies / materials /equipment paid in advance following delivery scheme as to pick-up, pick-up on a later date, regular free deliveries, and/or partial delivery.

Abstract of Special Canvass (ASC) – a document used to summarize the quotation of suppliers.

Request for Quotation (RFQ) - a document used to obtain quotation from suppliers.

Bids and Awards Committee (BAC) - refers to Bids and Awards Committee established in accordance with Article V of RA 9184.

PhilGEPS— refers to the Philippine Government Electronic Procurement System as provided in Section 8 of RA 9184.

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BAC Secretariat / AOV, ADM-PPMS	Chief, ADM

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	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	2 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

New Government Accounting System (NGAS) – an accounting system for all Government Offices implemented starting 2002.

External Provider – a supplier assumes the completion of all requirements prescribed under Republic Act 8194 and its Implementing Rules & Regulations, actively participated in both private and government procurement activities and found to be lowest calculated responsive bidder or highest rated responsive bidder.

Liquidated Damages (Penalty) – an amount payable by the supplier/contractor in case of breach or delay in the delivery of goods in which at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay.

Undertaking – a document executed by the end-user as the person responsible in submitting pertinent documents such as duly signed Purchase Order, Inspection & Acceptance Report, and Official Receipt/Invoice Receipt for liquidation purposes. Non-compliance with the submission of the said requirements will mean the end-user will pay for the said items to be deducted from the salary and other receivables.

4.0 Documented Information:

Purchase Request File
Abstract of Special Canvass File
Purchase Order File
Work Order File
Purchase Order and Delivery Monitoring Sheet
Purchase Order and Purchase Request Monitoring Logbook

5.0 References:

Government Procurement Reform Act (RA 9184)

Annual Procurement Plan (APP)

PM-ADM-PPMS 08-02 Acceptance, Storage and Release of Purchased Items

PM-ADM-PPMS 08-03 Evaluation of Suppliers

WI-ADM-PPMS 08-01 Purchase of Common Supplies and Materials from Procurement Service, DBM

WI-ADM-PPMS 08-02 Application for Authority to Import

WI-ADM-PPMS 08-03 Supplier Performance Rating

WI-ADM-PPMS 08-04 Importation of Goods Procedure

WI-ADM-PPMS 08-05 Application to Purchase Foreign Exchange for Payment of Membership, Training Fee, Testing and Analysis

WI-ADM-PPMS-08-06 Issuance, Control and Disposal of ITDI Property

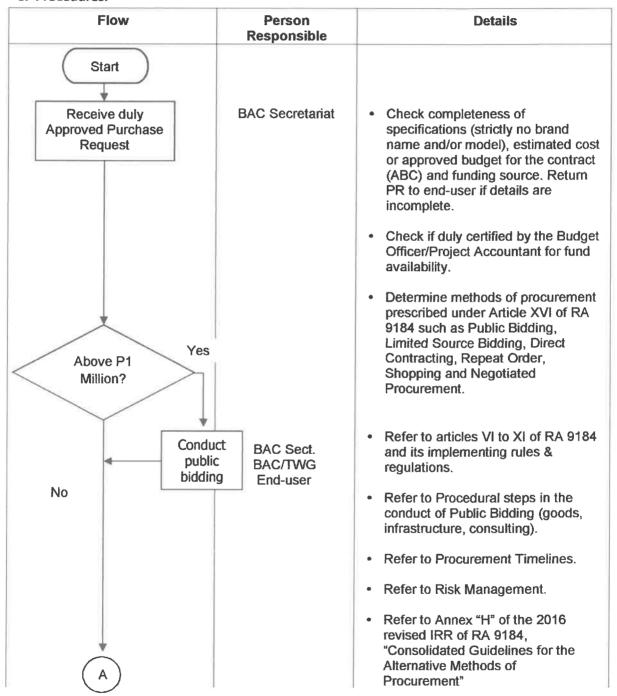
Master List of External Providers

Procurement Timelines

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BAC Secretariat / AOV, ADM-PPMS	Chief, ADM

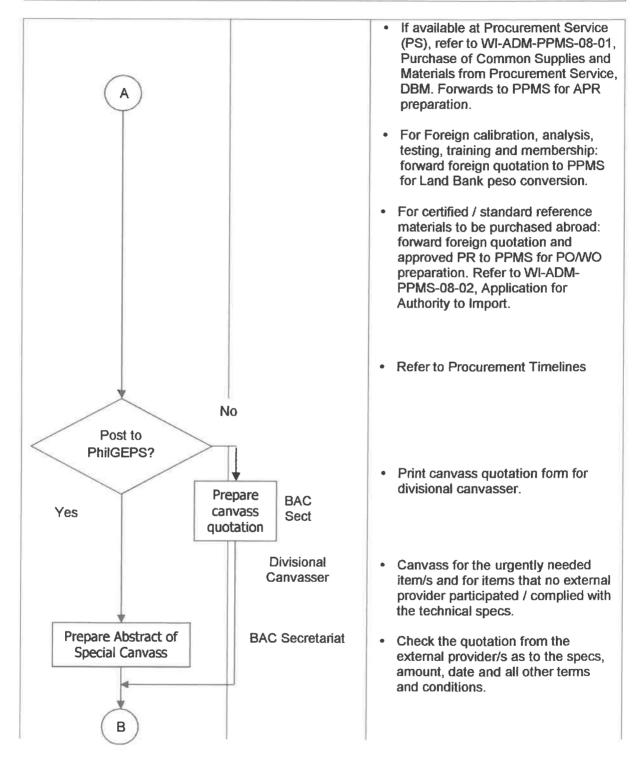
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9	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	3 of 14
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		1.

6. Procedures:



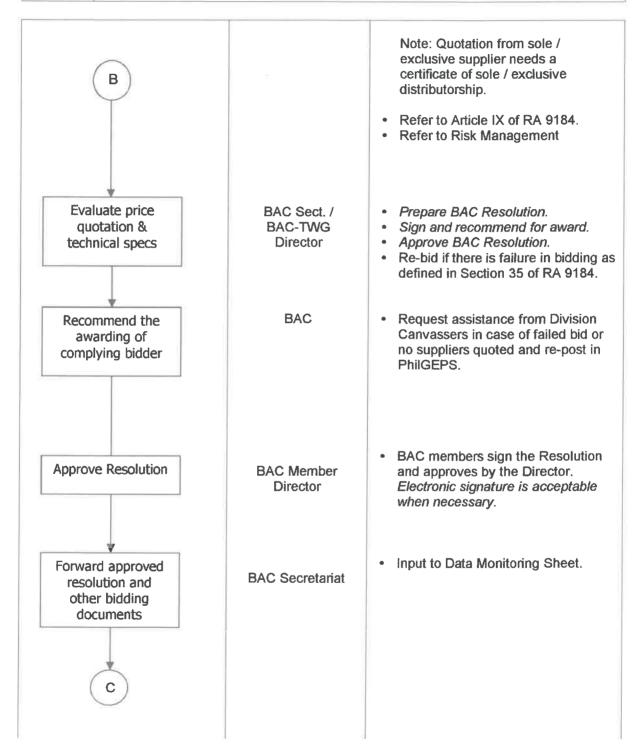
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	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	4 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
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SUBJECT	PURCHASING OF GOODS		



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	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	5 of 14
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		



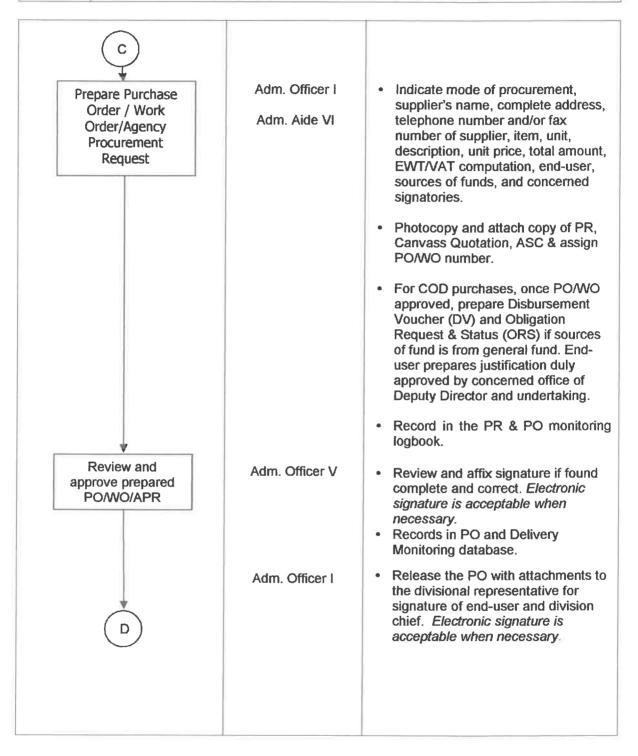
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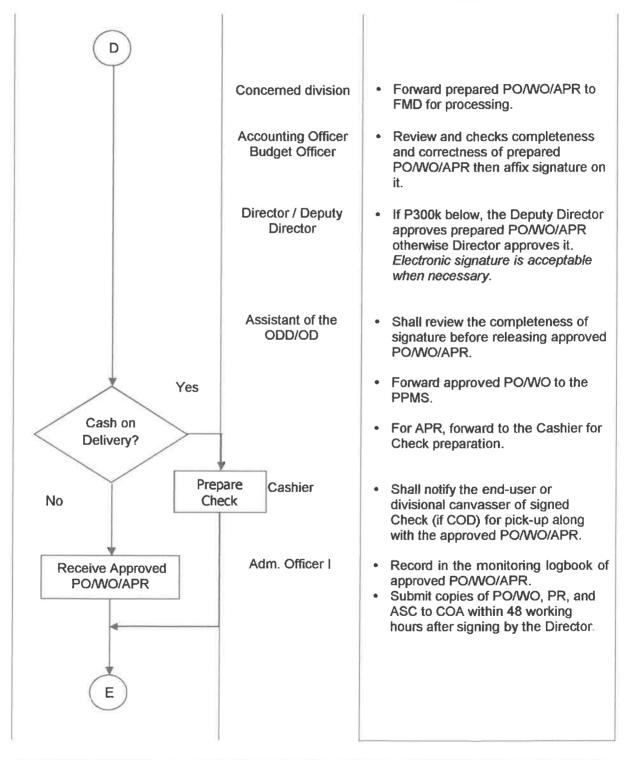
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	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	6 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS	.,	



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PROGEDURES MANUAL	REVISION NUMBER	4
	PAGE NUMBER	7 of 14
PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
	DOCUMENT TYPE	PAPER / PDF FILE
PURCHASING OF GOODS		
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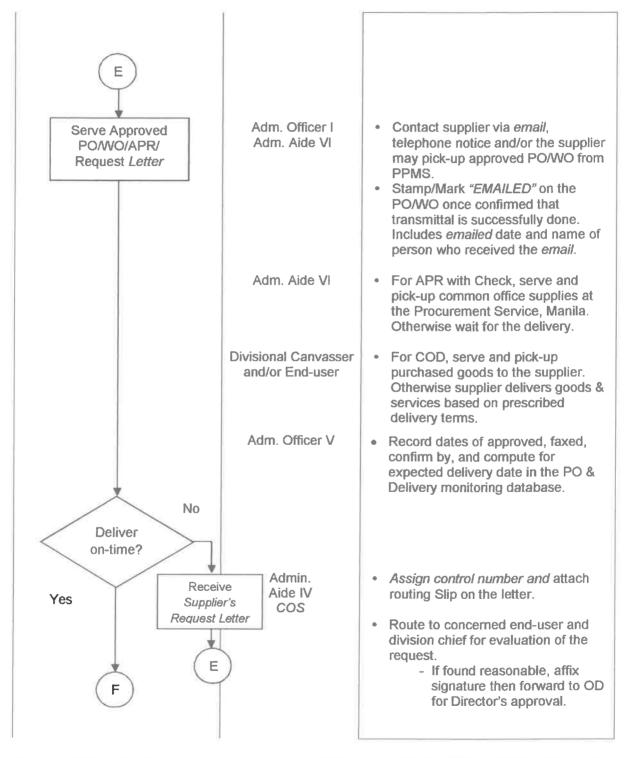
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	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	8 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		



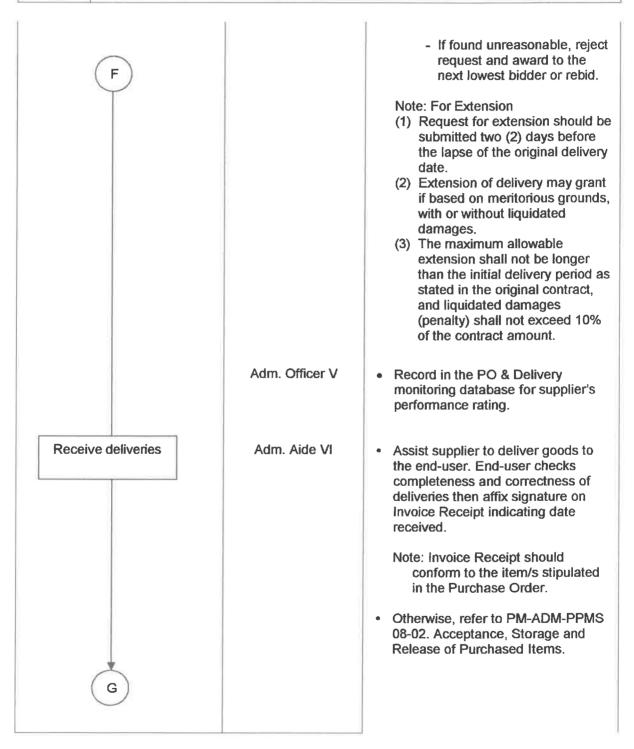
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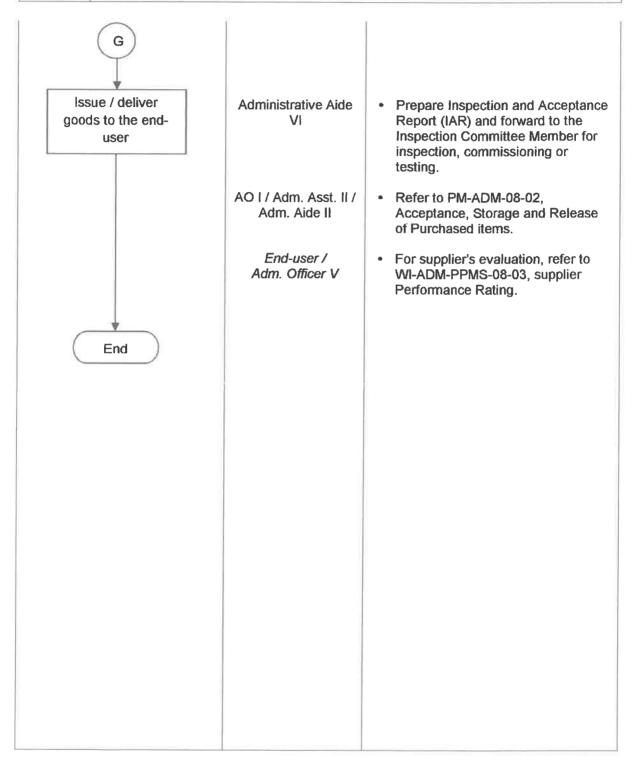
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	PROGEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	9 of 14
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		



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	PROCEDURES MANUAL	PAGE NUMBER	10 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		



Prepared by:	Reviewed / Approved by:
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BAC Secretariat / AOV, ADM-PPMS	Chief, ADM

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	DDGGCDUDCG MANUAL	REVISION NUMBER	4
	PROCEDURES MANUAL	PAGE NUMBER	11 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

7.0 Procurement Timelines: PUBLIC BIDDING

A. Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services

Section Procurement Activity Calendar Days Procurement Recommended (Recommended For Activity) 20 Pre-Procurement Conference	or Goods and Services						
Procurement Conference 21.2.1 Advertisement / Posting of Invitation to Bid Invitation Invit	Section		Calendar Days Recommended	Timeline (Recommende d Earliest	Calendar Days Allowed for	I Timeline (Maximum Period	Conditions / Remarks
Posting of Invitation to Bid 22.2 Pre-Bid Conference 25.5 Conference 26.5 Deadline of Submission and Receipt of Bids / Bid Opening 32.4 Bid Evaluation 32.6 Post-Qualification 37.1.2 Approval of Resolution / Issuance of Notice of Award 37.2.1 Contract Preparation and signing 37.3 Approval of Proceed 37.4.1 Issuance of Notice to Proceed 26.5 Day 8 to Post-Qualification 7 Whenever necessary 40 Post Optional for ABC below P1M	20	Procurement	1 CD	Day 0		Day 0	
Conference Confer	21.2.1	Posting of	7 CDs	-	7 CDs		
Submission and Receipt of Bids / Bid Opening 32.4 Bid Evaluation 1 CD Day 21 7 CDs Day 53 to 50 34.8 Post-Qualification 2 CDs Day 22 to 23 Post-Qualification 37.1.2 Approval of Resolution / Issuance of Notice of Award 37.2.1 Contract Preparation and signing 37.3 Approval of contract by Higher Authority 37.4.1 Issuance of Notice to Proceed TOTAL TIME Bidding Documents			1 CD	Day 8			P1M Not Earlier than 7 CDs from Advertisement / Posting 12 CDs before Deadline of Submission and Receipt
34.8 Post-Qualification 2 CDs Day 22 to 23 Day 60 to 104 Post-Qualification Requirement within 5 CDs from receipt of Notice as bidder with LCB in accordance with Sec. 34.2 37.1.2 Approval of Resolution / Issuance of Notice of Award 37.2.1 Contract Preparation and signing 37.3 Approval of contract by Higher Authority Higher Authority 37.4.1 Issuance of Notice to Proceed TOTAL TIME 2 CDs Day 22 to Day 60 to Day 60 to Day 60 to Day 105 to 119 Day 120 to 129 If necessary If necessary Excluding Approval of Higher Authority, if		Submission and Receipt of Bids /	1 CD	Day 20	45 CDs	Day 52	
Qualification 23 104 Post-Qualification Requirement within 5 CDs from receipt of Notice as bidder with LCB in accordance with Sec. 34.2 37.1.2 Approval of Resolution / Issuance of Notice of Award 37.2.1 Contract Preparation and signing 37.3 Approval of contract by Higher Authority 37.4.1 Issuance of Notice to Proceed TOTAL TIME 23 10 CD Day 24 15 CDs Day 105 to 119 Day 120 to 129 If necessary If necessary Day 130 to 136 Excluding Approval of Higher Authority, if		Bid Evaluation	1 CD	Day 21	7 CDs		
Resolution / Issuance of Notice of Award 37.2.1 Contract Preparation and signing 37.3 Approval of Contract by Higher Authority 37.4.1 Issuance of Notice to Proceed TOTAL TIME 1 CD Day 25 10 CDs Day 120 to 129 20 or 30 CDs Day 130 to 136 Proceed 1 CD Day 26 7 CDs Day 130 to 136 Excluding Approval of Higher Authority, if	34.8		2 CDs		45 CDs	,	Post-Qualification Requirement within 5 CDs from receipt of Notice as bidder with LCB in
Preparation and signing 37.3 Approval of contract by Higher Authority 37.4.1 Issuance of Notice to Proceed TOTAL TIME to 129 16 necessary 20 or 30 CDs Day 130 to 129 If necessary Day 130 to 136 Proceed Total Time to 129 16 necessary 17 CDs Day 130 to 136 Excluding Approval of Higher Authority, if		Resolution / Issuance of	1 CD	Day 24	15 CDs		
contract by Higher Authority 37.4.1 Issuance of Notice to Proceed TOTAL TIME CDs Day 26 TODs Day 130 to 136 Excluding Approval of Higher Authority, if	37.2.1	Preparation and	1 CD	Day 25	10 CDs		
Notice to Proceed TOTAL TIME 26 CDs 136 CDs Excluding Approval of Higher Authority, if		Approval of contract by Higher Authority			CDs		If necessary
Higher Authority, if		Notice to Proceed	1 CD	Day 26	7 CDs		
	TOTAL	TIME		26 CDs		136 CDs	Higher Authority, if

CD – Calendar Day ime and Maximum Period Allowed for the Procurement of

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BAC Secretariat / AOV, ADM-PPMS	Chief, ADM	

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9	DDGGCDHDCG MANHAI	REVISION NUMBER	4
	PROCEDURES MANUAL	PAGE NUMBER	12 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

Infrastructure Projects

Intrastructure Projects						
Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommende d Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational Timeline (Maximum Period Allowed)	Conditions / Remarks
20	Pre-	1 CD	Day 0	Whenever	Day 0	Optional for ABC of P5M
	Procurement Conference			necessary		and below
21.2.1	Advertisement / Posting of Invitation to Bid	7 CDs	Days 1 to 7	7 CDs	Days 1 to 7	Start of Availability of Bidding Documents
22.2	Pre-Bid	1 CD	Day 8	Whenever	Day 8 to 45	~ Optional for ABC below
	Conference			necessary		P1M
					Day 8 to 60	~ Not Earlier than 7 CDs from Advertisement / Posting ~ 12 CDs before Deadline of Submission and Receipt of Bids
25.5	Deadline of Submission and Receipt of Bids /	1 CD	Day 20	45 CDs	Day 57	Last day of Availability of Bidding Documents
	Bid Opening				Day 72	
32.4	Bid Evaluation	1 CD	Day 21	7 CDs	Day 58 to	
			011		64	
					Day 73 to 79	
34.8	Post- Qualification	2 CDs	Day 22 to 23	45 CDs	Day 65 to 109 ———————————————————————————————————	The bidder must submit all Post-Qualification Requirement within 5 CDs from receipt of Notice as bidder with LCB in accordance with Sec. 34.2
37.1.2	Approval of	1 CD	Day 24	15 CDs	Day 110 to	
	Resolution /				124	
	Issuance of Notice of Award				Day 125 to 139	
37.2.1	Contract Preparation and signing	1 CD	Day 25	10 CDs	Day 125 to 134	
					Day 140 to 149	
37.3	Approval of contract by Higher Authority	1 CD		20 or 30 CDs		If necessary
37.4.1	Issuance of Notice to Proceed	1 CD	Day 26	7 CDs	Day 135 to 141	

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Alexander	myme gat
BAC Secretariat / AOV, ADM-PPMS	Chief, ADM

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-01
9	DD00CDUDE0 MANUAL	REVISION NUMBER	4
1	PROCEDURES MANUAL	PAGE NUMBER	13 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

	-	Day 150 to 156	
TOTAL TIME	26 CDs	141 CDs	Excluding Approval of Higher Authority, if
		or 156 CDs	applicable

CD – Calendar Day

C. Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services

Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommende d Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operationa I Timeline (Maximum Period Allowed)	Conditions / Remarks
20	Pre- Procurement Conference	1 CD	Day 0	Whenever necessary	Day 0	Optional for ABC of P1M and below
21.2.1	Advertisement / Posting of Request for Expression of Interest	7 CDs	Days 1 to 7	7 CDs	Days 1 to 7	Start of Availability of Bidding Documents
24.5.4	Eligibility Check and Shortlisting		Day 8	20 CDs	Day 8 to 27	
22.2	Pre-Bid Conference	1 CD	Day 15	Whenever necessary	Day 34 to 70	~ Optional for ABC below P1M ~ Not Earlier than 7 CDs from determination of shortlisted consultants ~ 12 CDs before Deadline of Submission and Receipt of Bids
25.5	Deadline of Submission and Receipt of Bids / Bid Opening	1 CD	Day 27	75 CDs	Day 82	Last day of Availability of Bidding Documents
33.4	Bid Evaluation	1 CD	Day 28	21 CDs	Day 83 to 103	
33.2.1	Approval of Ranking by the HoPE		Day 29	2 CDs	Day 104 to 105	
	Notification for Negotiation		Day 30	3 CDs	Day 106 to 108	
33.2.5	Negotiation		Day 31	10 CDs	Day 109 to 118	
34.8	Post- Qualification	2 CDs	Day 32 to 33	30 CDs	Day 119 to 148	The bidder must submit all Post-Qualification Requirements within 5 CDs from receipt of Notice as

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BAC Secretariat / AOV, ADM-PPMS	Chief, ADM

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	DDGGCDUDCO MANUAL	REVISION NUMBER	4
	PROCEDURES MANUAL	PAGE NUMBER	14 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

						bidder with HRB in accordance with Sec. 34.2
37.1.2	Approval of Resolution / Issuance of Notice of Award	1 CD	Day 34	15 CDs	Day 149 to 163	
37.2.1	Contract Preparation and signing	1 CD	Day 35	10 CDs	Day 163 to 173	
37.3	Approval of contract by Higher Authority	1 CD		20 or 30 CDs		If necessary
37.4.1	Issuance of Notice to Proceed	1 CD	Day 36	7 CDs	Day 174 to 180	
TOTAL	TIME		36 CDs		180 CDs	Excluding Approval of Higher Authority, if applicable

CD – Calendar Day

Prepared by:	Reviewed / Approved by:
Haranger A	Suzment
BAC Secretariat / AOV, ADM-PPMS	Chief, ADM

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-02
40	PROCEDURES MANUAL	REVISION NUMBER	2
	PROJEDURES MANUAL	PAGE NUMBER	1 of 6
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
OLOTIOIA	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORA	GE AND RE	LEASE OF
SUBJECT	PURCHAS		

1.0 Objective:

To ensure that all purchased items conform to the specified requirements, properly accepted, stored and released to the concerned unit.

2.0 Scope:

This procedure covers all activities from the receipt of purchased items up to submission of relevant documents to the Budget Section for payment process.

3.0 Definition of Terms:

Items - refer to supplies, materials, equipment, accessories and services to be procured.

Invoice Receipt (IR) - a document enumerating the materials delivered.

Agency Procurement Request (APR) – a document used to purchase common supplies, materials and devices to the Procurement Service (PS), Department of Budget and Management (DBM).

Property Acknowledgment Receipt (PAR) – a document used to acknowledge the receipt of property and equipment (worth above ten thousand pesos) for official use.

Inventory Custodian Slip (ICS) – a document used to acknowledge the receipt of semi-expendable property (worth less than ten thousand pesos) for official use.

Equipment Ledger Card (ELC) – a document used to record the description, acquisition and other information about the property, plant and equipment.

Inspection and Acceptance Report (IAR) - a document enumerating materials accepted / rejected.

Disbursement Voucher (DV) – a document used in the preparation of payments for materials, supplies, equipment, accessories and services to be procured.

Waste Material Report (WMR) – a document used to report all waste materials such as destroyed spare parts and other materials considered scrap due to replacement.

Report of Supplies and Materials Issued (RSMI) – a document used to prepare monthly report of issued supplies and materials.

Prepared by:	Reviewed / Approved by:
Administrative Officer V, ADM-PPMS	Mynnighta Chief, ADM

SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE DOCUMENT TYPE	01 June 2021 PAPER / PDF FILE
SECTION	PRODUCTION AND SERVICE		
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	PROGEOURES MANUAL	PAGE NUMBER	2 of 6
40	PROCEDURES MANUAL	REVISION NUMBER	2
THE INC	DEPARTMENT OF SCIENCE AND TECHNOLOGY DUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-02

4.0 Documented Information:

Invoice Receipt File / Delivery Receipt File
Agency Procurement Request (APR) File
Inspection and Acceptance Report File
Acknowledgment Receipt for Equipment File
Inventory Custodian Slip (ICS) File
Equipment Ledger Card
Equipment / Semi-expendable Index Card
Waste Material Report File
Report of Supplies and Materials Issued (RSMI) File

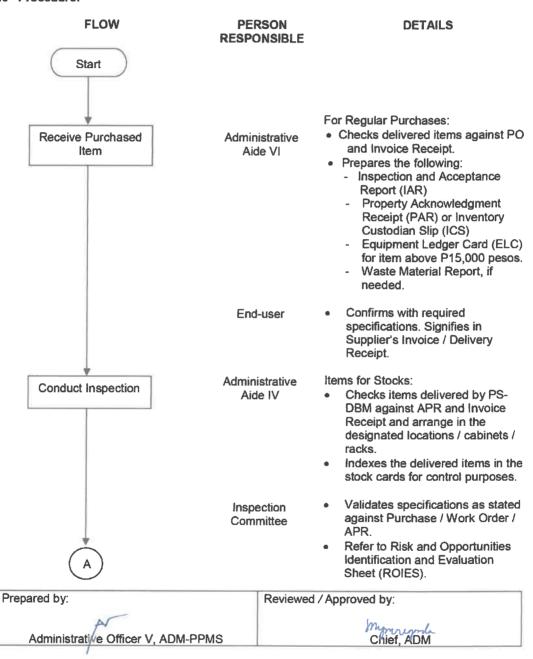
5.0 Reference:

National Government Accounting System (NGAS) WI-ADM-PPMS 08-06 Issuance, Control and Disposal of ITDI Property

Prepared by:	Reviewed / Approved by:
Administrative Officer V, ADM-PPMS	Mynrynla Chief, ADM

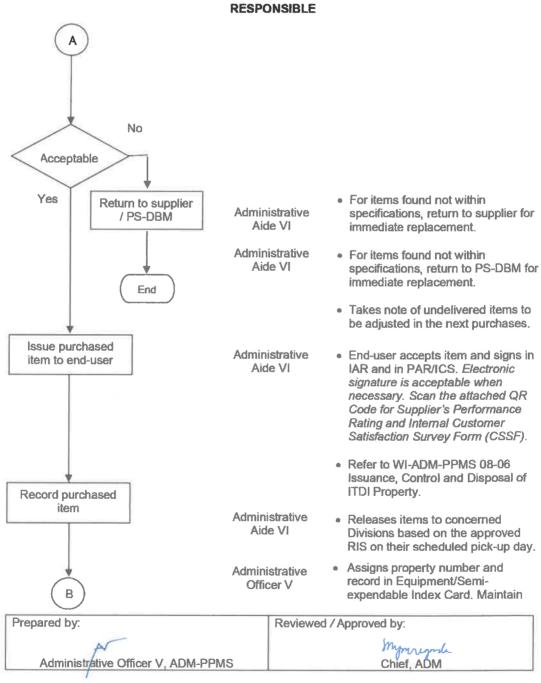
SECTION	PROVISION ACCEPTANCE, STORA	DOCUMENT TYPE	PAPER / PDF FILE
3	PROCEDURES MANUAL PRODUCTION AND SERVICE	PAGE NUMBER EFFECTIVITY DATE	3 of 6 01 June 2021
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE REVISION NUMBER	PM-ADM-PPMS 08-02 2

6.0 Procedure:

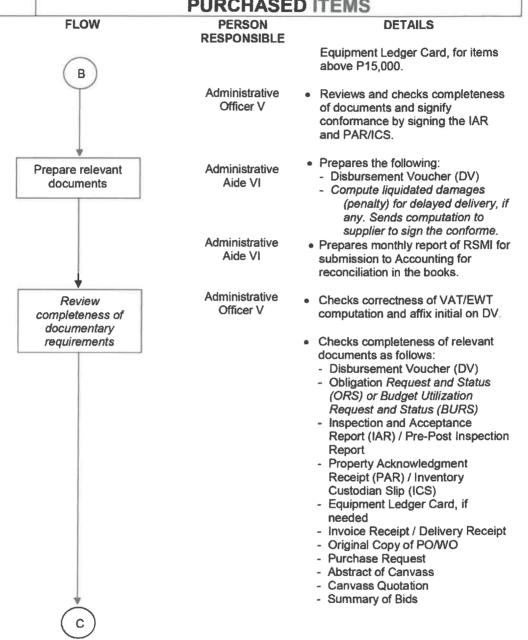


	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-02
4000	DDOCEDHDEC MANHAI	REVISION NUMBER	2
осотюм	PROCEDURES MANUAL	PAGE NUMBER	4 of 6
	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORA		LEASE OF
1	PURCHAS		

FLOW PERSON DETAILS



SECTION	PROVISION ACCEPTANCE, STORA	GE AND RE	PAPER / PDF FILE LEASE OF
	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROCEDURES MANUAL	PAGE NUMBER	5 of 6
	DDOCEDUDES MANHAI	REVISION NUMBER	2
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-02



Prepared by:

Reviewed / Approved by:

Mynughl
Chief, ADM

	PROCEDURES MANUAL	REVISION NUMBER	2
	I MOOLDOMLO MIMITONL	PAGE NUMBER	6 of 6
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
CECTION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF PURCHASED ITEMS		

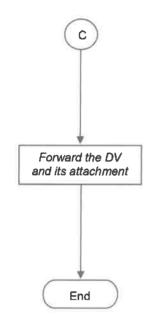
FLOW PERSON

RESPONSIBLE

Administrative

Aide VI

DETAILS



- Justification of End-user, in case of sole distributor or failed bids for three (3) times.
- Resolution
- Refer to Risk and Opportunities Identification and Evaluation Sheet (ROIES).
- Release the DV and its attachment to the concerned division for signature of Project Leader / Division Chief.
 - Division concerned forwards the same to the Accounting Section then to the Office of the Deputy Director for approval.

Prepared by:	Reviewed / Approved by:	
Administrative Officer V, ADM-PPMS	Mynrynh Chief, ADM	

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-CED 08-01
	DDOGEDHDEO MANUAL	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	1 of 3
SECTION	DDODUCT DEALIZATION	EFFECTIVITY DATE	01 June 2021
	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENERGY AUDIT/ASSI	ESSMENT	

1.0 Objective:

To conduct Energy Audit/Assessment Technical Service according to the set methodologies.

2.0 Scope:

This procedure covers all activities involving the conduct of an energy audit/assessment.

3.0 Definition of Terms:

Energy Audit / Assessment – detailed evaluation of an energy consuming facility/equipment; a tool for productivity improvement in industry and their competitiveness as well as environmental protection.

ES - Energy Section

EA - Energy Audit/Assessment

CED – Chemicals and Energy Division

4.0 Documented Information:

Letter of Request
Reply Letter (approved letter with tentative schedule)
Criteria for EA clients
List of Pre-EA data & information needs
Copy of Official Receipt (OR)

Customer Satisfaction Survey Form (QMS-F2)
Energy Audit/Assessment Technical Service Evaluation Form (CED-F1)

Stakeholder's Feedback Form (QMS-F6)

Detailed EA Report

Yearly Target for EA Activities

5.0 References:

EA Brochure

EX-CED-OC-008 Guidelines on Energy Conserving Design for Buildings, Phil. Department of

Energy (DOE) 2007

EX- CED-OC-009 United Nation's Environment Program (UNEP) Guidance Manual on Energy Efficiency Improvement for Industry, 2003

EX-CED-OC-010 National Electric Manufacturers Association (NEMA) Standard Publication MG 10-2001

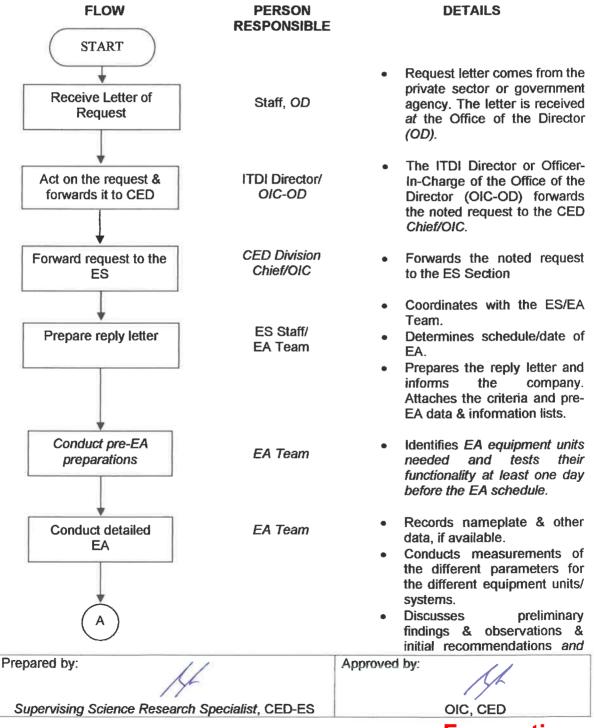
EX-CED-OC-011 Philippine Distribution Code, December 2001

Equipment Maintenance Records of EA Equipment

Prepared by:	Approved by:
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Supervising Science Research Specialist, CED-ES	OIĆ, ČED

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-CED 08-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	2 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENERGY AUDIT/ASSESSMENT		

6.0 Procedure:



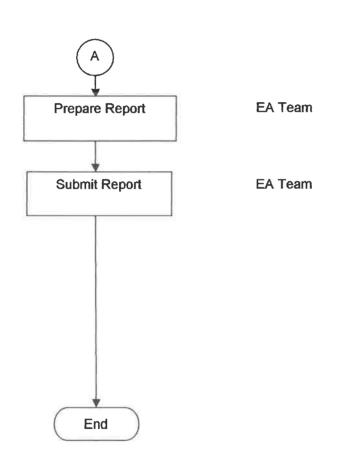
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40	DOCCOURS MANUAL	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	3 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENERGY AUDIT/ASSI	ESSMENT	

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PERSON RESPONSIBLE

DETAILS

requests client to fill-up Customer Satisfaction Survey Form



- Analyse data based on set methodologies and prepares EA report.
- Prepares & submits the Detailed Audit/Assessment Report within two (2) months after EA Activity for only one (1) to two (2) firms in one (1) travel or week or within three (3) months after the EA Activity for three (3) or more firms in one (1) travel or week, whichever is applicable.
- Request the DOST Regional Office Staff to fill-up the Stakeholder's Feedback Form after the submission of all EA Report(s) to the client/Regional Office.

Prepared by:	Approved by:
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Supervising Science Research Specialist, CED-ES	OIC, CED

SUBJECT	ENVIRONMENTAL TECHNO	DLOGY VERI	FICATION
OLOTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PRUGEDURES MANUAL	PAGE NUMBER	1 of 7
	PROCEDURES MANUAL	REVISION NUMBER	1
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-CPS 08-02

1.0 Objectives:

To establish a process for developing, conducting, and reporting scientifically sound evaluations of environmental products and technologies that will be sufficiently determinative of their functional performance under stated conditions.

2.0 Scope:

This procedure covers all from the application of the customer until the technology has been verified.

3.0 Definition of Terms:

ETV - refers to Environmental Technology Verification

ETVR - refers to Environmental Technology Verification Report

ETVS - refers to Environmental Technology Verification Statement

LIB - refers to Line-item Budget

TC - refers to Task Coordinator

TP - refers to Test Plan

4.0 Documented Information:

- Accomplished Application Form
- Disclosure Forms
- Attendance Sheet
- Minutes of Meeting
- ETV TP

- ETVR
- ETVS
- Test Results
- Official Receipt (OR)
- Special Order (SO)

5.0 References:

- ETV Guiding Principles
- ETV Operating Policies
- ETV Technical Protocol
- ETV Panel Primer

 DENR-DOST Joint Administrative Order 001 Series of 2006

Prepared by:

Reviewed / Approved by:

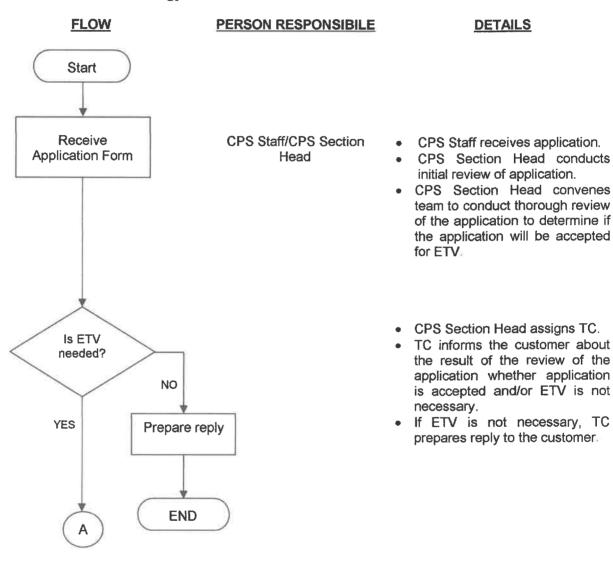
Supy, SRS, EBD-CPS

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-CPS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	2 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	DLOGY VERI	FICATION

6.0 Procedure

Environmental Technology Verification



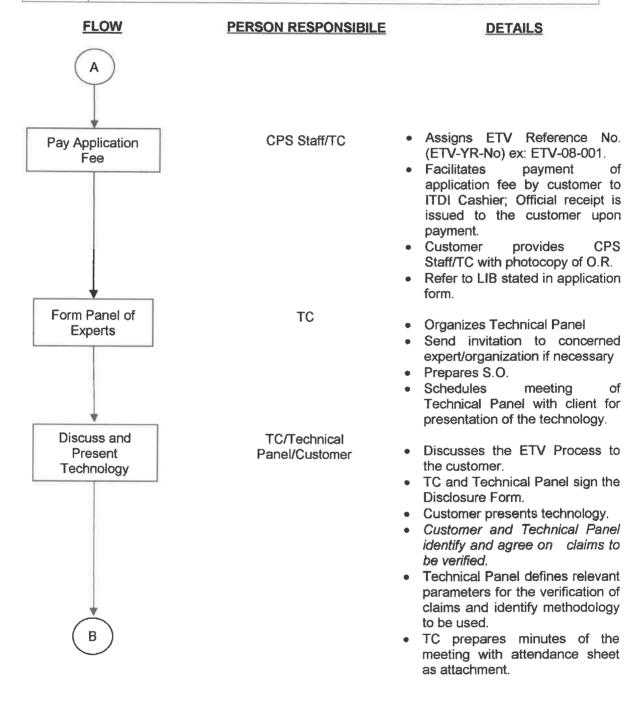
Prepared by:

Reviewed / Approved by:

Supv. SRS, EBD-CPS

Chief, EBD

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	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	3 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	DLOGY VERI	FICATION



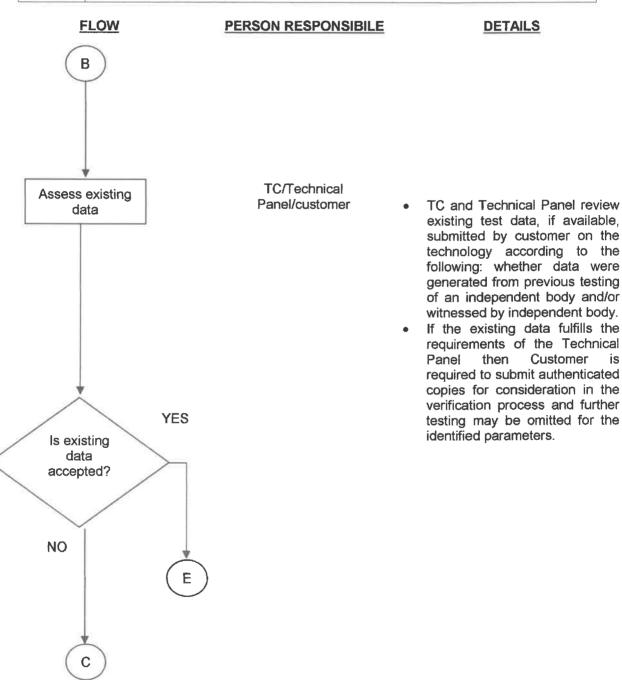
Prepared by:

Reviewed / Approved by:

Supy SRS, EBD-CPS

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-CPS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	4 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	DLOGY VERI	FICATION



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Reviewed / Approved by:

Supv SRS, EBD-CPS

Chief, EBD

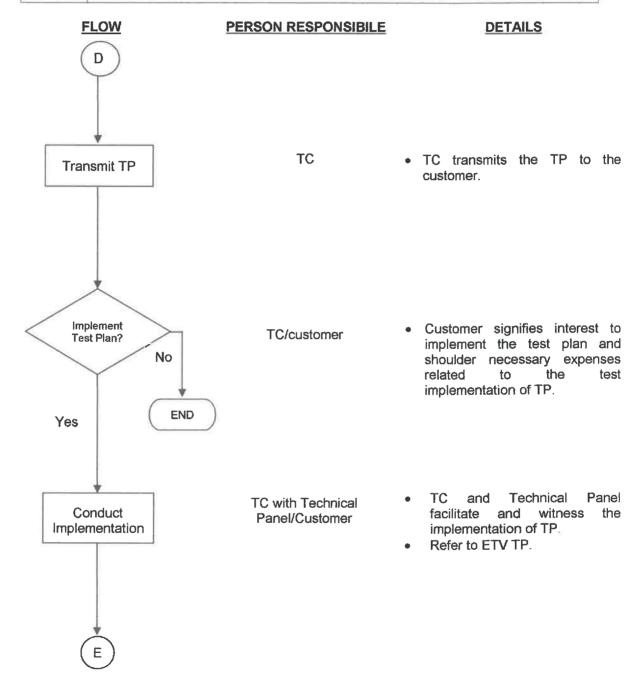
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-CPS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	5 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	DLOGY VERI	FICATION

FLOW PERSON RESPONSIBILE DETAILS TC/Technical Panel **Develop TP** When testing and data gathering is needed, TC prepares a draft test plan. Technical Panel reviews the draft TP and provides comments. TC finalizes the TP according to the review and comments of Technical Panel, if any. EBD Chief, Deputy Director EBD Chief signs all the pages of Approve TP for R&D the TP and endorses to ODD R & D for approval. · Deputy Director approves TP. TC files a copy of approved TP.

