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SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
	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.

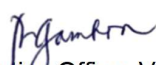
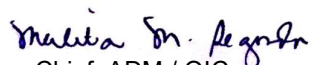
Recruitment - the process of defining a job and attracting applicants for the vacant post.

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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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.

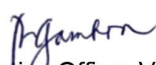
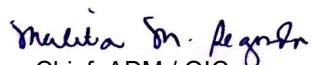
Human Resource Development Committee (HRDC) – a committee formed to develop agency guidelines for the selection of agency nominees to training and scholarship programs in accordance with existing civil service policies and standards.

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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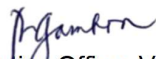
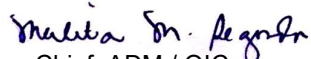
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4.0 Documented Information:


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

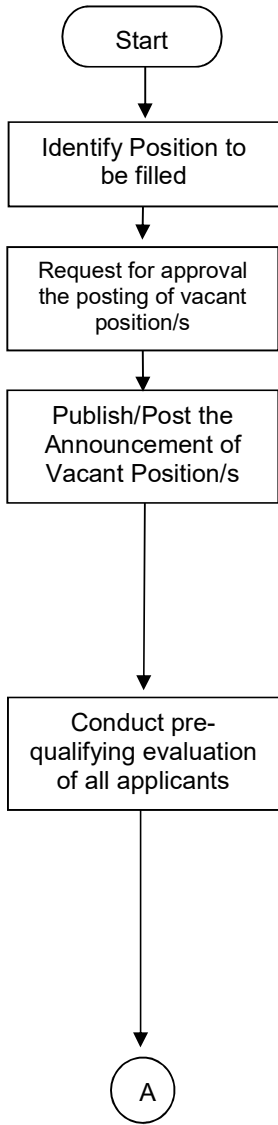
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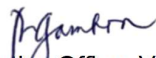
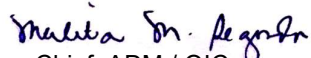
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6.0 Procedures:

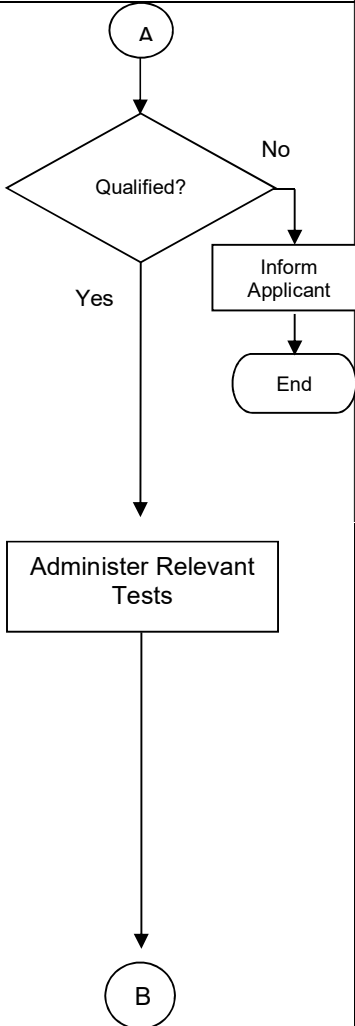
1) Recruitment, Selection, and Placement

FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD Start([Start]) --> Identify[Identify Position to be filled] Identify --> Request[Request for approval the posting of vacant position/s] Request --> Publish[Publish/Post the Announcement of Vacant Position/s] Publish --> Evaluate[Conduct pre-qualifying evaluation of all applicants] Evaluate --> A((A)) </pre>	<p>Division Chief concerned</p> <p>Division Chief/OIC and Director</p> <p>Administrative Officer II</p> <p>HRMO/ Administrative Officer II</p>	<ul style="list-style-type: none"> • Priority vacant positions to be filled are discussed during EXECOM Meetings. • Request the vacant positions for posting to be approved by the Director. • Publish/Post the announcement of vacant position to any of the following for at least ten (10) calendar days in compliance with ORA-OHRA. <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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).

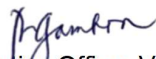
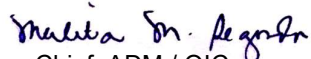
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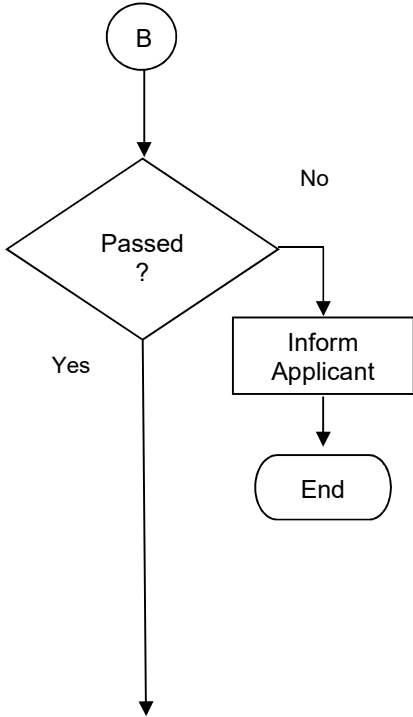
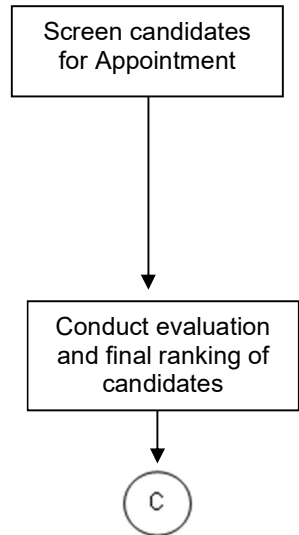
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FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD A((A)) --> Q{Qualified?} Q -- No --> I[Inform Applicant] I --> E([End]) Q -- Yes --> T[Administer Relevant Tests] T --> B((B)) </pre>	<p>HRMO/ Administrative Officer II</p> <p>HR Staff</p>	<ul style="list-style-type: none"> • Applicants who do not meet the qualification requirements are officially informed. • Relevant tests may be administered by the HR Staff

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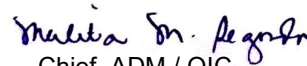
FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD B((B)) --> P{Passed?} P -- No --> IA[Inform Applicant] IA --> E([End]) P -- Yes --> SCA[Screen candidates for Appointment] </pre>	<p>Administrative Officer II</p> <p>Administrative Officer II</p> <p>Divisional Selection Board Members</p> <p>HRMPSB Committee Members</p> <p>HRMPSB Committee Members, Director</p>	<ul style="list-style-type: none"> Applicants who failed in the examination are officially informed. Prepare the profile of applicants and transmit the required documents of the pre-qualified applicants to the concerned division for further evaluation. Evaluate the qualification of applicants based on the ITDI Selection Criteria. Prepare Evaluation Matrix and Summary Matrix and submit to HRMS. <i>Refer to ITDI Selection Criteria/Evaluation of applicants by DSB</i> Review the evaluated list of applicants and deliberate the qualifications of those included in the evaluation matrix. May conduct interview on the candidates.
 <pre> graph TD SCA[Screen candidates for Appointment] --> CE[Conduct evaluation and final ranking of candidates] CE --> C((C)) </pre>		

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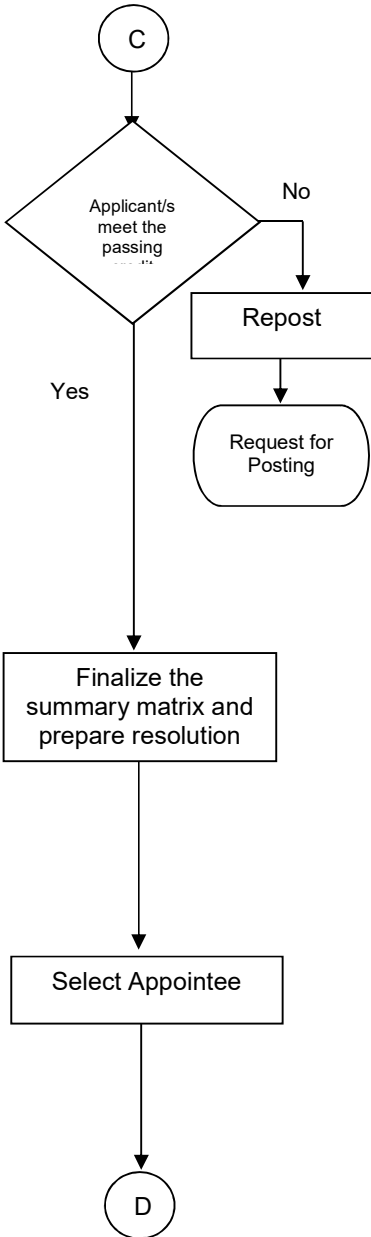
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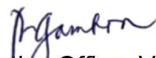
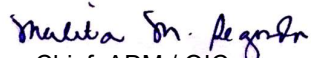


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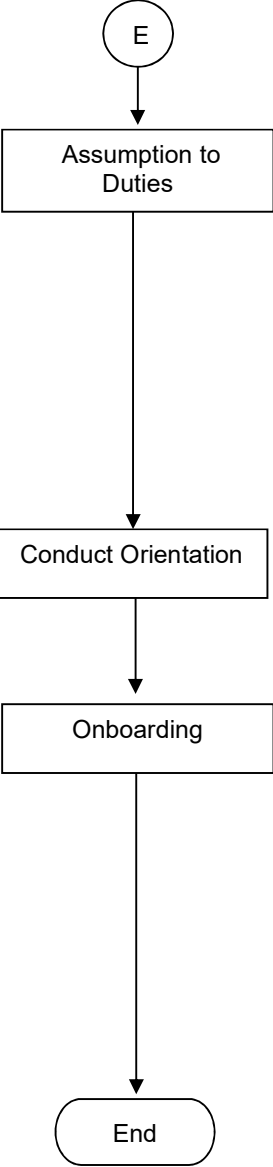
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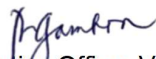
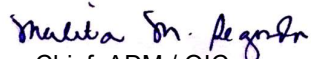
FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD C((C)) --> D{Applicant/s meet the passing} D -- No --> E[Repost] E --> F((Request for Posting)) D -- Yes --> G[Finalize the summary matrix and prepare resolution] G --> H[Select Appointee] H --> I((D)) </pre>	<p>HRMPSB Committee Members, Secretariat</p> <p>Division Chief/OIC</p> <p>Director</p>	<ul style="list-style-type: none"> 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 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.

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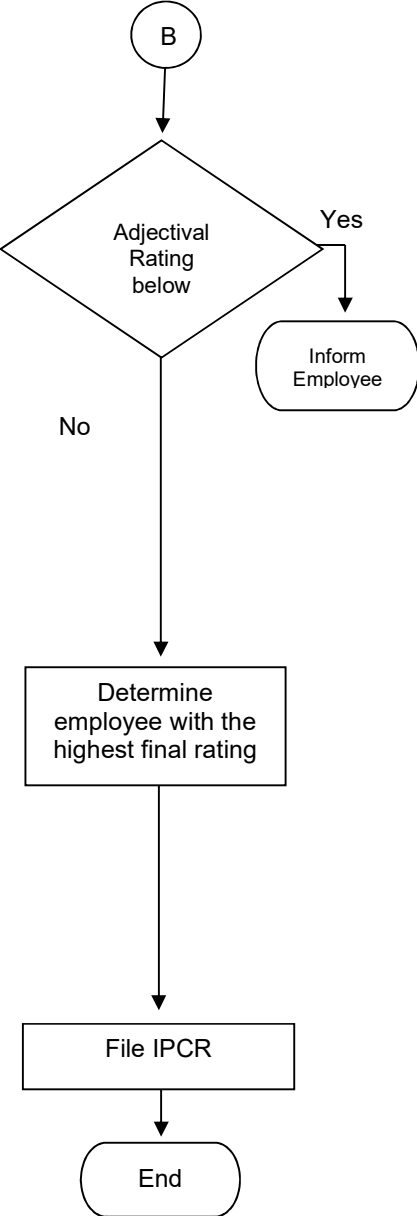
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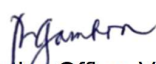
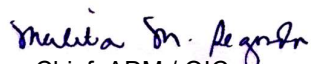
FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD E((E)) --> A[Assumption to Duties] A --> B[Conduct Orientation] B --> C[Onboarding] C --> End([End]) </pre>	<p style="text-align: center;">Appointee</p> <p style="text-align: center;">Administrative Officer II</p> <p style="text-align: center;">HRMO/ HRMS Staff</p> <p style="text-align: center;">Supervisor/ Division Chief</p> <p style="text-align: center;">Supervisor, Employee, PMT</p>	<ul style="list-style-type: none"> • Assume duties and responsibilities to the position. • Prepare and submit report of Appointment issued (CSC-RAI Form) to CSC on the succeeding month with the following attachments. <ul style="list-style-type: none"> - Appointment - Personal Data Sheet - Position Description Form - Certificate of Eligibility (if applicable) • Conduct orientation to the newly hired employee/s within the prescribed period • Orient to the division's function and on the specific duties and responsibilities of the new employee. • Reviews and evaluates the employee's performance during the probationary period (6 months).

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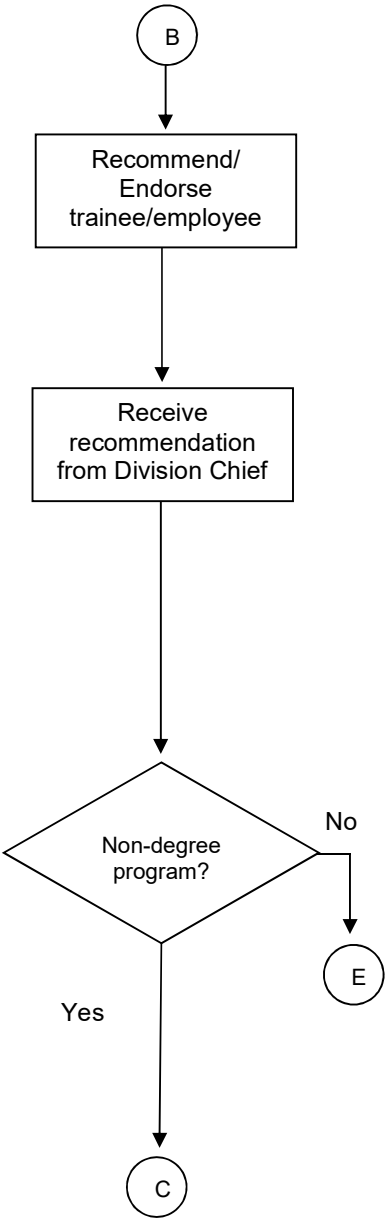
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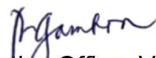
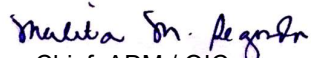
FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD B((B)) --> D{Adjectival Rating below} D -- Yes --> I([Inform Employee]) D -- No --> R[Determine employee with the highest final rating] R --> F[File IPCR] F --> E([End]) </pre>	<p>HRMO Division Chief Supervisor</p> <p>PMT HRMO Administrative Officer IV Administrative Aide III</p> <p>Administrative Officer IV HRMS Staff</p>	<ul style="list-style-type: none"> If the final rating is below satisfactory, employee is not entitled for: <ol style="list-style-type: none"> 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. Set meeting with PRAISE Committee for selection of Model Employee. PBB ranking as to "Best", "Better", and "Good" based on the final rating. File the IPCR per division. Release the second copy of the IPCR to the Division's Office of the Chief.

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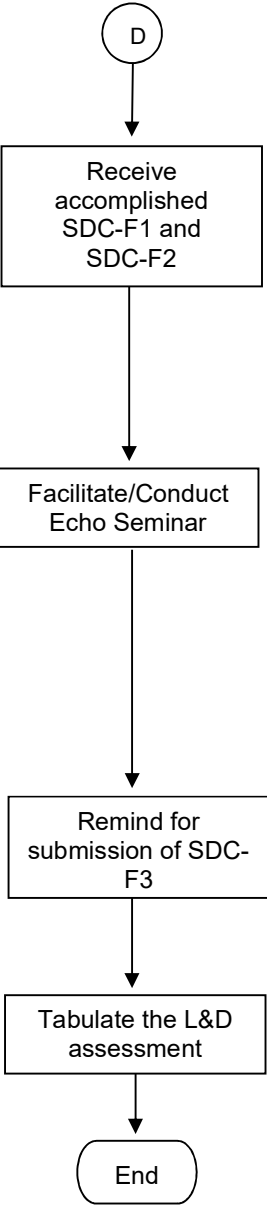
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FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD B((B)) --> A[Recommend/ Endorse trainee/employee] A --> B[Receive recommendation from Division Chief] B --> C{Non-degree program?} C -- Yes --> C((C)) C -- No --> E((E)) </pre>	<p>Division Chief</p> <p>HRMS, Employee</p> <p>Administrative Aide IV</p> <p>Administrative Aide IV</p>	<ul style="list-style-type: none"> • Division Chief nominates/endorse staff to undergo training / seminar then submits recommendation to HRDC-HRMS. • Refer to DOST AO number 008 Revised Guidelines in the implementation if the HRDP of the DOST System. • 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. • 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 • Receive and identify if local or foreign training.

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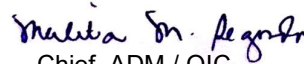
FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD D((D)) --> A[Receive accomplished SDC-F1 and SDC-F2] A --> B[Facilitate/Conduct Echo Seminar] B --> C[Remind for submission of SDC-F3] C --> D[Tabulate the L&D assessment] D --> E([End]) </pre>	<p>Administrative Aide IV</p> <p>Division Chief, HRDC</p> <p>Employee, Administrative Aide IV</p> <p>Division Chief, Supervisor, Administrative Aide IV</p> <p>HRMO, HRDC, Divisional HRDC Administrative Aide IV</p>	<ul style="list-style-type: none"> • 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. • 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 <i>WI-ADM-HRMS-07-05 Conduct of Echo Seminar</i>. • 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. • 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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PROCEDURES MANUAL

SECTION

SUPPORT: PEOPLE

EFFECTIVITY DATE

01 June 2021

DOCUMENT TYPE

PAPER / PDF FILE

SUBJECT

HUMAN RESOURCE MANAGEMENT

FLOW	PERSON RESPONSIBLE	DETAILS
<pre> graph TD E((E)) --> D{Approved?} D -- No --> End1([End]) D -- Yes --> A[Prepare documentary requirements] </pre>	<p>HRDC HRDC Secretariat</p>	<ul style="list-style-type: none"> • Inform the employee on the disapproval of endorsement for the non-degree program.
<pre> graph TD A[Prepare documentary requirements] --> B[Release to concerned agency] </pre>	<p>Employee Administrative Aide IV</p>	<p>For Local and Foreign Scholarship:</p> <ul style="list-style-type: none"> • 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.
<pre> graph TD B[Release to concerned agency] --> C[Receive and monitor the approved documents] </pre>	<p>RMS Staff</p>	<ul style="list-style-type: none"> • Monitor and release the documentary requirements to DOST-CO for approval of Secretary.
<pre> graph TD C[Receive and monitor the approved documents] --> End2([End]) </pre>	<p>Administrative Aide IV</p>	<ul style="list-style-type: none"> • 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:

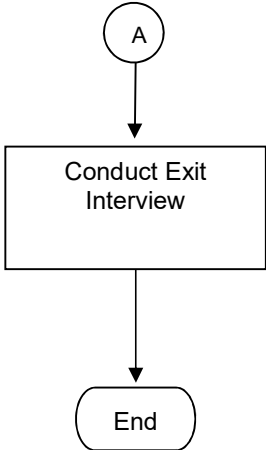
Administrative Officer V, ADM-HRM

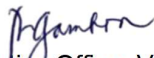
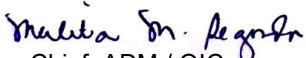
Reviewed / Approved by:

Chief, ADM / OIC


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

FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD A((A)) --> B[Conduct Exit Interview] B --> C([End]) </pre>	<p>HRMO Administrative Officer IV</p>	<ul style="list-style-type: none"> • 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.

Prepared by:  Administrative Officer V, ADM-HRM	Reviewed / Approved by:  Chief, ADM / OIC
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRM 07-04
	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION		SUPPORT: PEOPLE	PAGE NUMBER
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE

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.

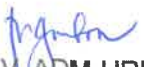

Public Officials and Employees – are those in the plantilla positions who shall file under oath their SALN and Disclosure of Business Interest and Financial Connections on the following schedule:

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

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:

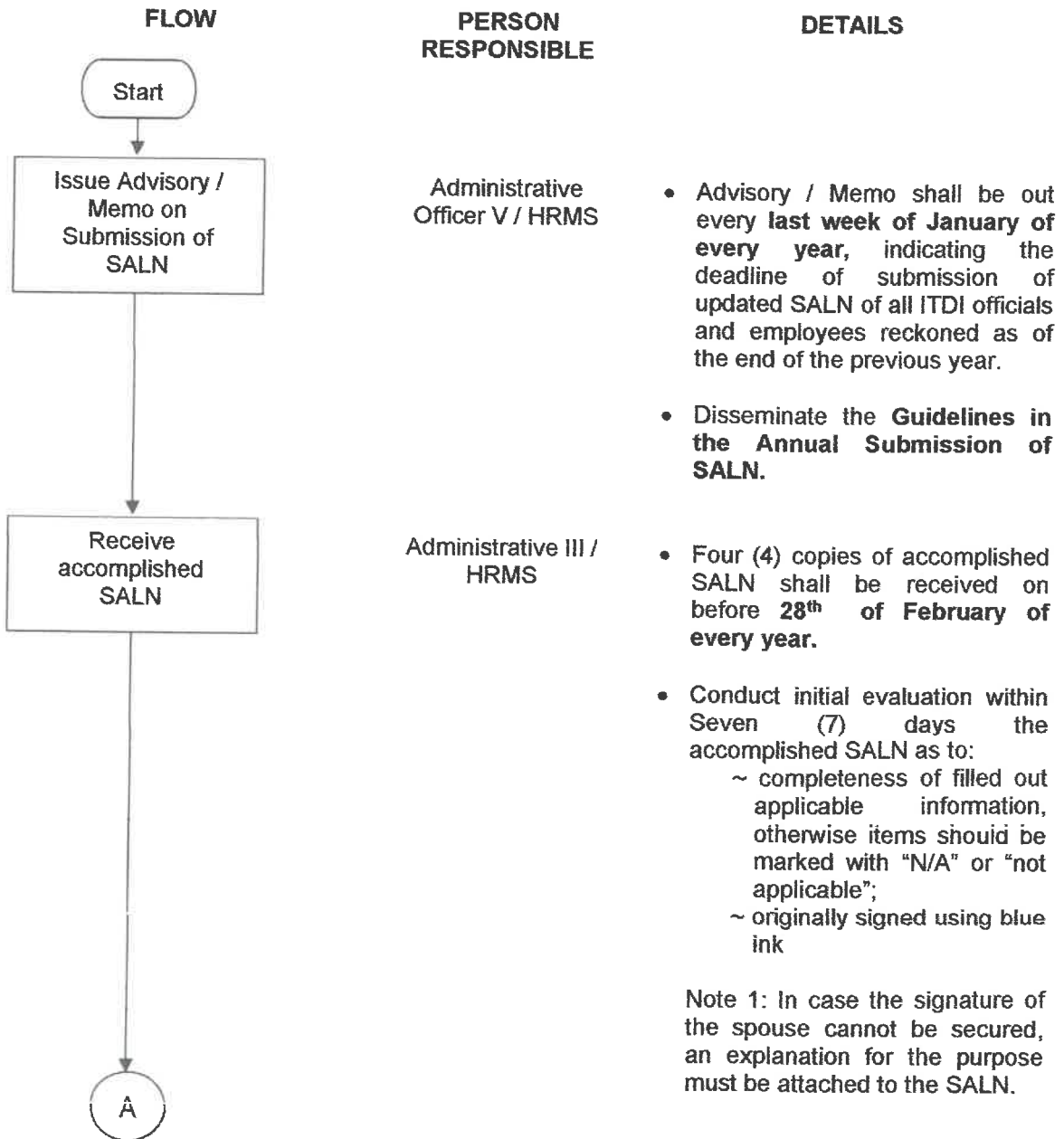
- Guidelines in the Submission of SALN
- Philippine Constitution
- Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees"
- CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of 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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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ADM-HRM 07-04
	PROCEDURES MANUAL	REVISION NUMBER	0
PAGE NUMBER		3 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)	

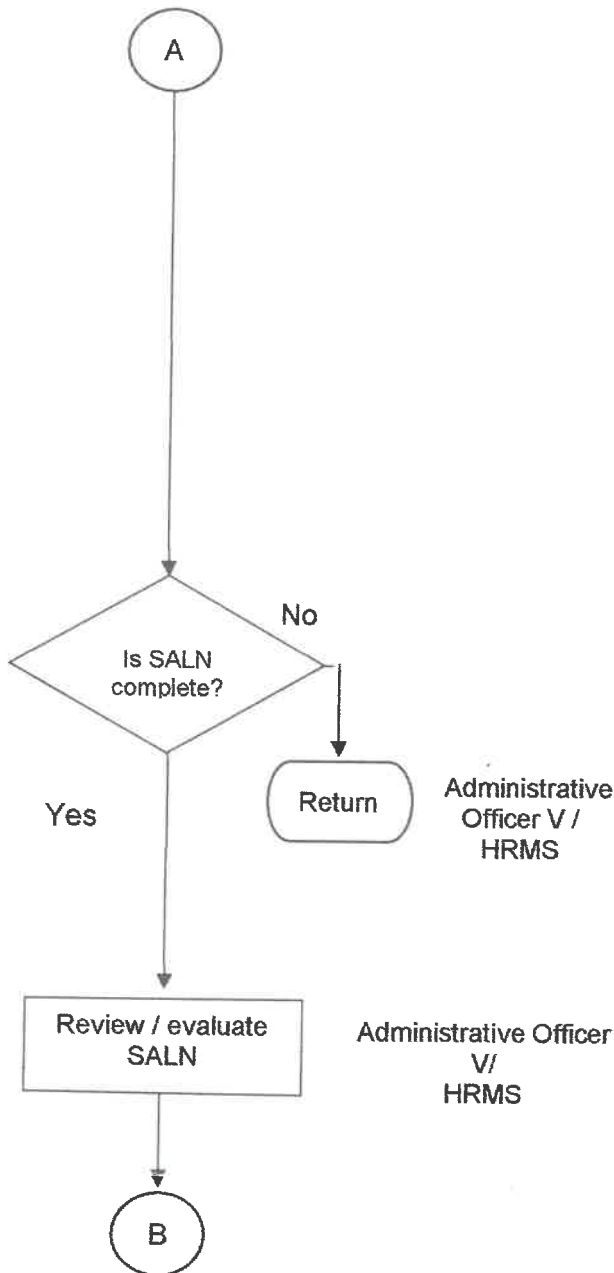
6.0 Procedure:



Prepared by: <div style="text-align: center;"> AOV, ADM-HRMS</div>	Reviewed / Approved by: <div style="text-align: center;"> Chief, ADM</div>
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	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION		PAGE NUMBER	4 of 7
	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
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	SUBMISSION, REVIEW AND COMPLIANCE FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)		



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.

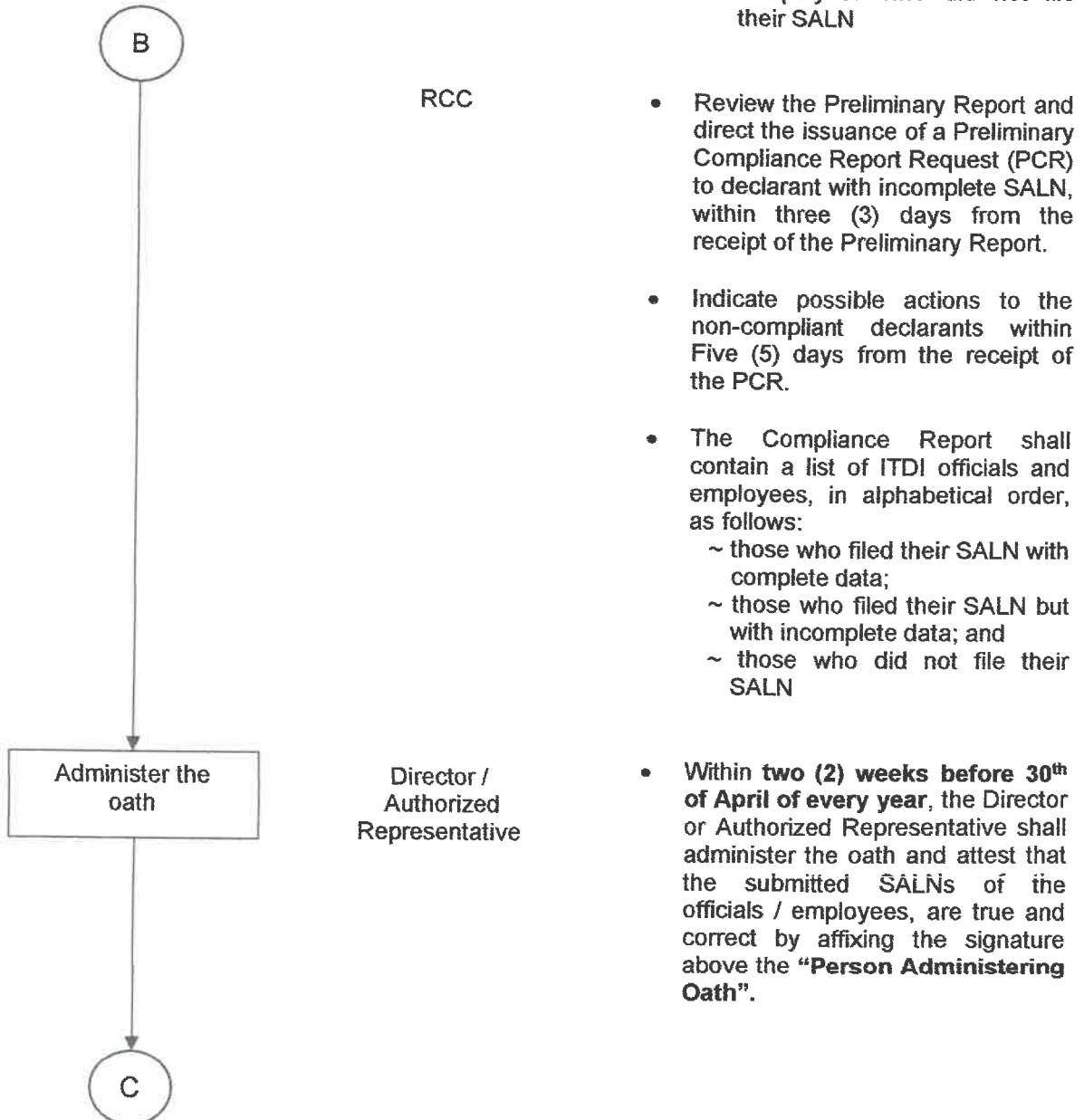
- Prepare Preliminary Report to indicate findings as a result of evaluation on accomplished SALN and submit said report to RCC the list of the following:
 - ~ employees who filed their SALN with complete data;
 - ~ employees who filed their SALN but with incomplete data; and



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

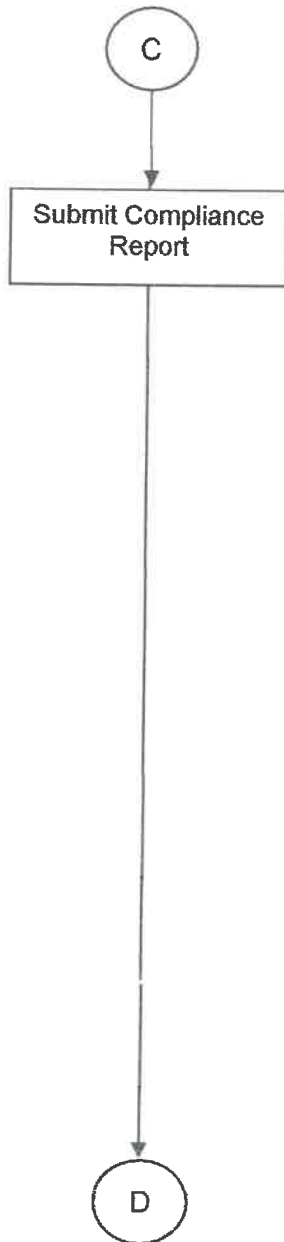
~ employees who did not file their SALN



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SECTION	SUPPORT: PEOPLE	EFFECTIVITY DATE	01 June 2021
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SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR 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 show-cause 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.

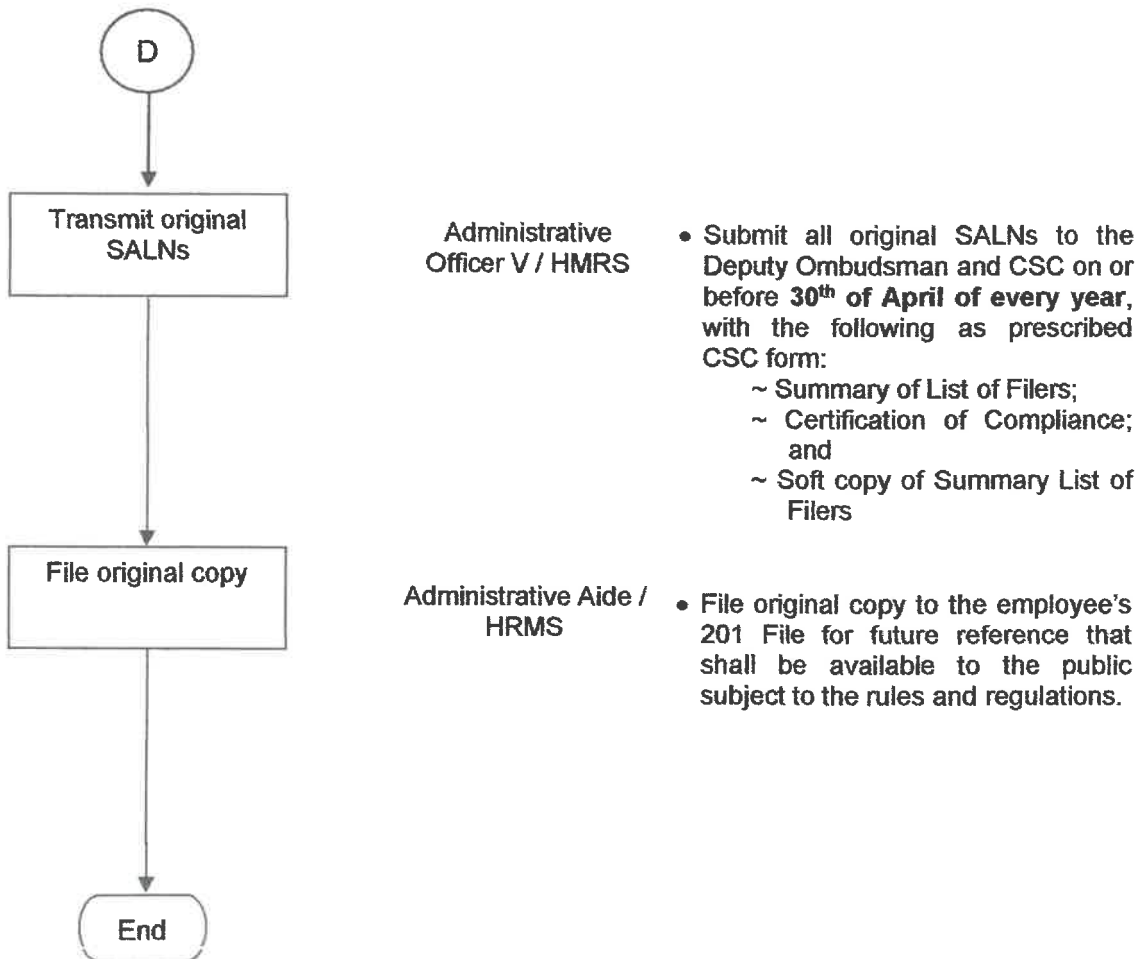
The offense for failure to file SALN shall be:


- ~ **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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SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE



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	PROCEDURES MANUAL	REVISION NUMBER	4
PAGE NUMBER		1 of 14	
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		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.


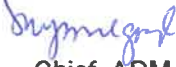
Agency Procurement Request (APR) – a contract between ITDI and Procurement Service, DBM for the delivery of common office supplies / materials /equipment paid in advance following delivery scheme as to pick-up, pick-up on a later date, regular free deliveries, and/or partial delivery.

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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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:

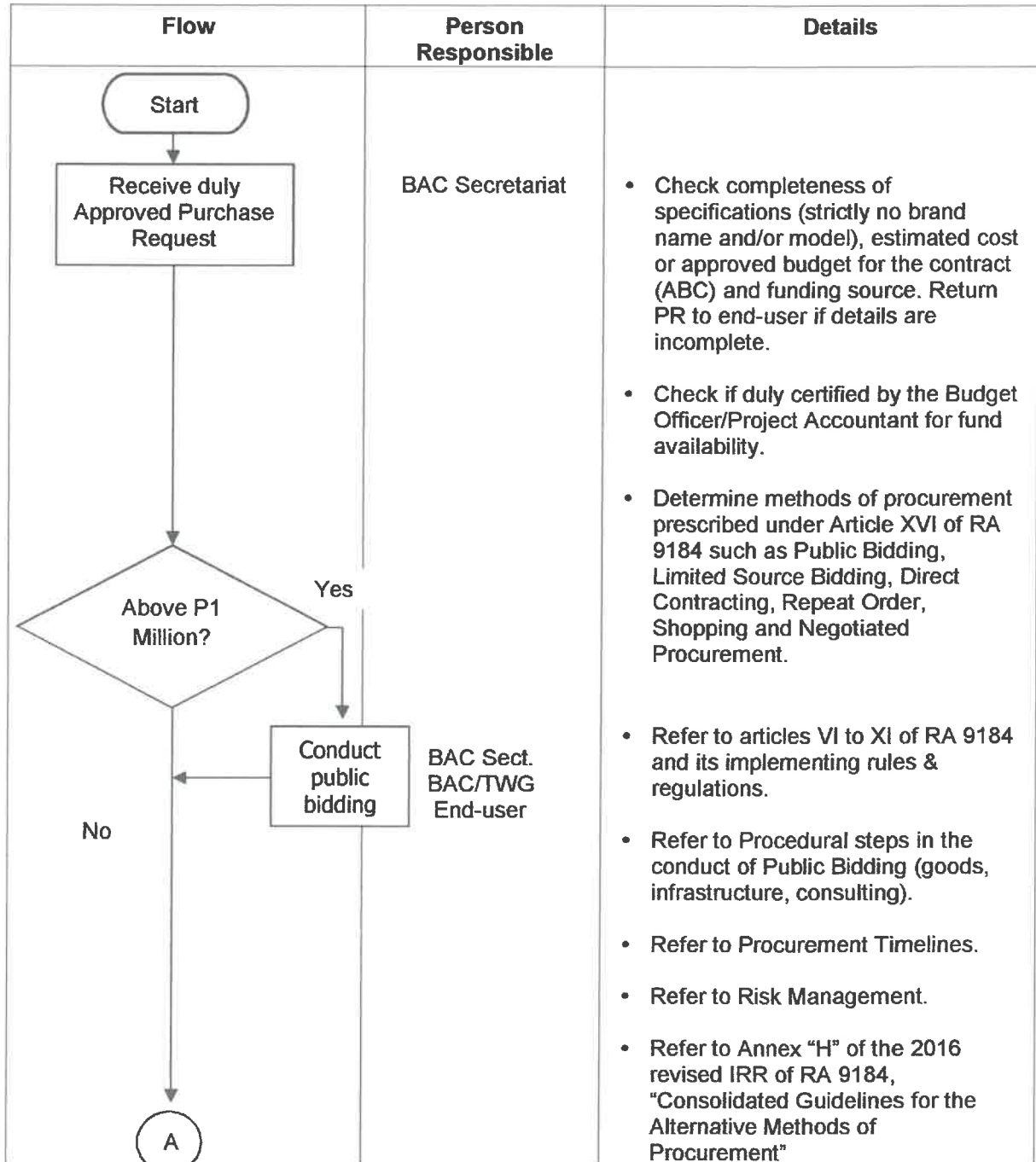
Government Procurement Reform Act (RA 9184)
 Annual Procurement Plan (APP)
 PM-ADM-PPMS 08-02 Acceptance, Storage and Release of Purchased Items
 PM-ADM-PPMS 08-03 Evaluation of Suppliers
 WI-ADM-PPMS 08-01 Purchase of Common Supplies and Materials from Procurement Service, DBM
 WI-ADM-PPMS 08-02 Application 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

Prepared by:  BAC Secretariat / AOV, ADM-PPMS	Reviewed / Approved by:  Chief, ADM
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SUBJECT	PURCHASING OF GOODS		

6. Procedures:



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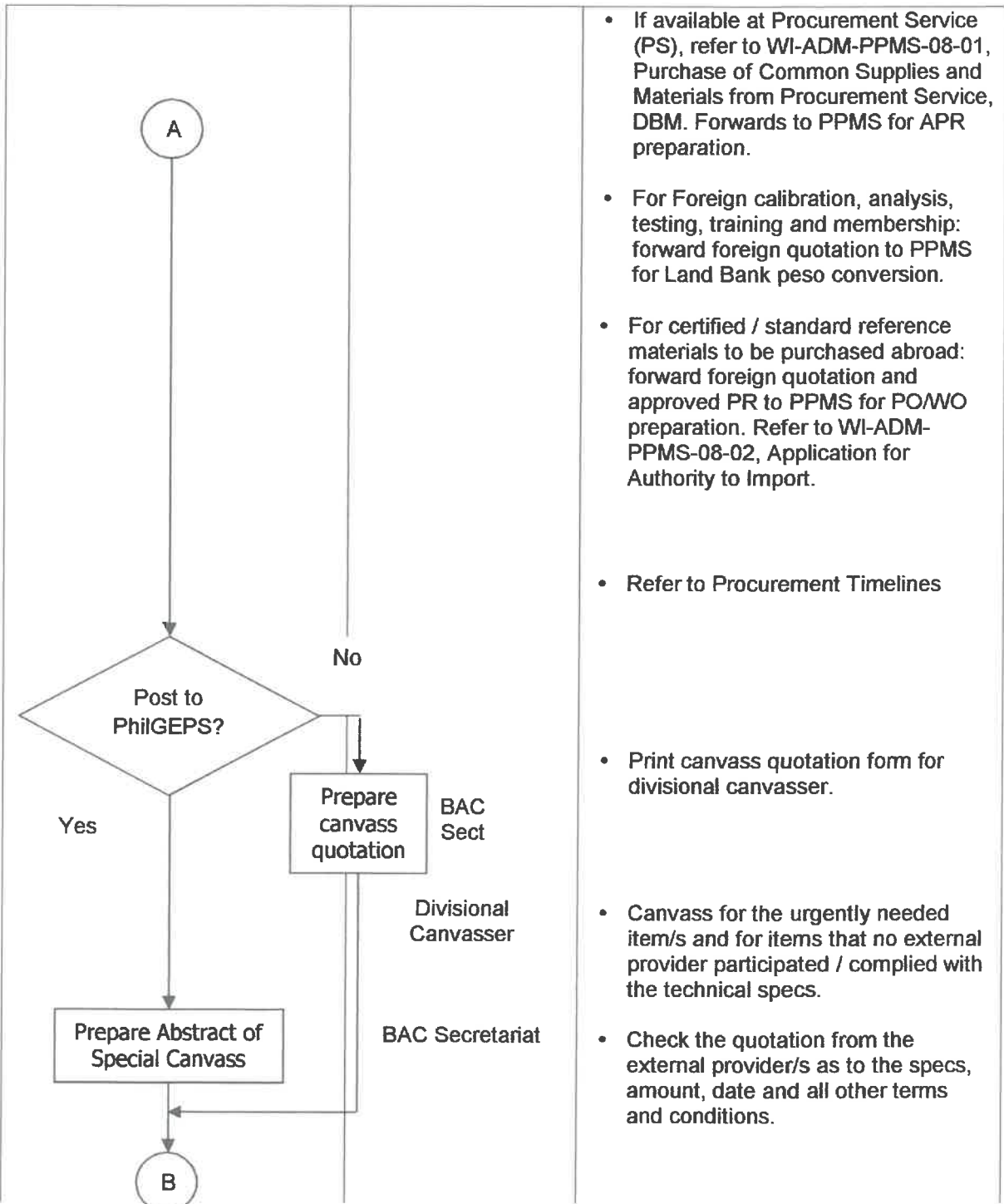
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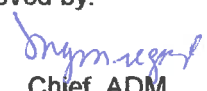
SECTION **PRODUCTION AND SERVICE PROVISION**

SUBJECT **PURCHASING OF GOODS**



- If available at Procurement Service (PS), refer to WI-ADM-PPMS-08-01, Purchase of Common Supplies and Materials from Procurement Service, DBM. Forwards to PPMS for APR preparation.
- For Foreign calibration, analysis, testing, training and membership: forward foreign quotation to PPMS for Land Bank peso conversion.
- For certified / standard reference materials to be purchased abroad: forward foreign quotation and approved PR to PPMS for PO/WO preparation. Refer to WI-ADM-PPMS-08-02, Application for Authority to Import.
- Refer to Procurement Timelines
- Print canvass quotation form for divisional canvasser.
- Canvass for the urgently needed item/s and for items that no external provider participated / complied with the technical specs.
- Check the quotation from the external provider/s as to the specs, amount, date and all other terms and conditions.

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Reviewed / Approved by:  Chief, ADM

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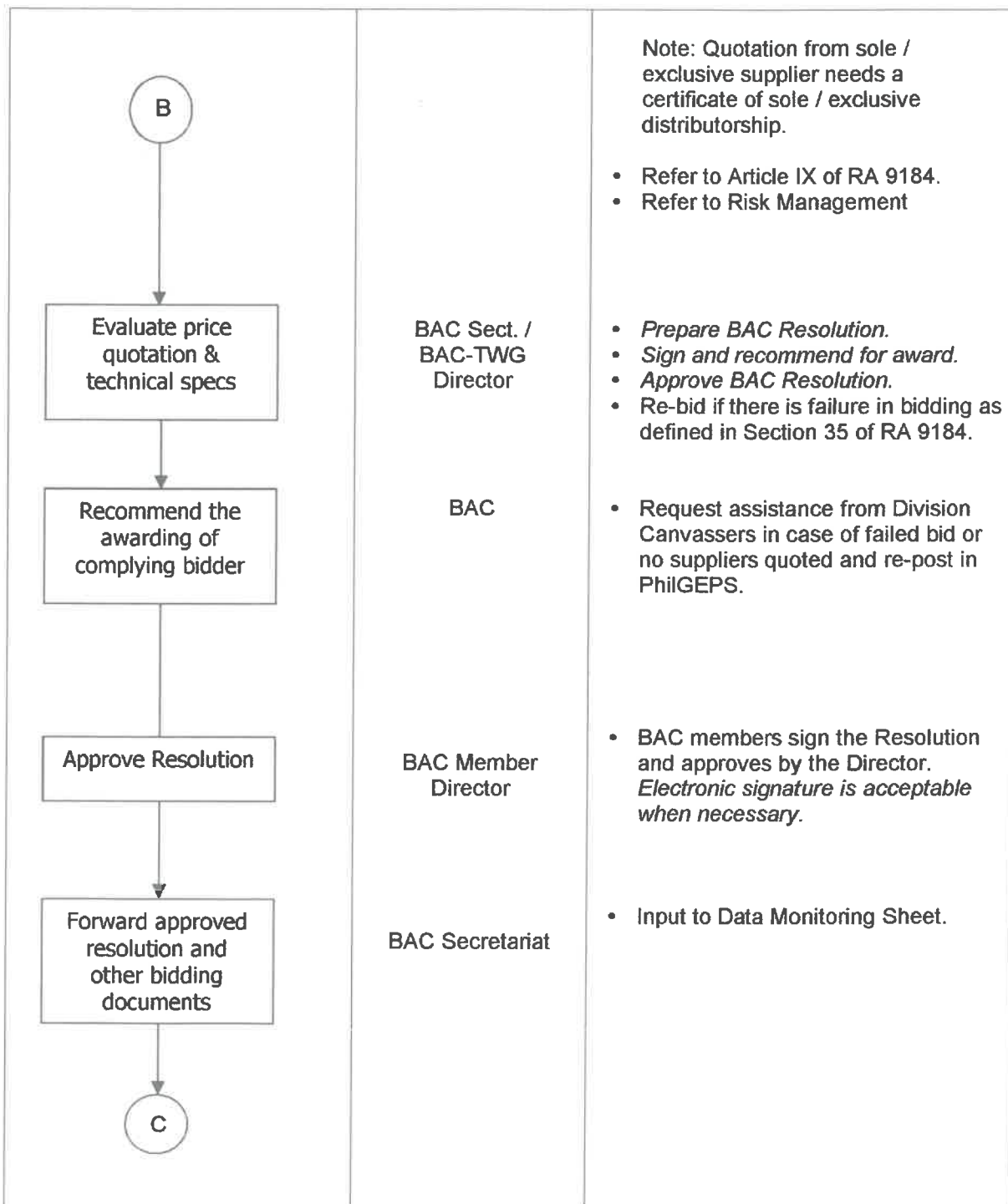
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SECTION **PRODUCTION AND SERVICE PROVISION**

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SUBJECT **PURCHASING OF GOODS**



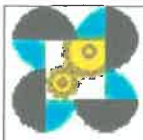
Prepared by:

[Signature]
BAC Secretariat / AOV, ADM-PPMS

Reviewed / Approved by:

[Signature]
Chief, ADM

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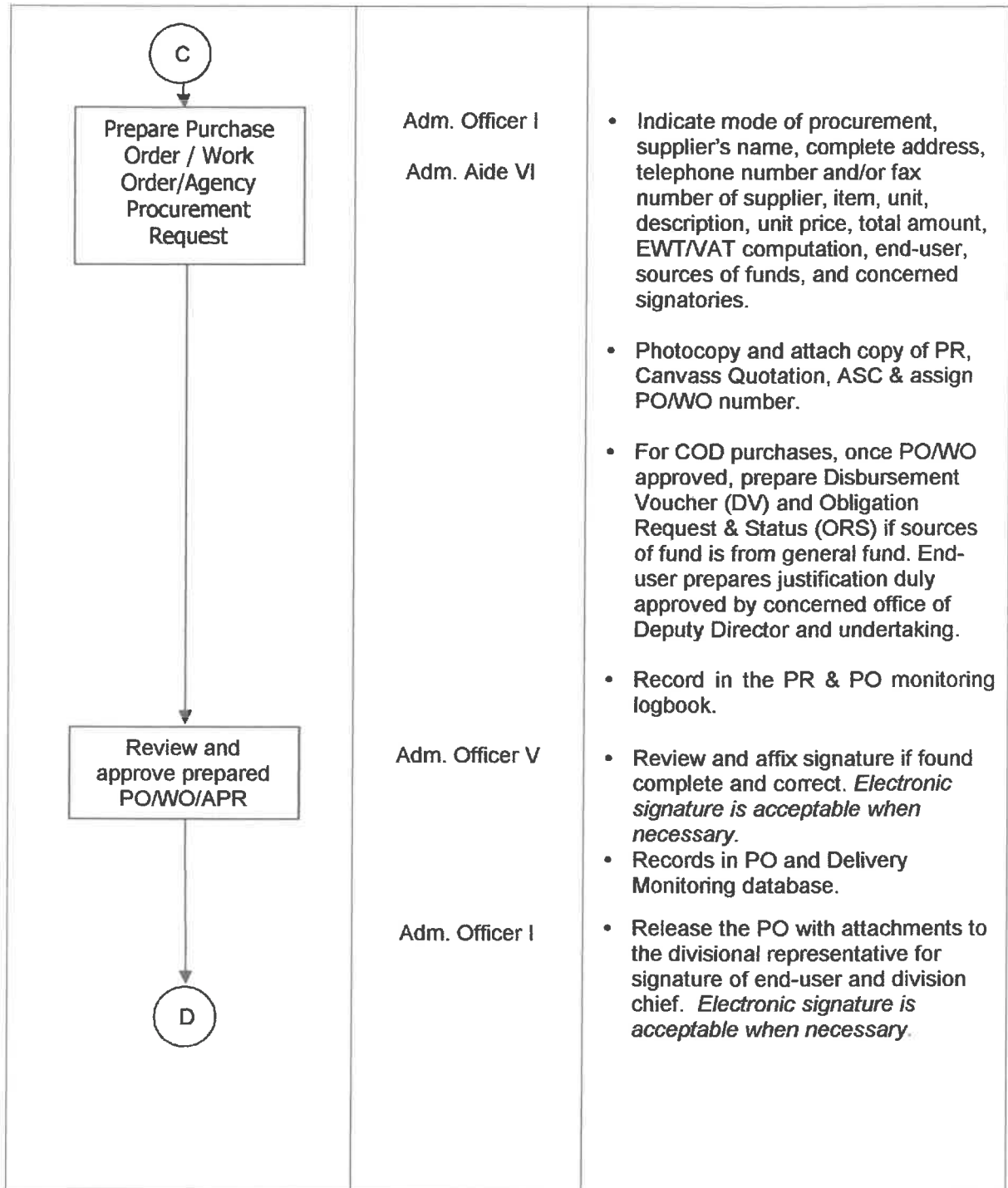
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SECTION **PRODUCTION AND SERVICE
PROVISION**

EFFECTIVITY DATE **01 June 2021**

DOCUMENT TYPE **PAPER / PDF FILE**

SUBJECT **PURCHASING OF GOODS**



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Chief, ADM

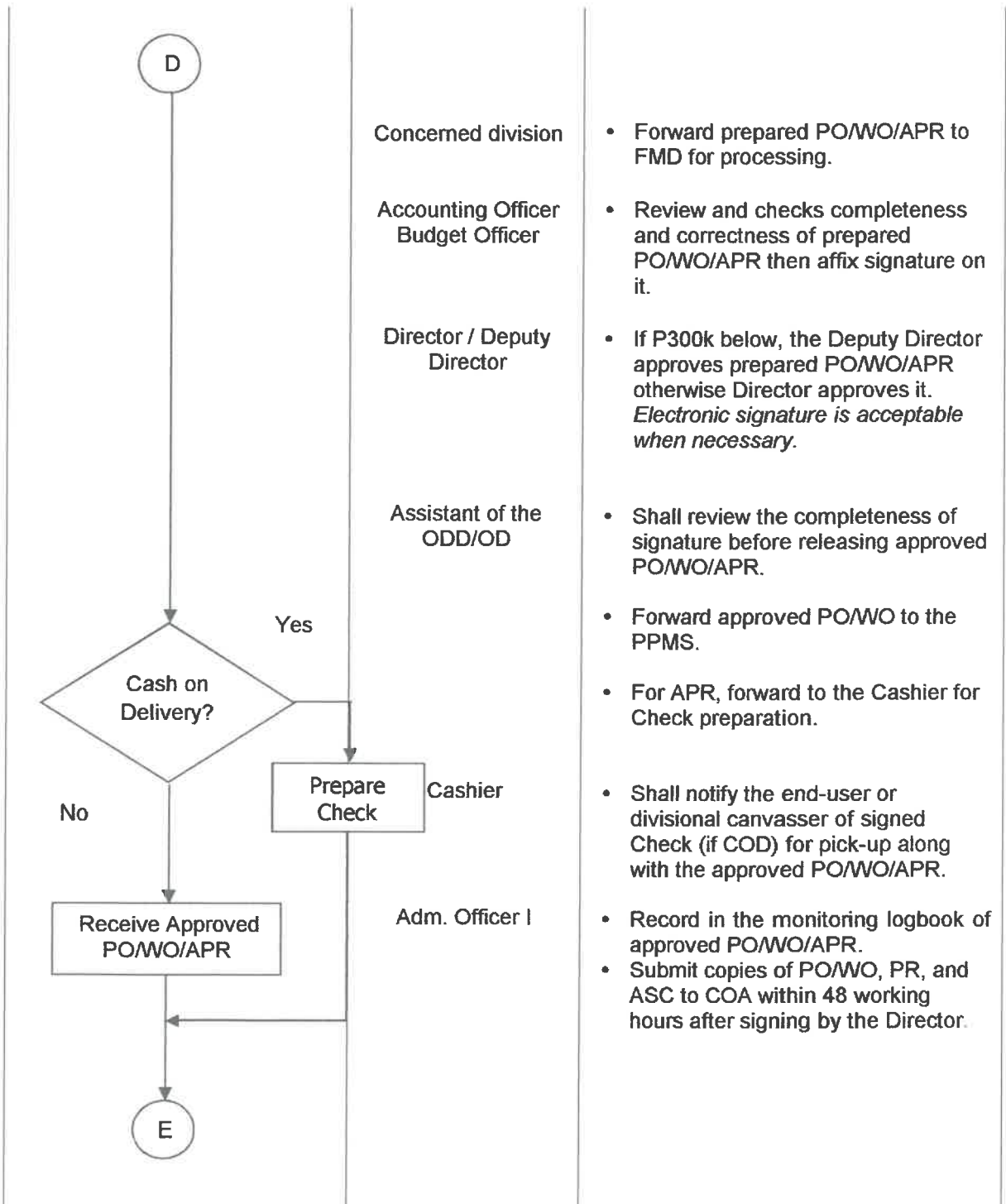
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PROCEDURES MANUAL

SECTION PRODUCTION AND SERVICE PROVISION

SUBJECT PURCHASING OF GOODS



- Forward prepared POWO/APR to FMD for processing.
- Review and checks completeness and correctness of prepared POWO/APR then affix signature on it.
- If P300k below, the Deputy Director approves prepared POWO/APR otherwise Director approves it. *Electronic signature is acceptable when necessary.*
- Shall review the completeness of signature before releasing approved POWO/APR.
- Forward approved POWO to the PPMS.
- For APR, forward to the Cashier for Check preparation.
- Shall notify the end-user or divisional canvasser of signed Check (if COD) for pick-up along with the approved POWO/APR.
- Record in the monitoring logbook of approved POWO/APR.
- Submit copies of POWO, PR, and ASC to COA within 48 working hours after signing by the Director.

Prepared by:

[Signature]
BAC Secretariat / AOV, ADM-PPMS

Reviewed / Approved by:

[Signature]
Chief, ADM

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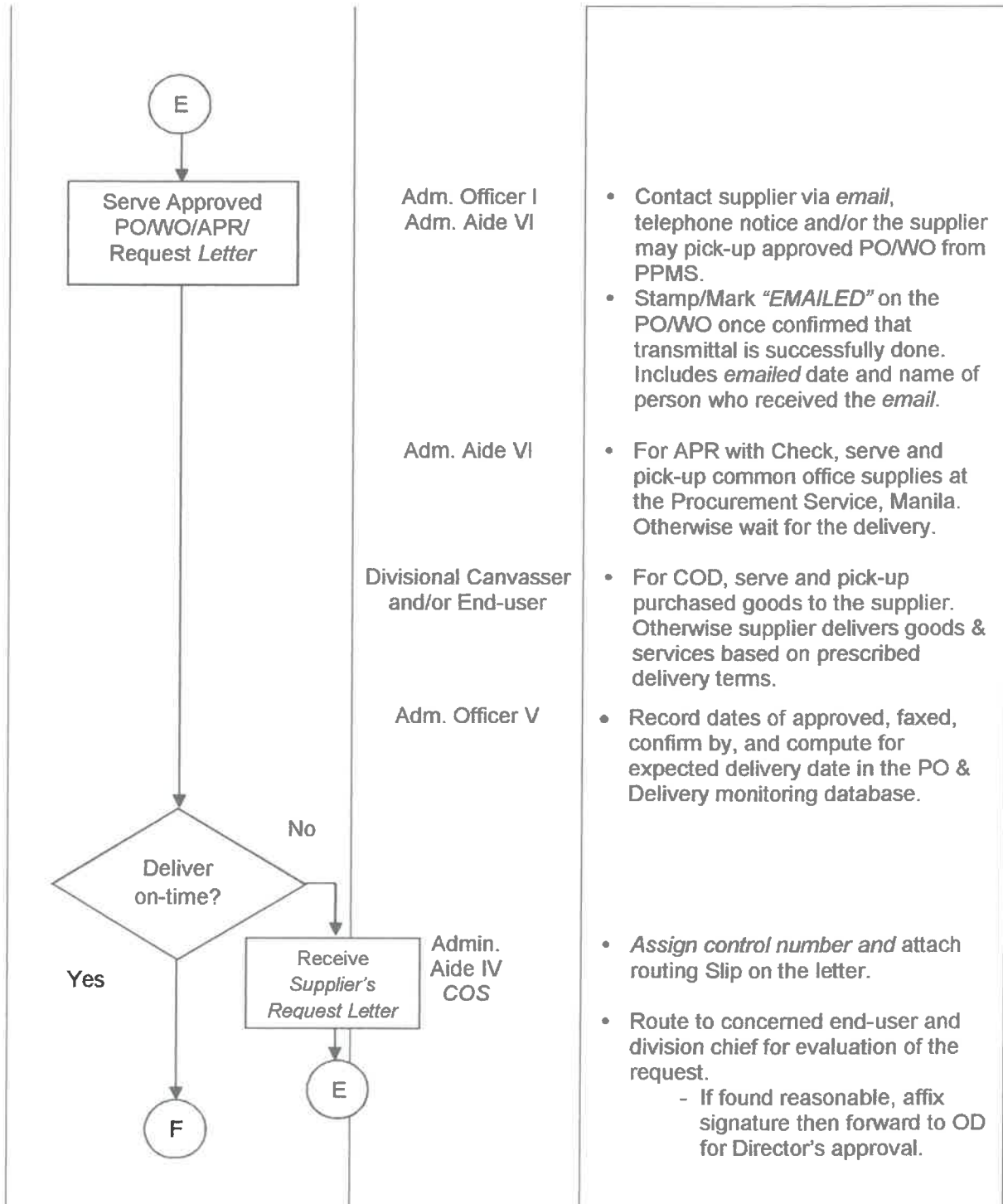
PROCEDURES MANUAL

SECTION **PRODUCTION AND SERVICE PROVISION**

EFFECTIVITY DATE **01 June 2021**

DOCUMENT TYPE **PAPER / PDF FILE**

SUBJECT **PURCHASING OF GOODS**



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[Signature]
BAC Secretariat / AOV, ADM-PPMS

Reviewed / Approved by:

[Signature]
Chief, ADM

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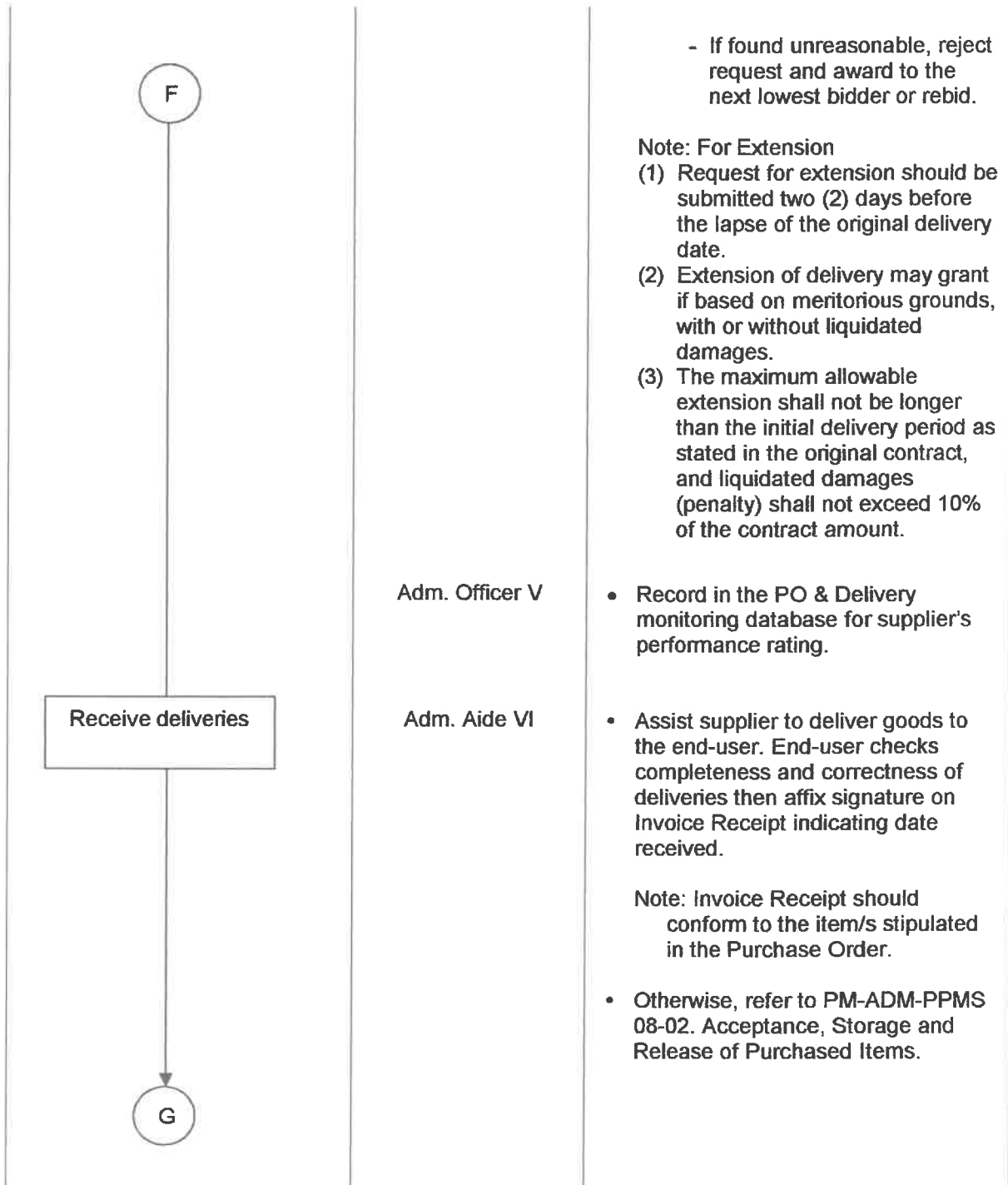


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PROCEDURES MANUAL

SECTION PRODUCTION AND SERVICE PROVISION

SUBJECT PURCHASING OF GOODS



Prepared by:

Abang
BAC Secretariat / AOV, ADM-PPMS

Reviewed / Approved by:

Supriyatno
Chief, ADM

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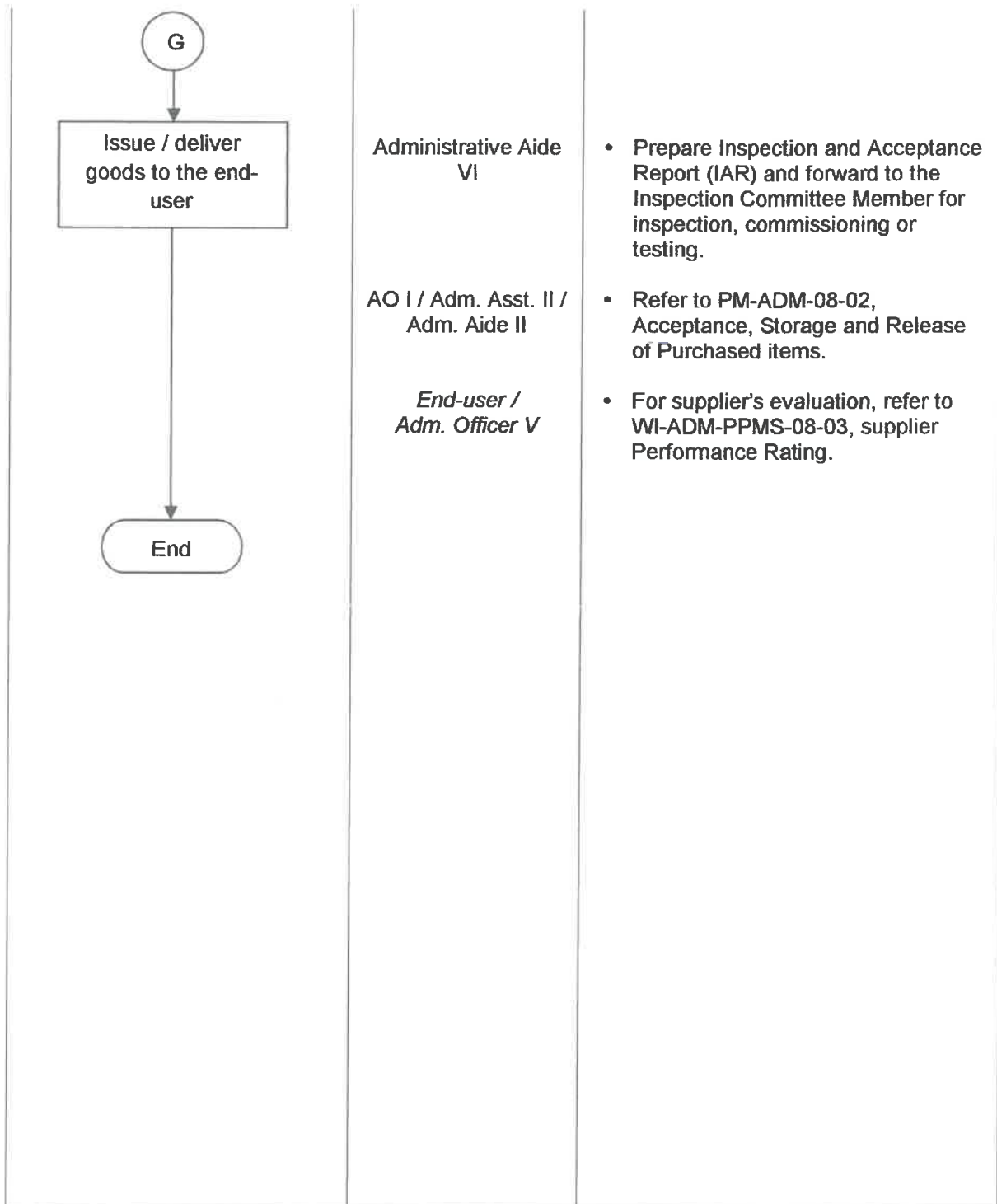
01 June 2021