Prepared by:

| Reviewed / Approved by:
| Supv. SPS, EBD-CPS | Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-CPS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	6 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	OLOGY VERI	FICATION



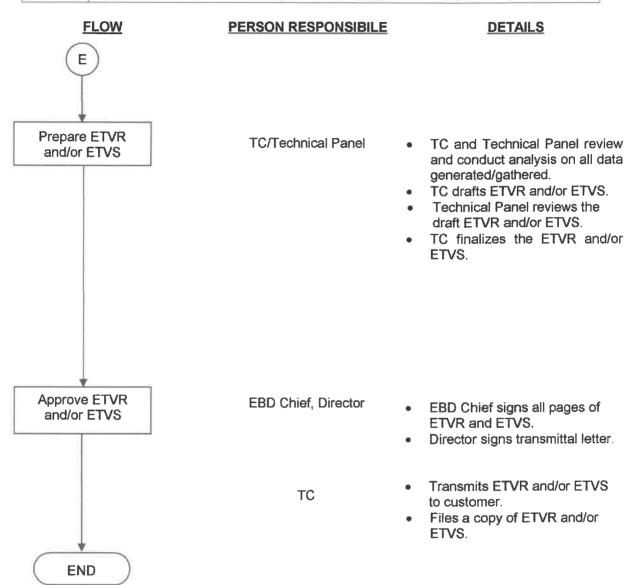
Prepared by:

Reviewed / Approved by:

Supv SRS, EBD-CPS

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-CPS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	7 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	DLOGY VERI	FICATION



Prepared by:

Reviewed / Approved by:

Supv SRS, EBD-CPS

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
	PROCEDURES MANUAL	REVISION NUMBER	0
	PRUGEDURES MANUAL	PAGE NUMBER	1 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMIC	CALS AND H	AZARDOUS
SUBJECT	WAS	TE	

1.0 Objective:

To ensure the safe management of chemicals and hazardous waste used and generated respectively in ITDI laboratories.

2.0 Scope:

This procedure covers all activities from acceptance of delivered chemicals, storage, usage, hazardous waste generation and disposal.

3.0 Definition of Terms:

Chemicals – refers to a compound or substance that has been purified, prepared especially artificially, produced or used in a process (reaction) involving changes to atoms or molecules.

Usage – refers to utilization of the chemicals for specific laboratory procedure or technique.

Chemical Compatibility – refers to a process of safety management technique used to prevent and mitigate chemical reactivity of hazards.

Expired Chemicals – refers to chemicals that reach its expiry date as reflected in the label of the chemicals. These chemicals can be contaminated and classified as "*Hazardous Wastes*" or still valid for use and classified as "*Lower Grade Chemicals*".

Contaminated Chemicals – refers to chemicals that are made impure by exposure to or addition of polluting or poisonous substance. The chemicals have undergone physical change (color and texture) due to longer storage time than the prescribed period in the label and are classified as "hazardous wastes" for treatment and disposal.

Hazardous Wastes – refers to chemicals or substances that are without any safe commercial, industrial, agricultural or economic usage and are shipped, transported or brought from the country of origin for dumping or disposal into or in transit through any part of the territory of the Philippines. Also, refers as by-products, process residues, spent reaction media, contaminated plant or equipment or other substances from manufacturing operations and as consumer discards of manufactured products which represent unreasonable risk and/or injury to health and safety to the people or the environment (DAO 2013-22). These hazardous wastes are labelled and classified for satellite storage at the division's designated storage area and later for transport, treatment and disposal through a 3rd party accredited Waste Treater.

Lower Grade Chemicals - refers to chemicals that are expired but can still be used, utilized and/or apply for other laboratory procedures and techniques.

Prepared by:

Senior Science Research Specialist

Reviewed / Approved by:

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
TT	DOCCOUNCE MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	2 of 7
SECTION	DECEMBER 174TION	EFFECTIVITY DATE	01 June 2021
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		AZARDOUS

Globally Harmonized System (GHS) – stands for the Globally Harmonized System of Classification and Labeling of Chemicals. The GHS is a system for standardizing and harmonizing the classification and labeling of chemicals. It defines and classifies the hazards of chemical products and communicates health and safety information on labels and safety data sheets.

Safety Data Sheet (SDS) – refers to a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It is an essential starting point for the development of a complete health and safety program.

Classification of Hazardous Wastes – refers to the detailed guide under DENR Administrative Order No. 2013-22 (Revised Procedures and Standards for the Management of Hazardous Wastes (Revising DAO 2004-36).

Hazardous Wastes Manifest – refers to the hazardous wastes tracking system through a receiving and shipping documentation and certification process, following the "cradle to cradle" cycle of hazardous waste management.

Personal Protective Equipment (PPE) – refers to the clothing or ensembles for eye, skin, and respiratory protection, the level of which is dependent on the hazards and the routes of exposure.

Treatment, Storage, and Disposal (TSD) Facilities – refers to the facilities where hazardous wastes are transported, stored, treated, recycled, reprocessed, or disposed of.

Waste Treater – refers to the person/entity/company who registered to treat, store, recycle, or dispose of hazardous wastes.

Prepared by:

Reviewed / Approved by:

Senior Science Research Specialist

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
TT	DOCCOUDE MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	3 of 7
	DDODLIOT DE ALIZATION	EFFECTIVITY DATE	01 June 2021
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		

4.0 Documented Information

Sales Invoice of New Chemicals Inspection and Acceptance Report (IAR) Safety Data Sheets (SDS) Inventory of Chemicals Stock Card of Chemicals Chemical Compatibility Certificate of Analysis

List/Inventory of Hazardous Wastes for Disposal from each Division Purchase Request (PR) for Treatment and Disposal Work Order (WO) for Treatment and Disposal Certificate of Treatment Hazardous Waste Manifest Transport Permit Billing Invoice

5.0 References:

Chemical Compatibility – US Department of Labor Occupational Safety and Health Administration (http://www.osha.gov/SLTC/reactive chemicals.

DENR Administrative Order No. 29 Series 1992 (DAO 29-92) – known as the Implementing Rules and Regulations (IRR) of RA 6969.

DENR Administrative Order No. 22 Series 2013 (DAO 2013-22) – known as the Revised Procedures and Standards for the Management of Hazardous Wastes (Revising DAO 2004-36).

Implementing Rules and Regulations (IRR) on Chemicals and Accessories pursuant to Section 4-C to 4-F of PD No. 1866 as amended by RA No. 9516, regulated by Philippine National Police (PNP).

Republic Act (RA) 9165 – known as the "Comprehensive Dangerous Drugs Act of 2002", regulated by Philippine Drug Enforcement Agency (PDEA).

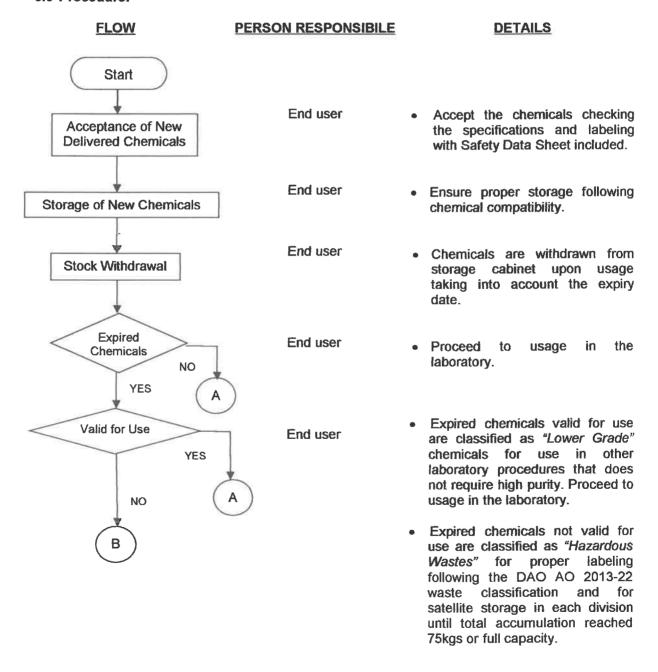
Presidential Decree No. 1866 codified the laws on illegal/unlawful possession, manufacture, dealing in, acquisition or disposition, of firearms, ammunition or explosives or instruments used in the manufacture of firearms, ammunitions or explosives.

Republic Act (RA) 6969 – known as the "Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990".

Prepared by:	Reviewed / Approved by:
Senior Science Research Specialist	Chilef, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
TT	PROCEDURE MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	4 of 7
	DDODUGT DEALIZATION	EFFECTIVITY DATE	01 June 2021
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		

6.0 Procedure:





	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE		PM-EBD-WMS-08-01
TT	PROCEDURE MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	5 of 7
05071011	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
CLIPIECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS		
SUBJECT	WAS	TE	

FLOW PERSON RESPONSIBILE DETAILS End user · Chemicals are safe to use by the analyst or technician for any Usage laboratory analysis, procedures and application. Classified as "hazardous wastes" End user Contaminated for satellite storage by each Chemicals division. These chemicals are labeled following classification of YES 2013-22) for waste (DAO transport to Main Hazardous Waste Storage Area (MHWSA) NO EBD assistance and collection by an accredited 3rd party Waste Treater. Chemicals are safe to return to End user storage tightly closed Return to Storage ensures free from contamination. End

Prepared by:

Senior Science Research Specialist

Reviewed / Approved by:

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
TT	DOCCOUDE MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	6 of 7
CECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
SECTION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		AZARDOUS

FLOW PERSON RESPONSIBILE DETAILS End user Analyst classify the shall Classification and hazardous wastes generated in Labelling of section/laboratory and **Hazardous Wastes** properly labeled according to classification of wastes (DAO 2013-22). End user Analyst and/or divisional focal **Preparation of List** person/s shall prepare list of Inventory of Hazardous inventory of hazardous wastes to Wastes (HW) be stored in each satellite storage area. End user Coordinate with EBD Focal Submission of List of Inventory Persons for the transport of HW and Transport of HW to MHWSA Main HW Storage Area (MHWSA) or VAN. EBD Focal Persons check the completeness of the inventory with proper classifications (type of wastes and waste code no.). **EBD Focal** Preparation and Purchase Request with complete Persons **Submission of Purchase** specifications and budgetary Request for Public Bidding requirement is submitted to Budget Section of ITDI for processing. Refer to PM-ADM-PPMS-08-01, pages 1-13, 2014 for the Purchasing of Goods and Services.

Prepared by:

Senior Science Research Specialist

Reviewed / Approved by:

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
	PROCEDITOR MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	7 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		AZARDOUS

FLOW PERSON RESPONSIBILE DETAILS Hazardous **EBD Focal** Documents derived from the Wastes Collected transport of the hazardous Persons by Waste Treater wastes to a TSD facility of the YES Waste Treater are filed. NO End **EBD Focal** • Refer to PM-ADM-PPMS-08-01, Follow-up to Persons pages 1-13, 2014 for the PPMS and to Purchasing of Goods and Waste Treater Services. Hazardous Wastes Collected **EBD Focal** • Refer to PM-ADM-PPMS-08-01, by Waste Treater Persons pages 1-13, 2014 for the NO Purchasing of Goods and Services for Rebidding. YES Documents derived from the **EBD Focal** transport of the hazardous Persons **End** wastes to a TSD facility of the Waste Treater are filed.

Prepared by:

Senior Science Research Specialist

Reviewed / Approved by:

Chief, EBD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-FMD-AS-08-01
4	DOGERNINE BARRIAL	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	1 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		

1.0 Objective:

To ensure proper billing from the income generating services of ITDI and ADMATEL.

2.0 Scope:

This procedure covers all activities from the receipt of MOA/TSR.

3.0 Definition of Terms:

Order of Payment - a document issued by the accounting staff to the Collecting Officer to receive payment and issue corresponding OR.

General Ledger - a book of final entry containing accounts arranged in the same sequence as in the chart of accounts.

Subsidiary Ledger - a book of final entry containing the details of the balance of the controlling account appearing in the General Ledger.

Journal Entry Voucher - a document used to record all government transactions and where accounting journal entries are reflected.

General Journal - a document where all transaction for the month are recorded.

Outstanding Accounts - refer to unpaid accounts of clients resulting from services rendered/completed.

Statement of Account - a document prepared by Accounting or ADMATEL Staff and issued to ITDI's client/s with outstanding accounts as per MOA/Technical Service Request. It is also being issued upon request of the client when availing ITDI services for the purpose of payment preparation.

RTS - is a term used by the Bureau of Post to indicate that registered demand/collection letters sent by ITDI were not served due to any of the following reasons: 1) Client can no longer be found; 2) Incomplete/unknown address; 3) Moved out; 4) Company closed; and 5) Unclaimed.

Schedule of Accounts Receivables - a document which lists the names of debtors, other reference and amount due to ITDI.

Registry of Accounts Written-Off - a document where the amount of accounts receivable written-off from the Agency books are recorded.

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Dept. 8	Mr
Administrative Officer IV, FMD-AS	Chief, FMD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-FMD-AS-08-01
	PROCEDURES MANUAL	REVISION NUMBER	2
	PROGEDURES MANUAL	PAGE NUMBER	2 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		

4.0 Documented Information:

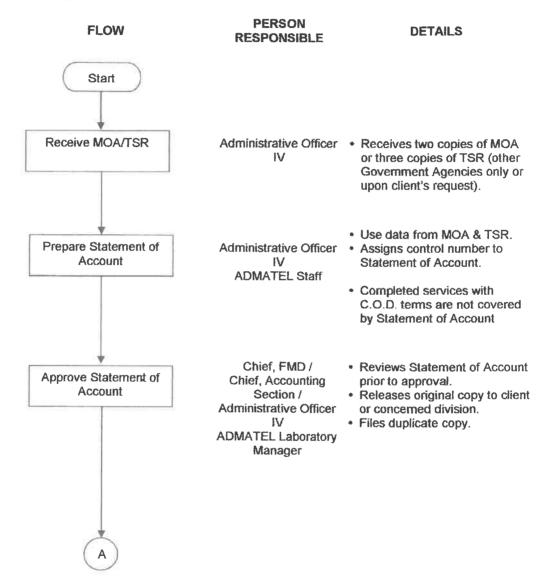
Statement of Account
Order of Payment
Accounts Receivable Subsidiary Ledger
General Ledger
Journal Entry Voucher
General Journal
Schedule of Accounts Receivables
Registry of Accounts Written-Off

Manual on the New Government Accounting System for National Government Agencies (Volumes I-III)
WI-FMD-AS 08-01 How to Request for Write-Off of Client's Outstanding Account.
ITDI Administrative Order No. 006
Bureau of Treasury Memoranda/Circulars
COA Rules & Regulations
DBM Circulars
DOST Guidelines on GIA-Funded Projects
Land Bank Memoranda/Circulars
R.A. 9970 - General Appropriations Act
R.A. 8439 - Magna Carta for Scientists
Organizational Performance Indicator Framework

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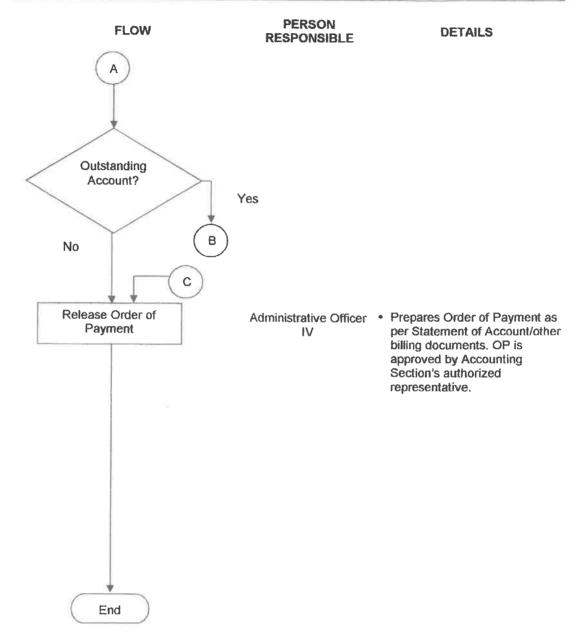
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	DESCRIPTO MANUAL	REVISION NUMBER 2	2
	PROCEDURES MANUAL	PAGE NUMBER	3 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		

6.0 Procedure:



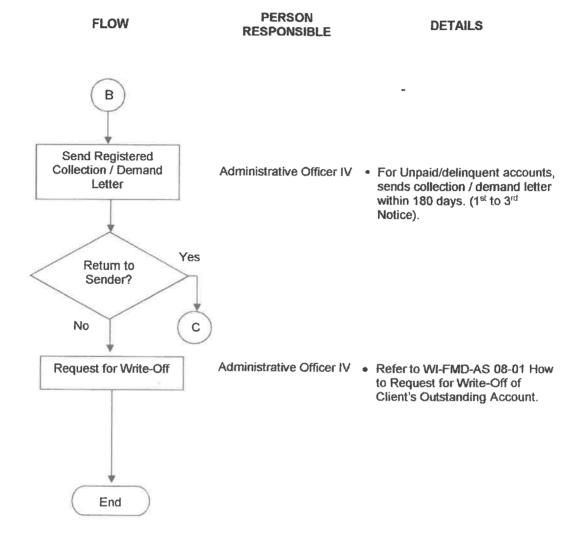
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	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	4 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		



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	DDOCEDUDEC MANUAL	REVISION NUMBER 2	2
	PROCEDURES MANUAL	PAGE NUMBER	5 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		



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OFOTION	PROCEDURES MANUAL	PAGE NUMBER	1 of 5
	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		

1.0 Objective:

To ensure that ITDI's budget proposal is aligned with the guidelines and policies set by the national budget management.

2.0 Scope:

This procedure covers all activities from the budget forum up to the submission of budget proposal.

3.0 Definition of Terms:

DBM - an acronym for Department of Budget and Management.

GAD – an acronym for Gender and Development.

MFO Budget Matrix (Form A) – is a form used to reflect the attribution of the budgetary requirements of Program/Activity/Project statement and its component activities to the different Major Final Outputs (MFOs) of ITDI.

PS - an acronym of Personal Services

MOOE - an acronym of Maintenance and Other Operating Expenses

CO - an acronym of Capital Outlay

BP 100 – Statement of Revenues form used to reflect all revenues collected by agencies which are deposited in the National Treasury.

BP 100-A – Statement of Revenues and Expenditures form used to reflect all revenues collected by agencies which are deposited in the National Treasury under Special Account in the General Fund.

BP 200 – Comparison of Appropriations and Obligations form used to indicate the sources of appropriations available and obligations incurred during a particular fiscal year.

BP 201 – Summary of Obligations and Proposed Programs/Projects form used to identify the programs/activities/projects or components thereof that address specific commitments of the government.

BP 202 – Requirements of Locally-Funded Projects form used for locally-funded project of agencies whether new or on-going for projects P10 million and above.

BP 205 – Staffing Summary of Non-Permanent Positions form used to present the particulars of non-permanent positions in all government agencies.

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40	PROCEDURES MANUAL	REVISION NUMBER 2	2
SECTION	PRUGEDURES MANUAL	PAGE NUMBER	2 of 5
	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		

BP 208 – List of Retirees form used to indicate the details of the retirees for payment of terminal leave and gratuity benefits.

BP 300 – Proposed Provision form used to state either new and/or proposed amendments/modifications to the existing provision and justification thereof.

BP 500 – Statement of Other Receipts/Expenditures form used to report all receipts which are authorized to be deposited with government financial institutions and used by the agency.

BP 600 – Annual Gender and Development Plan and Budget form used to clarify and spell- out what the agency intends to accomplish and commits to address.

BP 600A – GAD Accomplishment Report form used to report the consequences of the Gender and Development activity that has been conducted.

4.0 Documented Information:

Accomplished Forms:

MFO Budget Matrix (Form A)

Agency Performance Measures (Form B)

BP 100 - Statement of Revenues

BP 100A - Statement of Revenues and Expenditures

BP Form No. 200 - Comparison of Appropriations and Obligations

BP Form No. 201 - Summary of Obligations and Proposed Programs/Projects

BP Form No. 201A - Obligations for Personal Services

BP Form No. 201B - Obligations for Maintenance and Other Operating Expenses

BP Form No. 201C - Obligations for Capital Outlays

BP 202 - Requirements of Locally-Funded Projects

BP 205 - Staffing Summary of Non-Permanent Positions

BP 208 - List of Retirees

BP 300 - Proposed Special Provisions

BP 500 - Statement of Other Receipts/Expenditures

BP 600 - Annual GAD

BP 600A - Annual GAD Accomplishment Report

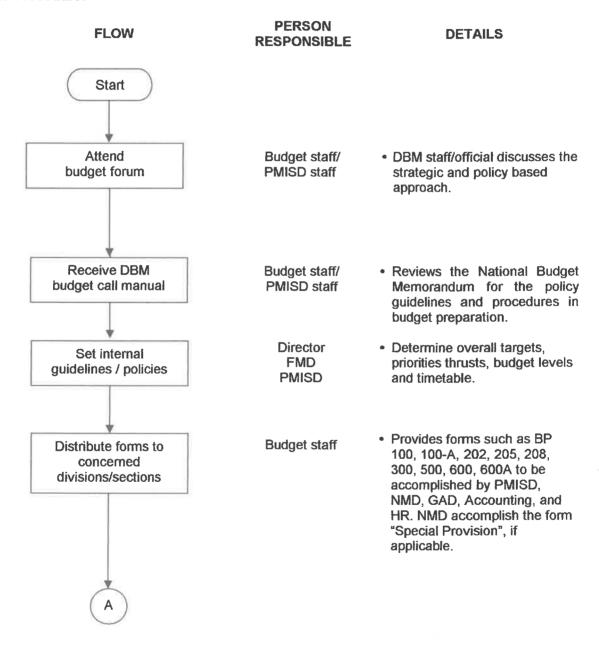
5.0 References:

National Budget Call
General Appropriation Act
DBM Circulars
Organizational Performance Indicator Framework

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	PROCEDURES MANUAL	PAGE NUMBER	3 of 5
OFOTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		

6.0 Procedure:



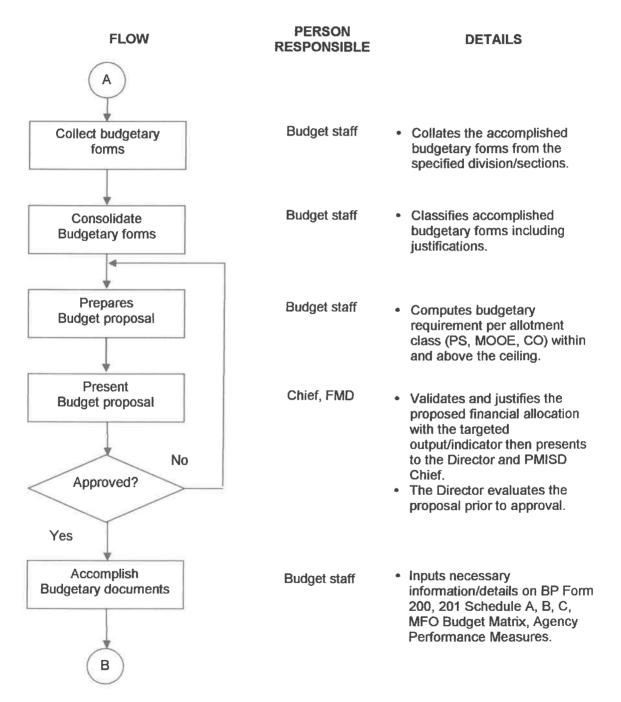
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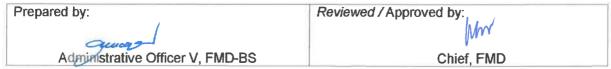
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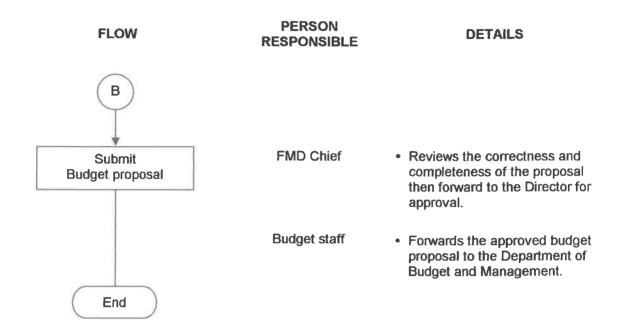
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40	PROCEDURE MANUAL	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	4 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		





	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-FMD-BS 08-01
9	DOGGEDING MANUAL	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	5 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		



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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	1 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
		DOCUMENT TYPE	PAPER / PDF FILE
	PREVENTIVE MA	AINTENANC	E/
SUBJECT	CALIBRATI	ON PLAN	

1.0 Objective:

To ensure that *laboratory and office* equipment *in ITDI facilities* are properly identified, have a planned maintenance/calibration program, and are properly functioning

2.0 Scope:

This procedure manual covers preventive maintenance / calibration plan of all laboratory and office equipment including computers, air conditioners, and motor vehicles.

3.0 Definition of Terms:

Preventive Maintenance – scheduled and routine maintenance carried out to sustain operation and reduce probability of failure or degradation of equipment and other assets.

4.0 Documented Information:

ITDI-F20 Equipment Maintenance Schedule Record File ITDI-F19 Equipment Maintenance Record File ITDI-F17 Vehicle Maintenance Record File Building Maintenance Inspection Schedule Building Maintenance Inspection Report

PM-ADM-PPMS 08-01 Purchasing of Goods WI-ITDI-06-01 Maintenance of ITDI Vehicle WI-ITDI-06-02 Maintenance of Car Airconditioner WI-ITDI-06-03 Maintenance of Lighting System

Administrative Officer III, ADM-PPMS

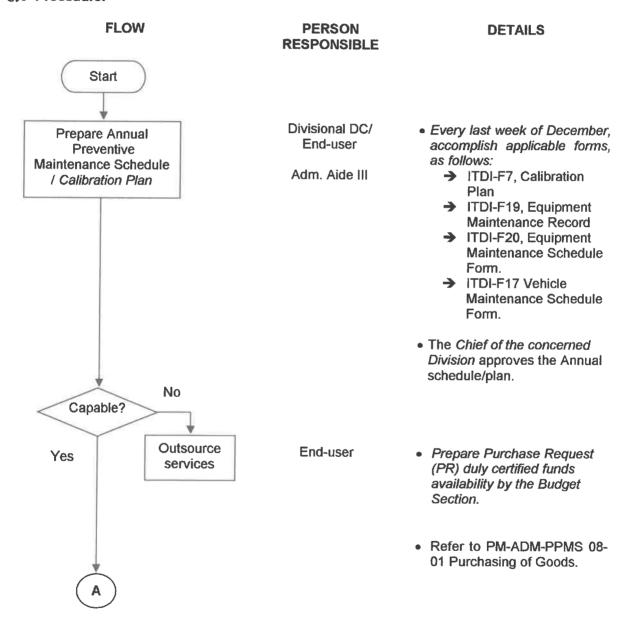
Approved by:

Approved by:

Deputy Director, R&D

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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	2 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
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SUBJECT	CALIBRATI	ON PLAN	

5.0 Procedure:



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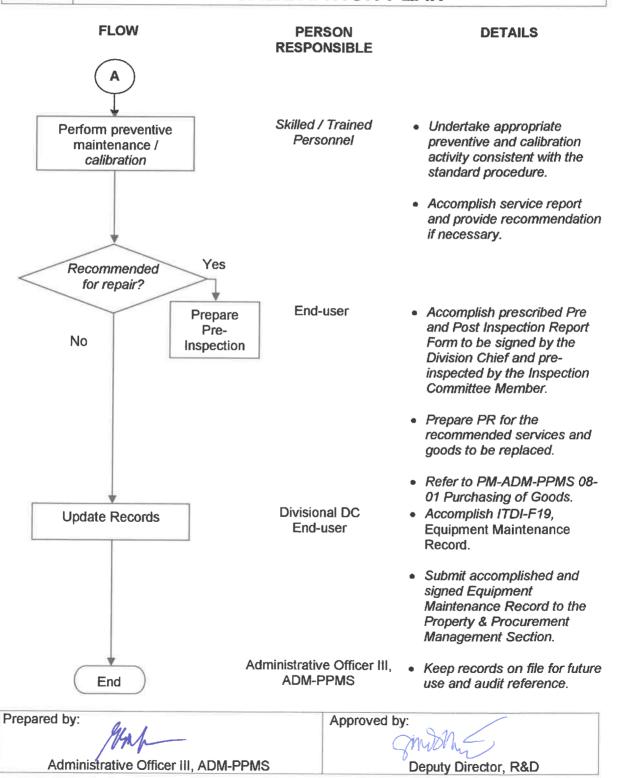
Approved by:

Administrative Officer III, ADM-PPMS

Approved by:

Deputy Director, R&D

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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	3 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PREVENTIVE MA	AINTENANC	E/
	CALIBRATI	ON PLAN	



	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-01
0	DDOCEDIDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	1 of 9
CECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNICAL SERVICES		CES

1.0 Objective:

To ensure that all technical services satisfy the requirements of the Customer.

2.0 Scope:

This procedure covers all activities from the receipt of customer's request for technical services up to implementation and collection of honorarium/incentives by concerned staff.

3.0 Definition of Terms:

Technical Services (TS) - any assistance/services being provided to customers (i.e., individuals, industry/business sectors, academe, non-government organizations, other government institutions/agencies covered by a Memorandum of Agreement (MOA). Technical Services include testing and analytical service, use of facilities and equipment, product/process development and improvement, design / fabrication of equipment and facilities, consultancy, specialized training. These services are made available to provide technical support to different industry sectors, namely, food processing, packaging design and material, chemicals and minerals, materials science, microbiology and genetics, environmental, fuels and energy.

Specialized Testing and Analytical services - refer to the testing and analytical services other than those provided by the Standards Testing Division (STD).

Use of facilities and equipment - refers to the use of the Institute's laboratory and pilot plant facilities and processing equipment for the conduct of R & D related activities.

Product/Process Development/Improvement - a systematic work, drawing on existing knowledge gained from research that is directed to producing new materials, products and processes.

Equipment Design/Fabrication - a systematic work drawing on research and development results that is directed to producing new machines/equipment or improvement of same.

Technology Business Incubator (TBI) - assistance to local entrepreneurs and product innovators to enable them achieve commercial operation by providing optimum conditions for growth such as common service facilities, technical assistance, management advisory services, and access to inexpensive and responsive business consulting services.

Consultancy - refers to analyzing business needs, problems, opportunities of customers in the context of requirements and recommends possible solutions to achieve its goals.

Specialized Training - refers to training services which are required to address the identified specific needs related to the organization's goal.

MOA - refers to Memorandum of Agreement.

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0	DDOCEDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	2 of 9
CECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES

4.0 Documented Information:

Letter of Request for Technical Services File Approved Request for Technical Services Approved CL/MOA with Capsule Project Proposal Official Receipt (photocopy) Accomplished Customer Satisfaction Survey Form Special Order of Working Personnel

ITDI AO 003 Guidelines in the Computation of Fees and Charges for ITDI Contract Projects and Other Technical Services

List of Technical Services with Standard Fees

American Society for Testing and Materials (ASTM) Standards

Association of Official Analytical Chemists (AOAC) Standards Official Method of Analysis

BFAD Administrative Order on Foods

CODEX

Department of Energy Standards

International Standard (AOAC, AOCS, Codex, Merck Index)

NEMA & Philippine Distribution Code

Philippine National Standards (PNS) on Foods

PNS and ISO Standards for Essentials Oils

R.A. 6969 - Toxic Substances and Hazardous and Nuclear Wastes Control Act

R.A. 8749 - Philippine Clean Air Act

R.A. 9003 - Ecological Solid Waste Management Act

R.A. 9275 - Philippine Clean Air Act

United States Pharmacopeia (USP)

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Approved by:

DIRECTOR

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0	DDOCEDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	3 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES

5.0 Procedure: **FLOW PERSON DETAILS RESPONSIBLE** A. WALK-IN CUSTOMERS Start Determine needs of Officer of the Day of • Refers the request / customer the Division customer to the concerned OC Staff section Head or assigned Concerned Head researcher/staff. Researcher The assigned researcher meets with the walk-in customer to know specific technical service and determine if request can be accommodated. No Request for TS can be accommod ated? Inform Informs the customer and Assigned customer may refer him/her to an Researcher appropriate entity. Yes Section Head · If request can be accommodated, the End assigned researcher determines if test / technical services to be provided is with standardized fees or by CL/MOA. No TS with Assigned standard-Researcher ized Section Head fees? В Yes

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0	DDOCEDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	4 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	CAL SERVICE	CES

DETAILS FLOW PERSON RESPONSIBLE · Provides the prescribed form Fill out prescribed Assigned to be filled out by the client / Request form Researcher customer, ITDI F2 Request for Technical Services (with Standardized Fees). Refer WI-TSD-BDS 08-07 Processing Requests for Technical Services with Standardized Fees. · Validates the filled-out Assigned **Process Request** request form and indicates Researcher the corresponding fees and Division Head/OIC charges and due date; the get approval from the Chief/OIC. · Forwards the accomplished **OC Staff** request form to TSD for TS **TSD-BDS Staff** Reference number. Assists the customer to pay Pay TS fees / **OC Staff** the actual total TS fees / charges to the charges to ITDI Cashier. Cashier Official Receipt is issued to the customer upon payment. Obtains a copy of the O.R. and accomplished request form; then receives the sample / material for testing from the customer.

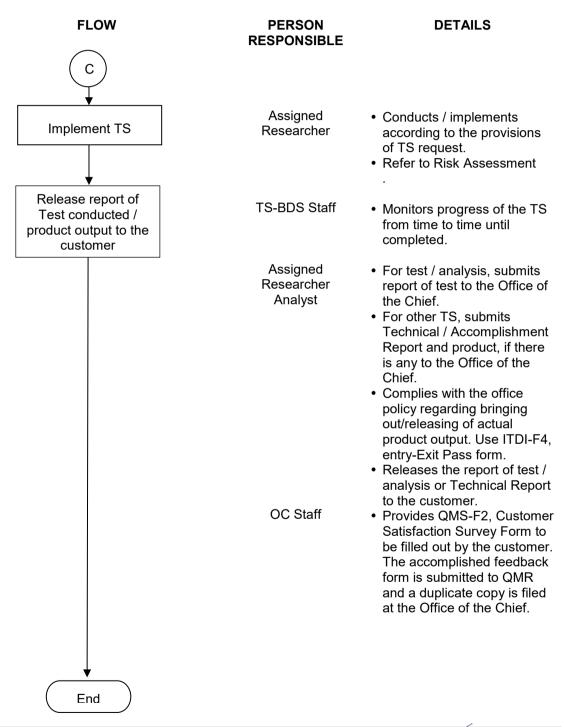
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0	DDOCEDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	5 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	CAL SERVICE	CES



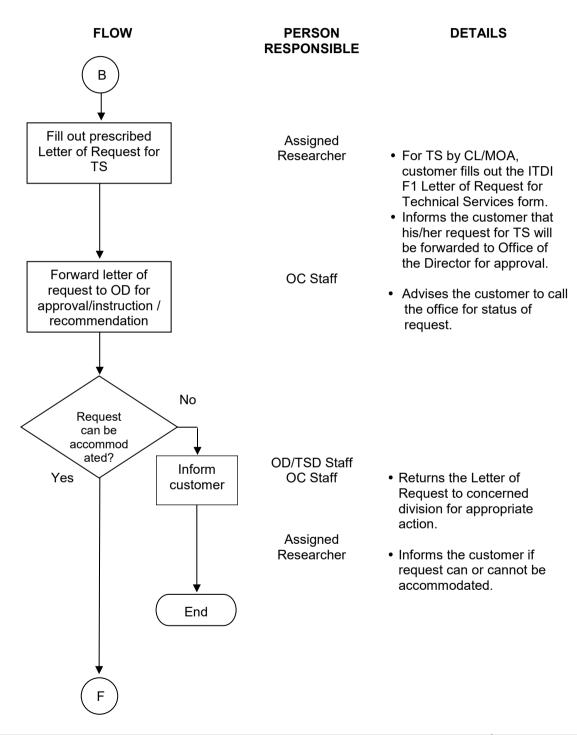
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10	DDOCEDUREO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	6 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES



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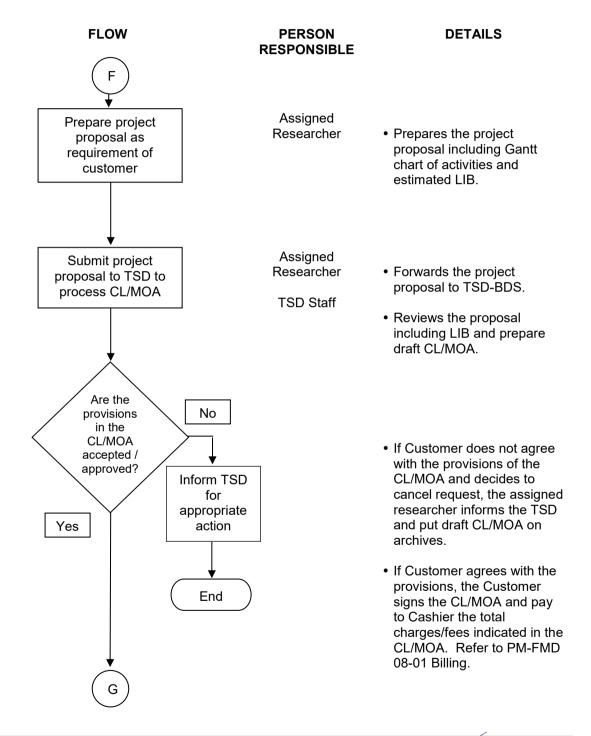
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0	DDOOFDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	7 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES



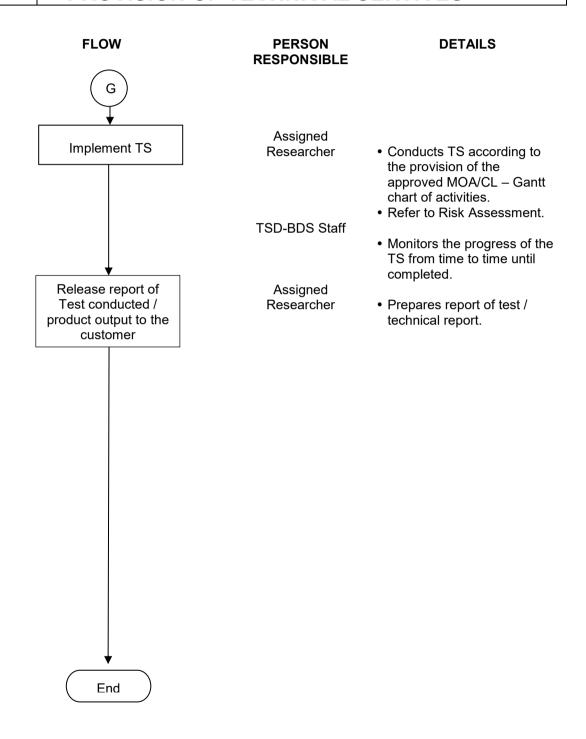
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0	DDOCEDURE MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	8 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES



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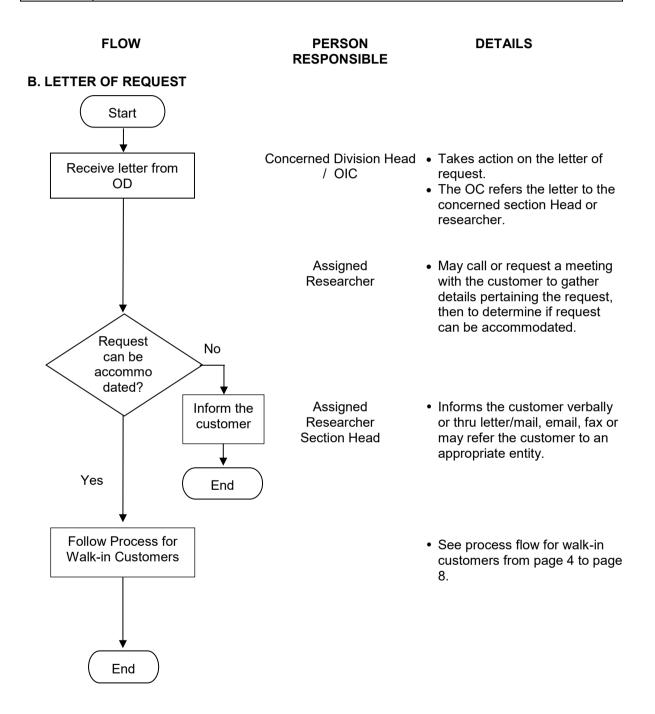
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0	DDOCEDUREO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	9 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES



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	PROCEDURES MANUAL	PAGE NUMBER	1 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		

1.0 Objective:

To ensure that all Regular R&D Projects satisfy the requirements of the Institute and government plans and programs

2.0 Scope:

This procedure covers all Regular R&D Projects from preparation of project proposal up to the assignment of project code.

3.0 Definition of Terms:

Regular R & D Project - refers to research and development project of the Institute that is funded by GAA (General Appropriations Act).

Project Proposal - refers to the plan and description of the research project prepared by the researcher.

Capsule Proposal - a form with a prescribed format used for preparing a detailed description and plan of the proposed research project and is submitted for approval. These include the project title, objectives, background/rationale, expected output, definition, plan of activities and deliverables, personnel and budget requirements.

Project Code - the number assigned to R&D project for purposes of identification, records and release.