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SUBJECT

PURCHASING OF GOODS




Prepared by:

Abhay
BAC Secretariat / AOV, ADM-PPMS

Reviewed / Approved by:

Sydney
Chief, ADM

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		PURCHASING OF GOODS	

7.0 Procurement Timelines: **PUBLIC BIDDING**

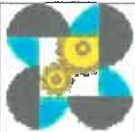
A. Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services

Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational 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 **Time and Maximum Period Allowed for the Procurement of**

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SECTION		PAGE NUMBER	12 of 14
	SUBJECT	EFFECTIVITY DATE	01 June 2021
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PURCHASING OF GOODS			

Infrastructure Projects

Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational Timeline (Maximum Period Allowed)	Conditions / Remarks
20	Pre-Procurement Conference	1 CD	Day 0	Whenever necessary	Day 0	Optional for ABC of P5M 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 45 — Day 8 to 60	~ 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 57 — Day 72	Last day of Availability of Bidding Documents
32.4	Bid Evaluation	1 CD	Day 21	7 CDs	Day 58 to 64 — Day 73 to 79	
34.8	Post-Qualification	2 CDs	Day 22 to 23	45 CDs	Day 65 to 109 — Day 80 to 124	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 110 to 124 — 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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BAC Secretariat / AOV, ADM-PPMS

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PURCHASING OF GOODS			

			Day 150 to 156	
TOTAL TIME		26 CDs	141 CDs or 156 CDs	Excluding Approval of Higher Authority, if 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 (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational 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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	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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	PROCEDURES MANUAL	REVISION NUMBER	2
SECTION	PRODUCTION AND SERVICE PROVISION	PAGE NUMBER	1 of 6
		EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF 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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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:

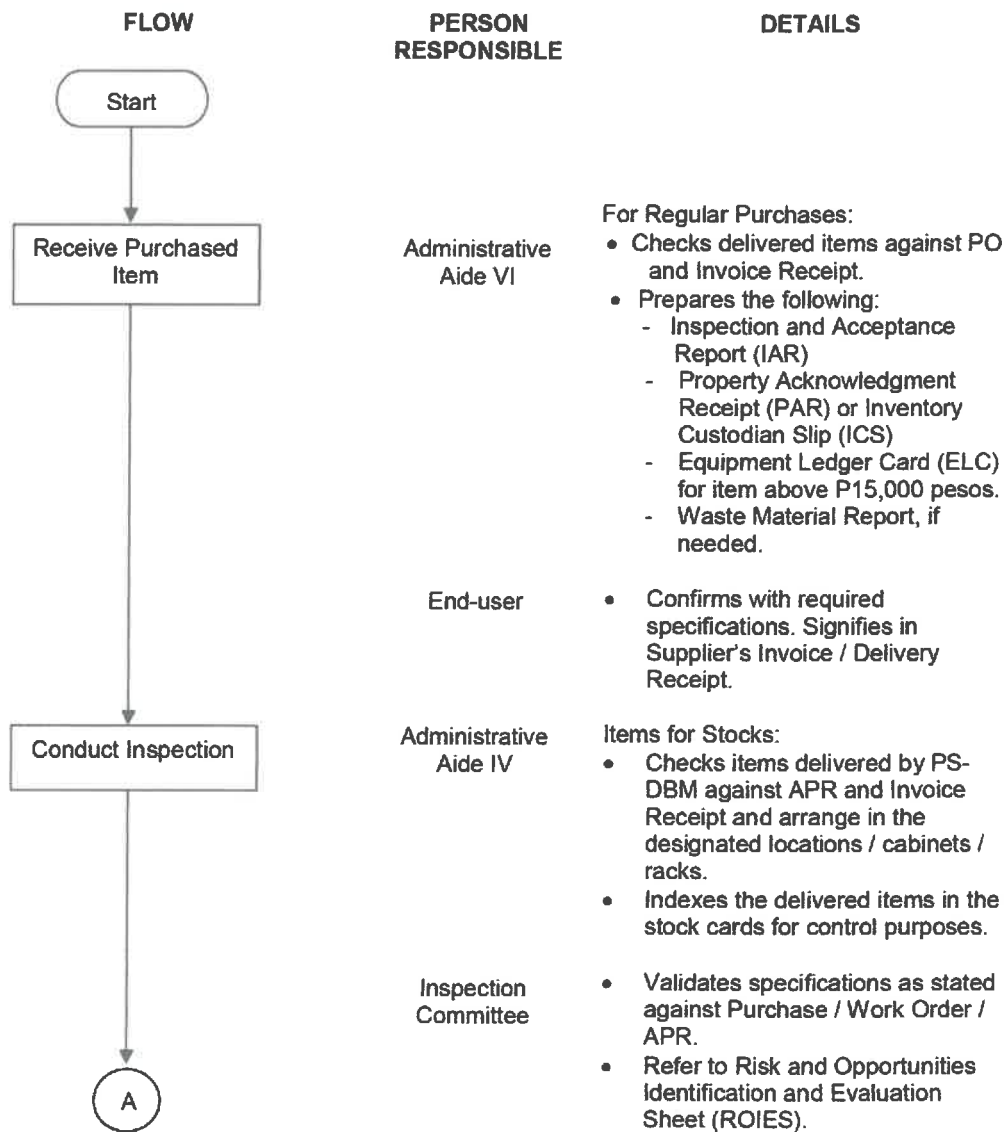
National Government Accounting System (NGAS)
WI-ADM-PPMS 08-06 Issuance, Control and Disposal of ITDI Property



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6.0 Procedure:



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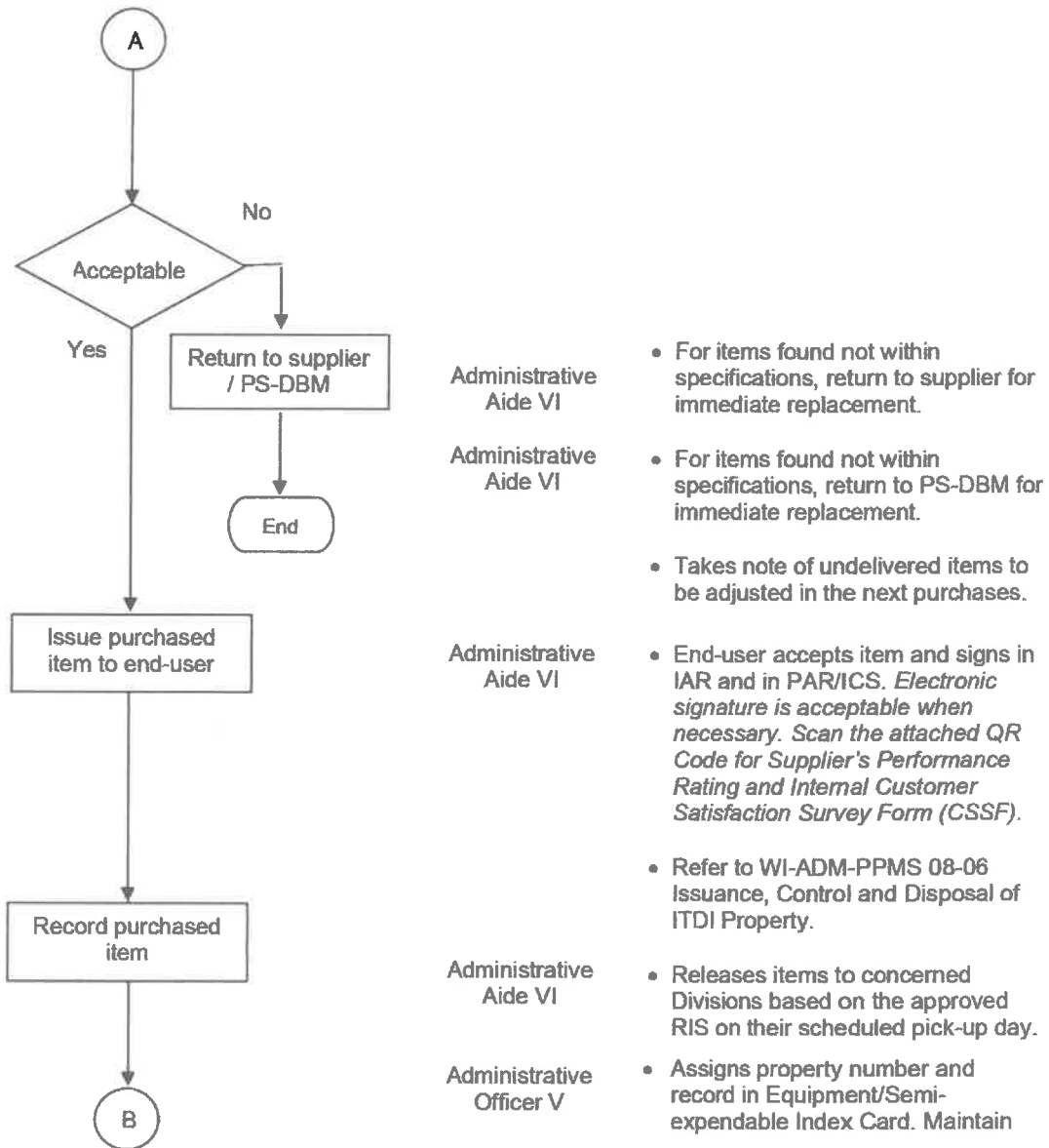
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SECTION	PRODUCTION AND SERVICE PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF PURCHASED ITEMS		

FLOW


PERSON
RESPONSIBLE

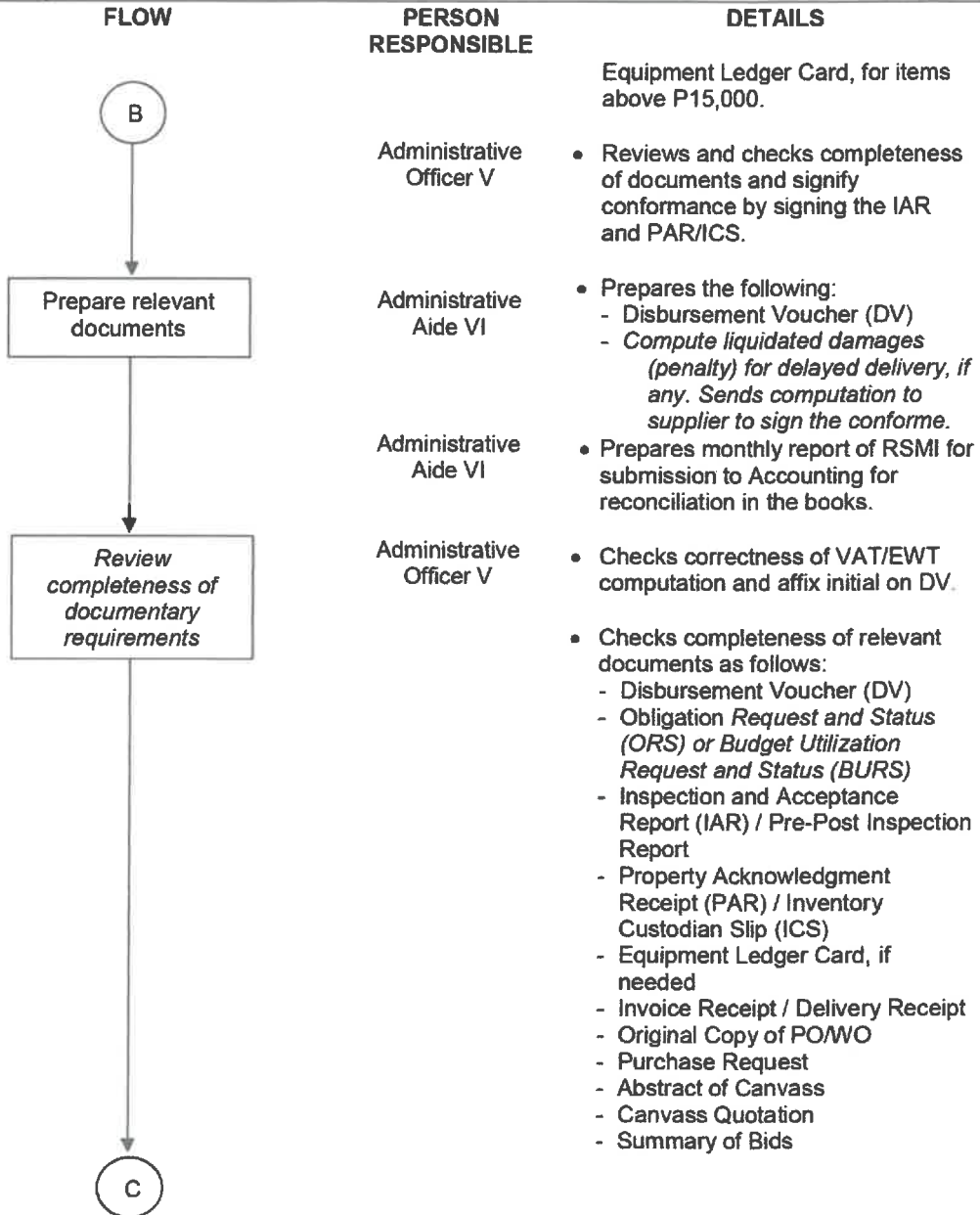
DETAILS





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SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF PURCHASED ITEMS		



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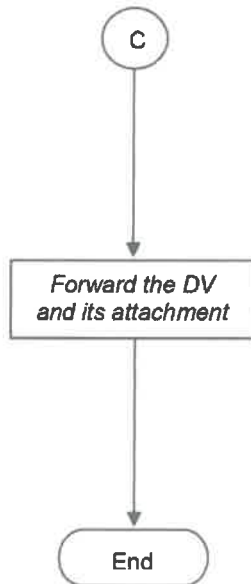
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FLOW


PERSON
RESPONSIBLE

DETAILS




Administrative
Aide VI

- 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.

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EFFECTIVITY DATE		01 June 2021	
SECTION	PRODUCT REALIZATION	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

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:

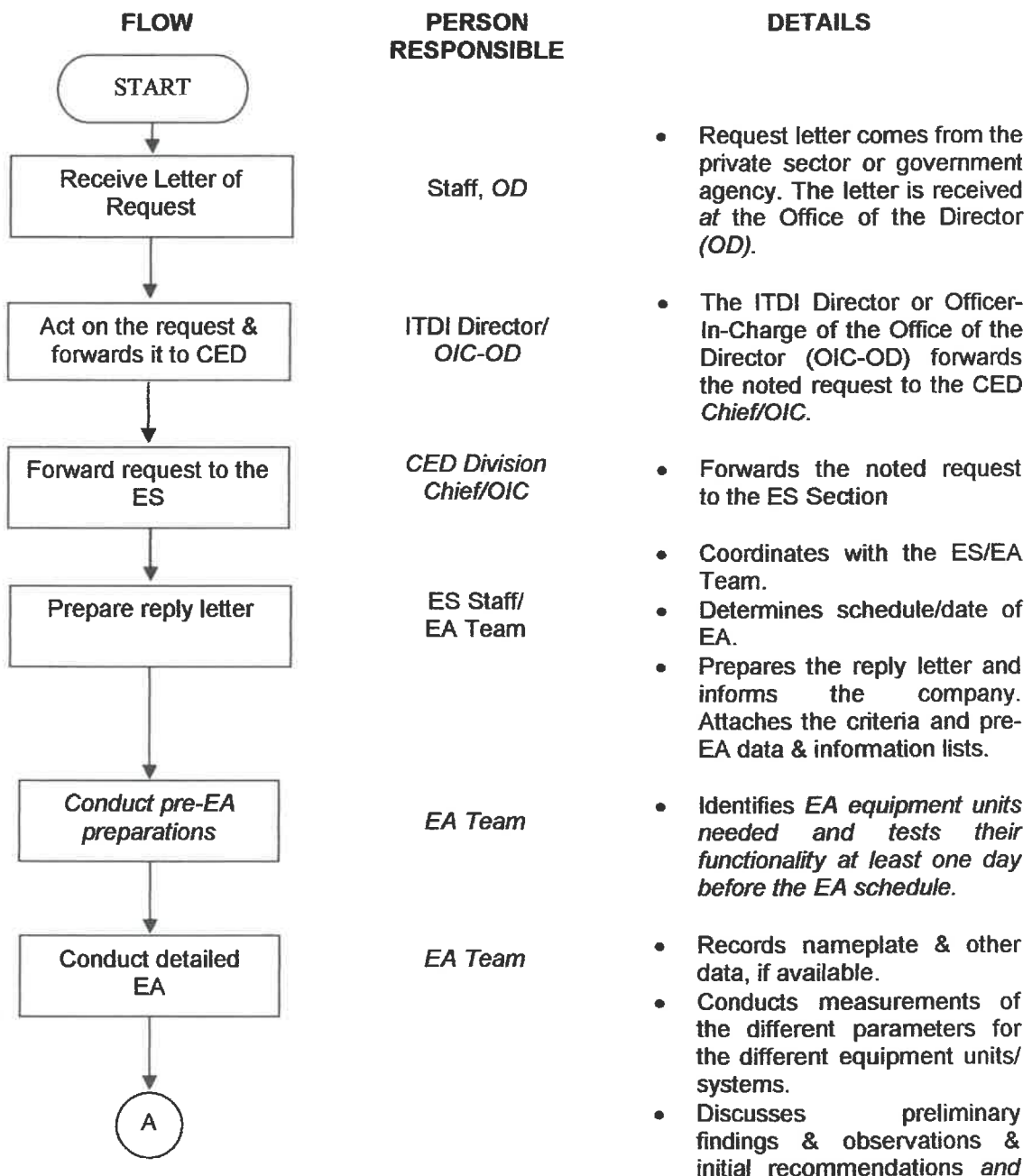
EA Brochure
 EX-CED-OC-008 Guidelines on Energy Conserving Design for Buildings, Phil. Department of Energy (DOE) 2007
 EX- CED-OC-009 United Nations Environment Program (UNEP) Guidance Manual on Energy Efficiency Improvement for Industry, 2003
 EX-CED-OC-010 National Electric Manufacturers Association (NEMA) Standard Publication MG 10-2001
 EX-CED-OC-011 Philippine Distribution Code, December 2001
 Equipment Maintenance Records of EA Equipment

Prepared by:  Supervising Science Research Specialist, CED-ES	Approved by:  OIC, CED
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SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
	ENERGY AUDIT/ASSESSMENT		

6.0 Procedure:



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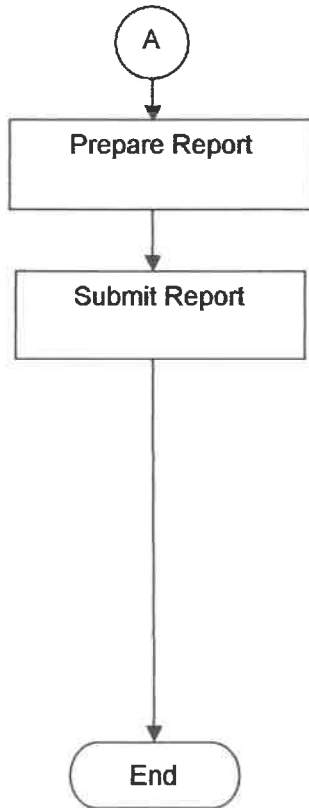
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SUBJECT	ENERGY AUDIT/ASSESSMENT		

FLOW

PERSON RESPONSIBLE

DETAILS

requests client to fill-up Customer Satisfaction Survey Form



EA Team


- Analyse data based on set methodologies and prepares EA report.

EA Team

- 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.

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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		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

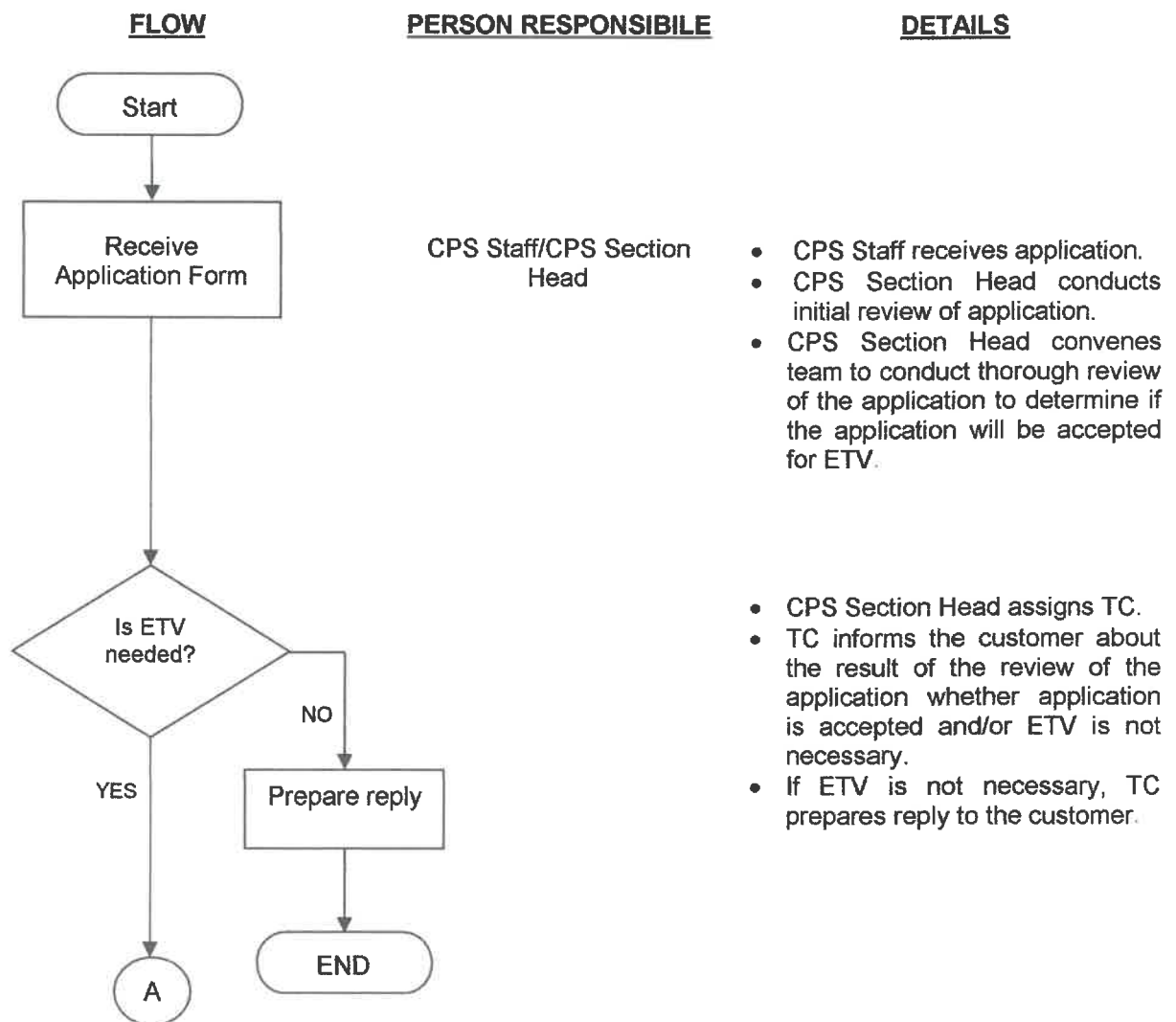
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6.0 Procedure

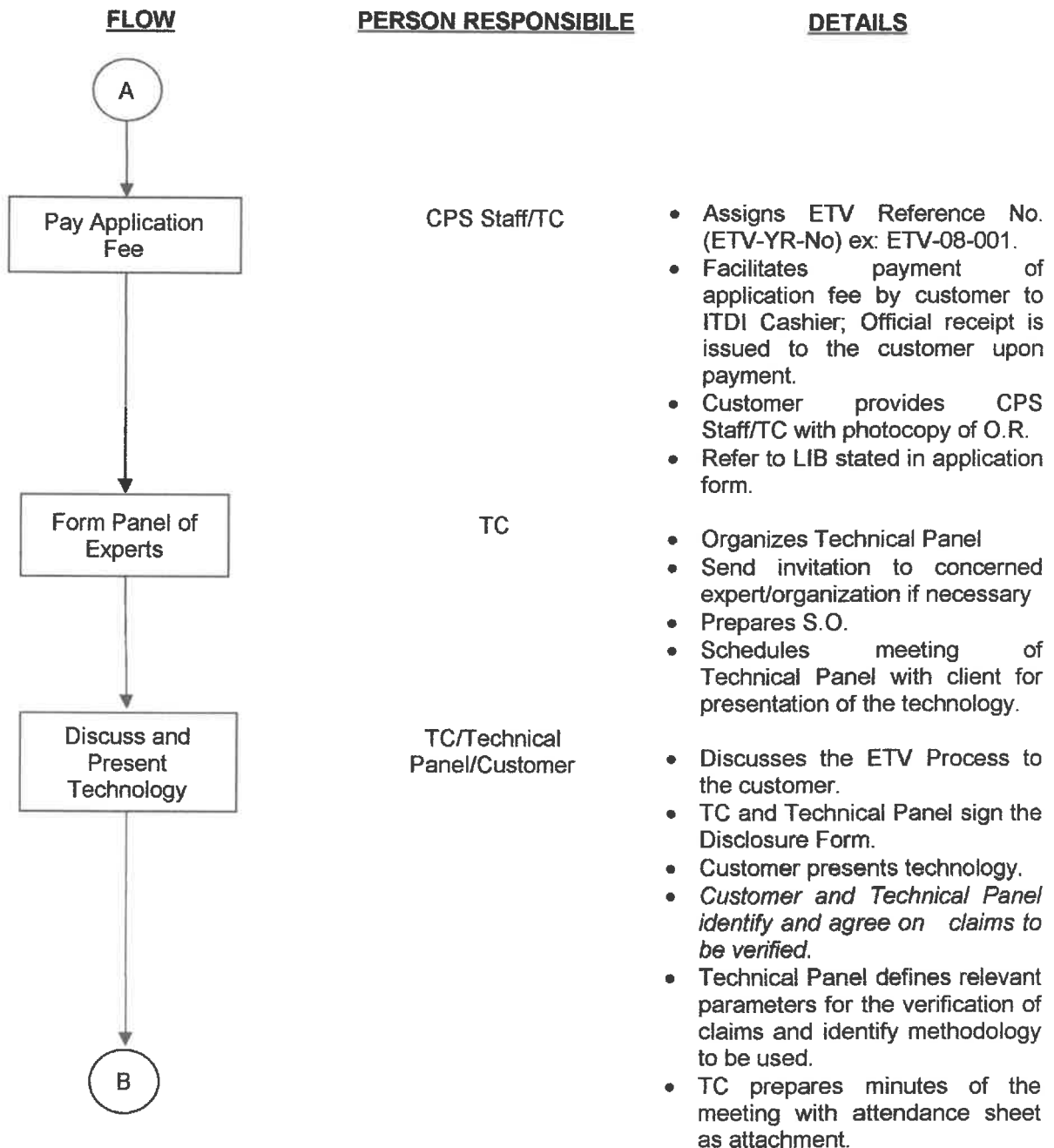
Environmental Technology Verification



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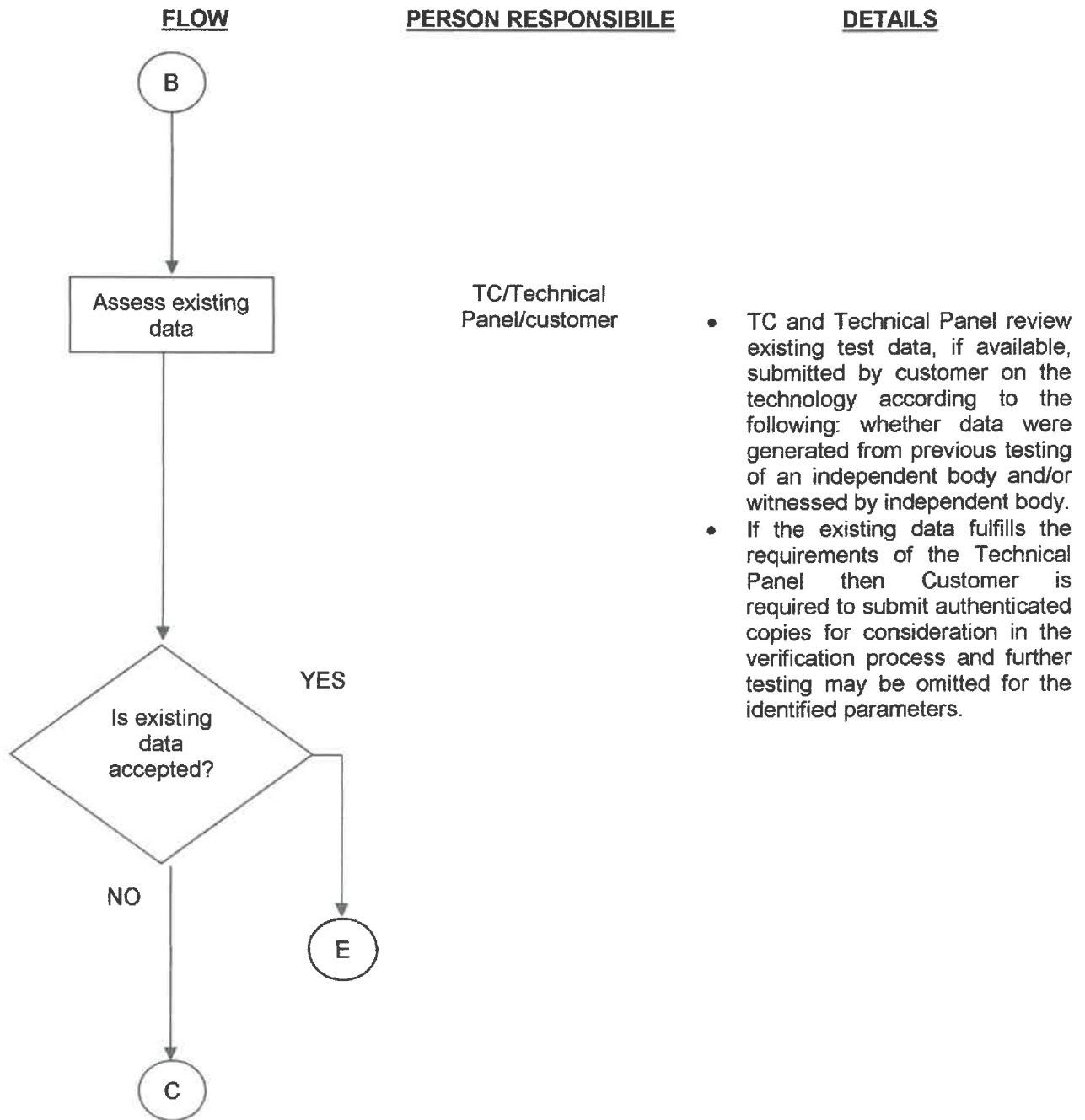
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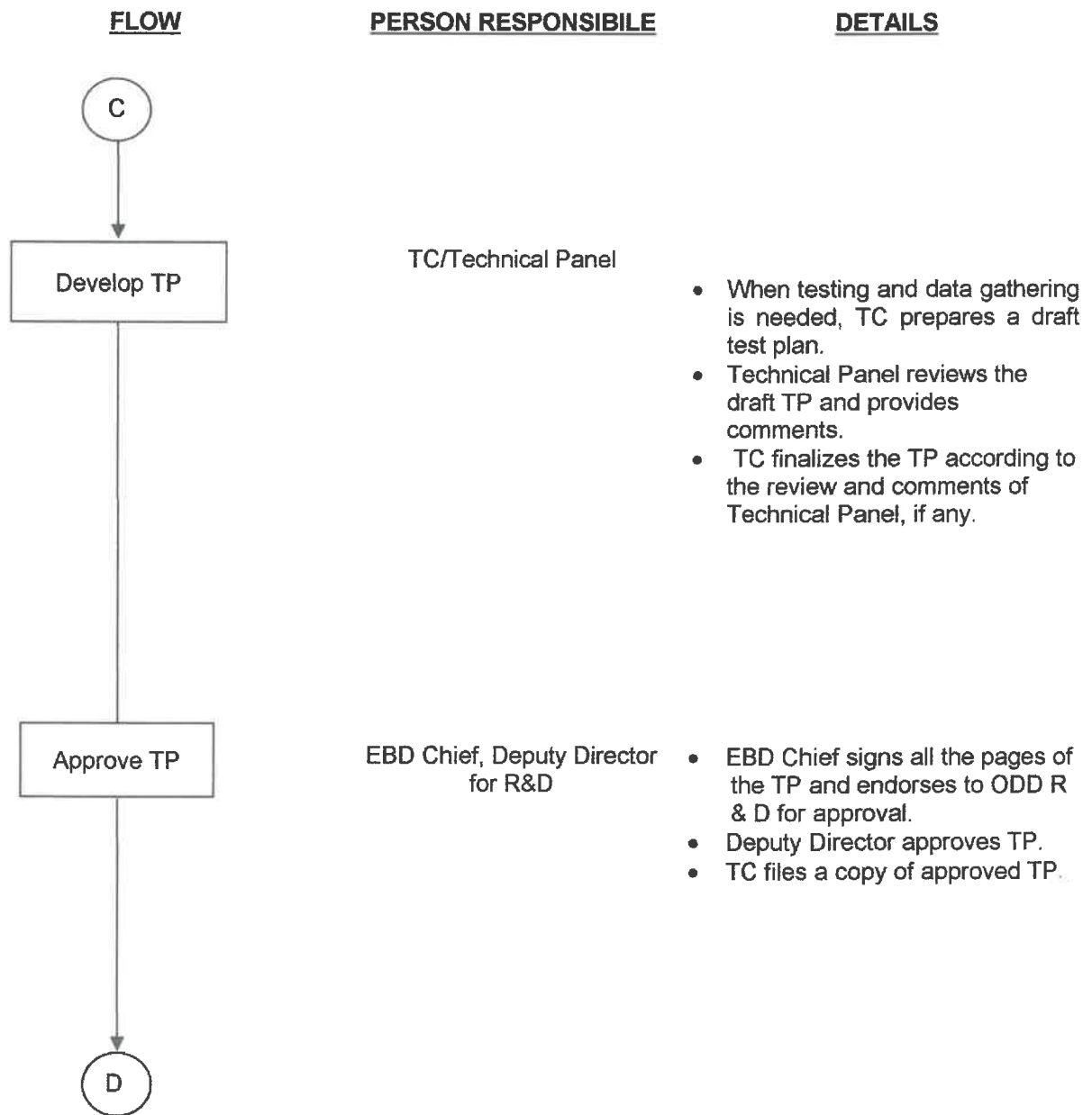
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SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION	DOCUMENT TYPE	PAPER / PDF FILE





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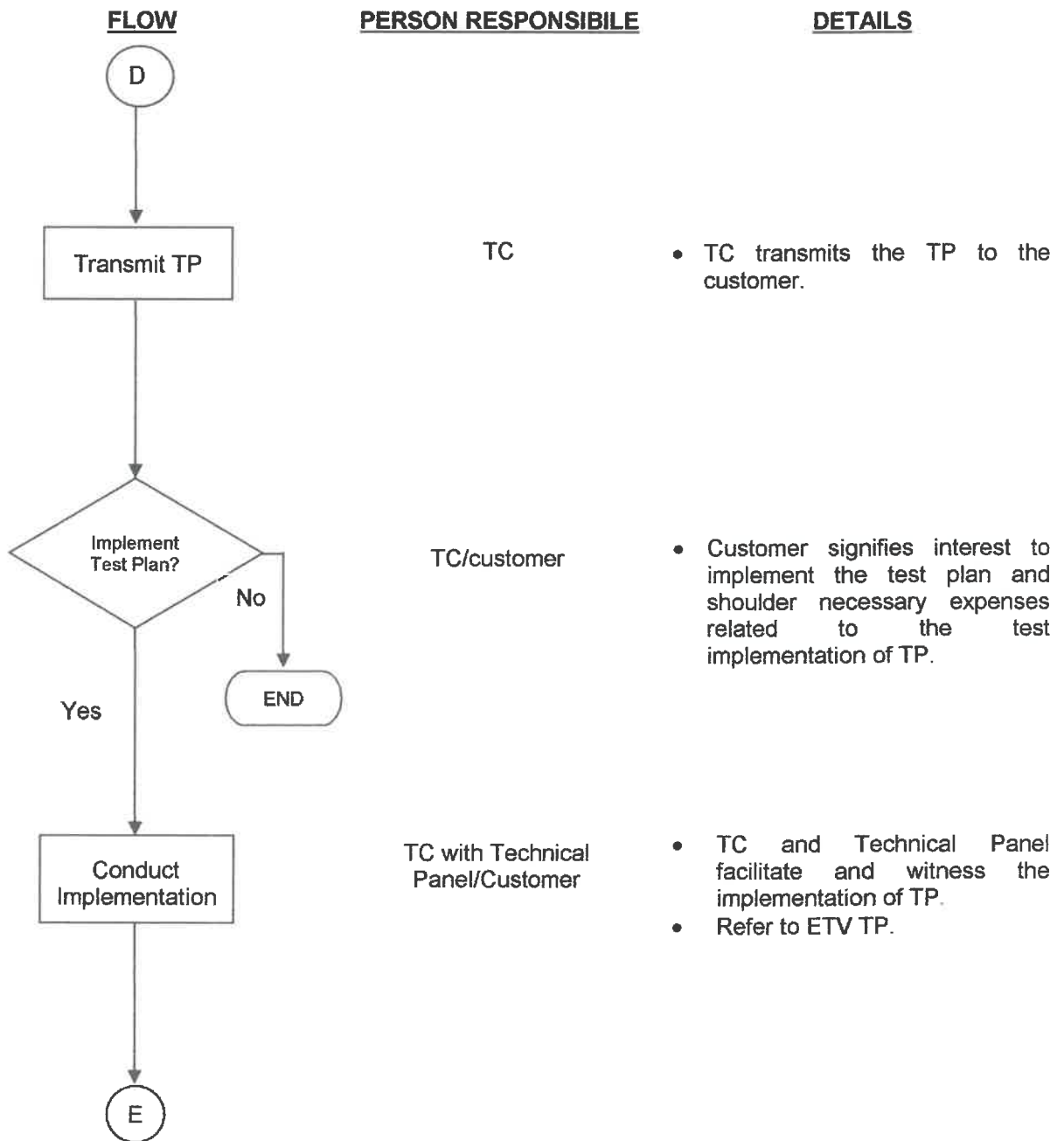
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SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION		



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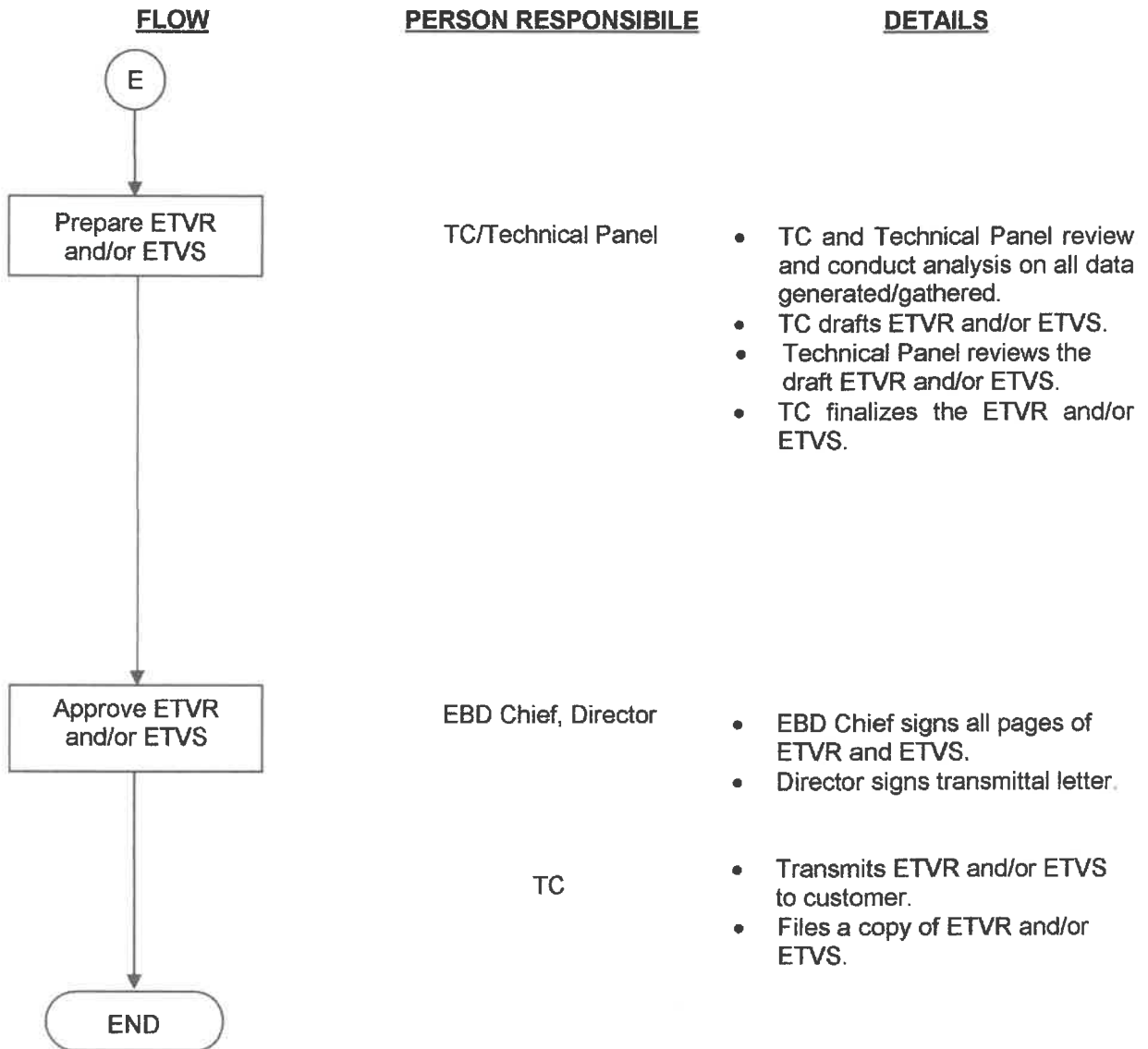
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		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION		

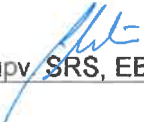



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		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION		



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	PROCEDURES MANUAL	REVISION NUMBER	0
PAGE NUMBER		1 of 7	
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		

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.

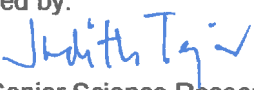

Chemical Compatibility – refers to a process of safety management technique used to prevent and mitigate chemical reactivity of hazards.

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

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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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.

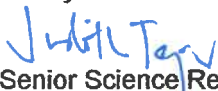

DENR Administrative Order No. 22 Series 2013 (DAO 2013-22) – known as the Revised Procedures and Standards for the Management of Hazardous Wastes (Revising DAO 2004-36).

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.

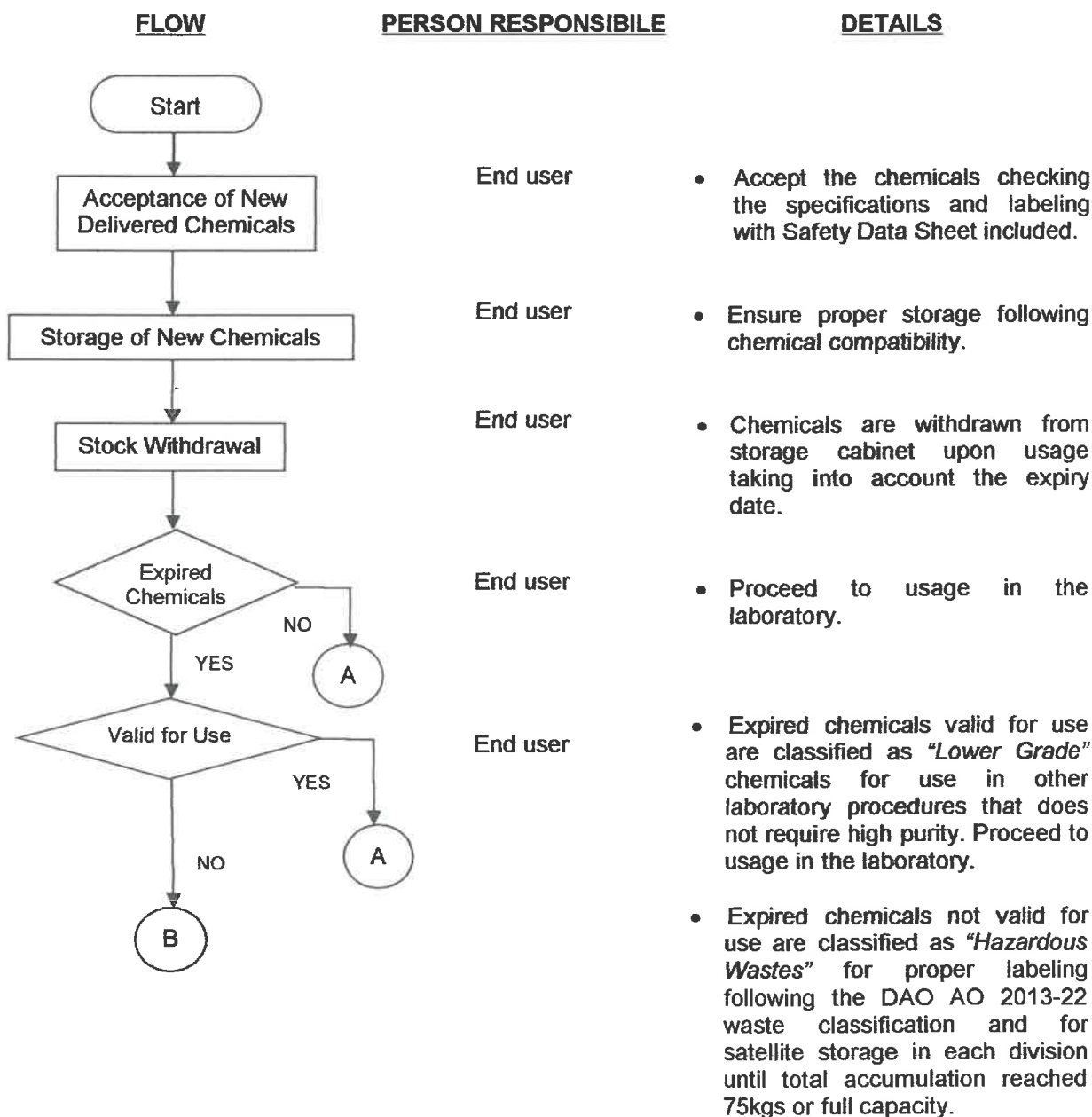
Republic Act (RA) 6969 – known as the “Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990”.



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SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE	DOCUMENT TYPE	PAPER / PDF FILE

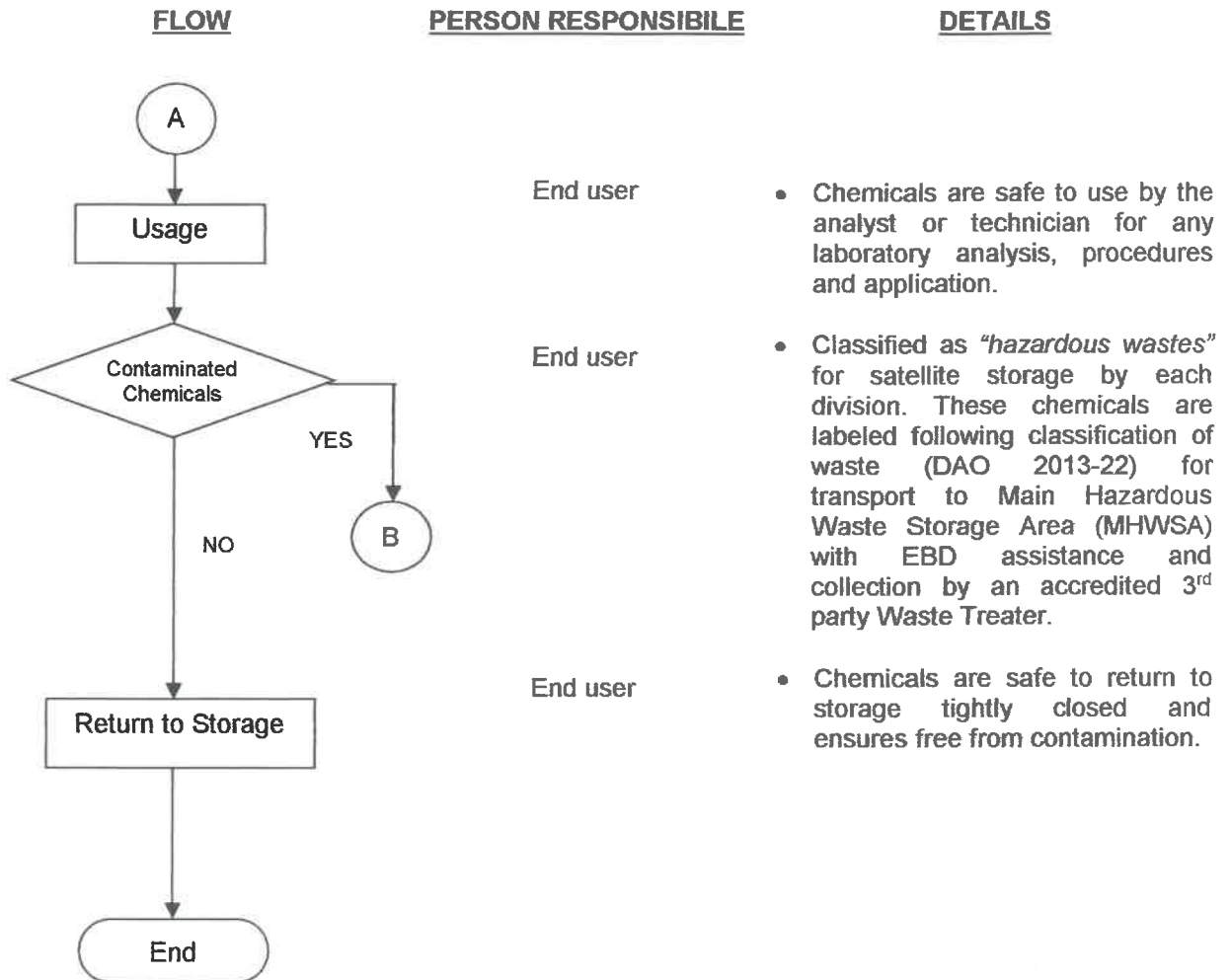
6.0 Procedure:


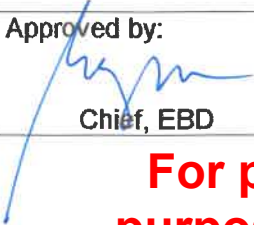


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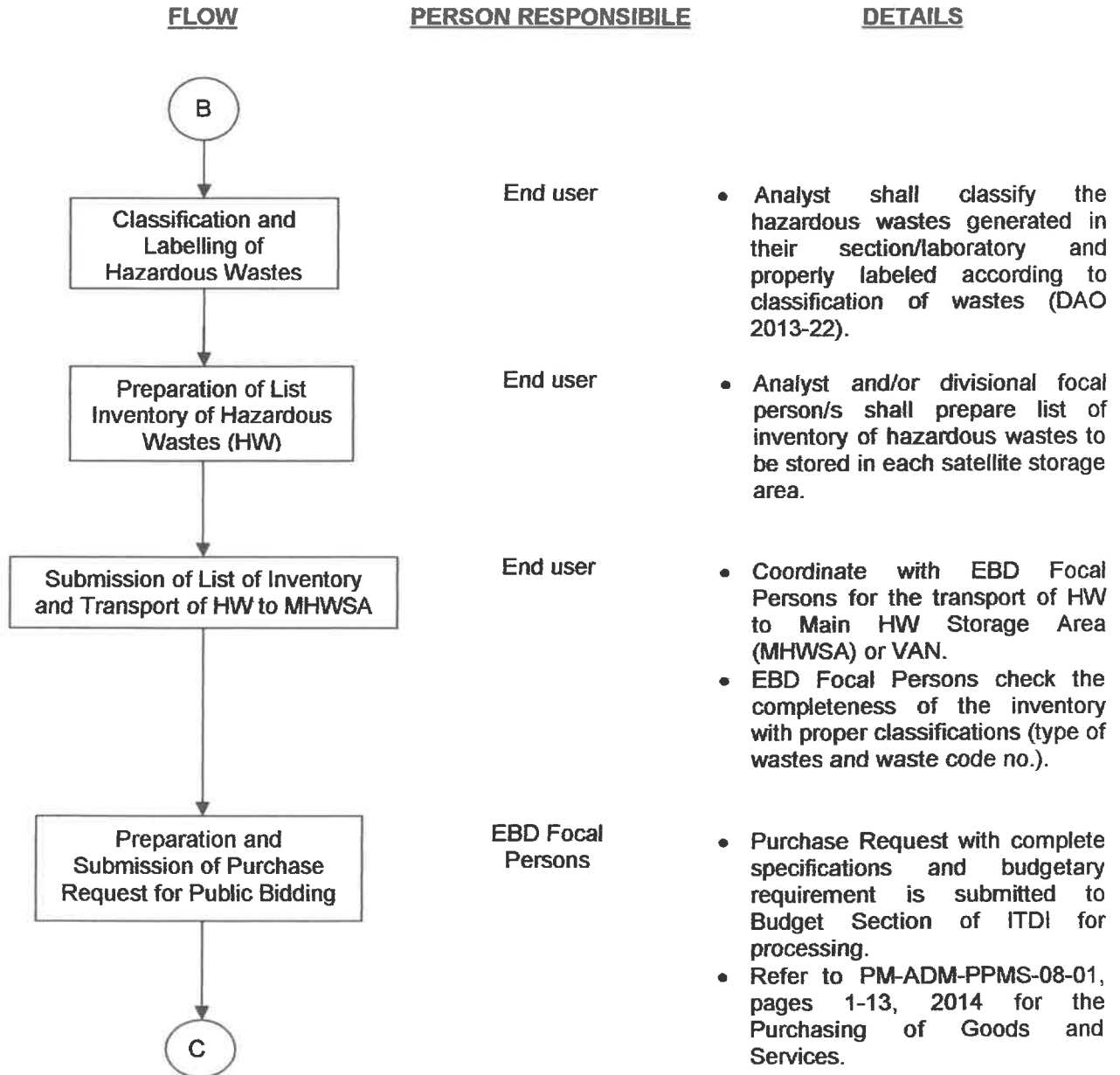
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-EBD-WMS-08-01
	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION		PRODUCT REALIZATION	PAGE NUMBER
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SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		



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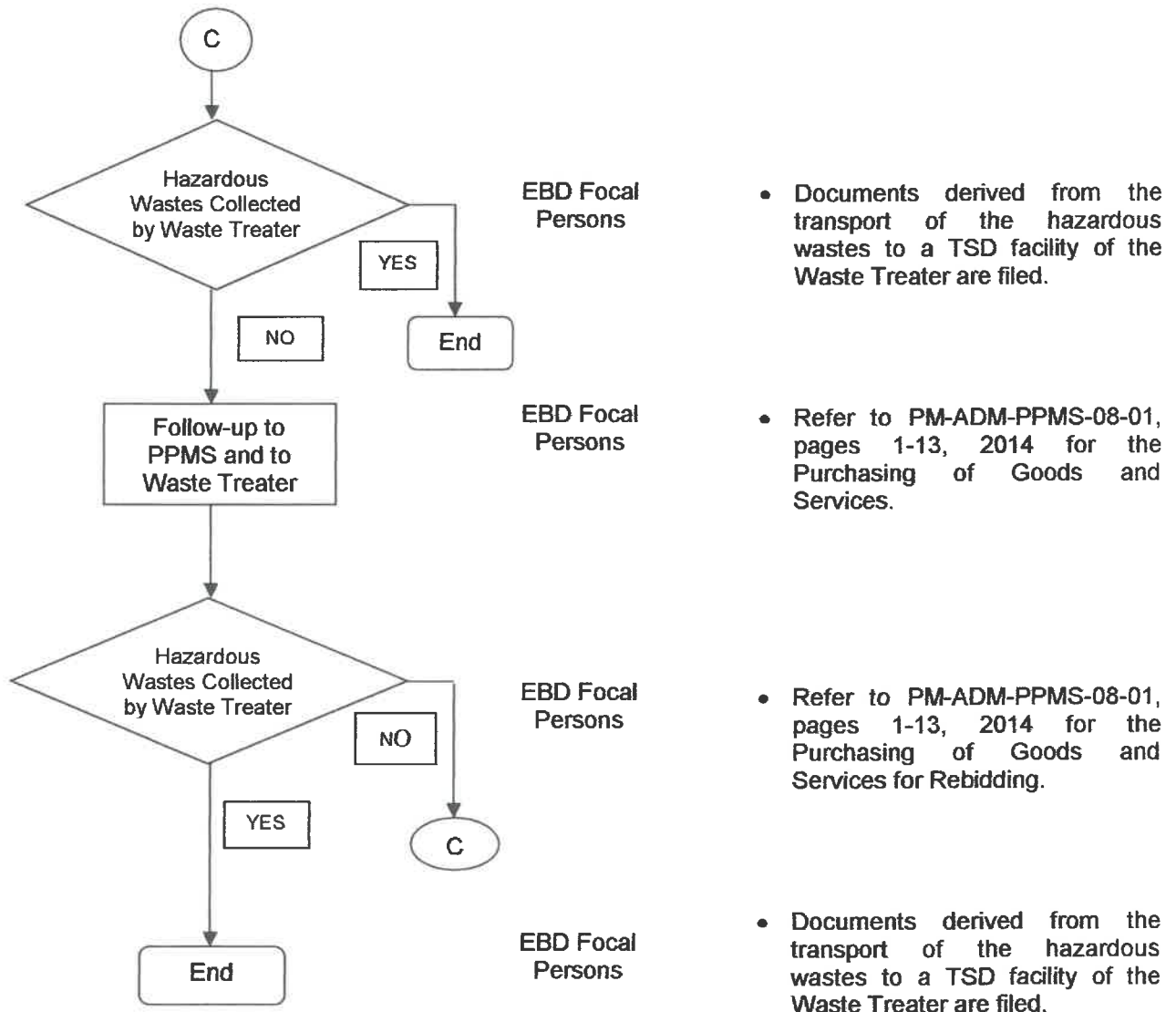
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FLOW


PERSON RESPONSIBLE

DETAILS



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	PROCEDURES MANUAL	REVISION NUMBER	2
PAGE NUMBER		1 of 5	
EFFECTIVITY DATE		01 June 2021	
SECTION	PRODUCTION AND SERVICE 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.

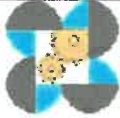
RTS - is a term used by the Bureau of Post to indicate that registered demand/collection letters sent by ITDI were not served due to any of the following reasons: 1) Client can no longer be found; 2) Incomplete/unknown address; 3) Moved out; 4) Company closed; and 5) Unclaimed.

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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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

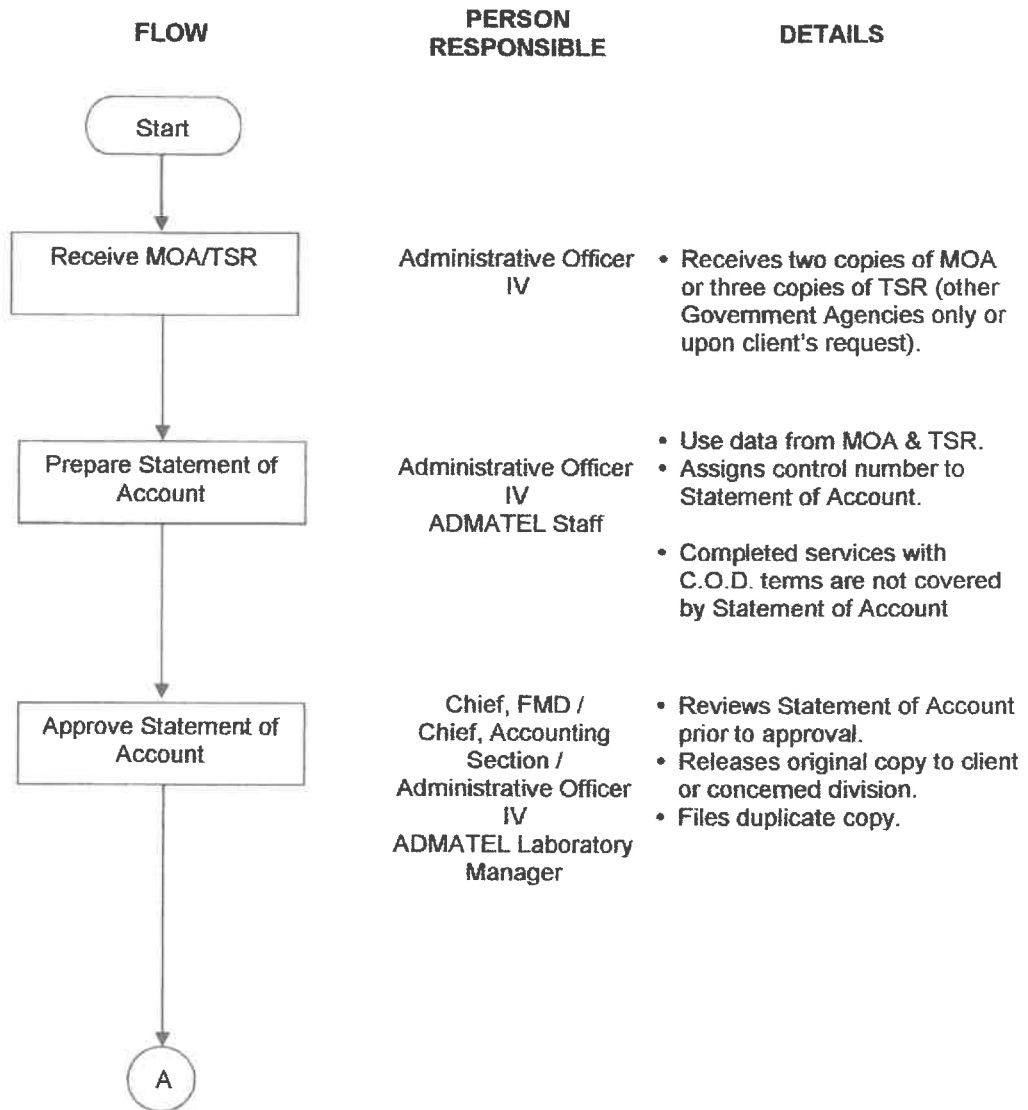
Organizational Performance Indicator Framework



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SUBJECT	BILLING		

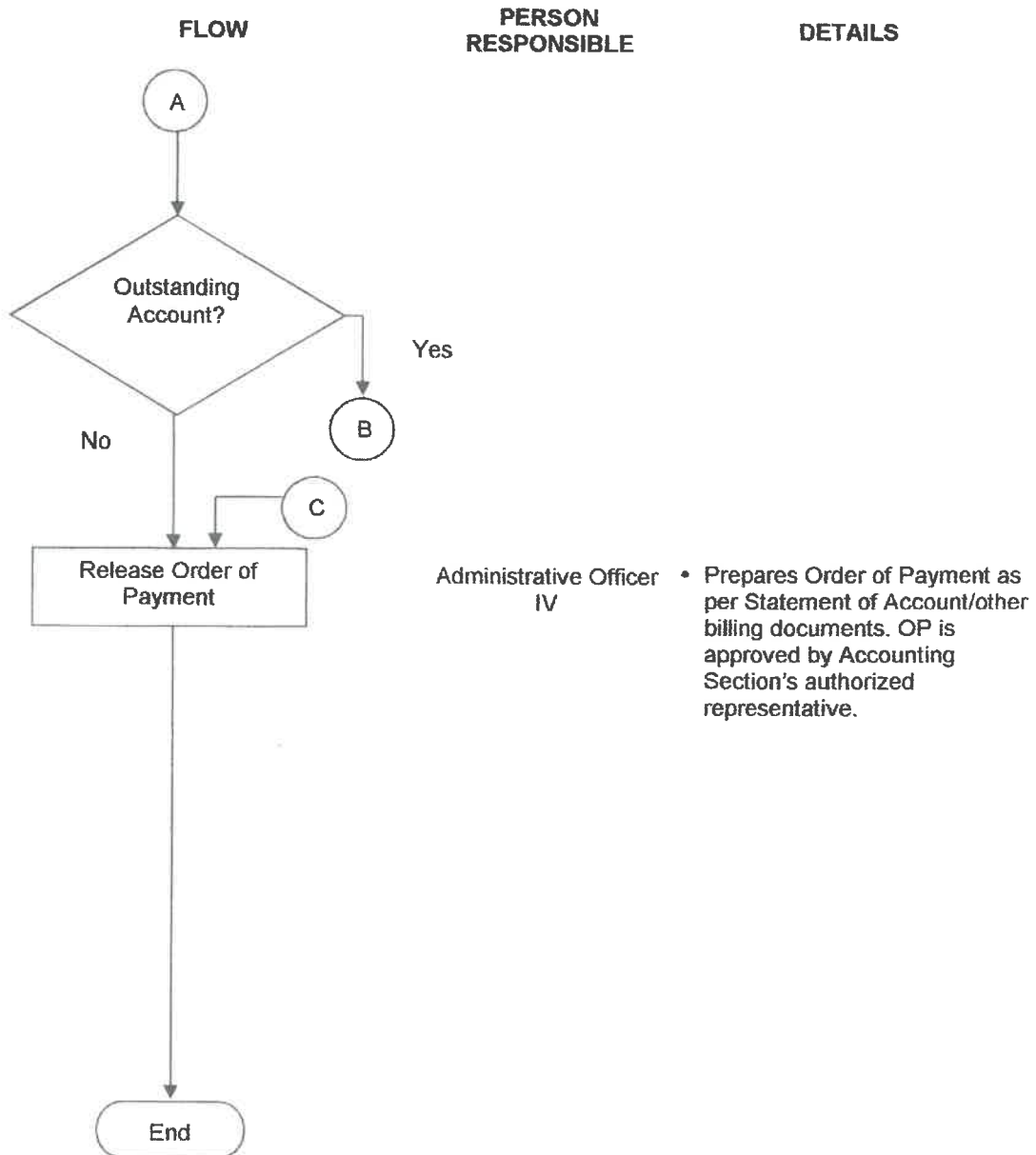
6.0 Procedure:



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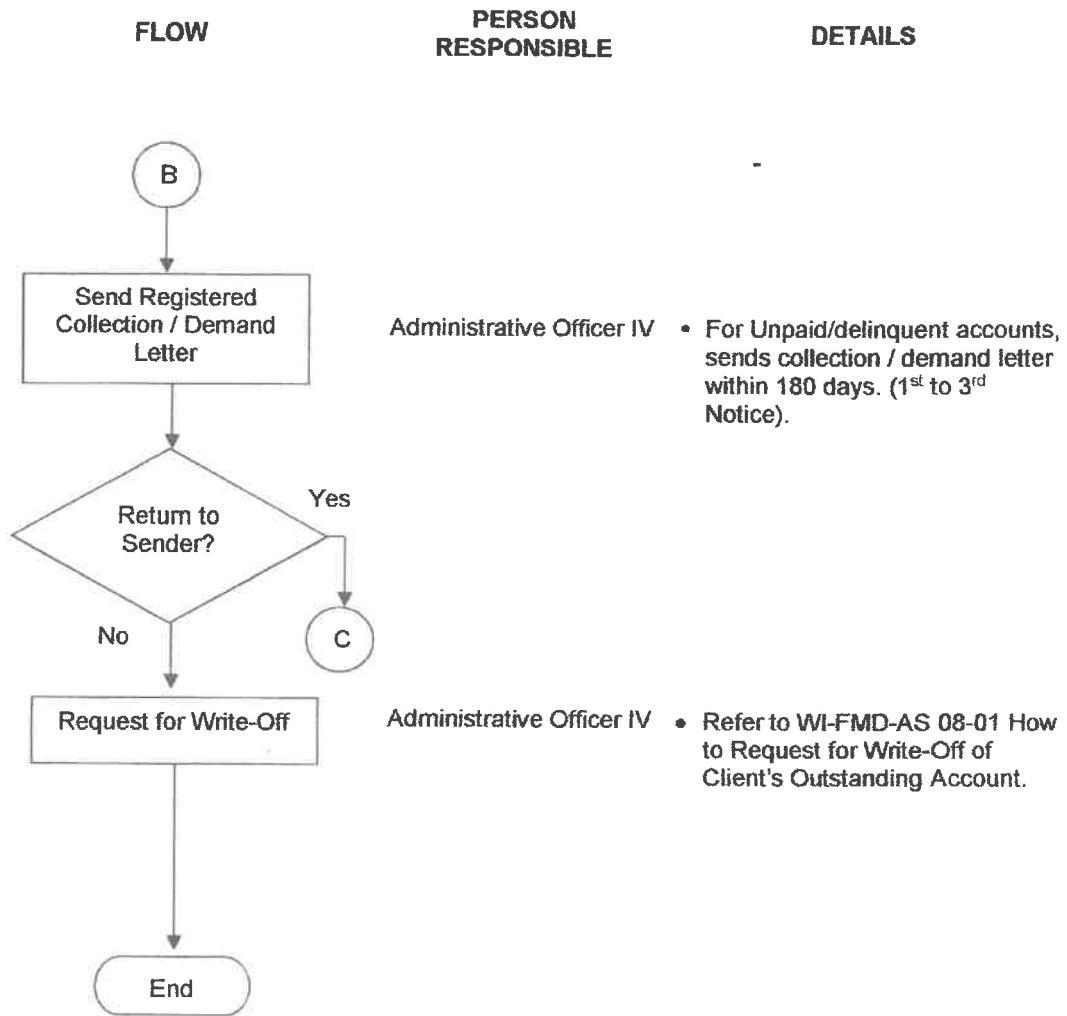
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SECTION	PRODUCTION AND SERVICE PROVISION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BILLING		





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SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
	BILLING		



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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		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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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:

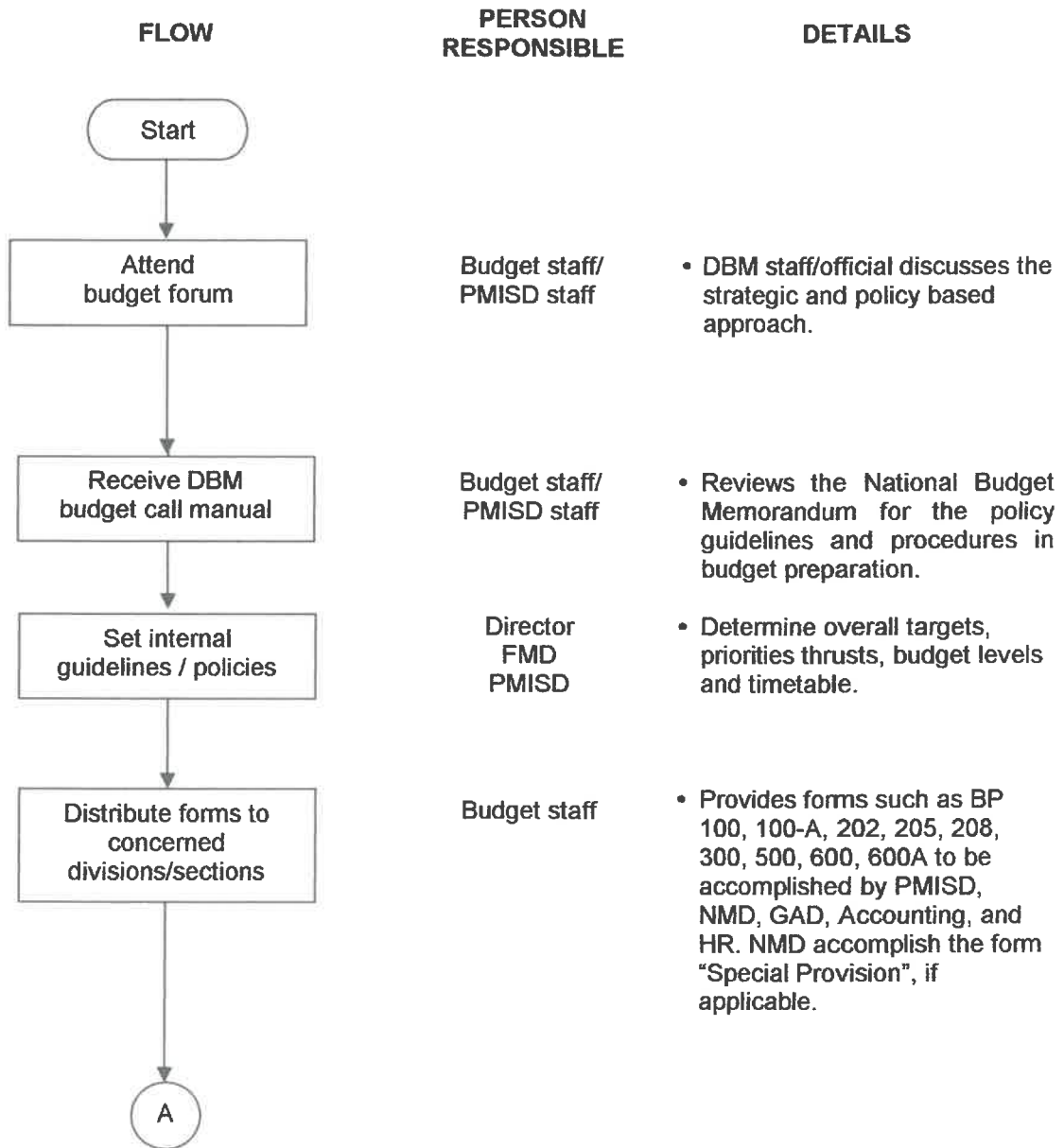
National Budget Call
 General Appropriation Act
 DBM Circulars
 Organizational Performance Indicator Framework



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SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
BUDGET PREPARATION			

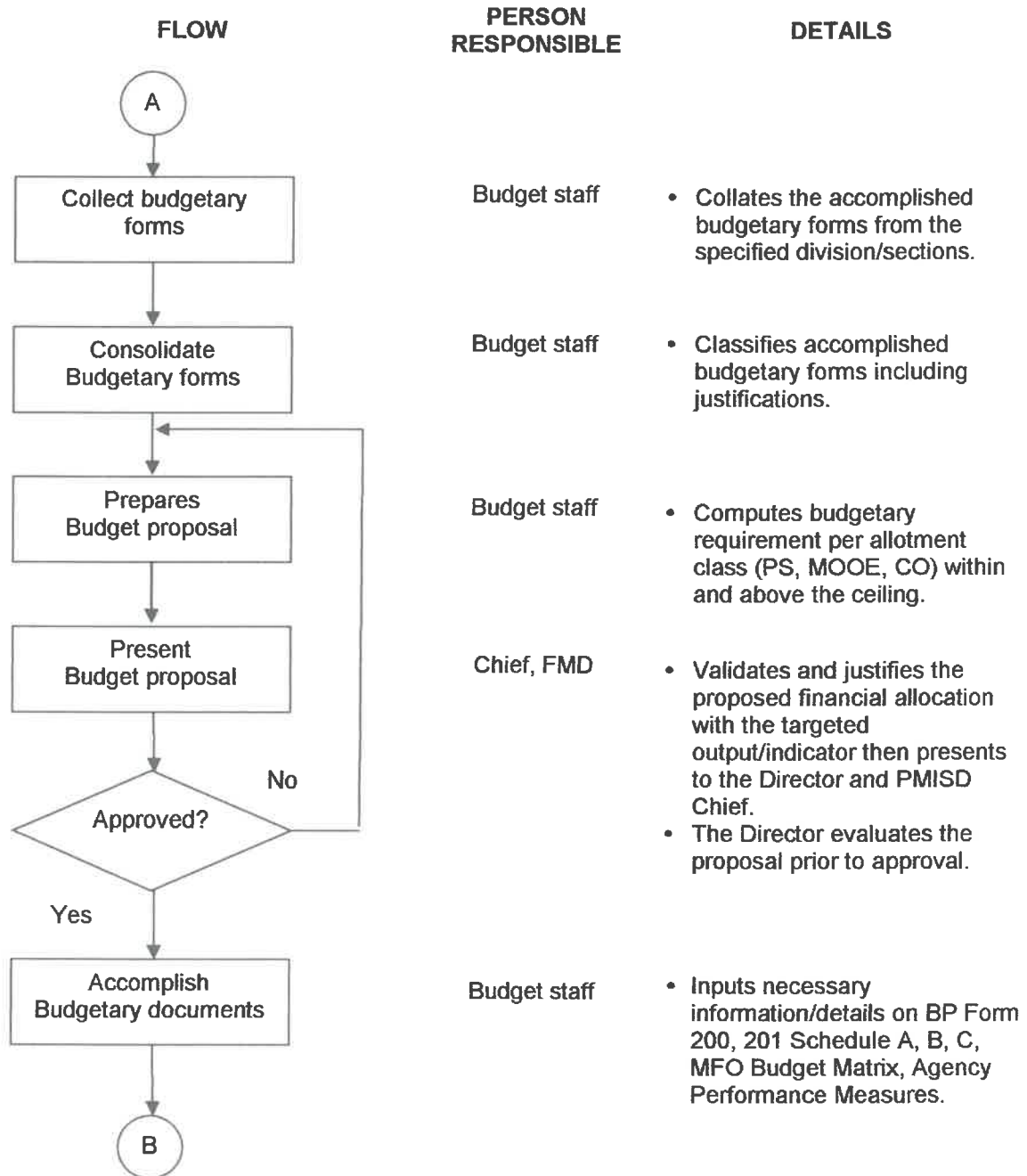
6.0 Procedure:



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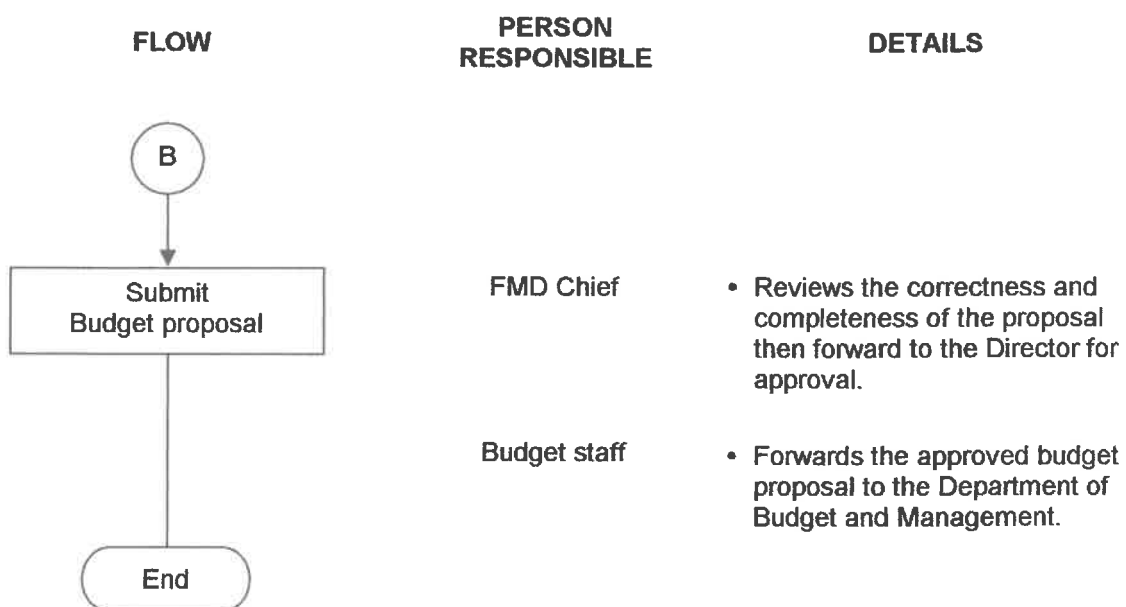
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		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		



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SUBJECT	BUDGET PREPARATION		



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	PROCEDURES MANUAL	REVISION NUMBER	3
SECTION		PAGE NUMBER	1 of 3
	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
	PREVENTIVE MAINTENANCE / CALIBRATION 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:

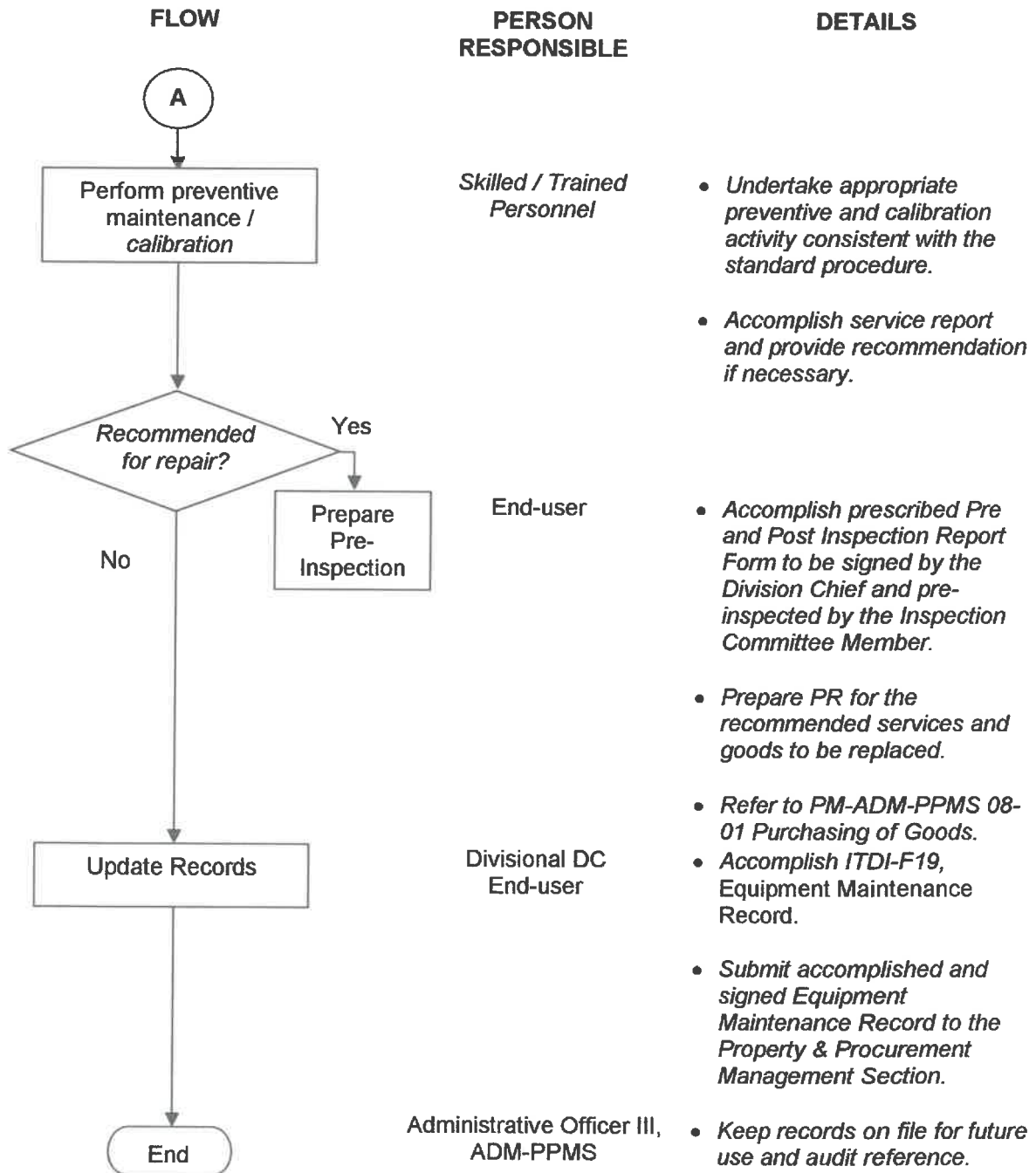
ITDI-F20 Equipment Maintenance Schedule Record File
ITDI-F19 Equipment Maintenance Record File
ITDI-F17 Vehicle Maintenance Record File
Building Maintenance Inspection Schedule
Building Maintenance Inspection Report


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

Prepared by:  Administrative Officer III, ADM-PPMS	Approved by:  Deputy Director, R&D
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	PROCEDURES MANUAL	REVISION NUMBER	3
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	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PREVENTIVE MAINTENANCE / CALIBRATION PLAN		



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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
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). 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:  DEPUTY DIRECTOR-ATS	Approved by:  DIRECTOR
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SUBJECT	PROVISION OF TECHNICAL SERVICES		


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

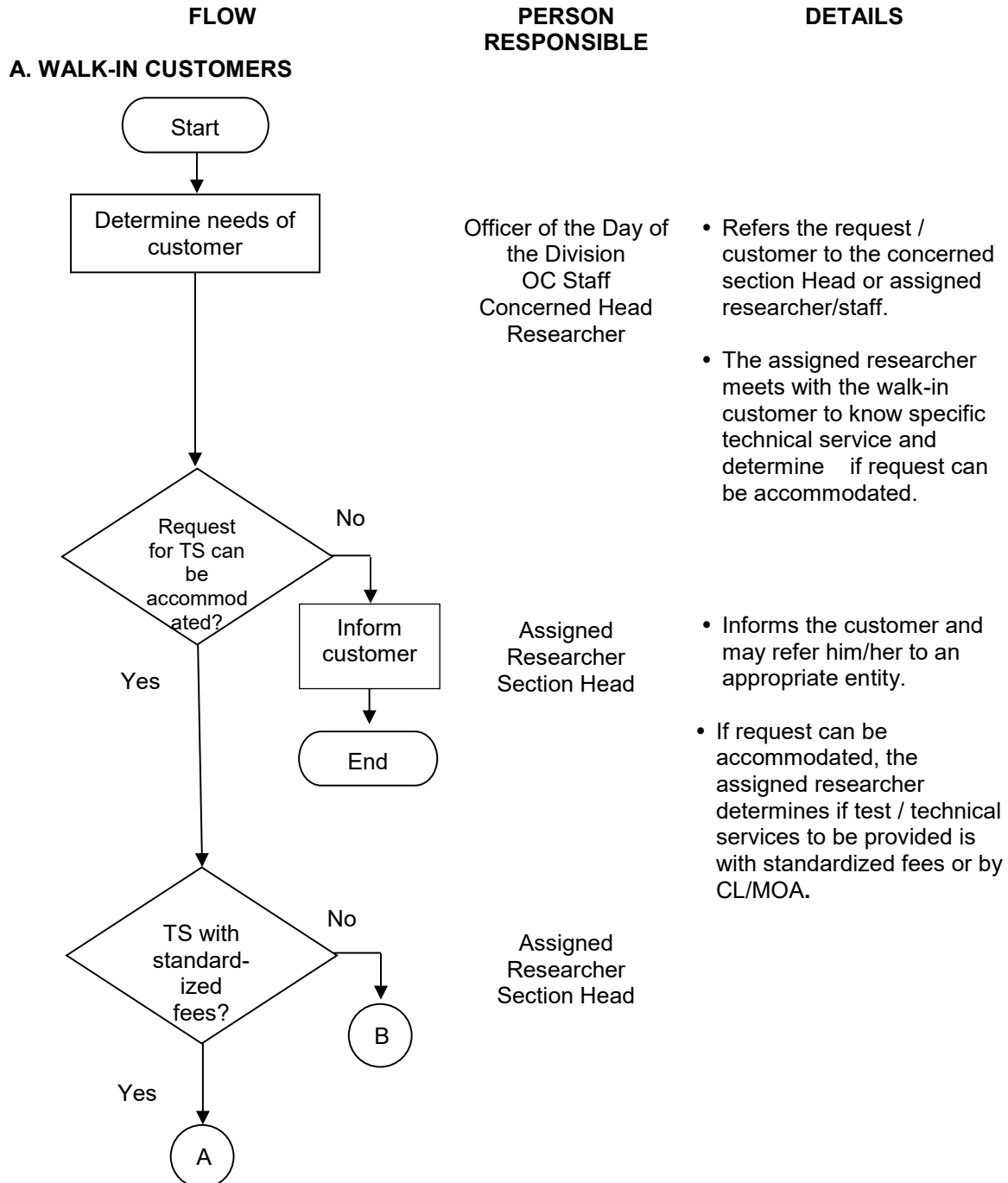
ITDI AO 003 Guidelines in the Computation of Fees and Charges for ITDI Contract Projects and Other Technical Services
 List of Technical Services with Standard Fees
 American Society for Testing and Materials (ASTM) Standards
 Association of Official Analytical Chemists (AOAC) Standards Official Method 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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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	3 of 9
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PROVISION OF TECHNICAL SERVICES		

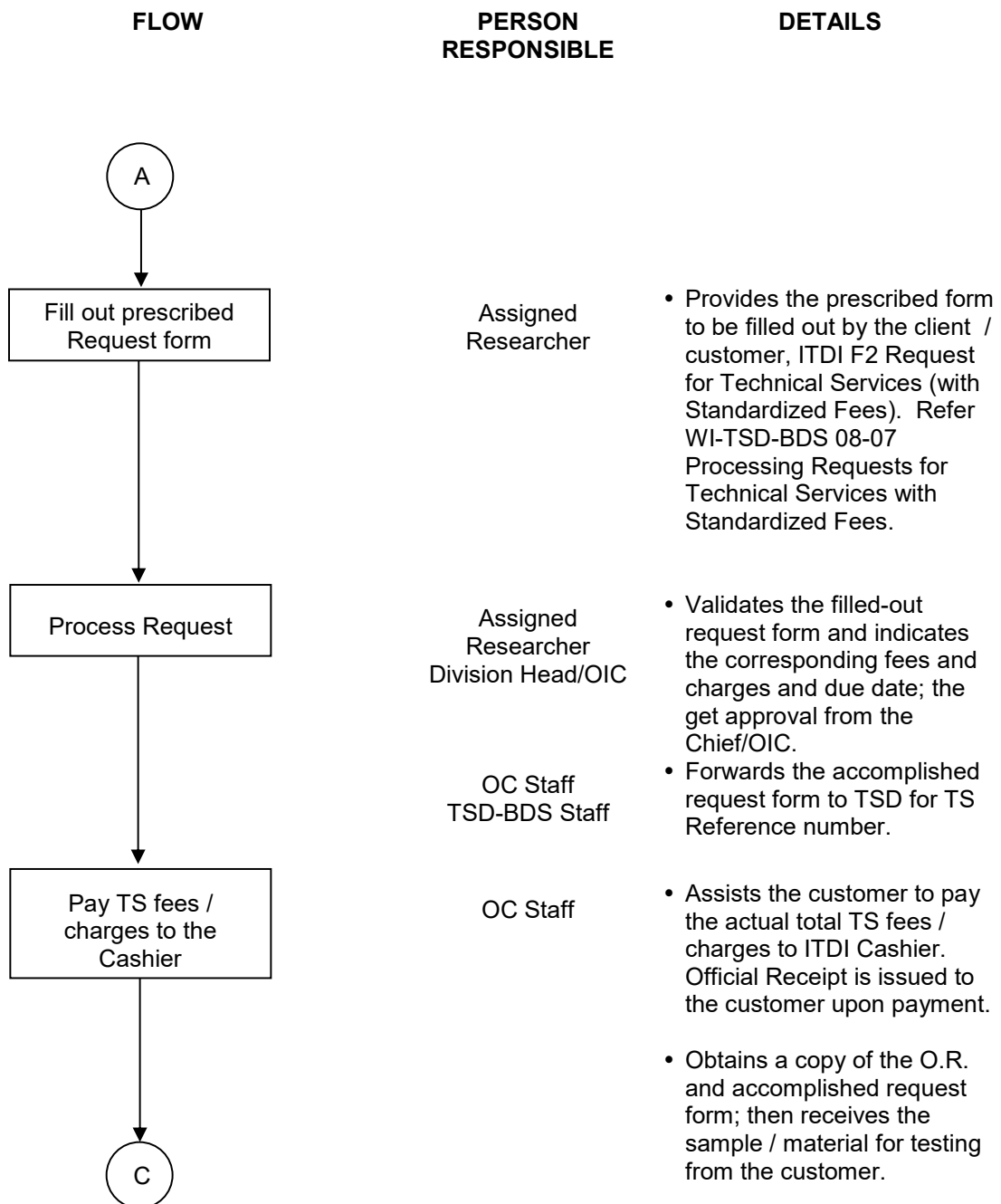
5.0 Procedure:





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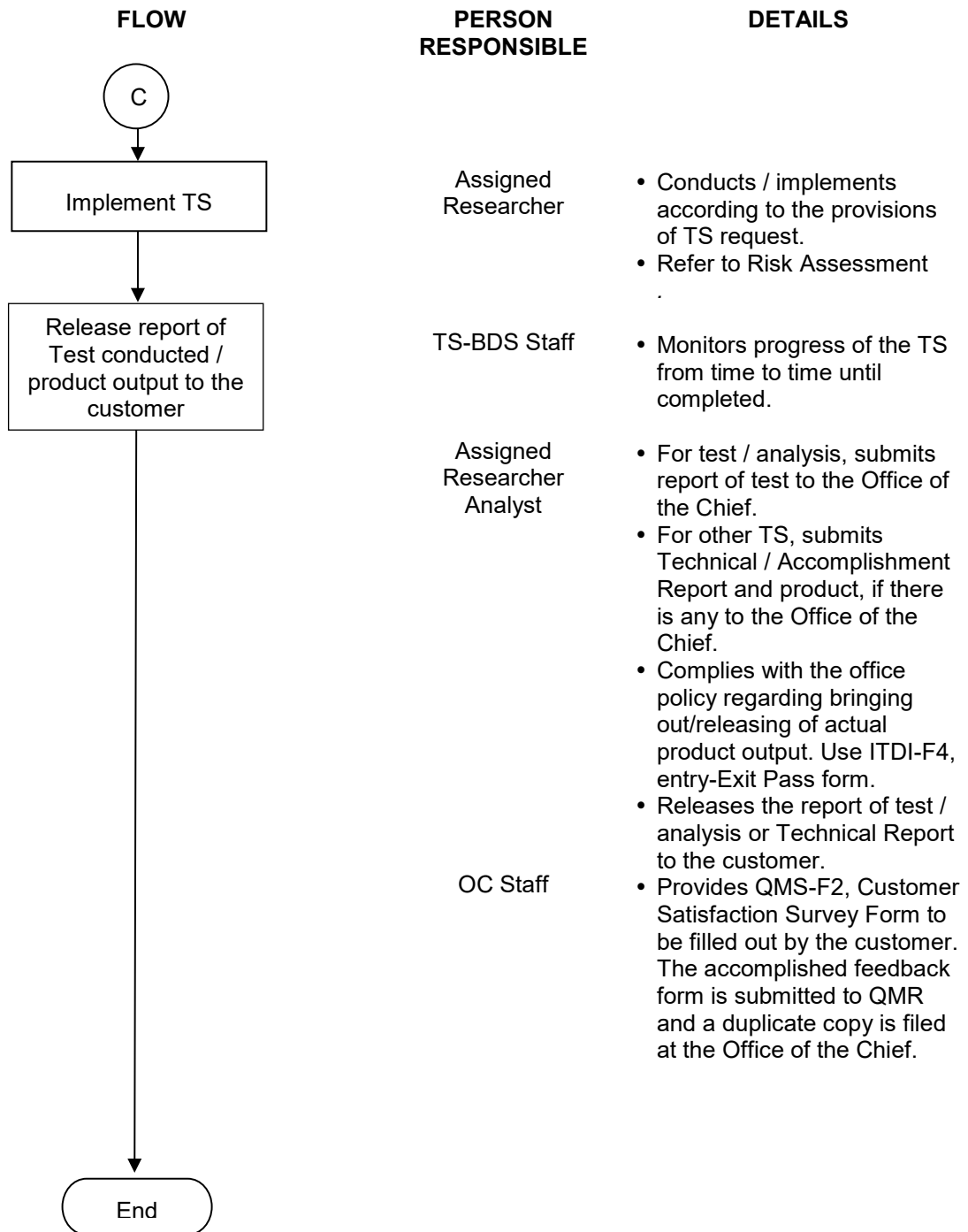
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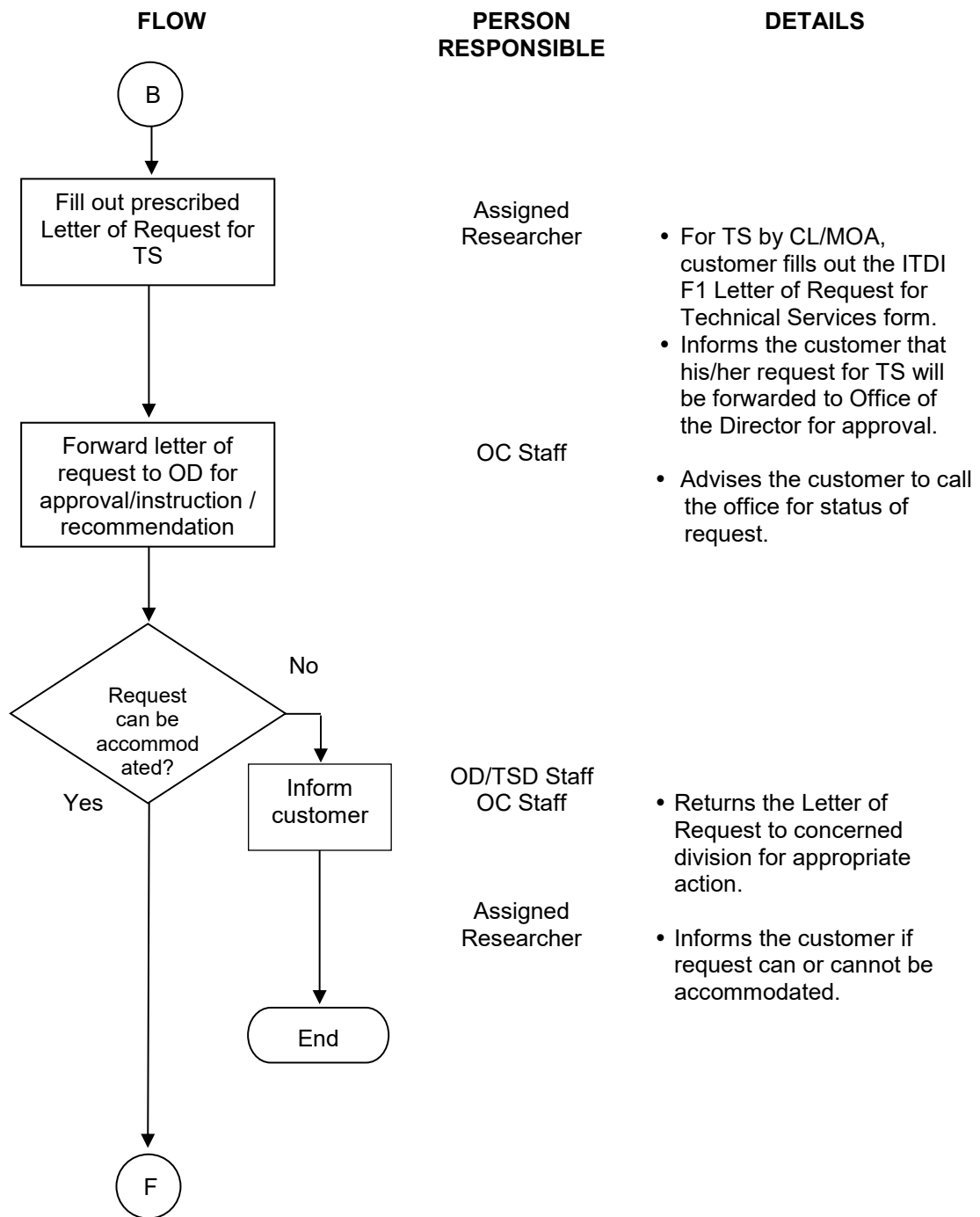
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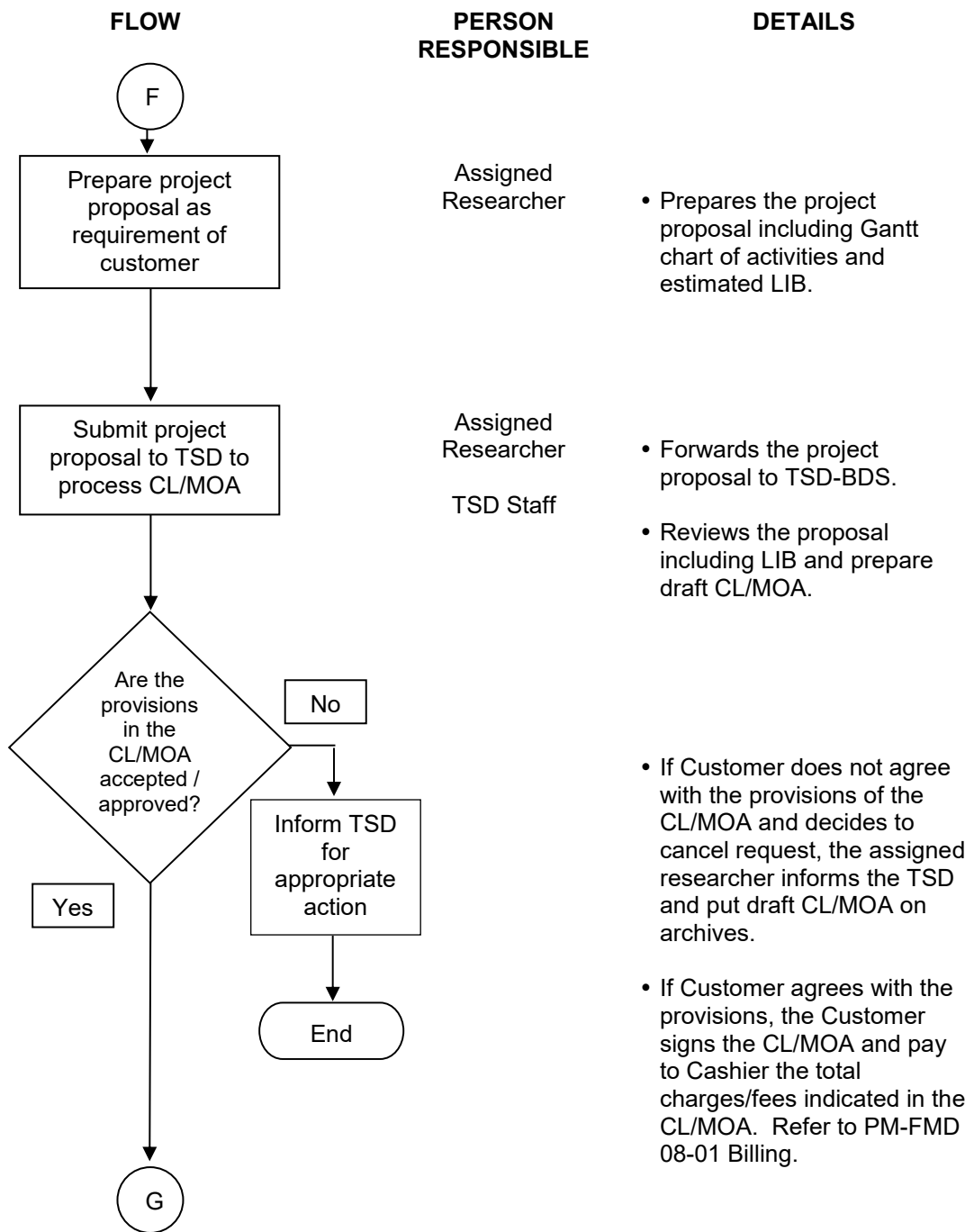
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SUBJECT	PROVISION OF TECHNICAL SERVICES		





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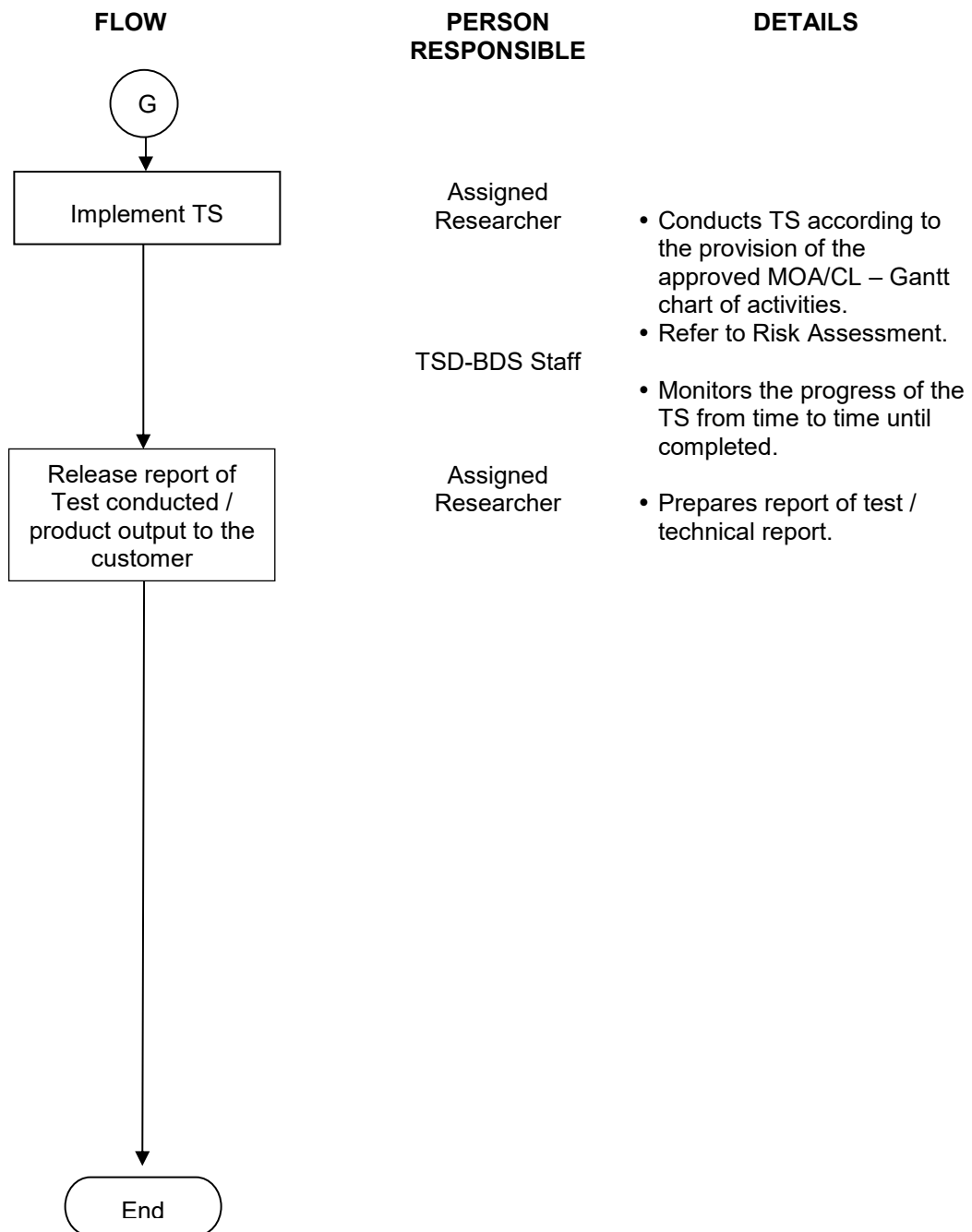
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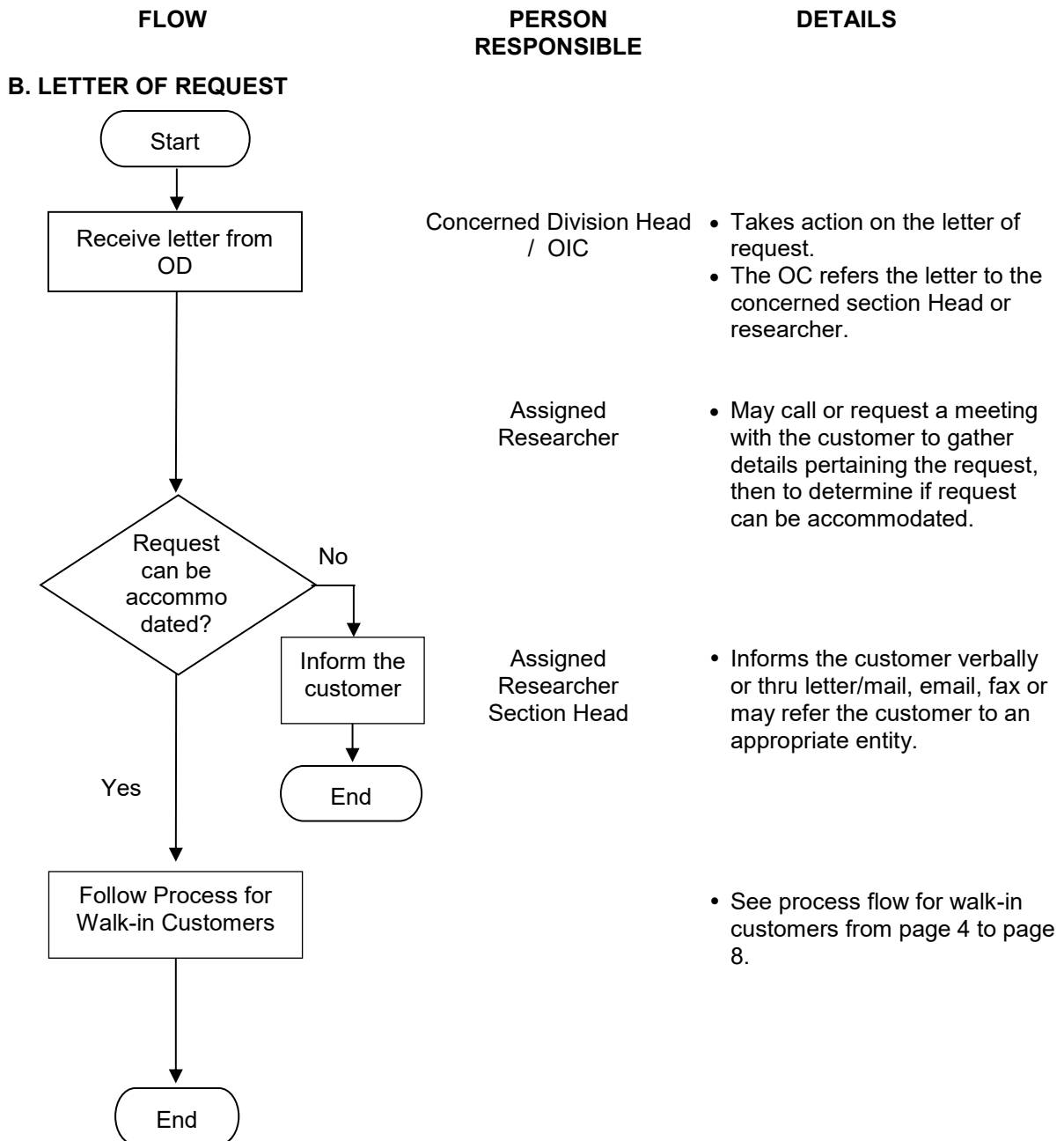
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	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	1 of 5
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		

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

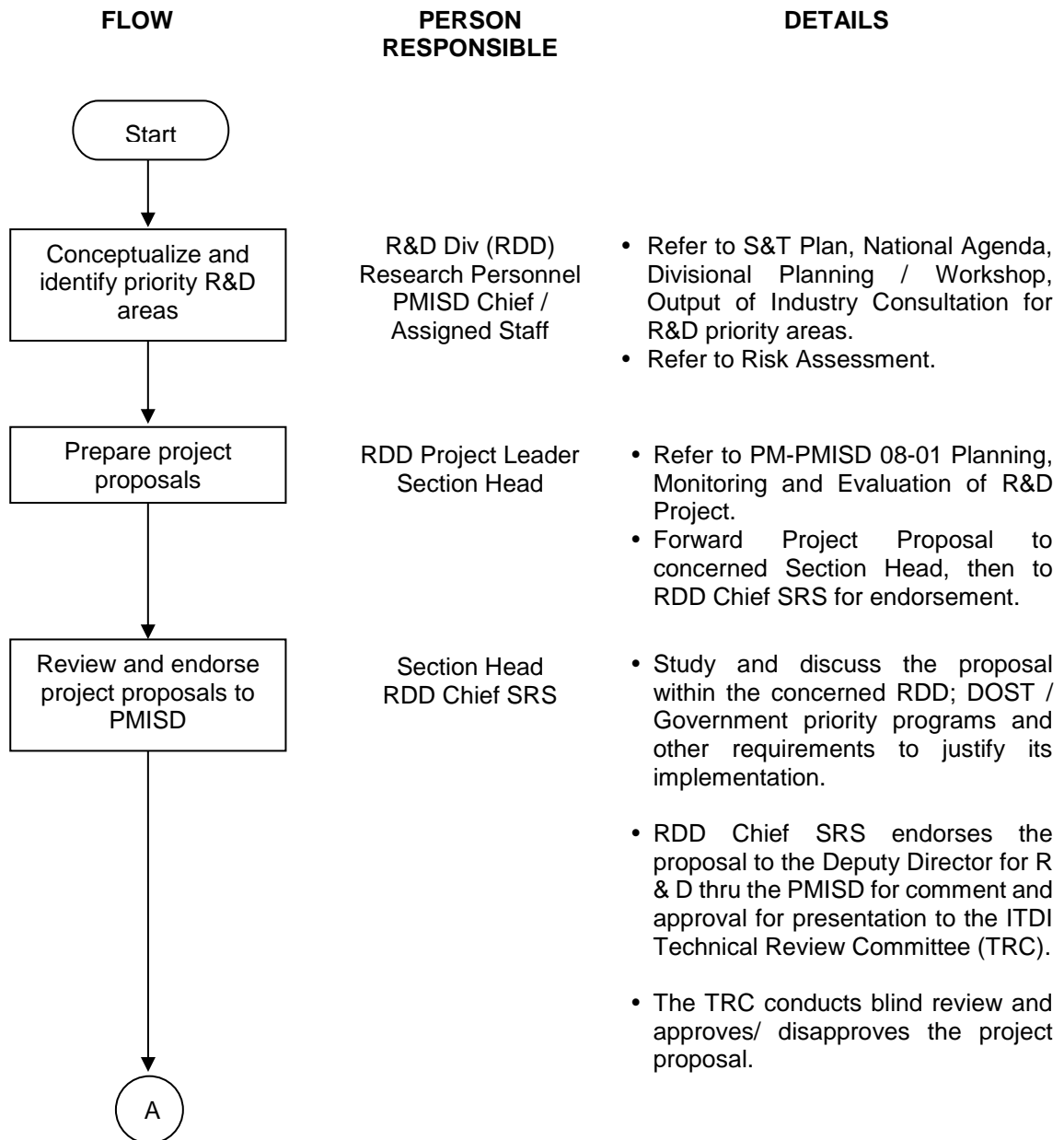
Planning Cycle for R&D Projects (PMISD)



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		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		

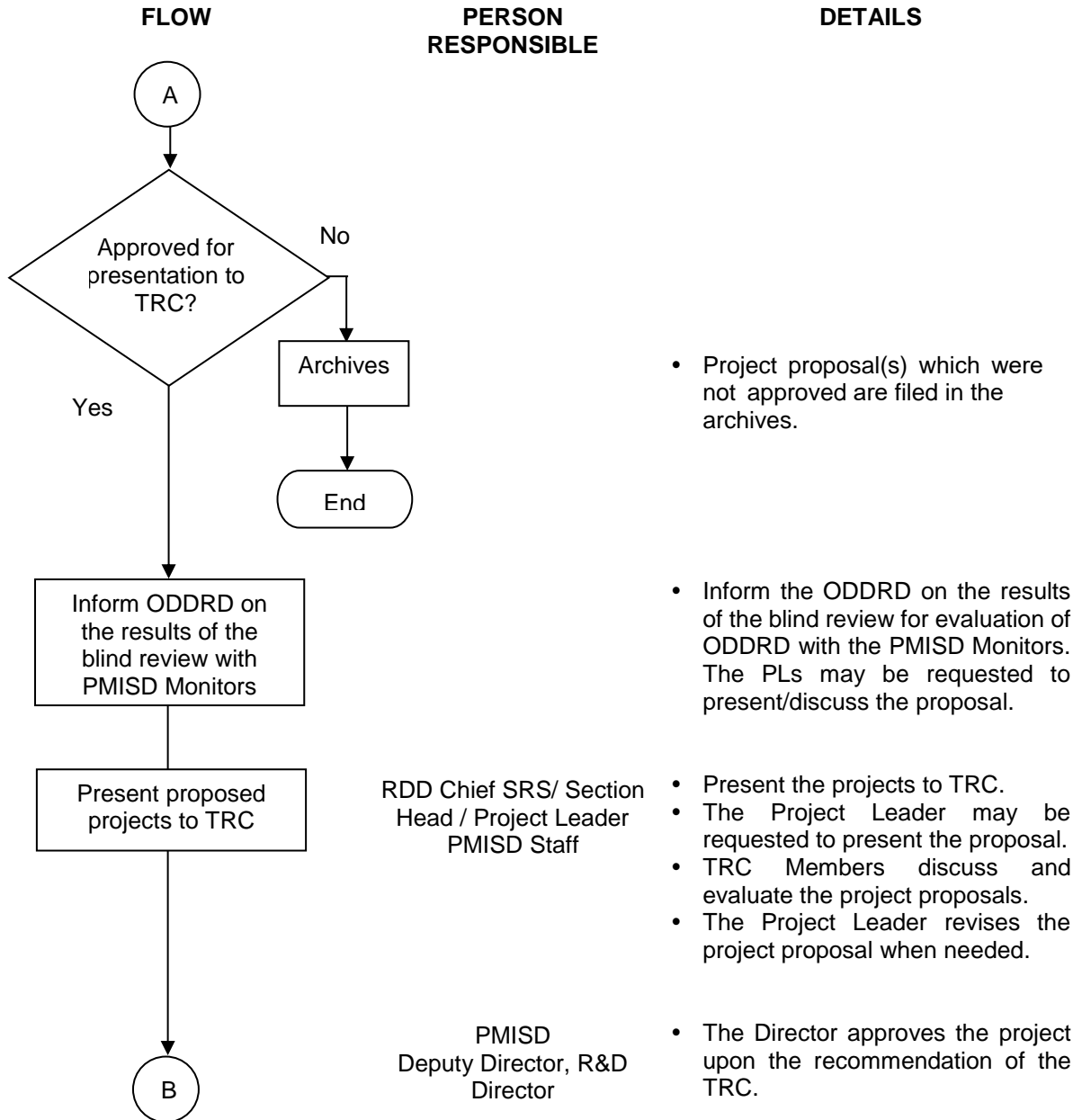
6.0 Procedure:





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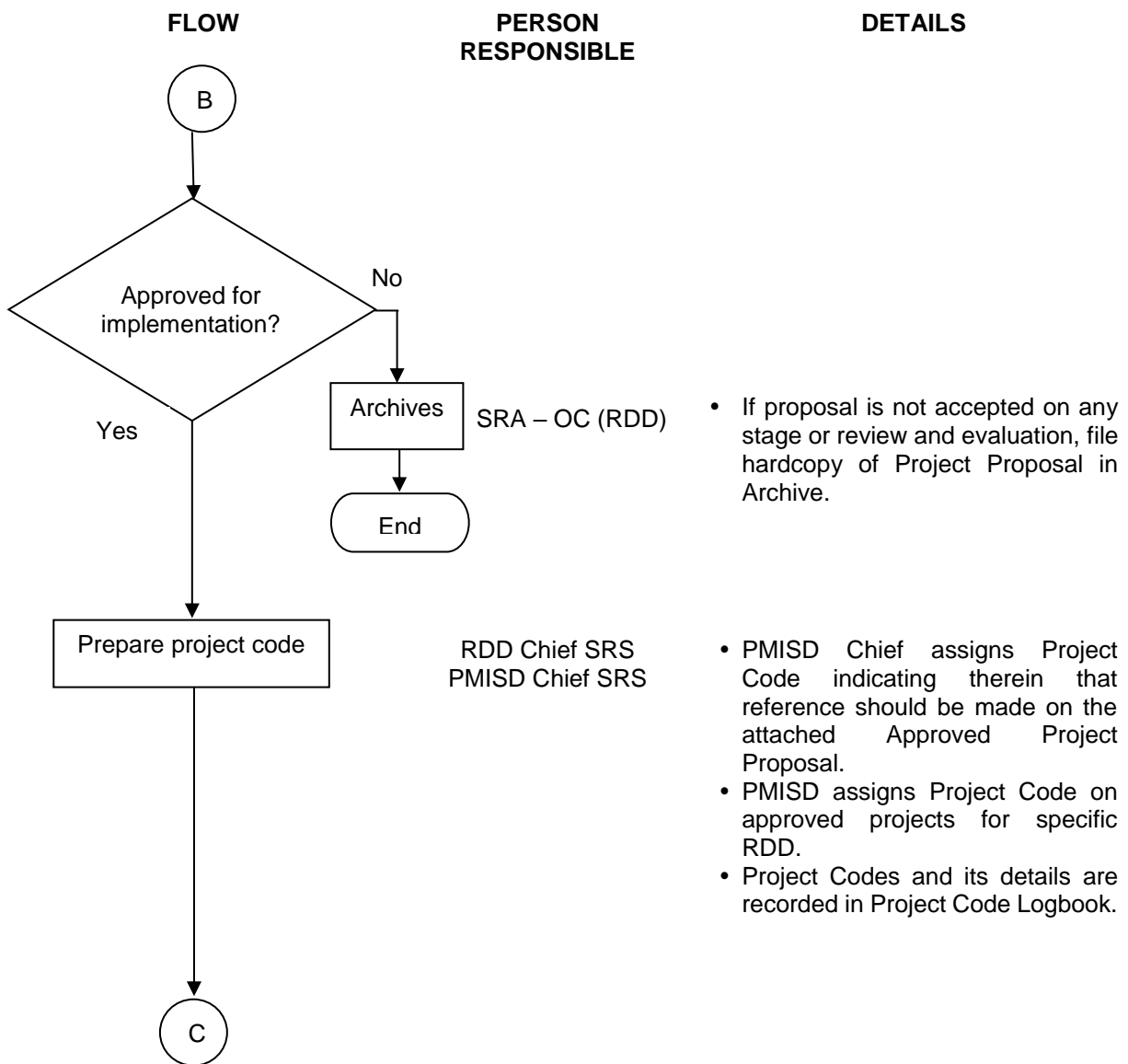
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		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		





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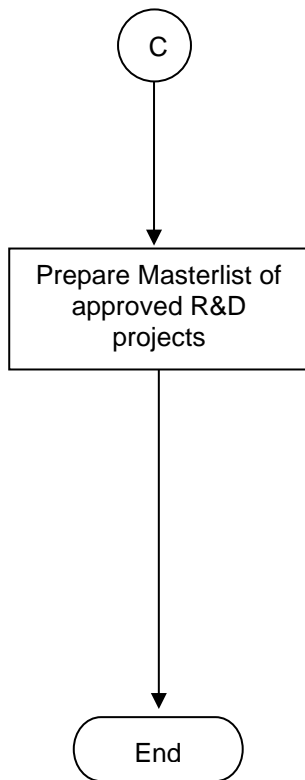
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SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		

FLOW



**PERSON
RESPONSIBLE**

DETAILS




PMISD Chief SRS
PMISD Staff
RDD Chief SRS

- PMISD Chief prepares a masterlist of approved regular R&D projects for implementation in the coming year.
- PMISD furnishes concerned R&D division with the Final Masterlist of Approved regular R&D projects for implementation.
- The RDD - OC through its document custodian keeps the Masterlist in record file for reference.

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	PROCEDURES MANUAL	REVISION NUMBER	3
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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		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

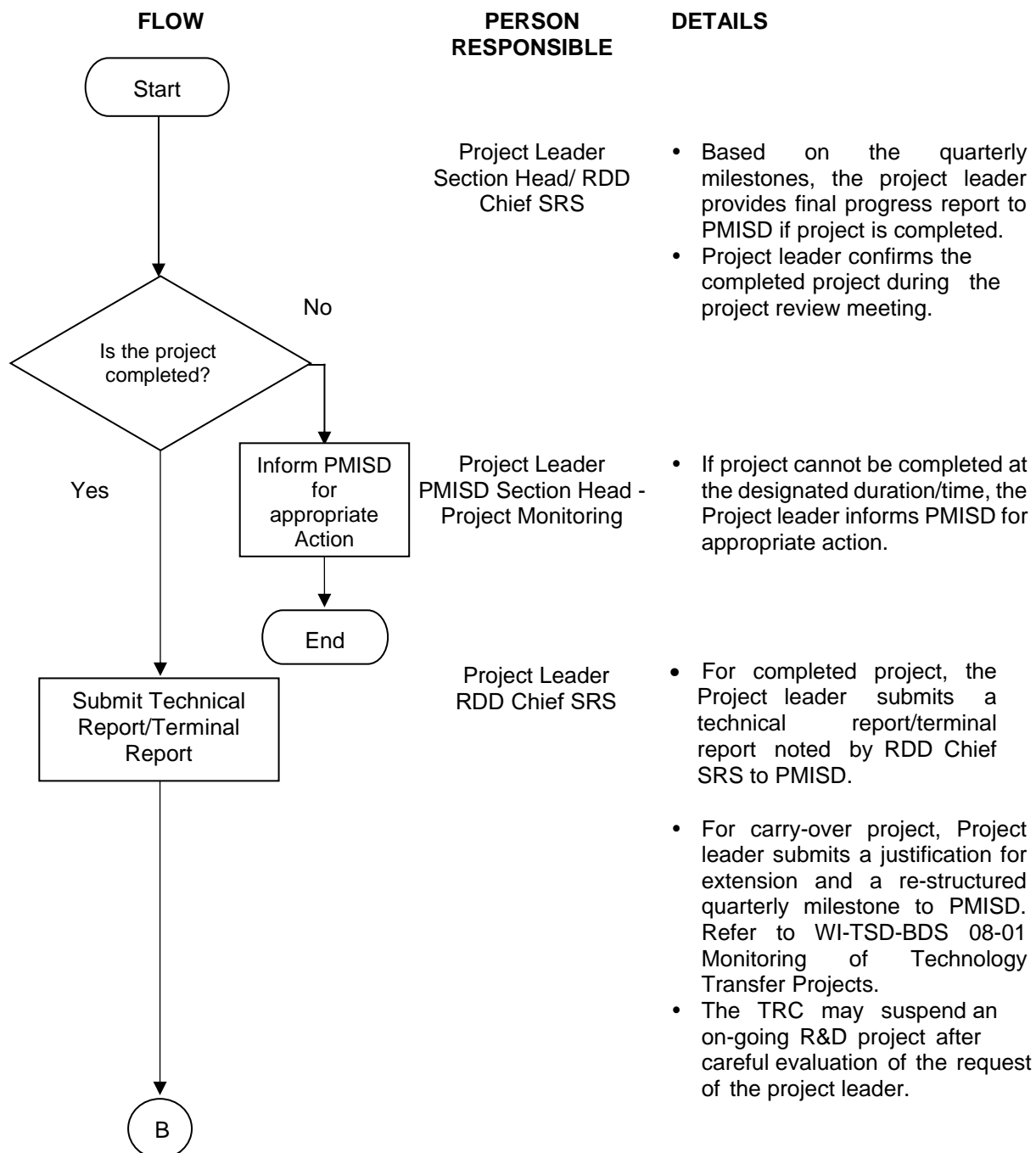
Planning Cycle for R&D Projects (PMISD)
WI-PMISD-PMS 08-01, Call for Submission of Project Proposals/Reports
WI-PMISD-PMS 08-03, Evaluation of Proposals/ Projects
WI-PMISD-PMS 08-04, Monitoring / Validation of Project Accomplishments
WI-TSD-BDS 08-01, Monitoring of Technology Transfer Projects



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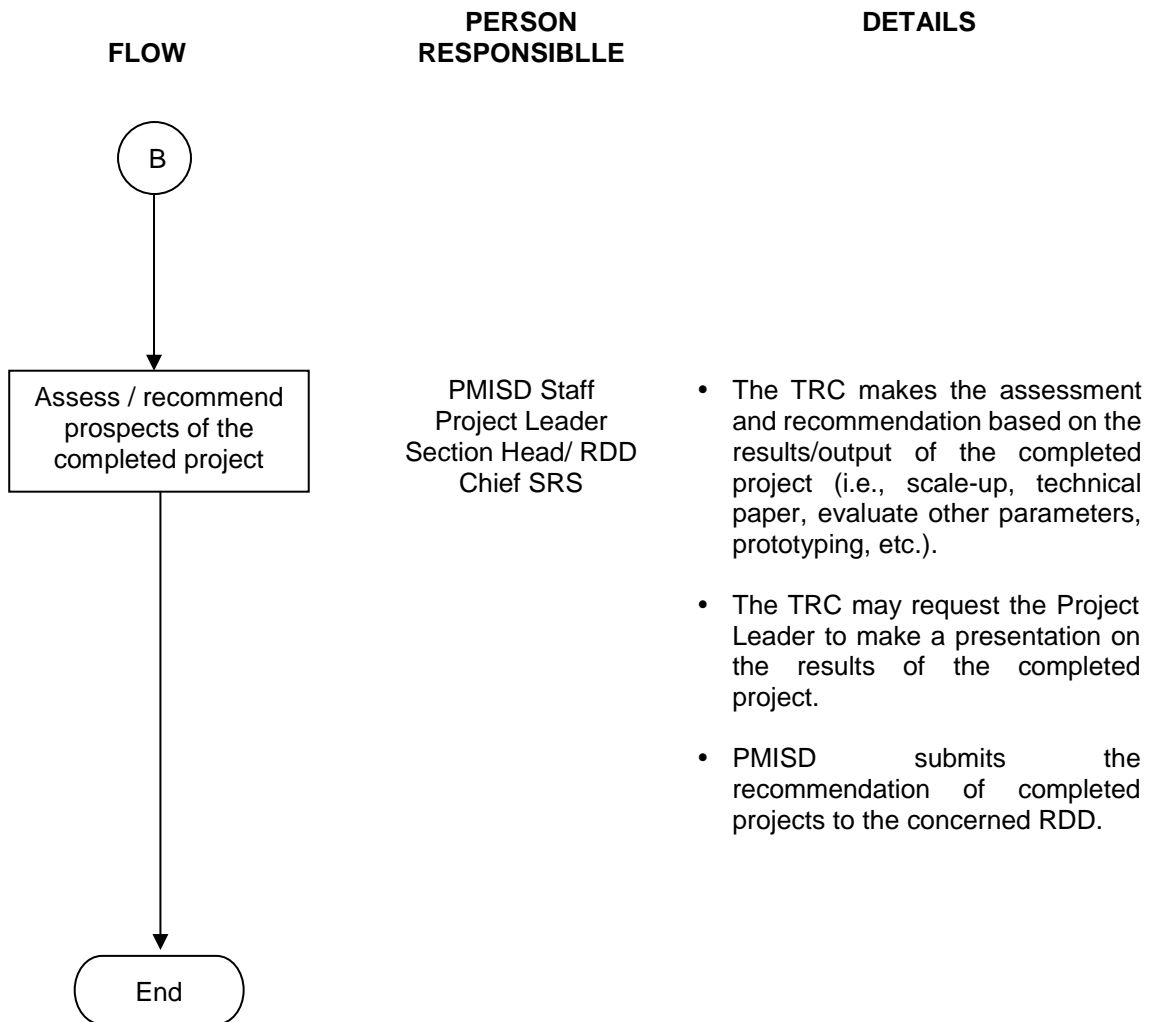
5.0 Procedure:





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SUBJECT	IMPLEMENTATION OF APPROVED REGULAR R&D PROJECTS		



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	PROCEDURES MANUAL		REVISION NUMBER	4
SECTION	PRODUCT REALIZATION		PAGE NUMBER	1 of 3
SUBJECT	PLANNING, MONITORING AND EVALUATION OF R&D PROJECT			
			EFFECTIVITY DATE	10 August 2023

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 Records:

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

5.0 References:

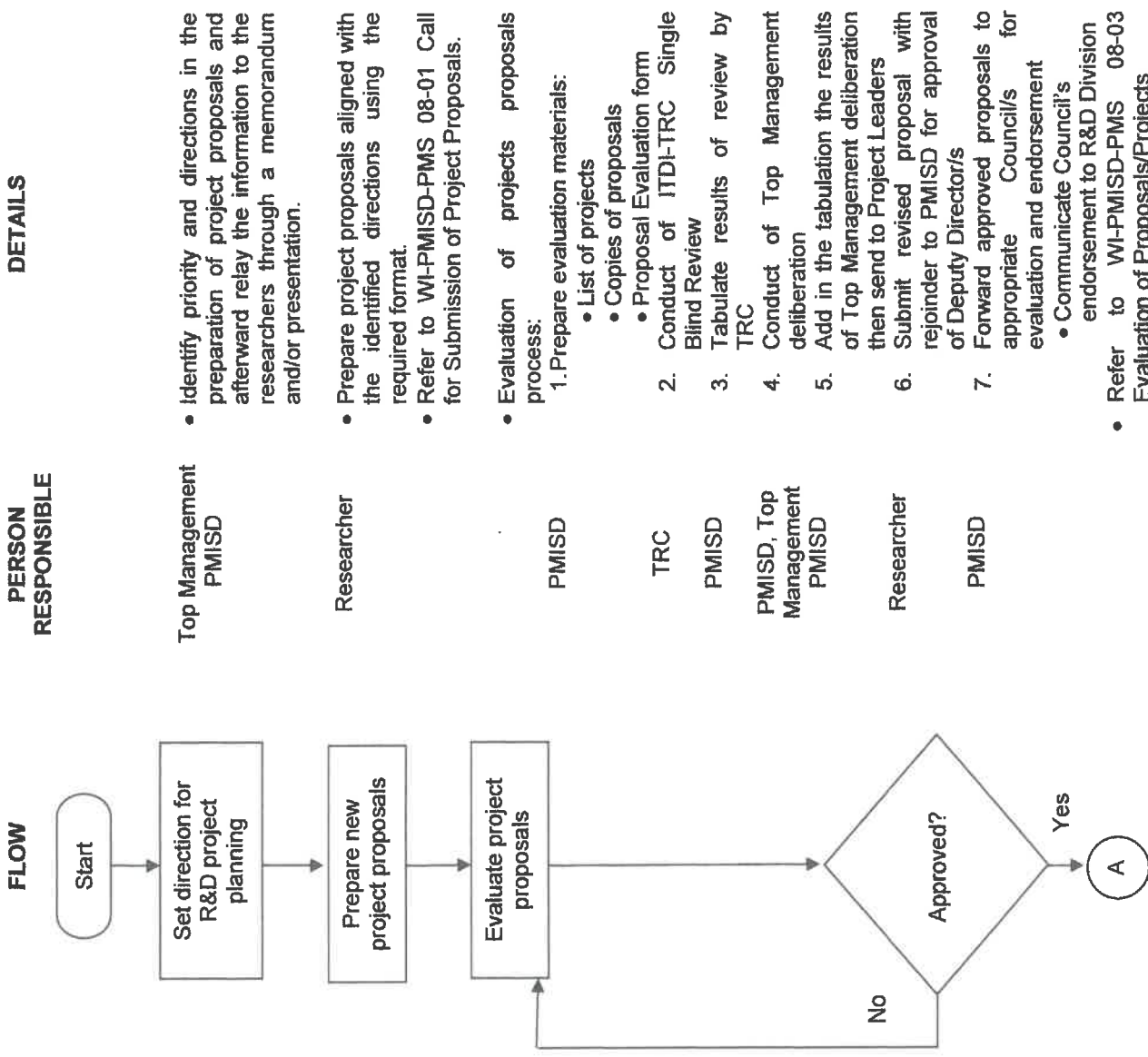
WI-PMISD-PMS 08-01 Call for Submission of Project Proposals
WI-PMISD-PMS 08-03 Evaluation of Proposals/Projects
WI-PMISD-PMS 08-04 Monitoring/Validation of Project Accomplishments

Prepared by: <i>month refina</i>	Approved by: 
Supervising SRS, PMISD-PMS	Chief, PMISD

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SECTION	PRODUCT REALIZATION		PAGE NUMBER	2 of 3
SUBJECT	PLANNING, MONITORING AND EVALUATION OF R&D PROJECT			

6.0 Procedure:

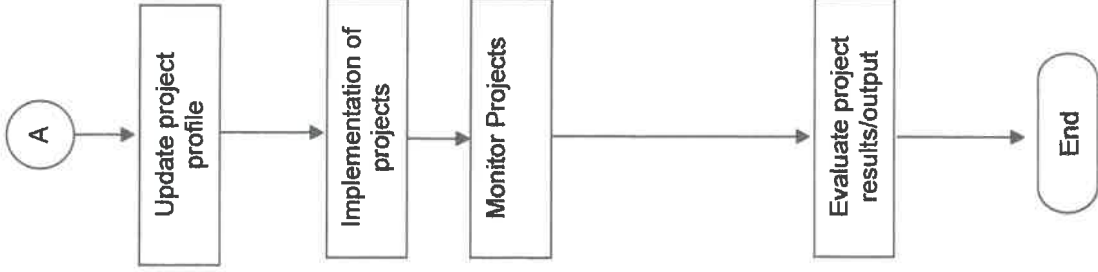


Prepared by: <i>martha rana</i> Supervising SRS, PMISD-PMS	Approved by:  Chief PMISD
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SUBJECT	PLANNING, MONITORING AND EVALUATION OF R&D PROJECT			
			EFFECTIVITY DATE	10 August 2023

FLOW



PERSON RESPONSIBLE

DETAILS

- Update PMISD database of projects.
- Allocate budget for R&D projects
- Print updated project list of approved projects.
- Start of project implementation
- Monitor progress and validate accomplishments
- Encode in the database the project accomplishments
- 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)

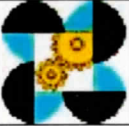
Prepared by:

marks refina
Supervising SRS, PMISD-PMS

Approved by:

J.H.H.
Chief, PMISD

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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
		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

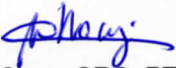
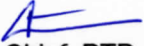
Design Books

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

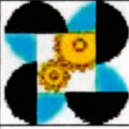
WI-PTD-PDLDS 08-12 Operation of Barcode Reader

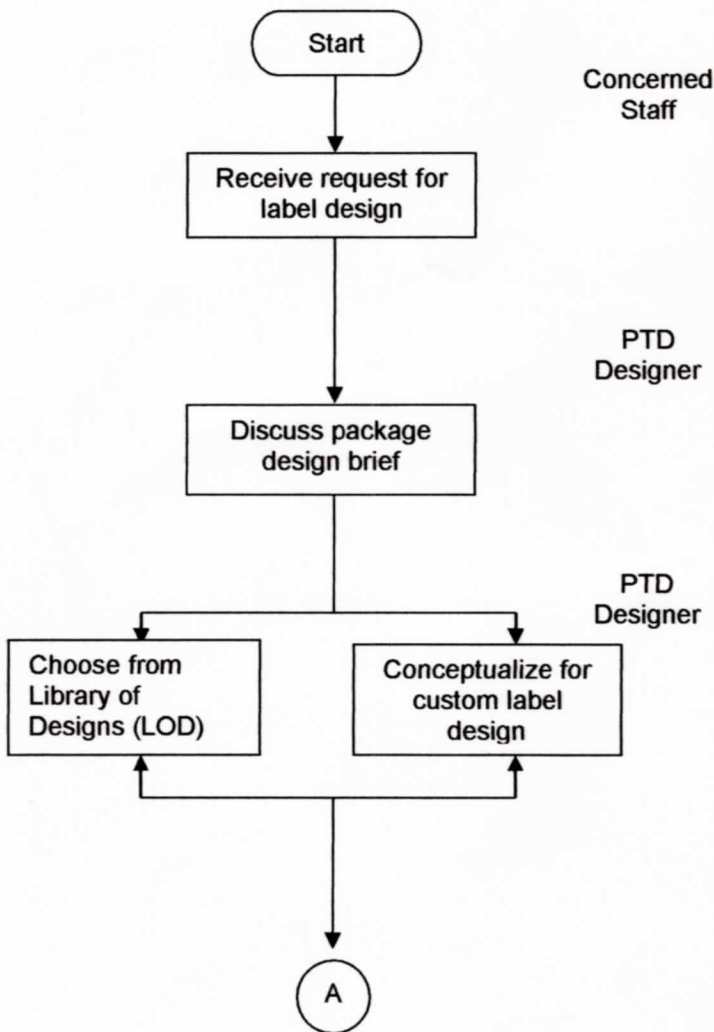
Updates on Mandatory Labelling Requirements of Major Importing Countries

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

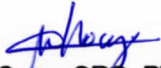

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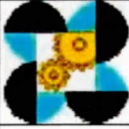
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	PROCEDURES MANUAL	REVISION NUMBER	4
SECTION		PAGE NUMBER	2 of 4
	EFFECTIVITY DATE	1 June 2021	
	DOCUMENT TYPE	PAPER/PDF FILE	
SUBJECT	LABEL DESIGN DEVELOPMENT		



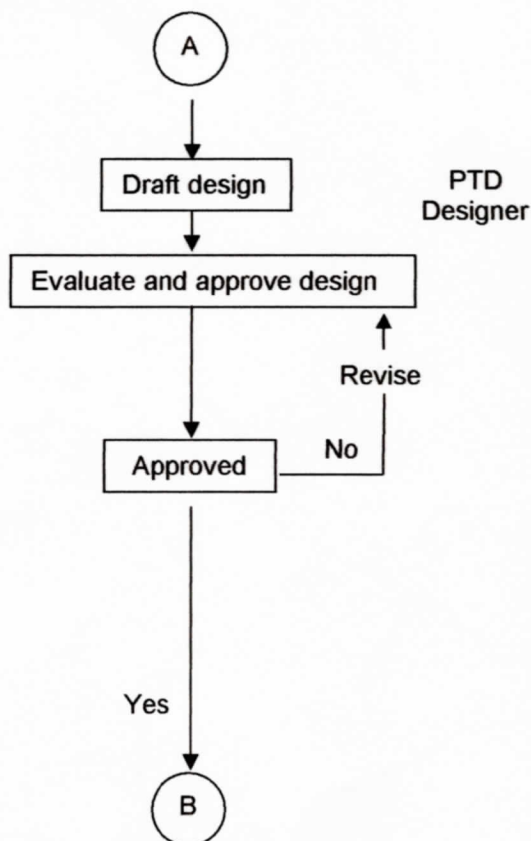
- Request may come from:
 - a) walk-in customers
 - b) regional DOST offices
 - c) other government agencies (ex. DTI, DA).
- Ask customer to fill-out PTD F4, Package Design Brief.
- Customer pays label design fee after completely accomplishing the Package Design Brief (PTD F4) and presents the product 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.