4.0 Documented Information:

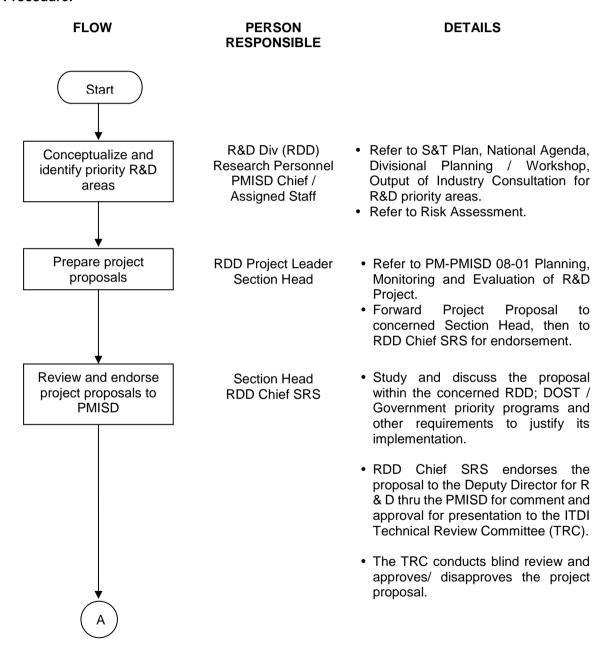
Yearly List of Approved R&D Projects Approved Project Proposal File Archive Project Proposal File

Planning Cycle for R&D Projects (PMISD)

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GENERATION AND APPROVAL OF REGULAR R&D PROJECTS	
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6.0 Procedure:



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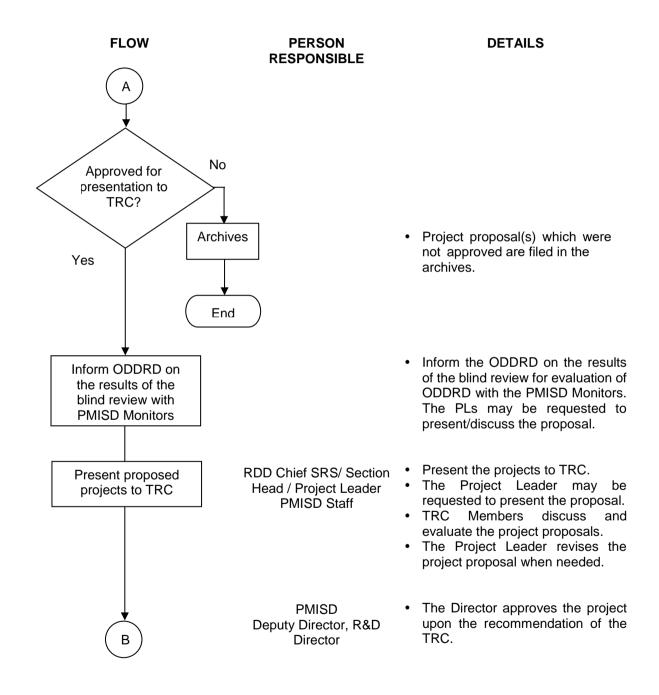
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	NDOCENIDES MANITAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	3 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		



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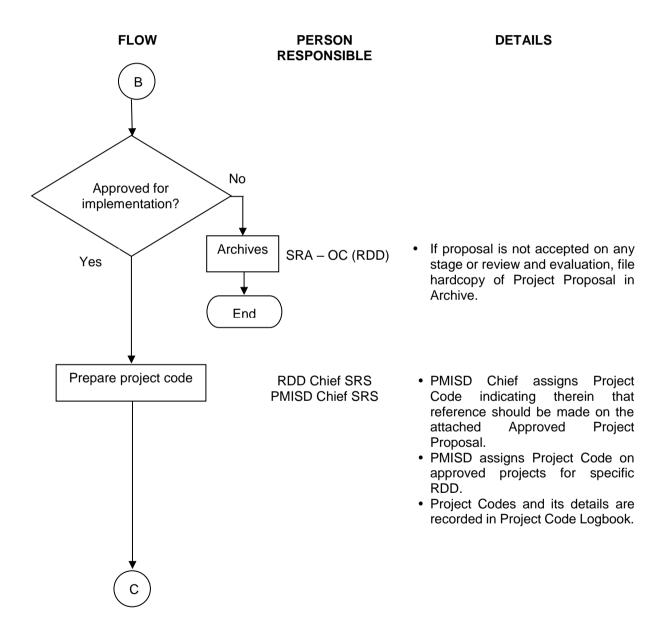
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	PROCEDURES MANUAL	PAGE NUMBER	4 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR		REGULAR
SUBJECT	R&D PRC	JECTS	



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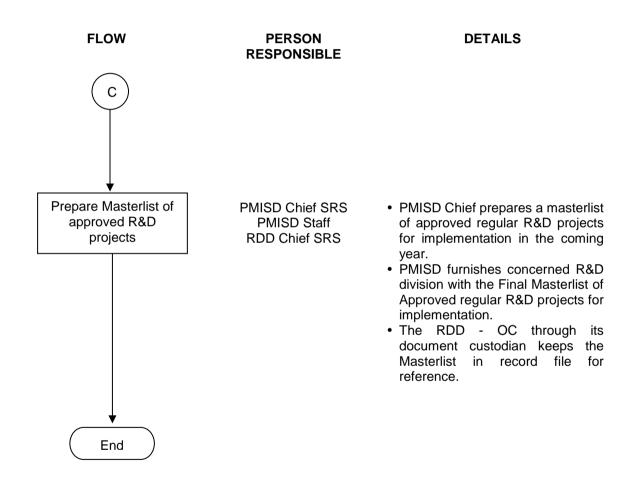
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DEPUTY DIRECTOR-R&D

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DIRECTOR

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-02
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	PROCEDURES MANUAL	PAGE NUMBER	5 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
CLID IFOT	GENERATION AND APPROVAL OF REGULAR		REGULAR
SUBJECT	R&D PRC	JECTS	



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PRULED	PROCEDURES MANUAL	PAGE NUMBER	1 of 3
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	IMPLEMENTATION OF APPROVED REGULAR R&D PROJECTS		

1.0 Objective:

To ensure that the output of the R&D project meets the key objectives and conforms to the customer requirements

2.0 Scope:

This procedure covers all activities from project mobilization, laboratory processing, test and evaluation, regular project monitoring and discussion up to completion of projects.

3.0 Definition of Terms:

Completed Project - refers to completion of a project according to the targeted milestones.

Output - refers to the final outcome of materials research, process research, and equipment and product prototyping.

Quarterly milestone - refers to the expected output that must be delivered every three (3) months.

Ghantt Chart - a list of activities and a related information organized in a chart that graphically shows detailed activities and duration of the project.

4.0 Documented Information:

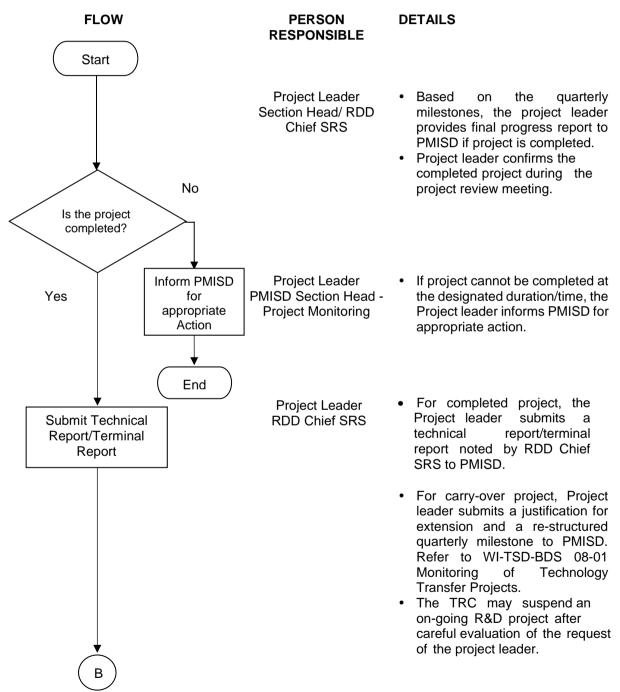
Revised Detailed Project Proposal (Approved Project(s))
Yearly List of Approved R&D Projects (divisional) for implementation

Planning Cycle for R&D Projects (PMISD)
WI-PMISD-PMS 08-01, Call for Submission of Project Proposals/Reports
WI-PMISD-PMS 08-03, Evaluation of Proposals/ Projects
WI-PMISD-PMS 08-04, Monitoring / Validation of Project Accomplishments
WI-TSD-BDS 08-01, Monitoring of Technology Transfer Projects

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DEPUTY DIRECTOR-R&D	DIRECTOR

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-03	
4	PROCEDURES MANUAL	REVISION NUMBER	3	
		PAGE NUMBER	2 of 3	
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021	
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE	
SUBJECT	IMPLEMENTATION OF APPROVED REGULAR R&D PROJECTS			

5.0 Procedure:



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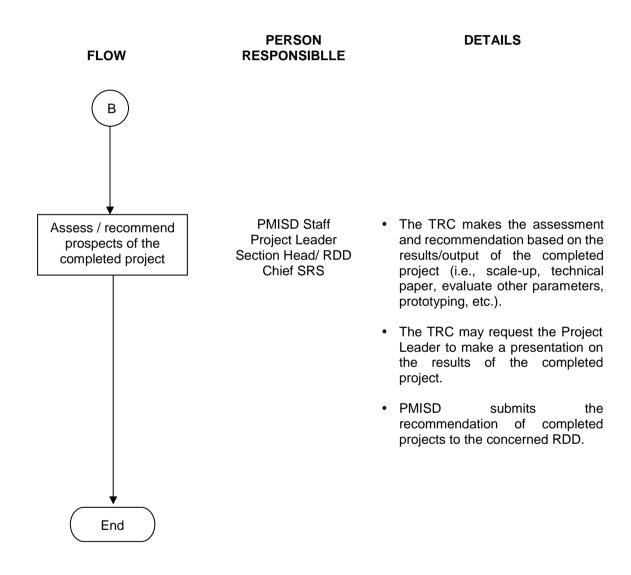
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	PROCEDURES MANUAL		3 of 3
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
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SUBJECT	R&D PRO	JECTS	



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DEPUTY DIRECTOR-R&D

Approved by:

DIRECTOR



1.0 Objectives:

To ensure the preparation of the Institute's overall plans and programs for implementation during the year. To ensure the Monitoring and Evaluation (M&E) of the Institute's programs, activities and projects (PAPs) during the year.

2.0 Scope:

This procedure covers activities of the division encompassing the following: ITDI Strategic Plan updating, evaluation, approval, monitoring and encoding in the database of project approval, monitoring evaluation, accomplishments.

3.0 Definition of Terms:

TRC - Technical Review Committee

target PMISD Form 103 (PMISD-F1) - refers to R&D Progress Report form containing milestones/deliverables and detailed accomplishment of individual project submitted quarterly basis by R&D Divisions. Project Monitoring Sheet (PMISD-F3)- refers to the R&D project's Gantt Chart of Activities based on targeted milestones.

4.0 Records:

R&D Project 201 File Minutes of Evaluation File ITDI Programs and Projects File (By Division and Year)

5.0 References:

WI-PMISD-PMS 08-01 Call for Submission of Project Proposals WI-PMISD-PMS 08-03 Evaluation of Proposals/Projects WI-PMISD-PMS 08-04 Monitoring/Validation of Project Accomplishments

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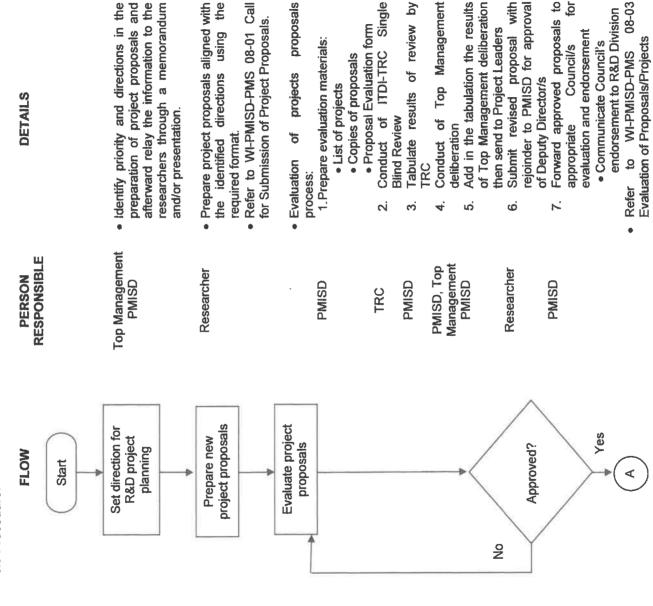
Supervising SRS, PMISD-PMS

Approved by:

Chief, PMIS

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6.0 Procedure:



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proposals

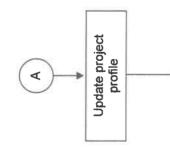
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FLOW

DETAILS



PERSON RESPONSIBLE

projects.
Allocate budget for R&D projects

ō

database

PMISD

Update

- Print updated project approved projects.
- Start of project implementation •

Implementation of

projects

Monitor Projects

- Monitor progress and validate accomplishments
 - database the project accomplishments Encode in the
- Refer to WI-PMISD-PMS 08-04 Monitoring/Validation of Project Accomplishments
- Conduct technical evaluation of projects (Refer to WI-PMISD-PMS 08-03 Evaluation of Proposals/ Projects)

Evaluate project

results/output



End

Supervising SRS, PMISD-PMS

Prepared by:

Approved by:

purposes only For posting Chief (HMISD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-PTD 08-01
103		REVISION NUMBER	4
PRUCEBUR	PROCEDURES MANUAL	PAGE NUMBER	1 of 4
CECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
SECTION PRODUCT REA	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER/PDF FILE
SUBJECT	LABEL DESIGN DEVELOPMENT		

1.0 Objective:

To develop a competitive label design and to ensure its compliance with the mandatory labeling requirements of the local and international markets.

2.0 Scope:

This procedure covers all activities related to the development of label design.

3.0 Definition of Terms:

Package design brief - contains all information pertaining to the product and the company.

Revision form - contains all revisions and/or comments of the customer on the draft label design developed.

Initial draft - refers to the first design created by designer for submission to the customer.

Design specifications - refer to customers other design concerns not included in the package design brief e.g. "overall look" or image, branding, etc.

4.0 Package Design Brief

Form for Revision/Comments of Clients on Packaging Design

Label Design Customers Folder

Emails/letters/fax received/discussion notes

Customer Supplied Property Logbook

Outgoing Label Designs Logbook

Library of designs compilation

Filled-up forms:

PTD F1, PTD Consultation Form

PTD F2, Quotation

PTD F3, Technical Service Report PTD F4, Package Design Brief

PTD F5, Form for Revisions/Comments of Clients for Packaging Design

PTD F7, Plan for *Custom* Label Design Development PTD F11, Approval Sheet for Packaging Design

PTD F13, Plan for Label Design from Library of Designs

5.0 Documented Information

FDA & USDA Nutrition Labelling Guide

Design Books

WI-PTD-PDLDS 08-11 Packaging and Label Design Process

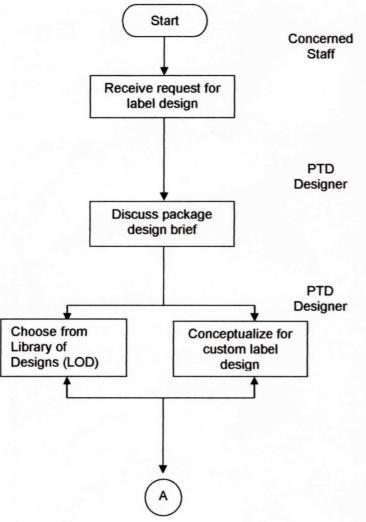
WI-PTD-PDLDS 08-12 Operation of Barcode Reader

Updates on Mandatory Labelling Requirements of Major Importing Countries

Requirements of the International Safe Transport Association (ISTA) for Performance of Transport Packaging

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Supv. SRS, PTD	Chief, PTD

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- CO-	PROCEDURES MANUAL	REVISION NUMBER	4
TT		PAGE NUMBER	2 of 4
SECTION	ON PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
SECTION		DOCUMENT TYPE	PAPER/PDF FILE
SUBJECT	LABEL DESIGN DEVELOPMENT		



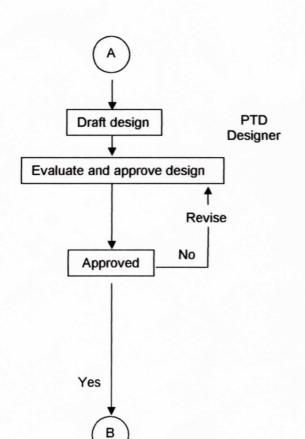
- Request may come from:
- a) walk-in customers
- b) regional DOST offices
- c) other government agencies (ex. DTI, DA).
- Ask customer to fill-out PTD F4, Package Design Brief.
- Customer pays label design fee
- after completely accomplishing the Package Design Brief (PTD F4) and presents the product with existing label and packaging. Photos, logo and other information about the product may also be provided.
- Customer may choose from the following:

For design from LOD compilation:

- a. Library of design (LOD) compilation:
- Ask customer to choose a stock design
- Provide PTD F 13 (Plan for Label Design from Library of Designs) for customer's approval.
- b. Custom design:
- Provide PTD F7 (Plan for Label Design Development) for customer's approval.
- Initial discussion of design brief and design specifications is conducted between designer and customer. Information provided by the customer is treated with confidentiality.
- Follow-up discussion may be done thru email and telephone.
- Research design inspirations through design books, internet and other available media (e.g. product brochures, other existing packaging out in the market).
- Consider market trends and competitors.
- Refer to WI-PTD-PDLDS 08-10 Packaging and Label Design Process.

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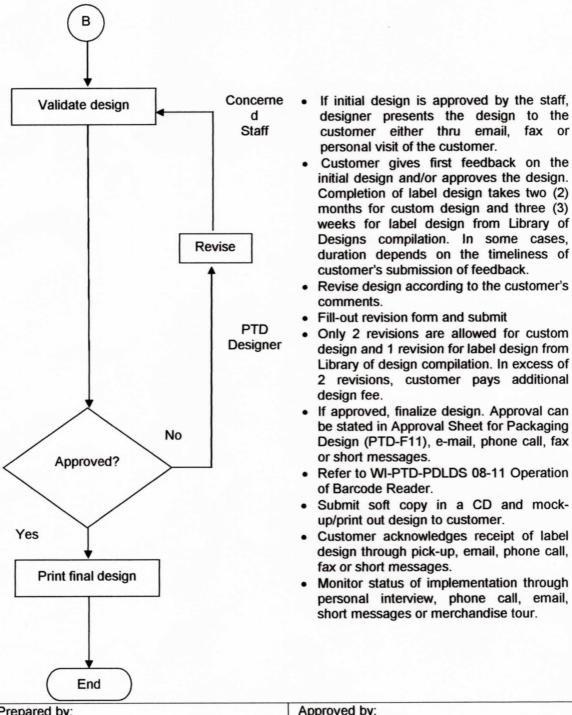
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CONT.	PROCEDURES MANUAL	REVISION NUMBER	4
TT		PAGE NUMBER	3 of 4
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
SECTION		DOCUMENT TYPE	PAPER/PDF FILE
SUBJECT	LABEL DESIGN DEVELOPMENT		



- Consider information written in the package design brief and design specifications given by the customer.
- Develop/improve design:
 - a. For Library of Label Designs (LOD), study the inclusion of details provided by the customer in the design chosen from the compilation.
 - b. For custom design, research design inspirations through design books, internet and other available media (e.g. product brochures, other existing packaging out in the market). Consider market trends and competitors.
- Refer to WI-PTD-PDLDS 08-10 Packaging and Label Design Process.
- For design from LOD compilation, input the details and necessary modification.
- Designer may create more than 1 initial draft for custom design.
- Refer to Operation manuals for using Epson SC and/or Epson L120 Printers for printing of labels.
- In-house technical staff assesses mandatory labelling requirements, typographical errors and other technical matters (e.g. packaging material).
- Designer makes revisions based on the evaluation of the staff.

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Supv. SRS, PTD	Chief, PTD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-PTD 08-01
(0)	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	4 of 4
CECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
SECTION		DOCUMENT TYPE	PAPER/PDF FILE
SUBJECT	LABEL DESIGN DEV	ELOPMENT	



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Approved by:

Supv. SRS, PTD

Chief, PTD

	INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE REVISION NUMBER	PM-QMS 03-01
OF STICK	PROCEDURES MANUAL USER'S GUIDE	PAGE NUMBER	1 of 3
		EFFECTIVITY DATE	01 June 2021
SECTION	USER S GUIDE	DOCUMENT TYPE	PAPER / PDF FILE
	DISTRIBUTION OF THE PI	ROCEDURES	MANUAL

The Procedures Manual shall be distributed as follows:

COPY NO.	COPY H	OLDER	REMARKS
Original	Document Custodian		Whole Manual
1	Director		-do-
2	Deputy Director, Rese	arch & Development	-do-
2A	Deputy Director for Ad Services	lministrative & Technical	-do-
3	Chief Administrative D	vivision	-do-
3A	ADM-Human Resourc (HRMS)	e Management Section	Applicable Manual
3B	ADM-Property & Procu Section (PPMS)	urement Management	-do-
3C	ADM-Cashier Section		-do-
3D	ADM-Records Manage	ement Section	-do-
3E	Bids and Awards Com	mittee (BAC)	-do-
4	Dropped (old copyholo	ler Deputy QMR, R&D)	n/a
5	Chief, Chemicals & Er	nergy Division (CED)	-do-
5A	CED-Energy Section (ES)	Applicable Manual
5B	CED-Industrial Chemic	cals Section (ICS)	-do-
5C	CED-Pharmaceuticals	Section (PS)	-do-
5D	CED-Process Develop	ment Section (PDS)	-do-
6	Chief, Environment & (EBD)	Biotechnology Division	Whole Manual
6A	EBD-Cleaner Production	on Section (CPS)	Applicable Manual
6B	EBD-Industrial Fermen Section (IFTS)	ntation Technology	-do-
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 03-01
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TT	PROCEDURES MANUAL	PAGE NUMBER	2 of 3
CECTION	N LICEDIC CLUDE	EFFECTIVITY DATE	01 June 2021
SECTION	USER'S GUIDE	DOCUMENT TYPE	PAPER / PDF FILE
	DISTRIBUTION OF THE PI	ROCEDURES	SMANUAL

6C	EBD-Microbial Treatment Section (MTS)	-do-
6D	EBD-Waste Management Section (WMS)	-do-
7	Chief, Finance & Management Division (FMD)	Whole Manual
7A	FMD-Accounting Section (AS)	Applicable Manual
7B	FMD-Budget Section (BS)	Applicable Manual
8	Chief, Food Processing Division (FPD)	Whole Manual
8A	FPD-Food Engineering Section (FES)	Applicable Manual
8B	FPD-Food Safety Section (FSS)	-do-
8C	FPD-Product Development Section (PDS)	-do-
9	Chief, Materials Science Division (MSD)	Whole Manual
9A	MSD-Advance Materials Section (AMS)	Applicable Manual
9B	MSD-Special Materials Section (SMS)	-do-
9C	MSD-Surface Engineering Section (SES)	-do-
9D	MSD-Advanced Device and Materials Testing Laboratory (ADMATEL)	-do-
10	Chief, Planning & Management Information Systems Division (PMISD)	Whole Manual
10A	PMISD-Management Information Systems (MIS)	Applicable Manual
10B	PMISD-Planning and Monitoring Services (PMS)	-do-
11	Chief, Packaging Technology Division (PTD)	Whole Manual
11A	PTD-Package Development & Label Design Section (PDLDS)	Applicable Manual
11B	PTD Package Testing & other services Section	-do-

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 03-01
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44	PROCEDURES MANUAL	PAGE NUMBER	3 of 3
CECTION	USER'S GUIDE	EFFECTIVITY DATE	01 June 2021
SECTION	USER S GUIDE	DOCUMENT TYPE	PAPER / PDF FILE
	DISTRIBUTION OF THE P	PUCEDIIDE	I A HI A M S

12	Chief, Technological Services Division (TSD)	Whole Manual
12A	TSD-Business Development Section (BDS)	Applicable Manual
12B	TSD-Engineering Services Section (ESS)	-do-
12C	TSD-Information and Documentation Section (IDS)	-do-
12D	TSD-Regional Cooperation and Training Section (RCTS)	-do-
13	Head, Internal Audit Group	Whole Manual

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	PROCEDURES MANUAL	PAGE NUMBER	1 of 6
SECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

1.0 Objective:

To ensure that all types and forms of documented information necessary for the effectiveness of the QMS, are appropriately identified, reviewed, approved, and always made available at any time and suitable for use when needed. It also aims to ensure that documented information of external origin is identified and its distribution controlled.

2.0 Scope:

This procedure manual covers all the documented information needed for the Quality Management System of the Industrial Technology Development Institute and covers the monitoring and distribution of internally and externally generated documents. Furthermore, this covers the issuance of the uncontrolled copy.

3.0 Definition of Terms:

Documented Information – information (both documents and records) that must be controlled, maintained and retained necessary to support the operation of processes which should be carried out as planned.

Process Owner - the person who prepares a management system document.

Copyholder - the person who holds a copy of the controlled document.

Controlled Documents - documents issued that need to be updated.

Uncontrolled Documents – any document that need not to be updated *and was unofficially printed, reproduced and/or downloaded not bearing the official markings.*

Internally-Generated Documents - documents prepared by any personnel of ITDI.

Externally-sourced Documents - ready-made documents sourced outside of ITDI that include published national or international standards on methods, procedures and specifications, equipment instructions and operating manuals, legal papers, references, etc. which are determined necessary for the planning and operation of the quality management system.

Document Control Form (DCF) – a form used to request for creation, revision and cancellation of an existing documented information.

DCD - Document Custodian of the Division.

4.0 Records:

Accomplished Document Control Form Accomplished Issue/Withdrawal Form

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
		REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	2 of 6
SECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION	DOCOMENTED IN ORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

5.0 References:

Master List of Controlled Documents
Master List of Externally Sourced Documents
WI-QMS 02-01 How to Revise Controlled Document
WI-QMS 02-02 Withdrawal of Obsolete Documents

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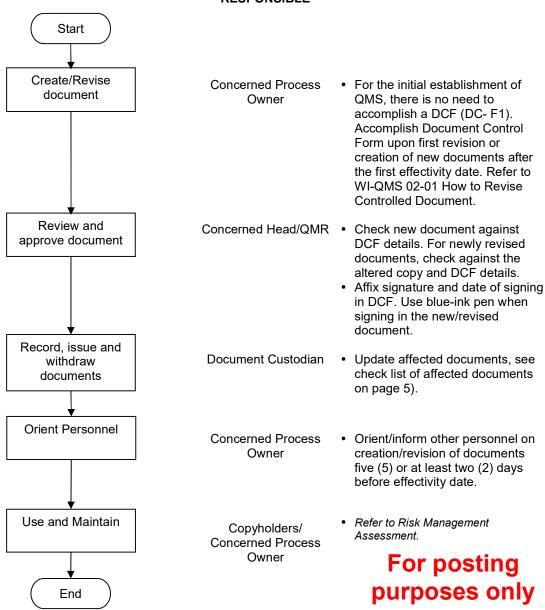
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		REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	3 of 6
SECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION	DOCUMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	JBJECT CONTROL OF DOCUMENTED INFORMATION		

6.0 Procedure:

A. Internally-Generated Documents FLOW

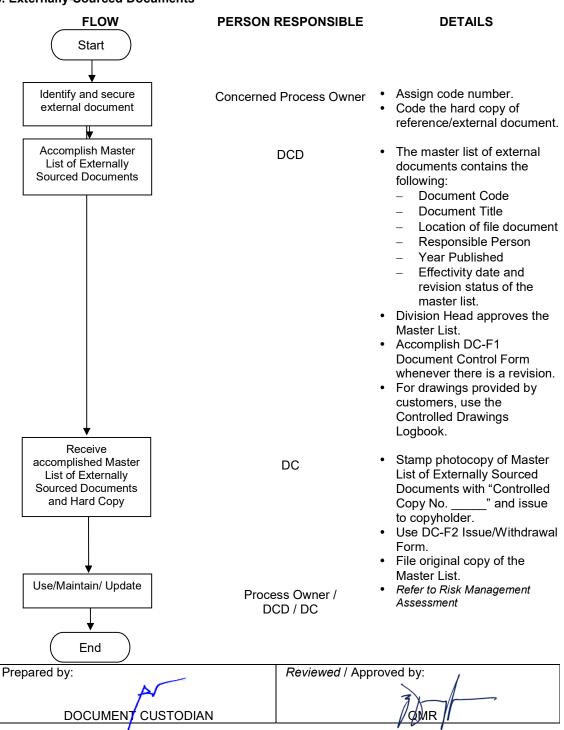
PERSON RESPONSIBLE **DETAILS**



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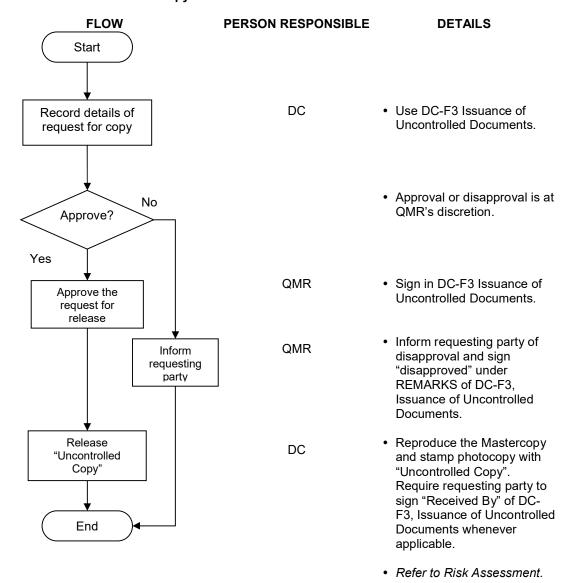
	PROCEDURES MANUAL	PAGE NUMBER EFFECTIVITY DATE	4 of 6 01 June 2021
SECTION DOCUMENTED INFORMATIO	DOCUMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT CONTROL OF DOCUMENTED INFORMATION			

B. Externally-Sourced Documents



	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
		REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	5 of 6
OFOTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION	DOCUMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

C. Issuance of Uncontrolled Copy



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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
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	PROCEDURES MANUAL	PAGE NUMBER	6 of 6
CECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION	DOCUMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

- > Checklist of affected documents when revision is made.
 - ✓ Page Number
 - ✓ Table of Contents
 - \checkmark Authorization for the Implementation / Updating Responsibility, PM-QM-01-03
 - ✓ Master List of Controlled Documents
 - ✓ Master List of Controlled Documents (Electronic Files)

Prepared by:	Reviewed / Approved by:
DOCUMENT CUSTODIAN	JOMIR J
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	PROCEDURES MANUAL	PAGE NUMBER	1 of 6
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	01 June 2021
SUBJECT	INTERNAL AUDIT		

1.0 Objective:

To ensure continuous compliance to ITDI's established requirements of its Quality Management System (QMS) and ISO 9001:2015 standard.

2.0 Scope:

This procedure covers the preparation of annual internal audit program and its subsequent activities such as a) implementation, b) management and maintenance of records, including the preparation of reports and c) monitoring, review and improvement.

3.0 Definition of Terms:

Audit Team Leader - refers to the person who has the competence to lead the audit teams in carrying out internal audit activities from the preparation of the internal audit program including a-c under 2.0 above. He/she is responsible in implementing the activities stated in the Audit Program and prepares the Consolidated Audit Findings and Status Report of Nonconformities for management review after the audit.

Nonconformity and Corrective Action Report (NCAR) - form used for the disposition of nonconformities.

Observation Report Form – form used for the disposition of observations/ potential nonconformities

4.0 Documented Information:

Internal Audit Functional Objectives Annual Internal Audit Program Notice of Audit and Audit Plan Audit Checklist IA-F1, Application for Internal Auditors IA-F2, Internal Audit Observation Report IA-F3, Internal Quality Auditor Performance Ratings Training Record Application for Internal Auditors and List of Auditors Procedure for Internal Audit Risk Assessment Change Review Record Internal Audit Reports (Audit Findings) **Data Analyses Reports Audit Conclusions** Assessment of the Audit Program

Prepared by:	Approved by:	/
HEAD, INTERNAL AUDIT GROUP		J QMIN

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	PROCEDURES MANUAL	PAGE NUMBER	2 of 6
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	01 June 2021
SUBJECT	INTERNAL AUDIT		

5.0 References:

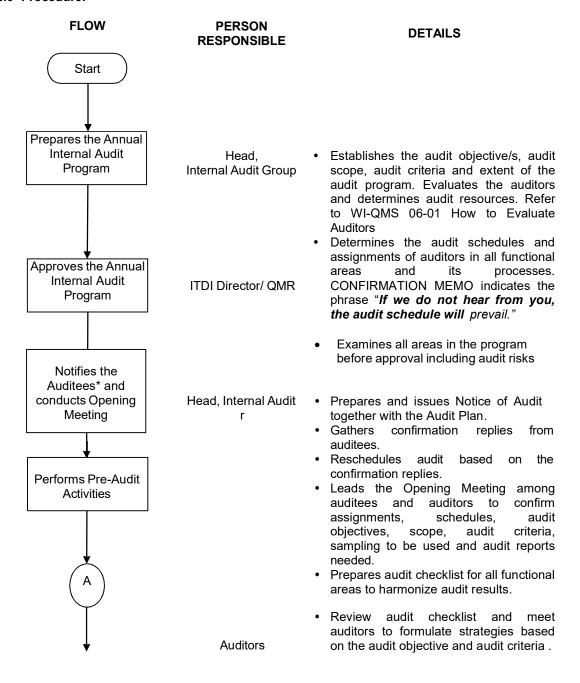
PM-QMS 10-01 Corrective Action WI-QMS 06-01 How to Evaluate Quality Auditors ISO 9001:2015 Standard ISO 31000:2009 Risk Management

Prepared by:

Approved by:

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(G)	DDOCEDUDEO MANUAL	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	3 of 6
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	01 June 2021
SUBJECT	INTERNAL AUDIT		

6.0 Procedure:

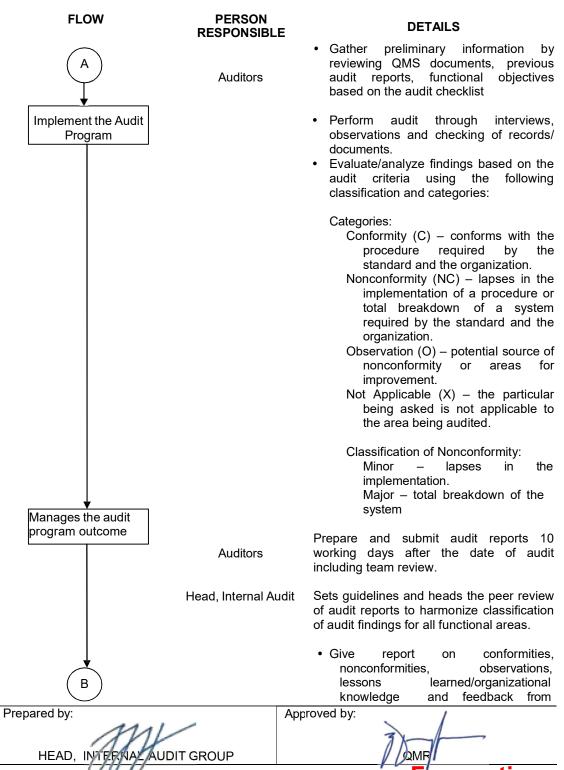


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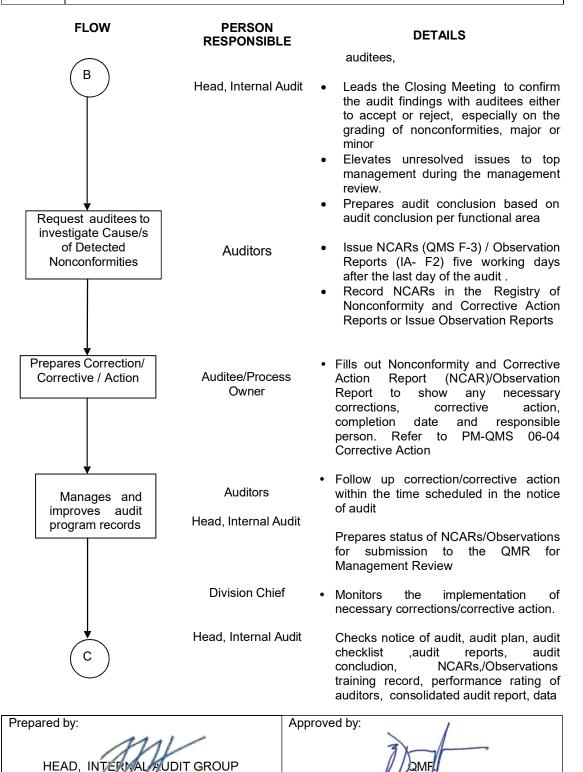
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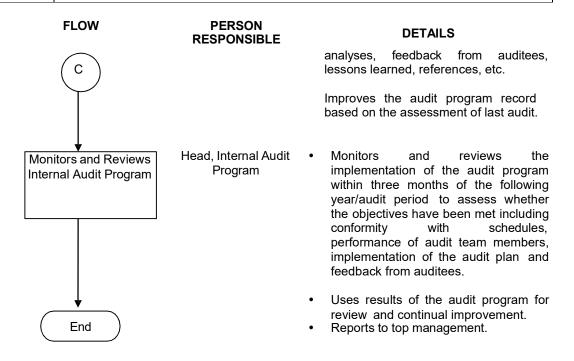
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	PROCEDURES MANUAL	PAGE NUMBER	4 of 6
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	01 June 2021
SUBJECT	INTERNAL AUDIT		



	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 09-02
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	PROCEDURES MANUAL	PAGE NUMBER	5 of 6
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 09-02
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Prepared by:

HEAD, INTERNAL AUDIT GROUP

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SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	June 01, 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CORRECTIVE MAIN	TENANCE	

1.0 Objective:

To ensure that correction or restoration of equipment experiencing failure is carried out effectively and efficiently.

2.0 Scope:

This operational procedure covers corrective maintenance of equipment and fixtures in the ITDI facilities.

3.0 Definition of Terms:

Corrective Maintenance – maintenance tasks carried out to identify, assess and address reported problem/ issue on an equipment to return it to acceptable operating condition.

4.0 Documented Information

ITDI-F19 Equipment Maintenance Record
Building Maintenance Inspection Report
ESS Job Request Form

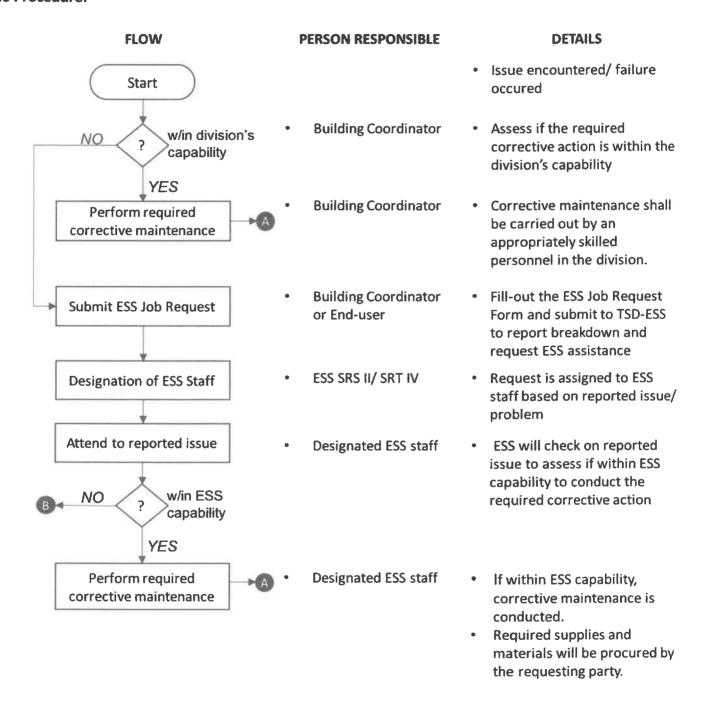
5.0 References:

PM ADM-PPMS 08-01 Purchasing of Goods

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Supervising SRS, TSD-ESS	Chief, TSD

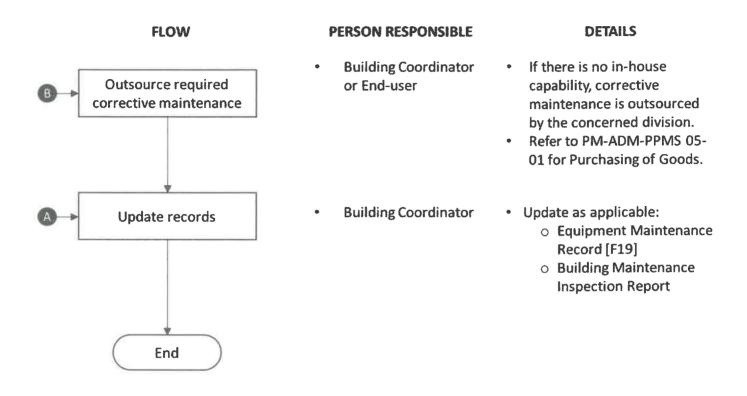
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SUBJECT	CORRECTIVE MAIN	TENANCE	



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DEPARTMENT OF SCIENCE AND TECHNOLOGY DOCUMENT CODE PM-TSD-IDS 08-01 INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE **REVISION NUMBER** PROFESSION STREET PAGE NUMBER Page 1 of 6 PRODUCT REALIZATION **EFFECTIVITY DATE** June 01, 2021 **SECTION** DOCUMENT TYPE PAPER / PDF FILE CREATION AND PRODUCTION **SUBJECT** OF SOCIAL MARKETING COLLATERALS

1.0 Objective:

To ensure that the social marketing collaterals produced by the Institute are effective and meet the information/communication needs of its various stakeholders.

2.0 Scope:

This procedure covers all activities from the identification of topics for collaterals production up to the release/distribution of finished products to end users.

3.0 Definition of Terms:

Social marketing collaterals (SMC) – a collection of marketing communications pieces used as part of an organization's overall marketing/promotions strategy. These include newsletters, brochures, fliers, exhibits, presentation materials, press releases/articles, and/or date sheets that provide an overview of the features of a technology, product or service and show why those products or services are useful to the industry that the business/organization serves.

Press release (PR) – newsworthy articles intended to be published in the media for the purpose of showcasing a company's technologies/services to the public or its market. Also known as news release.