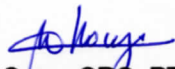

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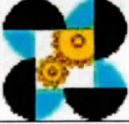
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SUBJECT	LABEL DESIGN DEVELOPMENT		
		DOCUMENT TYPE	PAPER/PDF FILE

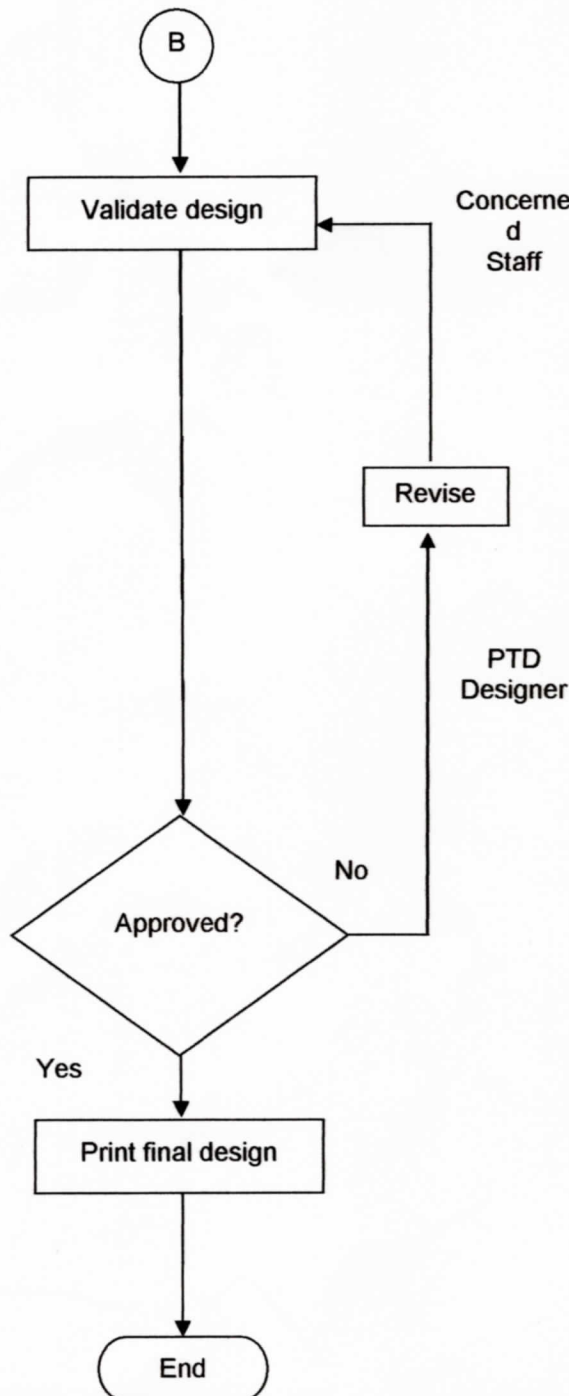
- Consider information written in the package design brief and design specifications given by the customer.
- Develop/improve design:
 - a. For Library of Label Designs (LOD), study the inclusion of details provided by the customer in the design chosen from the compilation.
 - b. For custom design, research 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.



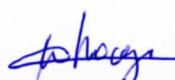

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SUBJECT	LABEL DESIGN DEVELOPMENT		
		DOCUMENT TYPE	PAPER/PDF FILE



- If initial design is approved by the staff, designer presents the design to the customer either thru email, fax or personal visit of the customer.
- Customer gives first feedback on the initial design and/or approves the design. Completion of label design takes two (2) months for custom design and three (3) weeks for label design from Library of Designs compilation. In some cases, duration depends on the timeliness of customer's submission of feedback.
- Revise design according to the customer's comments.
- Fill-out revision form and submit
- Only 2 revisions are allowed for custom design and 1 revision for label design from Library of design compilation. In excess of 2 revisions, customer pays additional design fee.
- If approved, finalize design. Approval can be stated in Approval Sheet for Packaging Design (PTD-F11), e-mail, phone call, fax or short messages.
- Refer to WI-PTD-PDLDS 08-11 Operation of Barcode Reader.
- Submit soft copy in a CD and mock-up/print out design to customer.
- Customer acknowledges receipt of label design through pick-up, email, phone call, fax or short messages.
- Monitor status of implementation through personal interview, phone call, email, short messages or merchandise tour.



Prepared by:  Supv. SRS, PTD	Approved by:  Chief, PTD
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 03-01
	PROCEDURES MANUAL	REVISION NUMBER	1
SECTION		USER'S GUIDE	PAGE NUMBER
		EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
DISTRIBUTION OF THE PROCEDURES MANUAL			

The Procedures Manual shall be distributed as follows:



COPY NO.	COPY HOLDER	REMARKS
Original	Document Custodian	Whole Manual
1	Director	-do-
2	Deputy Director, Research & Development	-do-
2A	<i>Deputy Director for Administrative & Technical Services</i>	-do-
3	Chief Administrative Division	-do-
3A	ADM-Human Resource Management Section (HRMS)	Applicable Manual
3B	ADM-Property & Procurement Management Section (PPMS)	-do-
3C	ADM-Cashier Section	-do-
3D	ADM-Records Management Section	-do-
3E	Bids and Awards Committee (BAC)	-do-
4	<i>Dropped (old copyholder Deputy QMR, R&D)</i>	n/a
5	Chief, Chemicals & Energy Division (CED)	-do-
5A	CED-Energy Section (ES)	Applicable Manual
5B	CED-Industrial Chemicals Section (ICS)	-do-
5C	CED-Pharmaceuticals Section (PS)	-do-
5D	CED-Process Development Section (PDS)	-do-
6	Chief, Environment & Biotechnology Division (EBD)	Whole Manual
6A	EBD-Cleaner Production Section (CPS)	Applicable Manual
6B	EBD-Industrial Fermentation Technology Section (IFTS)	-do-

Prepared by:  DOCUMENT CUSTODIAN	Approved by:  QMR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 03-01
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	2 of 3
SECTION	USER'S GUIDE	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
DISTRIBUTION OF THE PROCEDURES MANUAL			



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	<i>PTD Package Testing & other services Section</i>	-do-

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

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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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	3
SECTION		PAGE NUMBER	1 of 6
	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
	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:  DOCUMENT CUSTODIAN	Reviewed / Approved by: For posting purposes only QMR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	3
PAGE NUMBER		2 of 6	
SECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

5.0 References:

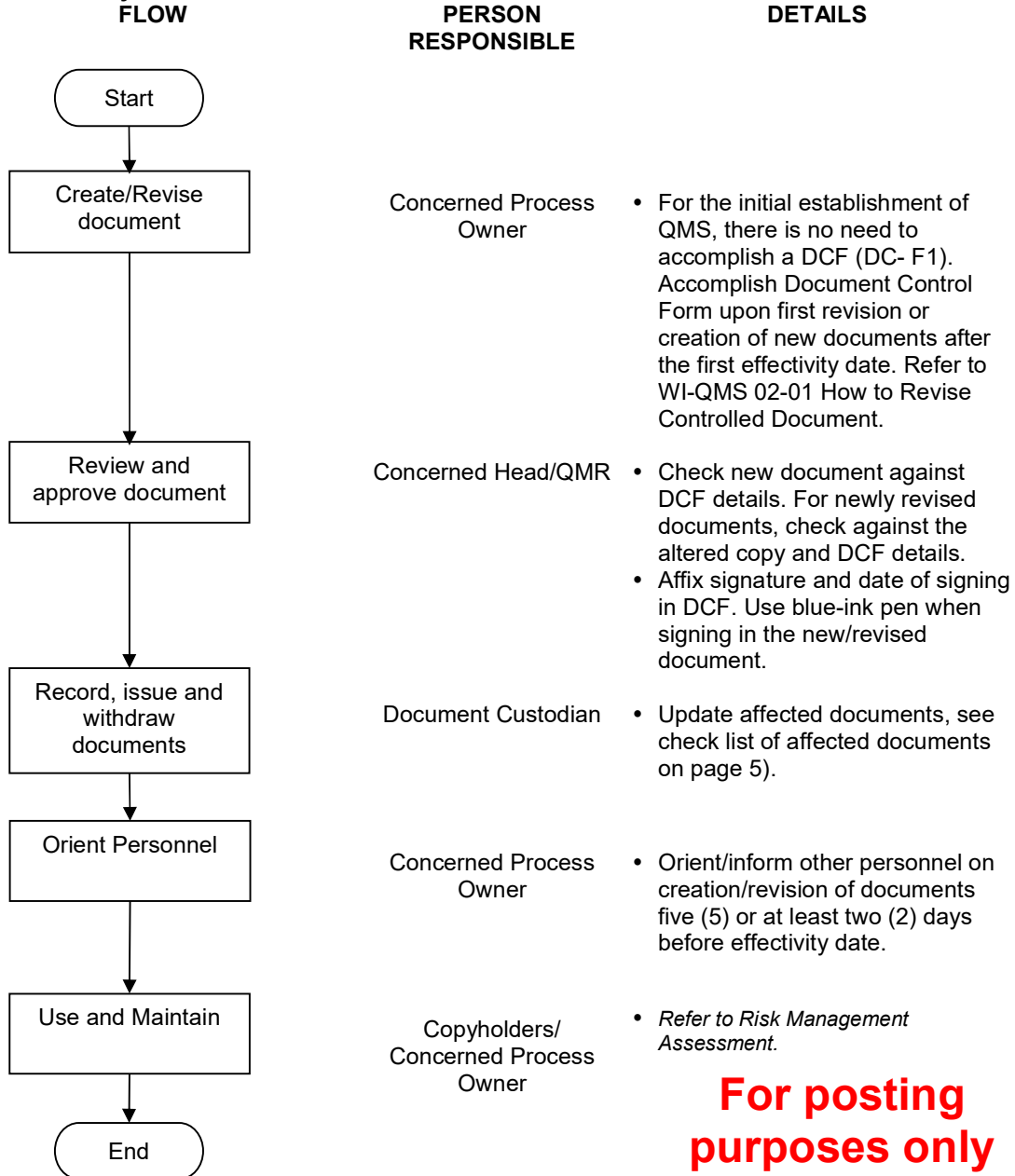
Master List of Controlled Documents
Master List of Externally Sourced Documents
WI-QMS 02-01 How to Revise Controlled Document
WI-QMS 02-02 Withdrawal of Obsolete Documents

Prepared by:  DOCUMENT CUSTODIAN	Reviewed / Approved by: For posting purposes only QMR
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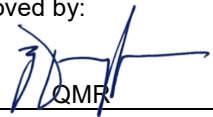
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	PROCEDURES MANUAL	REVISION NUMBER	3
SECTION		PAGE NUMBER	3 of 6
DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021	
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SUBJECT	CONTROL OF DOCUMENTED INFORMATION		


6.0 Procedure:

A. Internally-Generated Documents

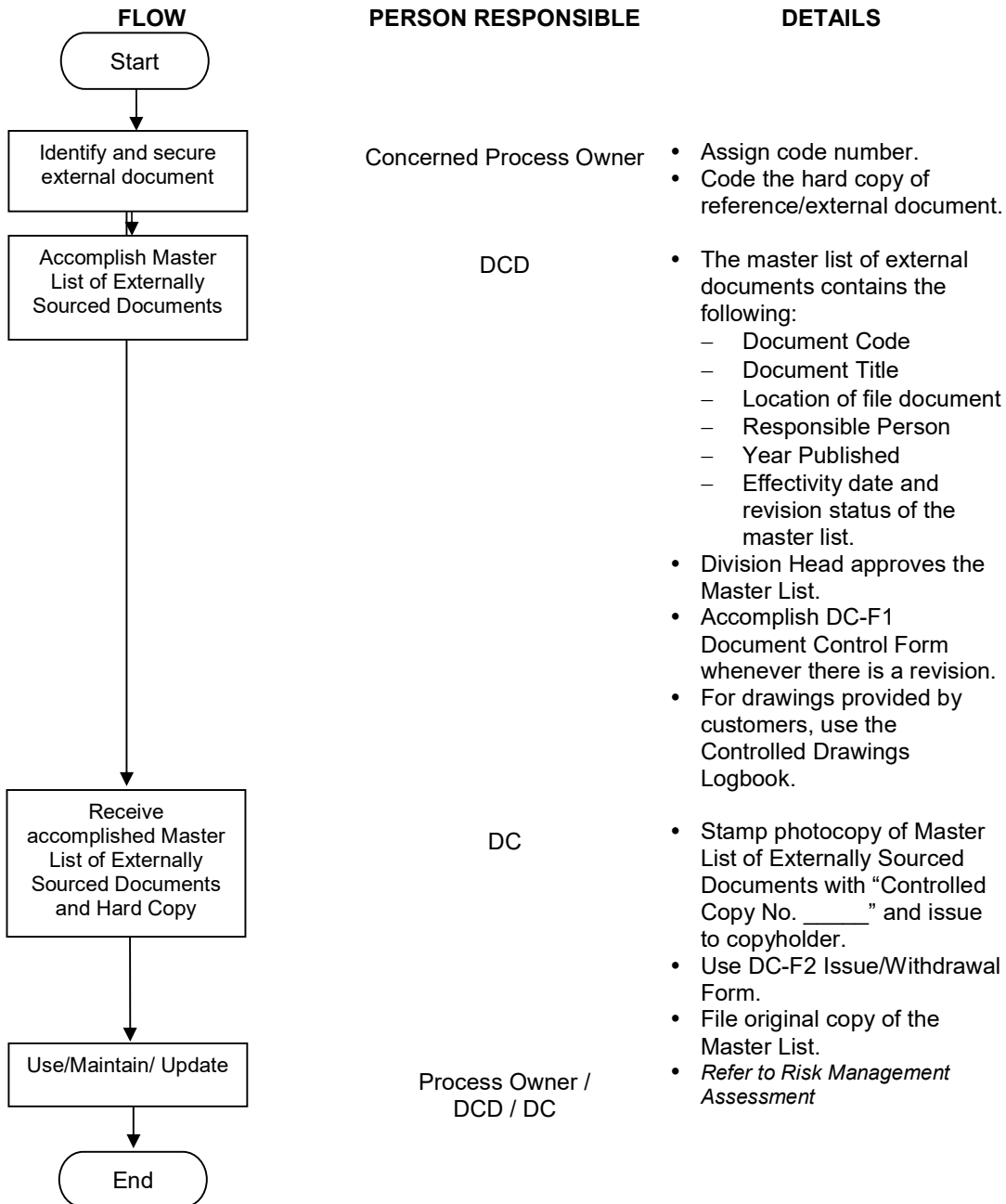



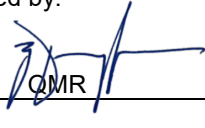
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	3
SECTION		PAGE NUMBER	4 of 6
DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021	
	DOCUMENT TYPE	PAPER / PDF FILE	
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

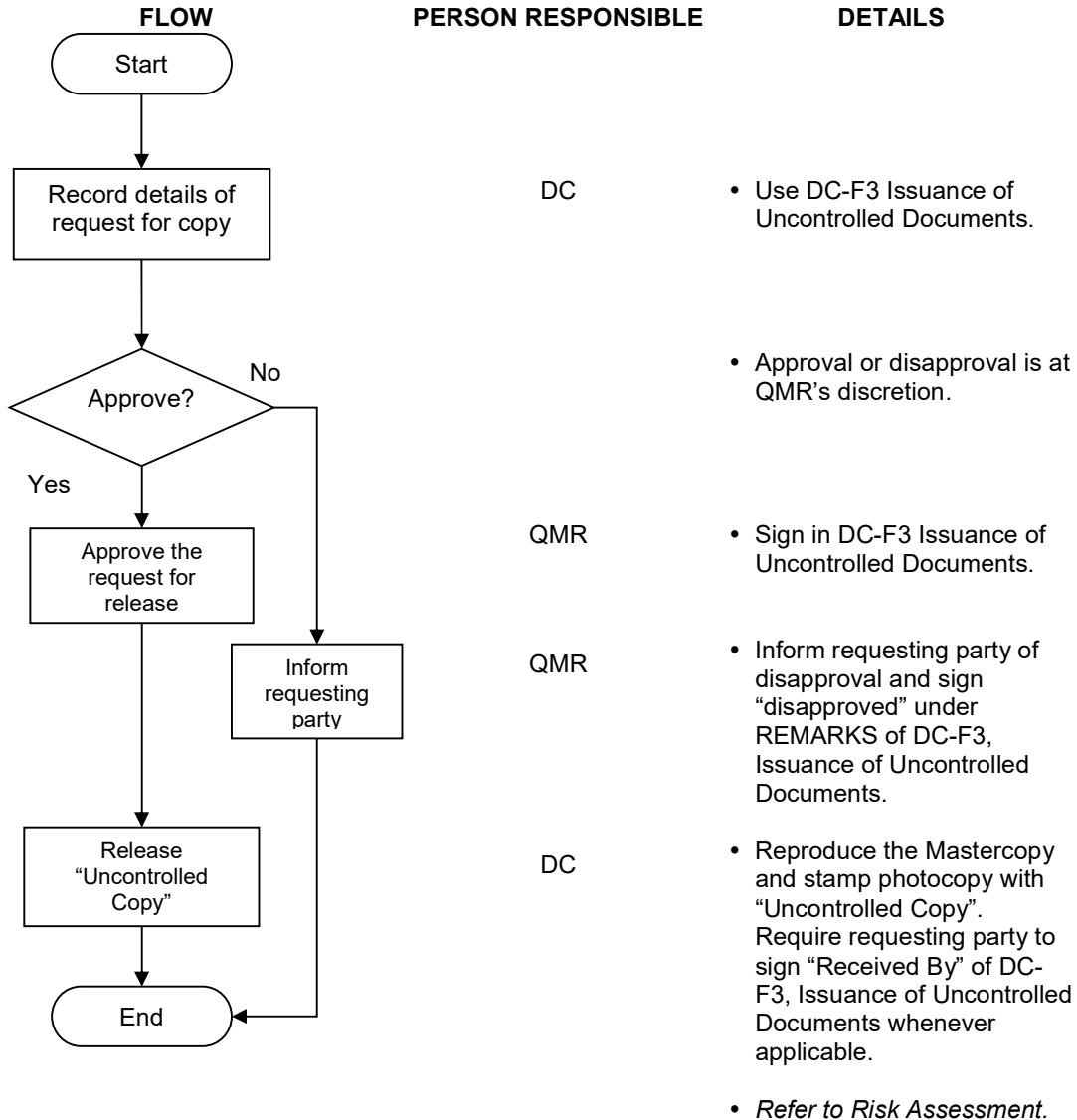
B. Externally-Sourced Documents


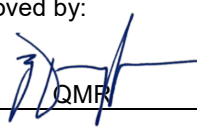



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	PROCEDURES MANUAL	REVISION NUMBER	3
SECTION		PAGE NUMBER	5 of 6
	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
	CONTROL OF DOCUMENTED INFORMATION		


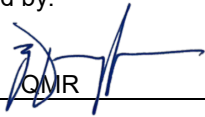
C. Issuance of Uncontrolled Copy




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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	3
PAGE NUMBER		6 of 6	
SECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
		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)

Prepared by:  DOCUMENT CUSTODIAN	Reviewed / Approved by:  QMR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 09-02
	PROCEDURES MANUAL	REVISION NUMBER	2
		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:


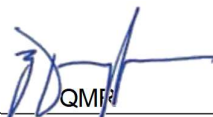
Audit Team Leader - refers to the person who has the competence to lead the audit teams in carrying out internal audit activities from the preparation of the internal audit program including a-c under 2.0 above. He/she is responsible in implementing the activities stated in the Audit Program and prepares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


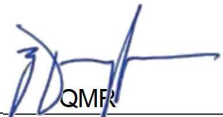
Prepared by:  HEAD, INTERNAL AUDIT GROUP	Approved by:  QMR
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	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	2 of 6
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	01 June 2021
SUBJECT	INTERNAL AUDIT		

5.0 References:

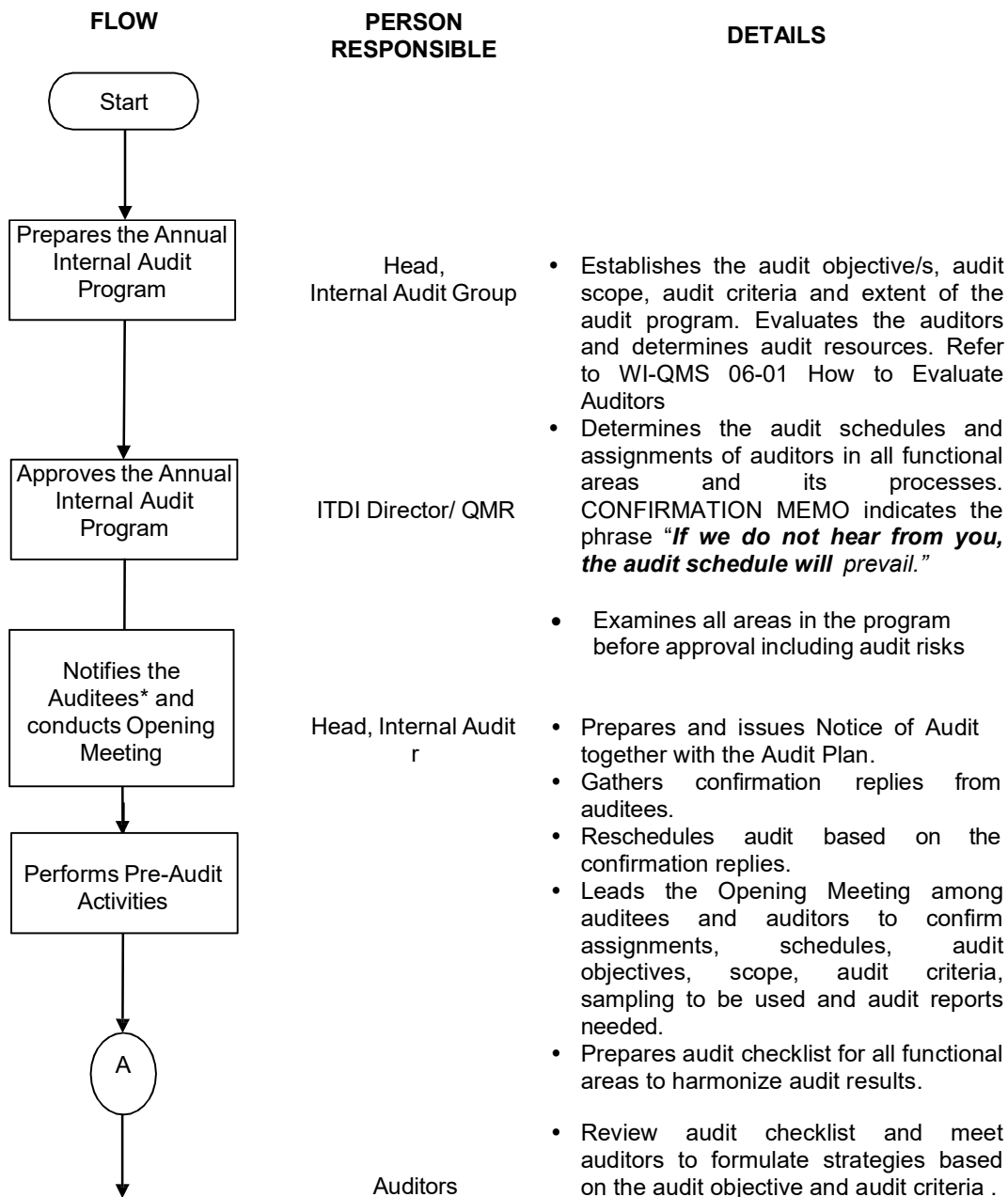
PM-QMS 10-01 Corrective Action
 WI-QMS 06-01 How to Evaluate Quality Auditors
 ISO 9001:2015 Standard
 ISO 19011:2015 Standard
 ISO 31000:2009 Risk Management


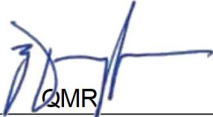
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SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	01 June 2021
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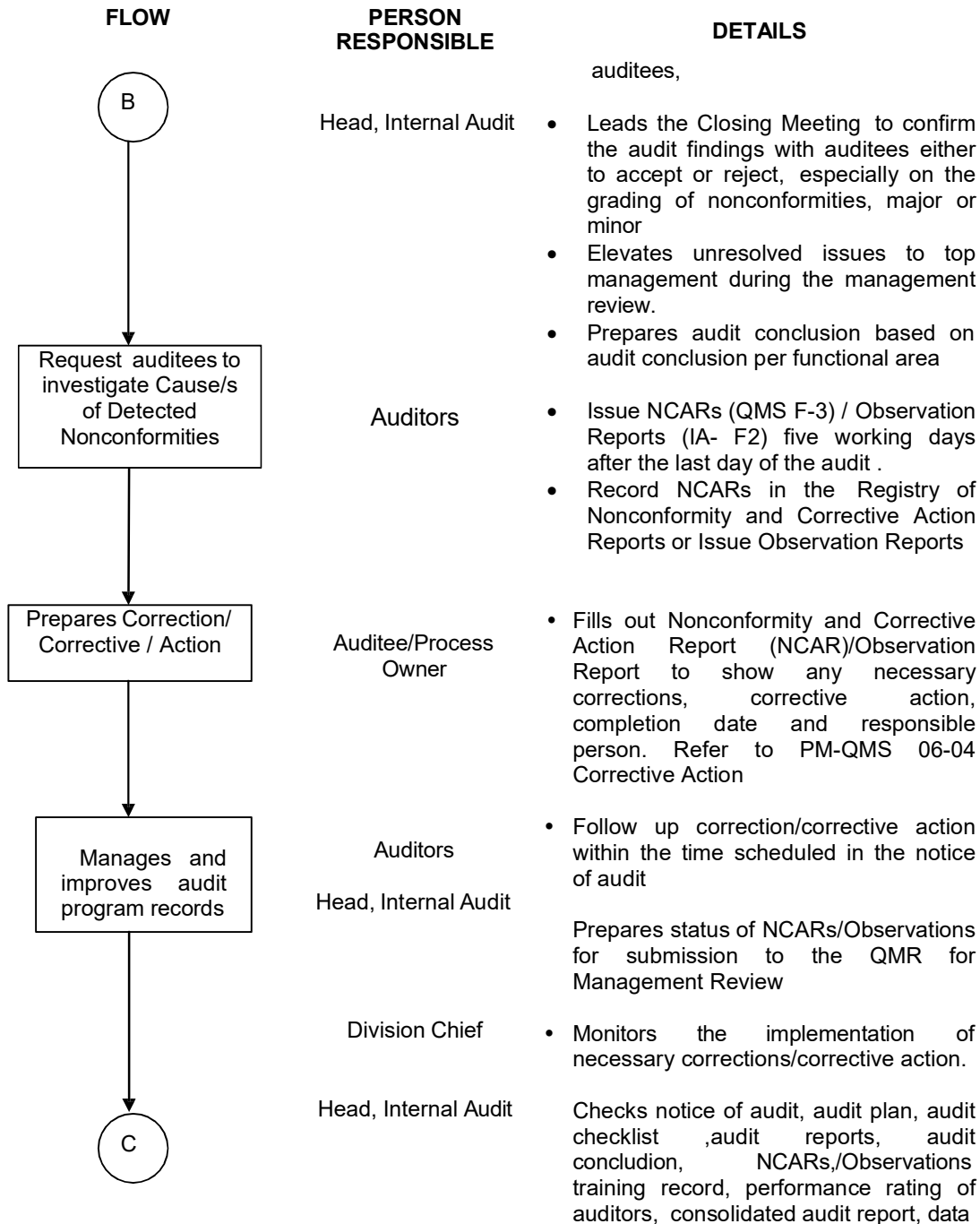
6.0 Procedure:





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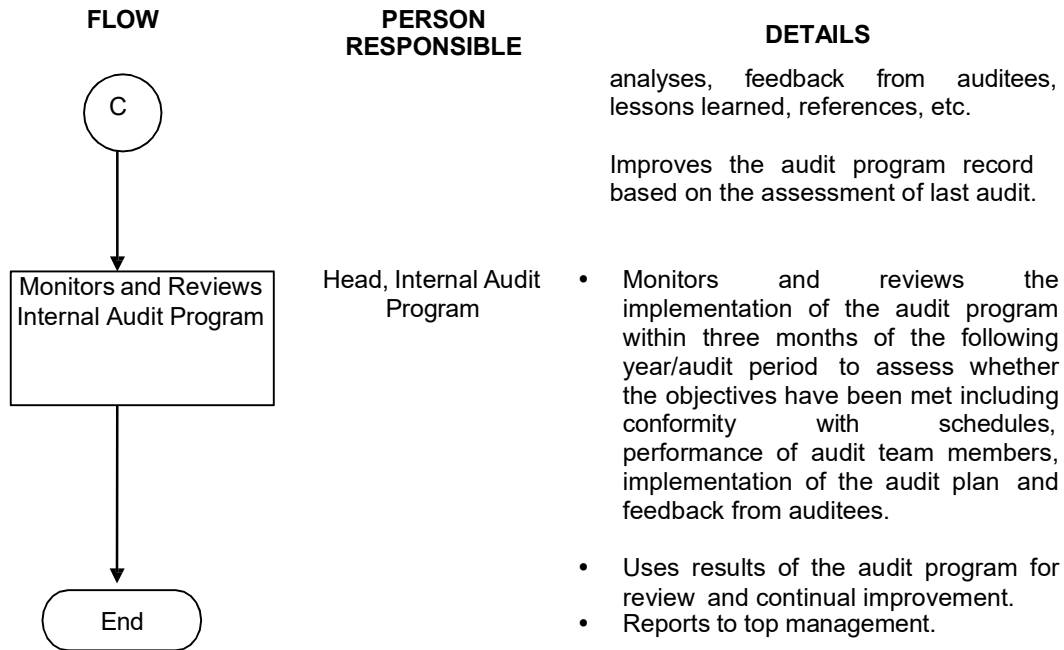
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	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	5 of 6
SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	01 June 2021
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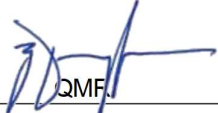


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	PROCEDURES MANUAL	REVISION NUMBER	2
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SECTION	MEASUREMENT, ANALYSIS AND IMPROVEMENT	EFFECTIVITY DATE	01 June 2021
SUBJECT	INTERNAL AUDIT		



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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM TSD-ESS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION	RESOURCE MANAGEMENT	PAGE NUMBER	Page 1 of 3
		EFFECTIVITY DATE	June 01, 2021
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:

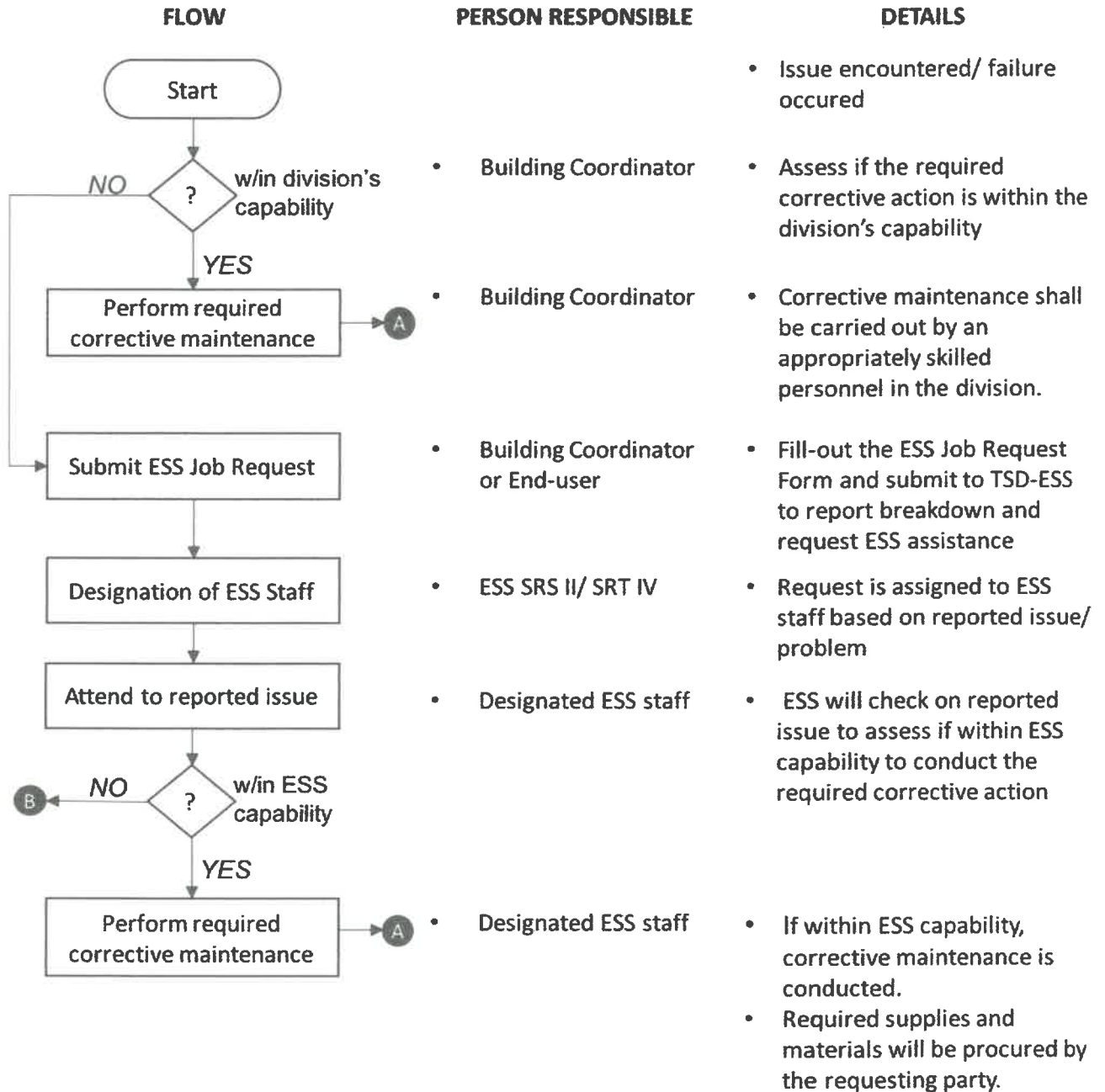
PM ADM-PPMS 08-01 Purchasing of Goods

Prepared by:  Supervising SRS, TSD-ESS	Approved by:  Chief, TSD
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	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION		RESOURCE MANAGEMENT	PAGE NUMBER
	SUBJECT	CORRECTIVE MAINTENANCE	EFFECTIVITY DATE
DOCUMENT TYPE			PAPER / PDF FILE

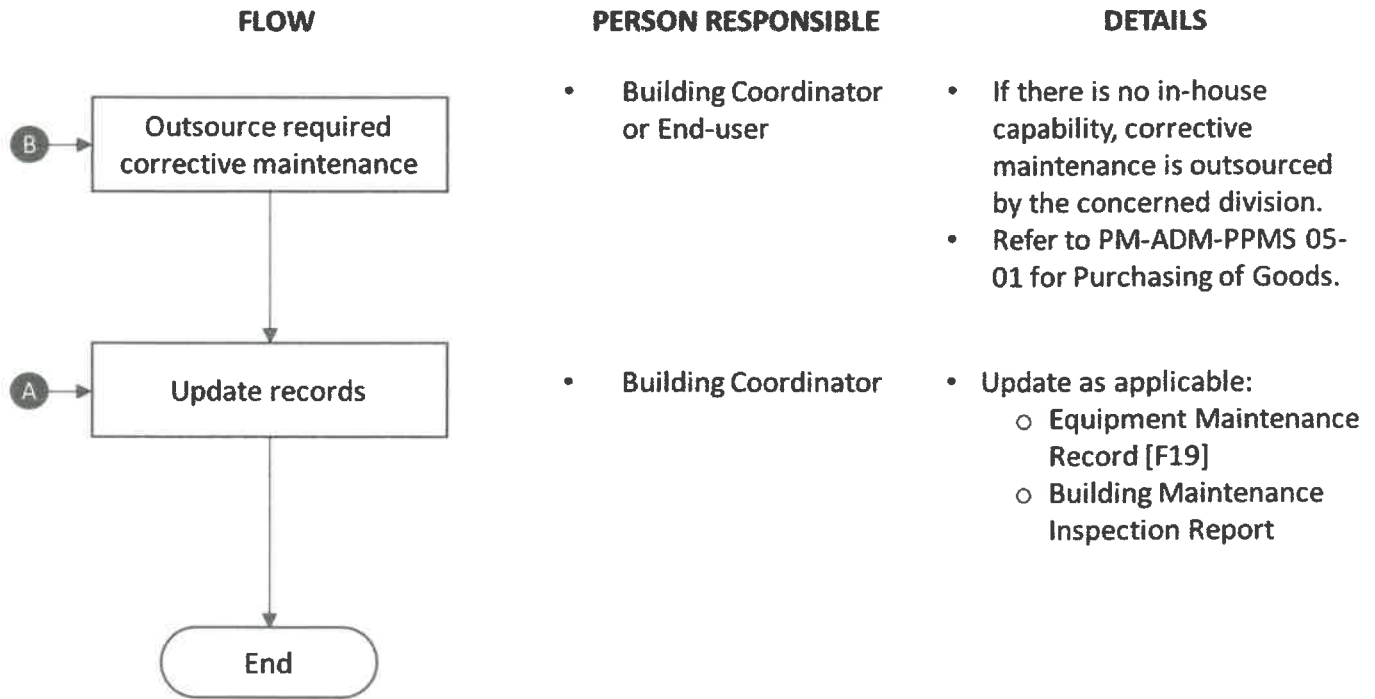
6.0 Procedure:



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	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION	RESOURCE MANAGEMENT	PAGE NUMBER	Page 3 of 3
		EFFECTIVITY DATE	June 01, 2021
SUBJECT	CORRECTIVE MAINTENANCE		
		DOCUMENT TYPE	PAPER / PDF FILE



Prepared by: <p style="text-align: center;">Supervising SRS, TSD-ESS</p>	Approved by:  <p style="text-align: center;">Chief, TSD</p>
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-TSD-IDS 08-01
	PROCEDURES MANUAL	REVISION NUMBER	0
PAGE NUMBER		Page 1 of 6	
EFFECTIVITY DATE		June 01, 2021	
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND PRODUCTION 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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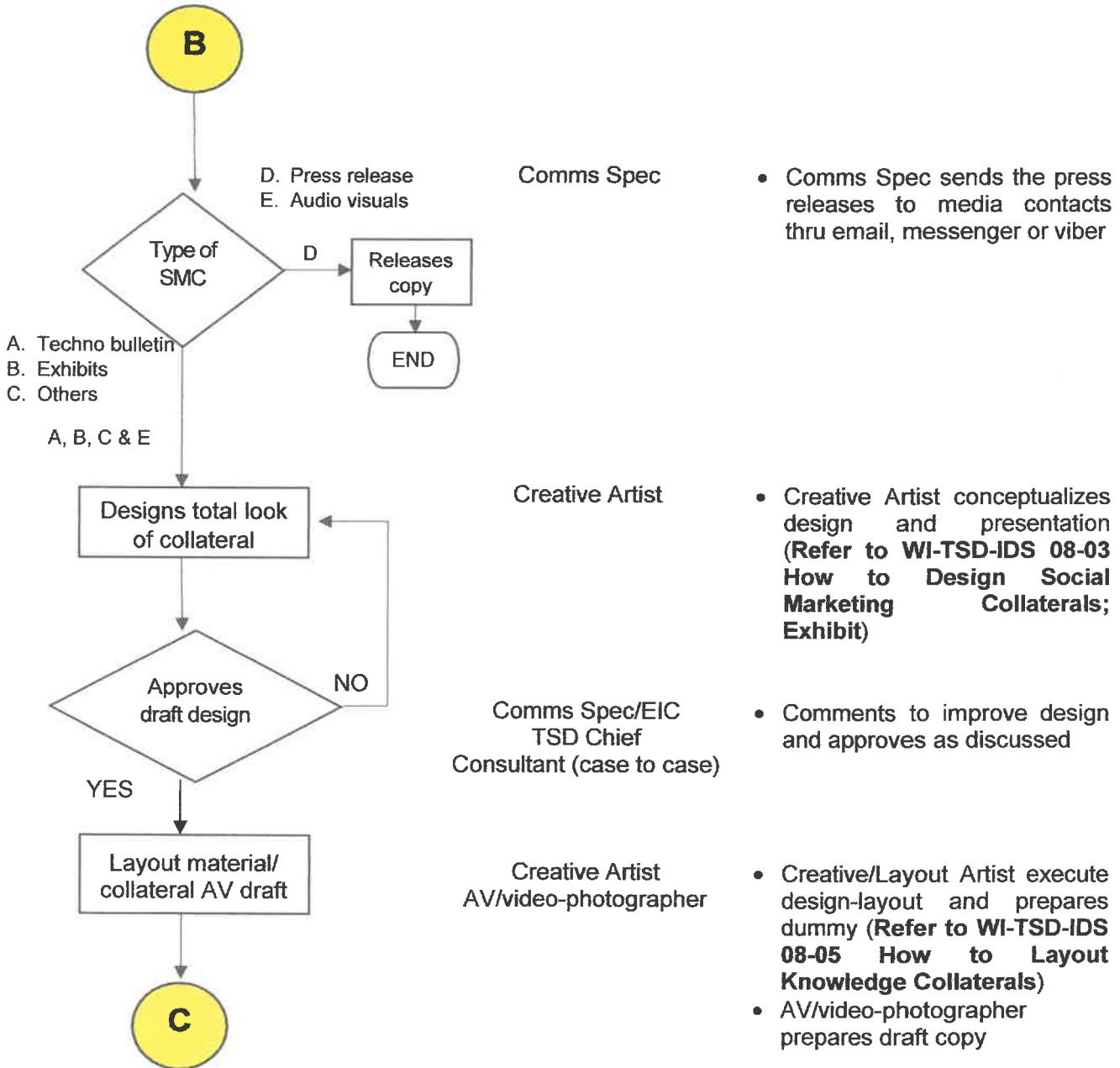
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	PROCEDURES MANUAL	REVISION NUMBER	0
PAGE NUMBER		Page 4 of 6	
EFFECTIVITY DATE		June 01, 2021	
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND PRODUCTION OF SOCIAL MARKETING COLLATERALS		

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PERSON RESPONSIBLE

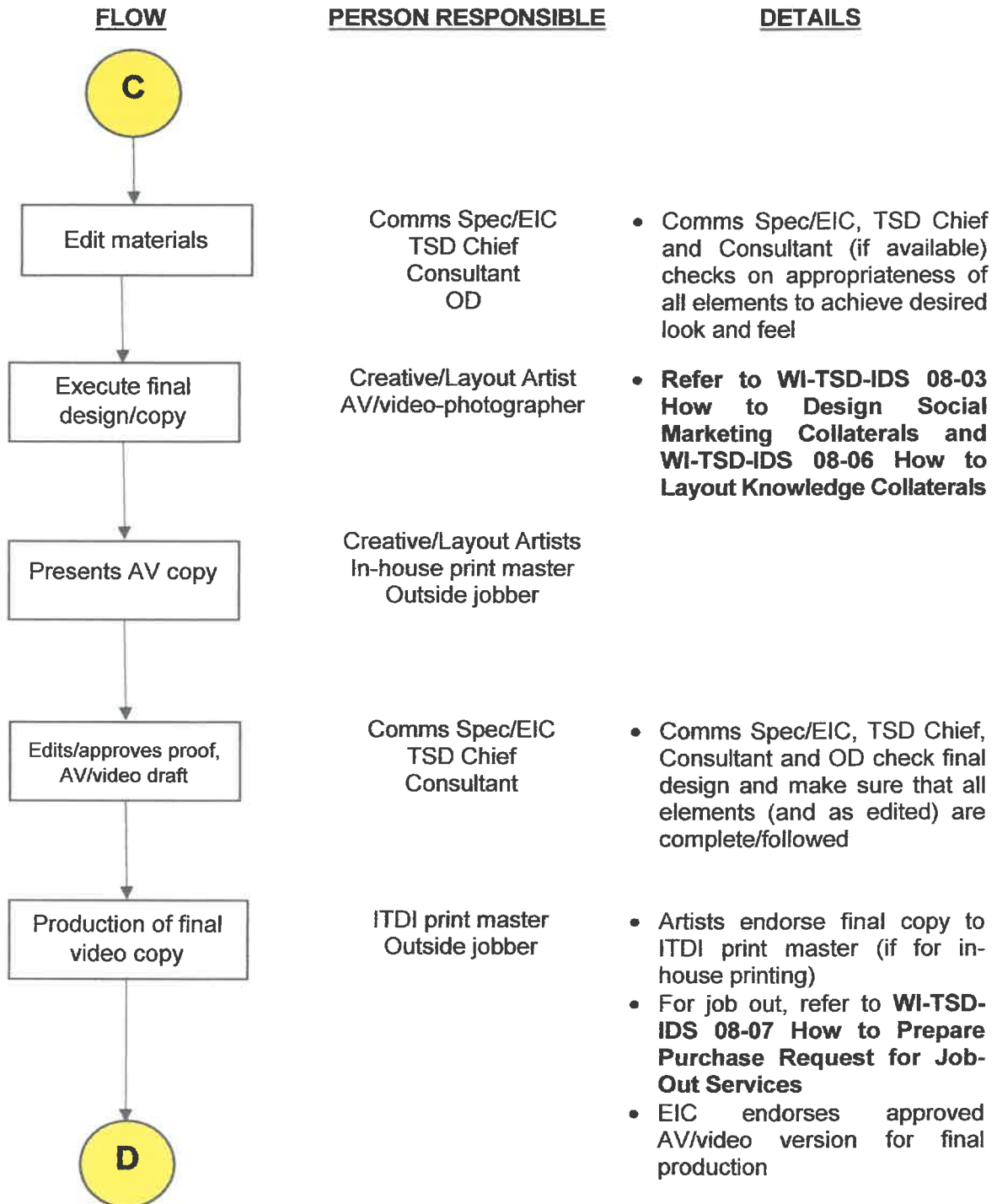
DETAILS



Prepared by: <i>Wboya</i> Supv. SRS, TSD-IDS	Approved by: <i>Abraham</i> Chief, TSD
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	PROCEDURES MANUAL	REVISION NUMBER	0
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SECTION		PRODUCT REALIZATION	EFFECTIVITY DATE
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND PRODUCTION OF SOCIAL MARKETING COLLATERALS		



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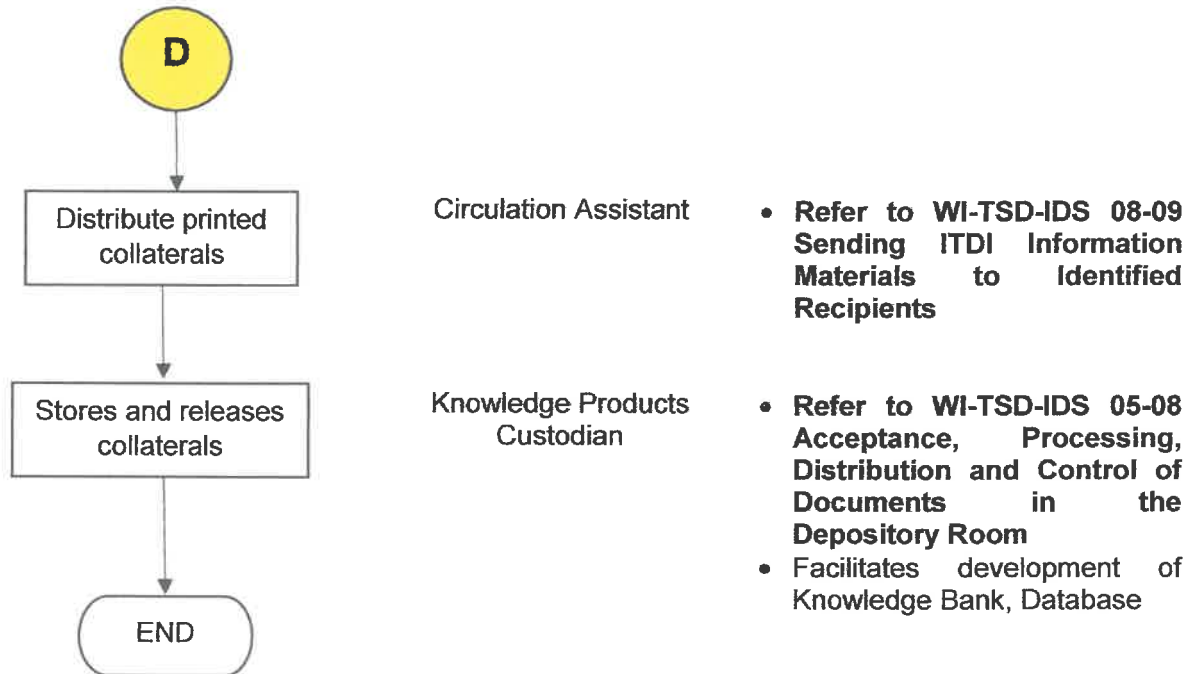
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	PROCEDURES MANUAL SECTION PRODUCT REALIZATION	REVISION NUMBER	0
PAGE NUMBER		Page 6 of 6	
EFFECTIVITY DATE		June 01, 2021	
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND PRODUCTION OF SOCIAL MARKETING COLLATERALS		

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DETAILS



Prepared by: <i>nboya</i> Supv. SRS, TSD-IDS	Approved by: <i>Onimoch</i> Chief, TSD
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE		DOCUMENT CODE	PM-TSD-RCTS 08-06
	PROCEDURES MANUAL		REVISION NUMBER	0
PAGE NUMBER			1 of 8	
SECTION	PRODUCT REALIZATION			
SUBJECT	PLANNING, SCHEDULING AND IMPLEMENTATION OF TRAINING PROGRAM			

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

3.1 Training – an organized activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill.

3.2 Training Coordinator - refers to RCTS staff assigned in the coordination and facilitation of training activities of the institute.

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 training.

3.5 Training Classification – refers to various types of training as follows:

3.5.1 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

3.5.2 Customized – refers to training courses not included in the regular training program such as packaged, special and requested training. These courses are designed specifically based on the needs and requirements of the customers. Training courses being offered under the regular training program may also be considered for customized training if these courses are to be conducted on-site, outside of the regular training schedule and to a particular industry, a group or individual. Training fee inclusive of Personal Services (PS), supplies and materials, use of facilities (if applicable), raw materials, travelling expenses to include air/inland fare, food and lodging, and incidental expenses for the trainers are shouldered by the requesting party.

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


Prepared by:


Supvg. SRS, TSD-RCTS

Approved by:


Chief, TSD

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3.6 Mode of Delivery – refers to different modes of delivery varying from platforms, venues, and learning setups.

3.6.1 Face-to-face – delivery of knowledge and skills through direct and personal interaction between trainer/s and participants being conducted at DOST-ITDI or on-site

3.6.2 Webinar – online delivery of knowledge and skills with lecture presentations and/or demo audio-visual presentation/s (AVPs) only



3.6.3 Online Training – delivery of knowledge and skills through lecture presentations, demo AVPs, workshops, and virtual guidance of trainers for actual hands-on by the participants at site. A remote and simultaneous training setup could also be conducted wherein both the trainers and participants have the same equipment, materials, supplies, and tools in order to conduct the hands-on.

3.6.4 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

Prepared by:	Approved by:
 Supg. SRS, TSD-RCTS	 Chief, TSD

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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


Prepared by:

Gravacana
Supg. SRS, TSD-RCTS

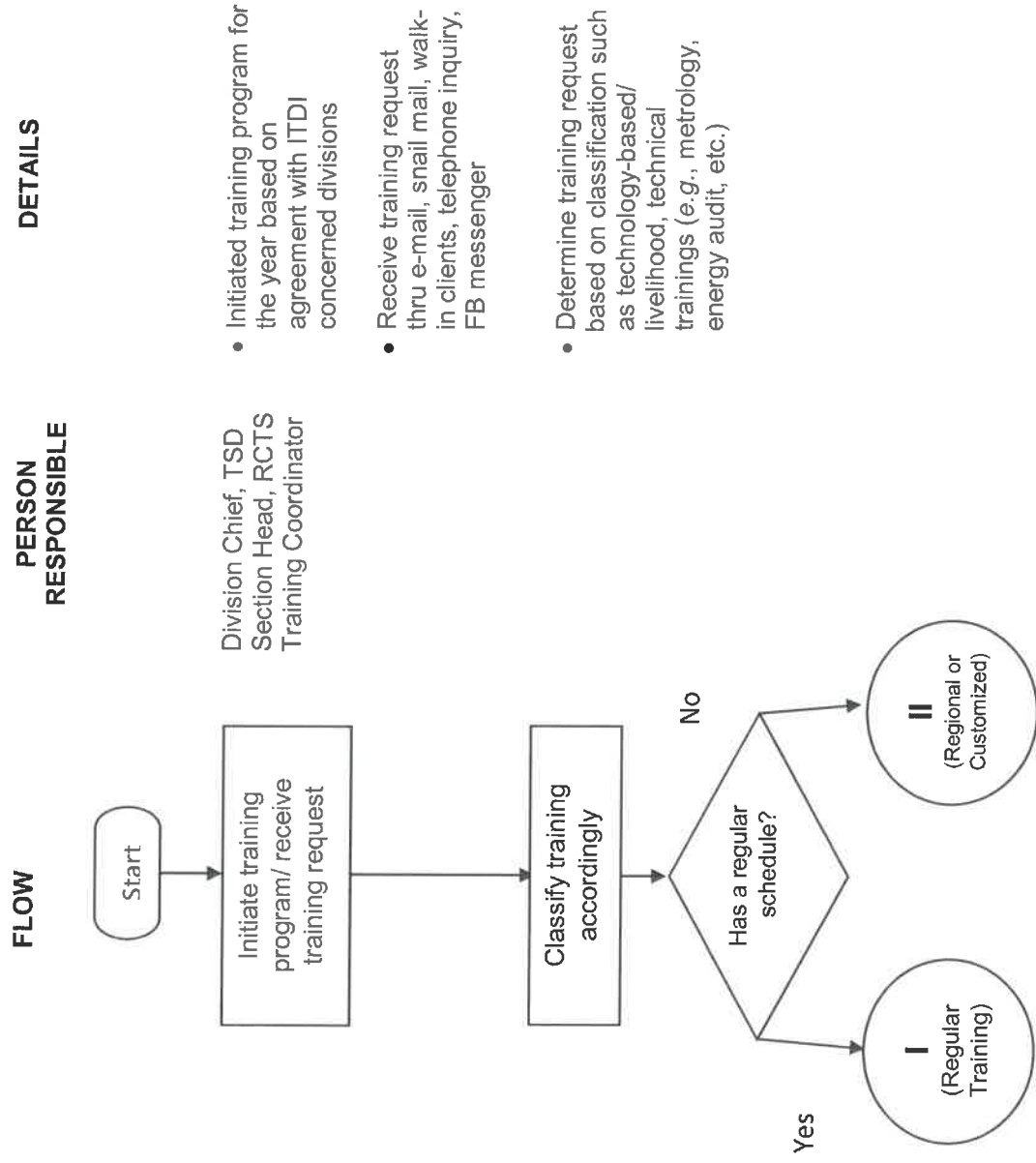
Approved by:

Mejorada
Chief, TSD

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6.0 Procedure



Prepared by:

Maureen
Supg. SRS, TSD-RCTS

Approved by:

Meferando
Chief, TSD

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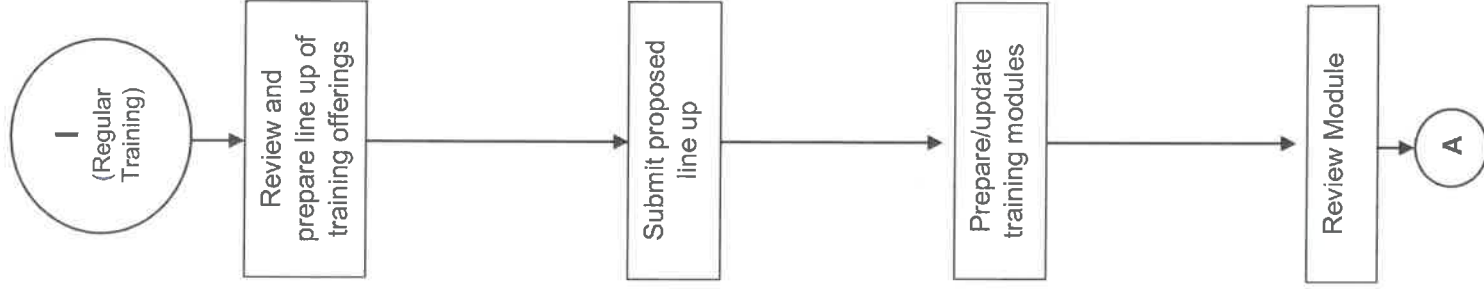
SECTION **PRODUCT REALIZATION**

EFFECTIVITY DATE **30 August 2021**

DOCUMENT TYPE **PAPER/PDF FILE**

SUBJECT **PLANNING, SCHEDULING AND IMPLEMENTATION OF TRAINING PROGRAM**

FLOW



PERSON RESPONSIBLE

Division Chief, TSD
Section Head, RCTS
Training Coordinator

Division Chief, TSD

Training Coordinator
R&D Division

Division Chief, TSD
Section head, RCTS
Technology Expert

DETAILS

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


Prepared by:

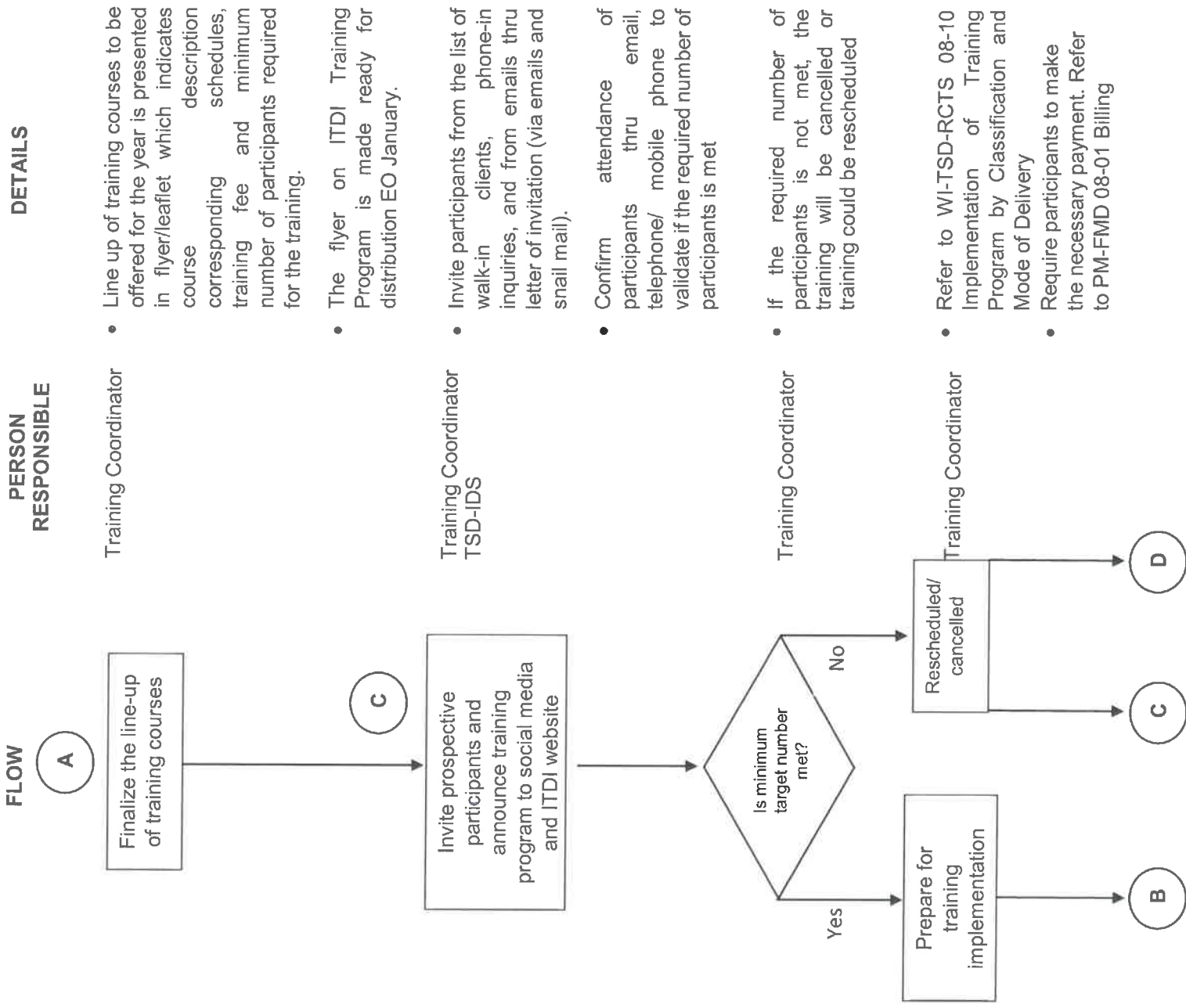
S. Matsumura
Supg. SRS, TSD-RCTS

Approved by:

M. Repurando
Chief, TSD

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Prepared by:	Approved by:
<i>Spradecina</i> Supg. SRS, TSD-RCTS	<i>Meprendo</i> Chief, TSD

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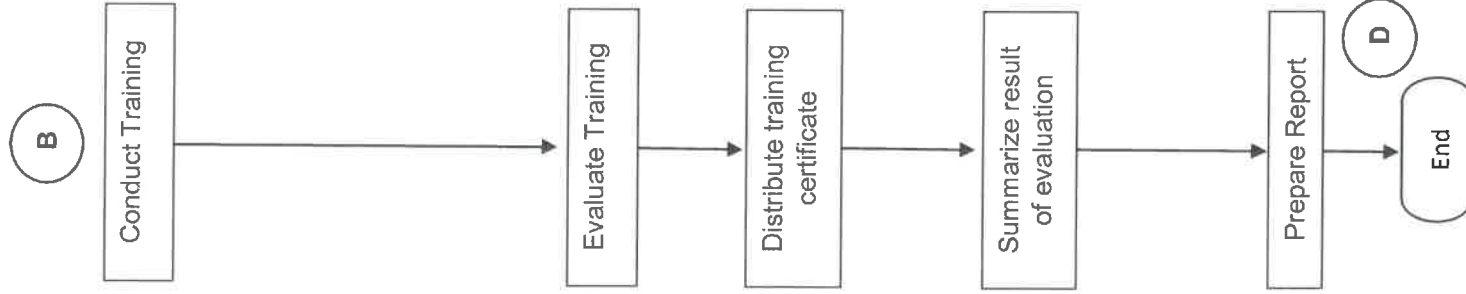
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SUBJECT

PLANNING, SCHEDULING AND IMPLEMENTATION OF TRAINING PROGRAM

FLOW



PERSON RESPONSIBLE	DETAILS
Resource Speaker Training Coordinator	<ul style="list-style-type: none"> Refer to WI-TSD-RCTS 08-10: Implementation of Training Program by Classification and Mode of Delivery. Trainer(s) tasked to implement the approved activity is issued with Special Order (SO). Conduct training based on approved module and mode of delivery. For face-to-face and blended learning modes of delivery, participants are asked to fill out registration form using TSD-RCTS F13.
Training Coordinator	<ul style="list-style-type: none"> Participants are asked to accomplish the TSD Training Evaluation Form on the last day of training.
Training Coordinator	<ul style="list-style-type: none"> Use applicable format of Training Certificate according to the type of training. Training Certificate duly signed by ITDI Director are distributed upon completion of training requirements.
Training Coordinator	<ul style="list-style-type: none"> Result of training evaluation will serve as basis for the improvement of resource persons, topics, venue and facilities. Concerned division will be furnished of the evaluation report.
Training Coordinator Resource Speaker	<ul style="list-style-type: none"> Use prescribed TSD Training Report Form (TSD-RCTS F11a).