4.0 Documented Information

Files of approved/edited drafts (write up/designs)
Files of finished/published collaterals
Photo bank/files
MOA/contract services files
Minutes of the meetings/interviews
Recorded interview files

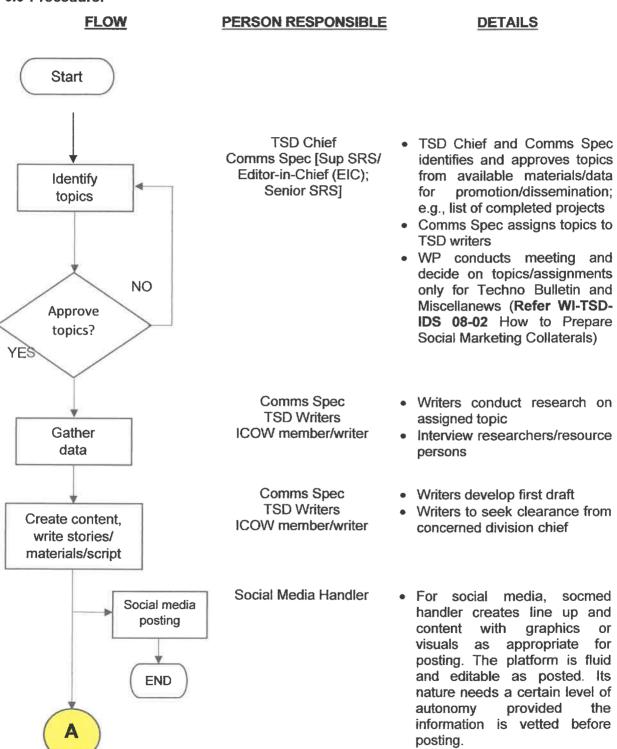
5.0 References:

Project reports (evaluation, monitoring, terminal)
Annual report
Institute annual plan/Department priority plan
Researchers/scientists
Budget presentation materials

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Supv. SRS, TSD-IDS	Chief, TSD

DEPARTMENT OF SCIENCE AND TECHNOLOGY DOCUMENT CODE **PM-TSD-IDS 08-01** INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE **REVISION NUMBER** PAGE NUMBER Page 2 of 6 **EFFECTIVITY DATE** June 01, 2021 PRODUCT REALIZATION SECTION PAPER / PDF FILE DOCUMENT TYPE CREATION AND PRODUCTION **SUBJECT** OF SOCIAL MARKETING COLLATERALS

6.0 Procedure:



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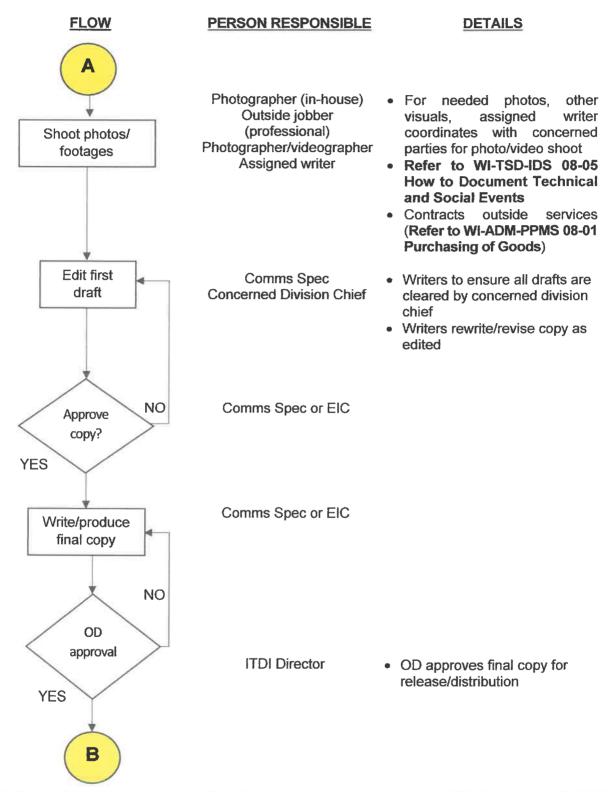
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Chief, TSD

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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	June 01, 2021
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SOCIAL MARKETING COLLATERALS



Prepared by: Approved by: Chief, TSD Supv. SRS, TSD-IDS

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CECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	June 01, 2021
SECTION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND I		

OF SOCIAL MARKETING COLLATERALS

FLOW PERSON RESPONSIBLE DETAILS B D. Press release Comms Spec · Comms Spec sends the press E. Audio visuals releases to media contacts thru email, messenger or viber Type of D Releases **SMC** сору A. Techno bulletin **END** B. Exhibits C. Others A, B, C & E Creative Artist Creative Artist conceptualizes Designs total look design and presentation of collateral (Refer to WI-TSD-IDS 08-03 How to Design Social Marketing Collaterals; Exhibit) NO Approves Comms Spec/EIC draft design Comments to improve design **TSD Chief** and approves as discussed Consultant (case to case) YES Layout material/ **Creative Artist** Creative/Layout Artist execute collateral AV draft AV/video-photographer design-layout and prepares dummy (Refer to WI-TSD-IDS 08-05 How to Layout **Knowledge Collaterals**) AV/video-photographer prepares draft copy

Prepared by:

Supv. SRS, TSD-IDS

Approved by:

Chief, TSD

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CECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	June 01, 2021
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SUBJECT	CREATION AND I		

FLOW PERSON RESPONSIBLE DETAILS Comms Spec/EIC · Comms Spec/EIC, TSD Chief **Edit materials TSD Chief** and Consultant (if available) Consultant checks on appropriateness of OD all elements to achieve desired look and feel Creative/Layout Artist • Refer to WI-TSD-IDS 08-03 Execute final AV/video-photographer to Design Social How design/copy Marketing Collaterals and WI-TSD-IDS 08-06 How to Layout Knowledge Collaterals Creative/Layout Artists In-house print master Presents AV copy Outside jobber Comms Spec/EIC Comms Spec/EIC, TSD Chief, Edits/approves proof, TSD Chief Consultant and OD check final AV/video draft Consultant design and make sure that all elements (and as edited) are complete/followed ITDI print master · Artists endorse final copy to Production of final

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Supv. SRS, TSD-IDS	Chief, TSD	

Outside jobber

video copy

ITDI print master (if for in-

 For job out, refer to WI-TSD-IDS 08-07 How to Prepare Purchase Request for Job-

endorses

AV/video version

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SUBJECT	CREATION AND FOR SOCIAL MARKETIN		
SECTION		DOCUMENT TYPE	PAPER / PDF FILE
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	June 01, 2021
	PROCEDURES MANUAL	PAGE NUMBER	Page 6 of 6
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-TSD-IDS 08-01

FLOW PERSON RESPONSIBLE DETAILS Circulation Assistant Refer to WI-TSD-IDS 08-09 Distribute printed Sending ITDI Information collaterals **Materials** Identified to Recipients **Knowledge Products** • Refer to WI-TSD-IDS 05-08 Stores and releases Custodian Acceptance, Processing, collaterals Distribution and Control of **Documents** in **Depository Room** Facilitates development of Knowledge Bank, Database **END**

Prepared by:

Supv. SRS, TSD-IDS

Approved by:

Chief, TSD

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1.0 Objective

To ensure that the training programs offered by the institute is properly planned/designed, scheduled, implemented, evaluated and documented.

2.0 Scope

This procedure covers all activities starting from the planning, scheduling and implementation of training programs

3.0 Definition of Terms

- ō 3.1 Training - an organizeed activity aimed at imparting information and/or instructions improve the recipient's performance or to help him or her attain a required level knowledge or skill.
- Training Coordinator refers to RCTS staff assigned in the coordination and facilitation of training activities of the institute. 3.2
- 3.3 Training Assistant refers to RCTS staff assigned to assist Training Coordinator in the facilitation of training activities
- 3.4 Resource Speaker/ Trainer refers to ITDI personnel or an individual external (if needed) to the institute/department who has the expertise to transfer the technology through
- 3.5 Training Classification refers to various types of training as follows:
- Regular refers to the approved line-up of training courses offered by the agency for the year. These training courses have standardized design/ modules and are usually scheduled on a regular basis. Minimum and maximum number/ target of participants and training fee are determined 3.5.1
- Customized refers to training courses not included in the regular training Training courses being offered under the regular training program may also be group or individual. Training fee inclusive of Personal Services (PS), supplies program such as packaged, special and requested training. These courses are considered for customized training if these courses are to be conducted onsite, outside of the regular training schedule and to a particular industry, a and materials, use of facilities (if applicable), raw materials, travelling expenses to include air/inland fare, food and lodging, and incidental expenses for the designed specifically based on the needs and requirements of the customers. 3.5.2
 - trainers are shouldered by the requesting party.

 Regional refers to training requested from DOST Regional Offices for their academe, cooperatives, foundations, associations, and Non-Government constituents and clientele/ partners to include Local Government Units (LGUs), Organizations (NGOs), wherein all expenses incurred during the training shall be borne through collaborative partnership. 3.5.3

or posting Chief, TSD Approved by: Supage SRS, TSD-RCTS Prepared by:

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- 3.6 Mode of Delivery refers to different modes of delivery varying from platforms, venues, and learning setups.
- Face-to-face delivery of knowledge and skills through direct and personal interaction between trainer/s and participants being conducted at DOST-ITDI 3.6.1
- Webinar online delivery of knowledge and skills with lecture presentations and/or demo audio-visual presentation/s (AVPs) only 3.6.2
- actual hands-on by the participants at site. A remote and simultaneous training presentations, demo AVPs, workshops, and virtual guidance of trainers for setup could also be conducted wherein both the trainers and participants have the same equipment, materials, supplies, and tools in order to conduct the through skills and of knowledge delivery ı Training Online 3.6.3
- Blended Learning delivery of knowledge and skills through online lecture presentations and demo; and actual face-to-face hands-on at DOST-ITDI.
- 3.7 Training Fee refers to the cost of training to be charged to customer or any funding institutions, i.e. DOST, DTI, DA

4.0 Documented Information:

- Training Module
- Line-Item-Budget

Schedule of Activities

- List of equipment, materials, supplies, and tools
 - Flyer on ITDI Training Program
- Infographics/ Publication Material
- Training Participants' Monitoring Sheet
 - Training Manual/ Handouts
- Presentation Material
 - Purchase Request
- Official Receipt of Payment
- Registration/Attendance Form
- Filled-up Training Evaluation Form
- Filled-up Customer Satisfactory Survey Form
- **Training Certificate**
- Training Report
- Travel Report
- **Travel Order**
- Itinerary of Travel
 - Special Order
- Minutes of Meeting
- ITDI Memorandums

For posting Chief, TSD Approved by: Supage, SRS, TSD-RCTS Prepared by:

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5.0 References

- List of ITDI technologies and technical services
 - Letter of Requests/TS Form
- Official request/communication
- DOST AO No. 015 s. 2019: Guidelines on the Computation of DOST Training Fees DOST AO No. 012 s. 2019: DOST Internal Guidelines Prescribing Rules and Regulations and Rates of Expenses and Allowance for Official Local Travels of Government Personnel pursuant to EO No. 77, series of 2019.
 - DBM-DOST Joint Circular #01 Series of 2013
- WI-TSD-RCTS 08-10: Implementation of Training Program by Classification and Mode of Delivery

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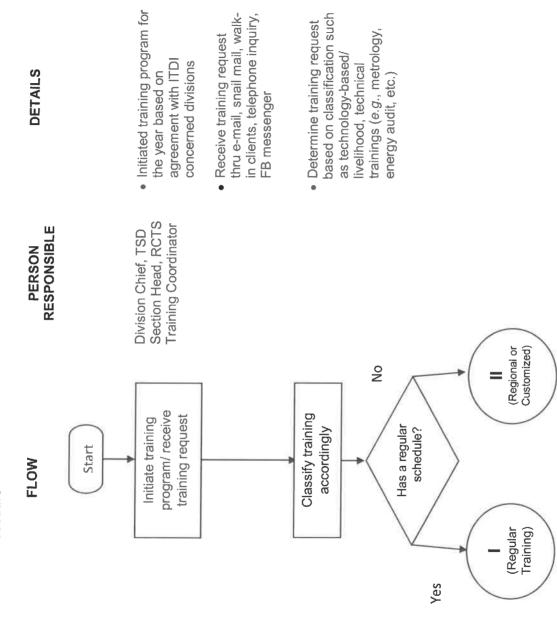
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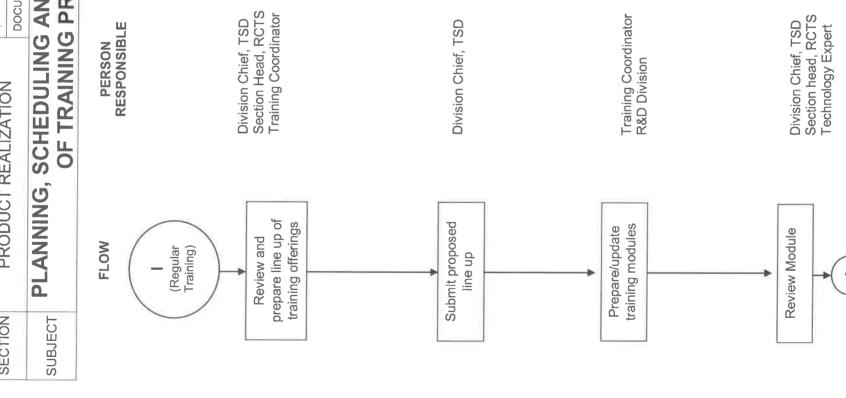
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 Previous line up of training is reviewed to determine training courses that were implemented or cancelled.

DETAILS

- Most requested training based on inquiries received from customers are considered in the proposed line up.
- To be conducted every second
 week of October
- Determine mode of delivery for each training offering
- Submitted to concerned divisions for clearance/ approval. Concerned division to inform TSD on additional or changes in the line-up.
- Details, i.e., trainers, preferred schedule and requirements needed are provided to TSD by end of October.
- Refer to WI-TSD-RCTS 08-03, Preparation of Course Design / Training Module.
- Existing training modules are being updated while training module on new training courses offered is prepared based on requirements of trainers by the second week of December.
- All modules with attached program of activities are reviewed prior to finalization EO December.

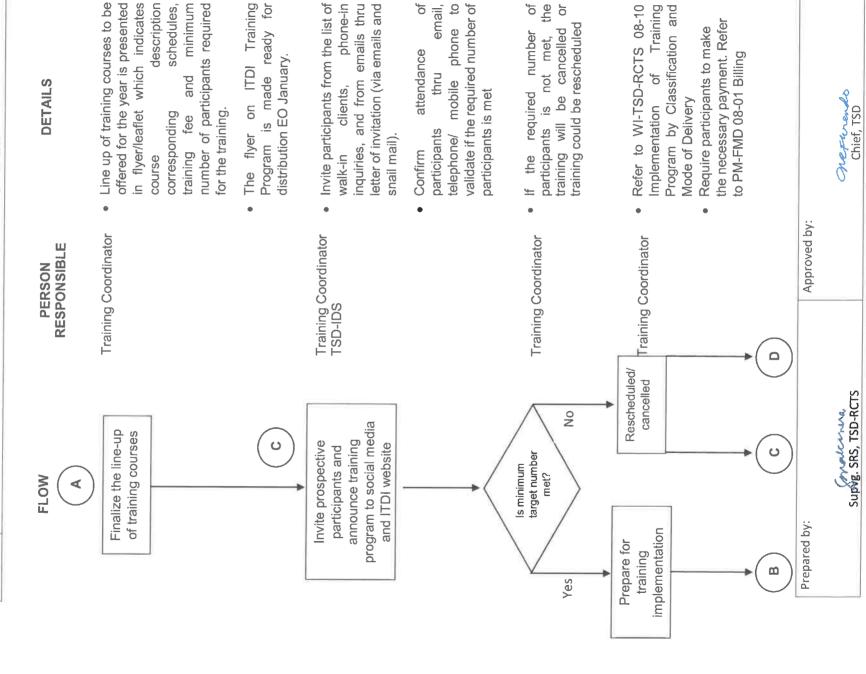
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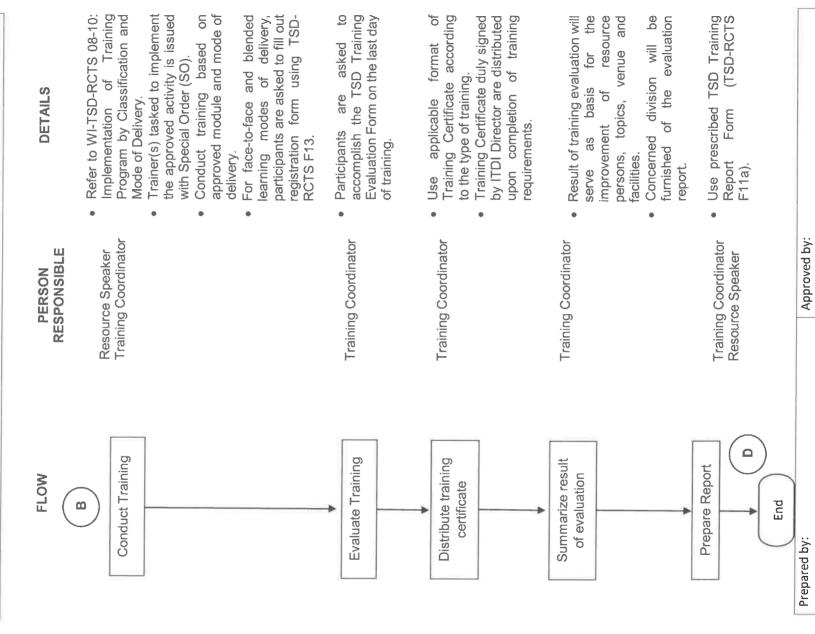
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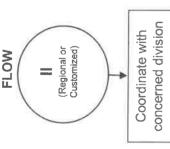
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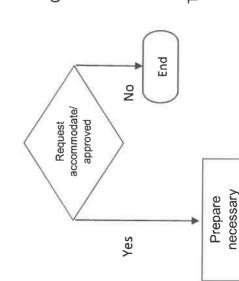
PERSON RESPONSIBLE

DETAILS



Training Coordinator

Provide concerned division copy of request letter. •



Concerned Division

If NO, send official reply to client stating reason for non-accommodation. •

Training Coordinator

Liaison Officer/ DC of TSD

documents

- Seek clearance from TSD Division Chief, division concerned, and endorsed by the Office of the Director.
 - with from clearance/approval documents division chief.
- Send confirmation letter to client with name of resource speaker/s, schedule, list of and materials, supplies, and tools; an training fee (if applicable). and tools; equipment,
- be the travelling . ĭ Ś requesting party. on-site, shouldered expenses •

Training Coordinator

Prepare for training implementation

payment. Refer to PM-FMD 08-01 Billing. require client/ participants training, customized For

> Approved by: Supvg. SRS, TSD-RCTS Prepared by:

Methorendo Chief, TSD

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Conduct of Training Evaluate Training Distribute training Summarize result of evaluation documents FLOW 4

PERSON RESPONSIBLE

DETAILS

Resource Speaker Training Coordinator

Training Refer to WI-TSD-RCTS 08-10: Program by Classification and Implementation Mode of Delivery.

For regional on-site training, a Travel Order will be issued. .

approved module and mode of based Conduct training delivery

- Training Coordinator
- accomplish the TSD Training Evaluation Form at the end of training. asked are **Participants** •
- Training Coordinator

applicable format of Training Certificate duly signed by ITDI

Director.

For customized training, use

Result of training evaluation will serve as basis for the .

Training Coordinator

- and resource venue ō persons, topics, improvement facilities. .
 - pe of the evaluation division will Concerned furnished report.
- Training Coordinator Resource Speaker

Prepare Report

- Use prescribed TSD Training Report Form (TSD-RCTS F11 or TSD-RCTS F11a). •
 - Resource speaker to prepare report for regional training.

Supvg. SRS, TSD-RCTS Prepared by:

Start

Approved by:

Chief, TSD

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SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
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SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES

1.0 Objective:

To ensure that all technical services satisfy the requirements of the Customer.

2.0 Scope:

This procedure covers all activities from the receipt of customer's request for technical services up to implementation and collection of honorarium/incentives by concerned staff.

3.0 Definition of Terms:

Technical Services (TS) - any assistance/services being provided to customers (i.e., individuals, industry/business sectors, academe, non-government organizations, other government institutions/agencies covered by a Memorandum of Agreement (MOA). Technical Services include testing and analytical service, use of facilities and equipment, product/process development and improvement, design / fabrication of equipment and facilities, consultancy, specialized training. These services are made available to provide technical support to different industry sectors, namely, food processing, packaging design and material, chemicals and minerals, materials science, microbiology and genetics, environmental, fuels and energy.

Specialized Testing and Analytical services - refer to the testing and analytical services other than those provided by the Standards Testing Division (STD).

Use of facilities and equipment - refers to the use of the Institute's laboratory and pilot plant facilities and processing equipment for the conduct of R & D related activities.

Product/Process Development/Improvement - a systematic work, drawing on existing knowledge gained from research that is directed to producing new materials, products and processes.

Equipment Design/Fabrication - a systematic work drawing on research and development results that is directed to producing new machines/equipment or improvement of same.

Technology Business Incubator (TBI) - assistance to local entrepreneurs and product innovators to enable them achieve commercial operation by providing optimum conditions for growth such as common service facilities, technical assistance, management advisory services, and access to inexpensive and responsive business consulting services.

Consultancy - refers to analyzing business needs, problems, opportunities of customers in the context of requirements and recommends possible solutions to achieve its goals.

Specialized Training - refers to training services which are required to address the identified specific needs related to the organization's goal.

MOA - refers to Memorandum of Agreement.

Prepared by:	Approved by:
DEPUTY DIRECTOR-ATS	DIRECTOR

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	PROCEDURES MANUAL	PAGE NUMBER	2 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES

4.0 Documented Information:

Letter of Request for Technical Services File Approved Request for Technical Services Approved CL/MOA with Capsule Project Proposal Official Receipt (photocopy) Accomplished Customer Satisfaction Survey Form Special Order of Working Personnel

ITDI AO 003 Guidelines in the Computation of Fees and Charges for ITDI Contract Projects and Other Technical Services

List of Technical Services with Standard Fees

American Society for Testing and Materials (ASTM) Standards

Association of Official Analytical Chemists (AOAC) Standards Official Method of Analysis

BFAD Administrative Order on Foods

CODEX

Department of Energy Standards

International Standard (AOAC, AOCS, Codex, Merck Index)

NEMA & Philippine Distribution Code

Philippine National Standards (PNS) on Foods

PNS and ISO Standards for Essentials Oils

R.A. 6969 - Toxic Substances and Hazardous and Nuclear Wastes Control Act

R.A. 8749 - Philippine Clean Air Act

R.A. 9003 – Ecological Solid Waste Management Act

R.A. 9275 - Philippine Clean Air Act

United States Pharmacopeia (USP)

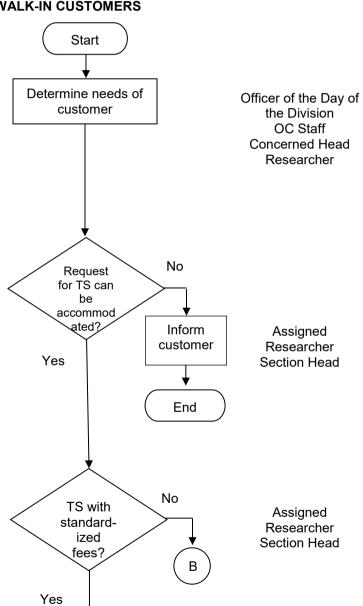
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0	DDOCEDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	3 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNICAL SERVICES		

5.0 Procedure:

FLOW PERSON DETAILS RESPONSIBLE

A. WALK-IN CUSTOMERS



- Refers the request / customer to the concerned section Head or assigned researcher/staff.
- The assigned researcher meets with the walk-in customer to know specific technical service and determine if request can be accommodated.
- Informs the customer and may refer him/her to an appropriate entity.
- · If request can be accommodated, the assigned researcher determines if test / technical services to be provided is with standardized fees or by CL/MOA.

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0	DDOCEDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	4 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNICAL SERVICES		

FLOW PERSON DETAILS RESPONSIBLE · Provides the prescribed form Fill out prescribed Assigned to be filled out by the client / Request form Researcher customer, ITDI F2 Request for Technical Services (with Standardized Fees). Refer WI-TSD-BDS 08-07 Processing Requests for Technical Services with Standardized Fees. · Validates the filled-out Assigned **Process Request** request form and indicates Researcher the corresponding fees and Division Head/OIC charges and due date; the get approval from the Chief/OIC. Forwards the accomplished OC Staff request form to TSD for TS TSD-BDS Staff Reference number. Assists the customer to pay Pay TS fees / **OC Staff** the actual total TS fees / charges to the charges to ITDI Cashier. Cashier Official Receipt is issued to the customer upon payment. • Obtains a copy of the O.R. and accomplished request form; then receives the sample / material for testing from the customer.

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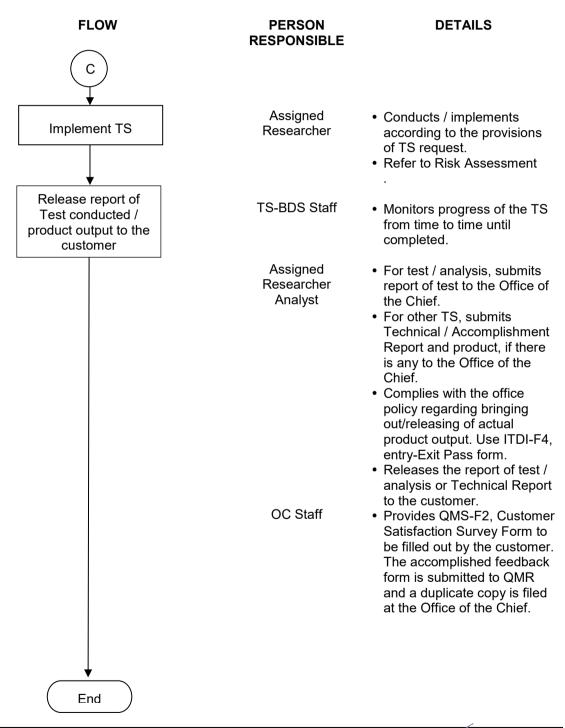
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10	DDOCEDUREO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	5 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE PAPER / PDF FILE	
SUBJECT	PROVISION OF TECHNICAL SERVICES		



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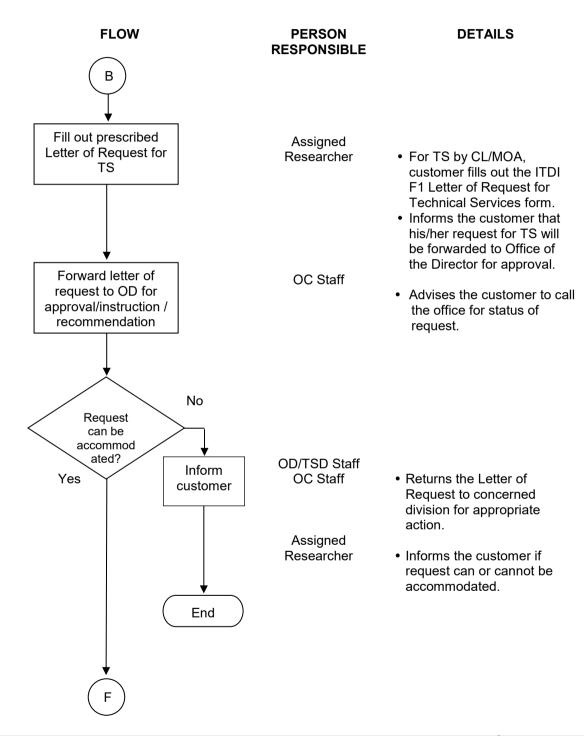
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0	DDOOFDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	6 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE PAPER / PDF FILE	
SUBJECT	PROVISION OF TECHNICAL SERVICES		



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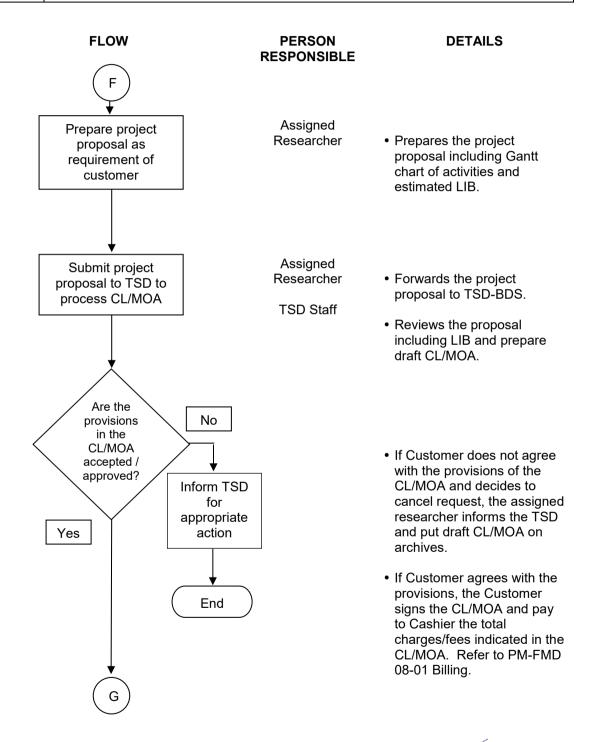
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0	DDOOFDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	7 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE PAPER / PDF FILE	
SUBJECT	PROVISION OF TECHNICAL SERVICES		



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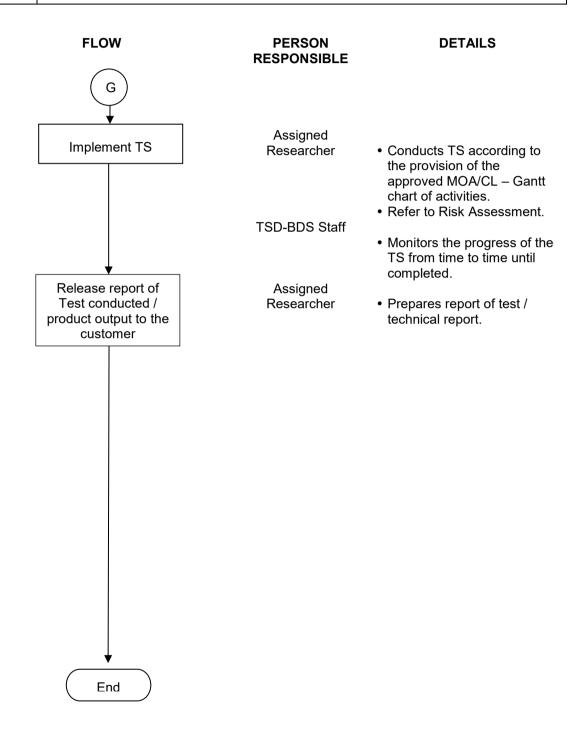
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0	DDOCEDUDEO MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	8 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE PAPER / PDF FILE	
SUBJECT	PROVISION OF TECHNICAL SERVICES		



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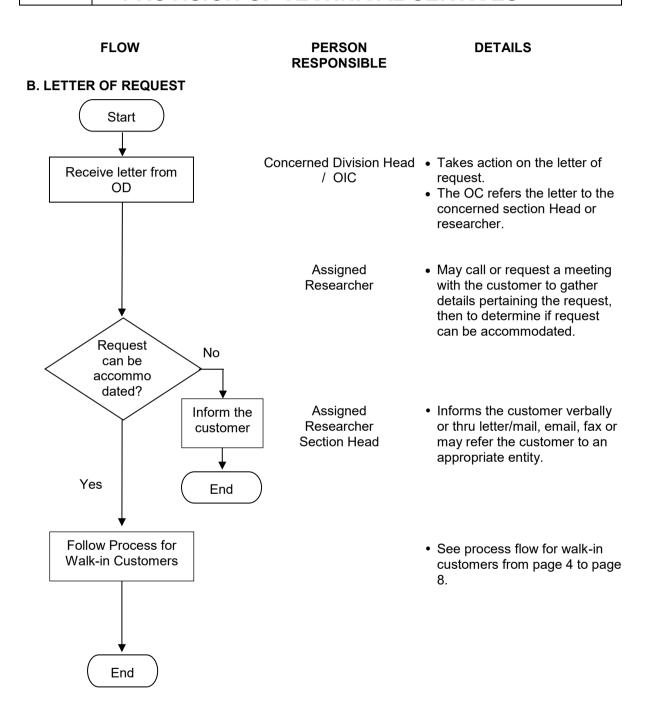
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0	DDOCEDURE MANUAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	9 of 9
SECTION		EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE PAPER / PDF FILE	
SUBJECT	PROVISION OF TECHNICAL SERVICES		



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	DDOCEDIIDEQ MANIIAI	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	1 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR		
	R&D PRC	JECTS	

1.0 Objective:

To ensure that all Regular R&D Projects satisfy the requirements of the Institute and government plans and programs

2.0 Scope:

This procedure covers all Regular R&D Projects from preparation of project proposal up to the assignment of project code.

3.0 Definition of Terms:

Regular R & D Project - refers to research and development project of the Institute that is funded by GAA (General Appropriations Act).

Project Proposal - refers to the plan and description of the research project prepared by the researcher.

Capsule Proposal - a form with a prescribed format used for preparing a detailed description and plan of the proposed research project and is submitted for approval. These include the project title, objectives, background/rationale, expected output, definition, plan of activities and deliverables, personnel and budget requirements.

Project Code - the number assigned to R&D project for purposes of identification, records and release.

4.0 Documented Information:

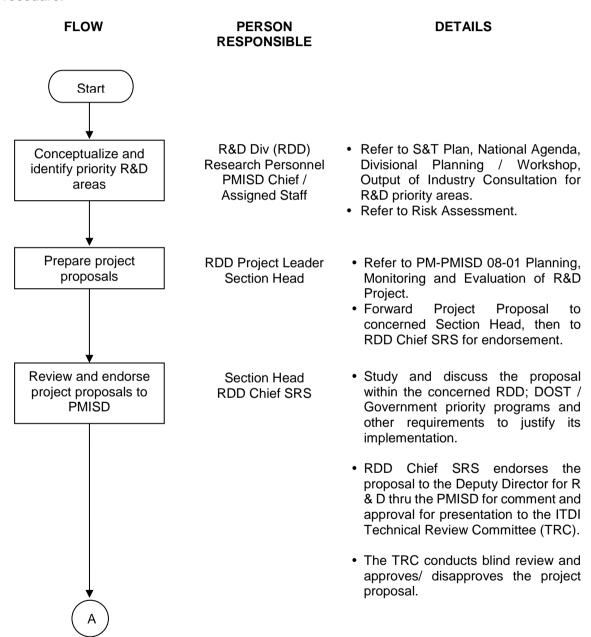
Yearly List of Approved R&D Projects Approved Project Proposal File Archive Project Proposal File

Planning Cycle for R&D Projects (PMISD)

Prepared by:	Approved by:
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DEPUTY DIRECTOR-R&D	DIRECTOR

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10	NDOCENIDES MANITAL	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	2 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		REGULAR

6.0 Procedure:



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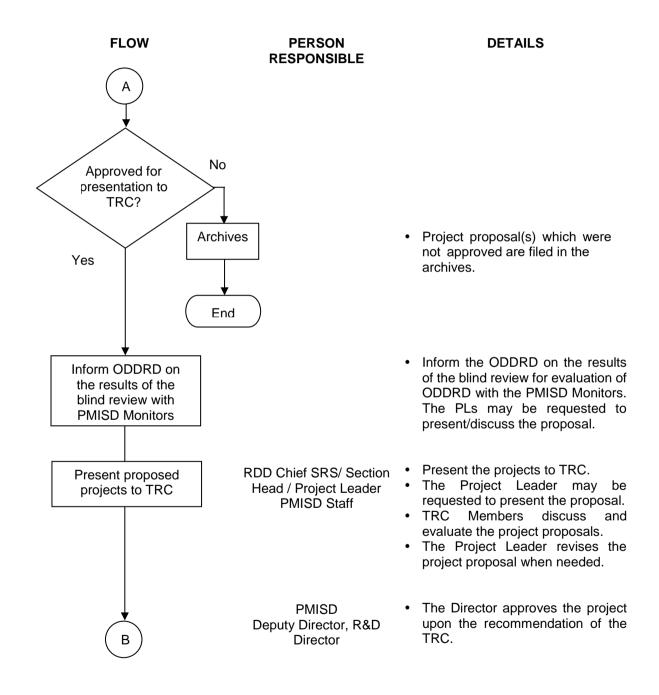
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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	3 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APP R&D PRO		REGULAR



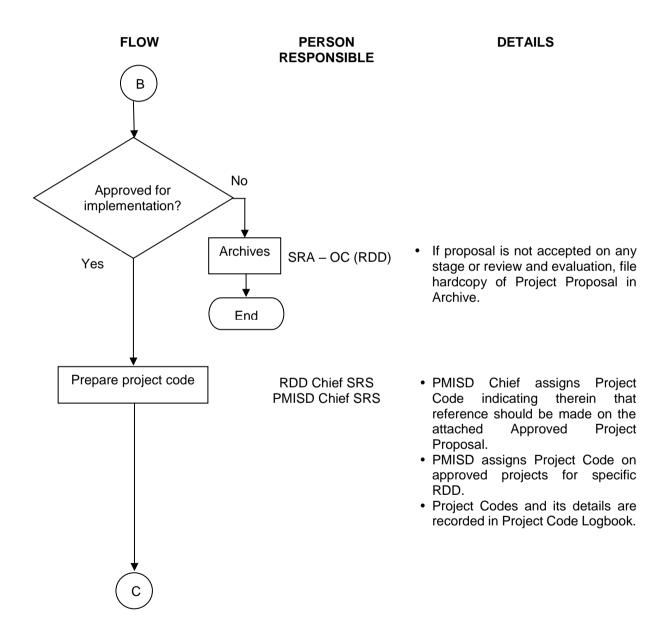
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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	4 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
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SUBJECT	R&D PRC	JECTS	



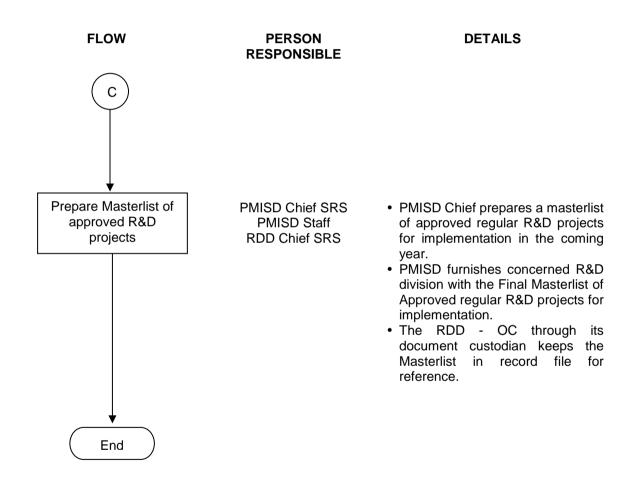
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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	5 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
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SUBJECT	R&D PRO	JECTS	



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	PROCEDURES MANUAL	PAGE NUMBER	1 of 3
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT IMPLEMENTATION OF A			REGULAR
	R&D PRC	JECIS	

1.0 Objective:

To ensure that the output of the R&D project meets the key objectives and conforms to the customer requirements

2.0 Scope:

This procedure covers all activities from project mobilization, laboratory processing, test and evaluation, regular project monitoring and discussion up to completion of projects.

3.0 Definition of Terms:

Completed Project - refers to completion of a project according to the targeted milestones.

Output - refers to the final outcome of materials research, process research, and equipment and product prototyping.

Quarterly milestone - refers to the expected output that must be delivered every three (3) months.

Ghantt Chart - a list of activities and a related information organized in a chart that graphically shows detailed activities and duration of the project.

4.0 Documented Information:

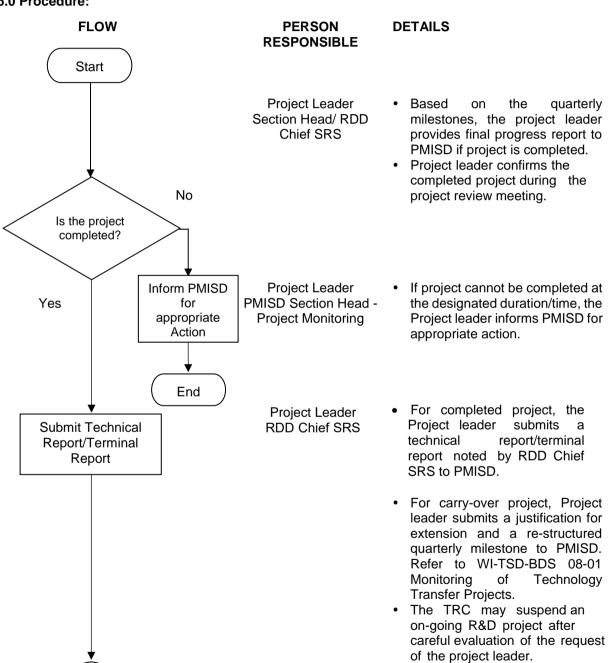
Revised Detailed Project Proposal (Approved Project(s))
Yearly List of Approved R&D Projects (divisional) for implementation

Planning Cycle for R&D Projects (PMISD)
WI-PMISD-PMS 08-01, Call for Submission of Project Proposals/Reports
WI-PMISD-PMS 08-03, Evaluation of Proposals/ Projects
WI-PMISD-PMS 08-04, Monitoring / Validation of Project Accomplishments
WI-TSD-BDS 08-01, Monitoring of Technology Transfer Projects

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DEPUTY DIRECTOR-R&D	DIRECTOR

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	NDOCENIDES MANIIAI	REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	2 of 3
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
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SUBJECT	R&D PRO	JECTS	

5.0 Procedure:



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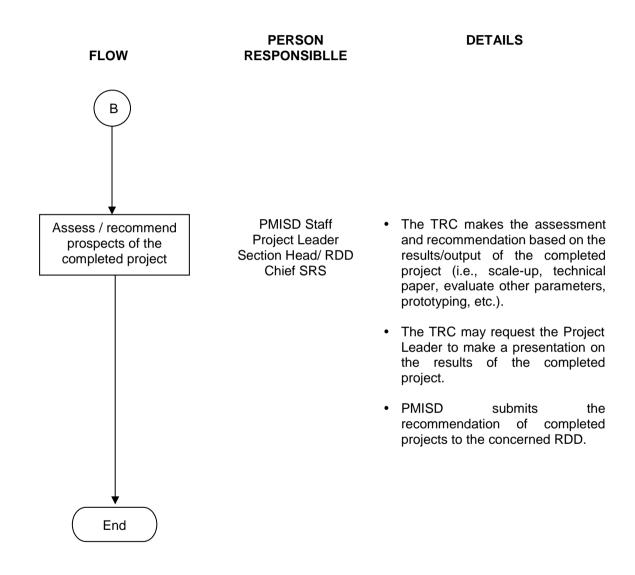
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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	3 of 3
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
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SUBJECT	R&D PRO	JECTS	



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DEPUTY DIRECTOR-R&D	DIRECTOR

August 2022

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	DDOGEDIEDEG MANHAI	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	1 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENERGY AUDIT/ASSESSMENT		

1.0 Objective:

To conduct Energy Audit/Assessment Technical Service according to the set methodologies.

2.0 Scope:

This procedure covers all activities involving the conduct of an energy audit/assessment.

3.0 Definition of Terms:

Energy Audit / Assessment – detailed evaluation of an energy consuming facility/equipment; a tool for productivity improvement in industry and their competitiveness as well as environmental protection.

ES - Energy Section

EA - Energy Audit/Assessment

Yearly Target for EA Activities

CED – Chemicals and Energy Division

4.0 Documented Information:

Letter of Request
Reply Letter (approved letter with tentative schedule)
Criteria for EA clients
List of Pre-EA data & information needs
Copy of Official Receipt (OR)
Customer Satisfaction Survey Form (QMS-F2)
Energy Audit/Assessment Technical Service Evaluation Form (CED-F1)
Stakeholder's Feedback Form (QMS-F6)
Detailed EA Report

5.0 References:

EA Brochure

EX-CED-OC-008 Guidelines on Energy Conserving Design for Buildings, Phil. Department of

Energy (DOE) 2007

EX- CED-OC-009 United Nations Environment Program (UNEP) Guidance Manual on Energy Efficiency Improvement for Industry, 2003

EX-CED-OC-010 National Electric Manufacturers Association (NEMA) Standard Publication MG 10-2001

EX-CED-OC-011 Philippine Distribution Code, December 2001

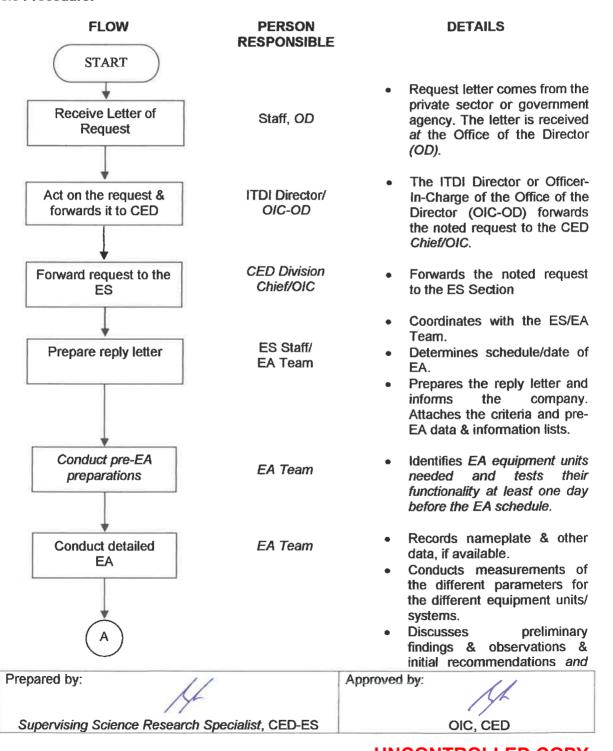
Equipment Maintenance Records of EA Equipment

Prepared by:	Approved by:
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Supervising Science Research Specialist, CED-ES	OIC, CED

August 2022

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	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	2 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENERGY AUDIT/ASSI	ESSMENT	

6.0 Procedure:



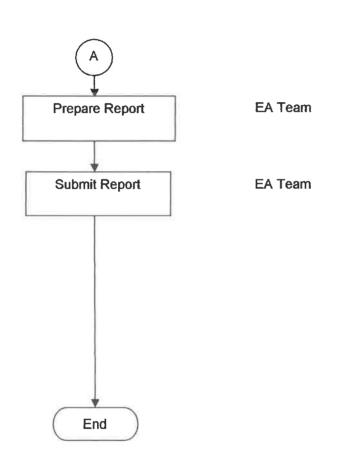
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	DOCCOURCE MANUAL	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	3 of 3
SECTION	DRODUCT DE ALIZATION	EFFECTIVITY DATE	01 June 2021
	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENERGY AUDIT/ASSI	ESSMENT	

FLOW

PERSON RESPONSIBLE

DETAILS

requests client to fill-up Customer Satisfaction Survey Form



- Analyse data based on set methodologies and prepares EA report.
- Prepares & submits the Detailed Audit/Assessment Report within two (2) months after EA Activity for only one (1) to two (2) firms in one (1) travel or week or within three (3) months after the EA Activity for three (3) or more firms in one (1) travel or week, whichever is applicable.
- Request the DOST Regional Office Staff to fill-up the Stakeholder's Feedback Form after the submission of all EA Report(s) to the client/Regional Office.

Prepared by:	Approved by:
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Supervising Science Research Specialist, CED-ES	OIC, CED

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	DDOCTRUDE MANUAL	REVISION NUMBER	1
	PROCEDURES MANUAL	PAGE NUMBER 1 of 7	1 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION		

1.0 Objectives:

To establish a process for developing, conducting, and reporting scientifically sound evaluations of environmental products and technologies that will be sufficiently determinative of their functional performance under stated conditions.

2.0 Scope:

This procedure covers all from the application of the customer until the technology has been verified.

3.0 Definition of Terms:

ETV - refers to Environmental Technology Verification

ETVR - refers to Environmental Technology Verification Report

ETVS - refers to Environmental Technology Verification Statement

LIB - refers to Line-item Budget

TC - refers to Task Coordinator

TP - refers to Test Plan

4.0 Documented Information:

- Accomplished Application Form
- Disclosure Forms
- Attendance Sheet
- Minutes of Meeting
- ETV TP

- ETVR
- ETVS
- Test Results
- Official Receipt (OR)
- Special Order (SO)

5.0 References:

- ETV Guiding Principles
- ETV Operating Policies
- ETV Technical Protocol
- ETV Panel Primer

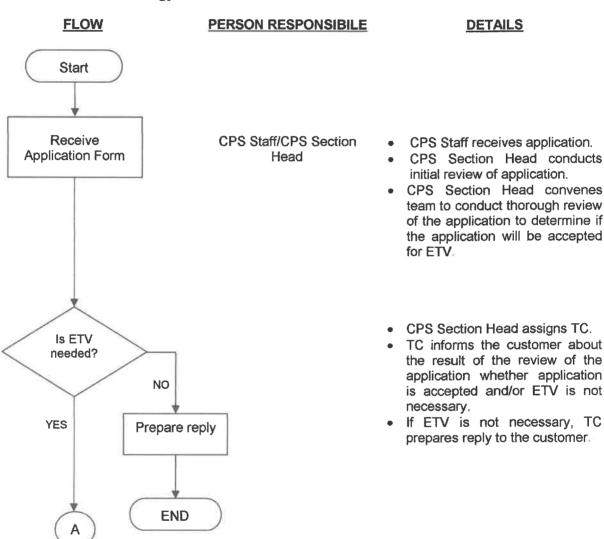
 DENR-DOST Joint Administrative Order 001 Series of 2006

Prepared by:	Reviewed / Approved by:	
Supv. SRS. EBD-CPS	Chief FBD	

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	PROCEDURES MANUAL	PAGE NUMBER 2 of 7	2 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE 01 June 2021	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION		

6.0 Procedure

Environmental Technology Verification



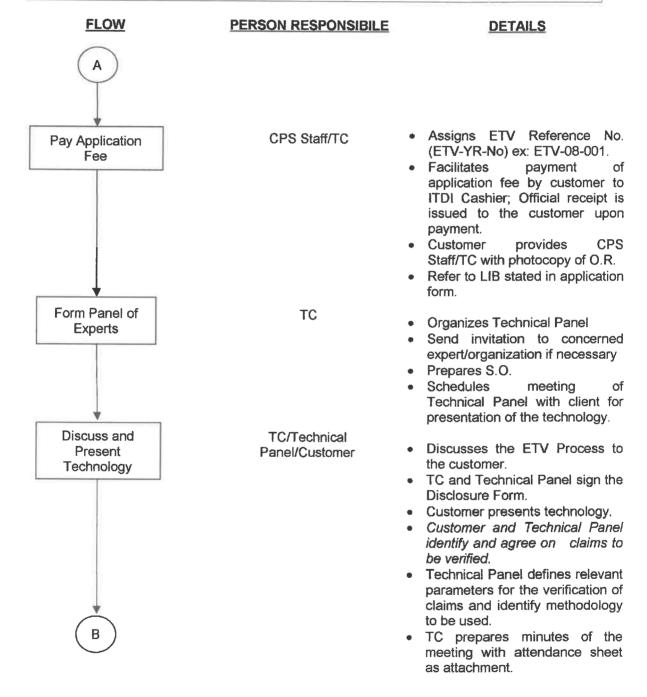
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Chief, EBD

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	DDOCEDURE MANUAL	REVISION NUMBER	1
	PROCEDURES MANUAL	PAGE NUMBER 3 of 7	3 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	DLOGY VERI	FICATION



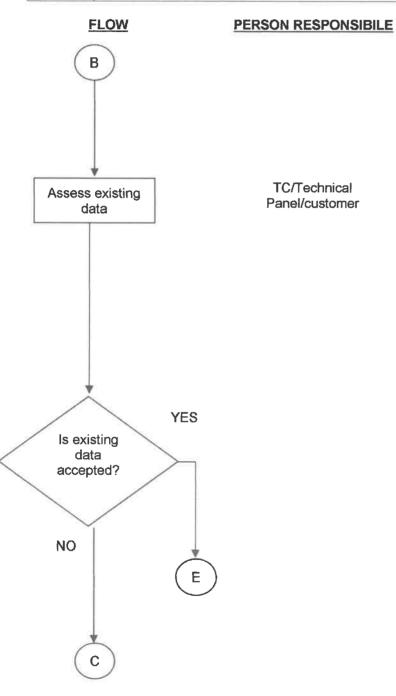
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Chief, EBD

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	DDOCEDUDEC MANUAL	REVISION NUMBER	1
	PROCEDURES MANUAL	PAGE NUMBER 4 of 7	4 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION		



 TC and Technical Panel review existing test data, if available, submitted by customer on the technology according to the following: whether data were generated from previous testing

of an independent body and/or witnessed by independent body.

DETAILS

 If the existing data fulfills the requirements of the Technical Panel then Customer is required to submit authenticated copies for consideration in the verification process and further testing may be omitted for the identified parameters.

Prepared by:

Reviewed / Approved by:

Supv SRS, EBD-CPS

Chief, EBD

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	DDOCEDUDEC MANUAL	REVISION NUMBER	1
	PROCEDURES MANUAL	PAGE NUMBER	5 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	OLOGY VERI	FICATION

FLOW PERSON RESPONSIBILE DETAILS TC/Technical Panel **Develop TP** When testing and data gathering is needed, TC prepares a draft test plan. Technical Panel reviews the draft TP and provides comments. TC finalizes the TP according to the review and comments of Technical Panel, if any. EBD Chief, Deputy Director EBD Chief signs all the pages of Approve TP for R&D the TP and endorses to ODD R & D for approval. · Deputy Director approves TP. TC files a copy of approved TP.

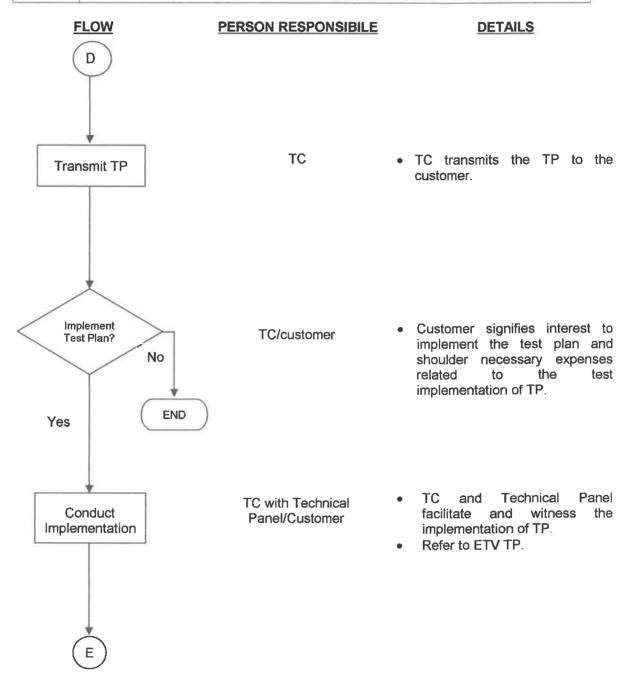
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Chief, EBD

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	DOCCOUDE MANUAL	REVISION NUMBER	1
	PROCEDURES MANUAL	PAGE NUMBER	6 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	OLOGY VERI	FICATION



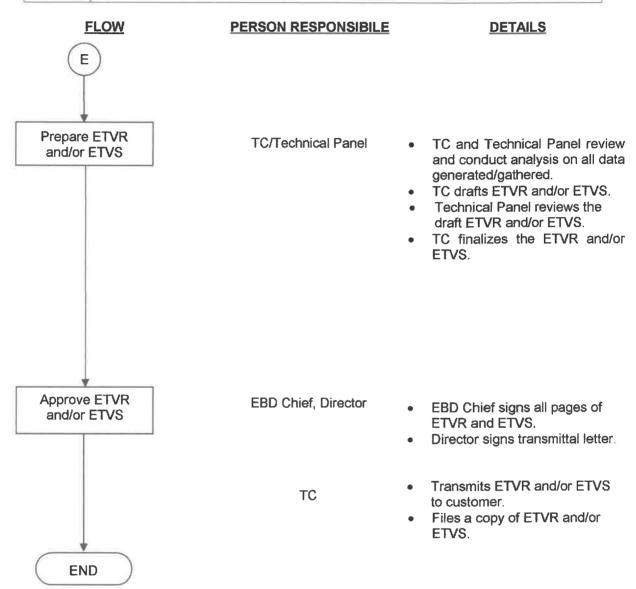
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	DOCETHINE MANUAL	REVISION NUMBER	1
	PROCEDURES MANUAL	PAGE NUMBER	7 of 7
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNO	DLOGY VERI	FICATION



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TT	PROCEDURES MANUAL	REVISION NUMBER	0
	PROJEDURES MANUAL	PAGE NUMBER 1 of 7	1 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMIC	CALS AND H	AZARDOUS
SUBJECT	WAS	TE	

1.0 Objective:

To ensure the safe management of chemicals and hazardous waste used and generated respectively in ITDI laboratories.

2.0 Scope:

This procedure covers all activities from acceptance of delivered chemicals, storage, usage, hazardous waste generation and disposal.

3.0 Definition of Terms:

Chemicals – refers to a compound or substance that has been purified, prepared especially artificially, produced or used in a process (reaction) involving changes to atoms or molecules.

Usage – refers to utilization of the chemicals for specific laboratory procedure or technique.

Chemical Compatibility – refers to a process of safety management technique used to prevent and mitigate chemical reactivity of hazards.

Expired Chemicals – refers to chemicals that reach its expiry date as reflected in the label of the chemicals. These chemicals can be contaminated and classified as "*Hazardous Wastes*" or still valid for use and classified as "*Lower Grade Chemicals*".

Contaminated Chemicals – refers to chemicals that are made impure by exposure to or addition of polluting or poisonous substance. The chemicals have undergone physical change (color and texture) due to longer storage time than the prescribed period in the label and are classified as "hazardous wastes" for treatment and disposal.

Hazardous Wastes – refers to chemicals or substances that are without any safe commercial, industrial, agricultural or economic usage and are shipped, transported or brought from the country of origin for dumping or disposal into or in transit through any part of the territory of the Philippines. Also, refers as by-products, process residues, spent reaction media, contaminated plant or equipment or other substances from manufacturing operations and as consumer discards of manufactured products which represent unreasonable risk and/or injury to health and safety to the people or the environment (DAO 2013-22). These hazardous wastes are labelled and classified for satellite storage at the division's designated storage area and later for transport, treatment and disposal through a 3rd party accredited Waste Treater.

Lower Grade Chemicals - refers to chemicals that are expired but can still be used, utilized and/or apply for other laboratory procedures and techniques.

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August 2022

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
TT	DDOCEDUDE MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	2 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMIC	CALS AND H	AZARDOUS
SOBJECT	WAS	TE	

Globally Harmonized System (GHS) – stands for the Globally Harmonized System of Classification and Labeling of Chemicals. The GHS is a system for standardizing and harmonizing the classification and labeling of chemicals. It defines and classifies the hazards of chemical products and communicates health and safety information on labels and safety data sheets.

Safety Data Sheet (SDS) – refers to a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It is an essential starting point for the development of a complete health and safety program.

Classification of Hazardous Wastes – refers to the detailed guide under DENR Administrative Order No. 2013-22 (Revised Procedures and Standards for the Management of Hazardous Wastes (Revising DAO 2004-36).

Hazardous Wastes Manifest – refers to the hazardous wastes tracking system through a receiving and shipping documentation and certification process, following the "cradle to cradle" cycle of hazardous waste management.

Personal Protective Equipment (PPE) – refers to the clothing or ensembles for eye, skin, and respiratory protection, the level of which is dependent on the hazards and the routes of exposure.

Treatment, Storage, and Disposal (TSD) Facilities – refers to the facilities where hazardous wastes are transported, stored, treated, recycled, reprocessed, or disposed of.

Waste Treater – refers to the person/entity/company who registered to treat, store, recycle, or dispose of hazardous wastes.

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
	PROCEDURES MANUAL	REVISION NUMBER	0
		PAGE NUMBER	3 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		

4.0 Documented Information

Sales Invoice of New Chemicals Inspection and Acceptance Report (IAR) Safety Data Sheets (SDS) Inventory of Chemicals Stock Card of Chemicals Chemical Compatibility Certificate of Analysis

List/Inventory of Hazardous Wastes for Disposal from each Division Purchase Request (PR) for Treatment and Disposal Work Order (WO) for Treatment and Disposal Certificate of Treatment Hazardous Waste Manifest Transport Permit Billing Invoice

5.0 References:

Chemical Compatibility – US Department of Labor Occupational Safety and Health Administration (http://www.osha.gov/SLTC/reactive chemicals.

DENR Administrative Order No. 29 Series 1992 (DAO 29-92) – known as the Implementing Rules and Regulations (IRR) of RA 6969.

DENR Administrative Order No. 22 Series 2013 (DAO 2013-22) – known as the Revised Procedures and Standards for the Management of Hazardous Wastes (Revising DAO 2004-36).

Implementing Rules and Regulations (IRR) on Chemicals and Accessories pursuant to Section 4-C to 4-F of PD No. 1866 as amended by RA No. 9516, regulated by Philippine National Police (PNP).

Republic Act (RA) 9165 – known as the "Comprehensive Dangerous Drugs Act of 2002", regulated by Philippine Drug Enforcement Agency (PDEA).

Presidential Decree No. 1866 codified the laws on illegal/unlawful possession, manufacture, dealing in, acquisition or disposition, of firearms, ammunition or explosives or instruments used in the manufacture of firearms, ammunitions or explosives.

Republic Act (RA) 6969 – known as the "Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990".

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
	DDOCEDUDEO MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	4 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		

6.0 Procedure:

FLOW PERSON RESPONSIBILE DETAILS Start End user Accept the chemicals checking Acceptance of New the specifications and labeling **Delivered Chemicals** with Safety Data Sheet included. End user Ensure proper storage following Storage of New Chemicals chemical compatibility. End user Chemicals are withdrawn from Stock Withdrawal storage cabinet upon usage taking into account the expiry date. Expired End user Proceed to usage the Chemicals laboratory. NO YES Expired chemicals valid for use Valid for Use End user are classified as "Lower Grade" chemicals for use in other YES laboratory procedures that does not require high purity. Proceed to usage in the laboratory. NO Expired chemicals not valid for use are classified as "Hazardous Wastes" for proper labeling following the DAO AO 2013-22 classification and for satellite storage in each division until total accumulation reached 75kgs or full capacity.



	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
	DDOCEDUDEO MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	5 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS		
	WAS	TE	

FLOW PERSON RESPONSIBILE DETAILS End user · Chemicals are safe to use by the analyst or technician for any Usage laboratory analysis, procedures and application. Classified as "hazardous wastes" End user Contaminated for satellite storage by each Chemicals division. These chemicals are labeled following classification of YES 2013-22) waste (DAO transport to Main Hazardous Waste Storage Area (MHWSA) NO EBD assistance collection by an accredited 3rd party Waste Treater. Chemicals are safe to return to End user storage tightly closed Return to Storage ensures free from contamination. End

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	PROCEDURES MANUAL	REVISION NUMBER	0
		PAGE NUMBER	6 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS		
	WAS	TF	

FLOW PERSON RESPONSIBILE DETAILS End user Analyst shall classify the Classification and hazardous wastes generated in Labelling of section/laboratory and **Hazardous Wastes** properly labeled according to classification of wastes (DAO 2013-22). End user Analyst and/or divisional focal Preparation of List person/s shall prepare list of Inventory of Hazardous inventory of hazardous wastes to Wastes (HW) be stored in each satellite storage area. End user Coordinate with EBD Focal Submission of List of Inventory Persons for the transport of HW and Transport of HW to MHWSA Main HW Storage Area (MHWSA) or VAN. EBD Focal Persons check the completeness of the inventory with proper classifications (type of wastes and waste code no.). **EBD Focal** Preparation and Purchase Request with complete Persons **Submission of Purchase** specifications and budgetary Request for Public Bidding requirement is submitted to Budget Section of ITDI for processing. Refer to PM-ADM-PPMS-08-01, pages 1-13, 2014 for the Purchasing of Goods and Services.

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	PROCEDURES MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	7 of 7
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		

PERSON RESPONSIBILE DETAILS FLOW Hazardous **EBD Focal** Documents derived from the Wastes Collected transport of the hazardous Persons by Waste Treater wastes to a TSD facility of the YES Waste Treater are filed. NO End **EBD Focal** • Refer to PM-ADM-PPMS-08-01, Follow-up to Persons pages 1-13, 2014 for the PPMS and to Purchasing of Goods and Waste Treater Services. Hazardous Wastes Collected **EBD Focal** • Refer to PM-ADM-PPMS-08-01, by Waste Treater Persons pages 1-13, 2014 for the NO Purchasing of Goods and Services for Rebidding. YES Documents derived from the **EBD Focal** transport of the hazardous Persons **End** wastes to a TSD facility of the Waste Treater are filed.

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-PTD 08-01
103	PROCEDURES MANUAL	REVISION NUMBER	4
TT		PAGE NUMBER	1 of 4
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER/PDF FILE
SUBJECT	LABEL DESIGN DEVELOPMENT		

1.0 Objective:

To develop a competitive label design and to ensure its compliance with the mandatory labeling requirements of the local and international markets.

2.0 Scope:

This procedure covers all activities related to the development of label design.

3.0 Definition of Terms:

Package design brief - contains all information pertaining to the product and the company.

Revision form - contains all revisions and/or comments of the customer on the draft label design developed.

Initial draft - refers to the first design created by designer for submission to the customer.

Design specifications - refer to customers other design concerns not included in the package design brief e.g. "overall look" or image, branding, etc.

4.0 Package Design Brief

Form for Revision/Comments of Clients on Packaging Design

Label Design Customers Folder

Emails/letters/fax received/discussion notes

Customer Supplied Property Logbook

Outgoing Label Designs Logbook

Library of designs compilation

Filled-up forms:

PTD F1, PTD Consultation Form

PTD F2, Quotation

PTD F3, Technical Service Report PTD F4, Package Design Brief

PTD F5, Form for Revisions/Comments of Clients for Packaging Design

PTD F7, Plan for *Custom* Label Design Development PTD F11, Approval Sheet for Packaging Design

PTD F13, Plan for Label Design from Library of Designs

5.0 Documented Information

FDA & USDA Nutrition Labelling Guide

Design Books

WI-PTD-PDLDS 08-11 Packaging and Label Design Process

WI-PTD-PDLDS 08-12 Operation of Barcode Reader

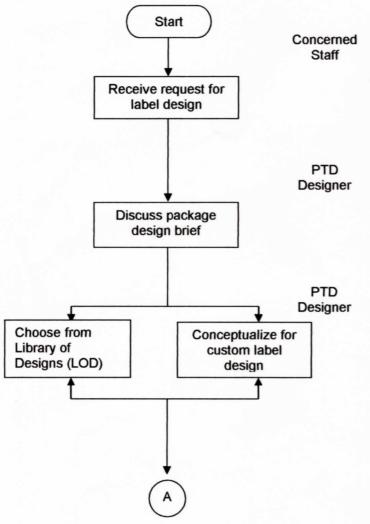
Updates on Mandatory Labelling Requirements of Major Importing Countries

Requirements of the International Safe Transport Association (ISTA) for Performance of Transport Packaging

Prepared by:	Approved by:
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-PTD 08-01
- CO-	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	2 of 4
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
		DOCUMENT TYPE	PAPER/PDF FILE
SUBJECT	LABEL DESIGN DEVELOPMENT		



- Request may come from:
- a) walk-in customers
- b) regional DOST offices
- c) other government agencies (ex. DTI, DA).
- Ask customer to fill-out PTD F4, Package Design Brief.
- Customer pays label design fee
- after completely accomplishing the Package Design Brief (PTD F4) and presents the product with existing label and packaging. Photos, logo and other information about the product may also be provided.
- Customer may choose from the following:

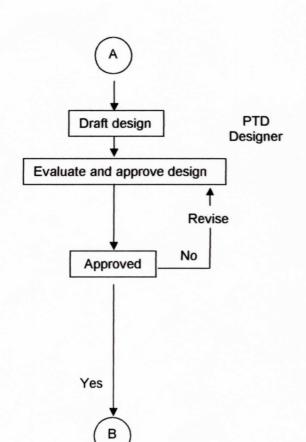
For design from LOD compilation:

- a. Library of design (LOD) compilation:
- Ask customer to choose a stock design
- Provide PTD F 13 (Plan for Label Design from Library of Designs) for customer's approval.
- b. Custom design:
- Provide PTD F7 (Plan for Label Design Development) for customer's approval.
- Initial discussion of design brief and design specifications is conducted between designer and customer. Information provided by the customer is treated with confidentiality.
- Follow-up discussion may be done thru email and telephone.
- Research design inspirations through design books, internet and other available media (e.g. product brochures, other existing packaging out in the market).
- Consider market trends and competitors.
- Refer to WI-PTD-PDLDS 08-10, Packaging and Label Design Process.

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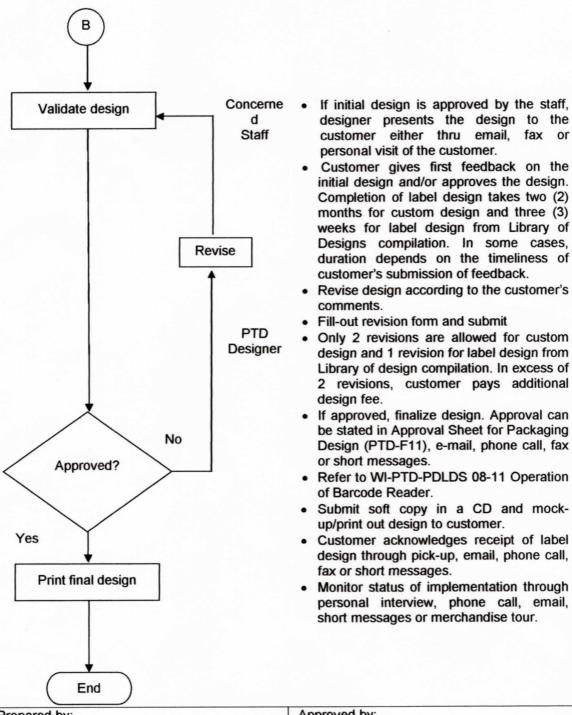
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-PTD 08-01
	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	3 of 4
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER/PDF FILE
SUBJECT	LABEL DESIGN DEVELOPMENT		



- Consider information written in the package design brief and design specifications given by the customer.
- Develop/improve design:
 - a. For Library of Label Designs (LOD), study the inclusion of details provided by the customer in the design chosen from the compilation.
 - b. For custom design, research design inspirations through design books, internet and other available media (e.g. product brochures, other existing packaging out in the market). Consider market trends and competitors.
- Refer to WI-PTD-PDLDS 08-10 Packaging and Label Design Process.
- For design from LOD compilation, input the details and necessary modification.
- Designer may create more than 1 initial draft for custom design.
- Refer to Operation manuals for using Epson SC and/or Epson L120 Printers for printing of labels.
- In-house technical staff assesses mandatory labelling requirements, typographical errors and other technical matters (e.g. packaging material).
- Designer makes revisions based on the evaluation of the staff.

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-PTD 08-01
(O)	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	4 of 4
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
		DOCUMENT TYPE	PAPER/PDF FILE
SUBJECT	LABEL DESIGN DEVELOPMENT		



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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI-06-02
	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	1 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
		DOCUMENT TYPE	PAPER / PDF FILE
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SUBJECT	CALIBRATI	ON PLAN	

1.0 Objective:

To ensure that *laboratory and office* equipment *in ITDI facilities* are properly identified, have a planned maintenance/calibration program, and are properly functioning

2.0 Scope:

This procedure manual covers preventive maintenance / calibration plan of all laboratory and office equipment including computers, air conditioners, and motor vehicles.

3.0 Definition of Terms:

Preventive Maintenance – scheduled and routine maintenance carried out to sustain operation and reduce probability of failure or degradation of equipment and other assets.

4.0 Documented Information:

ITDI-F20 Equipment Maintenance Schedule Record File ITDI-F19 Equipment Maintenance Record File ITDI-F17 Vehicle Maintenance Record File Building Maintenance Inspection Schedule Building Maintenance Inspection Report

PM-ADM-PPMS 08-01 Purchasing of Goods WI-ITDI-06-01 Maintenance of ITDI Vehicle WI-ITDI-06-02 Maintenance of Car Airconditioner WI-ITDI-06-03 Maintenance of Lighting System

Administrative Officer III, ADM-PPMS

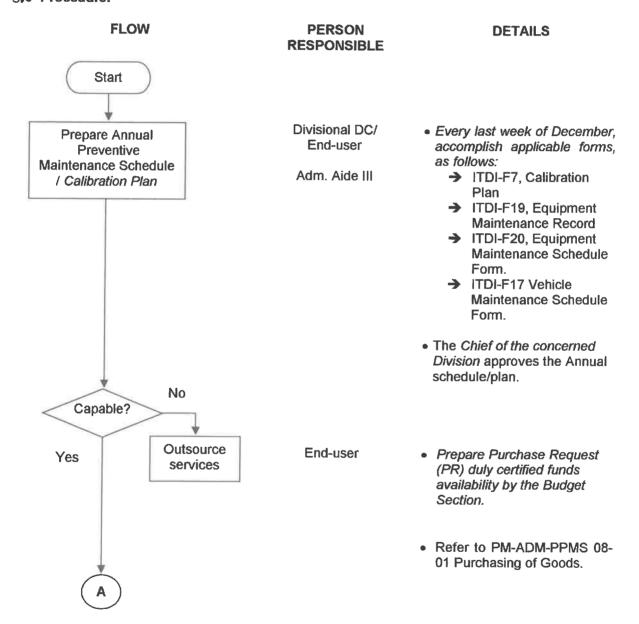
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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	2 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
OLCTION		DOCUMENT TYPE	PAPER / PDF FILE
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SUBJECT	CALIBRATI	ON PLAN	

5.0 Procedure:



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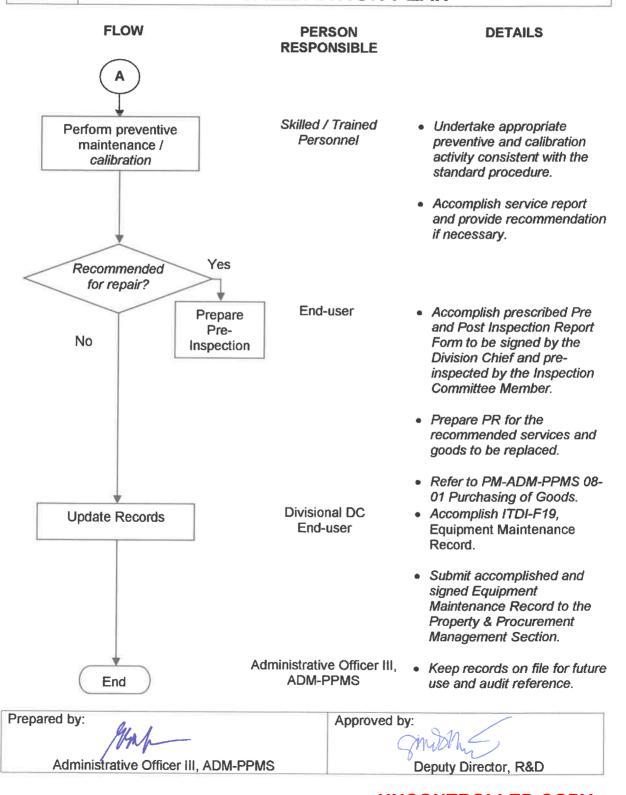
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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	3 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PREVENTIVE MA	AINTENANC	E/
	CALIBRATI	ON PLAN	



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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	1 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

1.0 Objective:

To ensure that qualified and competent personnel are hired or placed to perform and assume the duties and responsibilities through the adherence to the principle of merit, fitness and equality.

To ensure the competence of ITDI personnel performing work effecting quality through the provision of appropriate training and scholarship grants, foreign and local.

2.0 Scope:

This human resource management procedure covers the step-by-step activities of the following: (1) recruitment, selection, and placement; (2) monitor performance evaluation; (3) human development; and (4) separation.

3.0 Definition of Terms:

Civil Service Commission (CSC) – is the central personnel agency of the government as mandated by the Philippine Constitution to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the government.

Career Service – characterized by (1) entrance based on merit & fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Qualification Standards (QS) Manual – is the statement of the minimum qualification for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

Human Resource Merit, Placement and Selection Board (HRMPSB) – a committee formed to formulate criteria for evaluation, conducts interviews, and make systematic assessment of candidates' qualification to assist the appointing authority in the judicious and objective selection of candidates for appointment.

Recruitment - the process of defining a job and attracting applicants for the vacant post.

Selection – systematic method of choosing the right person in terms of merit and fitness to assume the duties and responsibilities of the position.

Placement - refers to positioning of personnel to the actual job/function/assignment.

First Level Position – positions which include clerical, trades, crafts, and custodial service positions which involve non-professional or sub-professional or work in a non-supervisory or supervisory capacity.

Second Level Position – involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief or its equivalent.

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
	PROGEDURES MANUAL	PAGE NUMBER	2 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

System of Ranking Positions - the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following: a) Organizational Structure; b) Salary Grade Allocation; c) Classification and functional relationship of positions; and d) Geographical Location.

Training - short or long term program to acquire or enhance new knowledge and skills.

Degree Programs - formal education on doctoral, master's degrees granted to selected qualified employees.

External Training Programs - scholarship / training program conducted outside the ITDI/Philippines.

Internal Training programs - programs facilitated by the Human Resource Development Committee (HRDC) or other divisions of ITDI and conducted by either external or internal resource speaker.

Technical Session - echo seminar conducted by ITDI staff on information and knowledge acquired through their participation in training/scholarship availed outside the Institute whether local or foreign.

Scholars - employees who have been granted scholarship to degree programs and training programs either local or foreign.

Human Resource Development Committee (HRDC) – a committee formed to develop agency guidelines for the selection of agency nominees to training and scholarship programs in accordance with existing civil service policies and standards.

Human Resource Development Plan (HRDP) - short- and long-term degree and non-degree programs designed to enhance the knowledge and develop skills of ITDI staff.

Transfer – the movement of an employee from one position to another which is of equivalent rank, level or salary without break in the service involving the issuance of an appointment. Such movement may be from one department or agency to another or from one organizational unit to another in the same department of agency. (Rule III, Sec., 4.d, Revised Omnibus Rules on Appointments and Other Personnel Actions as per CSC MC No. 40, s. 1998)

Promotion – the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. (Rule III, Sec., 4.c, Revised Omnibus Rules on Appointments and Other Personnel Actions as per CSC MC No. 40, s. 1998)

Separation – is when an employee leaves the organization through retirement, resignation, transfer, and death.

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1	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
49	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	3 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

4.0 Documented Information:

Request for Posting of Vacant Position List of Vacant Positions **Job Vacancy Announcement** Minutes of HRMPSB Meeting File **Evidence of Orientation File** List of Requirements for Appointment **Announcement of Appointment** Report on Appointment Issued (RAI) Actual Duties and Responsibilities File Performance Evaluation File Individual 201 File Approved Special Order Minutes of Meeting Attendance to the Technical Session Human Resource Development Plan Logbook of Employees with official travel abroad 201 files for training Checklist of requirements for nomination/participation to travel abroad

5.0 Statutory and Regulatory Requirement:

ITDI Selection Criteria Manual
DOST Wide Merit and Selection Plan
ITDI System of Ranking Positions
Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)
The Civil Service, Law and Rules (Book V of Executive Order 292 and Omnibus Rules)
1987 Constitution
R.A. 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees
R.A.8439 – Magna Carta for Scientists, Engineers, Researchers and other S & T Personnel in the
Government
R.A. 8972 – Solo Parents' Welfare Act of 2000
DOST Administrative Order No. 009, s. 2003
DOST Grievance Machinery

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	DROCEDUREO MANUAL	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	4 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
SECTION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		MENT

6.0 Procedures:

1) Recruitment, Selection, and Placement

FLOW	PERSON RESPONSIBLE	DETAILS
Start		
Identify Position to be filled	Division Chief concerned	Priority vacant positions to be filled are discussed during EXECOM Meetings.
+		
Request for approval the posting of vacant position/s	Division Chief/OIC and Director	Request the vacant positions for posting to be approved by the Director.
—		Publish/Post the announcement of vacant
Publish/Post the Announcement of Vacant Position/s	Administrative Officer II	position to any of the following for at least ten (10) calendar days in compliance with ORA- OHRA. CSC Website ITDI Website DOST and its Agencies Newspaper SUC/S JobStreet
Conduct prequalifying evaluation of all applicants	HRMO/ Administrative Officer II	- ITDI Facebook Page The deadline for submission of the application should be specified in the announcement. Applicants from within or outside ITDI including qualified next in rank shall submit to HR the following requirements on or before the specified deadline: - Application Letter - Personal Data Sheet (PDS) using CSC Form 212 and Work Experience Sheet - Transcript of Records / Diploma - Certificate of Eligibility - Training Certificates - Certificate of Master / Doctor's degree, completion / units earned - Certificate of employment / service record - NBI Clearance - Form II Applicant's Datasheet (Insider applicants).

Prepared by:

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
197	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	5 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Qualified? No Qualified? Inform Applicant End	HRMO/ Administrative Officer II	Applicants who do not meet the qualification requirements are officially informed.
Administer Relevant Tests	HR Staff	Relevant tests may be administered by the HR Staff
В		

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Administrative Officer V, ADM-HRM	Chief, ADM / OIC

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
497	DDOCTDUDEC MANUAL	REVISION NUMBER	5
	PROCEDURES MANUAL	PAGE NUMBER	6 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
B		
Passed ? Yes Inform Applicant	Administrative Officer II	Applicants who failed in the examination are officially informed.
End	Administrative Officer II	Prepare the profile of applicants and transmit the required documents of the pre-qualified applicants to the concerned division for further evaluation.
Screen candidates for Appointment	Divisional Selection Board Members	 Evaluate the qualification of applicants based on the ITDI Selection Criteria. Prepare Evaluation Matrix and Summary Matrix and submit to HRMS. Refer to ITDI Selection Criteria/Evaluation of applicants by DSB
Conduct evaluation and final ranking of candidates	HRMPSB Committee Members HRMPSB Committee Members, Director	 Review the evaluated list of applicants and deliberate the qualifications of those included in the evaluation matrix. May conduct interview on the candidates.

Prepared by:

Administrative Officer V, ADM-HRM

Reviewed / Approved by:

Yhulela Sn. flegorfor Chief, ADM/OIC

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	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	7 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Applicant/s neet the passing Repost Yes Request for Posting		
Finalize the summary matrix and prepare resolution	HRMPSB Committee Members, Secretariat	 HRMPSB prepares resolution on the selection of candidates and submits to the Director for appointment. Filling-up of vacancies is valid within nine (9) months from the date the vacant position was published
Select Appointee	Division Chief/OIC Director	 Prepares endorsement letter addressed to the Director. With the discretion of the appointing authority, the most qualified applicant will be appointed to the vacant position.

Prepared by:

Reviewed / Approved by:

Yhouse Sh. fearth

Administrative Officer V, ADM-HRM

Chief, ADM / OIC

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	8 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Process Appointment	Administrative Officer II	Post notice of appointment in three (3) conspicuous places and in the ITDI website for at least fifteen (15) days wherein date of posting shall be
		 Notify the selected candidate & coordinate the submission of requirements as provided in the PS Form checklist for appointment.
		Selected candidate will submits documentary requirements.
		Verify the authenticity of the credentials submitted by the appointee.
Issue Appointment	Administrative Officer II	Prepare appointment paper using CSC prescribed forms for approval.
	Director	Conduct Oath taking.
		 Issue appointment to the appointee & discusses the assumption to duties.
E		

Prepared by:	Reviewed / Approved by:
Manton	Shalika Sh. Regola Chief, ADM / OIC
Administrative Officer V, ADM-HRM	Chief, ADM / OIC D

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	9 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE	E MANAGE	MENT

FLOW	PERSON RESPONSIBLE	DETAILS
E		
Assumption to Duties	Appointee	Assume duties and responsibilities to the position.
	Administrative Officer II	Prepare and submit report of Appointment issued (CSC-RAI Form) to CSC on the succeeding month with the following attachments. Appointment Personal Data Sheet Position Description Form Certificate of Eligibility (if applicable)
Conduct Orientation	HRMO/ HRMS Staff	Conduct orientation to the newly hired employee/s within the prescribed period
Onboarding	Supervisor/ Division Chief	Orient to the division's function and on the specific duties and responsibilities of the new employee.
	Supervisor, Employee, PMT	Reviews and evaluates the employee's performance during the probationary period (6 months).
End		

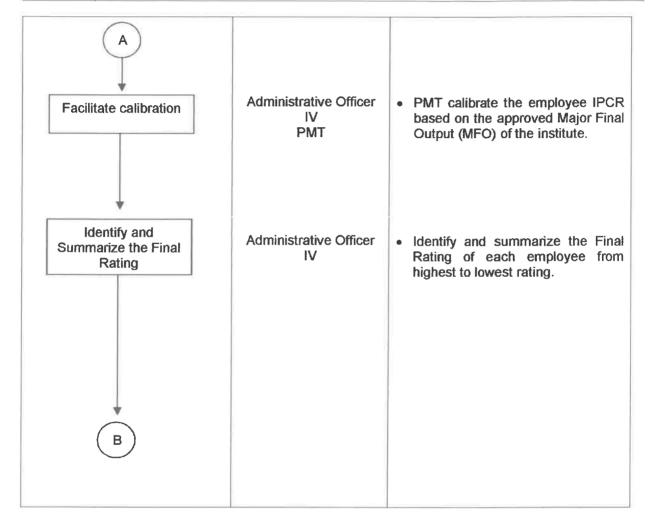
Prepared by:	Reviewed / Approved by:
Mantra	Theleta In fegrals Chief, ADM/OIC
Administrative Officer V, ADM-HRM	Chief, ADM / OIC

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
4	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	10 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

2) Monitor Performance Evaluation			
FLOW	PERSON RESPONSIBLE	DETAILS	
Prepare memo on submission of IPCR	Administrative Officer IV	 Prepare memorandum for the submission of IPCR -Commitment and Appraisal as follows: First Semester: a) Jan 15 - Commitment - for the period of January to June of the current year. b) Jan 15 - Appraisal for the period of July to December of the previous year. 	
Receive, review and monitor IPCR	Administrative Office V/Administrative Officer IV/HR Staff	Second Semester: a) July 15 — Commitment — for the period of July to December of the current year. b) July 15 — Appraisal for the period of January to June of the current year. • Receive the approved IPCR of employees by supervisor and Division Chief. • Review and monitor the received IPCR of employees	

Prepared by:	Reviewed / Approved by:
panton	Chief, ADM / OIC
Administrative Officer V, ADM-HRM	Chief, ADM / OIC

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4	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	11 of 20
CECTION	OFFICE OURDON'T DECREE	EFFECTIVITY DATE	01 June 2021
SECTION SUPPORT: PEOPLE		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		



Prepared by:	Reviewed / Approved by:
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Administrative Officer V ADM-HRM	Chief ADM / OIC D

13	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	12 of 20
OFFICE OF PROPER	CURRORT: DEODLE	EFFECTIVITY DATE	01 June 2021
SECTION SUPPORT: PEOPLE		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Adjectival Rating below Inform Employee No Determine employee with the highest final rating	HRMO Division Chief Supervisor	 If the final rating is below satisfactory, employee is not entitled for: The PBB; Promotion; Bonuses Identify the learning and development intervention to be indicated in the Individual Competency Assessment Form. Dissatisfied employee may refer to DOST Grievance machinery. PMT will recommend to PRAISE Committee for rewards and recognition.
	PMT HRMO Administrative Officer IV Administrative Aide III	 Set meeting with PRAISE Committee for selection of Model Employee. PBB ranking as to "Best", "Better", and "Good" based on the final rating.
File IPCR End	Administrative Officer IV HRMS Staff	 File the IPCR per division. Release the second copy of the IPCR to the Division's Office of the Chief.