Prepared by:

Ornela
Supg. SRS, TSD-RCTS

Approved by:

Meyranda
Chief, TSD

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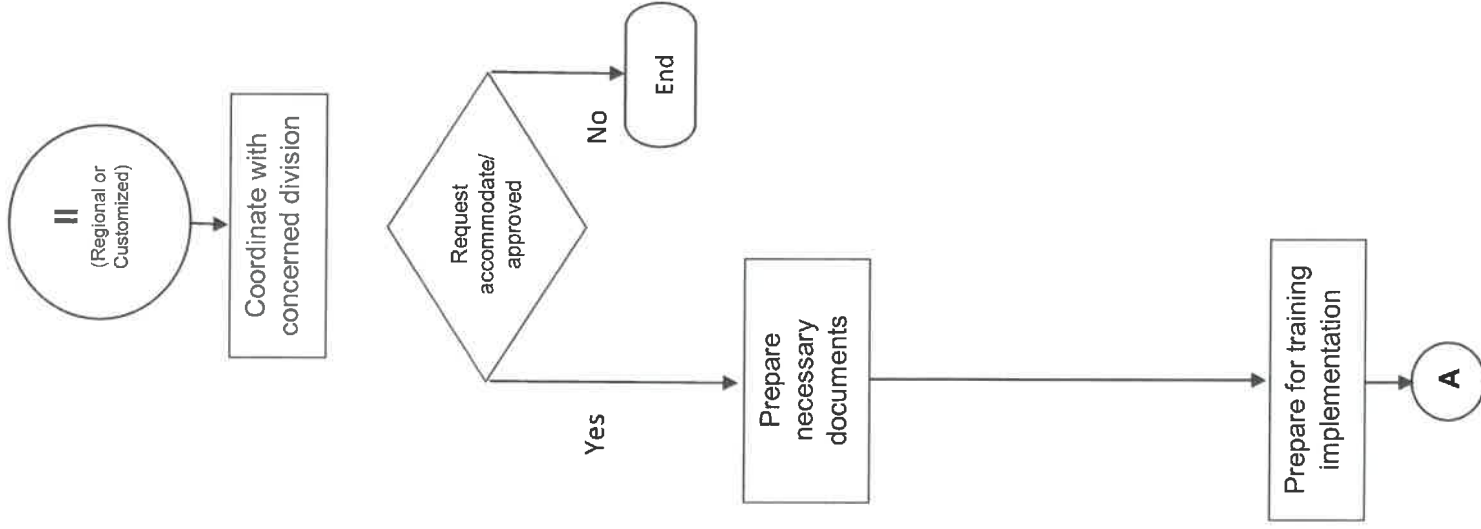
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SUBJECT **PLANNING, SCHEDULING AND IMPLEMENTATION OF TRAINING PROGRAM**

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PERSON RESPONSIBLE

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

- Seek clearance from TSD Division Chief, division concerned, and endorsed by the Office of the Director.

Liaison Officer/
DC of TSD

- File documents with clearance/approval from division chief.
- Send confirmation letter to client with name of resource speaker/s; schedule; list of equipment, materials, supplies, and tools; and training fee (if applicable).
- If on-site, travelling expenses will be shouldered by the requesting party.

Training Coordinator

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

Prepared by:

Soraleanna
Supvg. SRS, TSD-RCTS

Approved by:

Meprembo
Chief, TSD

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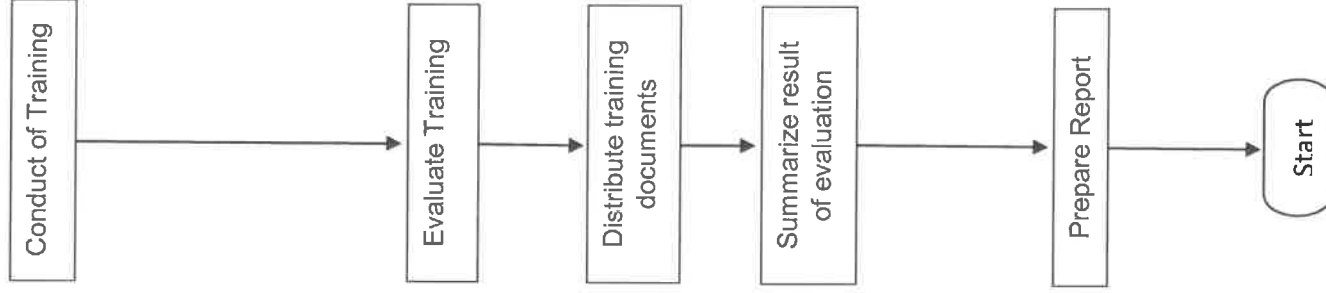
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SUBJECT

PLANNING, SCHEDULING AND IMPLEMENTATION OF TRAINING PROGRAM

FLOW

A



PERSON RESPONSIBLE

Resource Speaker
Training Coordinator

- Refer to WI-TSD-RCTS 08-10: Implementation of Training Program by Classification and Mode of Delivery.
- For regional on-site training, a Travel Order will be issued.
- Conduct training based on approved module and mode of delivery.

Training Coordinator

- Participants are asked to accomplish the TSD Training Evaluation Form at the end of training.

Training Coordinator

- For customized training, use applicable format of Training Certificate duly signed by ITDI Director.

Training Coordinator

- Result of training evaluation will serve as basis for the improvement of resource persons, topics, venue and facilities.
- Concerned division will be furnished of the evaluation report.

Training Coordinator
Resource Speaker

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


Prepared by:

Gonzales
Supvg. SRS, TSD-RCTS

Approved by:

Chaparrero
Chief, TSD

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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). 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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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

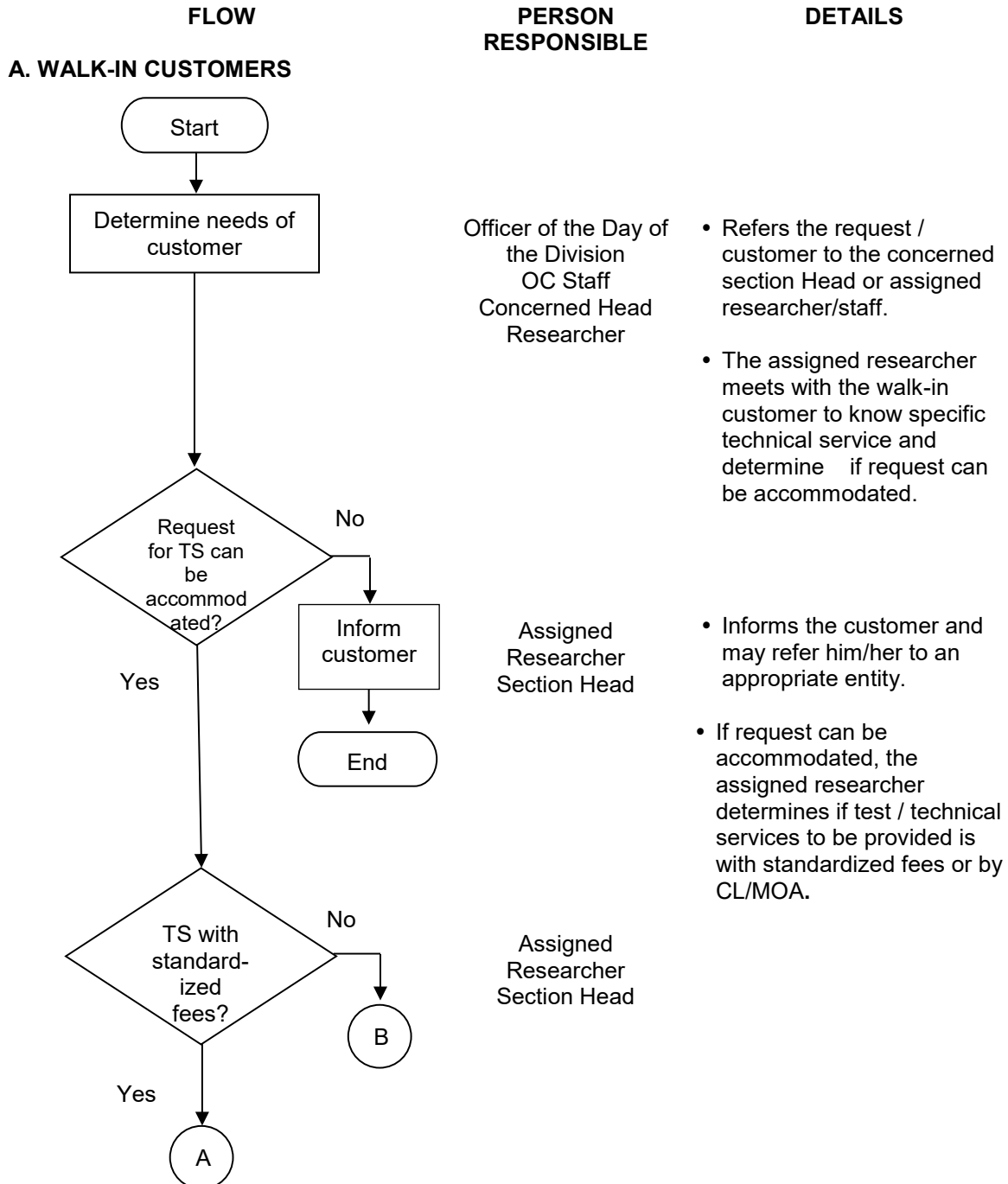
ITDI AO 003 Guidelines in the Computation of Fees and Charges for ITDI Contract Projects
 and Other Technical Services
 List of Technical Services with Standard Fees
 American Society for Testing and Materials (ASTM) Standards
 Association of Official Analytical Chemists (AOAC) Standards Official Method 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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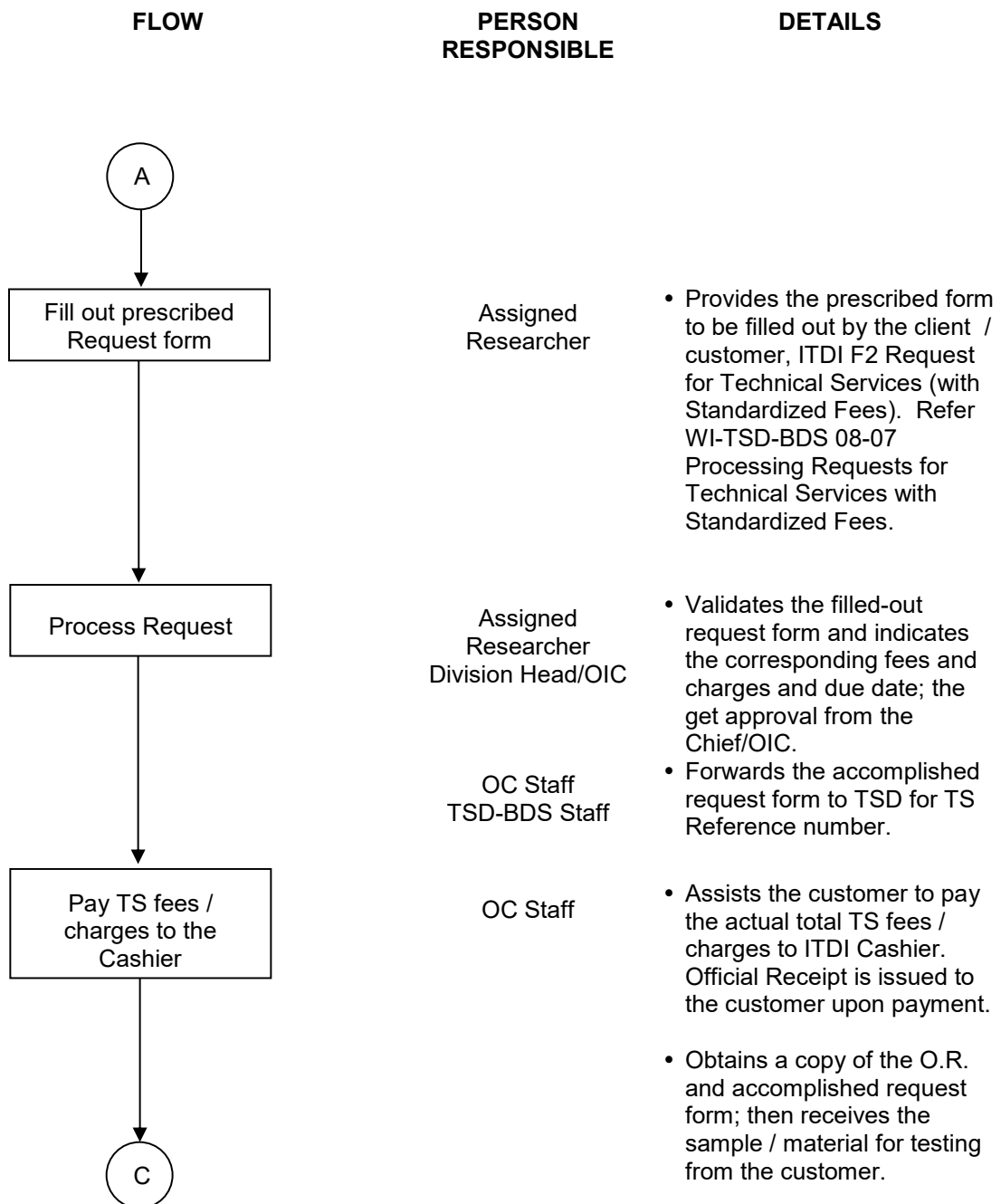
5.0 Procedure:





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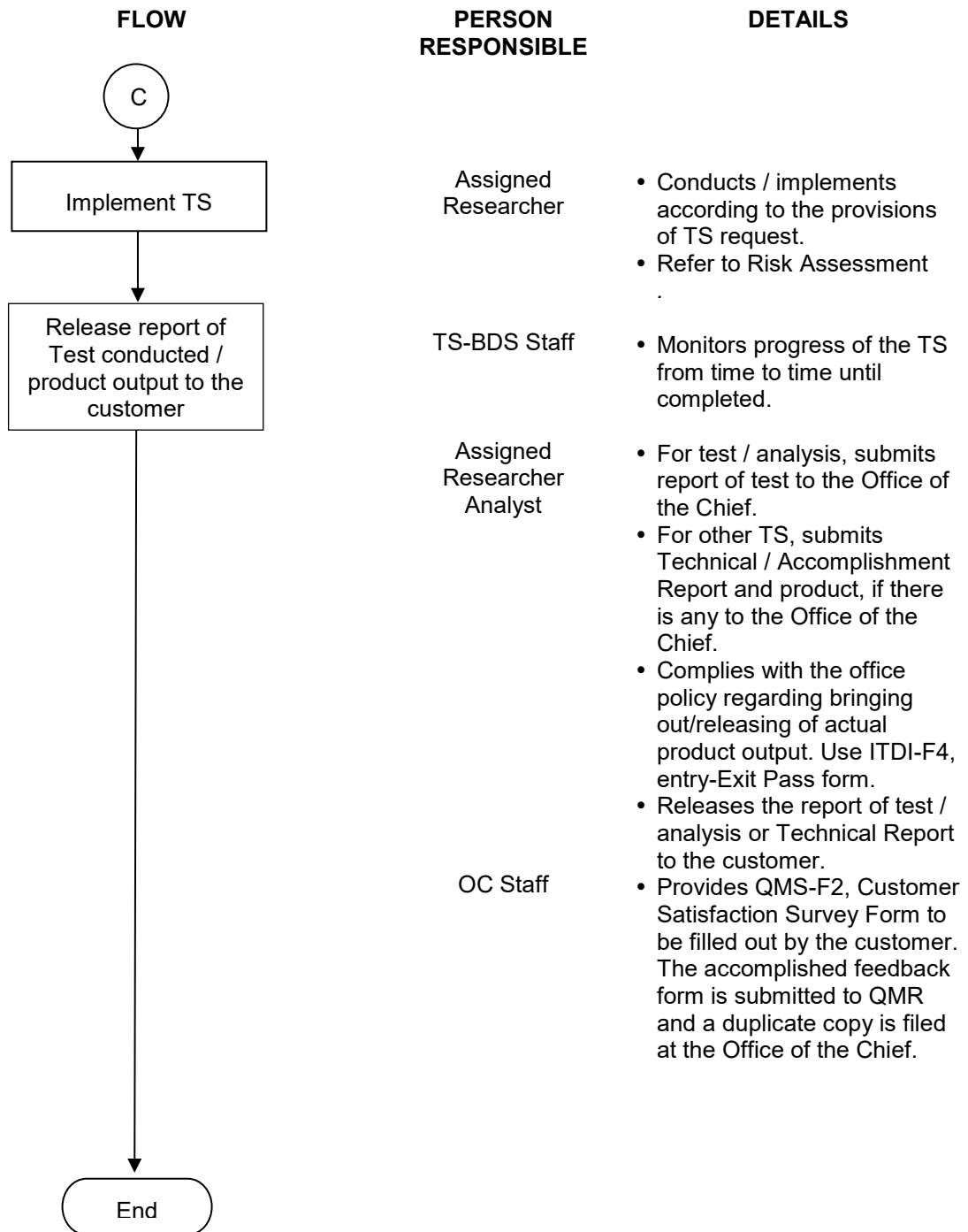




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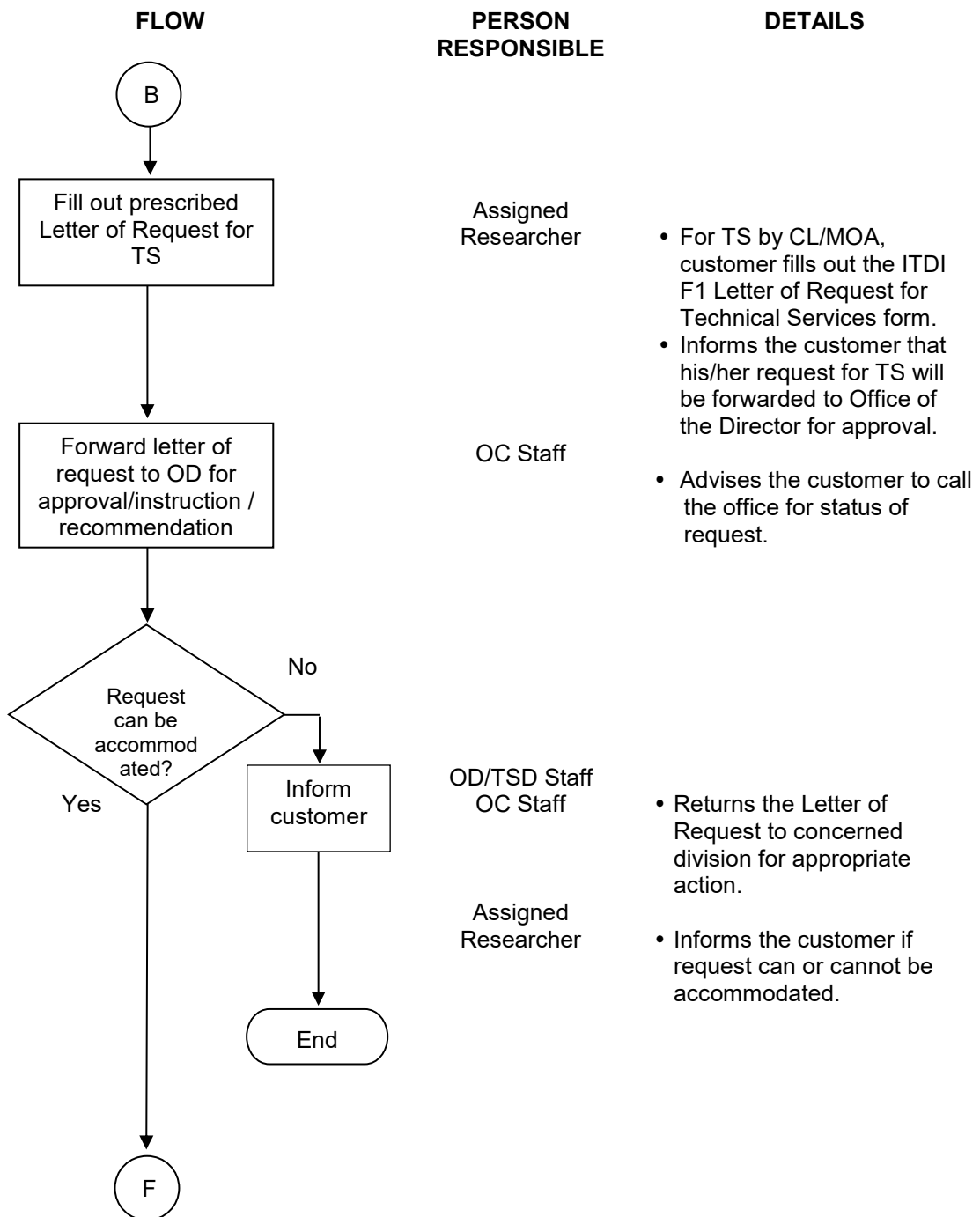
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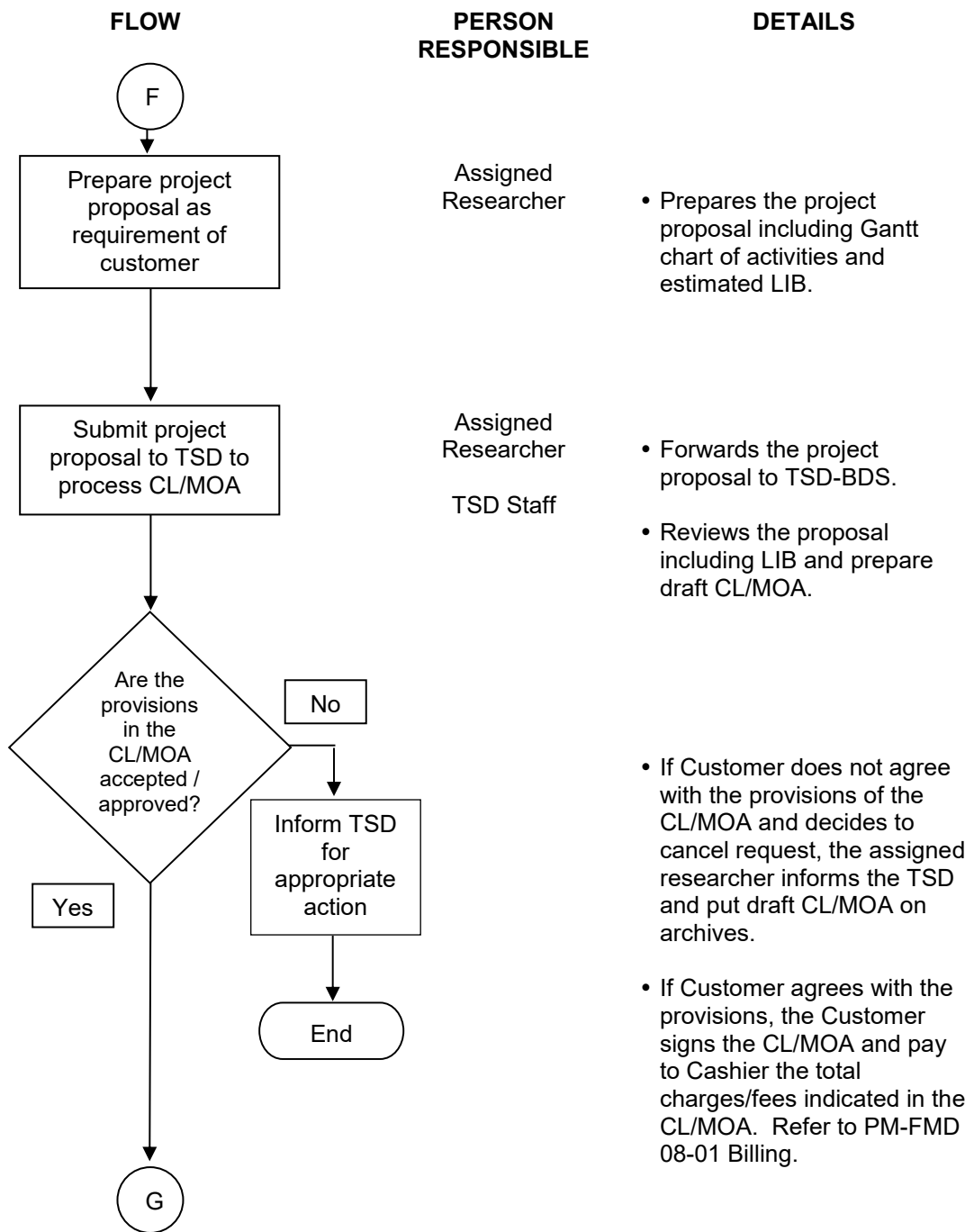
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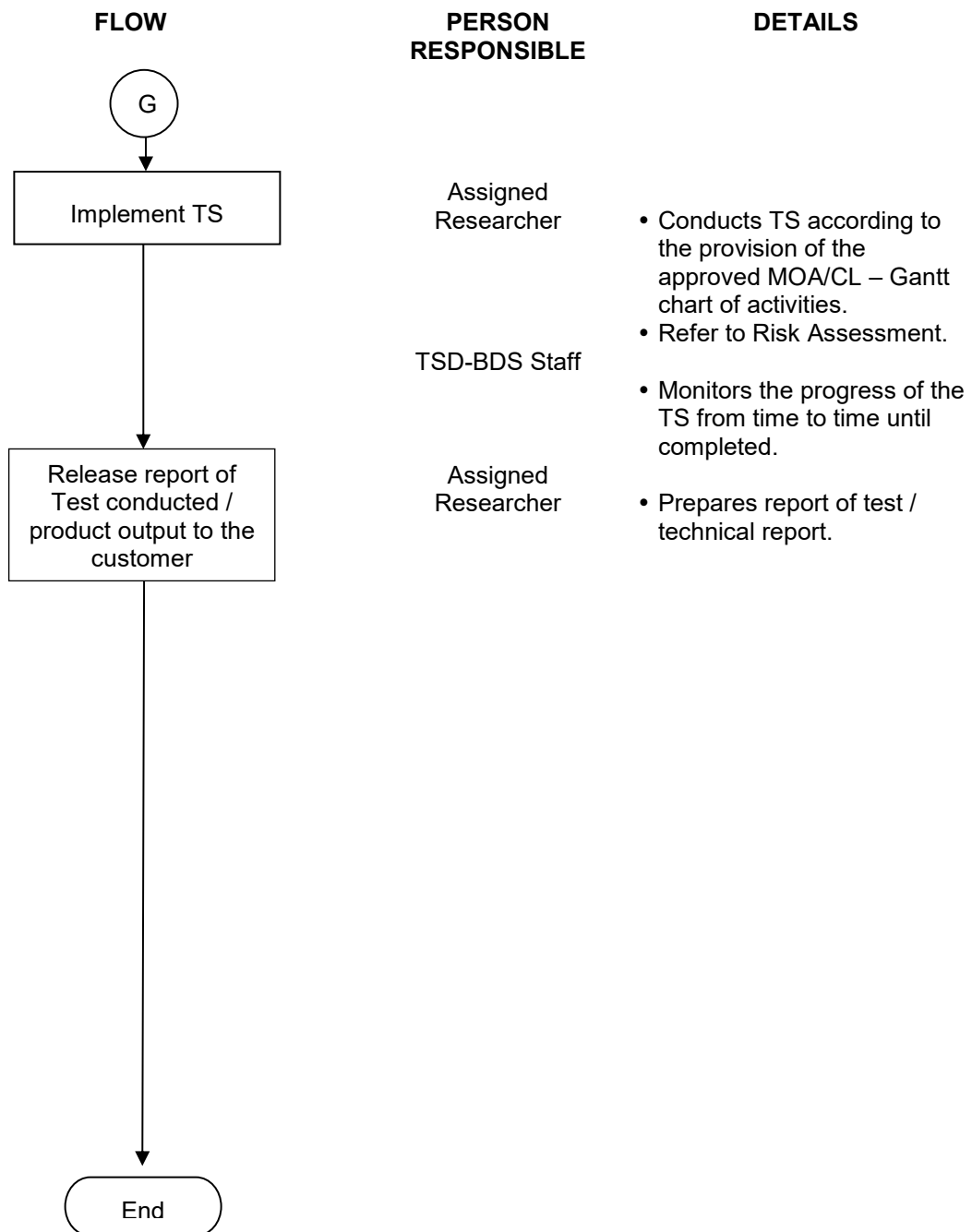
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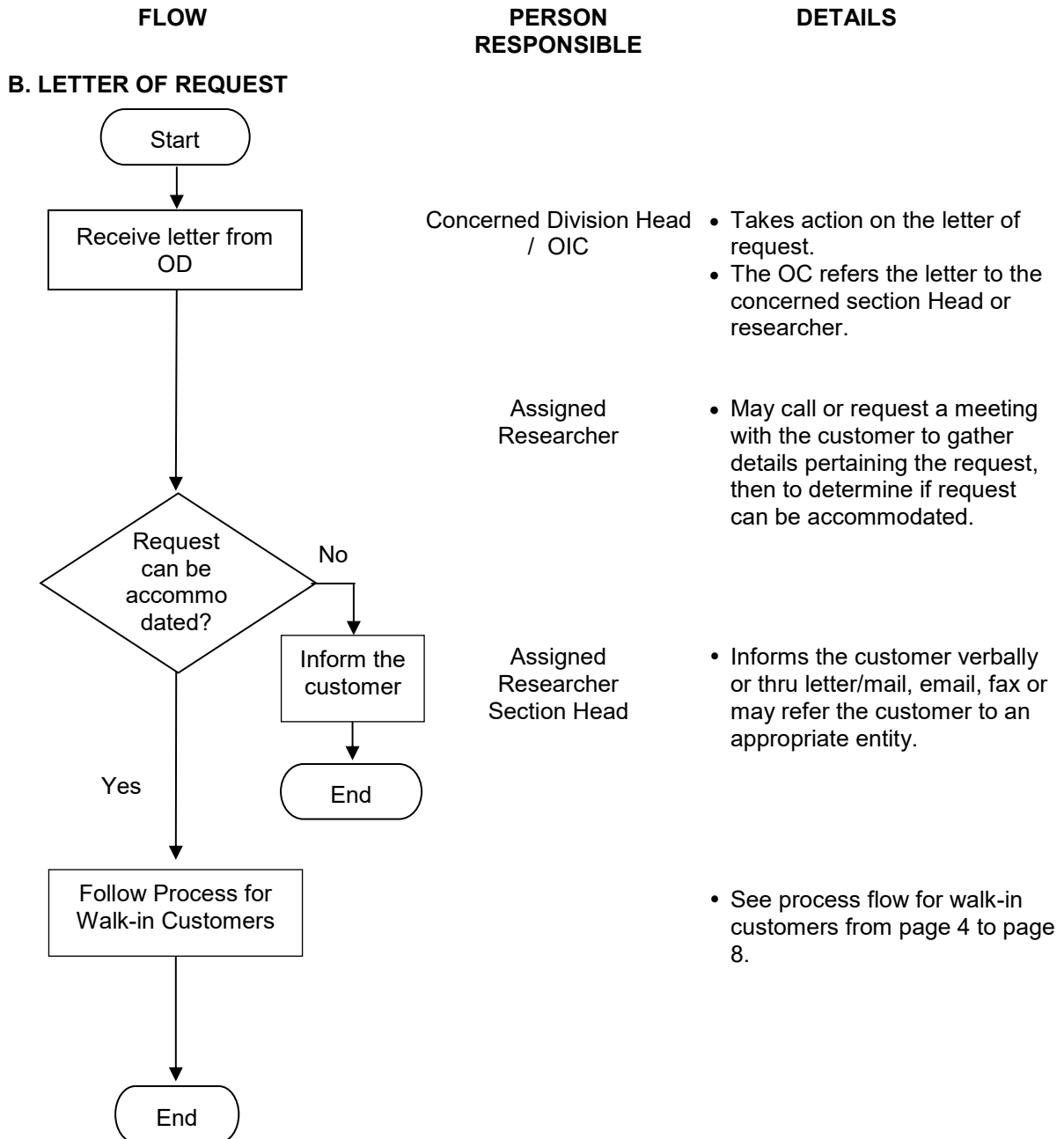
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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		

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

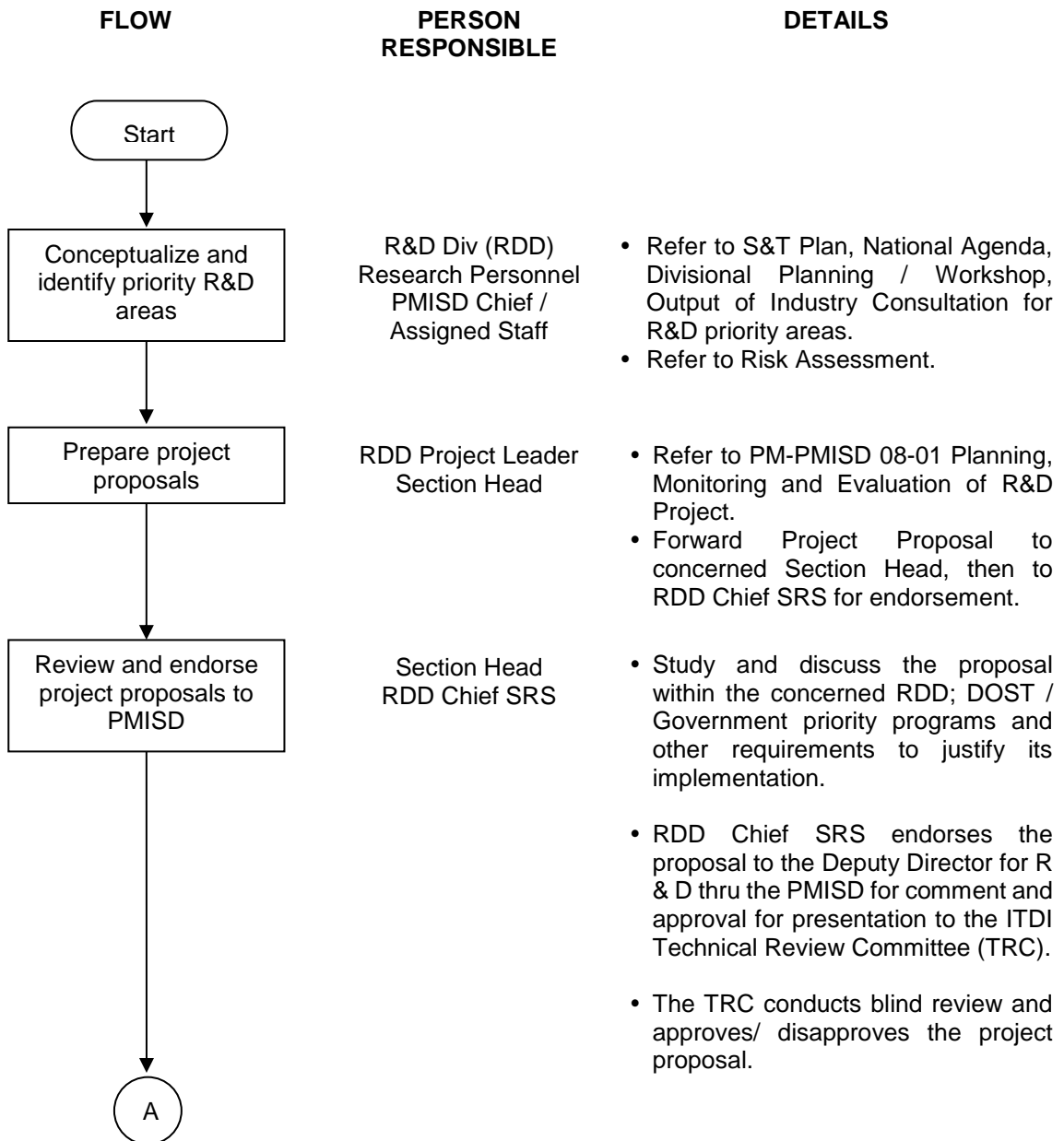
Planning Cycle for R&D Projects (PMISD)



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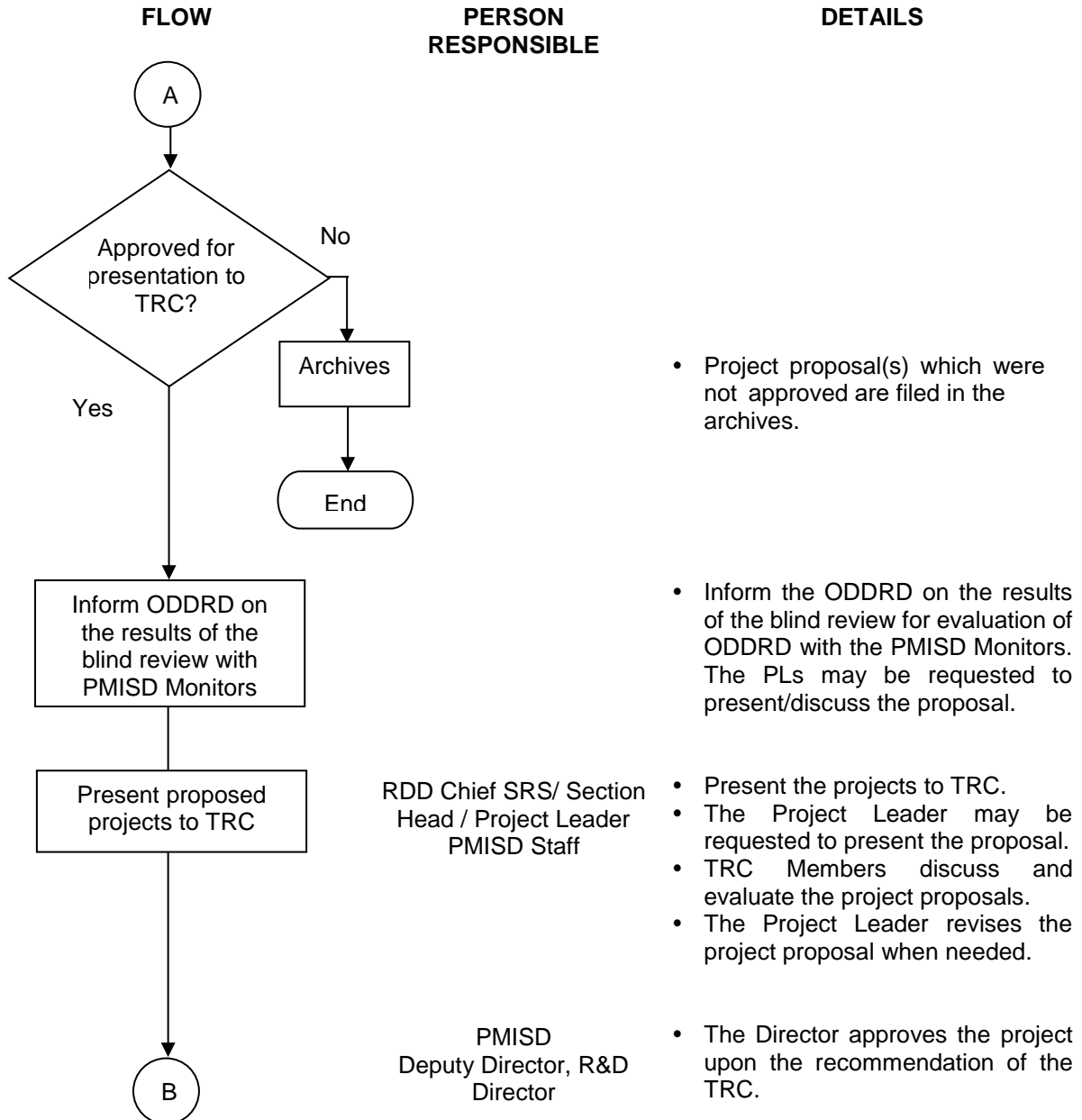
6.0 Procedure:





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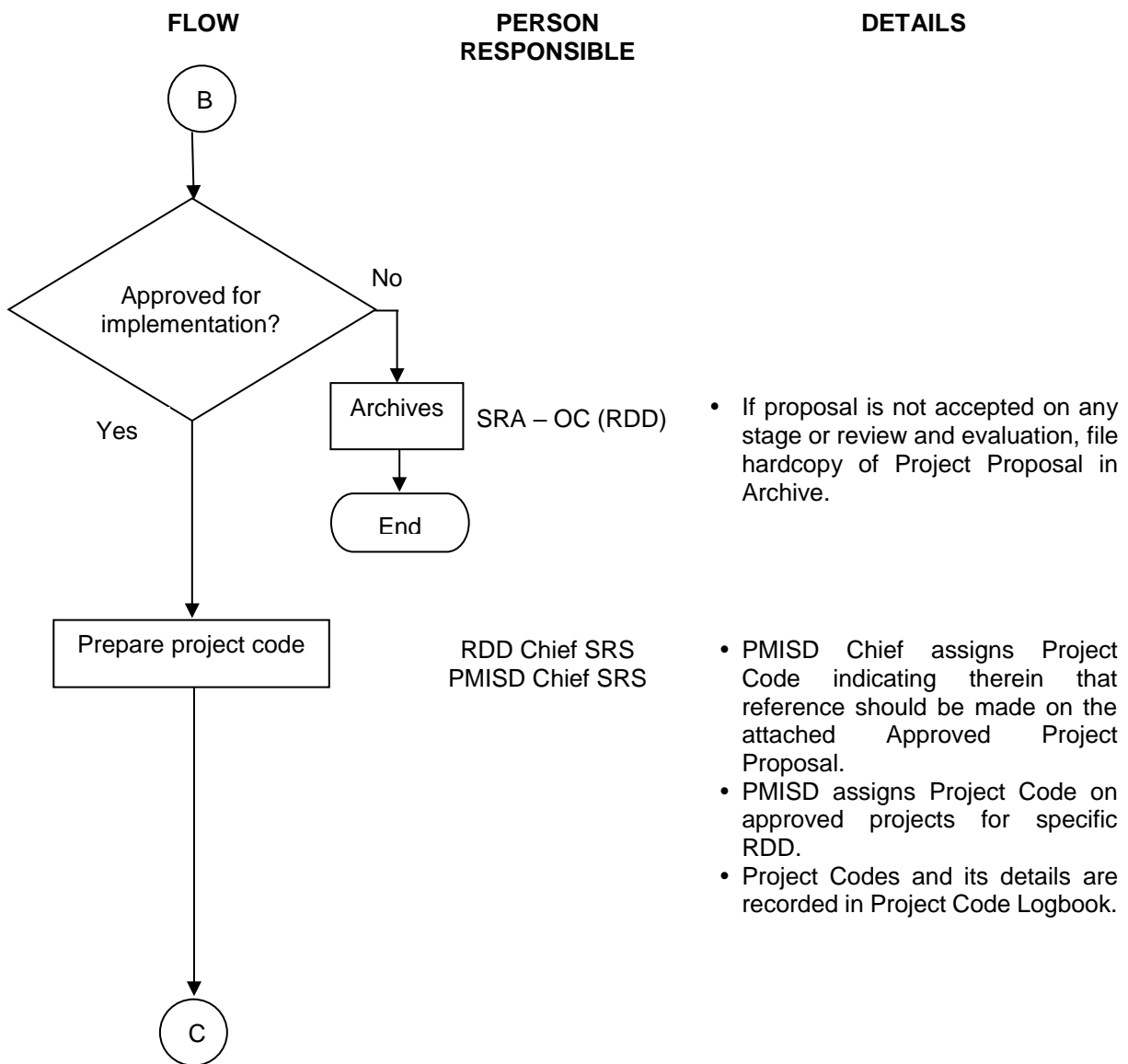




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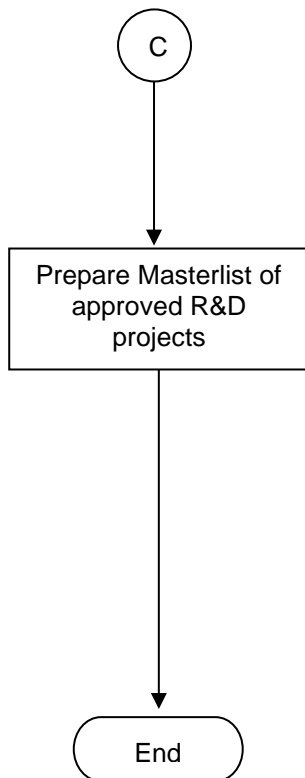
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FLOW



**PERSON
RESPONSIBLE**

DETAILS




PMISD Chief SRS
PMISD Staff
RDD Chief SRS

- PMISD Chief prepares a masterlist of approved regular R&D projects for implementation in the coming year.
- PMISD furnishes concerned R&D division with the Final Masterlist of Approved regular R&D projects for implementation.
- The RDD - OC through its document custodian keeps the Masterlist in record file for reference.

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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

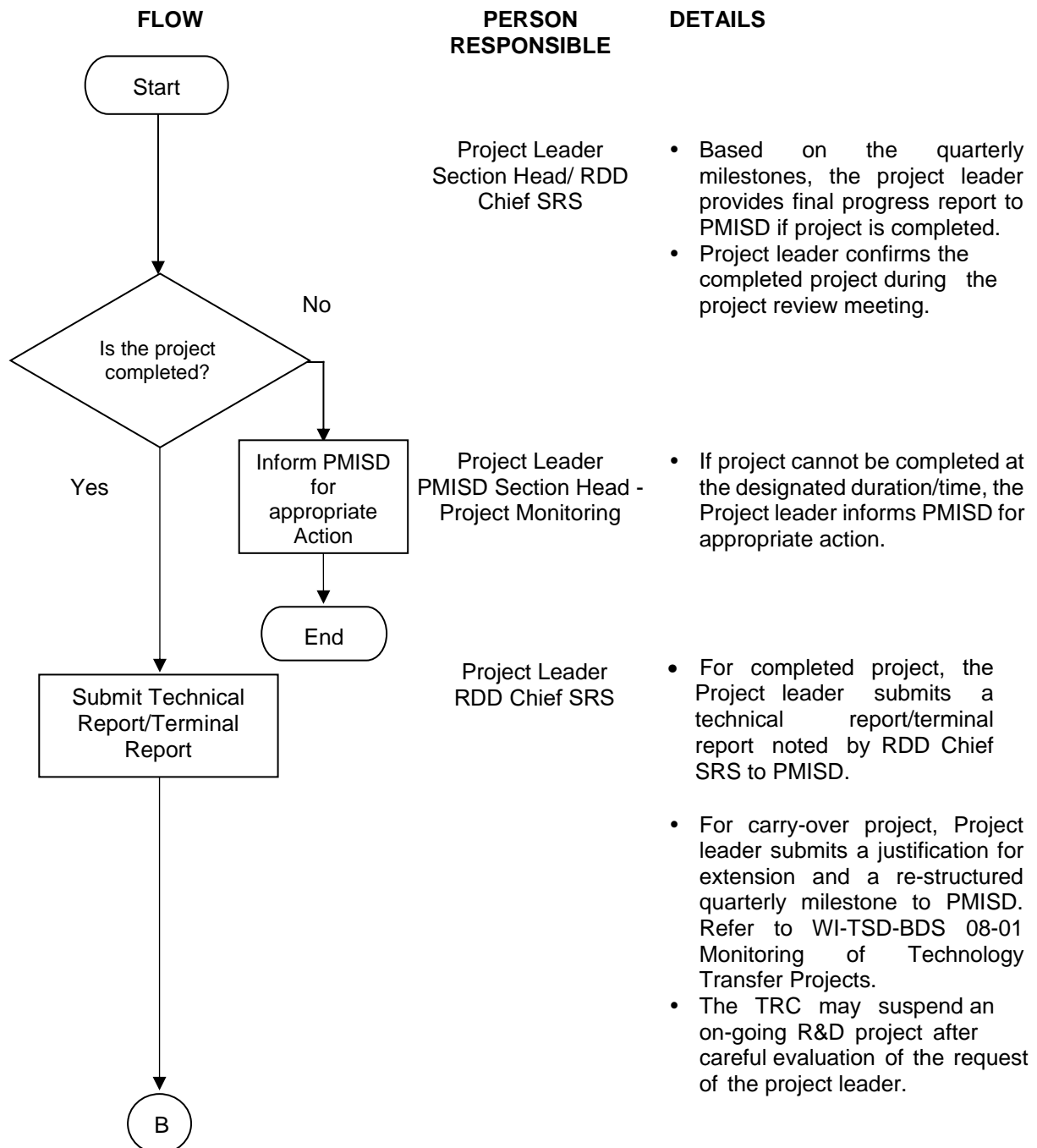
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SUBJECT	IMPLEMENTATION OF APPROVED REGULAR R&D PROJECTS		

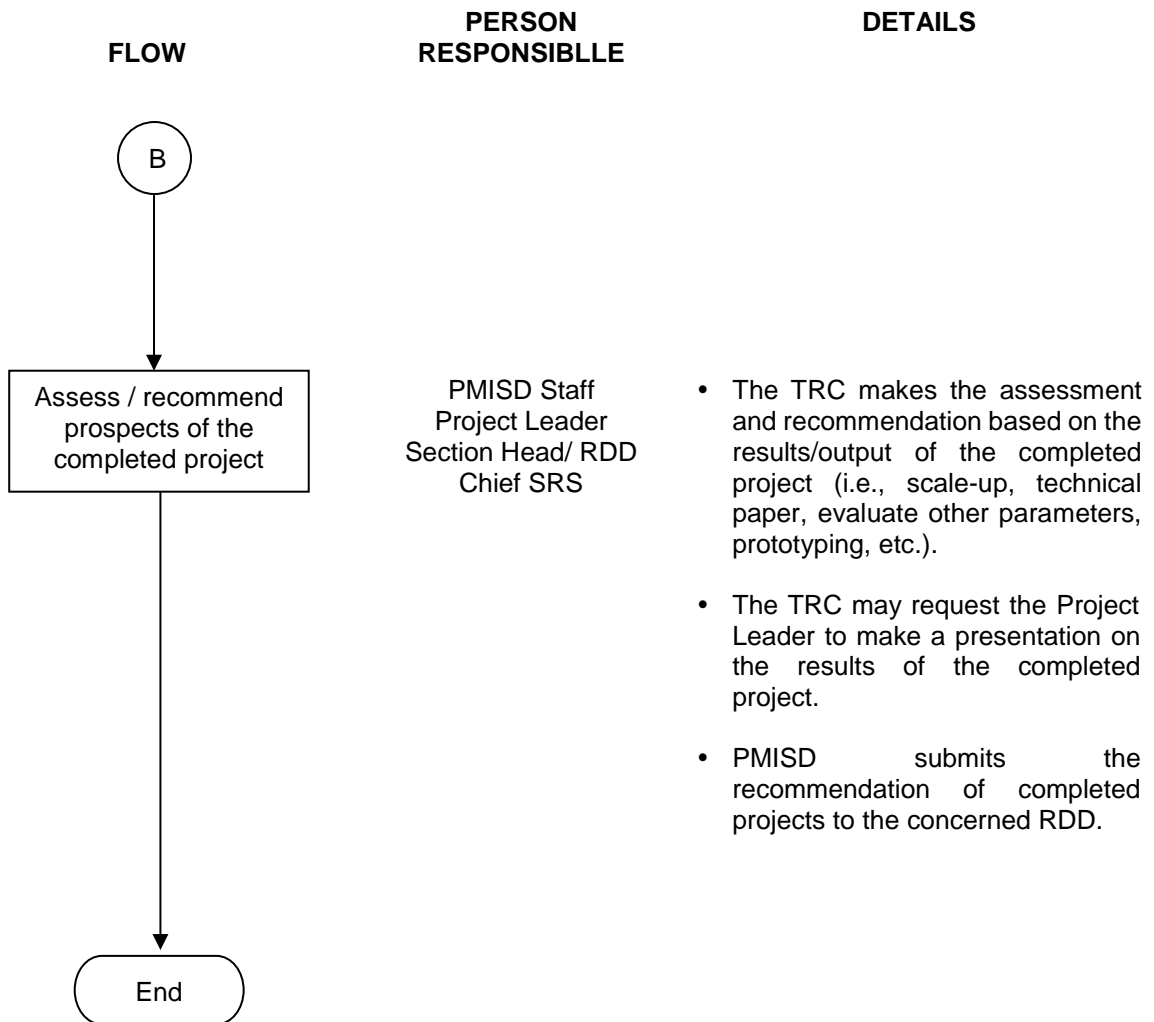
5.0 Procedure:





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SUBJECT	IMPLEMENTATION OF APPROVED REGULAR R&D PROJECTS		



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EFFECTIVITY DATE		01 June 2021	
SECTION	PRODUCT REALIZATION	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

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 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

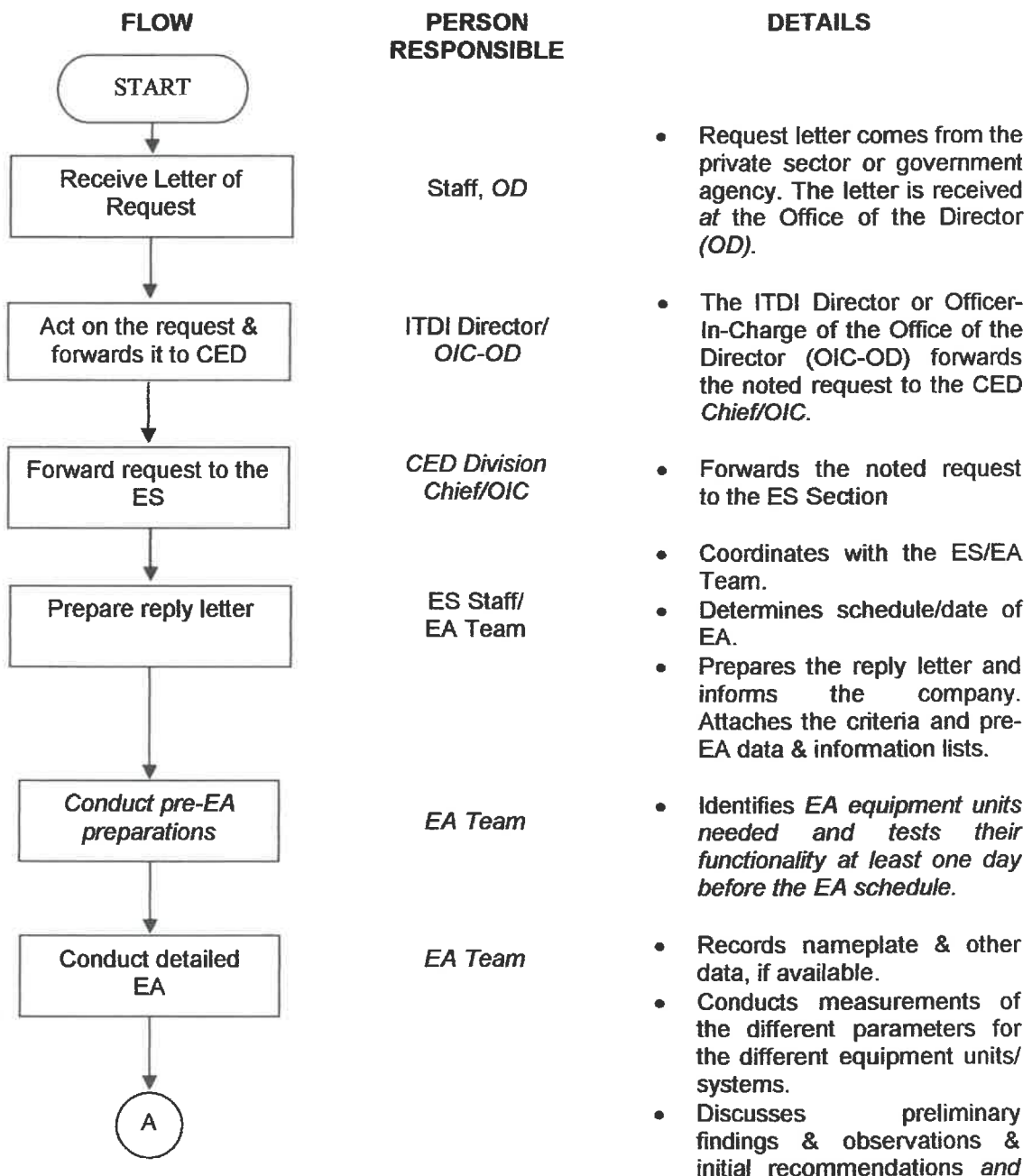
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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENERGY AUDIT/ASSESSMENT		

6.0 Procedure:



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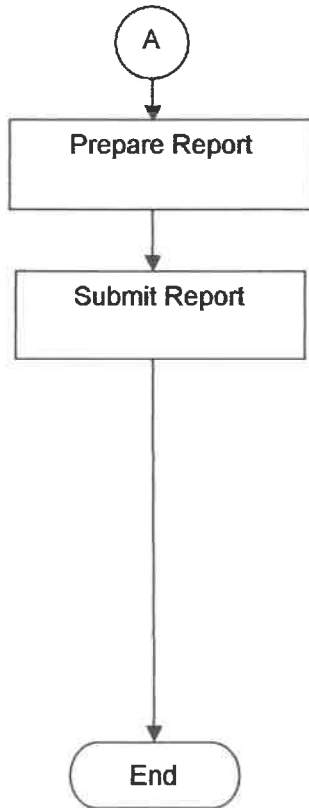
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SUBJECT	ENERGY AUDIT/ASSESSMENT		

FLOW

PERSON RESPONSIBLE

DETAILS

requests client to fill-up Customer Satisfaction Survey Form



EA Team

- Analyse data based on set methodologies and prepares EA report.


EA Team

- 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.

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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		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

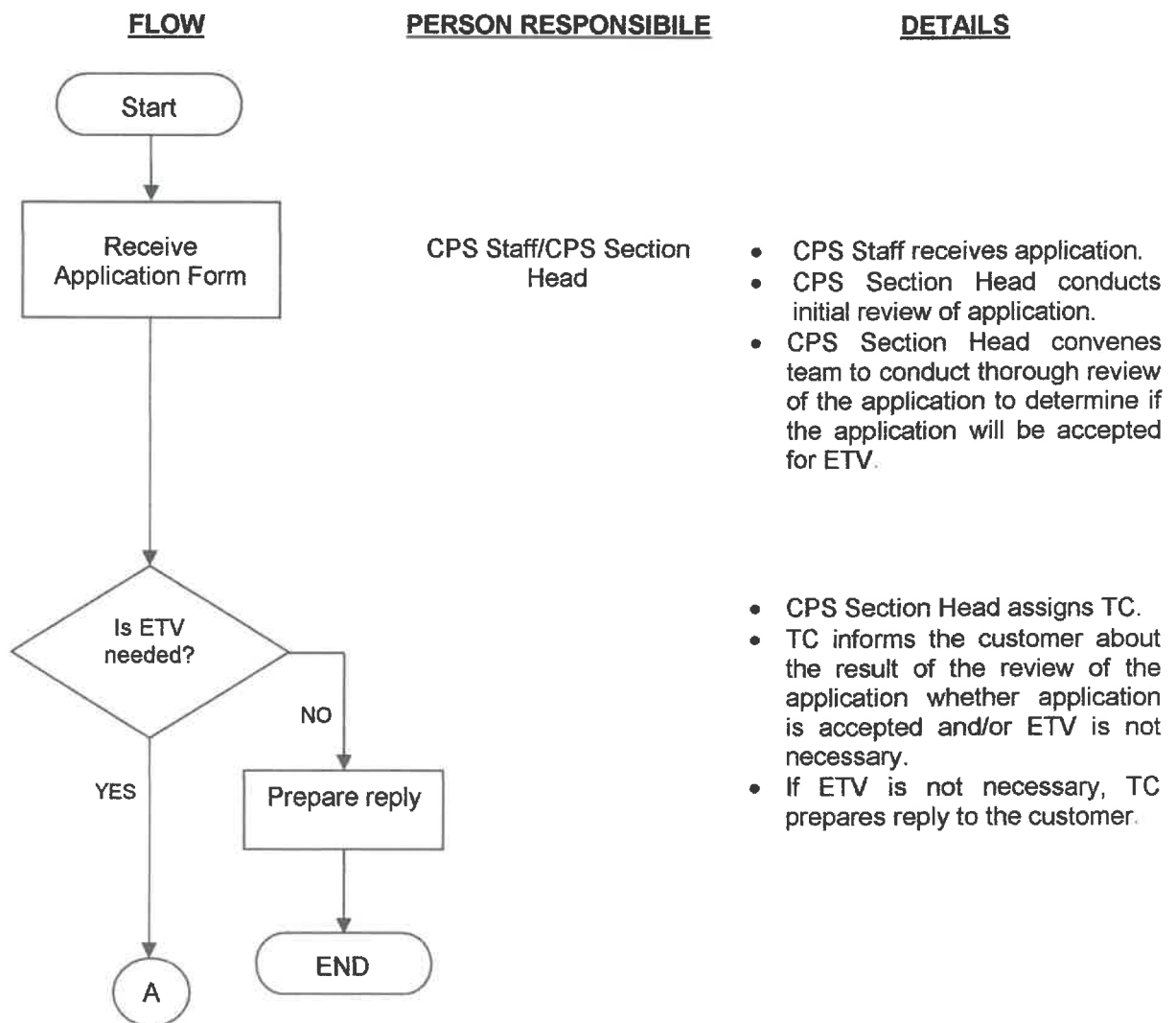
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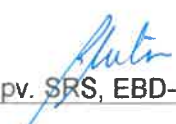
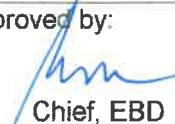
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SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION		


6.0 Procedure

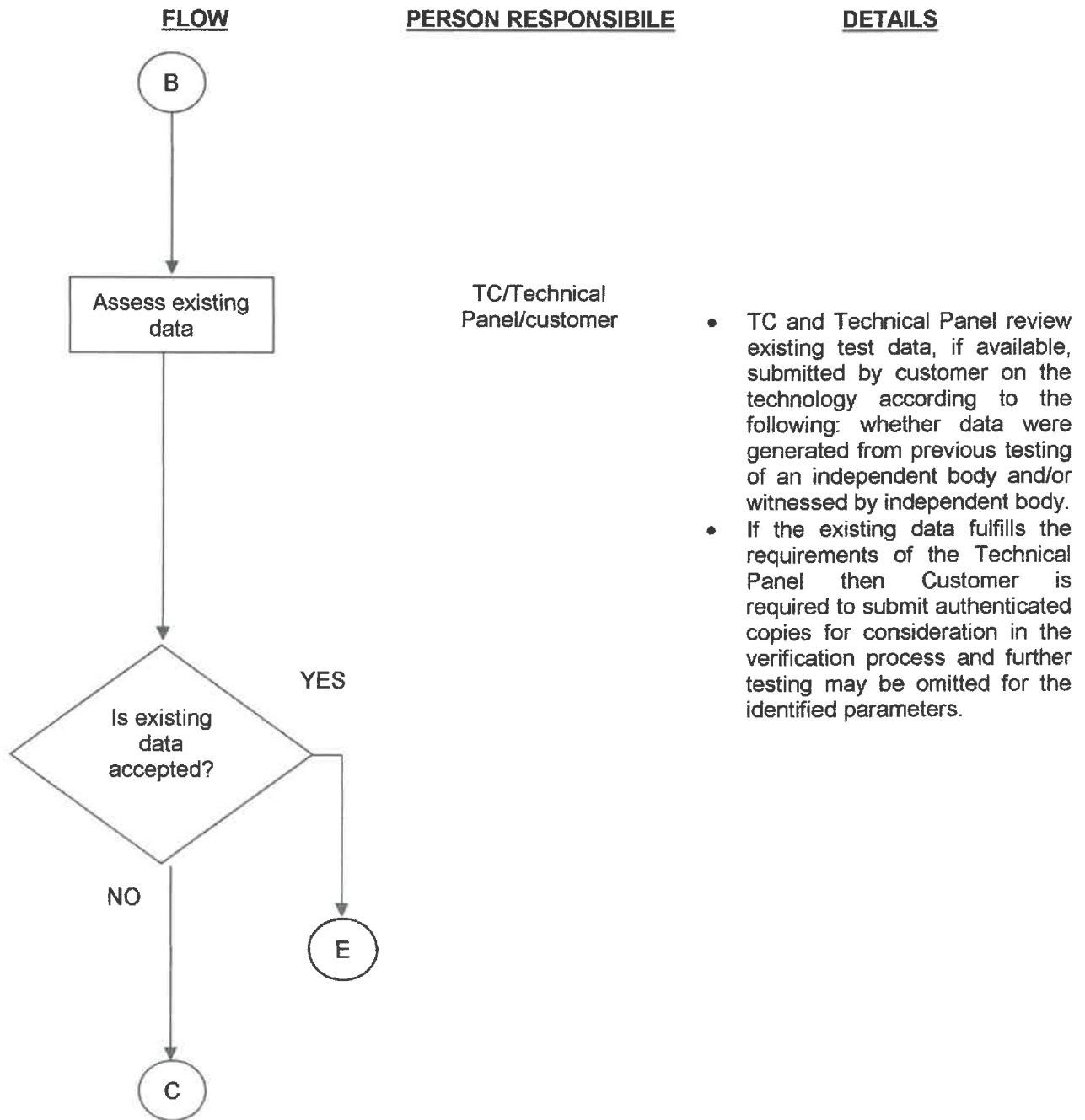
Environmental Technology Verification




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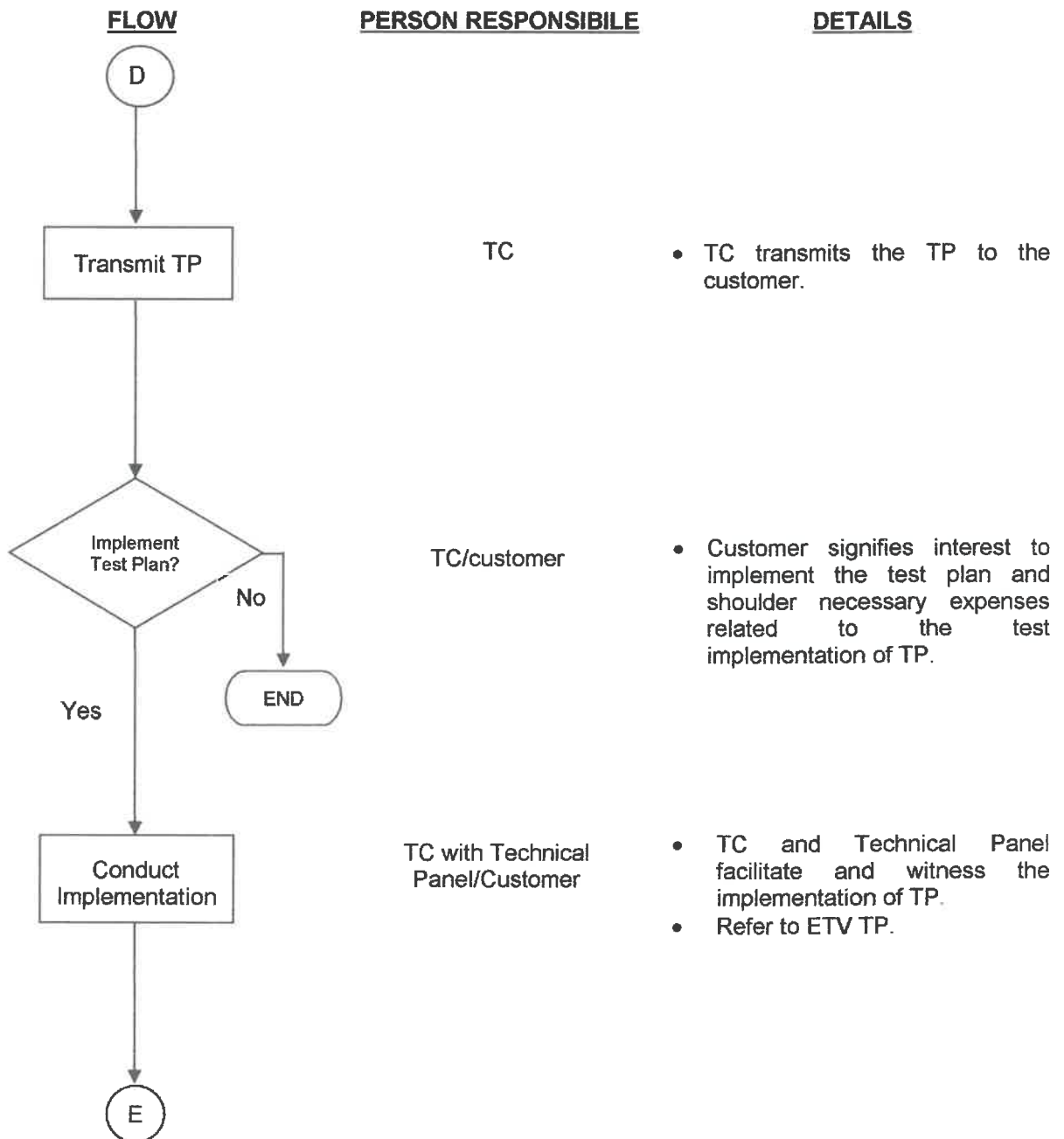
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SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION	DOCUMENT TYPE	PAPER / PDF FILE



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		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ENVIRONMENTAL TECHNOLOGY VERIFICATION		



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	PROCEDURES MANUAL	REVISION NUMBER	0
PAGE NUMBER		1 of 7	
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		

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.