Prepared by:

Reviewed / Approved by:

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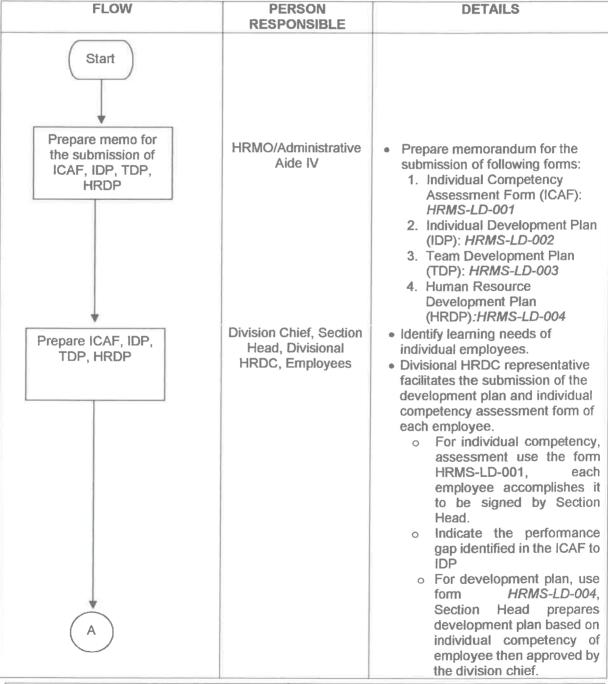
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	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	13 of 20
		EFFECTIVITY DATE	01 June 2021
	SUPPORT: PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURC	E MANAGE	MENT

3) Human Development



Prepared by:

Reviewed / Approved by:

Administrative Officer V, ADM-HRM

Reviewed / Approved by:

Chief, ADM / OIC

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(1)	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	14 of 20
OFOTION CUIDPORT, DEODLE	EFFECTIVITY DATE	01 June 2021	
SECTION SUPPORT: PEOPLE		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Receive and consolidate ICAF, IDP, TDP, HRDP	Administrative Aide IV	Consolidate the following forms to monitor learning & development intervention for both degree and non-degree:
Monitor and file the ICAF, IDP, TDP, HRDP	HRMO Administrative Aide IV	Validate the needed or required learning and development intervention of each employees.
Source out / receive invitation for L&D	HRMO, Divisional HRDC, Employees HRMO, HRDC Secretary, RMS	 Look/Search for available non-degree programs. Disseminate/Inform various division about the available training program.
В		

Prepared by:

Reviewed / Approved by:

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Administrative Officer V, ADM-HRM

Chief, ADM / OIC

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	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	15 of 20
OFFICE OURDON'T READ F	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
SECTION SUPPORT: PEOPLE		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Recommend/	Division Chief	Division Chief nominates/endorses staff to undergo training / seminar then submits recommendation to HRDC-HRMS.
Endorse trainee/employee	HRMS, Employee	Refer to DOST AO number 008 Revised Guidelines in the implementation if the HRDP of the DOST System.
Receive recommendation from Division Chief	Administrative Aide IV	Verify recommended available / invitational training/ scholarship if included in the training plan / needs.
		For non-degree training, check availability of training funds that are allocated to each division.
		Forward recommendation to HRDC Chairperson with attached invitation and program.
Non-degree program? No No E		 Refer to the WI-ADM-HRMS-07-06. Refer to DOST AO number 008 Revised Guidelines in the implementation if the HRDP of the DOST System
c	Administrative Aide IV	Receive and identify if local or foreign training.

Prepared by:	Reviewed / Approved by:
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
(PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	16 of 20
05051011	OURDORT, REORIE	EFFECTIVITY DATE	01 June 2021
SECTION SUPPORT: PEOPLE		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURC	E MANAGE	MENT

FLOW	PERSON RESPONSIBLE	DETAILS
Approved?	HRDC HRDC Secretariat	Inform the employee on the disapproval of endorsement for the non-degree program.
Yes End		
Prepare documentary requirements	Administrative Aide IV, Employee, Division Chief	For Local Training: Prepare Special Order (SO) of training and seminars to be attended by the employee/s. Prepare and consolidate documents for approval. For Foreign Training: Prepare and consolidate the documentary requirements. Refer to DOST AO no. 008 s. 2014 Revised Guidelines in the implementation if the HRDP of the DOST System.
Issue Special Order or Contract Agreement	Administrative Aide IV	Local Training: • Monitor and file the approved Special Order (SO). Foreign Training: • Monitor and release the documentary requirements to DOST-CO for approval of Secretary.

Prepared by:

Reviewed / Approved by:

Yhulla Sh - Jegnth

Administrative Officer V, ADM-HRM

Chief, ADM / OIC

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	17 of 20
SECTION S	CURRORT, REORIE	EFFECTIVITY DATE	01 June 2021
	SUPPORT: PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BJECT HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Receive accomplished SDC-F1 and SDC-F2	Administrative Aide IV	 Trainee attends the said training on the specified date/s on official time, local or international. He/she must accomplish the forms SDC-F1 Trainee's Appraisal Report and SDC-F2 Report of Training. File accomplished forms including certificate of attendance / completion, registration / participation of the trainee. Encode and tabulate the actual versus planned training on the HRD Monitoring Sheet.
Facilitate/Conduct Echo Seminar	Division Chief, HRDC	Inform the trainee to conduct echo seminar to the employees of the same field of specialization or to the division he/she belongs (as needed).
	Employee, Administrative Aide IV	 Conduct pre-test and post-test; Conduct training evaluation of the speaker. Refer to WI-ADM-HRMS-07-05 Conduct of Echo Seminar.
Remind for submission of SDC-F3	Division Chief, Supervisor, Administrative Aide IV	After six (6) months, the supervisor will assess the trainee's performance based on the training attended. Use the form, SDC-F3 Training Program Impact Assessment Form.
Tabulate the L&D assessment End	HRMO, HRDC, Divisional HRDC Administrative Aide IV	 Collate and tabulate impact assessment to the HRD monitoring Form. Copy furnished the concerned division of the tabulated assessment indicated in the HRD monitoring Sheet for updating L&D training plan.

Prepared by:

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Chief, ADM / OIC

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491	DD00FDUDF0 MANUAL	REVISION NUMBER	5
o E o Tio V	PROCEDURES MANUAL	PAGE NUMBER	18 of 20
		EFFECTIVITY DATE	01 June 2021
SECTION	SUPPORT: PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
Approved? No End	HRDC HRDC Secretariat	Inform the employee on the disapproval of endorsement for the non-degree program.
Prepare documentary requirements	Employee Administrative Aide IV	For Local and Foreign Scholarship: • Prepare and consolidate documents for approval. • Refer to DOST AO no. 008 s. 2014 Revised Guidelines in the implementation if the HRDP of the DOST System.
Release to concerned agency	RMS Staff	Monitor and release the documentary requirements to DOST-CO for approval of Secretary.
Receive and monitor the approved documents End	Administrative Aide IV	 Monitor and release the approved documentary requirements. Refer to the WI-ADM-HRMS-07-06 Refer to DOST AO number 008 Revised Guidelines in the implementation if the HRDP of the DOST System

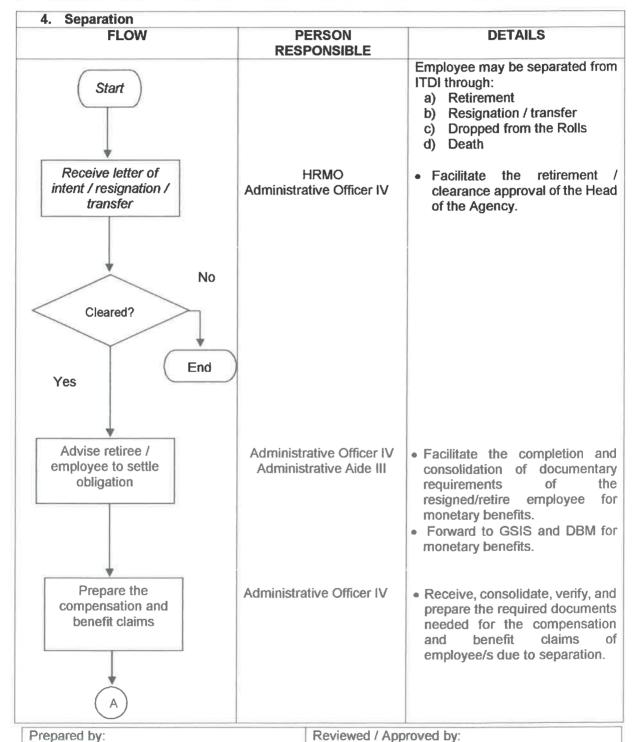
Prepared by:

Reviewed / Approved by:

Yhatela Sh. Jeanfr
Chief, ADM / OIC

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	19 of 20
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBJECT HUMAN RESOURCE MANAGEMENT		



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	PROCEDURES MANUAL	REVISION NUMBER	5
		PAGE NUMBER	20 of 20
SECTION SUF	CURRORT, DEODLE	EFFECTIVITY DATE	01 June 2021
	SUPPORT: PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT HUMAN RESOURCE MANAGEMENT			MENT

FLOW	PERSON RESPONSIBLE	DETAILS
Conduct Exit Interview	HRMO Administrative Officer IV	Conduct exit interview to know the insight into her/his overall experience with the institute such as workplace culture, day- to-day processes, management solutions, and employee morale.

Approved by:
Should In- fegrefor Chief ADM/OIC

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRM 07-04
(0)	DDOCTDUDE MAMIAI	REVISION NUMBER	0
SECTION	PROCEDURES MANUAL SUPPORT: PEOPLE	PAGE NUMBER	1 of 7
		EFFECTIVITY DATE	01 June 2021
SECTION	SUPPORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)		

1.0 Objective:

To ensure that ITDI public officials and employees are obliged to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interest including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

2.0 Scope:

This procedure covers all activities from issuance of memorandum on the submission of SALN of all plantilla-based positions regardless of employment status, up to the transmittal of all submitted SALNs to the regulatory body.

3.0 Definition of Terms:

SALN (Statements of Assets, Liabilities and Net Worth) Form – refers to the prescribed and revised form by the CSC Resolution No. 1500088 dated January 23, 2015 in which public officials and employees shall accomplish and submit declaration of their assets, liabilities, net worth and financial and business interest including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

Public Officials and Employees – are those in the plantilla positions who shall file under oath their SALN and Disclosure of Business Interest and Financial Connections on the following schedule:

- a) Within Thirty(30) days after assumption of office, statement of which must be reckoned as of their first day of office:
- b) On or before 30th of April of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c) Within Thirty(30) days after separation from the service, statements of which must be reckoned as of their last day of office.

Plantilla Position – a government approved listing of positions in any governmental institution, instrumentality, and entity; both national and local; whether filled-up or vacant positions.

Statements and Disclosure – the public has the right to know the assets, liabilities, net worth and financial and business interest of the public officials and employees including those of their spouses and of unmarried children under eighteen(18) years of age living in their households.

Identification and Disclosure of Relatives - public officials and employees shall have the duty to identify and disclose, to the best of their knowledge and information, their relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

Prepared by:	Reviewed / Approved by:	
AOV, ADM-HRMS	chief, ADM	

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	PROCEDURES MANUAL	REVISION NUMBER	0
	LUACIONES MANANT	PAGE NUMBER	2 of 7
SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
OLOTION	SOFFORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)		

Review and Compliance Committee (RCC) – a committee created under Special Order No.
____ of the institute to review and ensure that SALN form prepared by the official and employees of ITDI are completely accomplished in prescribed form and submitted on time to the repository agency.

Civil Service Commission – a repository agency as mandated under CSC Resolution No. 1500088 dated January 23, 2015 where Human Resource Management Office (HRMO) shall transmit all original copies of the SALNs of all other officials and employees in the central/main/national offices of the departments, bureaus and agencies of the National Government, on or before 30th of June of every year.

Deputy Ombudsman – a repository agency as mandated under CSC Resolution No. 1500088 dated January 23, 2015 where Human Resource Management Office (HRMO) shall transmit all original copies of the SALNs of all Regional officials and employees of the departments, bureaus and agencies of the National Government, on or before 30th of June of every year.

4.0 Documented Information:

Advisory / Memorandum on the Submission of SALN Accomplished SALN Form Preliminary Compliance Request (PCR) Summary of List of Filers Certification of Compliance

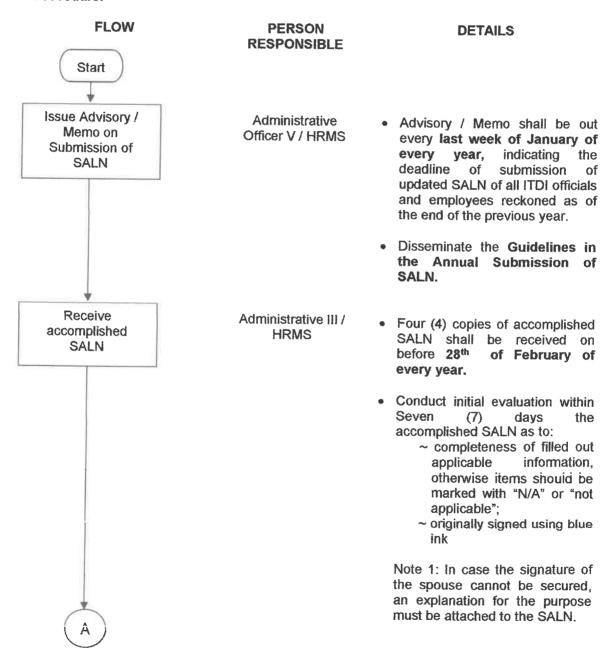
5.0 Reference:

- Guidelines in the Submission of SALN
- Philippine Constitution
- Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees
- CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections"
- CSC Resolution Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN).
- CSC Resolution Number 1500088 dated January 23, 2015 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN).
- 2017 Revised Rules of Administrative Cases in the Civil Services (RRACCS)

Prepared by:	Reviewed / Approved by:
AOV, ADM-HRMS	Chief, ADM

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRM 07-04
(O)	PROCEDURES MANUAL	REVISION NUMBER	0
		PAGE NUMBER	3 of 7
SECTION		EFFECTIVITY DATE	01 June 2021
OLOTION	SOFFORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR		

6.0 Procedure:



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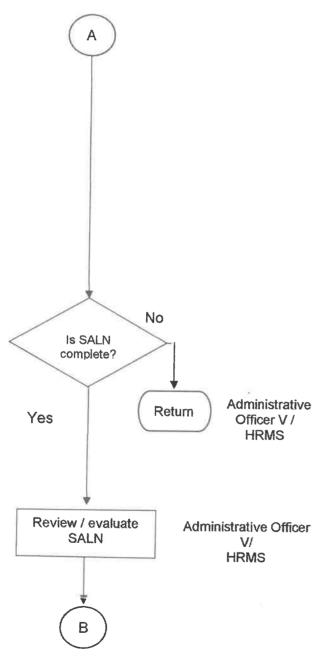
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9"	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION		PAGE NUMBER	4 of 7
		EFFECTIVITY DATE	01 June 2021
SECTION	SOFFORT. PEOFLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR		



Note2: Husband and wife who are both public officials / employees may file the required statements jointly or separately.

Note 3: Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with proper pagination.

Note 4: Any changes or revisions in the accomplished form shall bear the declarant's initials.

- Follow up SALN from employees who have not yet submitted their accomplished SALN.
- Return the SALN form to the concerned officials / employees for completion of information and ensure to return the same before the prescribed deadline of submission.
- Prepare Preliminary Report to indicate findings as a result of evaluation on accomplished SALN and submit said report to RCC the list of the following:
 - employees who filed their SALN with complete data;
 - employees who filed their SALN but with incomplete data; and

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AOV, ADM-HRMS	Mymesol Chief, ADM

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65.	PROCEDURES MANUAL	REVISION NUMBER	0
	SUPPORT: PEOPLE	PAGE NUMBER	5 of 7
SECTION		EFFECTIVITY DATE	01 June 2021
OLOTION	SUFFORT. PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR		

~ employees who did not file their SALN В **RCC** Review the Preliminary Report and direct the issuance of a Preliminary Compliance Report Request (PCR) to declarant with incomplete SALN, within three (3) days from the receipt of the Preliminary Report. Indicate possible actions to the non-compliant declarants within Five (5) days from the receipt of the PCR. The Compliance Report shall contain a list of ITDI officials and employees, in alphabetical order, as follows: ~ those who filed their SALN with complete data: ~ those who filed their SALN but with incomplete data; and ~ those who did not file their SALN Within two (2) weeks before 30th Administer the Director / of April of every year, the Director oath Authorized or Authorized Representative shall Representative administer the oath and attest that the submitted SALNs of the officials / employees, are true and correct by affixing the signature above the "Person Administering Oath".

Prepared by:

AOV, ADM-HRMS

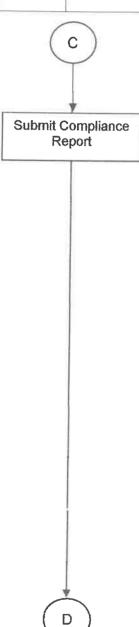
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Reviewed / Approved by:

Chief, ADM

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	PROCEDURES MANUAL SUPPORT: PEOPLE	REVISION NUMBER	0
		PAGE NUMBER	6 of 7
SECTION		EFFECTIVITY DATE	01 June 2021
ozo non		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR		



Administrative Officer V / HRMS

 The Director signs the Final Compliance Report then submit to the CSC on or before 30th of April of every year.

Note 5: Failure to comply the submission of SALN shall be ground for Disciplinary Action.

Note 6: The Director shall issue a showcause order directing the concerned employee to submit his/her comment or counter-affidavit within the prescribed period.

Note 7: If the evidence so warrants, will proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.

The offense for failure to file SALN shall be:

- ~ 1st Offense: Suspension for One(1) month and One(1)day to Six(6) months; and
- ~ 2nd Offense: Dismissal from the Service

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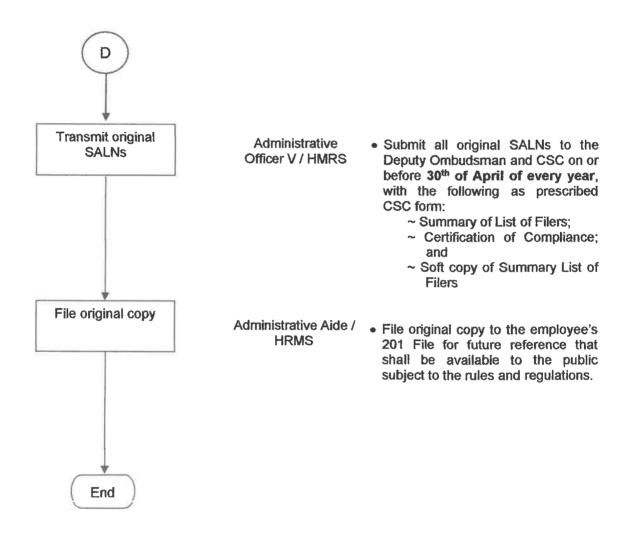
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRM 07-04
SECTION	DROCEDURE MANUAL	REVISION NUMBER	0
	PROCEDURES MANUAL	PAGE NUMBER	7 of 7
	CURRORT, REORIE	EFFECTIVITY DATE	01 June 2021
	SUPPORT: PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR		



Prepared by:

Reviewed / Approved by:

Mymean

AOV, ADM-HRMS

Chief, ADM

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-01
	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	1 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

1.0 Objective:

To ensure that all purchases conform to the specified requirements, acquired from the right source, delivered at the right time and to the best advantage of the office.

This procedure covers all activities starting with the receipt of approved Purchase Request for all materials, supplies, equipment, accessories and services up to issuance of goods to the end-user.

3.0 Definition of Terms:

Goods / Services - refer to materials, supplies, equipment, accessories and services to be procured.

Special Goods – refer to perishable dry & wet public market goods, agricultural goods, other office/laboratory consumables, and other construction materials to be procured from suppliers/distributors whose business permit is legally registered but not accredited in PhilGEPS.

Purchase Request (PR) – a document used in requesting supplies, materials, equipment, accessories and services.

Purchase Order (PO) – a contract between ITDI and the suppliers for the delivery of supplies, materials, equipment and accessories at a stipulated amount and the complete specifications of the item/s to be purchased, delivery terms, and the availability of funds.

Work Order (WO) - a contract between ITDI and the suppliers for the delivery of services such as repair, calibration, analysis/testing, preventive maintenance, fabrication, rental, hauling, printing, training, membership and/or tuition fee abroad at a stipulated amount and the complete specifications of the item/s to be purchased, delivery terms, and the availability of funds.

Agency Procurement Request (APR) – a contract between ITDI and Procurement Service, DBM for the delivery of common office supplies / materials /equipment paid in advance following delivery scheme as to pick-up, pick-up on a later date, regular free deliveries, and/or partial delivery.

Abstract of Special Canvass (ASC) – a document used to summarize the quotation of suppliers.

Request for Quotation (RFQ) – a document used to obtain quotation from suppliers.

Bids and Awards Committee (BAC) - refers to Bids and Awards Committee established in accordance with Article V of RA 9184.

PhilGEPS— refers to the Philippine Government Electronic Procurement System as provided in Section 8 of RA 9184.

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-01
	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	2 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

New Government Accounting System (NGAS) – an accounting system for all Government Offices implemented starting 2002.

External Provider – a supplier assumes the completion of all requirements prescribed under Republic Act 8194 and its Implementing Rules & Regulations, actively participated in both private and government procurement activities and found to be lowest calculated responsive bidder or highest rated responsive bidder.

Liquidated Damages (Penalty) – an amount payable by the supplier/contractor in case of breach or delay in the delivery of goods in which at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay.

Undertaking – a document executed by the end-user as the person responsible in submitting pertinent documents such as duly signed Purchase Order, Inspection & Acceptance Report, and Official Receipt/Invoice Receipt for liquidation purposes. Non-compliance with the submission of the said requirements will mean the end-user will pay for the said items to be deducted from the salary and other receivables.

4.0 Documented Information:

Purchase Request File
Abstract of Special Canvass File
Purchase Order File
Work Order File
Purchase Order and Delivery Monitoring Sheet
Purchase Order and Purchase Request Monitoring Logbook

5.0 References:

Government Procurement Reform Act (RA 9184)

Annual Procurement Plan (APP)

PM-ADM-PPMS 08-02 Acceptance, Storage and Release of Purchased Items

PM-ADM-PPMS 08-03 Evaluation of Suppliers

WI-ADM-PPMS 08-01 Purchase of Common Supplies and Materials from Procurement Service, DBM

WI-ADM-PPMS 08-02 Application for Authority to Import

WI-ADM-PPMS 08-03 Supplier Performance Rating

WI-ADM-PPMS 08-04 Importation of Goods Procedure

WI-ADM-PPMS 08-05 Application to Purchase Foreign Exchange for Payment of Membership, Training Fee, Testing and Analysis

WI-ADM-PPMS-08-06 Issuance, Control and Disposal of ITDI Property

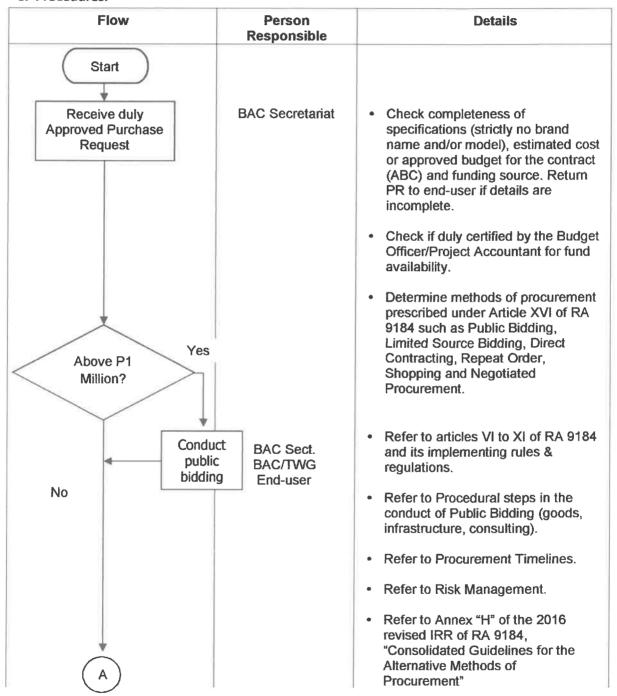
Master List of External Providers

Procurement Timelines

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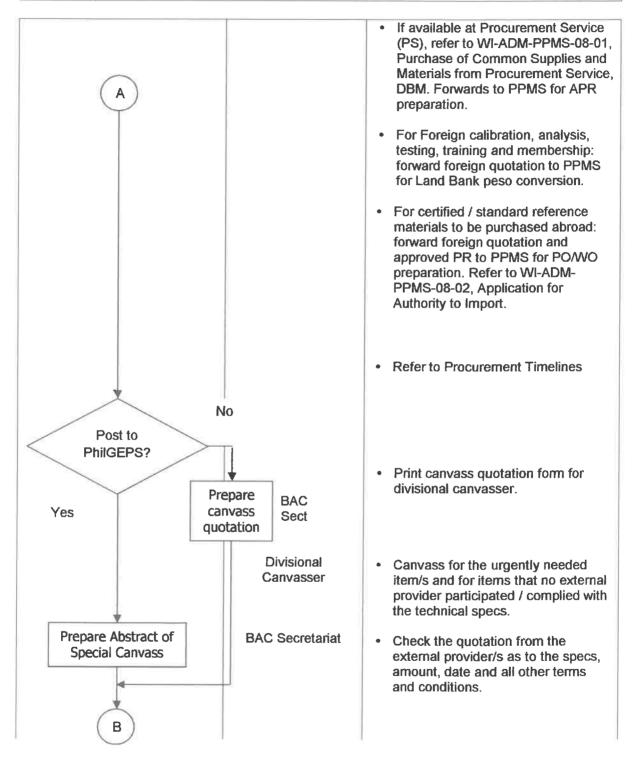
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-01
	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	3 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

6. Procedures:



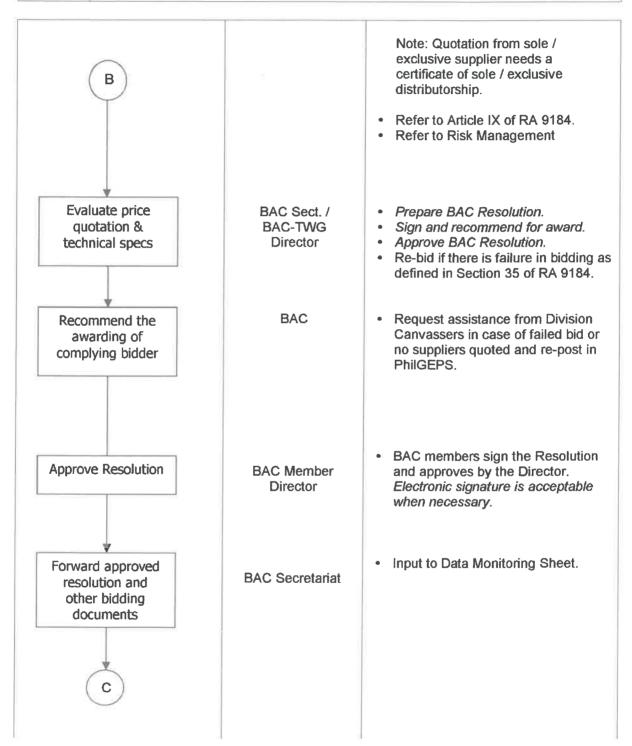
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-01
	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	4 of 14
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

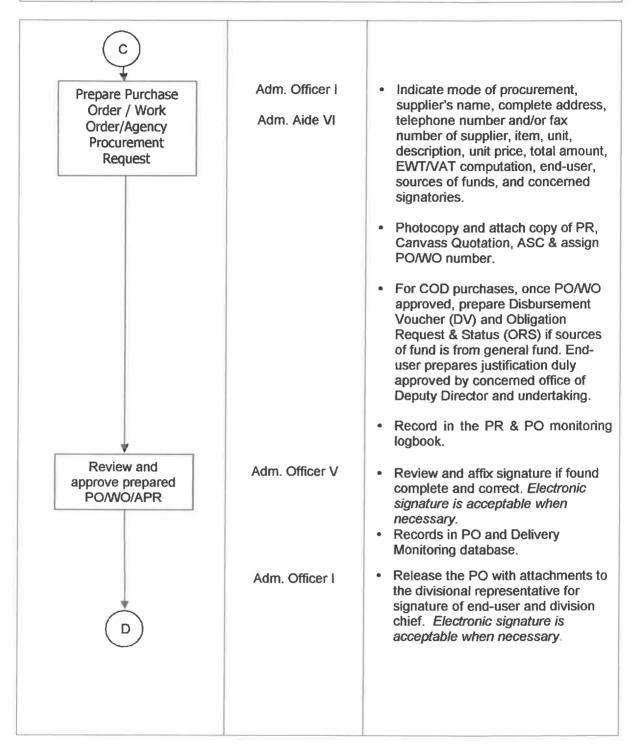


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9	PROCEDURES MANUAL	REVISION NUMBER	4
T		PAGE NUMBER	5 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
PROVISION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

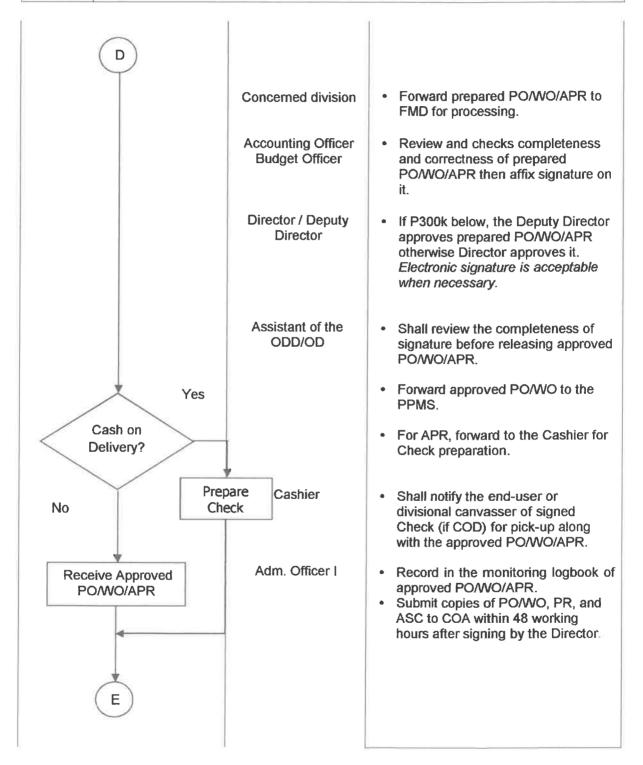


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	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	6 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
PROVISION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		



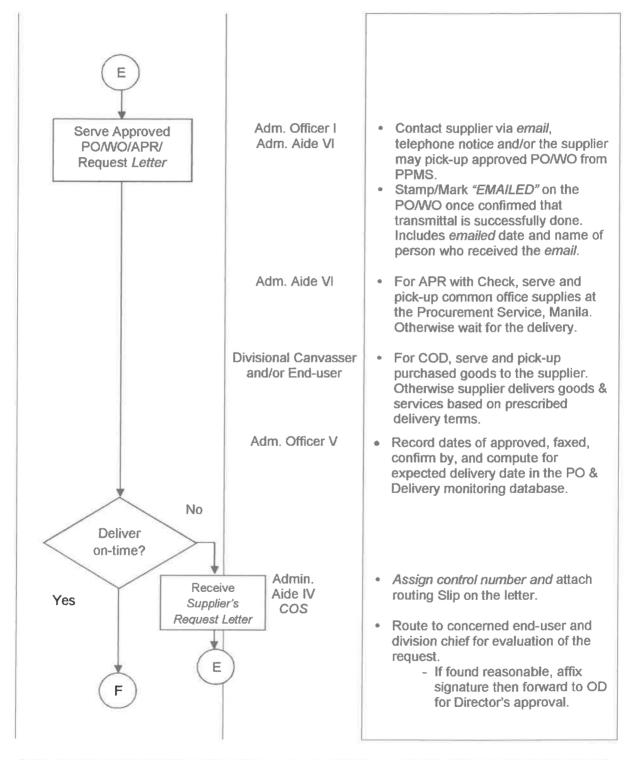
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PROCEDURES MANUAL	REVISION NUMBER	4	
	PKUGEDUKES MANUAL	PAGE NUMBER	7 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		



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	PROCEDURES MANUAL	REVISION NUMBER	4
-		PAGE NUMBER	8 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
PROVISION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		



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Reviewed / Approved by:

BAC Secretariat / AOV, ADM-PPMS

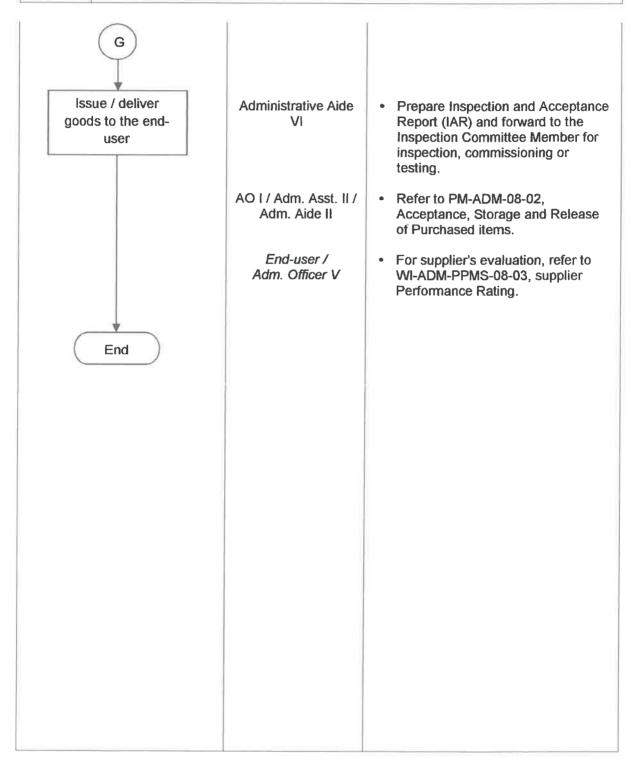
Chief, ADM

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	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	9 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
PROVISION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

F		 If found unreasonable, reject request and award to the next lowest bidder or rebid. Note: For Extension (1) Request for extension should be submitted two (2) days before the lapse of the original delivery date. (2) Extension of delivery may grant if based on meritorious grounds, with or without liquidated damages. (3) The maximum allowable extension shall not be longer than the initial delivery period as stated in the original contract, and liquidated damages (penalty) shall not exceed 10% of the contract amount.
	Adm. Officer V	 Record in the PO & Delivery monitoring database for supplier's performance rating.
Receive deliveries	Adm. Aide VI	 Assist supplier to deliver goods to the end-user. End-user checks completeness and correctness of deliveries then affix signature on Invoice Receipt indicating date received. Note: Invoice Receipt should conform to the item/s stipulated in the Purchase Order. Otherwise, refer to PM-ADM-PPMS 08-02. Acceptance, Storage and Release of Purchased Items.

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	DDOOLDHDLO SASSIISI	REVISION NUMBER	4
	PROCEDURES MANUAL	PAGE NUMBER	10 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		



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	DD00CDUDEO MANUAL	REVISION NUMBER	4
	PROCEDURES MANUAL	PAGE NUMBER	11 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

7.0 Procurement Timelines: PUBLIC BIDDING

A. Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services

Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommende d Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operationa I Timeline (Maximum Period Allowed)	Conditions / Remarks
20	Pre- Procurement Conference	1 CD	Day 0	Whenever necessary	Day 0	Optional for ABC of P2M and below
21.2.1	Advertisement / Posting of Invitation to Bid	7 CDs	Days 1 to 7	7 CDs	Days 1 to 7	Start of Availability of Bidding Documents
22.2	Pre-Bid Conference	1 CD	Day 8	Whenever necessary	Day 8 to 40	~ Optional for ABC below P1M ~ Not Earlier than 7 CDs from Advertisement / Posting ~ 12 CDs before Deadline of Submission and Receipt of Bids
25.5	Deadline of Submission and Receipt of Bids / Bid Opening	1 CD	Day 20	45 CDs	Day 52	Last day of Availability of Bidding Documents
32.4	Bid Evaluation	1 CD	Day 21	7 CDs	Day 53 to 50	
34.8	Post- Qualification	2 CDs	Day 22 to 23	45 CDs	Day 60 to 104	The bidder must submit all Post-Qualification Requirement within 5 CDs from receipt of Notice as bidder with LCB in accordance with Sec. 34.2
37.1.2	Approval of Resolution / Issuance of Notice of Award	1 CD	Day 24	15 CDs	Day 105 to 119	
37.2.1	Contract Preparation and signing	1 CD	Day 25	10 CDs	Day 120 to 129	
37.3	Approval of contract by Higher Authority	1 CD		20 or 30 CDs		If necessary
37.4.1	Issuance of Notice to Proceed	1 CD	Day 26	7 CDs	Day 130 to 136	
TOTAL	TIME		26 CDs		136 CDs	Excluding Approval of Higher Authority, if applicable

CD – Calendar Day ime and Maximum Period Allowed for the Procurement of

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	DDOGEDIEDEG MANUAL	REVISION NUMBER	4
	PROCEDURES MANUAL	PAGE NUMBER	12 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

Infrastructure Projects

_	Intrastructure Projects					
Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommende d Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational Timeline (Maximum Period Allowed)	Conditions / Remarks
20	Pre-	1 CD	Day 0	Whenever	Day 0	Optional for ABC of P5M
	Procurement Conference			necessary		and below
21.2.1	Advertisement / Posting of Invitation to Bid	7 CDs	Days 1 to 7	7 CDs	Days 1 to 7	Start of Availability of Bidding Documents
22.2	Pre-Bid	1 CD	Day 8	Whenever	Day 8 to 45	~ Optional for ABC below
	Conference			necessary	—— Day 8 to 60	~ Not Earlier than 7 CDs from Advertisement / Posting ~ 12 CDs before Deadline of Submission and Receipt of Bids
25.5	Deadline of Submission and Receipt of Bids / Bid Opening	1 CD	Day 20	45 CDs	Day 57 Day 72	Last day of Availability of Bidding Documents
32.4	Bid Evaluation	1 CD	Day 21	7 CDs	Day 58 to	
	DIG EVALUATION		Day 21	7 ODS	64	
					Day 73 to 79	
34.8	Post- Qualification	2 CDs	Day 22 to 23	45 CDs	Day 65 to 109 ———————————————————————————————————	The bidder must submit all Post-Qualification Requirement within 5 CDs from receipt of Notice as bidder with LCB in accordance with Sec. 34.2
37.1.2	Approval of	1 CD	Day 24	15 CDs	Day 110 to	
	Resolution / Issuance of Notice of Award				124 Day 125 to	
37.2.1	Contract Preparation and signing	1 CD	Day 25	10 CDs	Day 125 to 134	
					Day 140 to 149	
37.3	Approval of contract by Higher Authority	1 CD		20 or 30 CDs		If necessary
37.4.1	Issuance of Notice to Proceed	1 CD	Day 26	7 CDs	Day 135 to 141	

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-01
4	DD00CDUDE0 MANUAL	REVISION NUMBER	4
	PROCEDURES MANUAL	PAGE NUMBER	13 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

	-	Day 150 to 156	
TOTAL TIME	26 CDs	141 CDs	Excluding Approval of Higher Authority, if
		or 156 CDs	applicable

CD – Calendar Day

C. Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services

Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommende d Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operationa I Timeline (Maximum Period Allowed)	Conditions / Remarks
20	Pre- Procurement Conference	1 CD	Day 0	Whenever necessary	Day 0	Optional for ABC of P1M and below
21.2.1	Advertisement / Posting of Request for Expression of Interest	7 CDs	Days 1 to 7	7 CDs	Days 1 to 7	Start of Availability of Bidding Documents
24.5.4	Eligibility Check and Shortlisting		Day 8	20 CDs	Day 8 to 27	
22.2	Pre-Bid Conference	1 CD	Day 15	Whenever necessary	Day 34 to 70	~ Optional for ABC below P1M ~ Not Earlier than 7 CDs from determination of shortlisted consultants ~ 12 CDs before Deadline of Submission and Receipt of Bids
25.5	Deadline of Submission and Receipt of Bids / Bid Opening	1 CD	Day 27	75 CDs	Day 82	Last day of Availability of Bidding Documents
33.4	Bid Evaluation	1 CD	Day 28	21 CDs	Day 83 to 103	
33.2.1	Approval of Ranking by the HoPE		Day 29	2 CDs	Day 104 to 105	
	Notification for Negotiation		Day 30	3 CDs	Day 106 to 108	
33.2.5	Negotiation		Day 31	10 CDs	Day 109 to 118	
34.8	Post- Qualification	2 CDs	Day 32 to 33	30 CDs	Day 119 to 148	The bidder must submit all Post-Qualification Requirements within 5 CDs from receipt of Notice as

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	PROCEDURES MANUAL	REVISION NUMBER	4
		PAGE NUMBER	14 of 14
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PURCHASING OF GOODS		

				,, ,		bidder with HRB in accordance with Sec. 34.2
37.1.2	Approval of Resolution / Issuance of Notice of Award	1 CD	Day 34	15 CDs	Day 149 to 163	
37.2.1	Contract Preparation and signing	1 CD	Day 35	10 CDs	Day 163 to 173	
37.3	Approval of contract by Higher Authority	1 CD		20 or 30 CDs		If necessary
37.4.1	Issuance of Notice to Proceed	1 CD	Day 36	7 CDs	Day 174 to 180	
TOTAL TIME			36 CDs		180 CDs	Excluding Approval of Higher Authority, if applicable

CD – Calendar Day

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49	PROCEDURES MANUAL	REVISION NUMBER	2
	PRUGEDURES MANUAL	PAGE NUMBER	1 of 6
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
OLOTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF		
SUBJECT	PURCHASED ITEMS		

1.0 Objective:

To ensure that all purchased items conform to the specified requirements, properly accepted, stored and released to the concerned unit.

2.0 Scope:

This procedure covers all activities from the receipt of purchased items up to submission of relevant documents to the Budget Section for payment process.

3.0 Definition of Terms:

Items - refer to supplies, materials, equipment, accessories and services to be procured.

Invoice Receipt (IR) - a document enumerating the materials delivered.

Agency Procurement Request (APR) – a document used to purchase common supplies, materials and devices to the Procurement Service (PS), Department of Budget and Management (DBM).

Property Acknowledgment Receipt (PAR) – a document used to acknowledge the receipt of property and equipment (worth above ten thousand pesos) for official use.

Inventory Custodian Slip (ICS) – a document used to acknowledge the receipt of semi-expendable property (worth less than ten thousand pesos) for official use.

Equipment Ledger Card (ELC) – a document used to record the description, acquisition and other information about the property, plant and equipment.

Inspection and Acceptance Report (IAR) - a document enumerating materials accepted / rejected.

Disbursement Voucher (DV) – a document used in the preparation of payments for materials, supplies, equipment, accessories and services to be procured.

Waste Material Report (WMR) – a document used to report all waste materials such as destroyed spare parts and other materials considered scrap due to replacement.

Report of Supplies and Materials Issued (RSMI) – a document used to prepare monthly report of issued supplies and materials.

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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE DOCUMENT TYPE	01 June 2021 PAPER / PDF FILE
SECTION	PRODUCTION AND SERVICE		
		1 YOU INDIANCE	2 01 0
	PROCEDURES MANUAL	PAGE NUMBER	2 of 6
40	DDOCEDURE MANUAL	REVISION NUMBER	2
THE INC	DEPARTMENT OF SCIENCE AND TECHNOLOGY DUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-02

4.0 Documented Information:

Invoice Receipt File / Delivery Receipt File
Agency Procurement Request (APR) File
Inspection and Acceptance Report File
Acknowledgment Receipt for Equipment File
Inventory Custodian Slip (ICS) File
Equipment Ledger Card
Equipment / Semi-expendable Index Card
Waste Material Report File
Report of Supplies and Materials Issued (RSMI) File

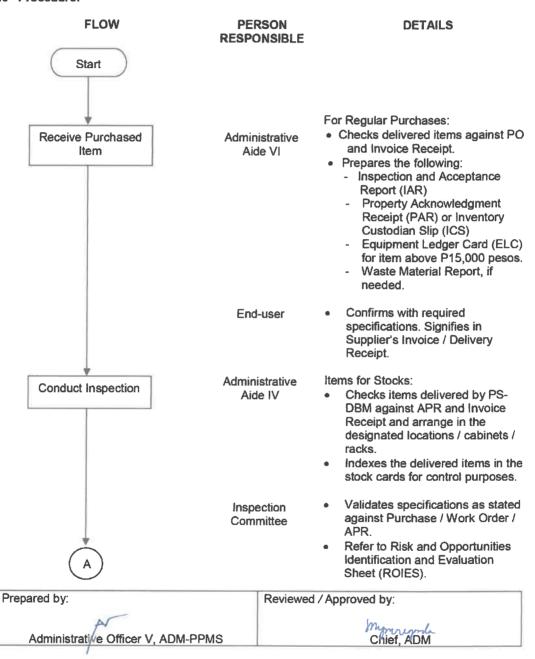
5.0 Reference:

National Government Accounting System (NGAS)
WI-ADM-PPMS 08-06 Issuance, Control and Disposal of ITDI Property

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SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF PURCHASED ITEMS		
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROCEDURES MANUAL	PAGE NUMBER	3 of 6
497	DESCRIPTE MAMIAI	REVISION NUMBER	2
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-02

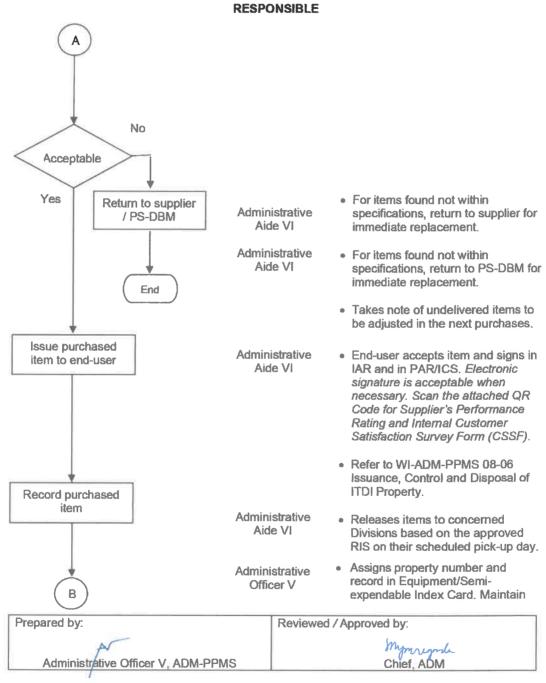
6.0 Procedure:



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40	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	4 of 6
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
CUDICOT	ACCEPTANCE, STORAGE AND RELEASE OF		
SUBJECT	PURCHASED ITEMS		

FLOW PERSON DETAILS



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13	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	5 of 6
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF		
SUBJECT	PURCHASED ITEMS		

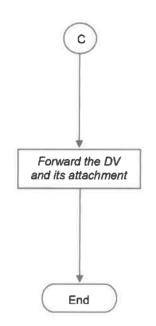
FLOW PERSON **DETAILS** RESPONSIBLE Equipment Ledger Card, for items above P15,000. Administrative · Reviews and checks completeness Officer V of documents and signify conformance by signing the IAR and PAR/ICS. Prepares the following: Administrative Prepare relevant - Disbursement Voucher (DV) documents Aide VI - Compute liquidated damages (penalty) for delayed delivery, if any. Sends computation to supplier to sign the conforme. Administrative • Prepares monthly report of RSMI for Aide VI submission to Accounting for reconciliation in the books. Administrative Review Checks correctness of VAT/EWT Officer V computation and affix initial on DV. completeness of documentary requirements · Checks completeness of relevant documents as follows: - Disbursement Voucher (DV) - Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS) Inspection and Acceptance Report (IAR) / Pre-Post Inspection Report Property Acknowledgment Receipt (PAR) / Inventory Custodian Slip (ICS) - Equipment Ledger Card, if needed - Invoice Receipt / Delivery Receipt - Original Copy of PO/WO - Purchase Request - Abstract of Canvass - Canvass Quotation - Summary of Bids

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100	INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-PPMS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	6 of 6
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF		
SOBJECT	PURCHAS	ED ITEMS	

FLOW **PERSON RESPONSIBLE** **DETAILS**



- Justification of End-user, in case of sole distributor or failed bids for three (3) times.
- Resolution
- Refer to Risk and Opportunities Identification and Evaluation Sheet (ROIES).
- Administrative Aide VI
- · Release the DV and its attachment to the concerned division for signature of Project Leader / Division Chief.
- Division concerned forwards the same to the Accounting Section then to the Office of the Deputy Director for approval.

Prepared by:	Reviewed / Approved by:
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	DESCRIPTO BASALLAL	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	1 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		

1.0 Objective:

To ensure proper billing from the income generating services of ITDI and ADMATEL.

2.0 Scope:

This procedure covers all activities from the receipt of MOA/TSR.

3.0 Definition of Terms:

Order of Payment - a document issued by the accounting staff to the Collecting Officer to receive payment and issue corresponding OR.

General Ledger - a book of final entry containing accounts arranged in the same sequence as in the chart of accounts.

Subsidiary Ledger - a book of final entry containing the details of the balance of the controlling account appearing in the General Ledger.

Journal Entry Voucher - a document used to record all government transactions and where accounting journal entries are reflected.

General Journal - a document where all transaction for the month are recorded.

Outstanding Accounts - refer to unpaid accounts of clients resulting from services rendered/completed.

Statement of Account - a document prepared by Accounting or ADMATEL Staff and issued to ITDI's client/s with outstanding accounts as per MOA/Technical Service Request. It is also being issued upon request of the client when availing ITDI services for the purpose of payment preparation.

RTS - is a term used by the Bureau of Post to indicate that registered demand/collection letters sent by ITDI were not served due to any of the following reasons: 1) Client can no longer be found; 2) Incomplete/unknown address; 3) Moved out; 4) Company closed; and 5) Unclaimed.

Schedule of Accounts Receivables - a document which lists the names of debtors, other reference and amount due to ITDI.

Registry of Accounts Written-Off - a document where the amount of accounts receivable written-off from the Agency books are recorded.

Prepared by:	Reviewed / Approved by:
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Administrative Officer IV, FMD-AS	Chief, FMD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-FMD-AS-08-01
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	2 of 5
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		

4.0 Documented Information:

Statement of Account
Order of Payment
Accounts Receivable Subsidiary Ledger
General Ledger
Journal Entry Voucher
General Journal
Schedule of Accounts Receivables
Registry of Accounts Written-Off

Manual on the New Government Accounting System for National Government Agencies (Volumes I-III)

WI-FMD-AS 08-01 How to Request for Write-Off of Client's Outstanding Account.

ITDI Administrative Order No. 006

Bureau of Treasury Memoranda/Circulars

COA Rules & Regulations

DBM Circulars

DOST Guidelines on GIA-Funded Projects

Land Bank Memoranda/Circulars

R.A. 9970 - General Appropriations Act

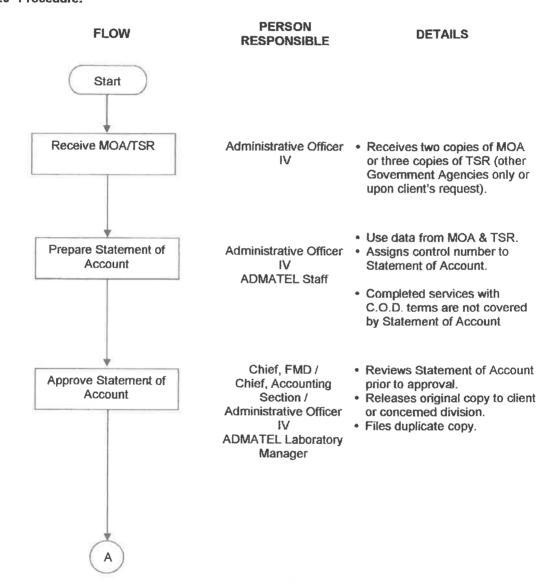
R.A. 8439 - Magna Carta for Scientists

Organizational Performance Indicator Framework

Prepared by:	Reviewed / Approved by:
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Administrative Officer IV, FMD-AS	Chief, FMD

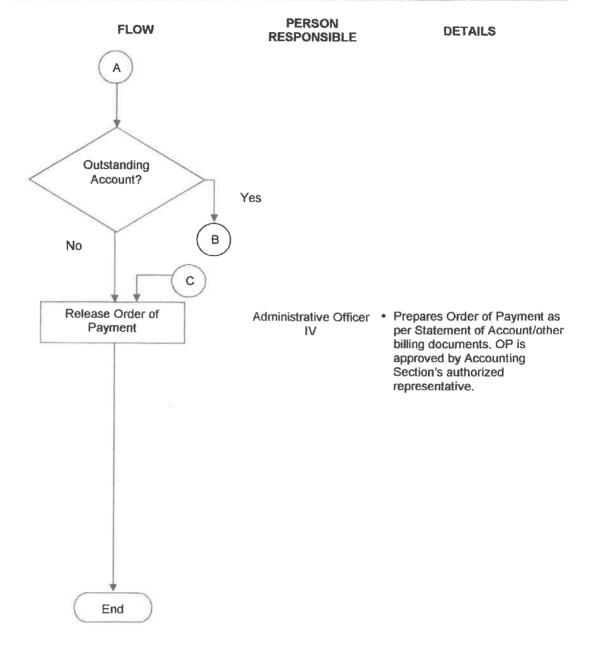
10	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-FMD-AS-08-01
43	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	3 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		

6.0 Procedure:



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Administrative Officer IV, FMD-AS	Chief, FMD	

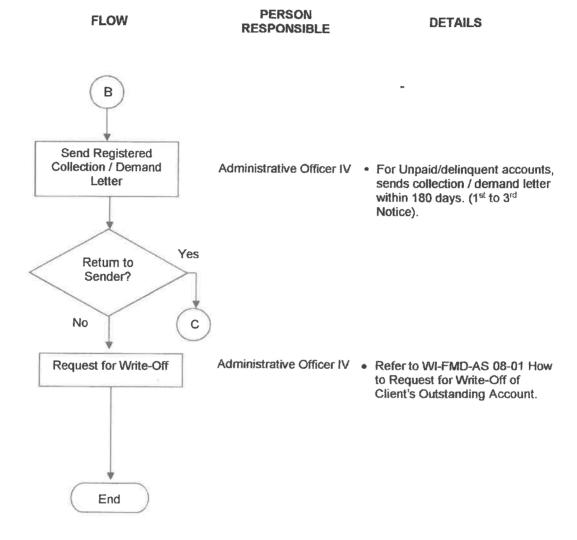
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4	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	4 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		



Prepared by:	Reviewed / Approved by:	
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Administrative Officer IV, FMD-AS	Chief, FMD	

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	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	5 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		



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Administrative Officer IV, FMD-AS	Chief, FMD

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49	DDOCEDHDEC MANHAI	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	1 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		

1.0 Objective:

To ensure that ITDI's budget proposal is aligned with the guidelines and policies set by the national budget management.

2.0 Scope:

This procedure covers all activities from the budget forum up to the submission of budget proposal.

3.0 Definition of Terms:

DBM - an acronym for Department of Budget and Management.

GAD – an acronym for Gender and Development.

MFO Budget Matrix (Form A) – is a form used to reflect the attribution of the budgetary requirements of Program/Activity/Project statement and its component activities to the different Major Final Outputs (MFOs) of ITDI.

PS - an acronym of Personal Services

MOOE - an acronym of Maintenance and Other Operating Expenses

CO - an acronym of Capital Outlay

BP 100 – Statement of Revenues form used to reflect all revenues collected by agencies which are deposited in the National Treasury.

BP 100-A – Statement of Revenues and Expenditures form used to reflect all revenues collected by agencies which are deposited in the National Treasury under Special Account in the General Fund.

BP 200 – Comparison of Appropriations and Obligations form used to indicate the sources of appropriations available and obligations incurred during a particular fiscal year.

BP 201 – Summary of Obligations and Proposed Programs/Projects form used to identify the programs/activities/projects or components thereof that address specific commitments of the government.

BP 202 – Requirements of Locally-Funded Projects form used for locally-funded project of agencies whether new or on-going for projects P10 million and above.

BP 205 – Staffing Summary of Non-Permanent Positions form used to present the particulars of non-permanent positions in all government agencies.

Prepared by:	Reviewed / Approved by:	
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10	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-FMD-BS 08-01
	DDOCEDINE MANUAL	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	2 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	01 June 2021
	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		

BP 208 – List of Retirees form used to indicate the details of the retirees for payment of terminal leave and gratuity benefits.

BP 300 – Proposed Provision form used to state either new and/or proposed amendments/modifications to the existing provision and justification thereof.

BP 500 – Statement of Other Receipts/Expenditures form used to report all receipts which are authorized to be deposited with government financial institutions and used by the agency.

BP 600 – Annual Gender and Development Plan and Budget form used to clarify and spell- out what the agency intends to accomplish and commits to address.

BP 600A – GAD Accomplishment Report form used to report the consequences of the Gender and Development activity that has been conducted.

4.0 Documented Information:

Accomplished Forms:

MFO Budget Matrix (Form A)

Agency Performance Measures (Form B)

BP 100 - Statement of Revenues

BP 100A - Statement of Revenues and Expenditures

BP Form No. 200 - Comparison of Appropriations and Obligations

BP Form No. 201 - Summary of Obligations and Proposed Programs/Projects

BP Form No. 201A - Obligations for Personal Services

BP Form No. 201B - Obligations for Maintenance and Other Operating Expenses

BP Form No. 201C - Obligations for Capital Outlays

BP 202 – Requirements of Locally-Funded Projects

BP 205 - Staffing Summary of Non-Permanent Positions

BP 208 - List of Retirees

BP 300 – Proposed Special Provisions

BP 500 - Statement of Other Receipts/Expenditures

BP 600 - Annual GAD

BP 600A - Annual GAD Accomplishment Report

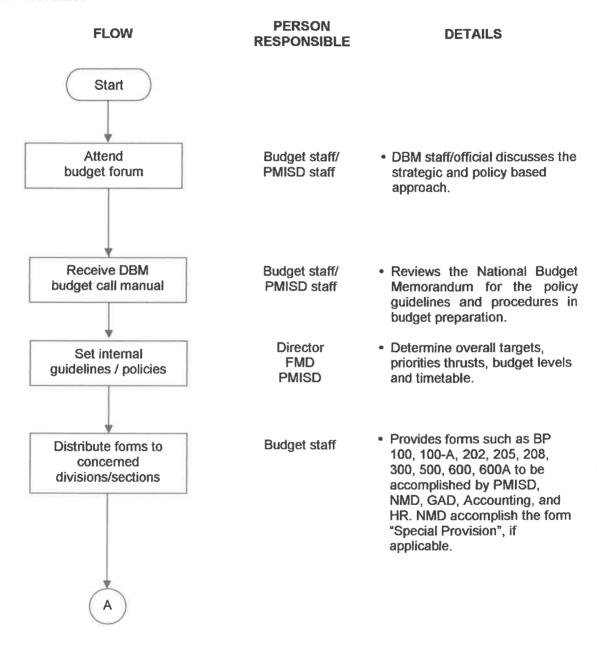
5.0 References:

National Budget Call General Appropriation Act DBM Circulars Organizational Performance Indicator Framework

Prepared by:	Reviewed / Approved by:	
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Administrative Officer V, FMD-BS	Chief, FMD	

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SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE

6.0 Procedure:



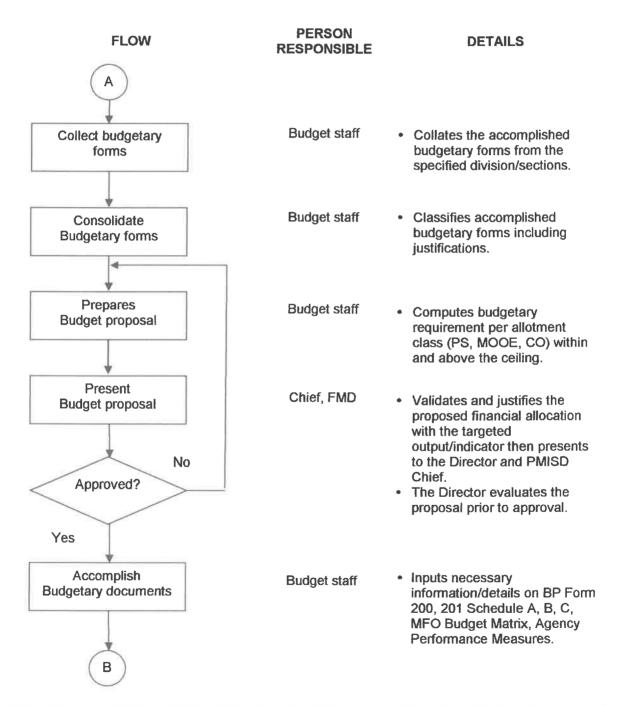
Prepared by:

Reviewed / Approved by:

Administrative Officer V, FMD-BS

Chief, FMD

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40	PROCEDURES MANUAL PRODUCTION AND SERVICE	REVISION NUMBER	2
		PAGE NUMBER	4 of 5
OFOTION		EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PRE	PARATION	



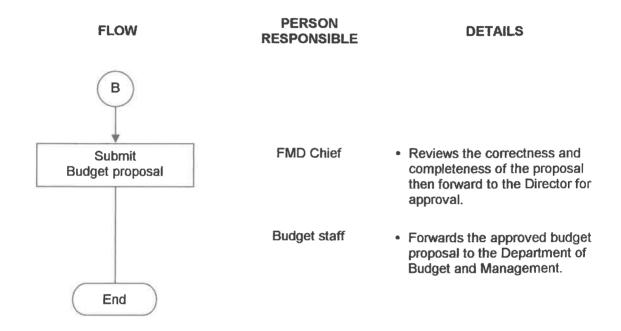
Prepared by:

Reviewed / Approved by:

Administrative Officer V, FMD-BS

Chief, FMD

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9	PROCEDURES MANUAL	REVISION NUMBER	2
OFOTION	PROCEDURES MANUAL PRODUCTION AND SERVICE	PAGE NUMBER	5 of 5
		EFFECTIVITY DATE	01 June 2021
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PRE	PARATION	



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DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

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DOCUMENT CODE PM-PMISD 08-01
REVISION NUMBER 3
PAGE NUMBER 1 of 3

SECTION

PRODUCTION AND SERVICE PROVISION

DOCUMENT TYPE PAPER / PDF FILE

SUBJECT

PLANNING, MONITORING AND EVALUATION OF R&D PROJECTS

1.0 Objectives:

To ensure the preparation of the Institute's overall plans and programs for implementation during the year.

To ensure the Monitoring and Evaluation (M&E) of the Institute's programs, activities and projects (PAPs) during the year.

2.0 Scope:

This procedure covers activities of the division encompassing the following: ITDI Strategic Plan updating; evaluation, approval, monitoring and encoding in the database of project accomplishments.

3.0 Definition of Terms:

TRC - Technical Review Committee

PMISD Form 103 (PMISD-F1) - refers to R&D Progress Report form containing target milestones/deliverables and detailed accomplishment of individual project submitted on a quarterly basis by R&D Divisions.

Project Monitoring Sheet (PMISD-F3) – refers to the R&D project's Gantt Chart of Activities based on targeted milestones.

4.0 Documented Information:

R&D Project 201 File
Minutes of Evaluation File
ITDI Programs and Projects File (By Division and Year)

5.0 References:

WI-PMISD-08-01, Call for Submission of Project Proposals WI-PMISD-08-02, Evaluation of Proposals/Projects WI-PMISD-08-03, Monitoring/Validation of Project Accomplishments

Prepared by:

Reviewed / Approved by:

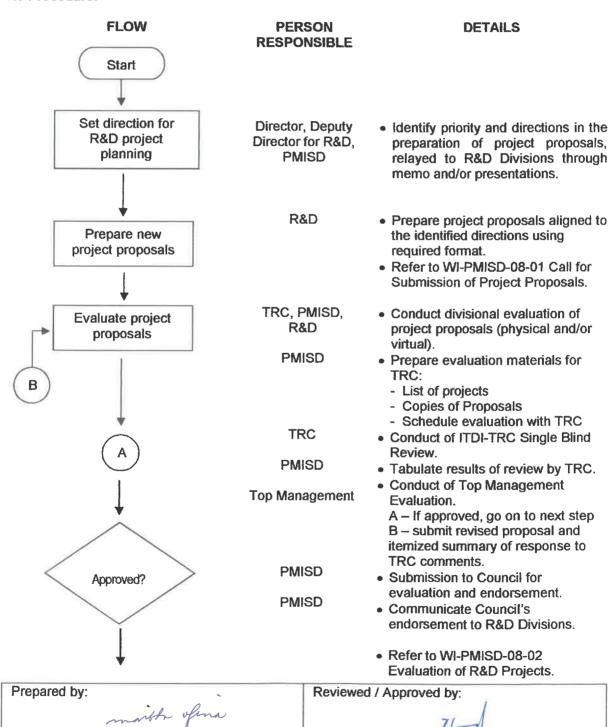
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Supervising SRS, PMISD-PMS

Chief, PMISE

SUBJECT	PLANNING, MONITORING AND EVALUATION OF		
SECTION	PRODUCTION AND SERVICE PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
		EFFECTIVITY DATE	01 June 2021
	PROCEDURES MANUAL	PAGE NUMBER	2 of 3
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-PMISD 08-01

R&D PROJECTS

6.0 Procedure:



Supervising SRS, PMISD-PMS

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DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

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PM-PMISD 08-01 DOCUMENT CODE **REVISION NUMBER** 3 PAGE NUMBER 3 of 3 01 June 2021 **EFFECTIVITY DATE**

SECTION

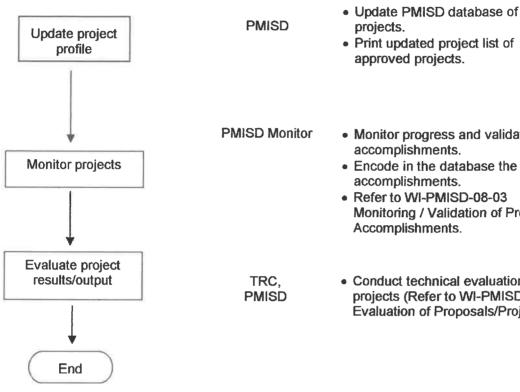
PRODUCTION AND SERVICE **PROVISION**

DOCUMENT TYPE

PAPER / PDF FILE

SUBJECT

PLANNING, MONITORING AND EVALUATION OF **R&D PROJECTS**



· Monitor progress and validate accomplishments. Encode in the database the project accomplishments. • Refer to WI-PMISD-08-03 Monitoring / Validation of Project Accomplishments. · Conduct technical evaluation of projects (Refer to WI-PMISD-08-02 Evaluation of Proposals/Projects).

Prepared by: Reviewed / Approved by: marthe ulins Supervising SRS, PMISD-PMS

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
(6)		REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	1 of 6
SECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION	BOCOMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

1.0 Objective:

To ensure that all types and forms of documented information necessary for the effectiveness of the QMS, are appropriately identified, reviewed, approved, and always made available at any time and suitable for use when needed. It also aims to ensure that documented information of external origin is identified and its distribution controlled.

2.0 Scope:

This procedure manual covers all the documented information needed for the Quality Management System of the Industrial Technology Development Institute and covers the monitoring and distribution of internally and externally generated documents. Furthermore, this covers the issuance of the uncontrolled copy.

3.0 Definition of Terms:

Documented Information – information (both documents and records) that must be controlled, maintained and retained necessary to support the operation of processes which should be carried out as planned.

Process Owner - the person who prepares a management system document.

Copyholder - the person who holds a copy of the controlled document.

Controlled Documents - documents issued that need to be updated.

Uncontrolled Documents – any document that need not to be updated *and was unofficially printed, reproduced and/or downloaded not bearing the official markings.*

Internally-Generated Documents - documents prepared by any personnel of ITDI.

Externally-sourced Documents - ready-made documents sourced outside of ITDI that include published national or international standards on methods, procedures and specifications, equipment instructions and operating manuals, legal papers, references, etc. which are determined necessary for the planning and operation of the quality management system.

Document Control Form (DCF) – a form used to request for creation, revision and cancellation of an existing documented information.

DCD - Document Custodian of the Division.

4.0 Records:

Accomplished Document Control Form Accomplished Issue/Withdrawal Form

Prepared by:	Reviewed / Approved by:
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DOCUMENT CUSTODIAN	QMR

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SECTION	DOCUMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT CONTROL OF DOCUMENTED INFORMATION			

5.0 References:

Master List of Controlled Documents
Master List of Externally Sourced Documents
WI-QMS 02-01 How to Revise Controlled Document
WI-QMS 02-02 Withdrawal of Obsolete Documents

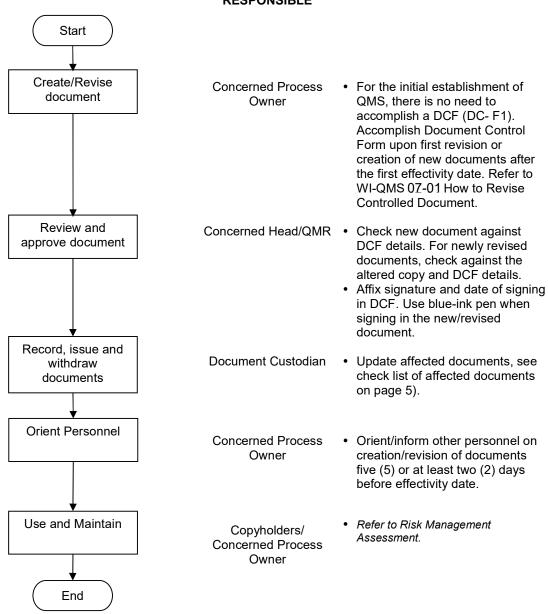
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(C)		REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	3 of 6
CECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION	DOCOMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT CONTROL OF DOCUMENTED INFORMATION			

6.0 Procedure:

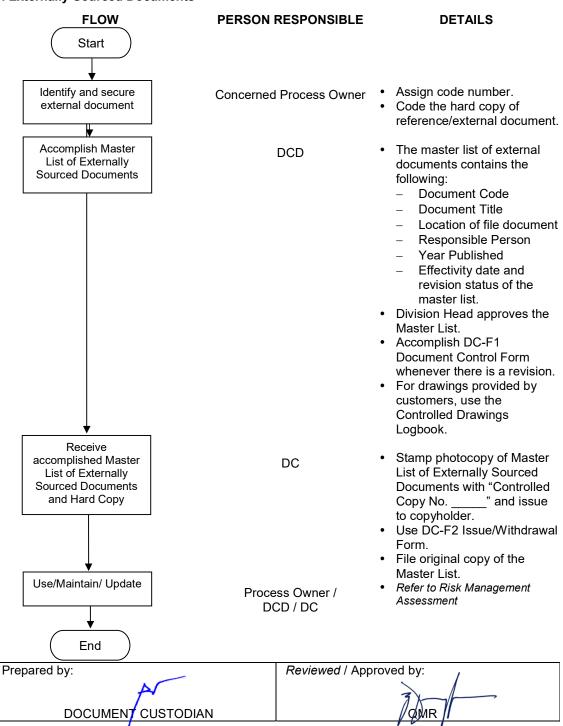
A. Internally-Generated Documents FLOW

PERSON RESPONSIBLE **DETAILS**



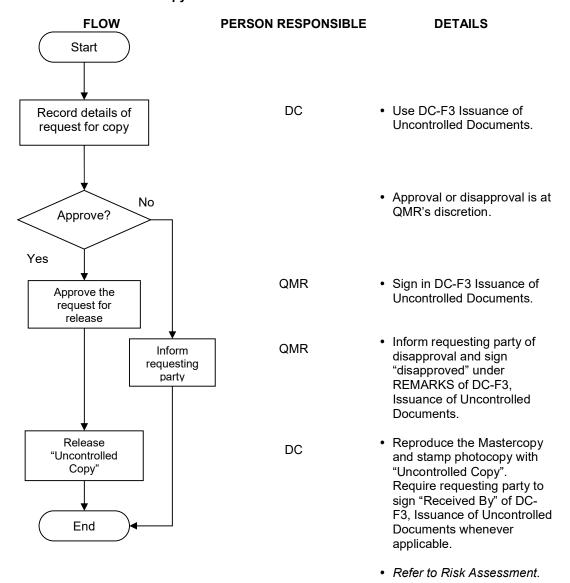
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(C)		REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	4 of 6
CECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION	DOCUMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT CONTROL OF DOCUMENTED INFORMATION			

B. Externally-Sourced Documents



	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
		REVISION NUMBER	3
	PROCEDURES MANUAL	PAGE NUMBER	5 of 6
CECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SECTION	DOCUMENTED INFORMATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

C. Issuance of Uncontrolled Copy



Prepared by:

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Reviewed / Approved by:

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	PROCEDURES MANUAL DOCUMENTED INFORMATION	REVISION NUMBER	3
		PAGE NUMBER	6 of 6
CECTION		EFFECTIVITY DATE	01 June 2021
SECTION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

- > Checklist of affected documents when revision is made.
 - √ Page Number
 - √ Table of Contents
 - ✓ Authorization for the Implementation / Updating Responsibility, PM-QM-01-03
 - ✓ Master List of Controlled Documents
 - ✓ Master List of Controlled Documents (Electronic Files)

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SECTION	DECOLIDEE NAANIA CENACAIT	EFFECTIVITY DATE	June 01, 2021
	RESOURCE MANAGEMENT	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CORRECTIVE MAINTENANCE		

1.0 Objective:

To ensure that correction or restoration of equipment experiencing failure is carried out effectively and efficiently.

2.0 Scope:

This operational procedure covers corrective maintenance of equipment and fixtures in the ITDI facilities.

3.0 Definition of Terms:

Corrective Maintenance – maintenance tasks carried out to identify, assess and address reported problem/ issue on an equipment to return it to acceptable operating condition.

4.0 Documented Information

ITDI-F19 Equipment Maintenance Record
Building Maintenance Inspection Report
ESS Job Request Form

5.0 References:

PM ADM-PPMS 08-01 Purchasing of Goods

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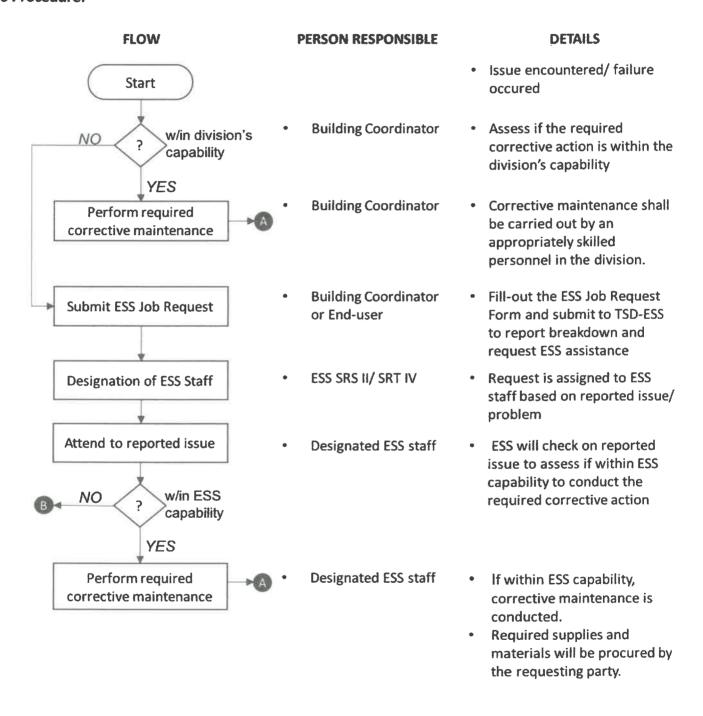
Supervising SRS, TSD-ESS

Approved by:

Chief, TSD

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	LURCHANES MAMAY	PAGE NUMBER	Page 2 of 3
CCCTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	June 01, 2021
SECTION		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CORRECTIVE MAINTENANCE		

6.0 Procedure:



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Supervising SRS, TSD-ESS	Chief, TSD

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	PROJECUONES IMAMUAL	PAGE NUMBER	Page 3 of 3
SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	June 01, 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CORRECTIVE MAINTENANCE		

Outsource required corrective maintenance Update records End

PERSON RESPONSIBLE

- Building Coordinator or End-user
- Building Coordinator

DETAILS

- If there is no in-house capability, corrective maintenance is outsourced by the concerned division.
- Refer to PM-ADM-PPMS 05-01 for Purchasing of Goods.
- Update as applicable:
 - Equipment Maintenance Record [F19]
 - Building Maintenance Inspection Report

Prepared by:

Supervising SRS, TSD-ESS

Approved by:

Chief, TSD

DEPARTMENT OF SCIENCE AND TECHNOLOGY DOCUMENT CODE PM-TSD-IDS 08-01 INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE **REVISION NUMBER** PROFESSION STREET PAGE NUMBER Page 1 of 6 PRODUCT REALIZATION **EFFECTIVITY DATE** June 01, 2021 **SECTION** DOCUMENT TYPE PAPER / PDF FILE **CREATION AND PRODUCTION SUBJECT** OF SOCIAL MARKETING COLLATERALS

1.0 Objective:

To ensure that the social marketing collaterals produced by the Institute are effective and meet the information/communication needs of its various stakeholders.

2.0 Scope:

This procedure covers all activities from the identification of topics for collaterals production up to the release/distribution of finished products to end users.

3.0 Definition of Terms:

Social marketing collaterals (SMC) – a collection of marketing communications pieces used as part of an organization's overall marketing/promotions strategy. These include newsletters, brochures, fliers, exhibits, presentation materials, press releases/articles, and/or date sheets that provide an overview of the features of a technology, product or service and show why those products or services are useful to the industry that the business/organization serves.

Press release (PR) – newsworthy articles intended to be published in the media for the purpose of showcasing a company's technologies/services to the public or its market. Also known as news release.

4.0 Documented Information

Files of approved/edited drafts (write up/designs)
Files of finished/published collaterals
Photo bank/files
MOA/contract services files
Minutes of the meetings/interviews
Recorded interview files

5.0 References:

Project reports (evaluation, monitoring, terminal)
Annual report
Institute annual plan/Department priority plan
Researchers/scientists
Budget presentation materials

Prepared by:	Approved by:
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Supv. SRS, TSD-IDS	Chief, TSD

DEPARTMENT OF SCIENCE AND TECHNOLOGY DOCUMENT CODE **PM-TSD-IDS 08-01** INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE REVISION NUMBER Page 2 of 6 PAGE NUMBER **EFFECTIVITY DATE** June 01, 2021 PRODUCT REALIZATION **SECTION** PAPER / PDF FILE DOCUMENT TYPE CREATION AND PRODUCTION **SUBJECT** OF SOCIAL MARKETING COLLATERALS

6.0 Procedure:

FLOW PERSON RESPONSIBLE **DETAILS** Start TSD Chief • TSD Chief and Comms Spec Comms Spec [Sup SRS/ identifies and approves topics Editor-in-Chief (EIC); from available materials/data Identify Senior SRS1 promotion/dissemination: topics e.g., list of completed projects Comms Spec assigns topics to TSD writers • WP conducts meeting and decide on topics/assignments NO only for Techno Bulletin and Miscellanews (Refer WI-TSD-Approve IDS 08-02 How to Prepare topics? Social Marketing Collaterals) Comms Spec Writers conduct research on **TSD Writers** assigned topic ICOW member/writer Gather Interview researchers/resource data persons Comms Spec Writers develop first draft TSD Writers Writers to seek clearance from Create content, ICOW member/writer concerned division chief write stories/ materials/script Social Media Handler For social media, socmed Social media handler creates line up and posting content with graphics visuals as appropriate for posting. The platform is fluid and editable as posted. Its **END** nature needs a certain level of autonomy provided the information is vetted before posting.

Prepared by:

Supv. SRS, TSD-IDS

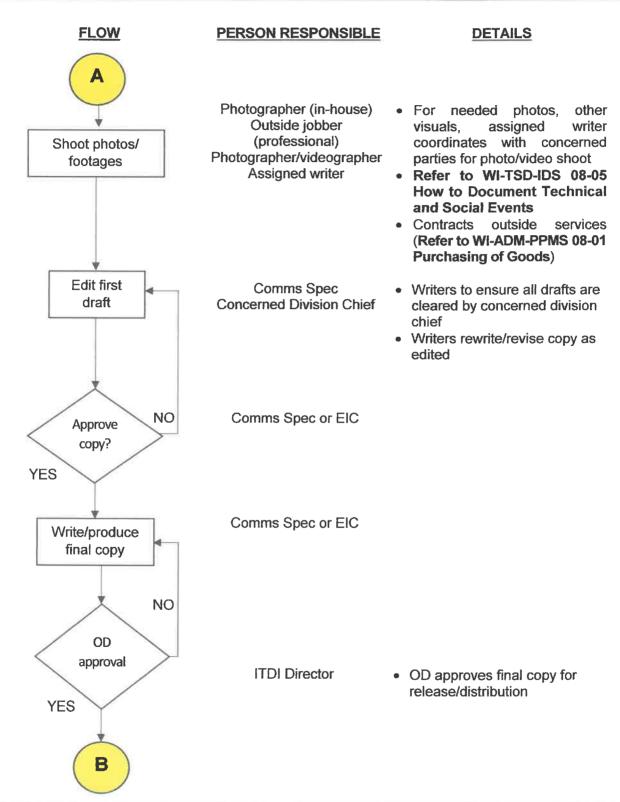
Approved by:

Chief, TSD

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DEPARTMENT OF SCIENCE AND TECHNOLOGY DOCUMENT CODE **PM-TSD-IDS 08-01** INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE **REVISION NUMBER** PROGRAMMAN PAGE NUMBER Page 3 of 6 PRODUCT REALIZATION **EFFECTIVITY DATE** June 01, 2021 **SECTION** DOCUMENT TYPE PAPER / PDF FILE CREATION AND PRODUCTION **SUBJECT**

OF SOCIAL MARKETING COLLATERALS



Prepared by: Approved by: Chief, TSD Supv. SRS, TSD-IDS

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-TSD-IDS 08-01
0	DOCUMENTO MANUAL	REVISION NUMBER	0
1	PROCEDURES MANUAL	PAGE NUMBER	Page 4 of 6
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	June 01, 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND I		

OF SOCIAL MARKETING COLLATERALS

FLOW PERSON RESPONSIBLE DETAILS B D. Press release Comms Spec · Comms Spec sends the press E. Audio visuals releases to media contacts thru email, messenger or viber Type of D Releases **SMC** сору A. Techno bulletin **END** B. Exhibits C. Others A, B, C & E Creative Artist Creative Artist conceptualizes Designs total look presentation design and of collateral (Refer to WI-TSD-IDS 08-03 How to Design Social Marketing Collaterals; Exhibit) Approves NO Comms Spec/EIC draft design Comments to improve design **TSD Chief** and approves as discussed Consultant (case to case) YES Layout material/ **Creative Artist** Creative/Layout Artist execute collateral AV draft AV/video-photographer design-layout and prepares dummy (Refer to WI-TSD-IDS 08-05 How to Lavout **Knowledge Collaterals**) AV/video-photographer

Prepared by: Approved by: Jaffered . Supv. SRS, TSD-IDS Chief, TSD

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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-TSD-IDS 08-01
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	PROCEDURES MANUAL	PAGE NUMBER	Page 5 of 6
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	June 01, 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND I		N. C.

FLOW PERSON RESPONSIBLE DETAILS Comms Spec/EIC · Comms Spec/EIC, TSD Chief **Edit materials** TSD Chief and Consultant (if available) Consultant checks on appropriateness of OD all elements to achieve desired look and feel Creative/Layout Artist • Refer to WI-TSD-IDS 08-03 Execute final AV/video-photographer to Design Social How design/copy Marketing Collaterals and WI-TSD-IDS 08-06 How to Layout Knowledge Collaterals Creative/Layout Artists In-house print master Presents AV copy Outside jobber Comms Spec/EIC Comms Spec/EIC, TSD Chief, Edits/approves proof, TSD Chief Consultant and OD check final AV/video draft Consultant design and make sure that all elements (and as edited) are complete/followed ITDI print master Production of final · Artists endorse final copy to Outside jobber ITDI print master (if for invideo copy house printing) · For job out, refer to WI-TSD-IDS 08-07 How to Prepare Purchase Request for Job-**Out Services** EIC endorses approved AV/video version for final production

Prepared by:

Supv. SRS, TSD-IDS

Approved by:

Chief, TSD

SUBJECT	CREATION AND PRODUCTION OF SOCIAL MARKETING COLLATERALS		
SECTION		DOCUMENT TYPE	PAPER / PDF FILE
CECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	June 01, 2021
	PROCEDURES MANUAL	PAGE NUMBER	Page 6 of 6
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-TSD-IDS 08-01

FLOW PERSON RESPONSIBLE DETAILS Circulation Assistant Refer to WI-TSD-IDS 08-09 Distribute printed Sending ITDI Information collaterals **Materials** Identified to Recipients **Knowledge Products** • Refer to WI-TSD-IDS 05-08 Stores and releases Custodian Acceptance, Processing, collaterals Distribution and Control of **Documents** in **Depository Room** Facilitates development of Knowledge Bank, Database **END**

Prepared by:

Supv. SRS, TSD-iDS

Approved by:

Chief, TSD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-02
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	PROCEDURES MANUAL	PAGE NUMBER	1 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APP R&D PRO		REGULAR

1.0 Objective:

To ensure that all Regular R&D Projects satisfy the requirements of the Institute and government plans and programs.

2.0 Scope:

This procedure covers all Regular R&D Projects from preparation of project proposal up to the assignment of project code.

3.0 Definition of Terms:

Regular R & D Project - refers to research and development project of the Institute that is funded by GAA (General Appropriations Act).

Project Proposal - refers to the plan and description of the research project prepared by the researcher.

Capsule Proposal - a form with a prescribed format used for preparing a detailed description and plan of the proposed research project and submit for approval. These include the project title, objectives, background/rationale, expected output, definition, plan of activities and deliverables, personnel and budget requirements.

Project Code - the number assigned to R&D project for purposes of identification, records and release.