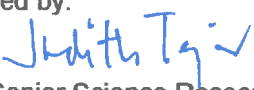
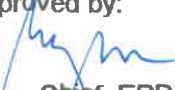
Chemical Compatibility – refers to a process of safety management technique used to prevent and mitigate chemical reactivity of hazards.

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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SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		

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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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.

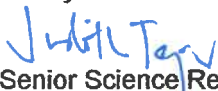

DENR Administrative Order No. 22 Series 2013 (DAO 2013-22) – known as the Revised Procedures and Standards for the Management of Hazardous Wastes (Revising DAO 2004-36).

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.

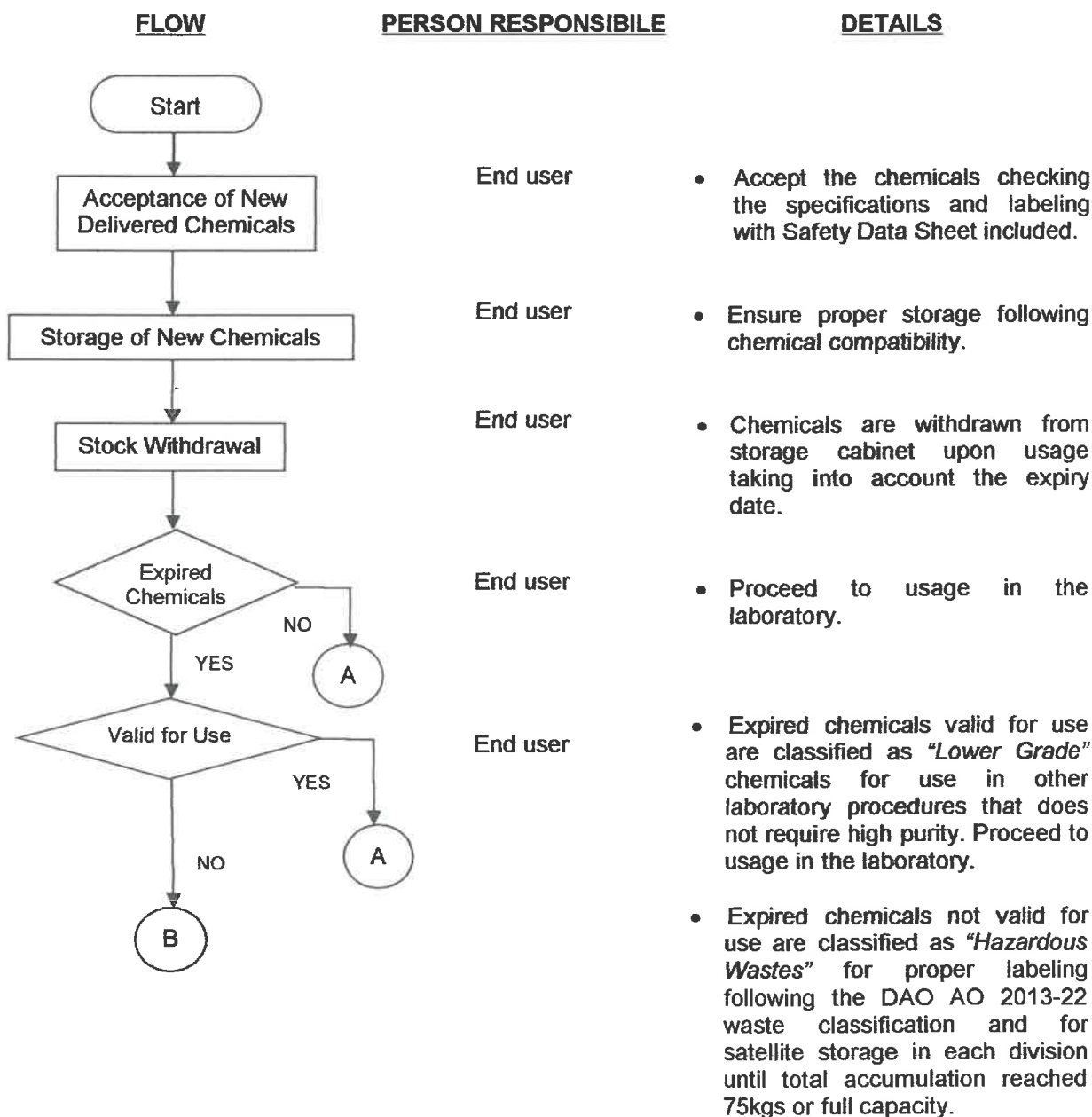
Republic Act (RA) 6969 – known as the “Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990”.



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SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE	DOCUMENT TYPE	PAPER / PDF FILE

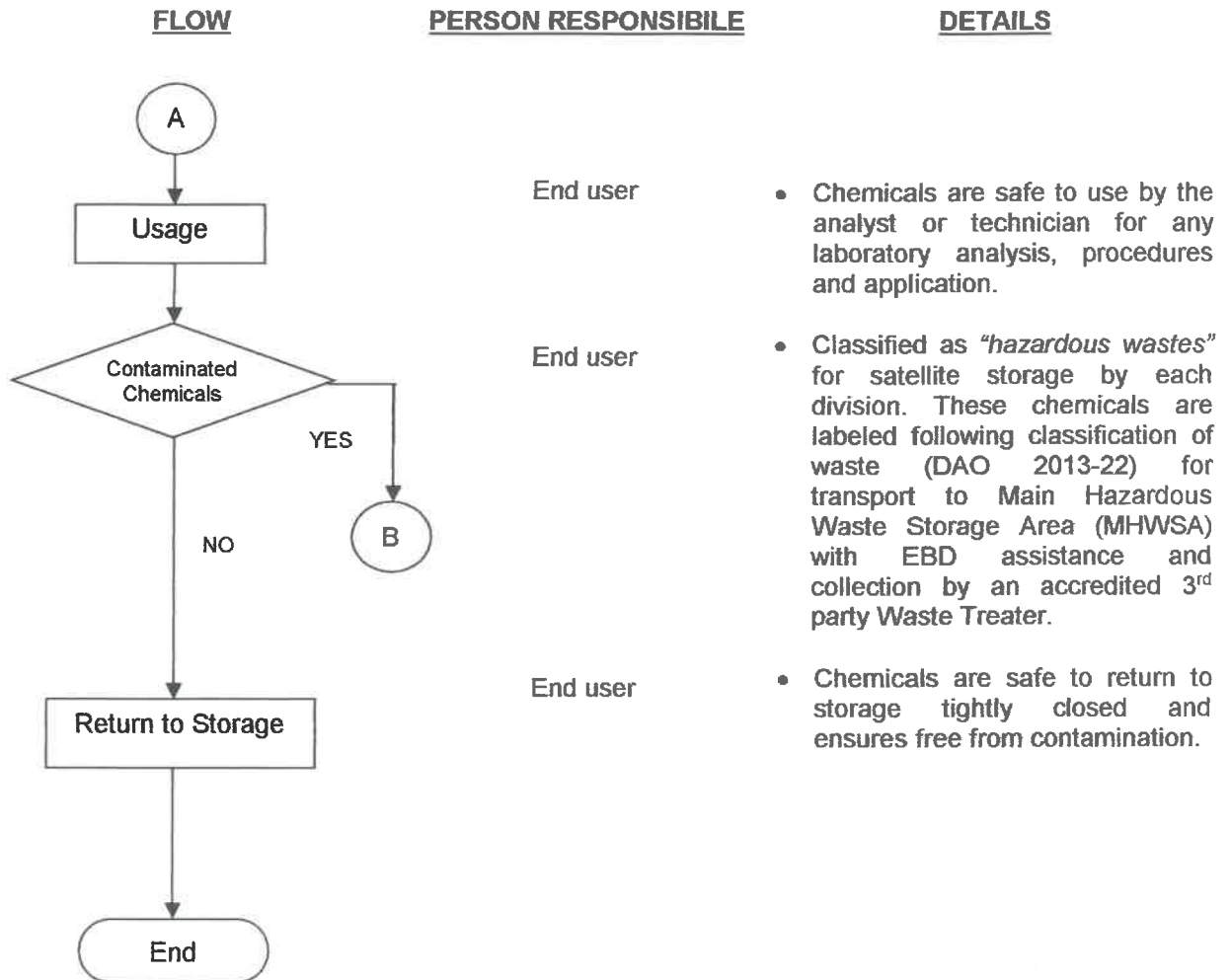
6.0 Procedure:





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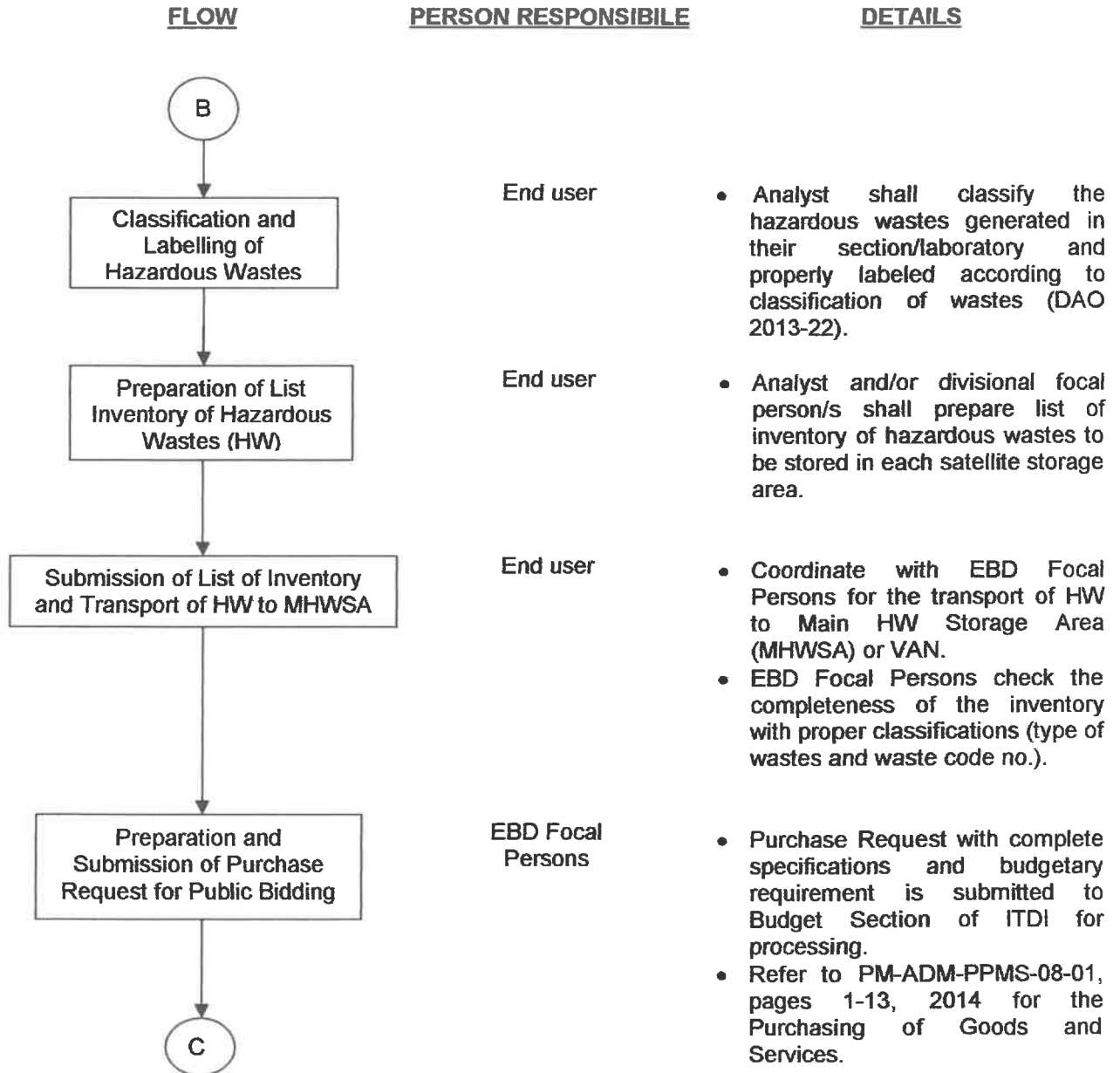
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SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE	DOCUMENT TYPE	PAPER / PDF FILE





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SUBJECT	MANAGEMENT OF CHEMICALS AND HAZARDOUS WASTE		



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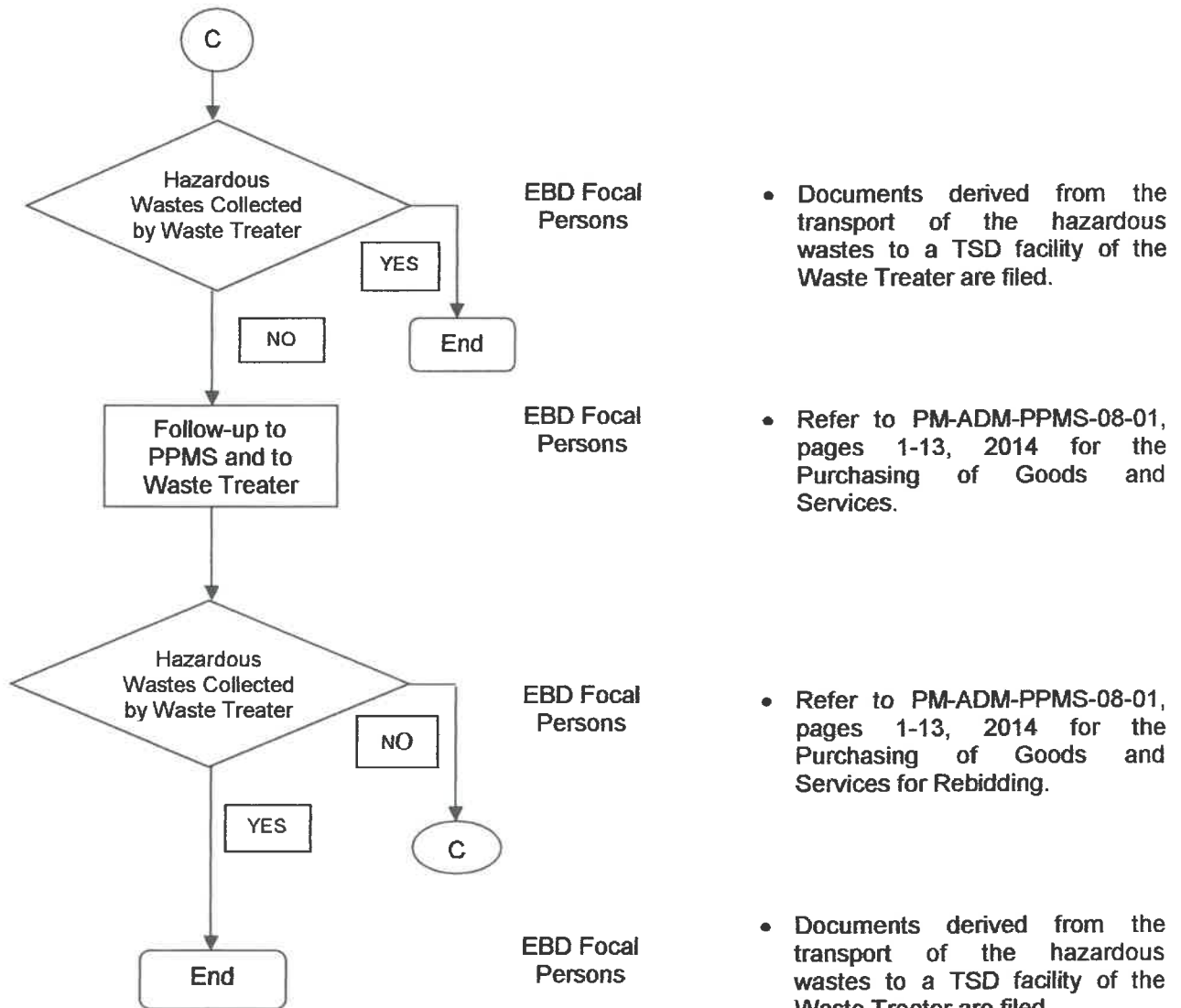
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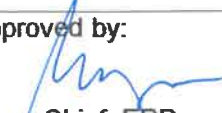
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PERSON RESPONSIBLE

DETAILS



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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	1 June 2021
		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

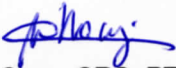
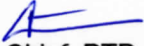
Design Books

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:  Supv. SRS, PTD	Approved by:  Chief, PTD
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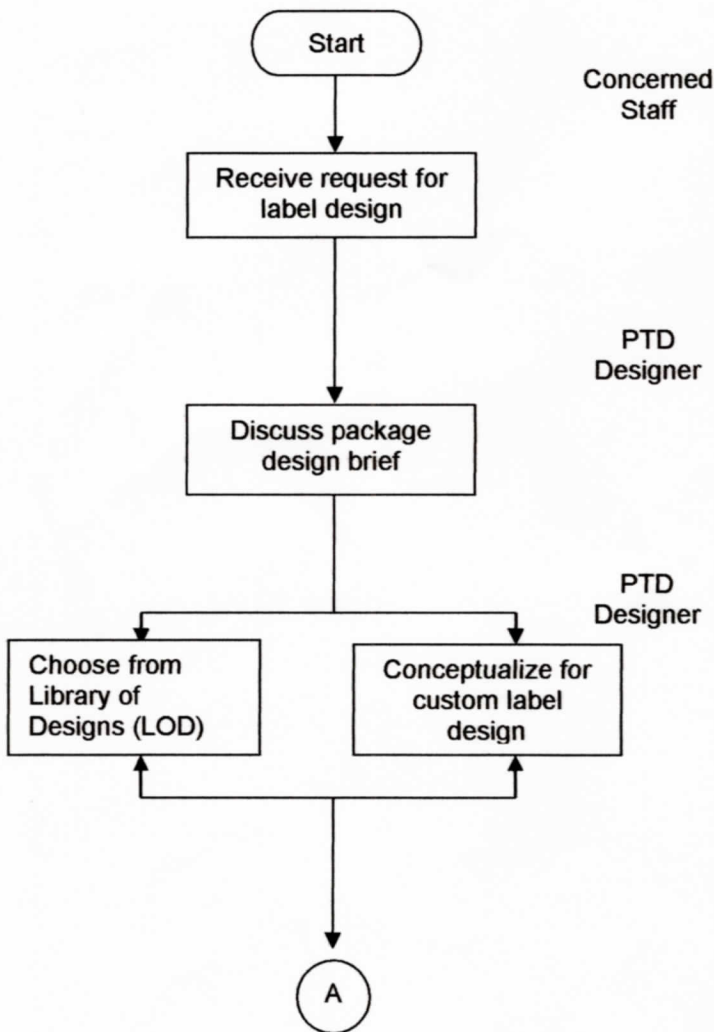
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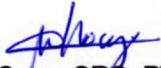

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SUBJECT	LABEL DESIGN DEVELOPMENT		

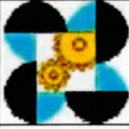


- Request may come from:
 - a) walk-in customers
 - b) regional DOST offices
 - c) other government agencies (ex. DTI, DA).
- Ask customer to fill-out PTD F4, Package Design Brief.
- Customer pays label design fee after completely accomplishing the Package Design Brief (PTD F4) and presents the product 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.

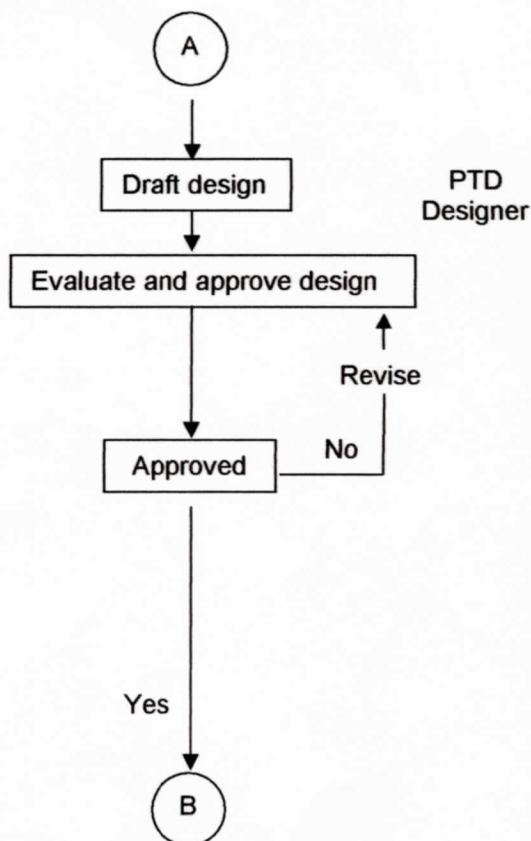
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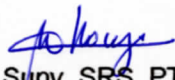

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SECTION	PRODUCT REALIZATION	PAGE NUMBER	3 of 4
		EFFECTIVITY DATE	1 June 2021
SUBJECT	LABEL DESIGN DEVELOPMENT		
		DOCUMENT TYPE	PAPER/PDF FILE

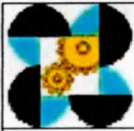
- Consider information written in the package design brief and design specifications given by the customer.
- Develop/improve design:
 - a. For Library of Label Designs (LOD), study the inclusion of details provided by the customer in the design chosen from the compilation.
 - b. For custom design, research 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.

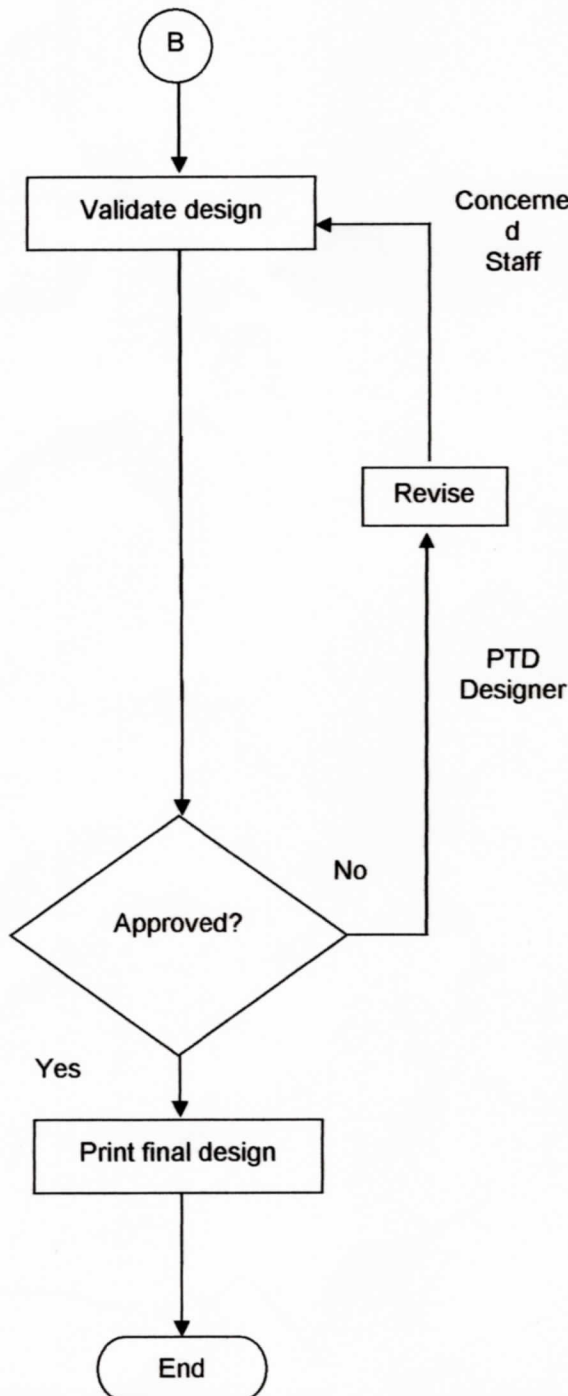


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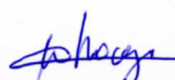

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- If initial design is approved by the staff, designer presents the design to the customer either thru email, fax or personal visit of the customer.
- Customer gives first feedback on the initial design and/or approves the design. Completion of label design takes two (2) months for custom design and three (3) weeks for label design from Library of Designs compilation. In some cases, duration depends on the timeliness of customer's submission of feedback.
- Revise design according to the customer's comments.
- Fill-out revision form and submit
- Only 2 revisions are allowed for custom design and 1 revision for label design from Library of design compilation. In excess of 2 revisions, customer pays additional design fee.
- If approved, finalize design. Approval can be stated in Approval Sheet for Packaging Design (PTD-F11), e-mail, phone call, fax or short messages.
- Refer to WI-PTD-PDLDS 08-11 Operation of Barcode Reader.
- Submit soft copy in a CD and mock-up/print out design to customer.
- Customer acknowledges receipt of label design through pick-up, email, phone call, fax or short messages.
- Monitor status of implementation through personal interview, phone call, email, short messages or merchandise tour.

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	PROCEDURES MANUAL	REVISION NUMBER	3
SECTION		PAGE NUMBER	1 of 3
	RESOURCE MANAGEMENT	EFFECTIVITY DATE	03 January 2022
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PREVENTIVE MAINTENANCE / CALIBRATION 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


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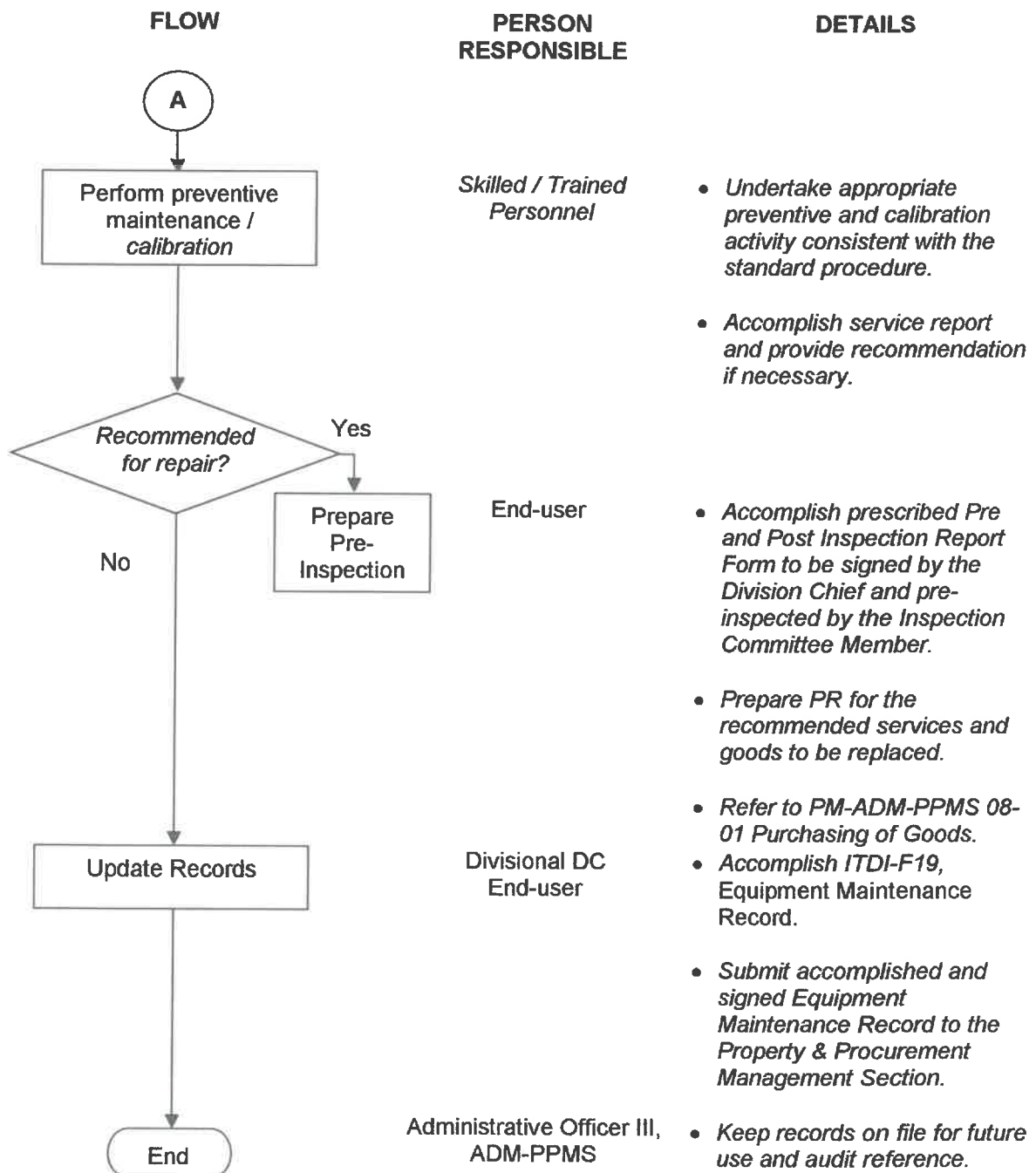
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		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PREVENTIVE MAINTENANCE / CALIBRATION PLAN		



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

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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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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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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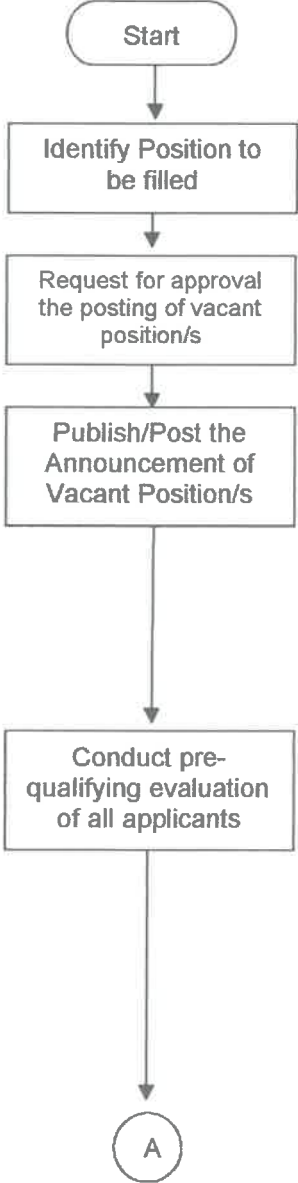
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SUBJECT	HUMAN RESOURCE MANAGEMENT		

6.0 Procedures:

1) Recruitment, Selection, and Placement

FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD Start([Start]) --> Identify[Identify Position to be filled] Identify --> Request[Request for approval the posting of vacant position/s] Request --> Publish[Publish/Post the Announcement of Vacant Position/s] Publish --> Evaluate[Conduct pre-qualifying evaluation of all applicants] Evaluate --> A((A)) </pre>	<p>Division Chief concerned</p> <p>Division Chief/OIC and Director</p> <p>Administrative Officer II</p> <p>HRMO/ Administrative Officer II</p>	<ul style="list-style-type: none"> • Priority vacant positions to be filled are discussed during EXECOM Meetings. • Request the vacant positions for posting to be approved by the Director. • Publish/Post the announcement of vacant position to any of the following for at least ten (10) calendar days in compliance with ORA-OHRA. <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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:


Administrative Officer V, ADM-HRM

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FLOW	PERSON RESPONSIBLE	DETAILS
<pre> graph TD B((B)) --> D{Passed?} D -- No --> I[Inform Applicant] I --> E([End]) D -- Yes --> S[Screen candidates for Appointment] S --> R[Conduct evaluation and final ranking of candidates] R --> C((C)) </pre>	Administrative Officer II	<ul style="list-style-type: none"> Applicants who failed in the examination are officially informed.
	Administrative Officer II	<ul style="list-style-type: none"> Prepare the profile of applicants and transmit the required documents of the pre-qualified applicants to the concerned division for further evaluation.
	Divisional Selection Board Members	<ul style="list-style-type: none"> 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
	HRMPSB Committee Members	<ul style="list-style-type: none"> Review the evaluated list of applicants and deliberate the qualifications of those included in the evaluation matrix.
	HRMPSB Committee Members, Director	<ul style="list-style-type: none"> May conduct interview on the candidates.

Prepared by:

[Signature]
Administrative Officer V, ADM-HRM


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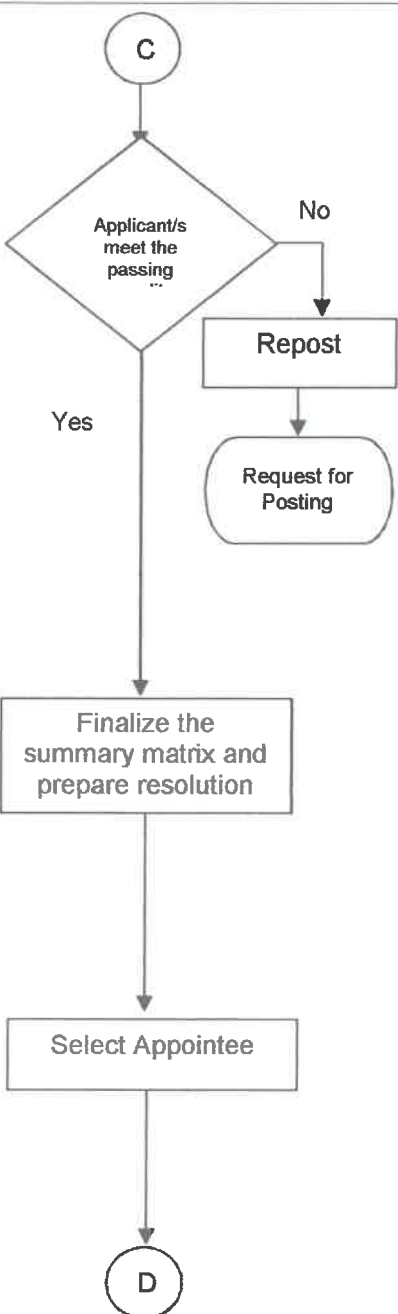
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FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD C((C)) --> D1{Applicant/s meet the passing ...} D1 -- No --> R[Repost] R --> RP([Request for Posting]) D1 -- Yes --> F[Finalize the summary matrix and prepare resolution] F --> S[Select Appointee] S --> D((D)) </pre>	<p>HRMPSB Committee Members, Secretariat</p> <p>Division Chief/OIC</p> <p>Director</p>	<ul style="list-style-type: none"> 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 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.

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FLOW	PERSON RESPONSIBLE	DETAILS
<pre> graph TD E((E)) --> A[Assumption to Duties] A --> B[Conduct Orientation] B --> C[Onboarding] C --> D([End]) </pre>	<p>Appointee</p> <p>Administrative Officer II</p> <p>HRMO/ HRMS Staff</p> <p>Supervisor/ Division Chief</p> <p>Supervisor, Employee, PMT</p>	<ul style="list-style-type: none"> Assume duties and responsibilities to the position. Prepare and submit report of Appointment issued (CSC-RAI Form) to CSC on the succeeding month with the following attachments. <ul style="list-style-type: none"> Appointment Personal Data Sheet Position Description Form Certificate of Eligibility (if applicable) Conduct orientation to the newly hired employee/s within the prescribed period Orient to the division's function and on the specific duties and responsibilities of the new employee. Reviews and evaluates the employee's performance during the probationary period (6 months).

Prepared by:

[Signature]
Administrative Officer V, ADM-HRM

Reviewed / Approved by:

[Signature]
Chief, ADM / OIC

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SUBJECT

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FLOW	PERSON RESPONSIBLE	DETAILS
<pre> graph TD B((B)) --> D{Adjectival Rating below} D -- Yes --> I([Inform Employee]) D -- No --> R[Determine employee with the highest final rating] R --> F[File IPCR] F --> E([End]) </pre>	<p>HRMO Division Chief Supervisor</p> <p>PMT HRMO Administrative Officer IV Administrative Aide III</p> <p>Administrative Officer IV HRMS Staff</p>	<ul style="list-style-type: none"> • If the final rating is below satisfactory, employee is not entitled for: <ol style="list-style-type: none"> 1. The PBB; 2. Promotion; 3. 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. • Set meeting with PRAISE Committee for selection of Model Employee. • PBB ranking as to "Best", "Better", and "Good" based on the final rating. • File the IPCR per division. • Release the second copy of the IPCR to the Division's Office of the Chief.

Prepared by:

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Reviewed / Approved by:

Melita M. Legarda
Chief, ADM / OIC

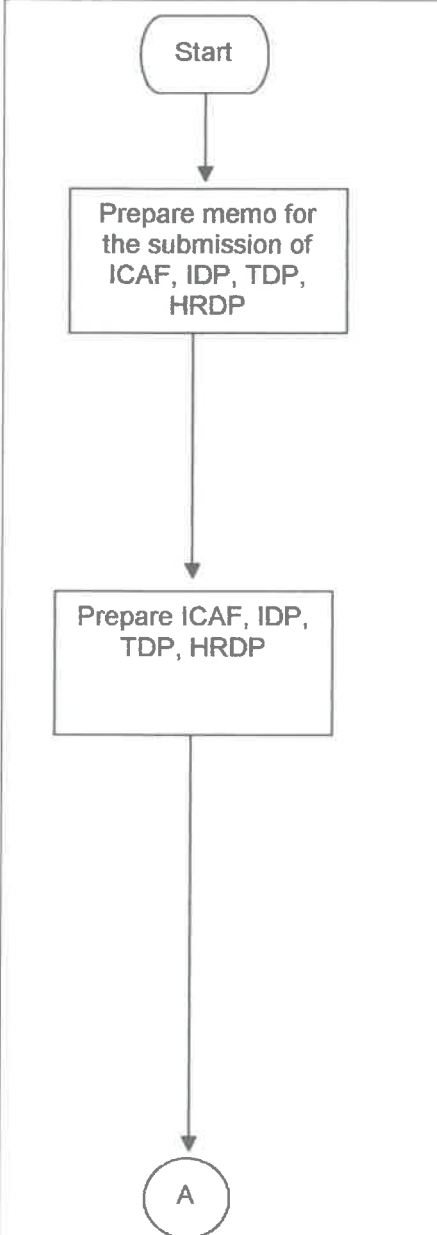
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3) Human Development

FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD Start([Start]) --> Step1[Prepare memo for the submission of ICAF, IDP, TDP, HRDP] Step1 --> Step2[Prepare ICAF, IDP, TDP, HRDP] Step2 --> A((A)) </pre>	<p>HRMO/Administrative Aide IV</p> <p>Division Chief, Section Head, Divisional HRDC, Employees</p>	<ul style="list-style-type: none"> Prepare memorandum for the submission of following forms: <ol style="list-style-type: none"> Individual Competency Assessment Form (ICAF): HRMS-LD-001 Individual Development Plan (IDP): HRMS-LD-002 Team Development Plan (TDP): HRMS-LD-003 Human Resource Development Plan (HRDP): HRMS-LD-004 Identify learning needs of individual employees. Divisional HRDC representative facilitates the submission of the development plan and individual competency assessment form of each employee. <ul style="list-style-type: none"> For individual competency, assessment use the form HRMS-LD-001, each employee accomplishes it to be signed by Section Head. Indicate the performance gap identified in the ICAF to IDP For development plan, use form HRMS-LD-004, Section Head prepares development plan based on individual competency of employee then approved by the division chief.


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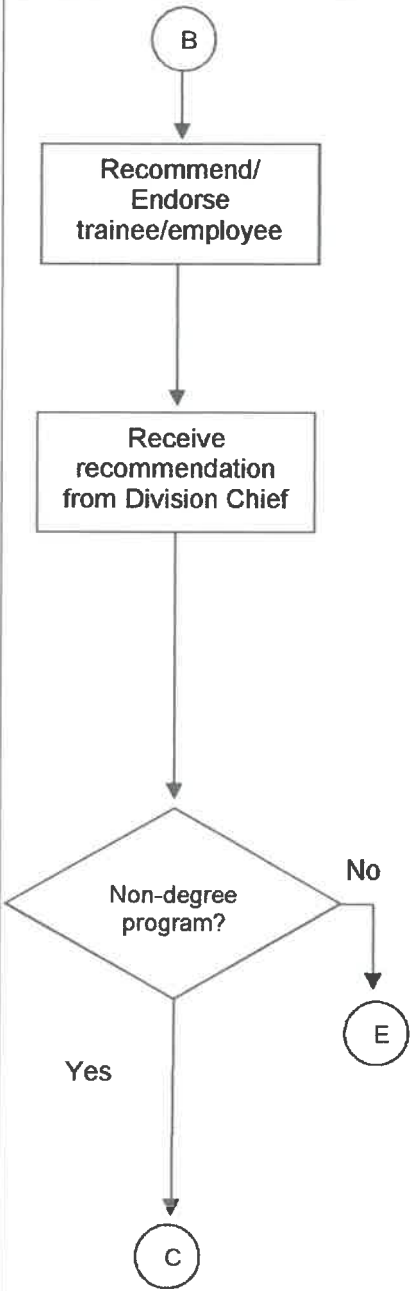

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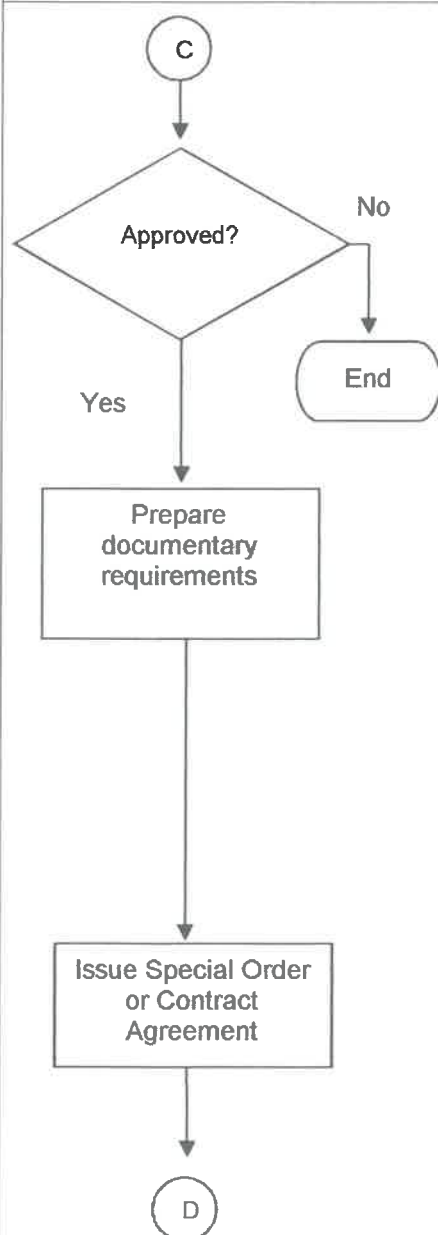
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SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD B((B)) --> A[Recommend/Endorse trainee/employee] A --> B[Receive recommendation from Division Chief] B --> D{Non-degree program?} D -- Yes --> C((C)) D -- No --> E((E)) </pre>	<p>Division Chief</p> <p>HRMS, Employee</p> <p>Administrative Aide IV</p> <p>Administrative Aide IV</p>	<ul style="list-style-type: none"> • Division Chief nominates/endorse staff to undergo training / seminar then submits recommendation to HRDC-HRMS. • Refer to DOST AO number 008 Revised Guidelines in the implementation if the HRDP of the DOST System. • 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. • 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 • Receive and identify if local or foreign training.

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		DOCUMENT TYPE	PAPER / PDF FILE

FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD C((C)) --> D1{Approved?} D1 -- No --> E([End]) D1 -- Yes --> B[Prepare documentary requirements] B --> C2[Issue Special Order or Contract Agreement] C2 --> D((D)) </pre>	<p>HRDC HRDC Secretariat</p> <p>Administrative Aide IV, Employee, Division Chief</p> <p>Administrative Aide IV</p>	<ul style="list-style-type: none"> Inform the employee on the disapproval of endorsement for the non-degree program. <p>For Local Training:</p> <ul style="list-style-type: none"> Prepare Special Order (SO) of training and seminars to be attended by the employee/s. Prepare and consolidate documents for approval. <p>For Foreign Training:</p> <ul style="list-style-type: none"> Prepare and consolidate the documentary requirements. Refer to DOST AO no. 008 s. 2014 Revised Guidelines in the implementation of the HRDP of the DOST System. <p>Local Training:</p> <ul style="list-style-type: none"> Monitor and file the approved Special Order (SO). <p>Foreign Training:</p> <ul style="list-style-type: none"> Monitor and release the documentary requirements to DOST-CO for approval of Secretary.

Prepared by:  Administrative Officer V, ADM-HRM	Reviewed / Approved by:  Chief, ADM / OIC
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PAGE NUMBER		17 of 20	
EFFECTIVITY DATE		01 June 2021	
SECTION	SUPPORT: PEOPLE	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD D((D)) --> A[Receive accomplished SDC-F1 and SDC-F2] A --> B[Facilitate/Conduct Echo Seminar] B --> C[Remind for submission of SDC-F3] C --> D[Tabulate the L&D assessment] D --> E((End)) </pre>	<p>Administrative Aide IV</p> <p>Division Chief, HRDC</p> <p>Employee, Administrative Aide IV</p> <p>Division Chief, Supervisor, Administrative Aide IV</p> <p>HRMO, HRDC, Divisional HRDC Administrative Aide IV</p>	<ul style="list-style-type: none"> • 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. • 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 <i>WI-ADM-HRMS-07-05 Conduct of Echo Seminar</i>. • 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. • 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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PROCEDURES MANUAL

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REVISION NUMBER **5**

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SECTION **SUPPORT: PEOPLE**

EFFECTIVITY DATE **01 June 2021**

DOCUMENT TYPE **PAPER / PDF FILE**

SUBJECT **HUMAN RESOURCE MANAGEMENT**

FLOW	PERSON RESPONSIBLE	DETAILS
<pre> graph TD E((E)) --> D{Approved?} D -- No --> E1((End)) D -- Yes --> R1[Prepare documentary requirements] R1 --> R2[Release to concerned agency] R2 --> R3[Receive and monitor the approved documents] R3 --> E2((End)) </pre>	<p>HRDC HRDC Secretariat</p> <p>Employee Administrative Aide IV</p> <p>RMS Staff</p> <p>Administrative Aide IV</p>	<ul style="list-style-type: none"> • Inform the employee on the disapproval of endorsement for the non-degree program. <p>For Local and Foreign Scholarship:</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Monitor and release the documentary requirements to DOST-CO for approval of Secretary. <ul style="list-style-type: none"> • 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:

[Signature]
Administrative Officer V, ADM-HRM

Reviewed / Approved by:


[Signature]
Chief, ADM / OIC

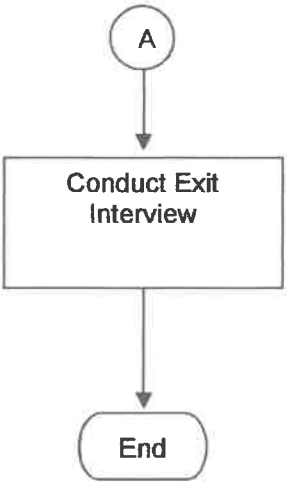
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		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	HUMAN RESOURCE MANAGEMENT		

FLOW	PERSON RESPONSIBLE	DETAILS
 <pre> graph TD A((A)) --> B[Conduct Exit Interview] B --> C([End]) </pre>	<p>HRMO Administrative Officer IV</p>	<ul style="list-style-type: none"> • 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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	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION		SUPPORT: PEOPLE	PAGE NUMBER
SUBJECT	SUBMISSION, REVIEW AND COMPLIANCE FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE

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.

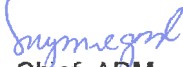
Public Officials and Employees – are those in the plantilla positions who shall file under oath their SALN and Disclosure of Business Interest and Financial Connections on the following schedule:

- 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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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

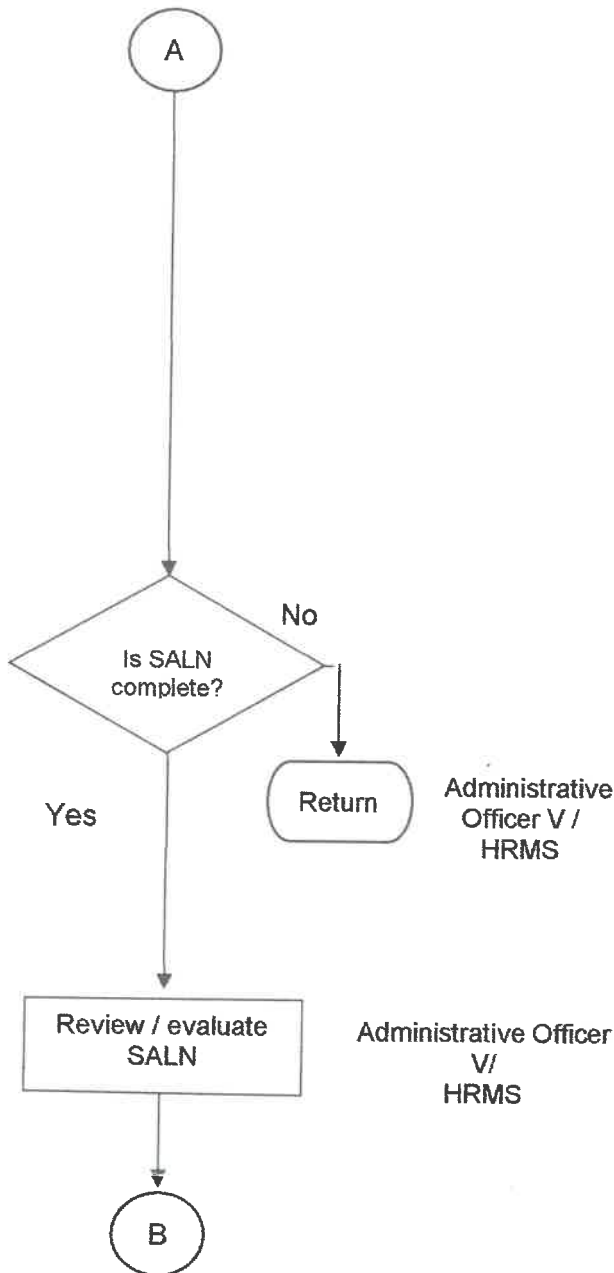
5.0 Reference:

- 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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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.

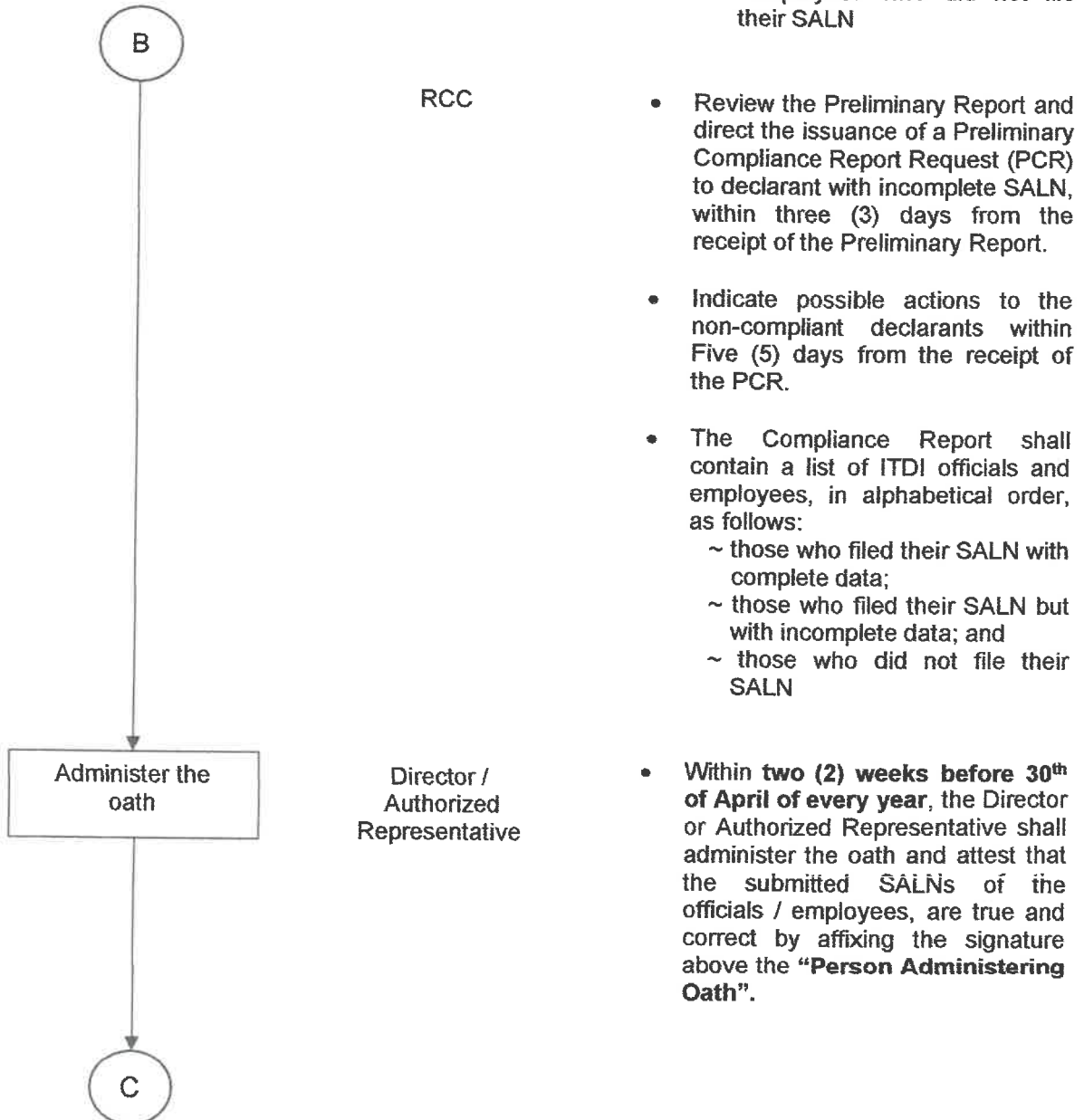
- Prepare Preliminary Report to indicate findings as a result of evaluation on accomplished SALN and submit said report to RCC the list of the following:
 - ~ employees who filed their SALN with complete data;
 - ~ employees who filed their SALN but with incomplete data; and

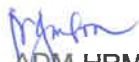

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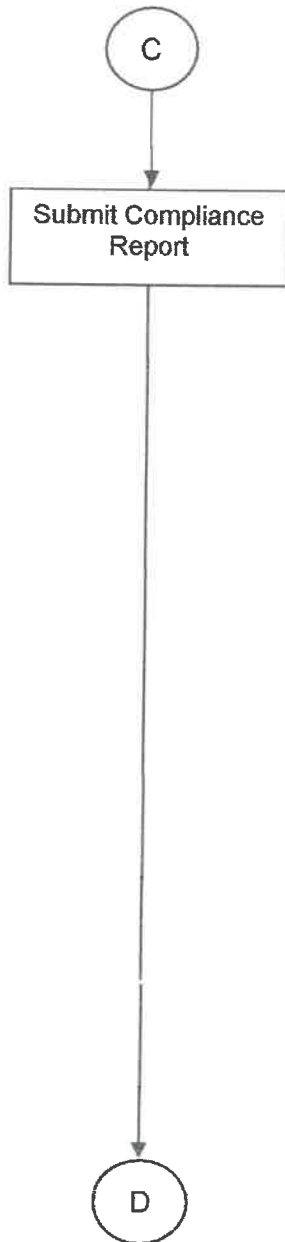
~ employees who did not file their SALN



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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 show-cause 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:

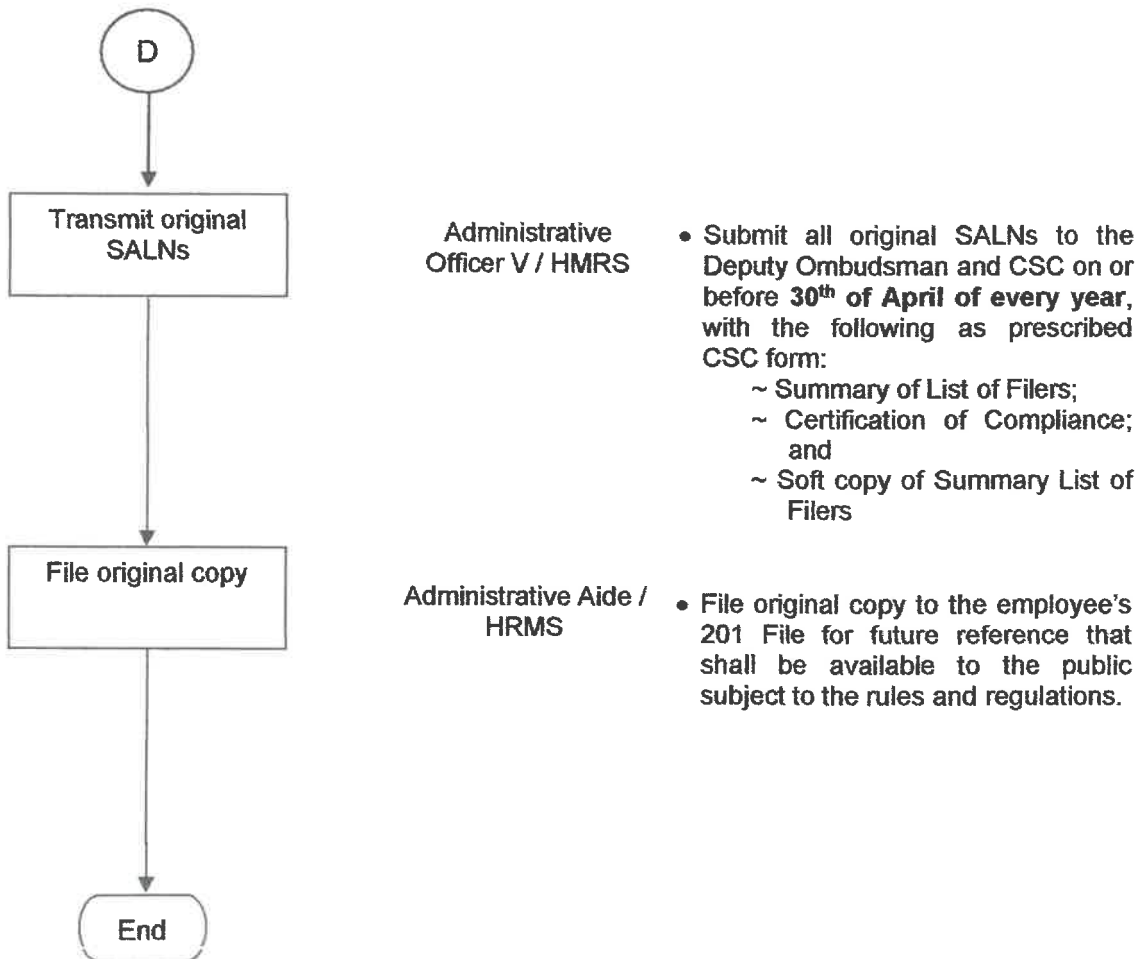
- ~ **1st Offense: Suspension for One(1) month and One(1)day to Six(6) months; and**
- ~ **2nd Offense: Dismissal from the Service**


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SECTION		PAGE NUMBER	1 of 14
	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
	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.


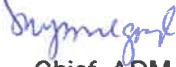
Agency Procurement Request (APR) – a contract between ITDI and Procurement Service, DBM for the delivery of common office supplies / materials /equipment paid in advance following delivery scheme as to pick-up, pick-up on a later date, regular free deliveries, and/or partial delivery.

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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	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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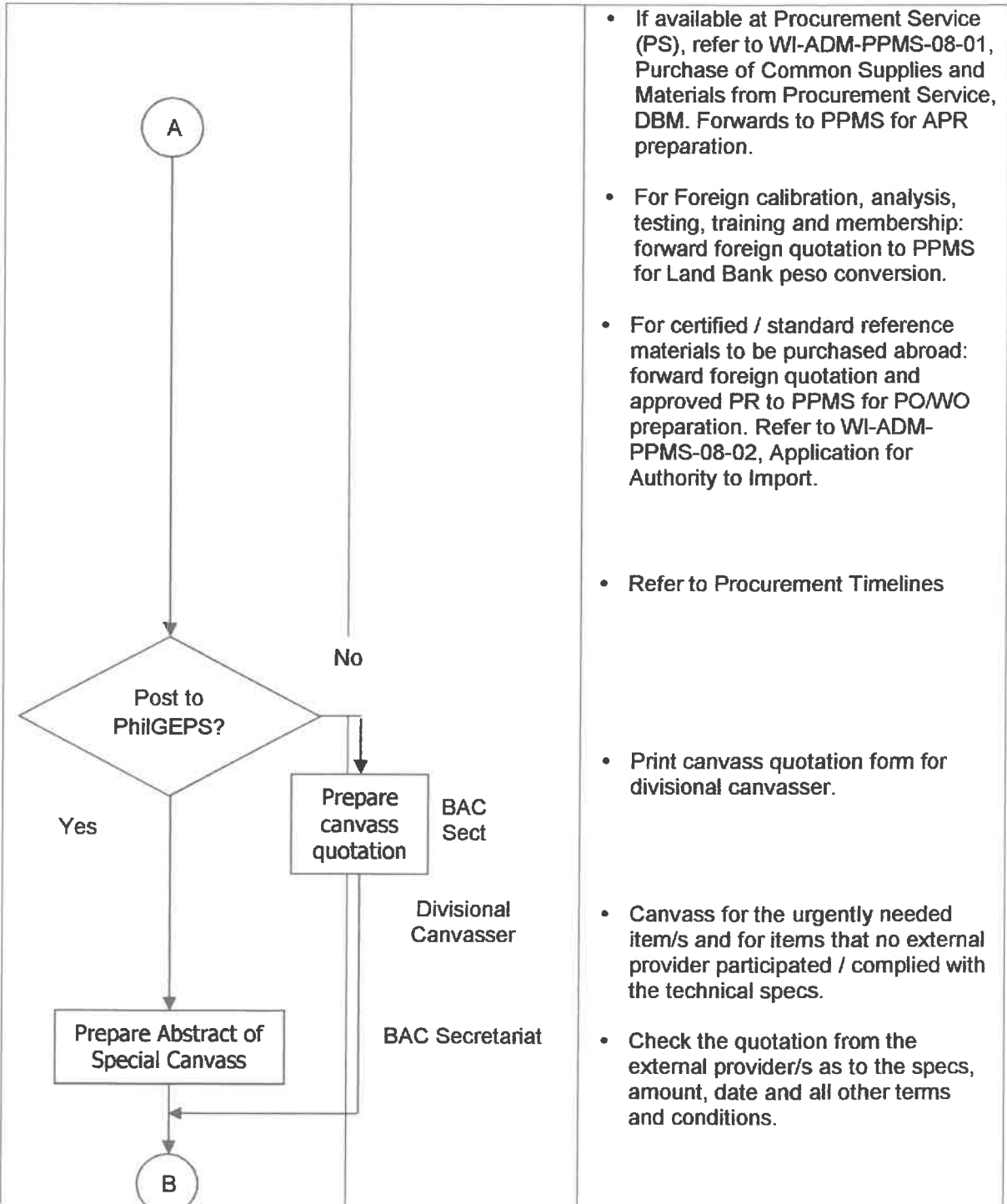
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SECTION **PRODUCTION AND SERVICE
PROVISION**

SUBJECT **PURCHASING OF GOODS**



- If available at Procurement Service (PS), refer to WI-ADM-PPMS-08-01, Purchase of Common Supplies and Materials from Procurement Service, DBM. Forwards to PPMS for APR preparation.
- For Foreign calibration, analysis, testing, training and membership: forward foreign quotation to PPMS for Land Bank peso conversion.
- For certified / standard reference materials to be purchased abroad: forward foreign quotation and approved PR to PPMS for PO/WO preparation. Refer to WI-ADM-PPMS-08-02, Application for Authority to Import.
- Refer to Procurement Timelines
- Print canvass quotation form for divisional canvasser.
- Canvass for the urgently needed item/s and for items that no external provider participated / complied with the technical specs.
- Check the quotation from the external provider/s as to the specs, amount, date and all other terms and conditions.

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Reviewed / Approved by:

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Chief, ADM

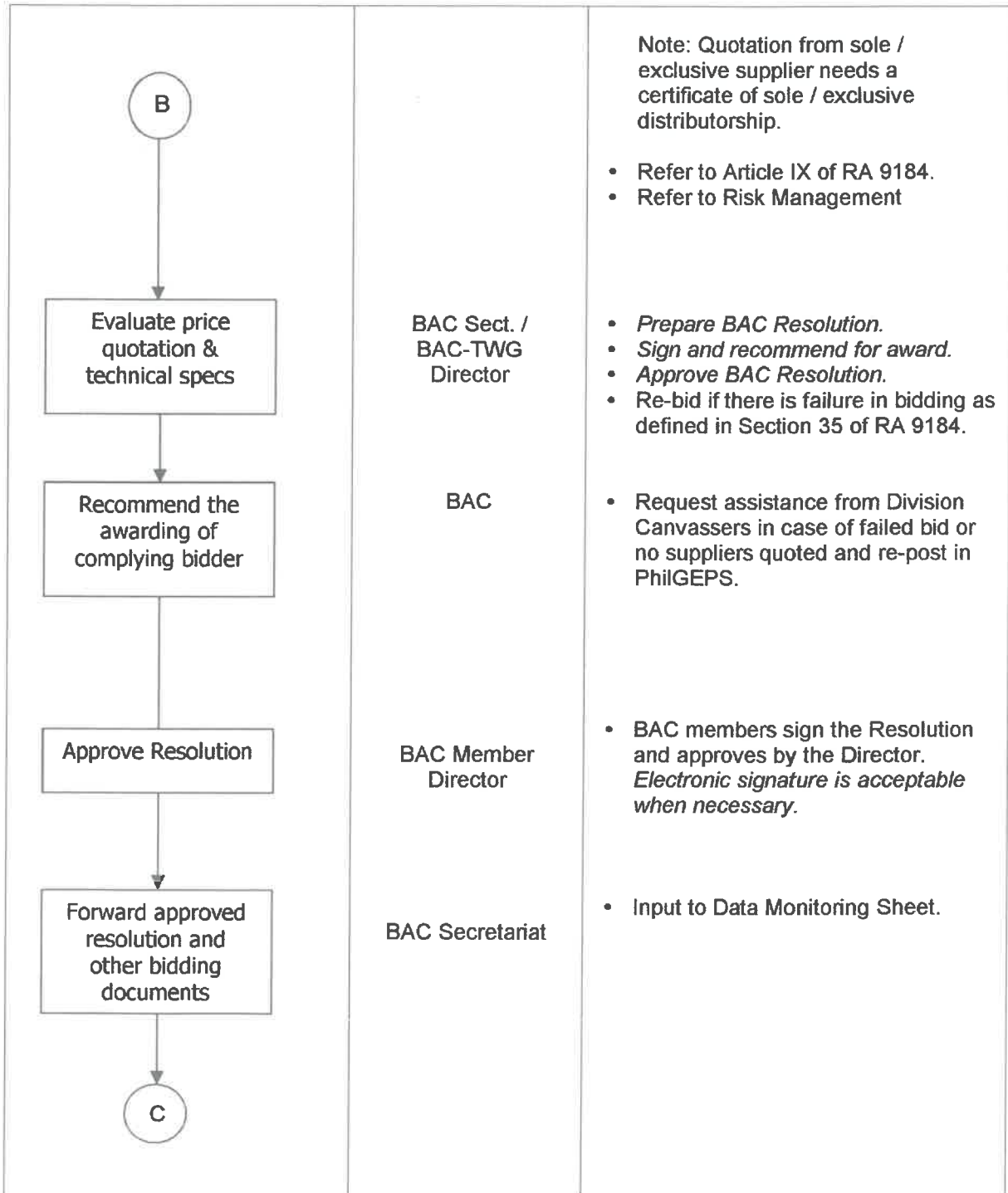
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SECTION **PRODUCTION AND SERVICE PROVISION**

SUBJECT **PURCHASING OF GOODS**



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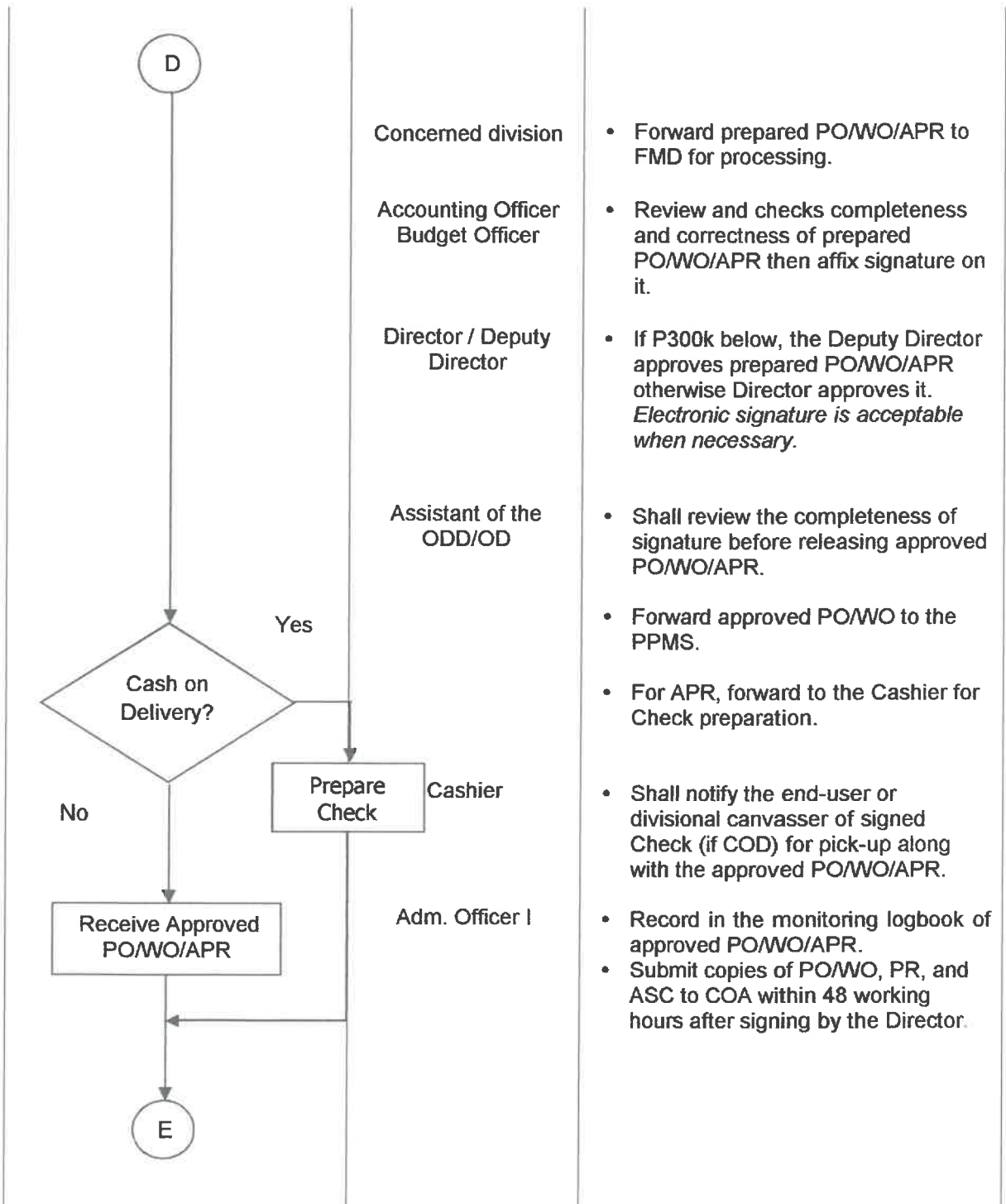
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SECTION PRODUCTION AND SERVICE PROVISION

SUBJECT PURCHASING OF GOODS



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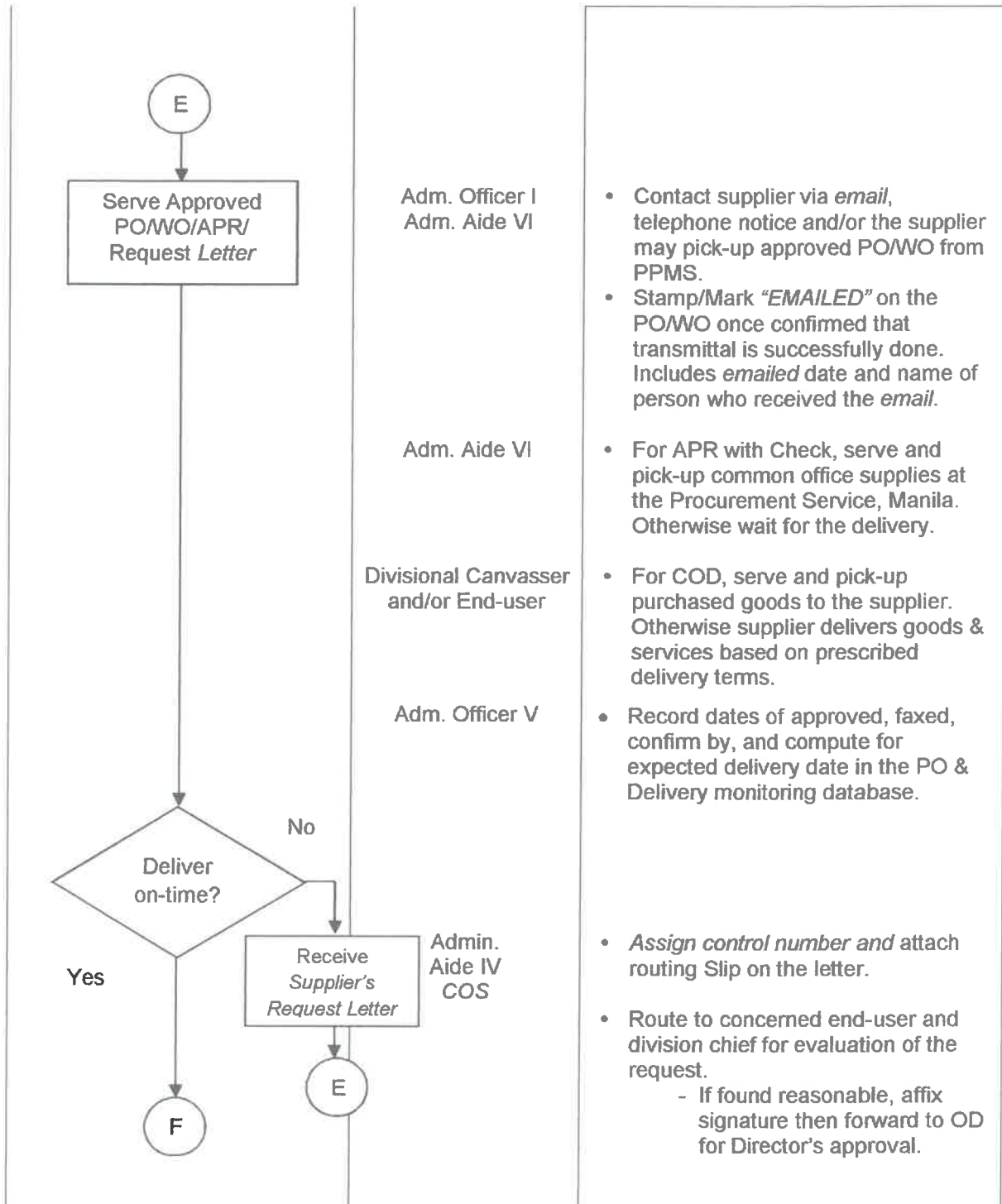
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PROCEDURES MANUAL

SECTION **PRODUCTION AND SERVICE PROVISION**

SUBJECT **PURCHASING OF GOODS**



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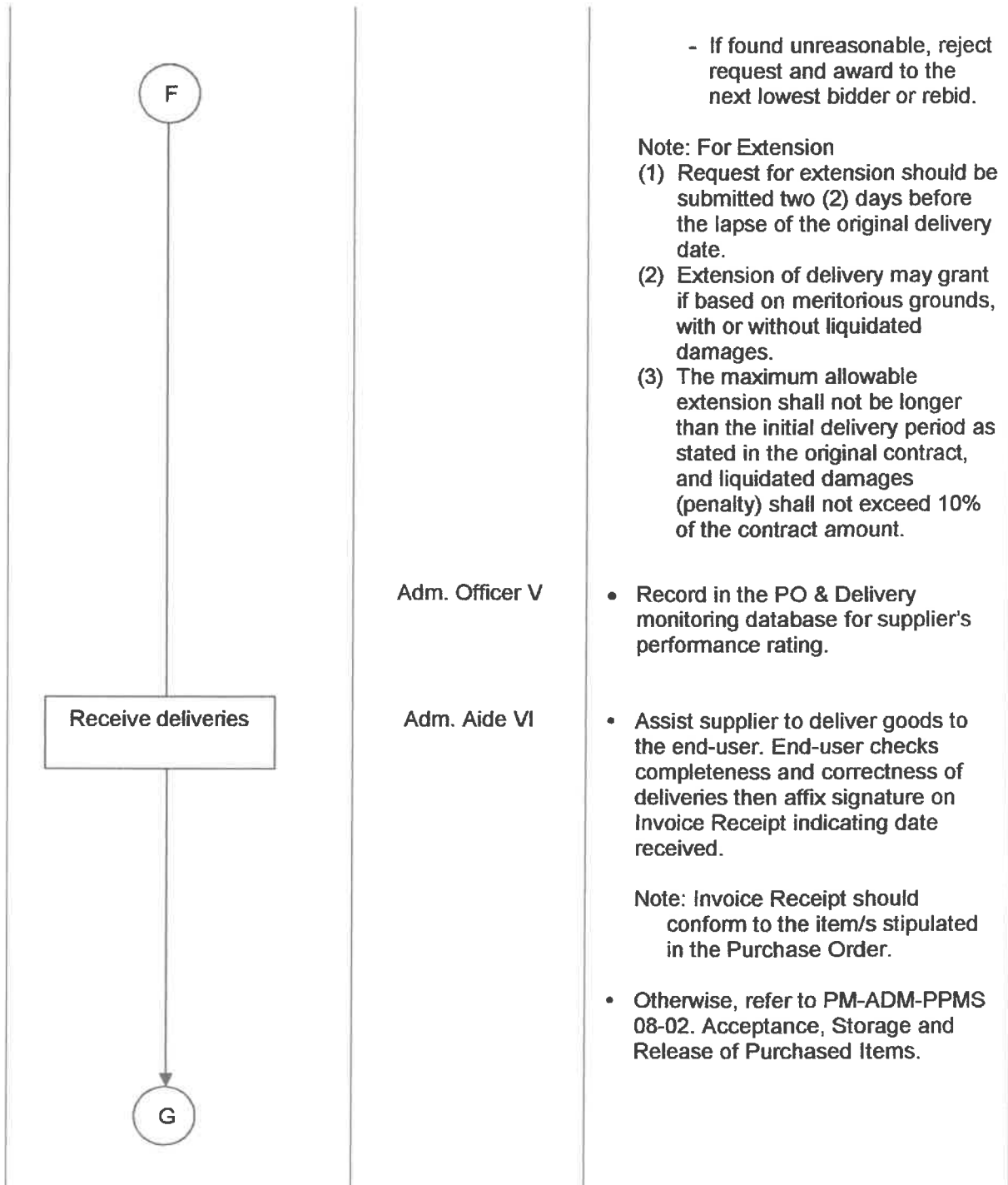


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PROCEDURES MANUAL

SECTION PRODUCTION AND SERVICE PROVISION

SUBJECT PURCHASING OF GOODS



Prepared by:

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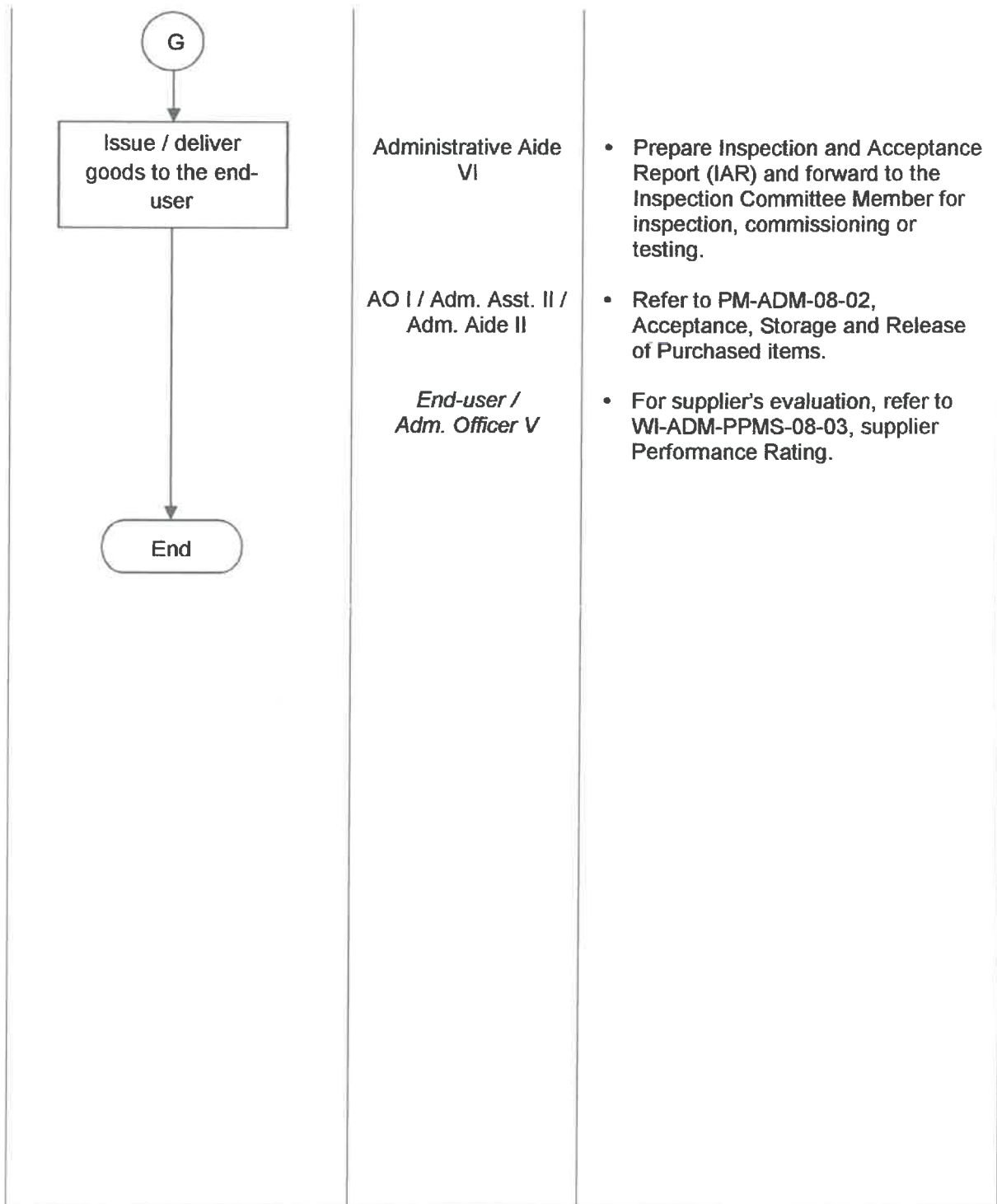
01 June 2021

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		PURCHASING OF GOODS	

7.0 Procurement Timelines: **PUBLIC BIDDING**

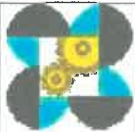
A. Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services

Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational 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 **Time and Maximum Period Allowed for the Procurement of**

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

Infrastructure Projects

Section	Procurement Activity	Minimum Calendar Days Recommended for Activity	Operational Timeline (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational Timeline (Maximum Period Allowed)	Conditions / Remarks
20	Pre-Procurement Conference	1 CD	Day 0	Whenever necessary	Day 0	Optional for ABC of P5M 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 45 — Day 8 to 60	~ 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 57 — Day 72	Last day of Availability of Bidding Documents
32.4	Bid Evaluation	1 CD	Day 21	7 CDs	Day 58 to 64 — Day 73 to 79	
34.8	Post-Qualification	2 CDs	Day 22 to 23	45 CDs	Day 65 to 109 — Day 80 to 124	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 110 to 124 — 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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SUBJECT	PURCHASING OF GOODS		

			Day 150 to 156	
TOTAL TIME		26 CDs	141 CDs or 156 CDs	Excluding Approval of Higher Authority, if 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 (Recommended Earliest Possible Time)	Maximum Calendar Days Allowed for Activity	Operational 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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	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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SECTION	PRODUCTION AND SERVICE PROVISION	PAGE NUMBER	1 of 6
		EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF 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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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

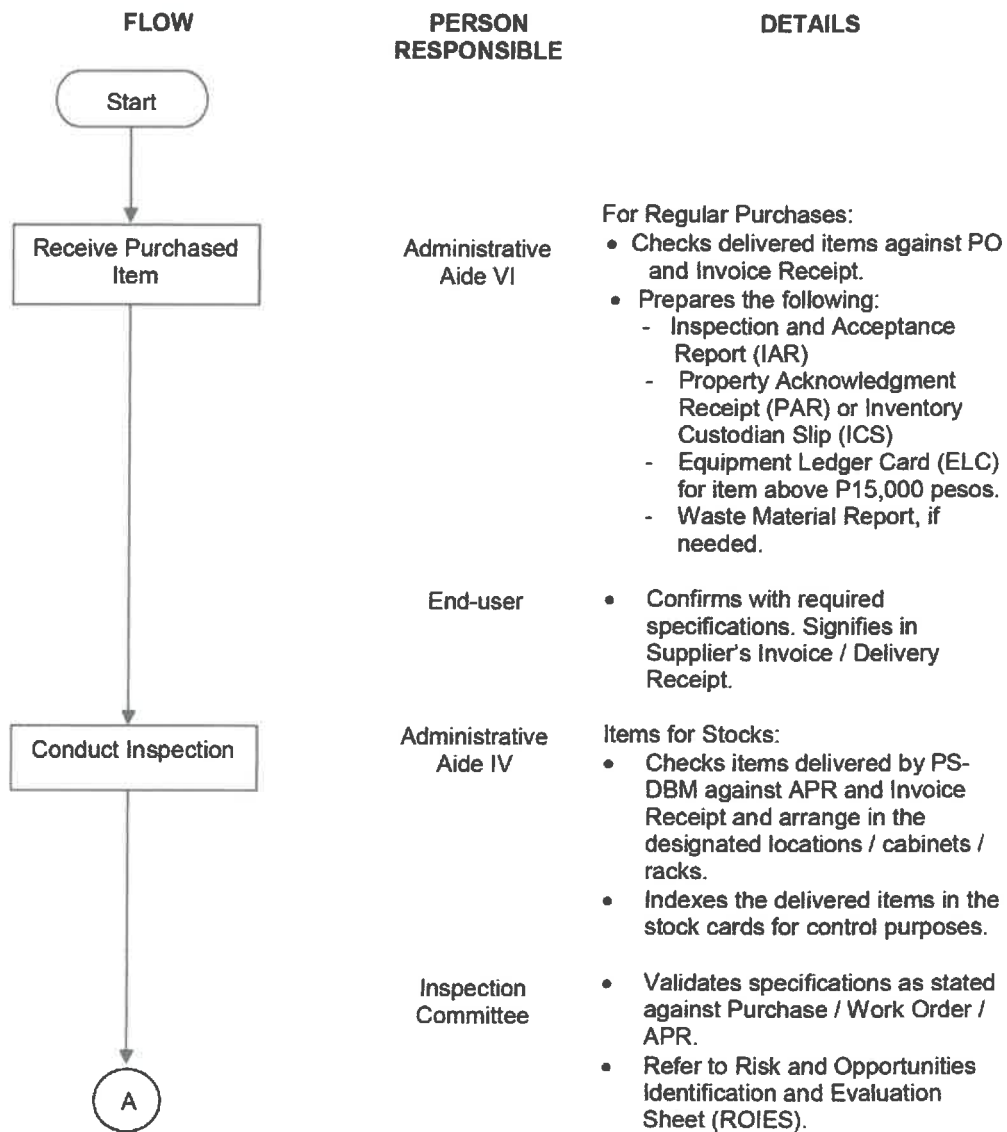
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SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF PURCHASED ITEMS		


6.0 Procedure:



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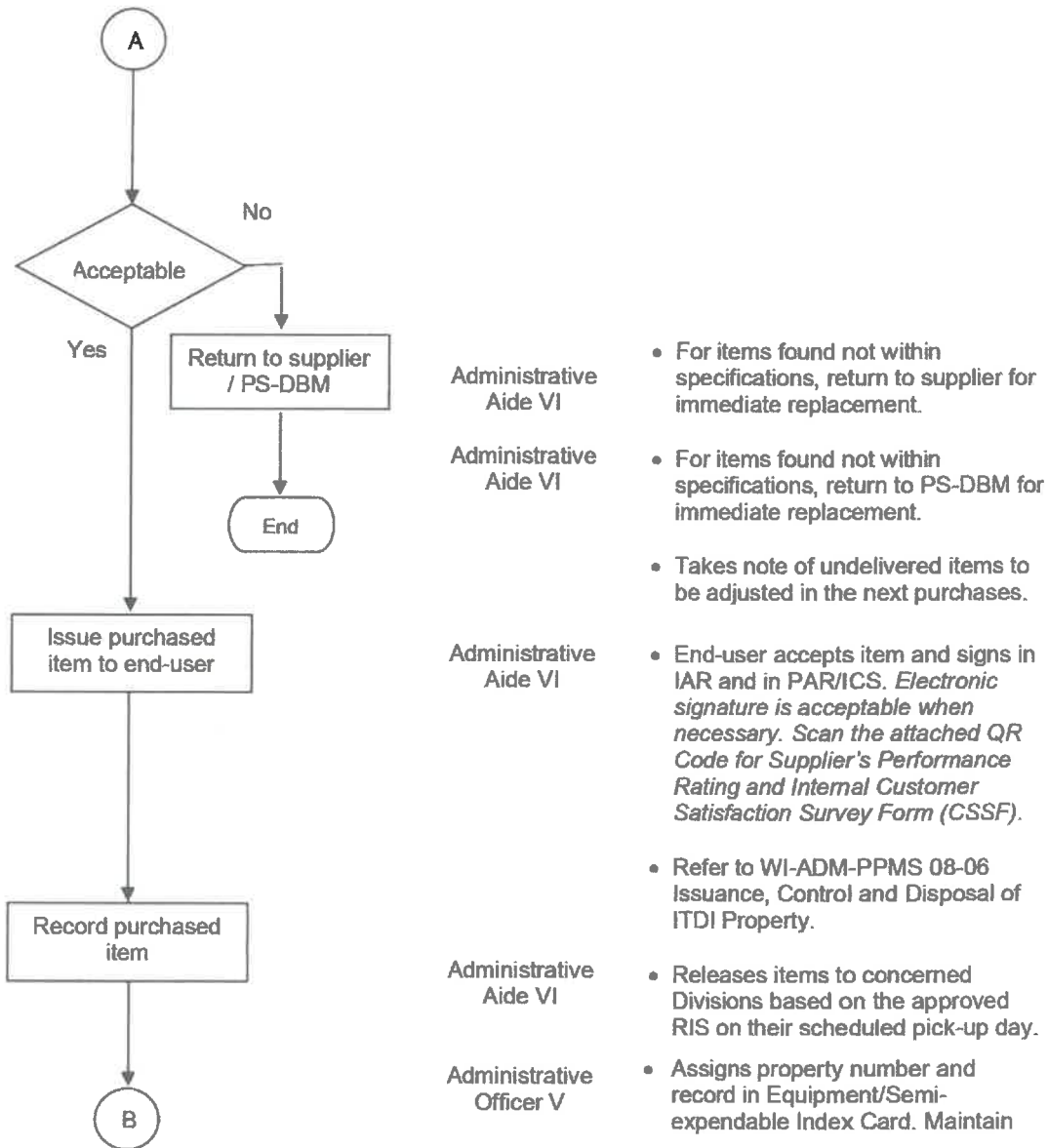




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SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF PURCHASED ITEMS		

FLOW

PERSON
RESPONSIBLE


DETAILS

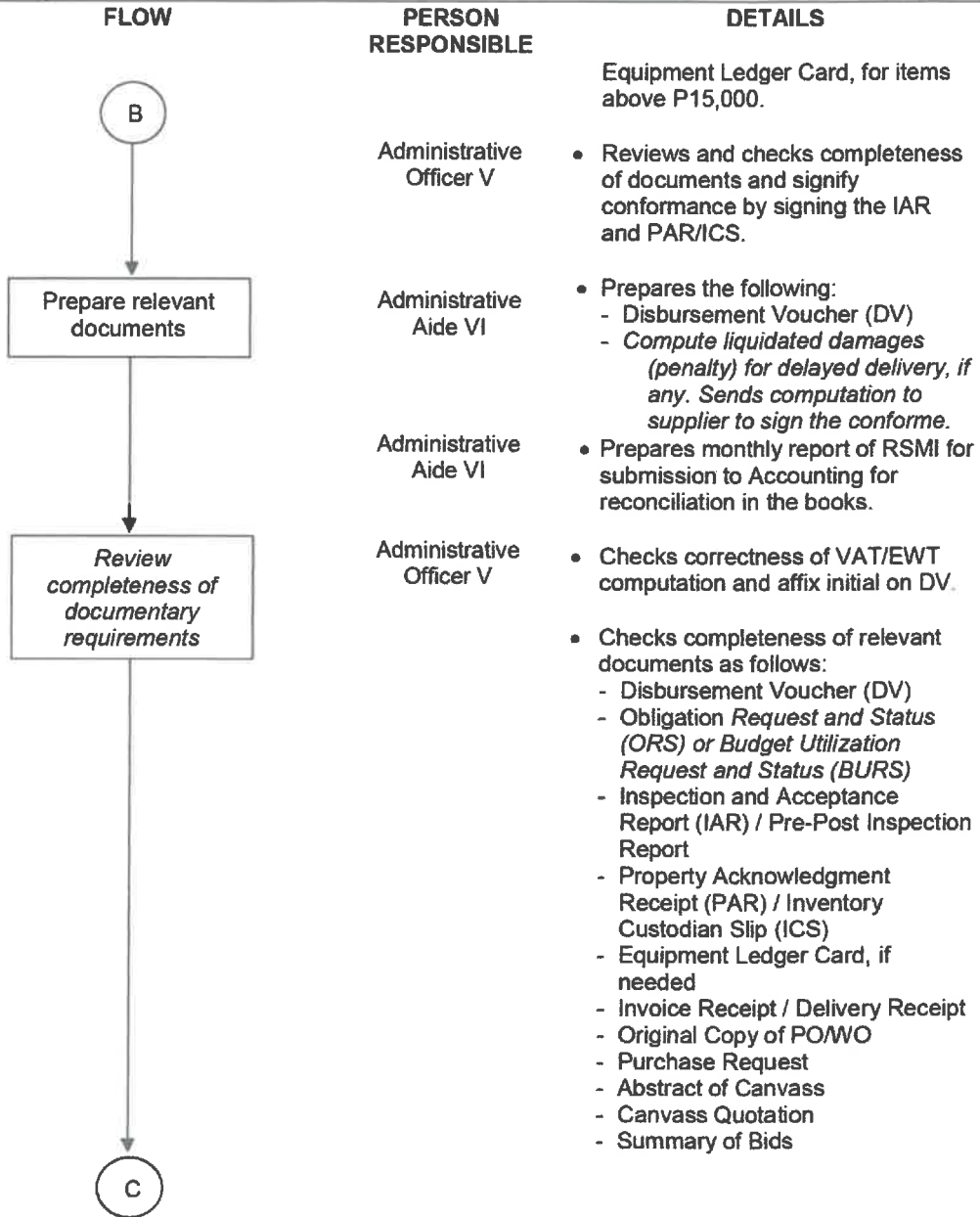




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SUBJECT	ACCEPTANCE, STORAGE AND RELEASE OF PURCHASED ITEMS		



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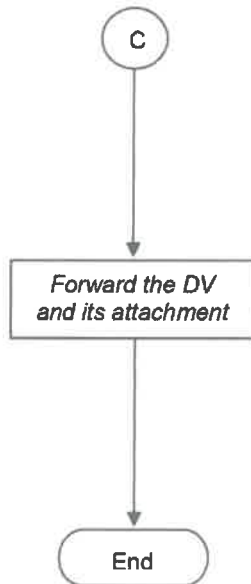


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FLOW


PERSON
RESPONSIBLE

DETAILS




Administrative
Aide VI

- 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.

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SECTION	PRODUCTION AND SERVICE 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.

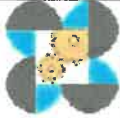
Schedule of Accounts Receivables - a document which lists the names of debtors, other reference and amount due to ITDI.

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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SUBJECT	BILLING	DOCUMENT TYPE	PAPER / PDF FILE

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

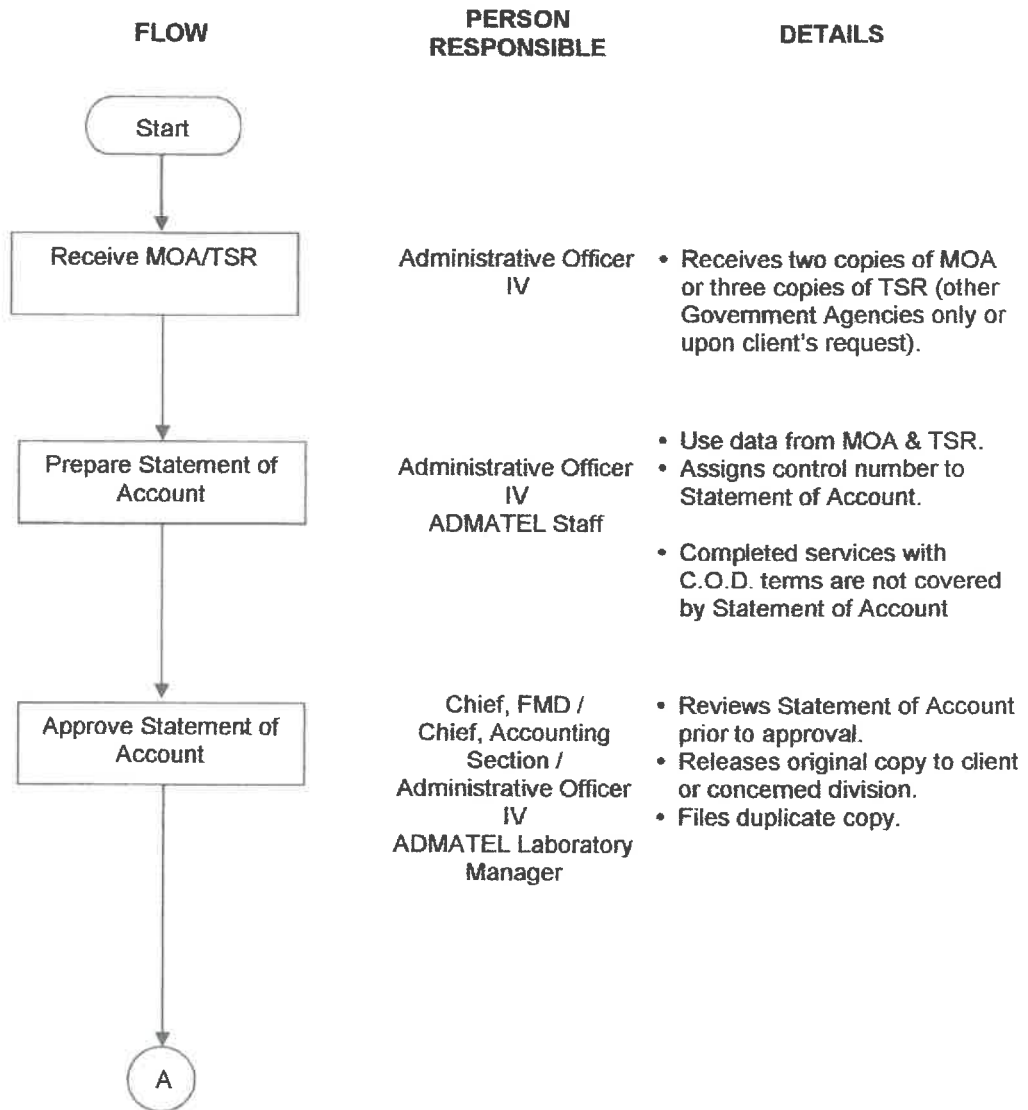
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SUBJECT	BILLING		


6.0 Procedure:

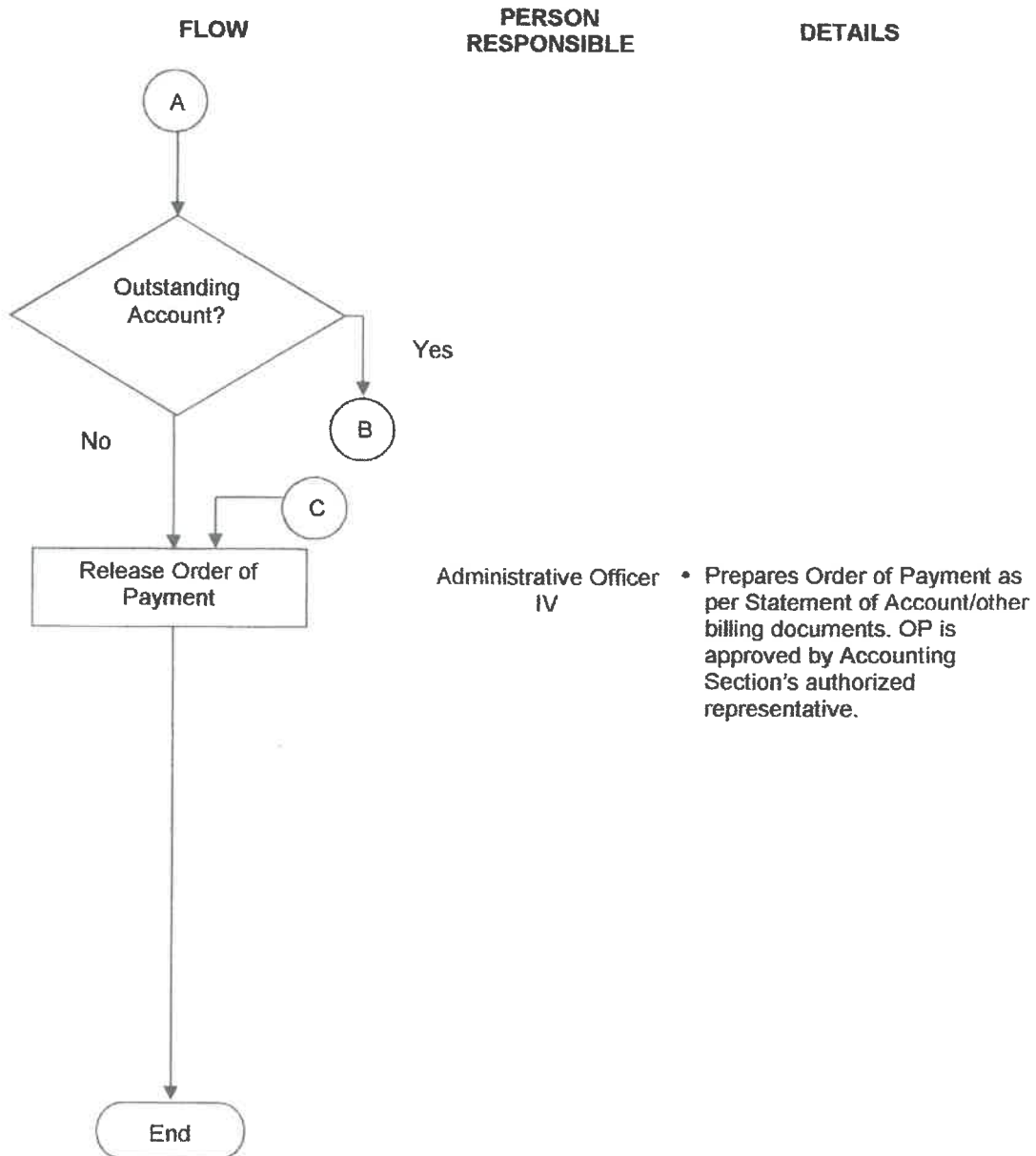


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SUBJECT	BILLING		

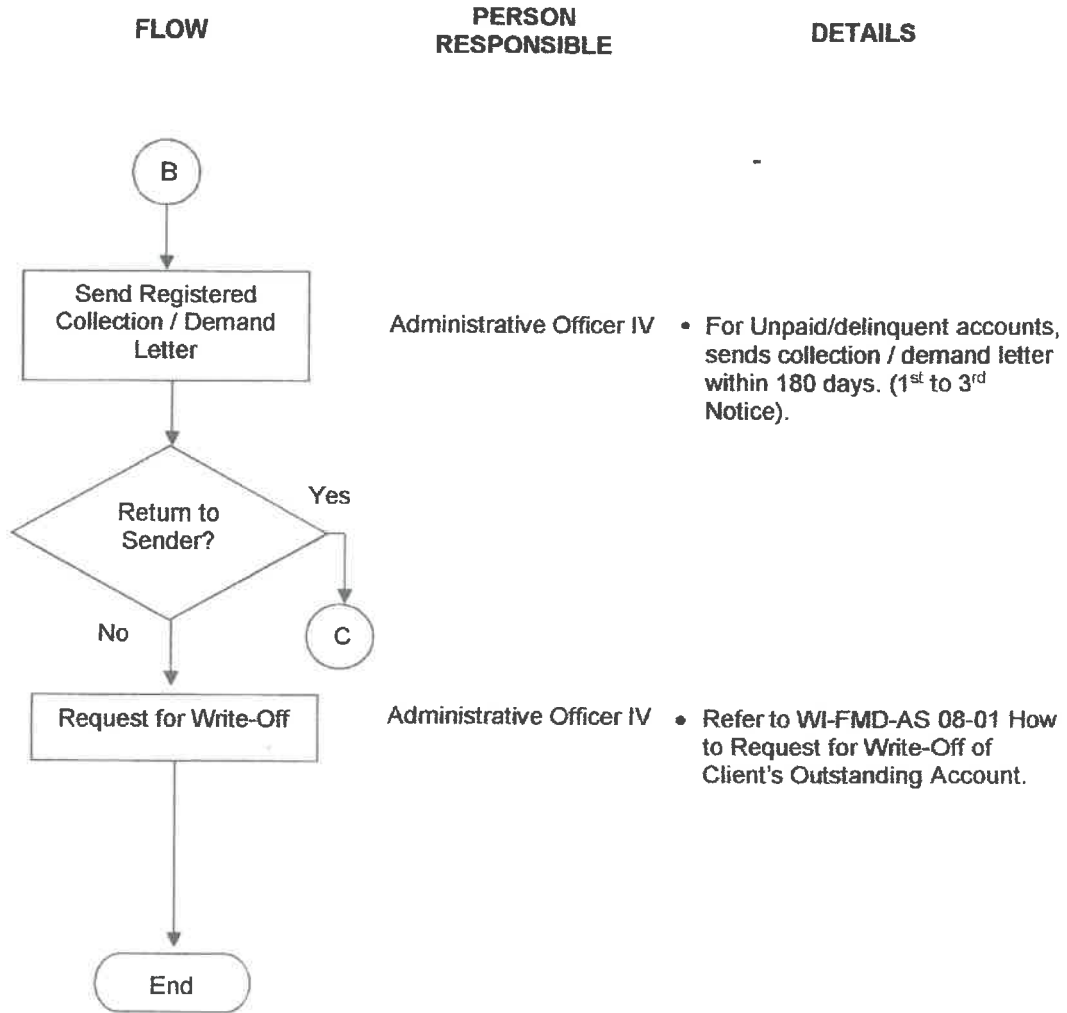




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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	BUDGET PREPARATION		

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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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

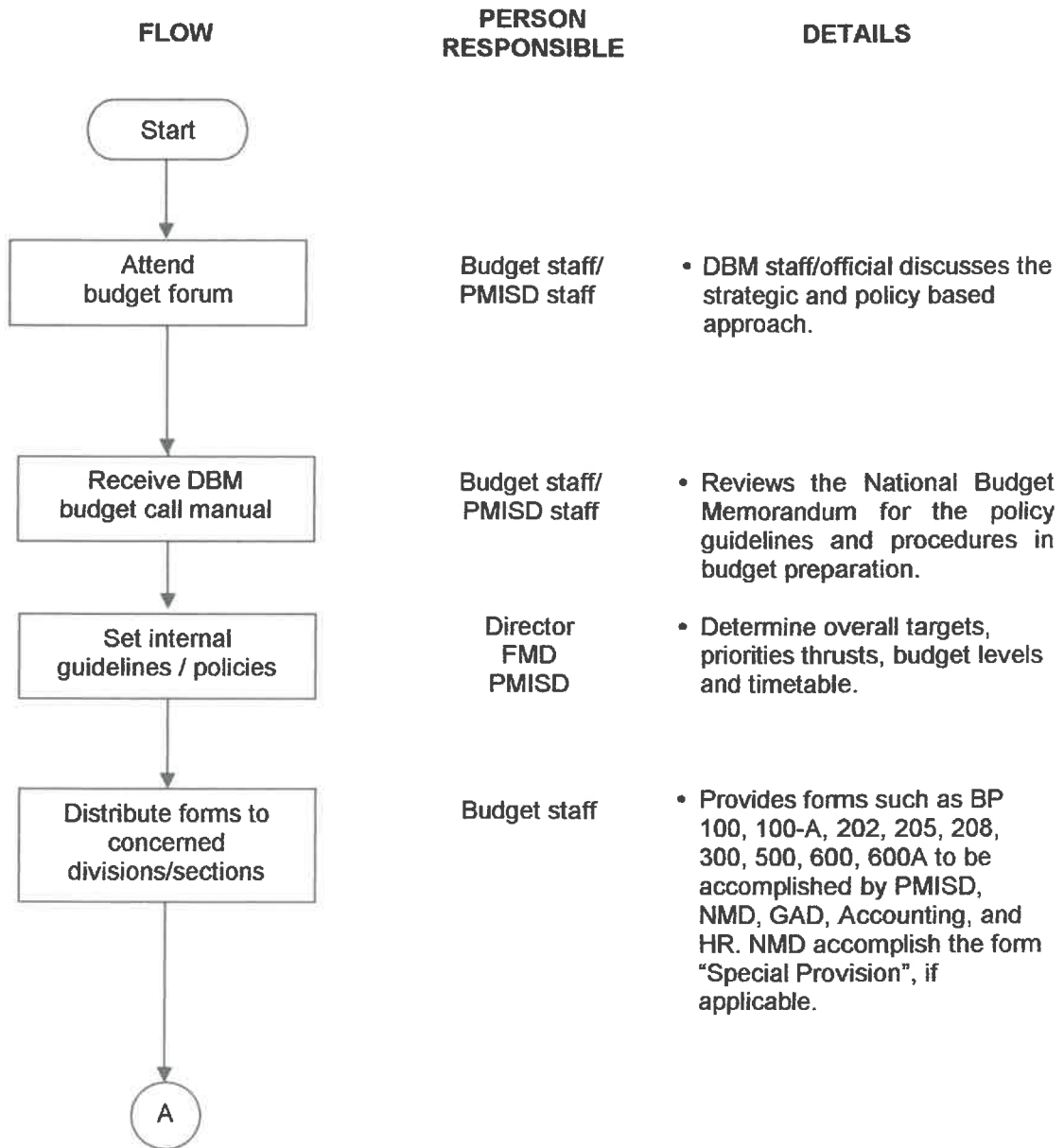
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SUBJECT	BUDGET PREPARATION		
		DOCUMENT TYPE	PAPER / PDF FILE


6.0 Procedure:

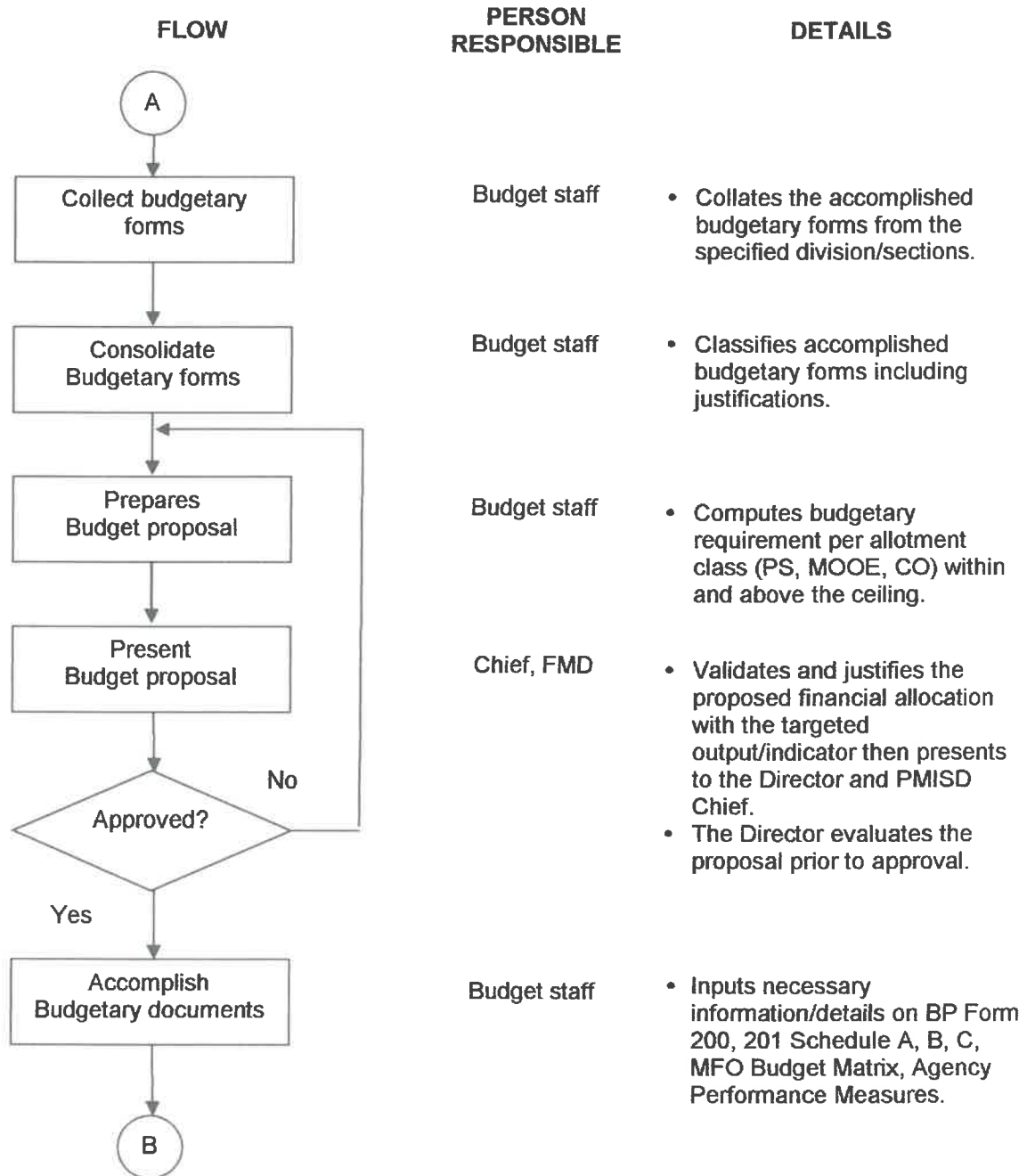


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SUBJECT	BUDGET PREPARATION		

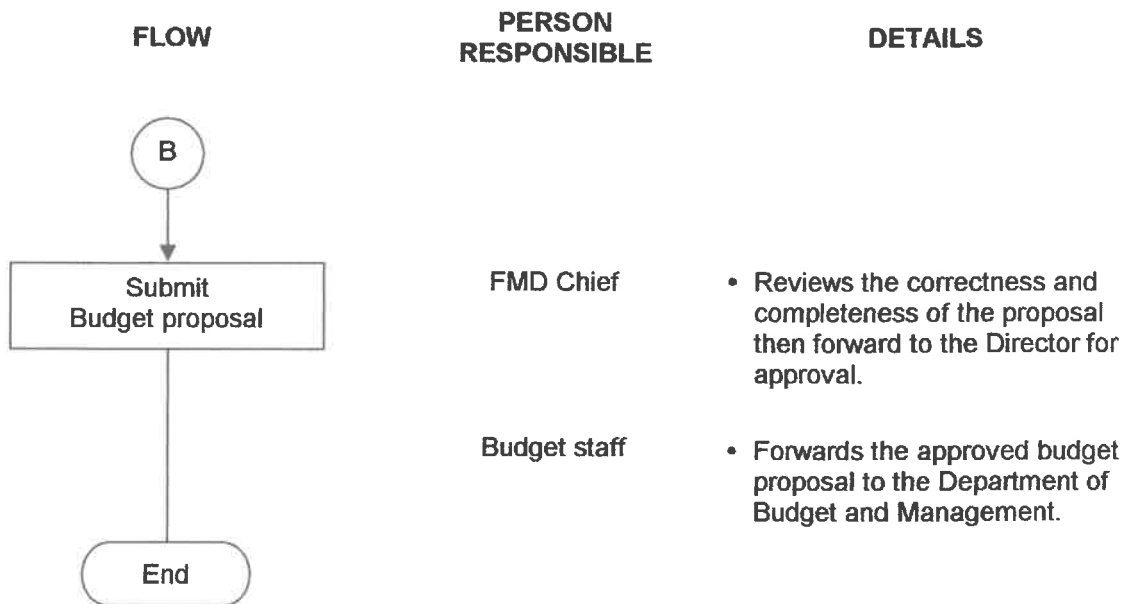




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	PROCEDURES MANUAL	REVISION NUMBER	3
SECTION		PAGE NUMBER	1 of 3
SUBJECT	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
PLANNING, MONITORING AND EVALUATION OF R&D PROJECTS			

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:

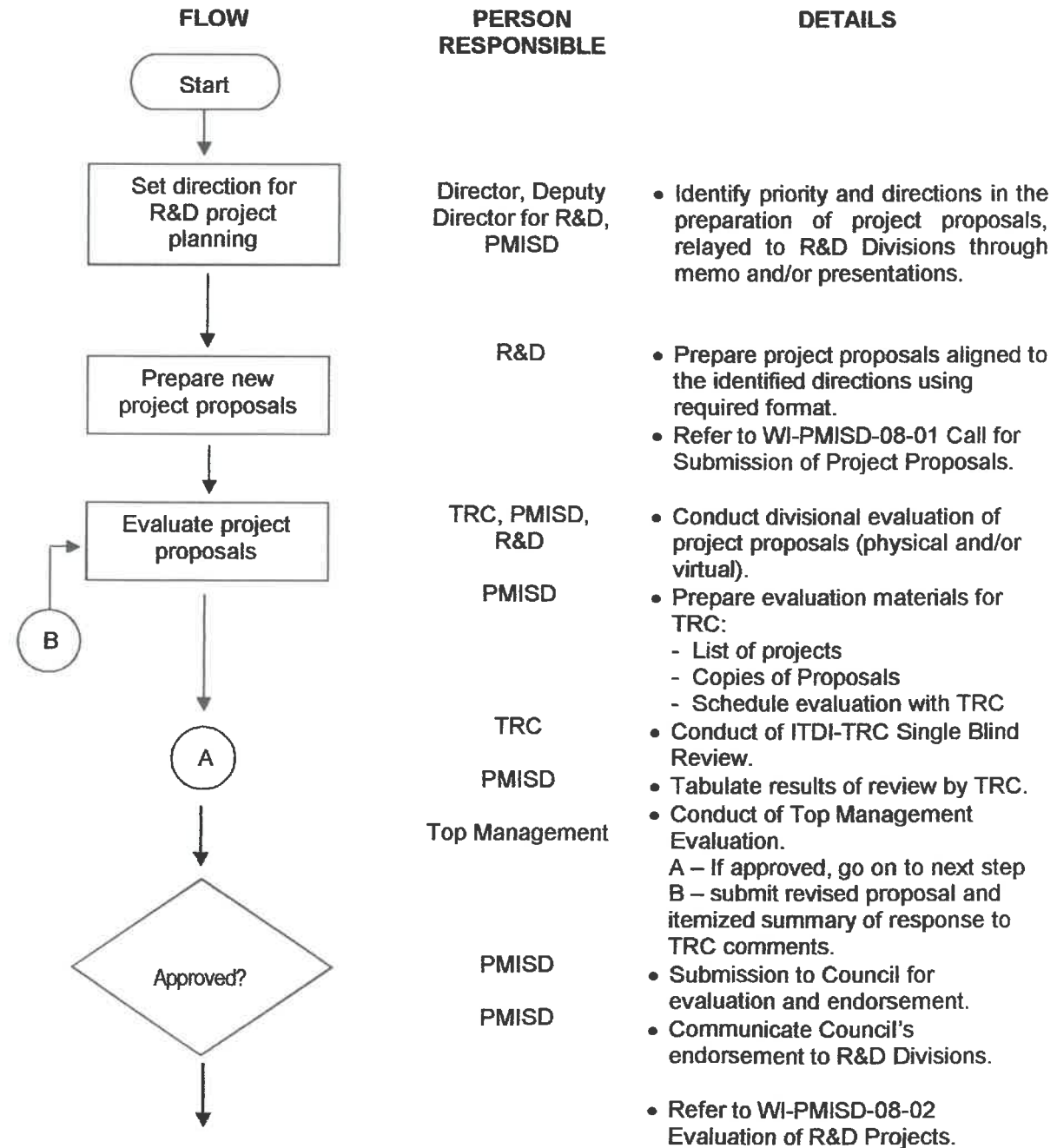
WI-PMISD-08-01, Call for Submission of Project Proposals
WI-PMISD-08-02, Evaluation of Proposals/Projects
WI-PMISD-08-03, Monitoring/Validation of Project Accomplishments


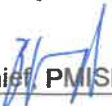
Prepared by:  Supervising SRS, PMISD-PMS	Reviewed / Approved by:  Chief, PMISD
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August 2022


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

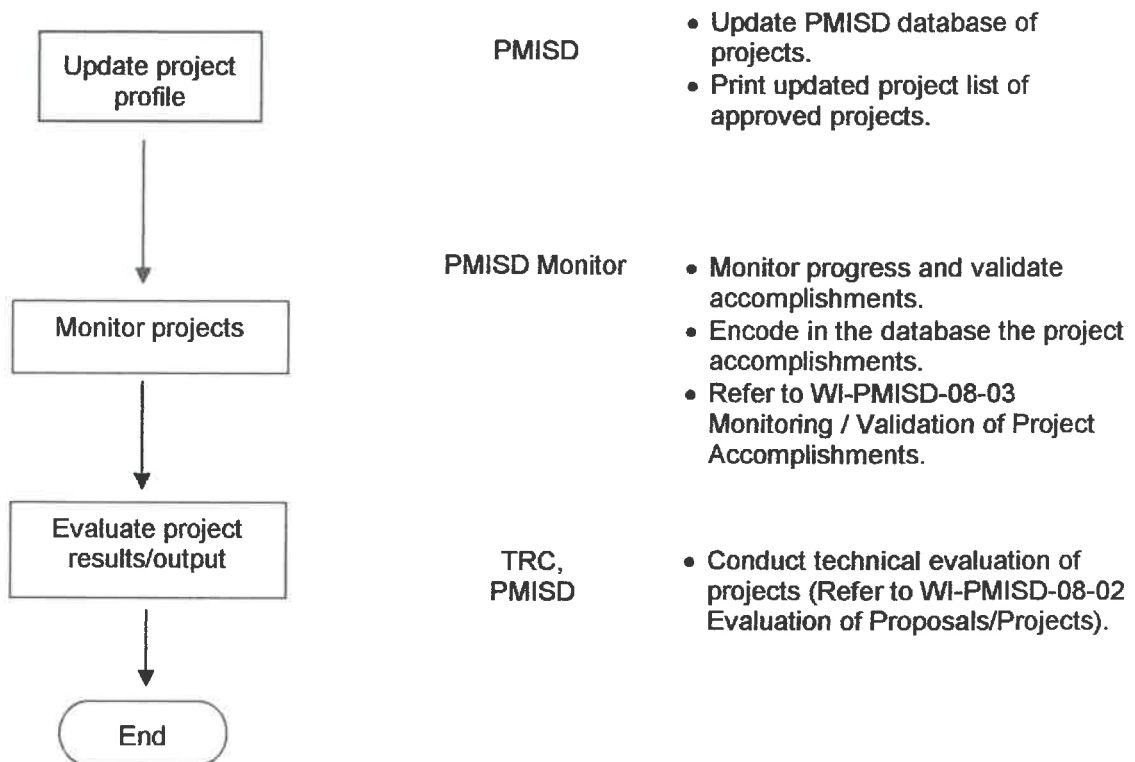
6.0 Procedure:





Prepared by:  Supervising SRS, PMISD-PMS	Reviewed / Approved by:  Chief, PMISD
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-PMISD 08-01
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SECTION	PRODUCTION AND SERVICE PROVISION	PAGE NUMBER	3 of 3
		EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	PLANNING, MONITORING AND EVALUATION OF R&D PROJECTS		



Prepared by:  Supervising SRS, PMISD-PMS	Reviewed / Approved by:  Chief, PMISD
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
	PROCEDURES MANUAL	REVISION NUMBER	3
SECTION		PAGE NUMBER	1 of 6
	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
SUBJECT		DOCUMENT TYPE	PAPER / PDF FILE
	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:  DOCUMENT CUSTODIAN	Reviewed / Approved by: QMR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
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PAGE NUMBER		2 of 6	
SECTION	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
		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

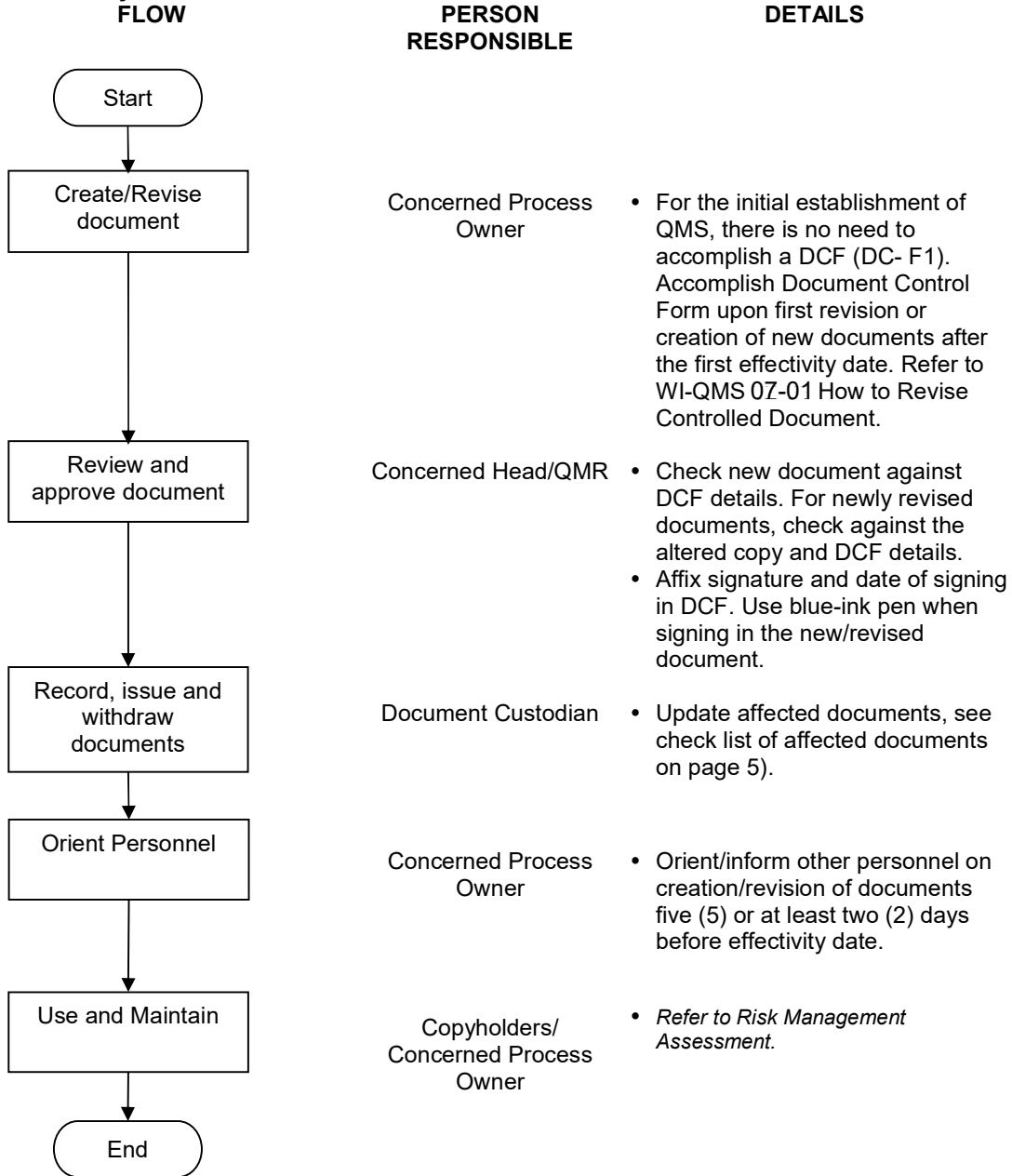
Prepared by: DOCUMENT CUSTODIAN	Reviewed / Approved by: QMR
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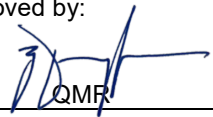
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	DOCUMENT TYPE	PAPER / PDF FILE	
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		


6.0 Procedure:

A. Internally-Generated Documents

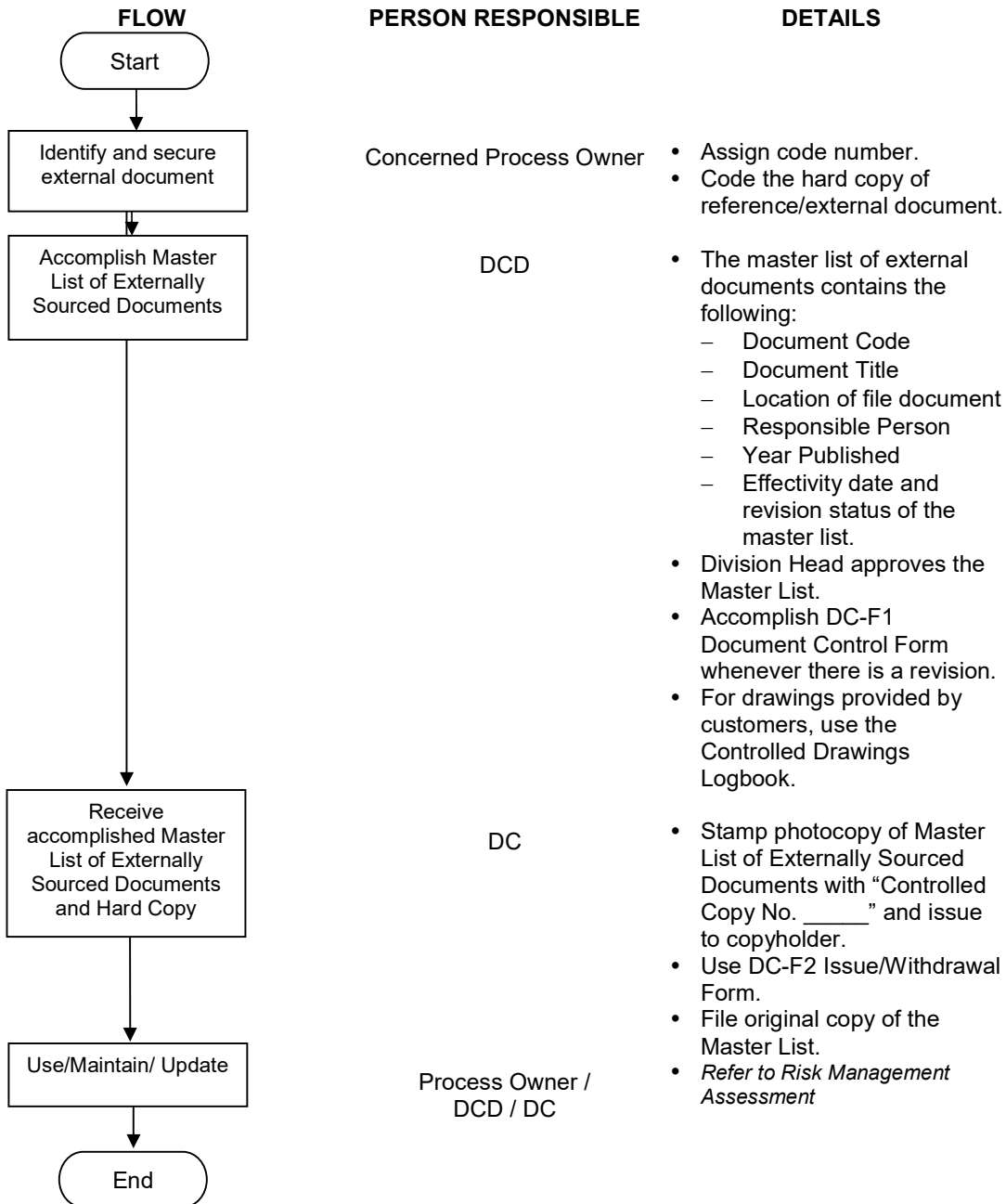


Prepared by:  DOCUMENT CUSTODIAN	Reviewed / Approved by:  QMR
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DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021	
	DOCUMENT TYPE	PAPER / PDF FILE	
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