4.0 Documented Information:

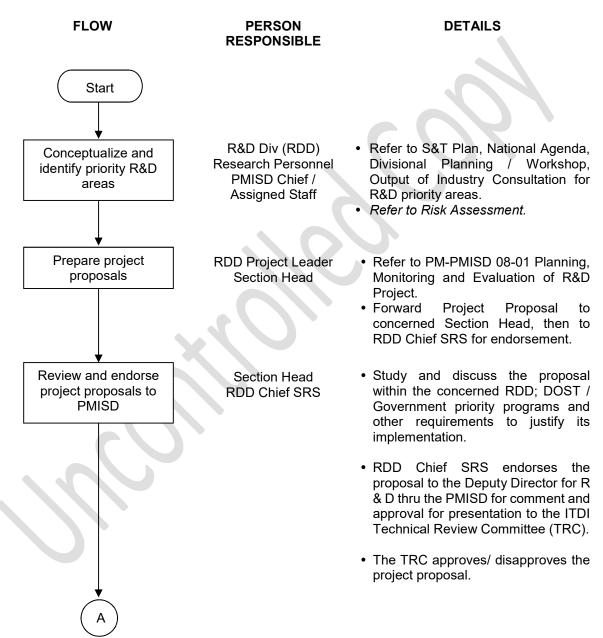
Yearly List of Approved R&D Projects Approved Project Proposal File Archive Project Proposal File

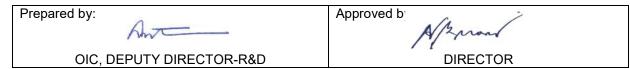
Planning Cycle for R&D Projects (PMISD)

Prepared by:	Approved by:
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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR

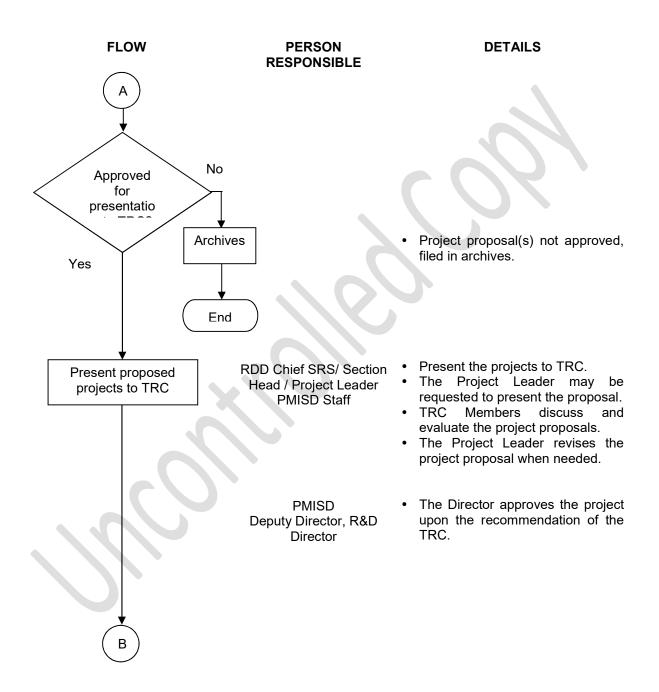
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	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	2 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR		
SUBJECT	R&D PROJECTS		

6.0 Procedure:



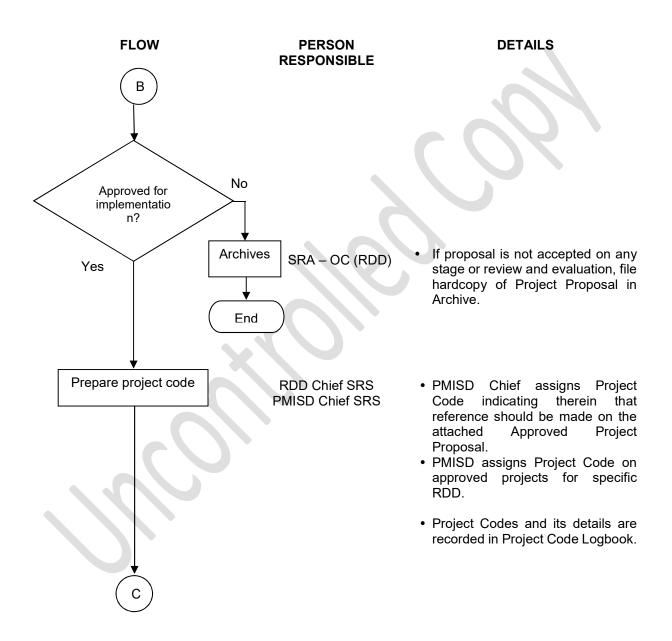


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	PROCEDURES MANUAL	PAGE NUMBER	3 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APP R&D PRO	_	REGULAR



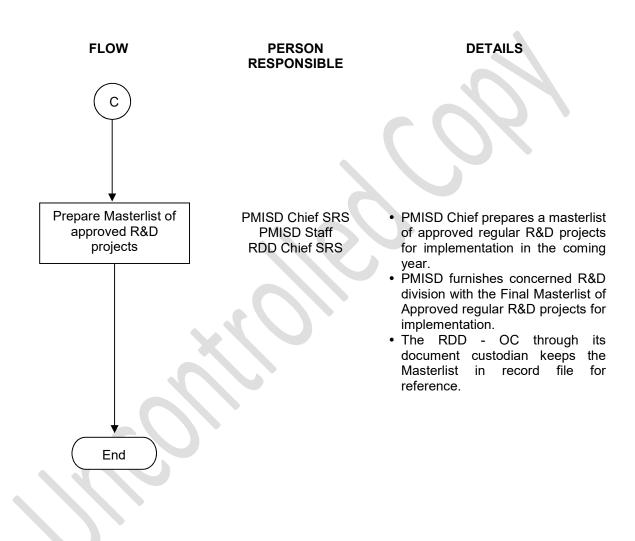
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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR

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	PROCEDURES MANUAL	PAGE NUMBER	4 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APP R&D PRO	_	REGULAR



Prepared by:	Approved by:
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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR

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	PROCEDURES MANUAL	PAGE NUMBER	5 of 5
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		REGULAR
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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-03
	DDOCEDIDES MANUAL	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	1 of 3
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	IMPLEMENTATION OF A R&D PRO		REGULAR

1.0 Objective:

To ensure that the output of the R&D project conforms to the customer requirements.

2.0 Scope:

This procedure covers all activities from project mobilization, laboratory processing, test and evaluation, regular project monitoring and discussion up to completion of projects.

3.0 Definition of Terms:

Completed Project - refers to completion of a project according to the targeted milestones.

Output - refers to the final outcome of materials research, process research, and equipment and product prototyping.

Quarterly milestone - refers to the expected output that must be delivered every three (3) months.

Ghantt Chart - a list of activities and a related information organized in a chart that graphically show detailed activities and duration of the project.

4.0 Records:

Revised Detailed Project Proposal (Approved Project(s))
Yearly List of Approved R&D Projects (divisional) for implementation

5.0 Documented Information:

Planning Cycle for R&D Projects (PMISD)
WI-PMISD-PMS 08-01, Call for Submission of Project Proposals/Reports
WI-PMISD-PMS 08-03, Evaluation of Proposals/ Projects
WI-PMISD-PMS 08-04, Monitoring / Validation of Project Accomplishments
WI-TSD-BDS 08-01, Monitoring of Technology Transfer Projects

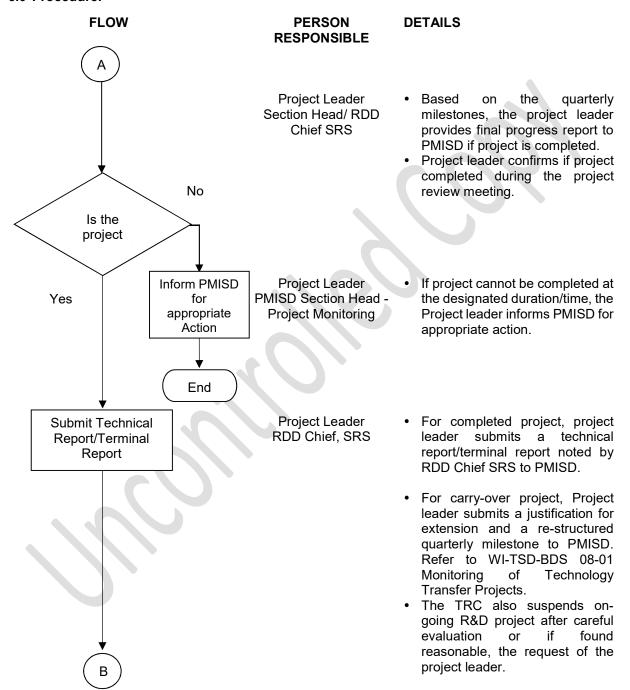
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OIC. DEPUTY DIRECTOR-R&D	DIRECTOR

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	PROCEDURES MANUAL	PAGE NUMBER	2 of 3
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	IMPLEMENTATION OF A		REGULAR

6.0 Procedure:

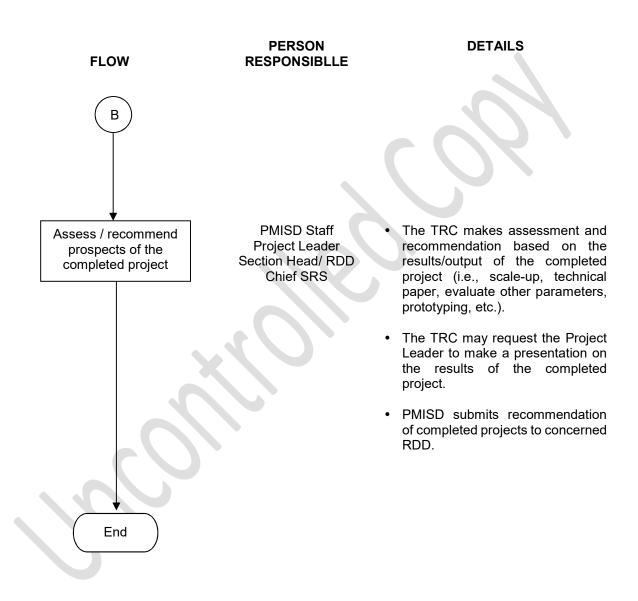
Prepared by:

OIC, DEPUTY DIRECTOR-R&D



Approved by:

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	PROCEDURES MANUAL	PAGE NUMBER	3 of 3
CECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	IMPLEMENTATION OF APPROVED REGULAR		
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Prepared by:	Approved by:
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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-01
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	PROCEDURES MANUAL	PAGE NUMBER	1 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES

1.0 Objective:

To ensure that all technical services satisfy the requirements of the Customer.

2.0 Scope:

This procedure covers all activities from the receipt of customer's request for technical services up to implementation and collection of honorarium/incentives by concerned staff.

3.0 Definition of Terms:

Technical Services (TS) - any assistance/services being provided to customers (i.e., individuals, industry/business sectors, academe, non-government organizations, other government institutions/agencies covered by a Memorandum of Agreement (MOA) or Conforme Letter (CL). Technical Services include testing and analytical service, use of facilities and equipment, product/process development and improvement, design / fabrication of equipment and facilities, consultancy, specialized training. These services are made available to provide technical support to different industry sectors, namely, food processing, packaging design and material, chemicals and minerals, materials science, microbiology and genetics, environmental, fuels and energy.

Specialized Testing and Analytical services - refer to the testing and analytical services other than those provided by the Standards Testing Division (STD).

Use of facilities and equipment - refers to the use of the Institute's laboratory and pilot plant facilities and processing equipment for the conduct of R & D related activities.

Product/Process Development/Improvement - a systematic work, drawing on existing knowledge gained from research that is directed to producing new materials, products and processes.

Equipment Design/Fabrication - a systematic work drawing on research and development results that is directed to producing new machines/equipment or improvement of same.

Technology Business Incubator (TBI) - assistance to local entrepreneurs and product innovators to enable them achieve commercial operation by providing optimum conditions for growth such as common service facilities, technical assistance, management advisory services, and access to inexpensive and responsive business consulting services.

Consultancy - refers to analyzing business needs, problems, opportunities of customers in the context of requirements and recommends possible solutions to achieve its goals.

Specialized Training - refers to training services which are required to address the identified specific needs related to the organization's goal.

Prepared by:	Approved by:
OIC. DEPUTY DIRECTOR-R&D	DIRECTOR

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-01
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	PROCEDURES MANUAL	PAGE NUMBER	2 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT PROVISION OF TECHNICAL SERVICES		CES	

Conforme Letter (CL) - an agreement entered into between the Institute and the Customer in lieu of rendering technical service.

MOA - refers to Memorandum of Agreement.

4.0 Documented Information:

Letter of Request for Technical Services File Approved Request for Technical Services Approved CL/MOA with Capsule Project Proposal Official Receipt (photocopy) Accomplished Customer Satisfaction Survey Form Special Order of Working Personnel

ITDI AO 003 Guidelines in the Computation of Fees and Charges for ITDI Contract Projects and Other Technical Services

List of Technical Services with Standard Fees

American Society for Testing and Materials (ASTM) Standards

Association of Official Analytical Chemists (AOAC) Standards Official Method of Analysis

BFAD Administrative Order on Foods

CODEX

Department of Energy Standards

International Standard (AOAC, AOCS, Codex, Merck Index)

NEMA & Philippine Distribution Code

Philippine National Standards (PNS) on Foods

PNS and ISO Standards for Essentials Oils

R.A. 6969 - Toxic Substances and Hazardous and Nuclear Wastes Control Act

R.A. 8749 – Philippine Clean Air Act

R.A. 9003 – Ecological Solid Waste Management Act

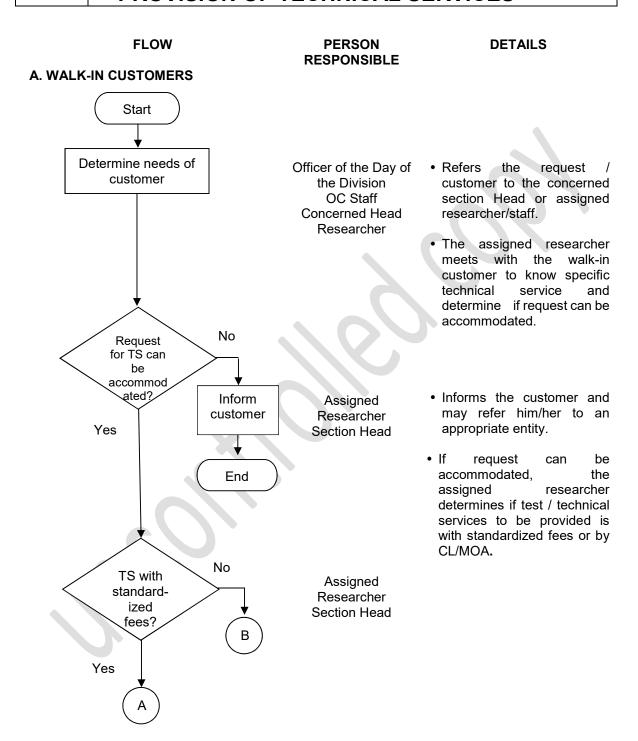
R.A. 9275 – Philippine Clean Air Act

United States Pharmacopeia (USP)

5.0 Procedure:

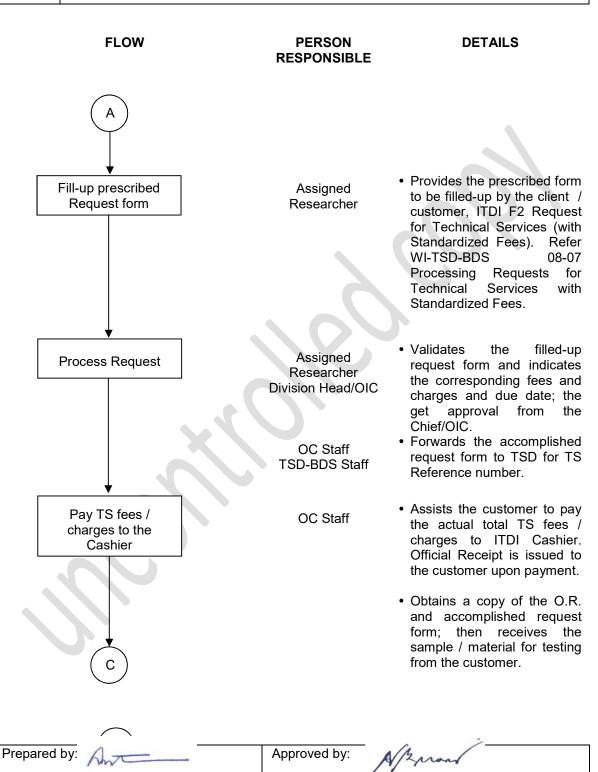
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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-01
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	PROCEDURES MANUAL	PAGE NUMBER	3 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT PROVISION OF TECHNICAL SERVICES		CES	



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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR

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	PROCEDURES MANUAL	PAGE NUMBER	4 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT PROVISION OF TECHNICAL SERVICES		CES	



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OIC, DEPUTY DIRECTOR-R&D

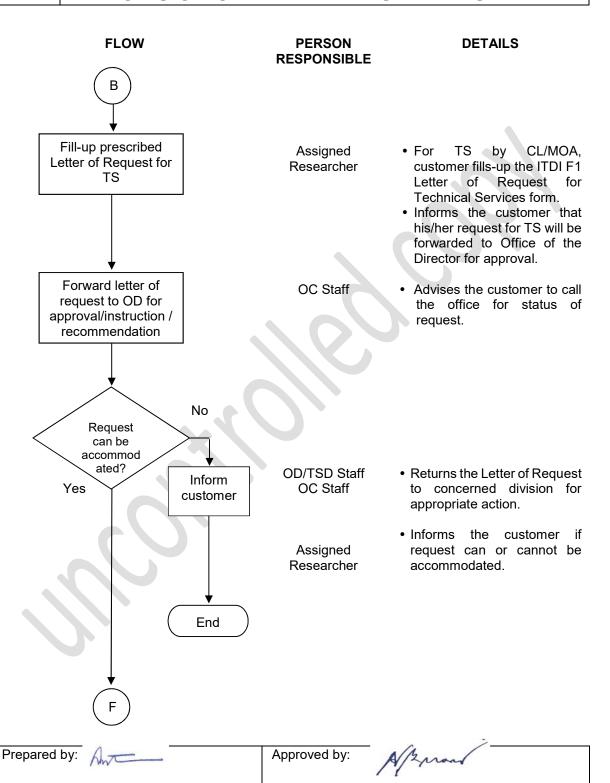
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	PROCEDURES MANUAL	PAGE NUMBER	5 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT PROVISION OF TECHNICAL SERVICES		CES	

FLOW PERSON DETAILS RESPONSIBLE Assigned Conducts / implements Implement TS Researcher according to the provisions of TS request. · Refer to Risk Assessment Release report of TS-BDS Staff · Monitors progress of the TS Test conducted / to time until from time product output to the completed. customer Assigned For test / analysis, submits Researcher report of test to the Office of Analyst the Chief. For other TS, submits Technical / Accomplishment Report and product, if there is any to the Office of the Chief. · Complies with the office policy regarding bringing out/releasing of actual product output. Use ITDI-F4, entry-Exit Pass form. Releases the report of test / analysis or Technical Report to the customer. · Provides QMS-F2, Customer OC Staff Satisfaction Survey Form to be filled-up by the customer. The accomplished feedback form is submitted to QMR and a duplicate copy is filed at the Office of the Chief. OC Staff Collect / claim Attends to necessary requirement for claim of Honoraria Honoraria in lieu of TS rendered. Refer to WI-TSD-BDS 08-08 to Processing End Request For Payment Of Technical Honoraria For Services. Prepared by: Approved by:

DIRECTOR

OIC, DEPUTY DIRECTOR-R&D

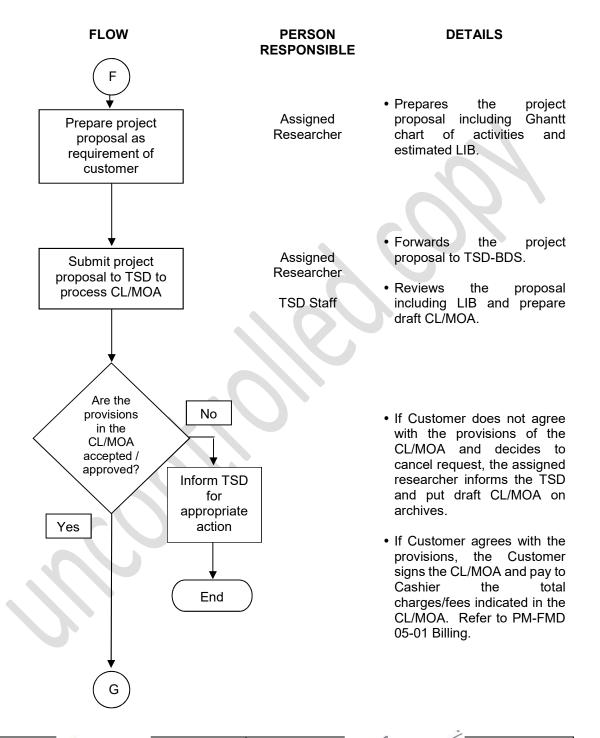
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	PROCEDURES MANUAL	PAGE NUMBER	6 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	CAL SERVIC	CES



DIRECTOR

OIC, DEPUTY DIRECTOR-R&D

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-01
O. C.	DDOOFDIIDFO MANIIAI	REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	7 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT PROVISION OF TECHNICAL SERVICES		CES	

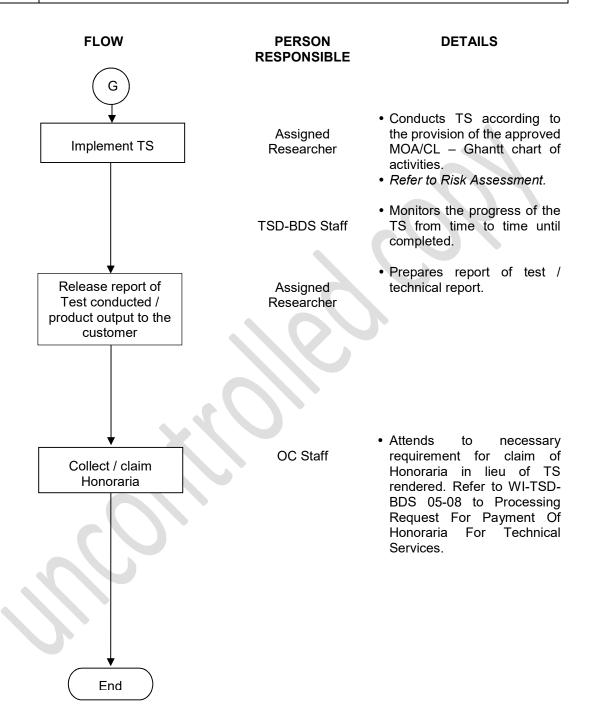


OIC, DEPUTY DIRECTOR-R&D

Approved by:

DIRECTOR

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	PROCEDURES MANUAL	PAGE NUMBER	8 of 9
SECTION	PRODUCTION AND SERVICE	EFFECTIVITY DATE	03 January 2020
SECTION	PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT PROVISION OF TECHNICAL SERVICES		CES	

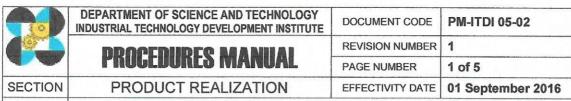


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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-01
		REVISION NUMBER	2
	PROCEDURES MANUAL	PAGE NUMBER	9 of 9
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNIC	AL SERVIC	CES

FLOW PERSON DETAILS RESPONSIBLE B. LETTER OF REQUEST Start Concerned Division Head • Takes action on the letter of Receive letter from / OIC request. OD • The OC refers the letter to the concerned section Head or researcher. Assigned May call or request a meeting with the customer to gather Researcher details pertaining the request, then to determine if request can be accommodated. Request No can be accommo dated? Assigned • Informs the customer verbally Inform the Researcher or thru letter/mail, email, fax or customer may refer the customer to an Section Head appropriate entity. Yes End Follow Process for • See process flow for walk-in Walk-in Customers customers from page 4 to page 8. End

Prepared by:	Approved by:
OIC, DEPUTY DIRECTOR-R&D	DIRECTOR



SUBJECT

GENERATION AND APPROVAL OF REGULAR R&D PROJECTS

1.0 Objective:

To ensure that all Regular R&D Projects satisfy the requirements of the Institute and government plans and programs.

2.0 Scope:

This procedure covers all Regular R&D Projects from preparation of project proposal up to the assignment of project code.

3.0 Definition of Terms:

Regular R & D Project - refers to research and development project of the Institute that is funded by GAA (General Appropriations Act).

Project Proposal - refers to the plan and description of the research project prepared by the researcher.

Capsule Proposal - a form with a prescribed format used for preparing a detailed description and plan of the proposed research project and submit for approval. These include the project title, objectives, background/rationale, expected output, definition, plan of activities and deliverables, personnel and budget requirements.

Project Code - the number assigned to R&D project for purposes of identification, records and release.

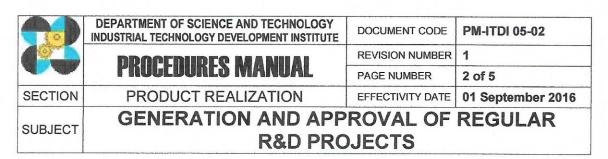
4.0 Records:

Yearly List of Approved R&D Projects Approved Project Proposal File Archive Project Proposal File

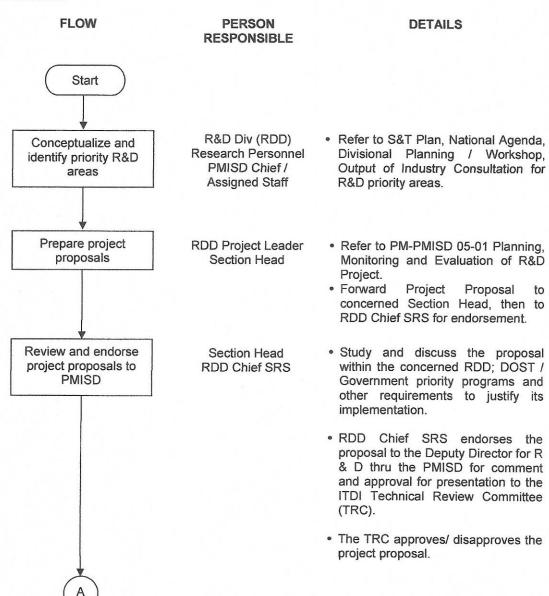
5.0 References:

Planning Cycle for R&D Projects (PMISD)

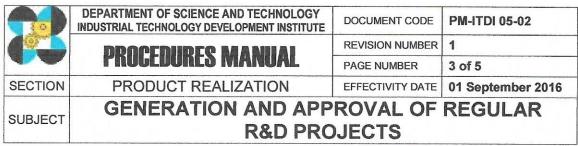
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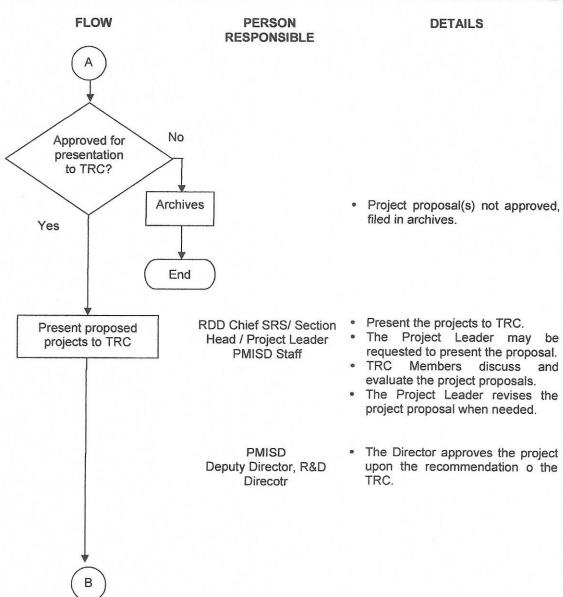


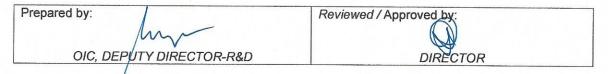
6.0 Procedure:



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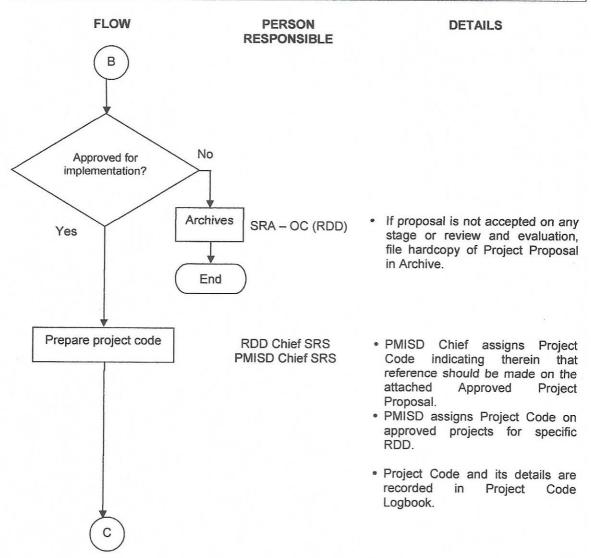




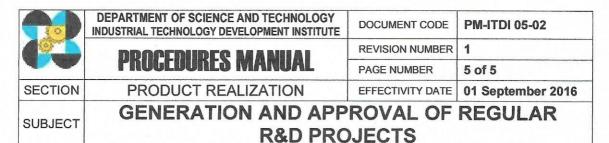


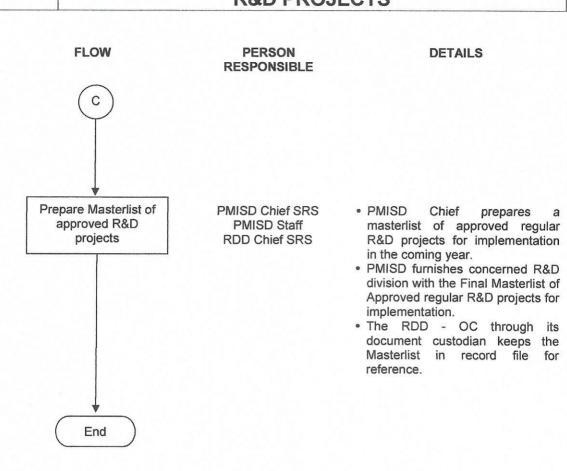
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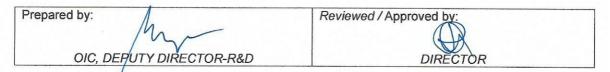
GENERATION AND APPROVAL OF REGULAR SUBJECT **R&D PROJECTS**



Prepared by:	Reviewed / Approved by:	
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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR	









DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

PROCEDURES MANUAL

PRODUCT REALIZATION

DOCUMENT CODE

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EFFECTIVITY DATE

REVISION NUMBER 1

1 of 9

01 September 2016

PM-ITDI 05-01

SUBJECT

PROVISION OF TECHNICAL SERVICES

1.0 Objective:

To ensure that all technical services satisfy the requirements of the Customer.

2.0 Scope:

This procedure covers all activities from the receipt of customer's request for technical services up to implementation and collection of honorarium/incentives by concerned staff.

3.0 Definition of Terms:

Technical Services (TS) - any assistance/services being provided to customers (i.e., individuals, industry/business sectors, academe, non-government organizations, other government institutions/agencies covered by a Memorandum of Agreement (MOA) or Conforme Letter (CL). Technical Services include testing and analytical service, use of facilities and equipment, product/process development and improvement, design / fabrication of equipment and facilities, consultancy, specialized training. These services are made available to provide technical support to different industry sectors, namely, food processing, packaging design and material, chemicals and minerals, materials science, microbiology and genetics, environmental, fuels and energy.

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Equipment Design/Fabrication - a systematic work drawing on research and development results that is directed to producing new machines/equipment or improvement of same.

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Consultancy - refers to analyzing business needs, problems, opportunities of customers in the context of requirements and recommends possible solutions to achieve its goals.

Specialized Training - refers to training services which are required to address the identified specific needs related to the organization's goal.

Prepared by:	Reviewed / Approved by:	
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OIC, DEPUTY DIRECTOR-R&D	DIRECTOR	



DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

ROCFDURES MANUAL

PRODUCT REALIZATION

DOCUMENT CODE

PAGE NUMBER

EFFECTIVITY DATE

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REVISION NUMBER 1

2 of 9 01 September 2016

PM-ITDI 05-01

SUBJECT

PROVISION OF TECHNICAL SERVICES

Conforme Letter (CL) - an agreement entered into between the Institute and the Customer in lieu of rendering technical service.

MOA - refers to Memorandum of Agreement.

4.0 Records:

Letter of Request for Technical Services File Approved Request for Technical Services Approved CL/MOA with Capsule Project Proposal Official Receipt (photocopy) Accomplished Customer Satisfaction Survey Form Special Order of Working Personnel

5.0 References:

ITDI AO 003 Guidelines in the Computation of Fees and Charges for ITDI Contract Projects and Other Technical Services

List of Technical Services with Standard Fees

American Society for Testing and Materials (ASTM) Standards

Association of Official Analytical Chemists (AOAC) Standards Official Method of Analysis

BFAD Administrative Order on Foods

CODEX

Department of Energy Standards

International Standard (AOAC, AOCS, Codex, Merck Index)

NEMA & Philippine Distribution Code

Philippine National Standards (PNS) on Foods

PNS and ISO Standards for Essentials Oils

R.A. 6969 - Toxic Substances and Hazardous and Nuclear Wastes Control Act

R.A. 8749 - Philippine Clean Air Act

R.A. 9003 - Ecological Solid Waste Management Act

R.A. 9275 - Philippine Clean Air Act

United States Pharmacopeia (USP)

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DOCUMENT CODE

PM-ITDI 05-01

REVISION NUMBER

1

PAGE NUMBER

3 of 9

SECTION

PRODUCT REALIZATION

EFFECTIVITY DATE

01 September 2016

SUBJECT

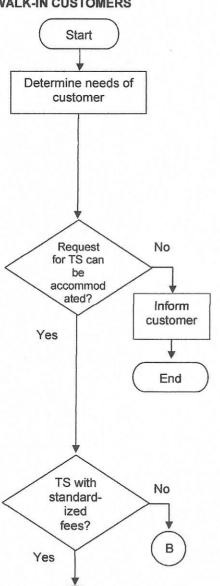
PROVISION OF TECHNICAL SERVICES

6.0 Procedure:

FLOW

PERSON RESPONSIBLE **DETAILS**

A. WALK-IN CUSTOMERS



Officer of the Day of the Division OC Staff Concerned Head Researcher

- Refers the request customer to the concerned section Head or assigned researcher/staff.
- The assigned researcher meets with the walk-in customer to know specific technical service determine if request can be accommodated.

Assigned Researcher Section Head

- · Informs the customer and may refer him/her to an appropriate entity.
- · If request can be accommodated, the assigned researcher determines if test / technical services to be provided is with standardized fees or by CL/MOA.

Assigned Researcher Section Head

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DOCUMENT CODE

PAGE NUMBER

PM-ITDI 05-01

REVISION NUMBER

DIRECTOR

1 4 of 9

SECTION

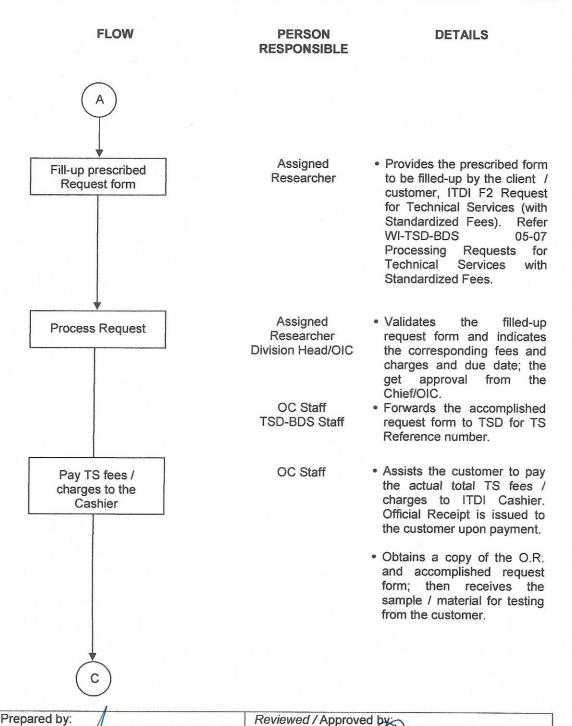
PRODUCT REALIZATION

OIC, DEPUTY DIRECTOR-R&D

EFFECTIVITY DATE

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PROVISION OF TECHNICAL SERVICES





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DOCUMENT CODE

PM-ITDI 05-01

1

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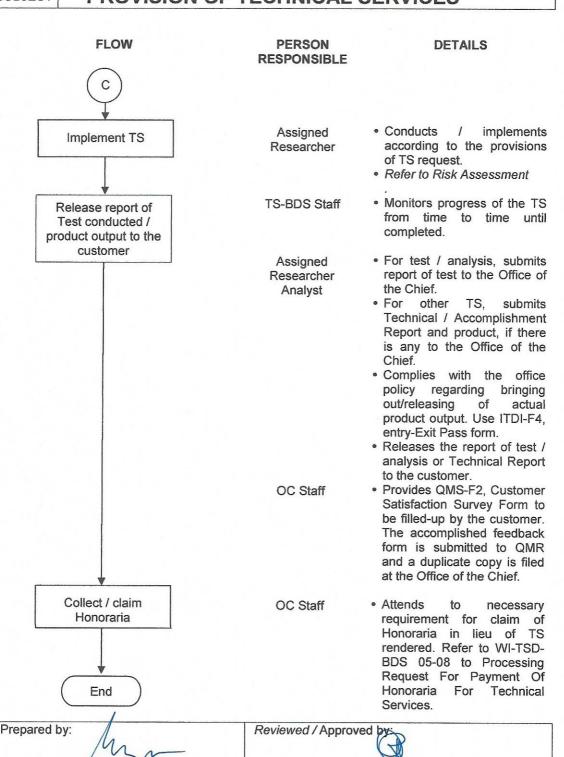
REVISION NUMBER
PAGE NUMBER

DIRECTOR

5 of 9

SUBJECT

PRODUCT REALIZATION EFFECTIVITY DATE 01 September 2016
PROVISION OF TECHNICAL SERVICES





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DOCUMENT CODE

PM-ITDI 05-01

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PROCEDURES MANUAL PRODUCT REALIZATION

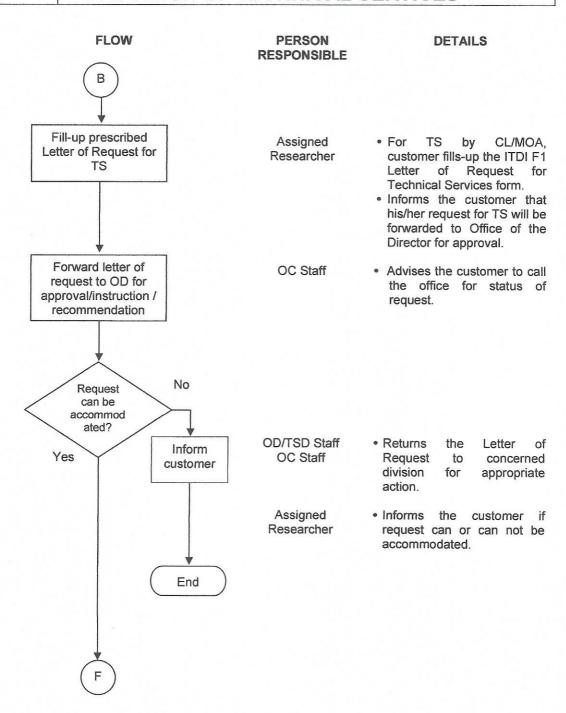
PAGE NUMBER 6
EFFECTIVITY DATE 6

REVISION NUMBER

6 of 9 01 September 2016

SUBJECT

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DOCUMENT CODE

PAGE NUMBER

PM-ITDI 05-01

1

7 of 9

REVISION NUMBER

SECTION

PRODUCT REALIZATION

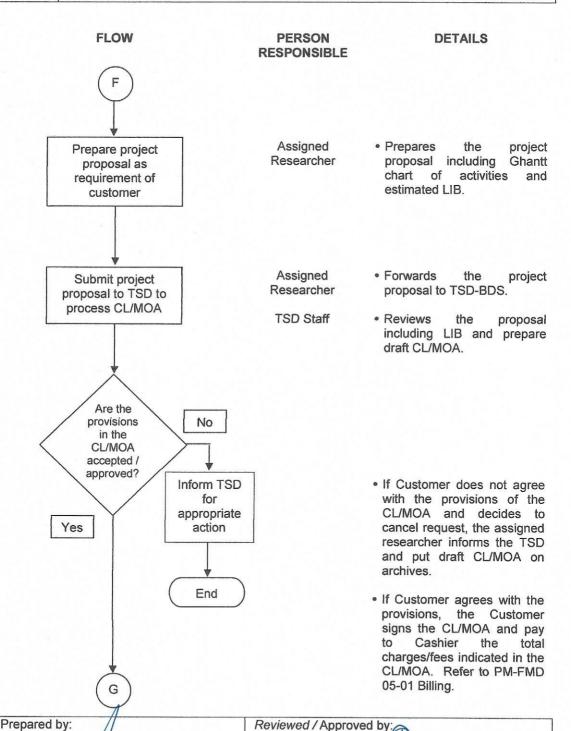
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PROVISION OF TECHNICAL SERVICES SUBJECT





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DOCUMENT CODE

PAGE NUMBER

PM-ITDI 05-01

REVISION NUMBER

1 8 of 9

SECTION

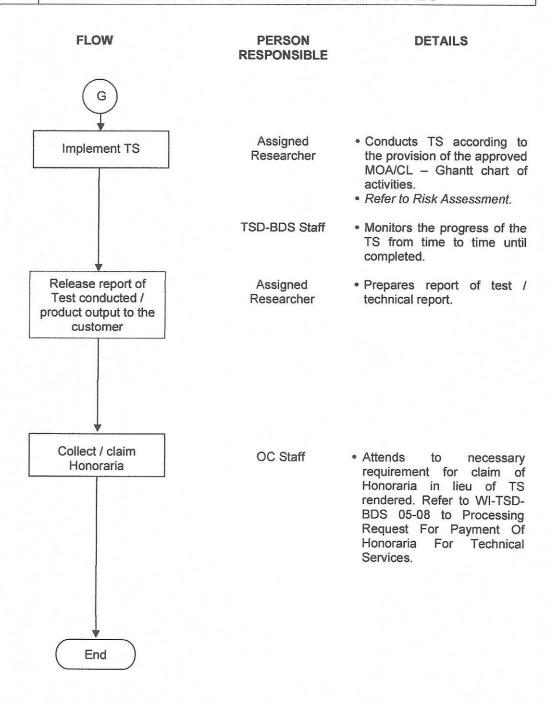
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EFFECTIVITY DATE

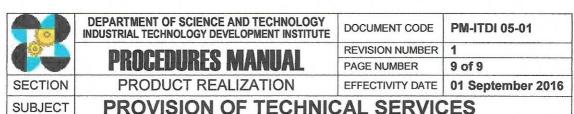
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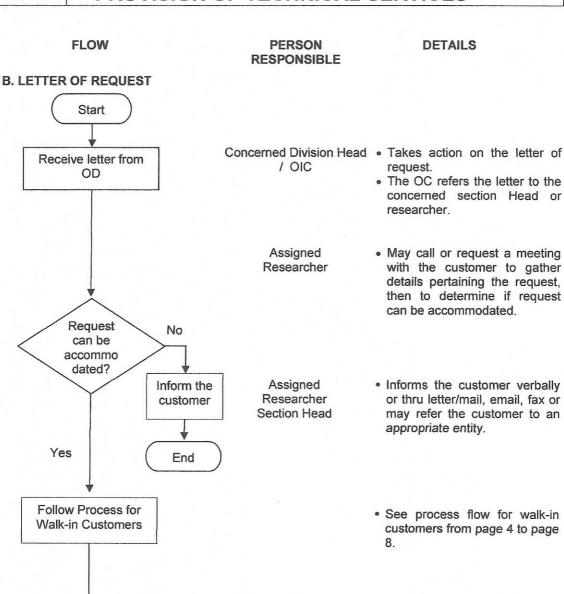
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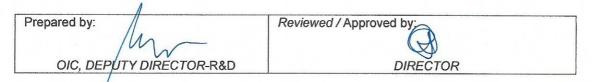
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