B. Externally-Sourced Documents

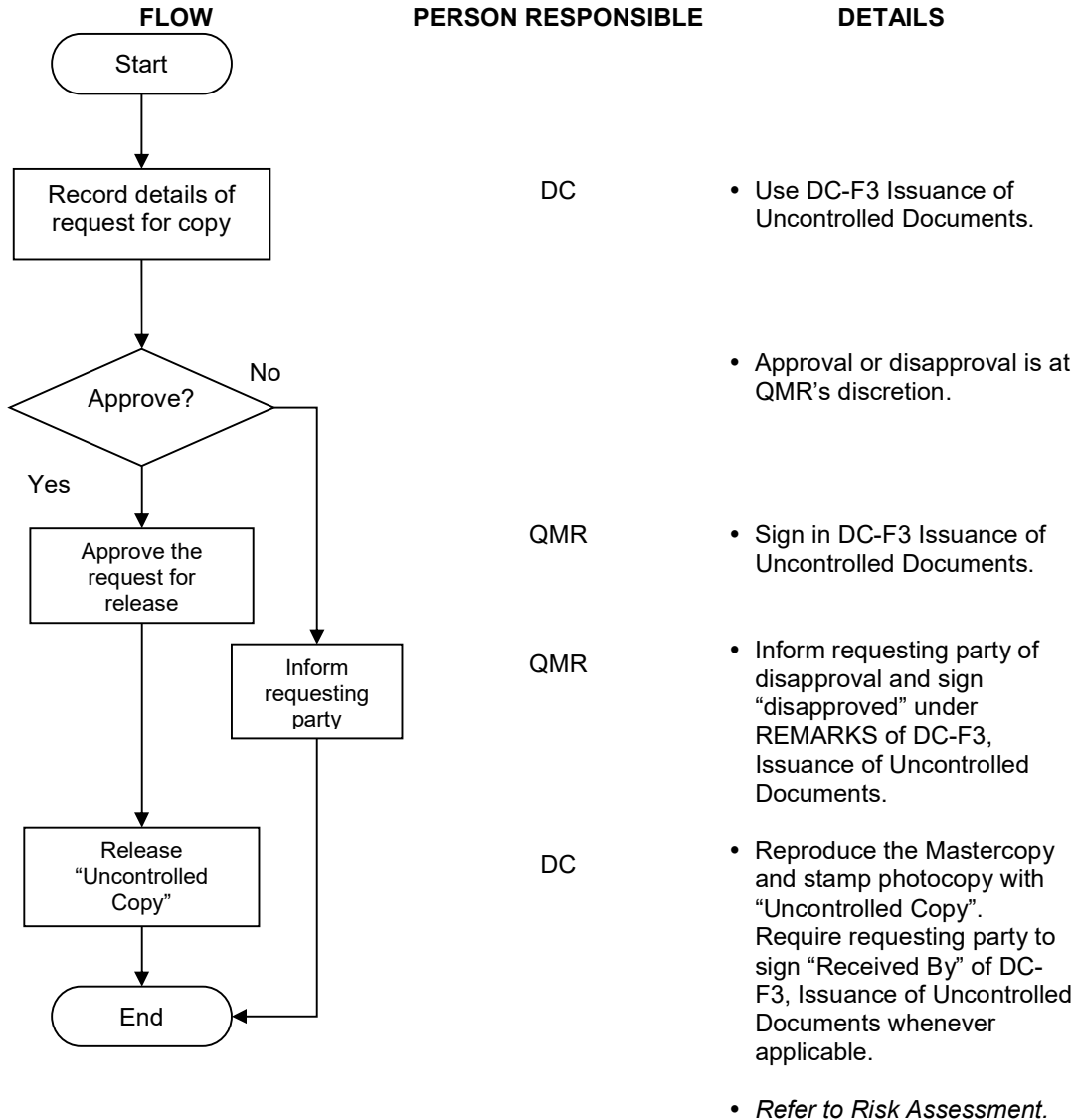


Prepared by: DOCUMENT CUSTODIAN	Reviewed / Approved by: QMR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
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	DOCUMENTED INFORMATION	EFFECTIVITY DATE	01 June 2021
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CONTROL OF DOCUMENTED INFORMATION		

C. Issuance of Uncontrolled Copy




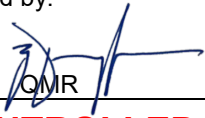
Prepared by: DOCUMENT CUSTODIAN	Reviewed / Approved by: QMR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-QMS 07-01
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	DOCUMENT TYPE	PAPER / PDF 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)

Prepared by:  DOCUMENT CUSTODIAN	Reviewed / Approved by:  QMR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM TSD-ESS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION	RESOURCE MANAGEMENT	PAGE NUMBER	Page 1 of 3
		EFFECTIVITY DATE	June 01, 2021
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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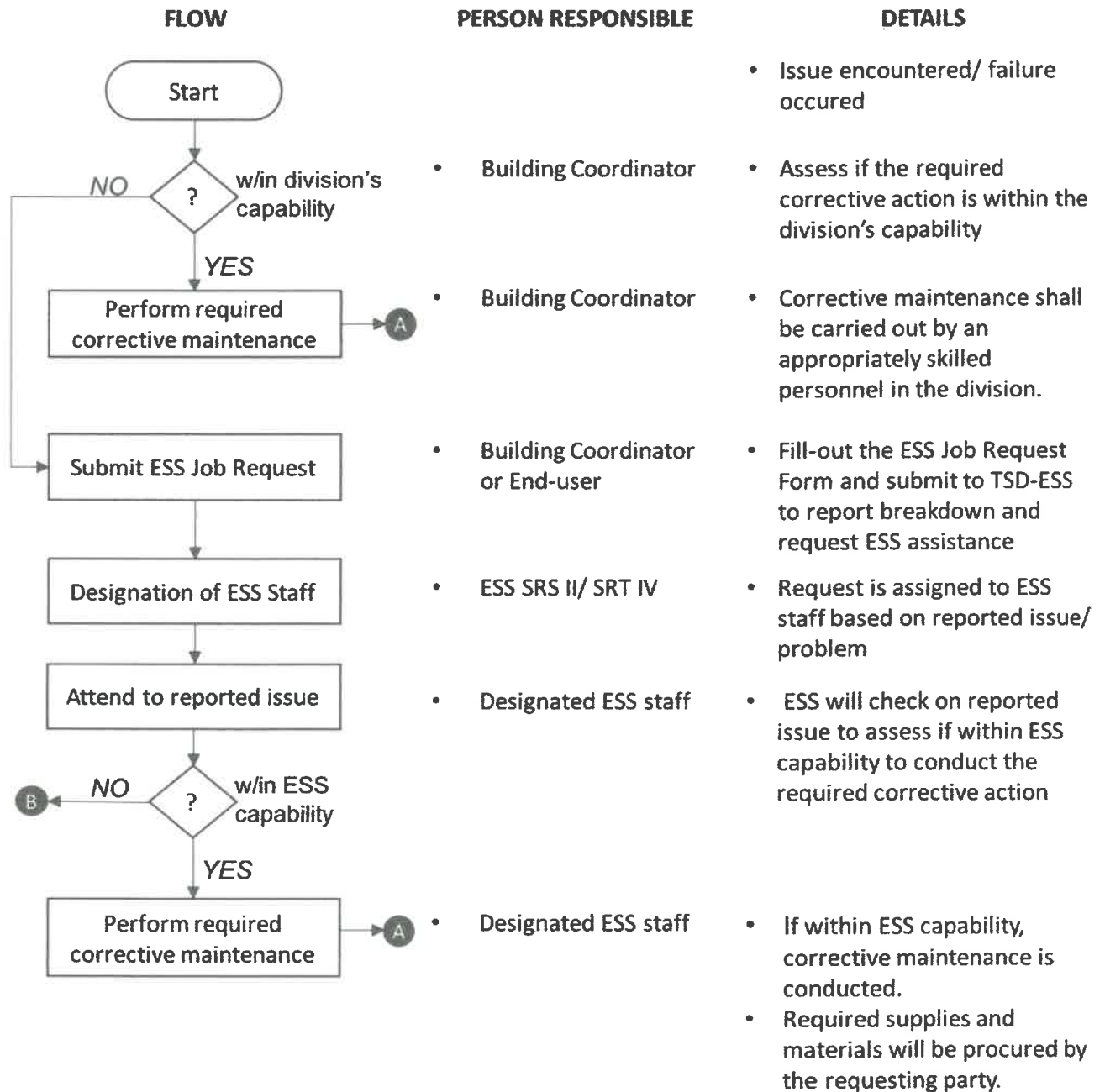
SECTION

RESOURCE MANAGEMENT

SUBJECT

CORRECTIVE MAINTENANCE

6.0 Procedure:



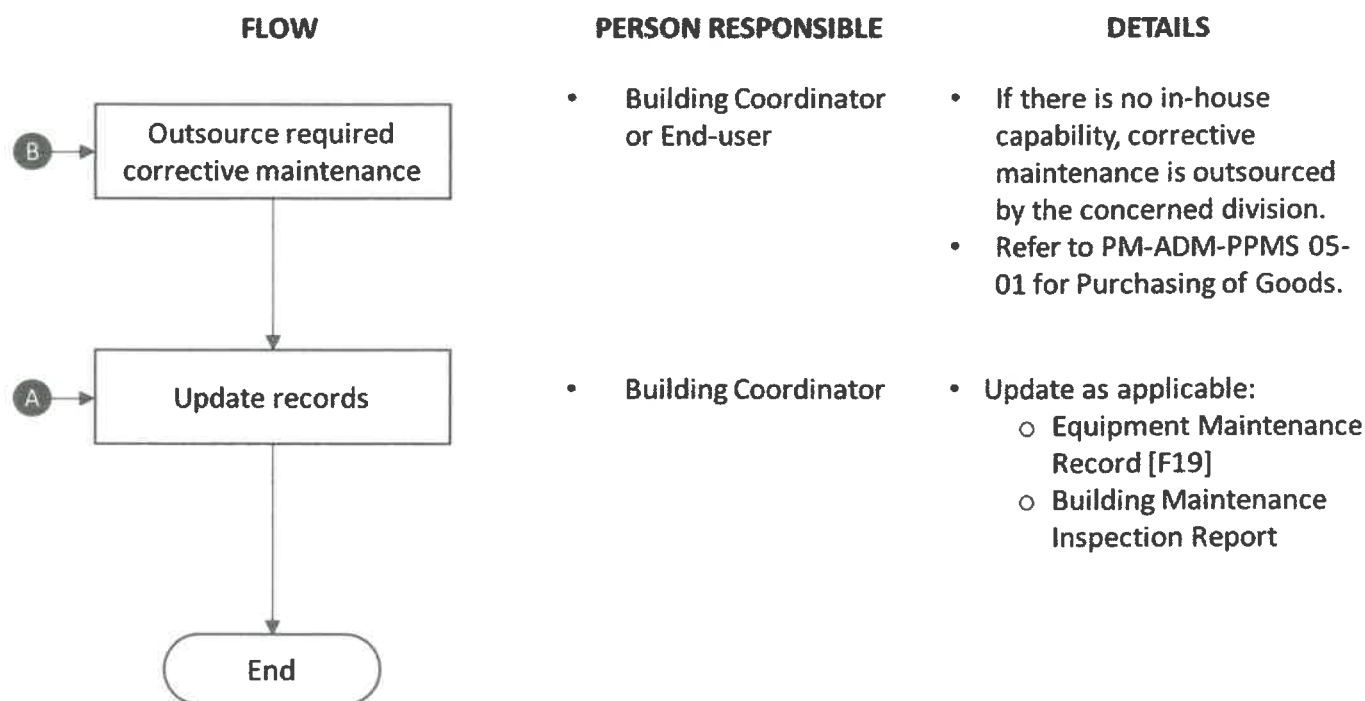
Prepared by:

[Signature]
Supervising SRS, TSD-ESS

Approved by:

[Signature]
Chief, TSD

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM TSD-ESS 08-02
	PROCEDURES MANUAL	REVISION NUMBER	0
SECTION	RESOURCE MANAGEMENT	PAGE NUMBER	Page 3 of 3
		EFFECTIVITY DATE	June 01, 2021
SUBJECT	CORRECTIVE MAINTENANCE		
		DOCUMENT TYPE	PAPER / PDF FILE



Prepared by: <div style="text-align: center;">Supervising SRS, TSD-ESS</div>	Approved by: <div style="text-align: center;">  Chief, TSD </div>
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-TSD-IDS 08-01
	PROCEDURES MANUAL	REVISION NUMBER	0
PAGE NUMBER		Page 1 of 6	
EFFECTIVITY DATE		June 01, 2021	
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND PRODUCTION 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 data 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:

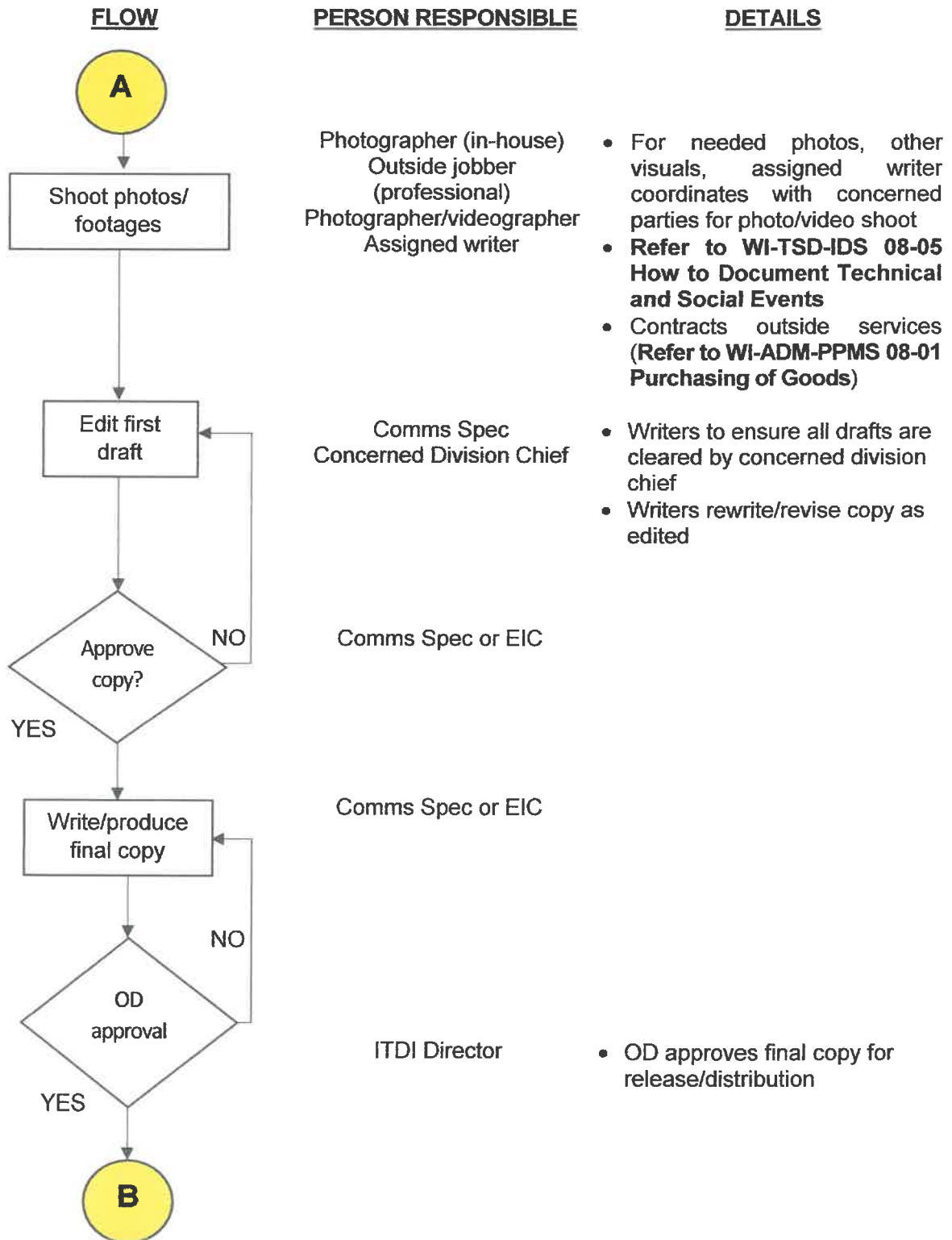
Project reports (evaluation, monitoring, terminal)
Annual report
Institute annual plan/Department priority plan
Researchers/scientists
Budget presentation materials



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	PROCEDURES MANUAL	REVISION NUMBER	0
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EFFECTIVITY DATE		June 01, 2021	
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND PRODUCTION OF SOCIAL MARKETING COLLATERALS		



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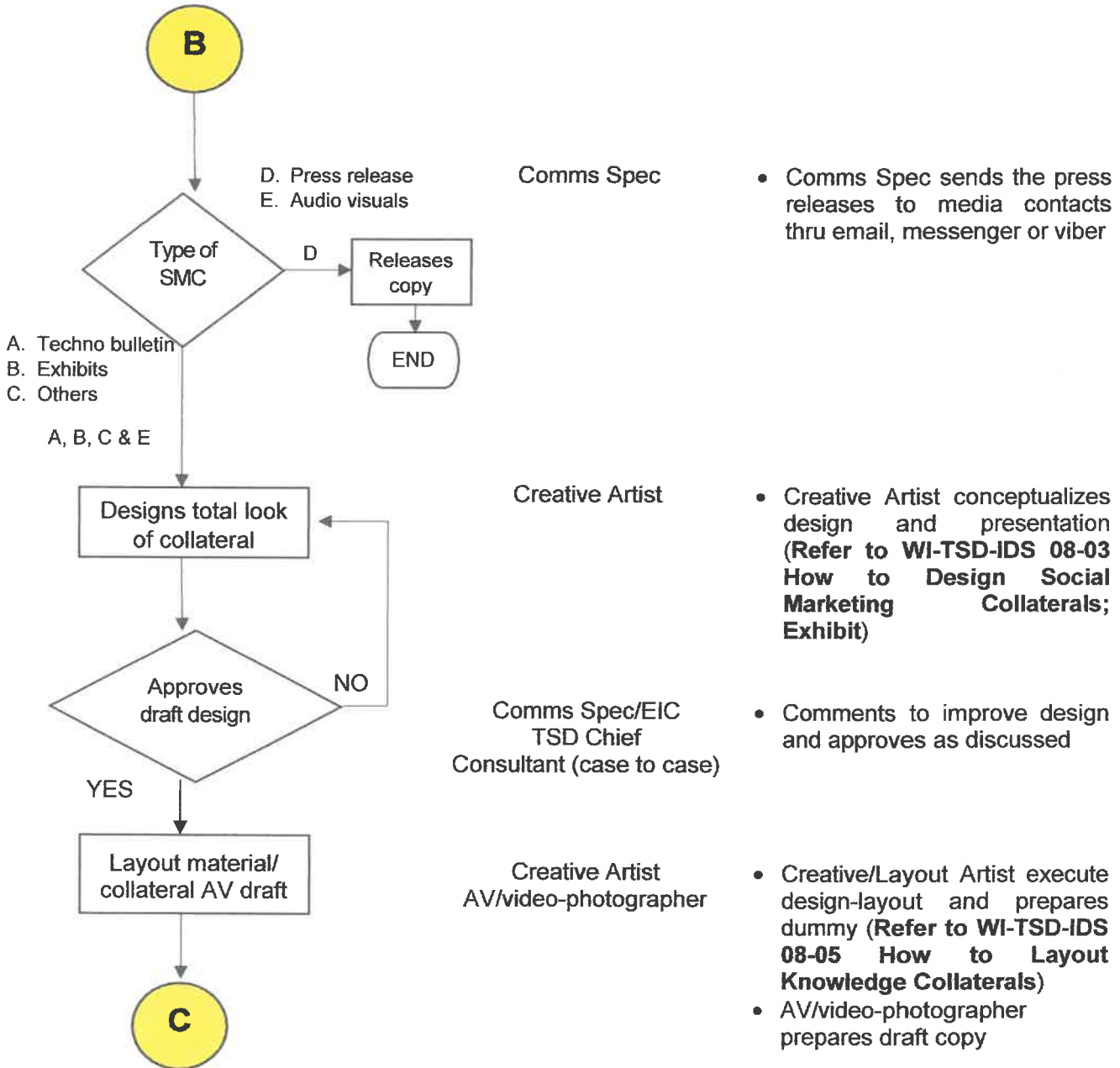


	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-TSD-IDS 08-01
	PROCEDURES MANUAL	REVISION NUMBER	0
PAGE NUMBER		Page 4 of 6	
EFFECTIVITY DATE		June 01, 2021	
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND PRODUCTION OF SOCIAL MARKETING COLLATERALS		

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PERSON RESPONSIBLE

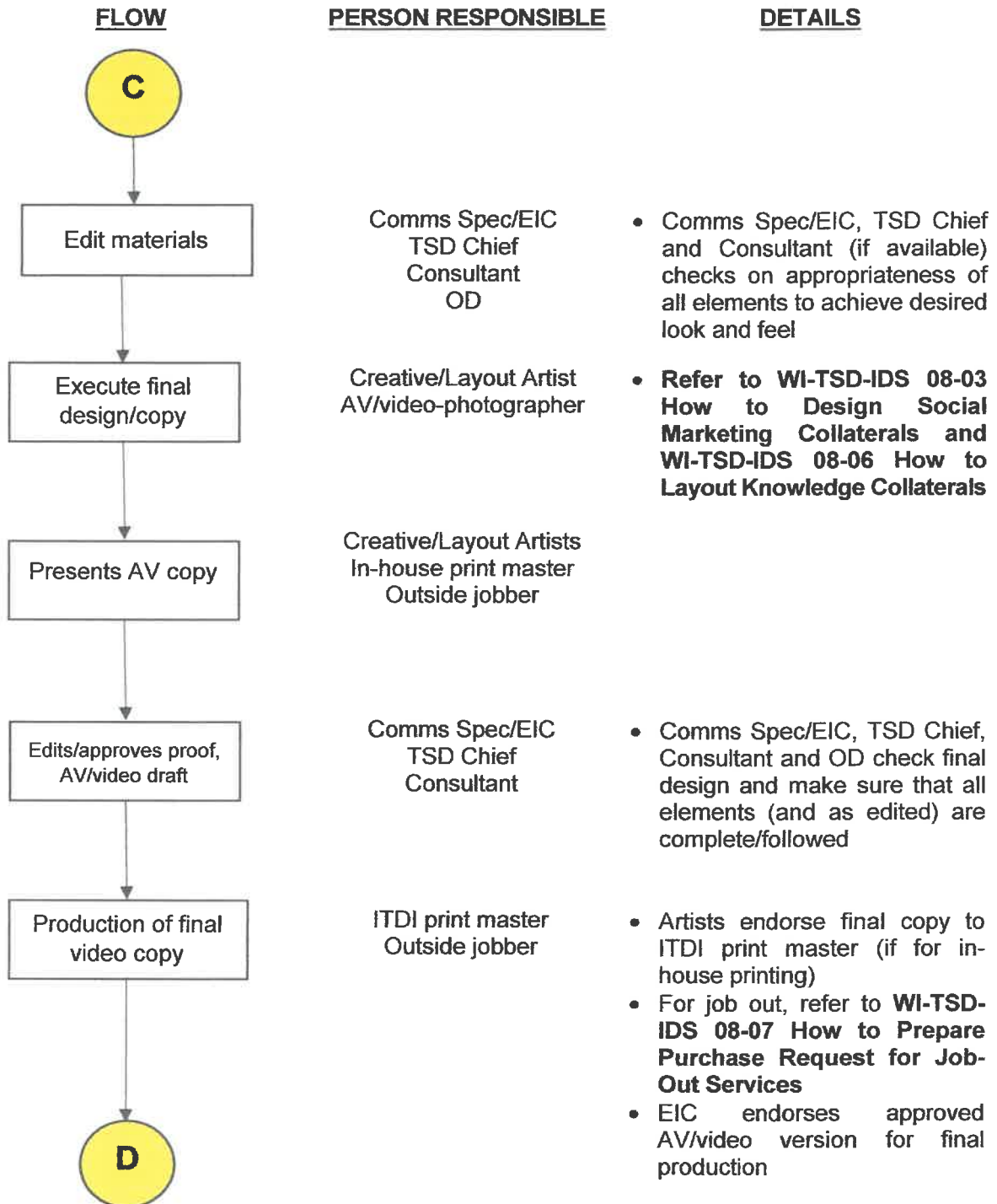
DETAILS



Prepared by: <i>Wboya</i> Supv. SRS, TSD-IDS	Approved by: <i>Abraham</i> Chief, TSD
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-TSD-IDS 08-01
	PROCEDURES MANUAL SECTION PRODUCT REALIZATION	REVISION NUMBER	0
PAGE NUMBER		Page 5 of 6	
EFFECTIVITY DATE		June 01, 2021	
SUBJECT	CREATION AND PRODUCTION OF SOCIAL MARKETING COLLATERALS		
		DOCUMENT TYPE	PAPER / PDF FILE

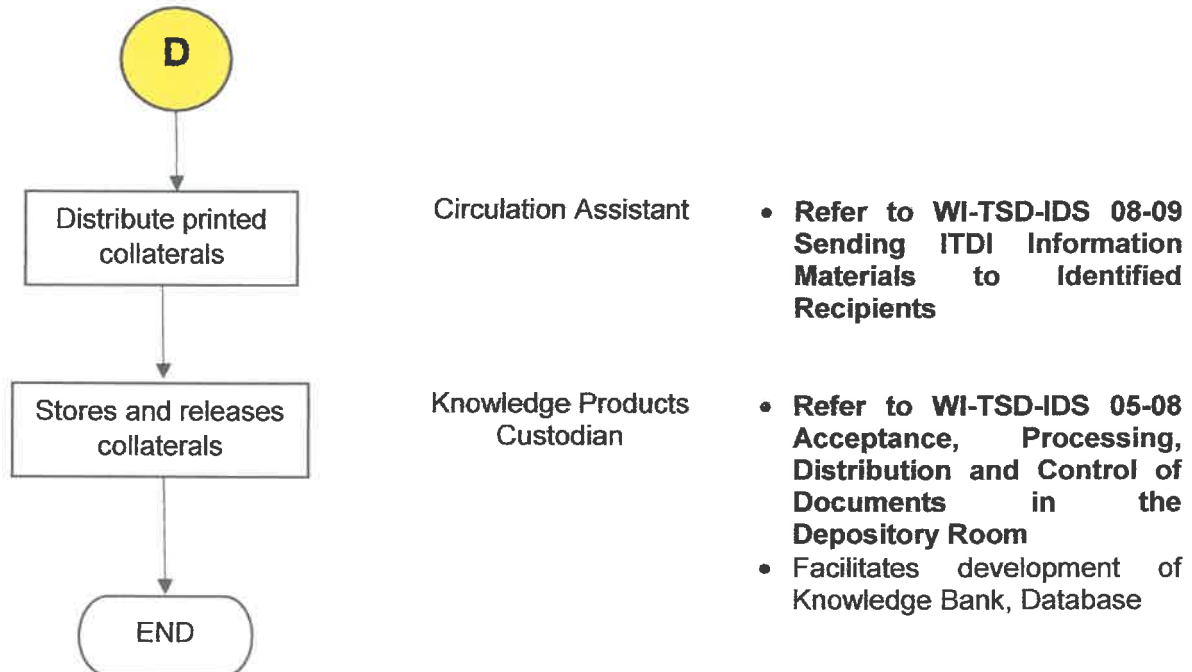


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EFFECTIVITY DATE		June 01, 2021	
SECTION	PRODUCT REALIZATION	DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	CREATION AND PRODUCTION OF SOCIAL MARKETING COLLATERALS		

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Prepared by: <i>nboya</i> Supv. SRS, TSD-IDS	Approved by: <i>Onimoch</i> Chief, TSD
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-02
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		PAGE NUMBER	1 of 5
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		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 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:

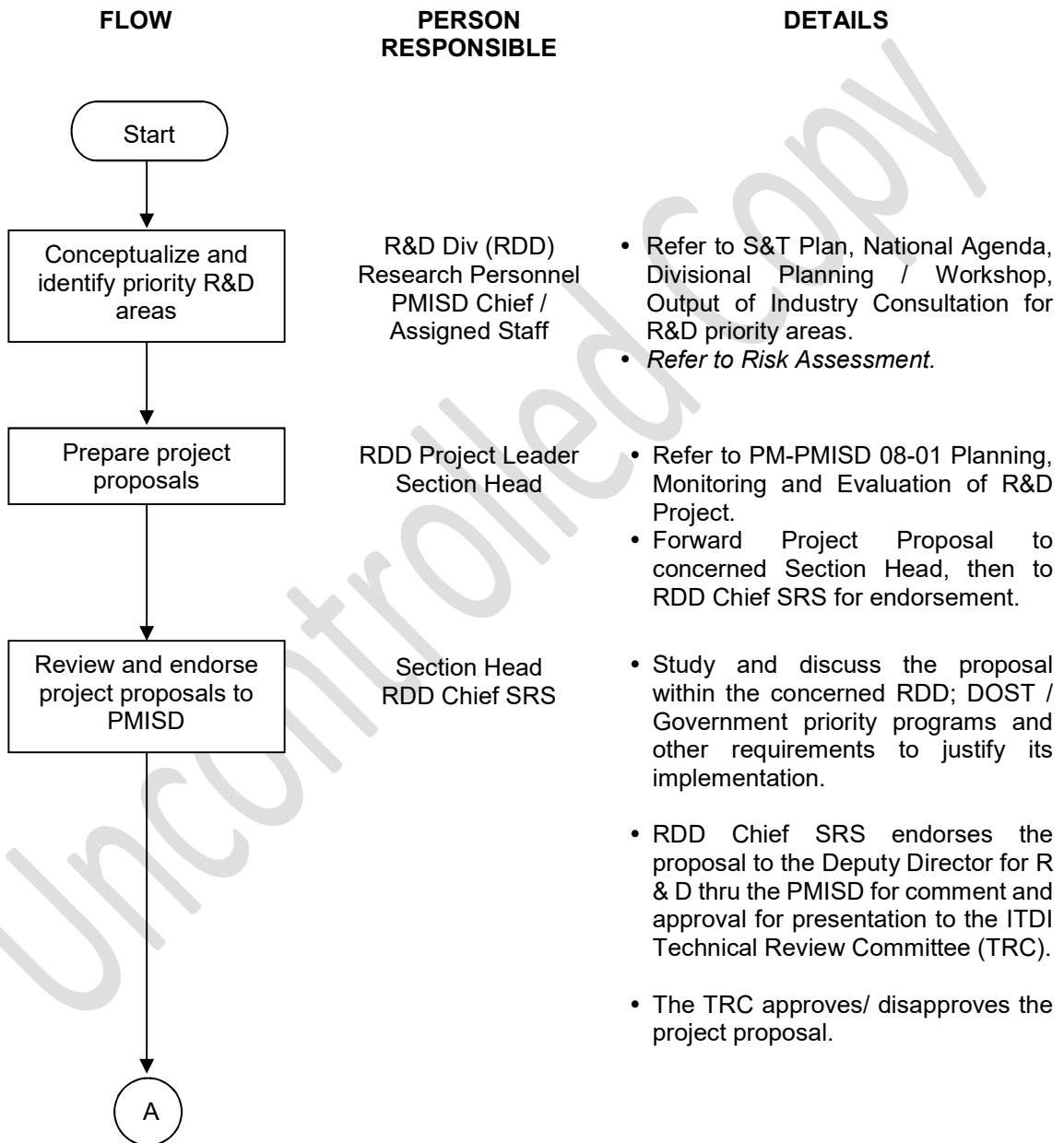
Yearly List of Approved R&D Projects
Approved Project Proposal File
Archive Project Proposal File



Planning Cycle for R&D Projects (PMISD)


Prepared by:  OIC, DEPUTY DIRECTOR-R&D	Approved by:  DIRECTOR
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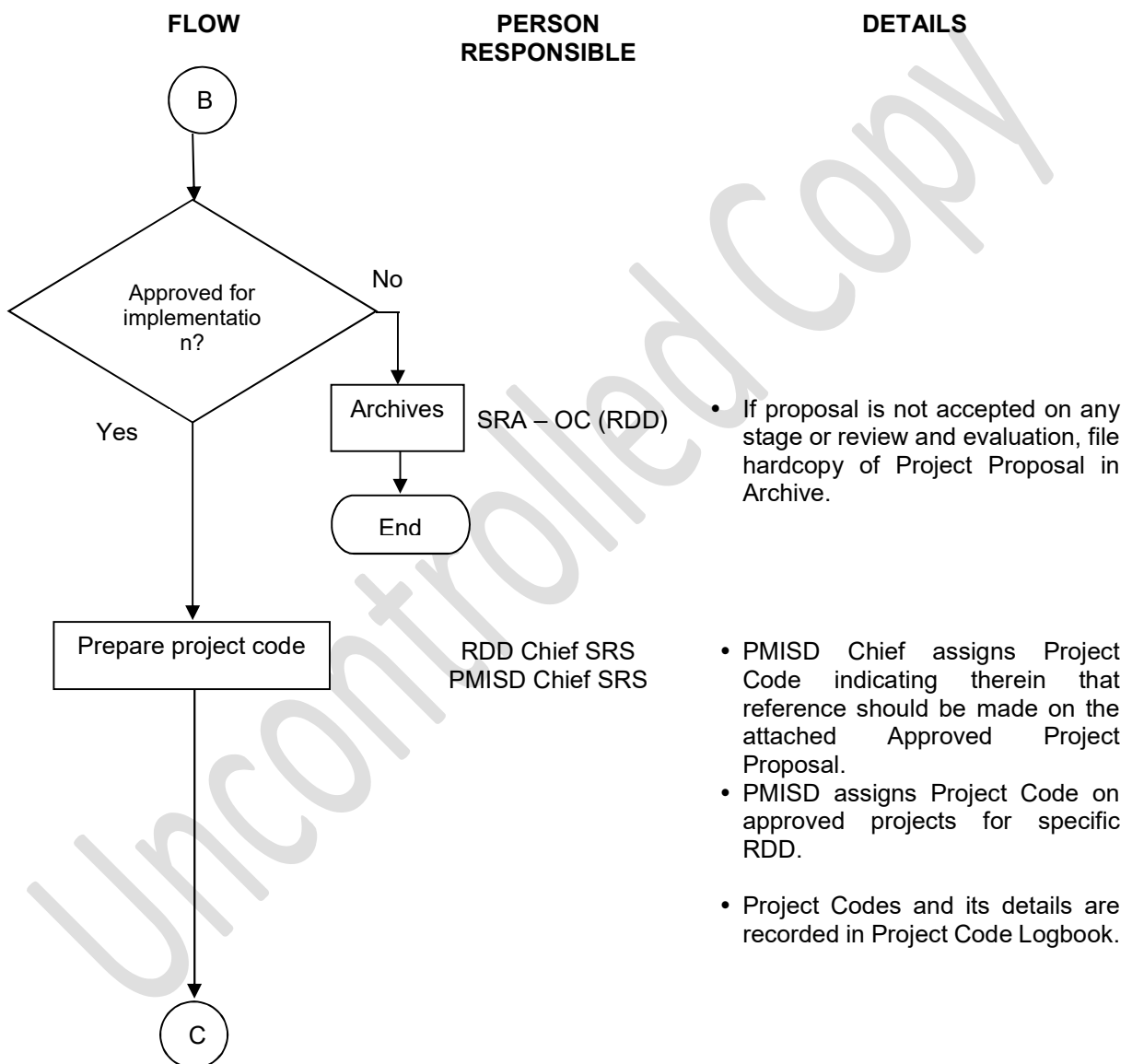
	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-02
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	2 of 5
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		



6.0 Procedure:




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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-02
	PROCEDURES MANUAL	REVISION NUMBER	2
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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		



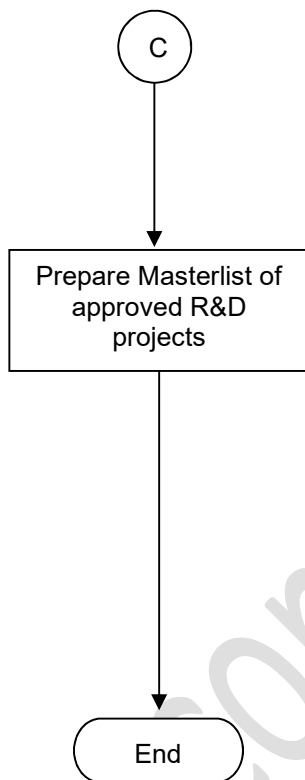
Prepared by:  OIC, DEPUTY DIRECTOR-R&D	Approved by:  DIRECTOR
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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		

FLOW

PERSON RESPONSIBLE

DETAILS



PMISD Chief SRS
PMISD Staff
RDD Chief SRS

- PMISD Chief prepares a masterlist of approved regular R&D projects for implementation in the coming year.
- PMISD furnishes concerned R&D division with the Final Masterlist of Approved regular R&D projects for implementation.
- The RDD - OC through its document custodian keeps the Masterlist in record file for reference.

Prepared by:




OIC, DEPUTY DIRECTOR-R&D

Approved by:



DIRECTOR

	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-03
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 3
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		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 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:

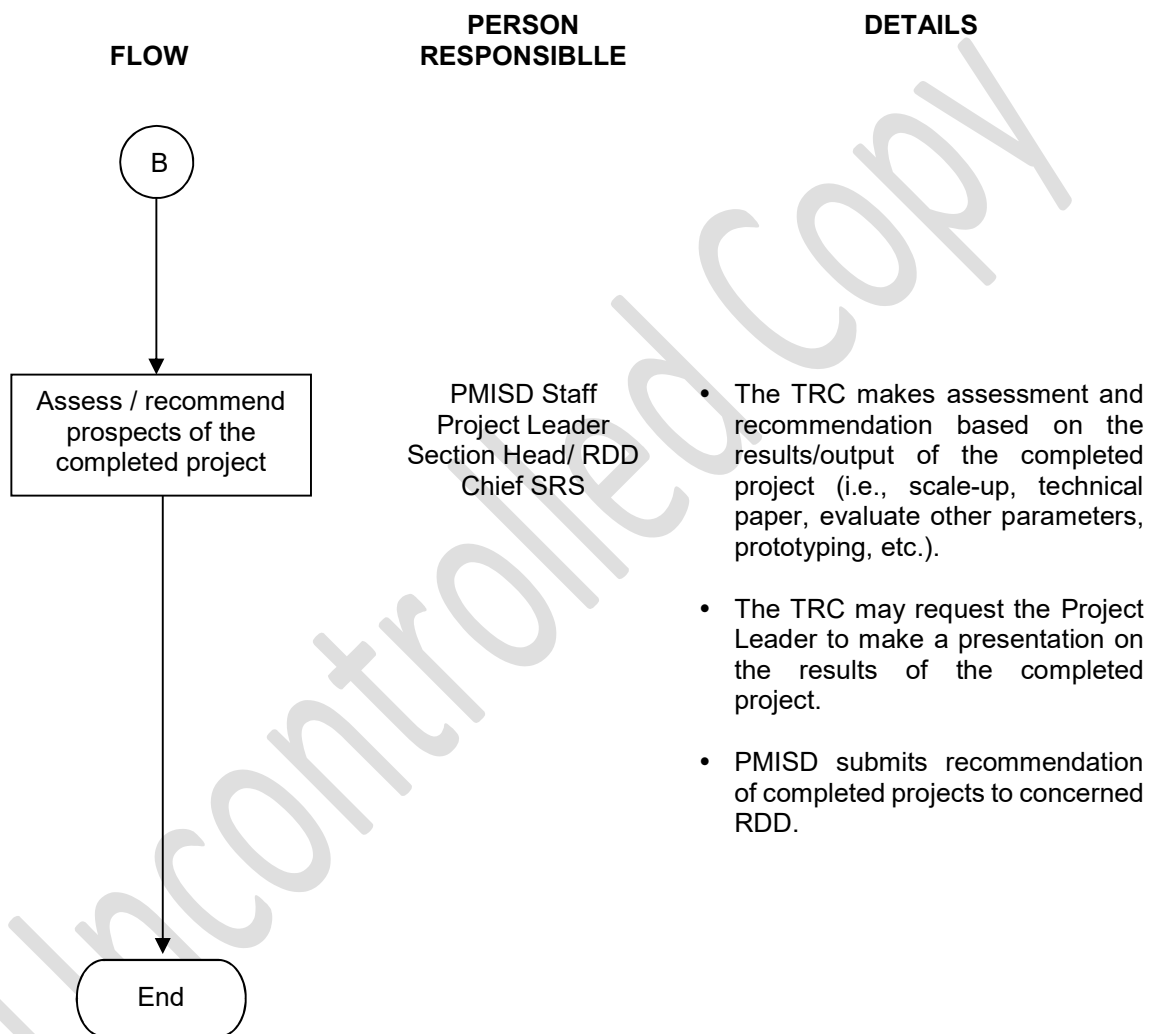
Revised Detailed Project Proposal (Approved Project(s))
Yearly List of Approved R&D Projects (divisional) for implementation



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

Prepared by:  OIC, DEPUTY DIRECTOR-R&D	Approved by:  DIRECTOR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-03
	PROCEDURES MANUAL	REVISION NUMBER	2
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SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		DOCUMENT TYPE	PAPER / PDF FILE
SUBJECT	IMPLEMENTATION OF APPROVED REGULAR R&D PROJECTS		



Prepared by:  OIC, DEPUTY DIRECTOR-R&D	Approved by:  DIRECTOR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-01
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 9
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		DOCUMENT TYPE	PAPER / PDF FILE
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.

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:  OIC, DEPUTY DIRECTOR-R&D	Approved by:  DIRECTOR
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	DEPARTMENT OF SCIENCE AND TECHNOLOGY INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE	DOCUMENT CODE	PM-ITDI 08-01
	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	2 of 9
SECTION	PRODUCTION AND SERVICE PROVISION	EFFECTIVITY DATE	03 January 2020
		DOCUMENT TYPE	PAPER / PDF FILE
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 Documented Information:

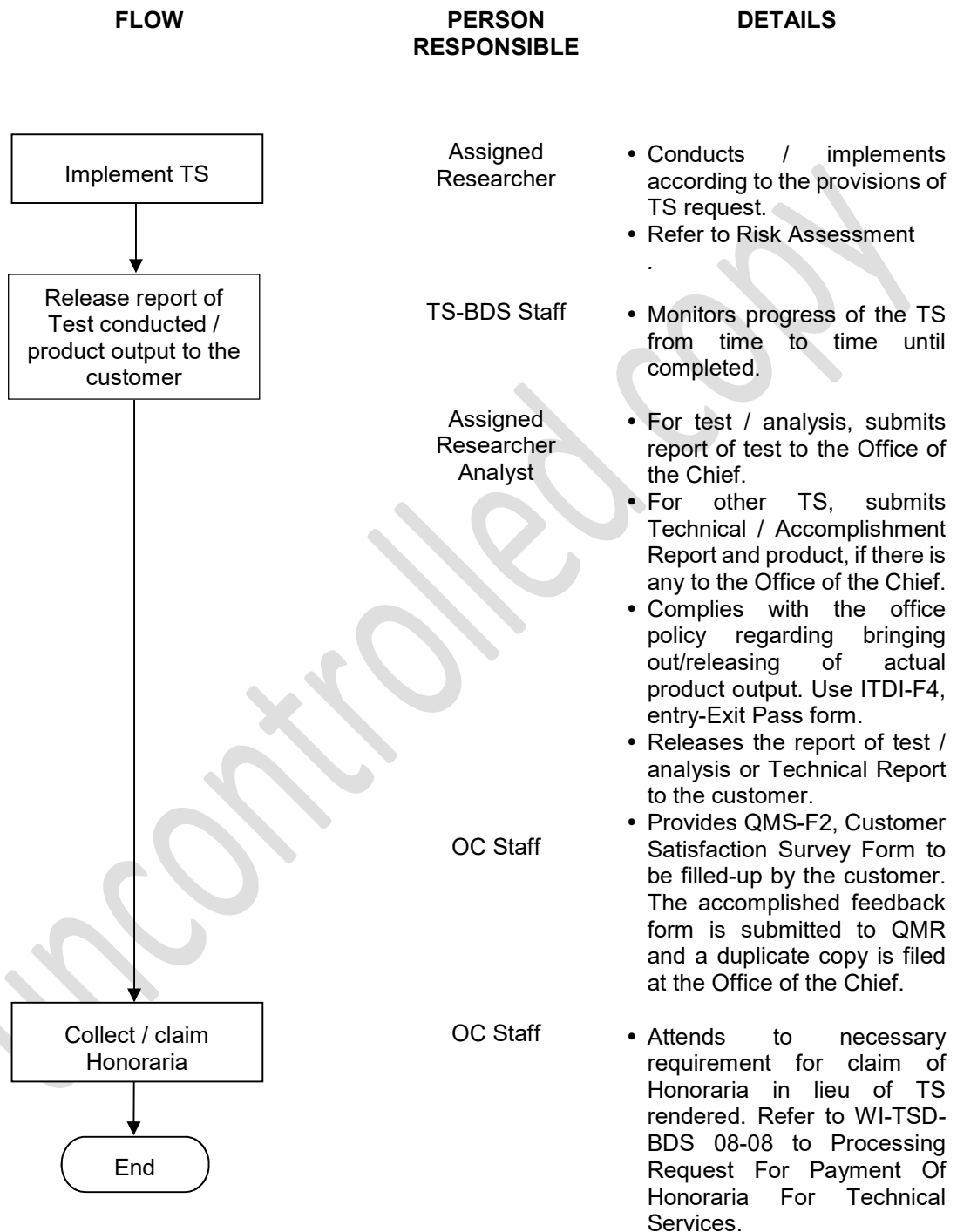
Letter of Request for Technical Services File
 Approved Request for Technical Services
 Approved CL/MOA with Capsule Project Proposal
 Official Receipt (photocopy)
 Accomplished Customer Satisfaction Survey Form
 Special Order of Working Personnel



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:

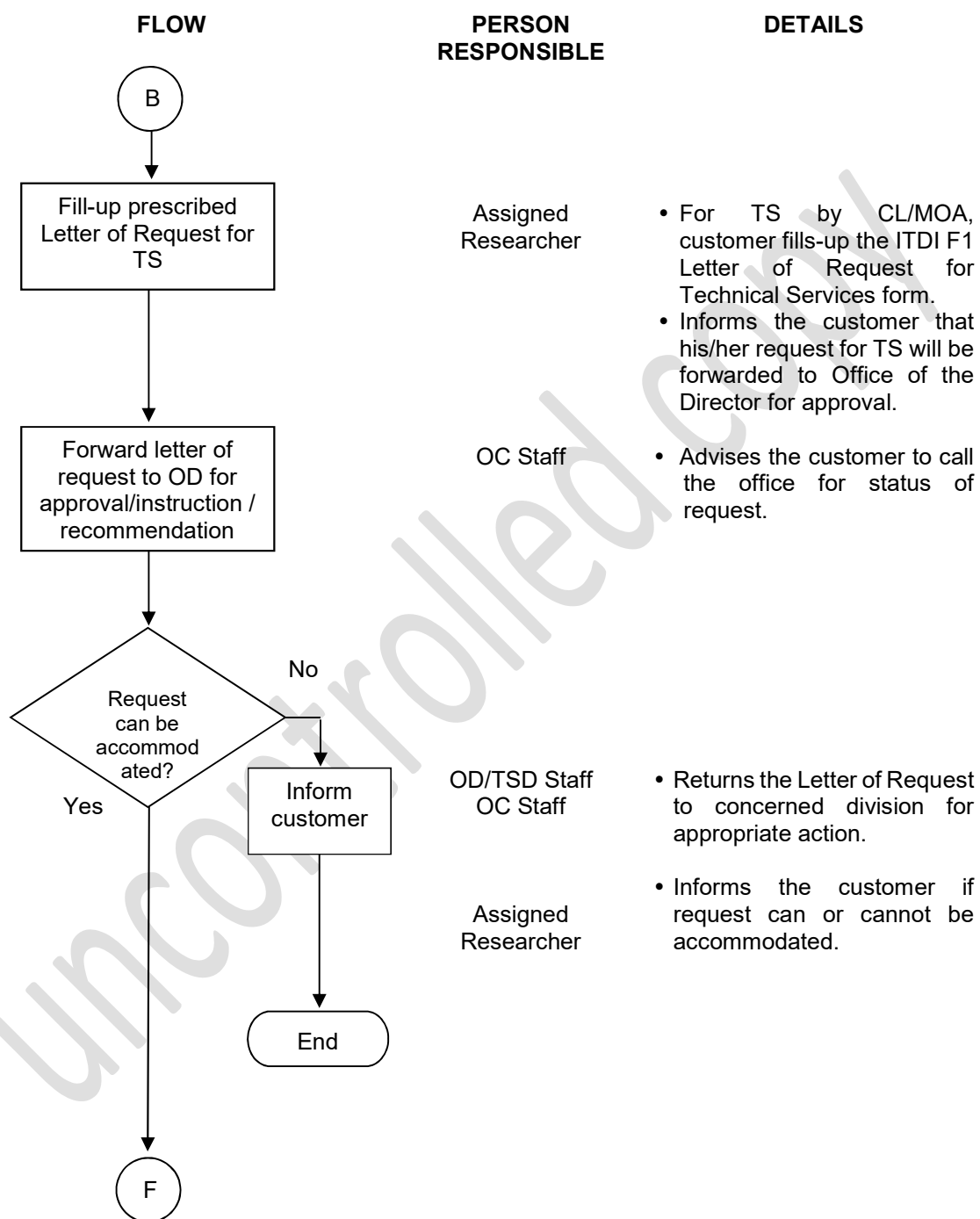
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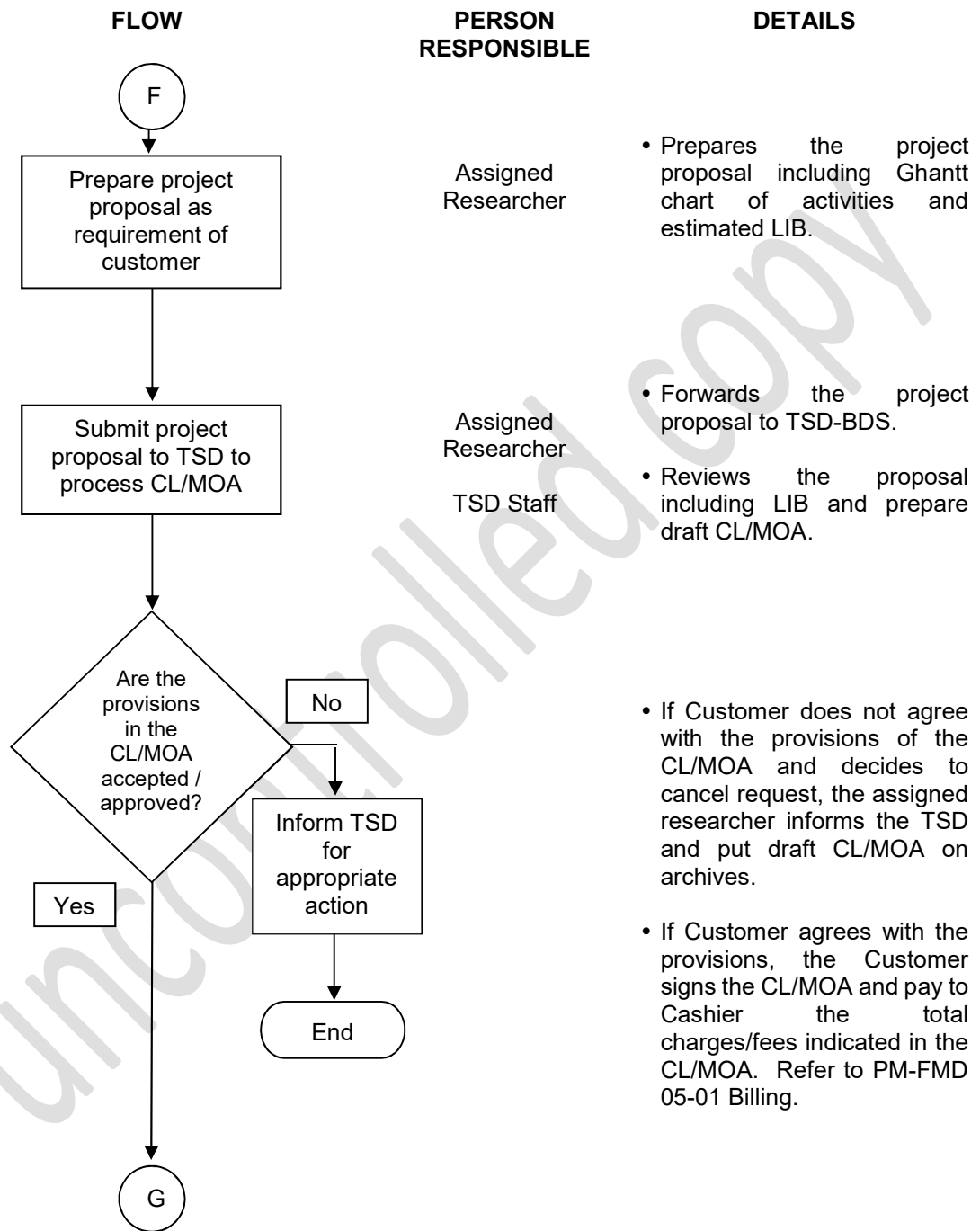
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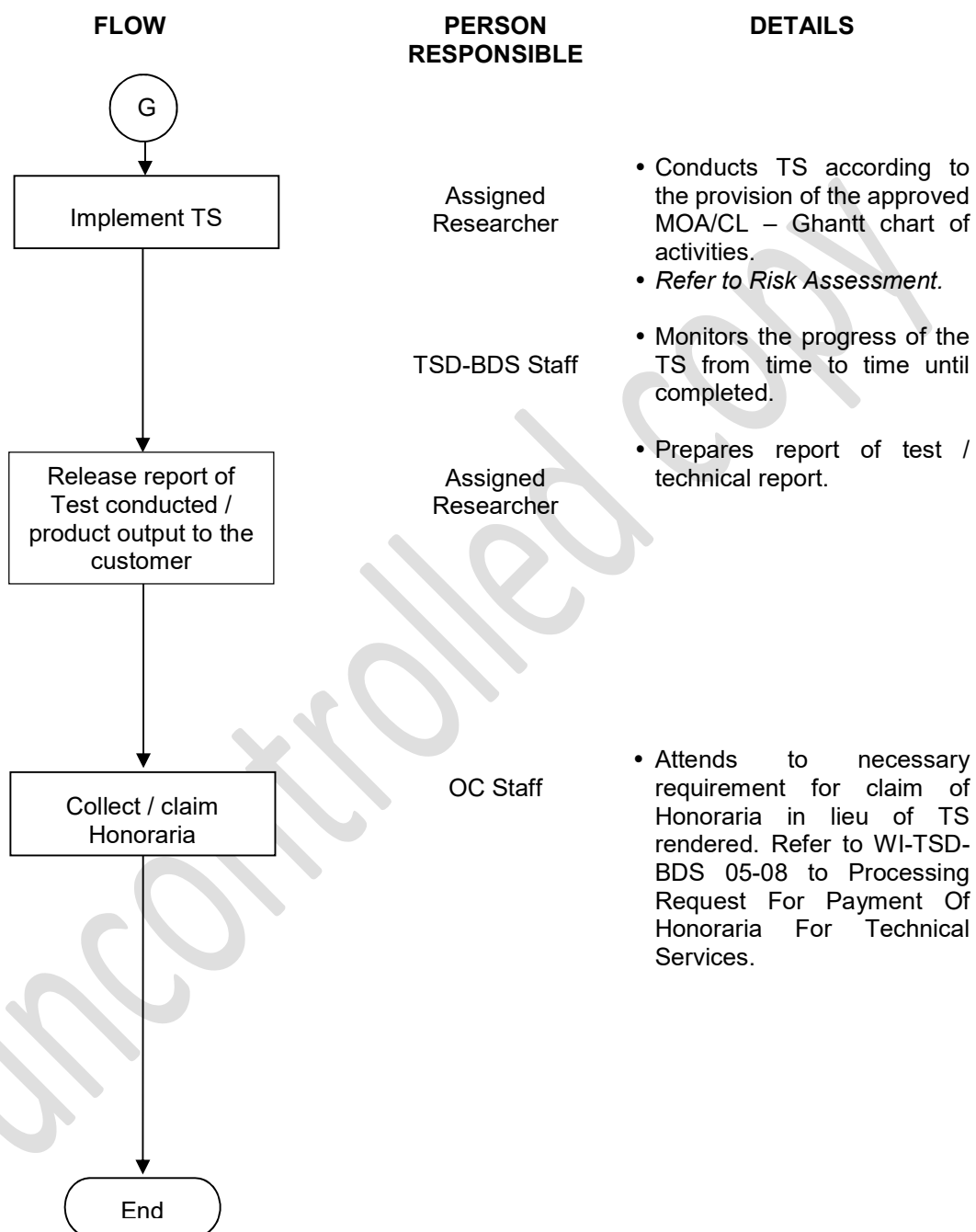
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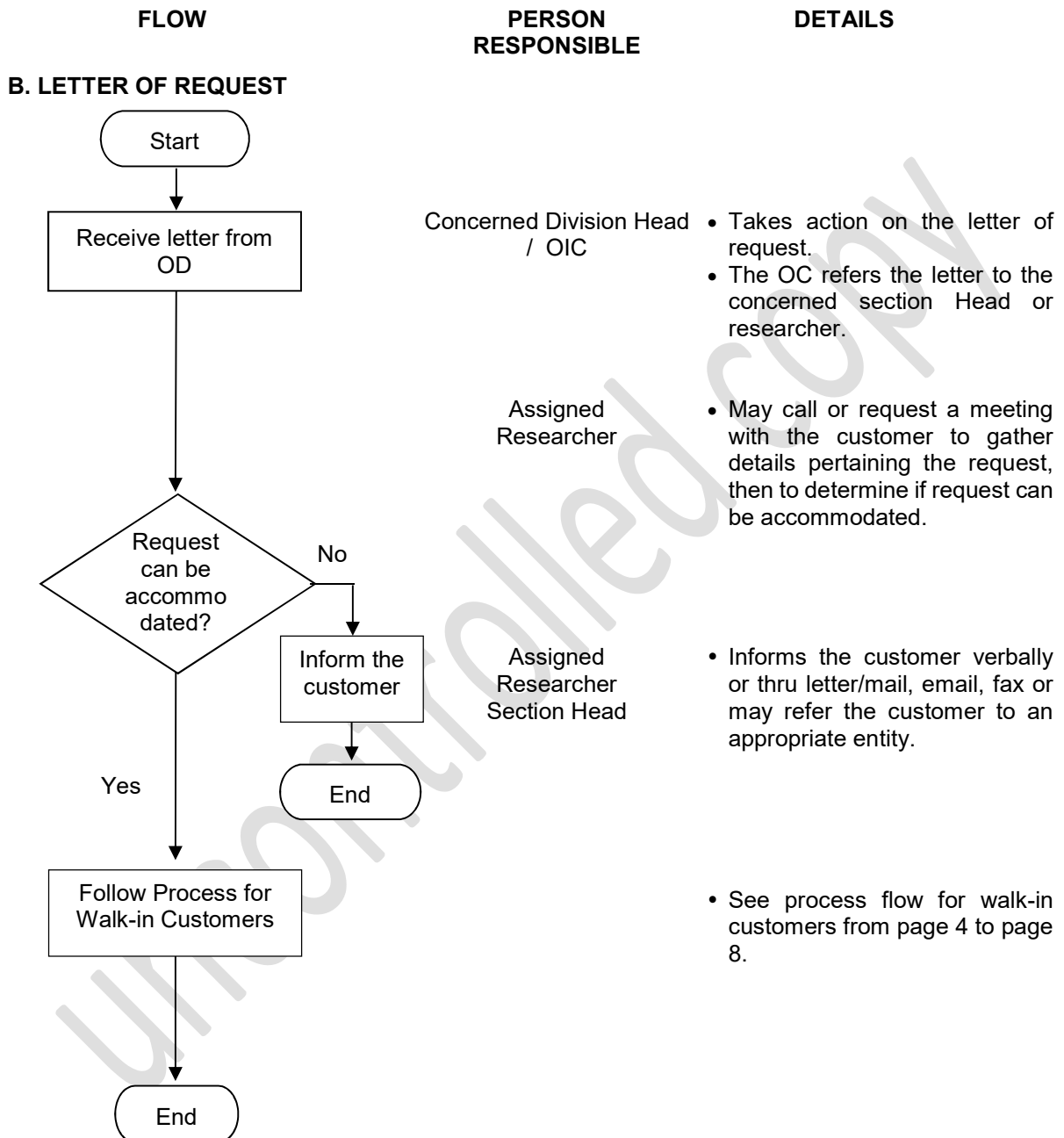
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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 September 2016
SUBJECT	GENERATION AND APPROVAL OF REGULAR R&D PROJECTS		

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.

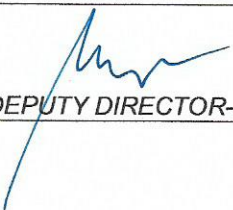

Project Code - the number assigned to R&D project for purposes of identification, records and release.

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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PRODUCT REALIZATION

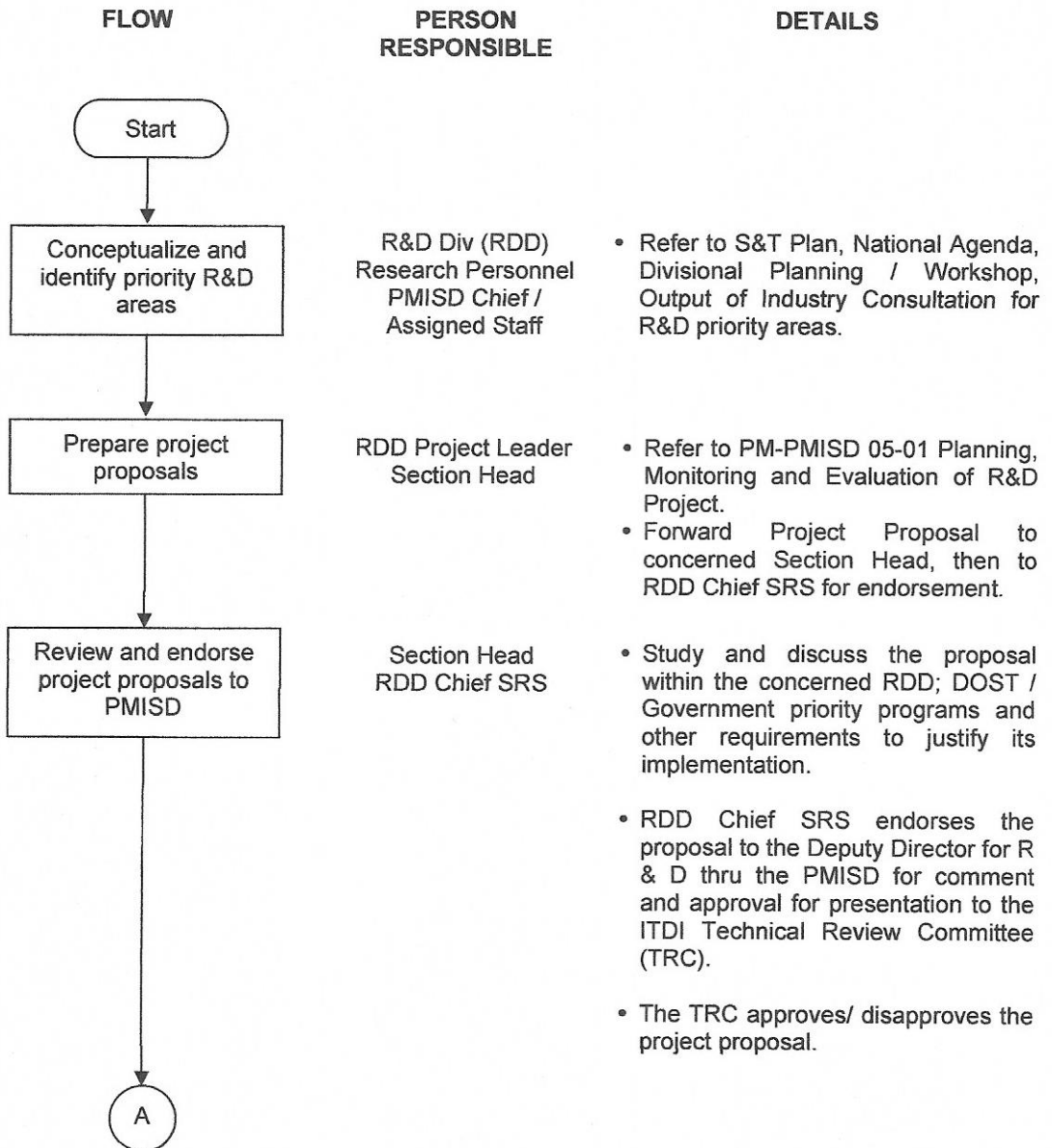
EFFECTIVITY DATE

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SUBJECT

GENERATION AND APPROVAL OF REGULAR R&D PROJECTS

6.0 Procedure:

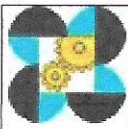


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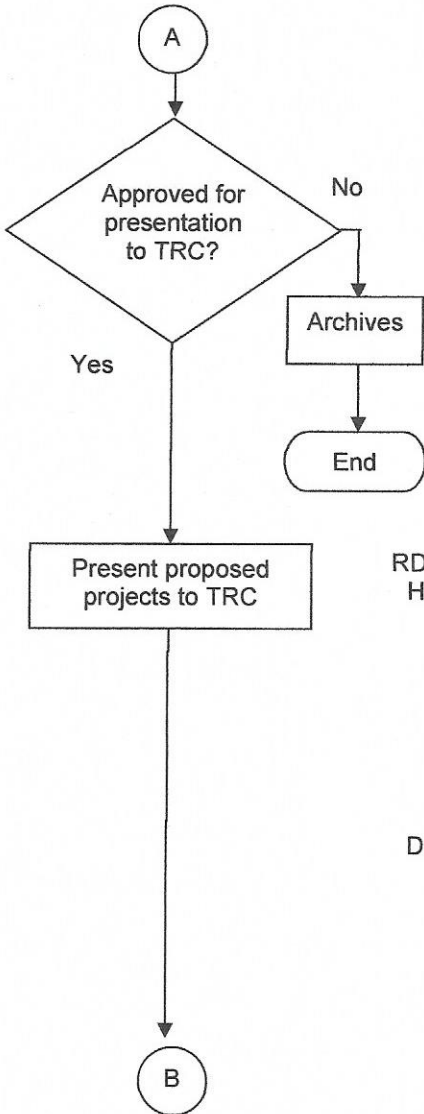
SUBJECT

GENERATION AND APPROVAL OF REGULAR R&D PROJECTS

FLOW

PERSON
RESPONSIBLE

DETAILS



- Project proposal(s) not approved, filed in archives.

RDD Chief SRS/ Section
Head / Project Leader
PMISD Staff

- Present the projects to TRC.
- The Project Leader may be requested to present the proposal.
- TRC Members discuss and evaluate the project proposals.
- The Project Leader revises the project proposal when needed.

PMISD
Deputy Director, R&D
Director

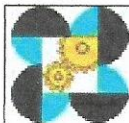
- The Director approves the project upon the recommendation of the TRC.

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01 September 2016

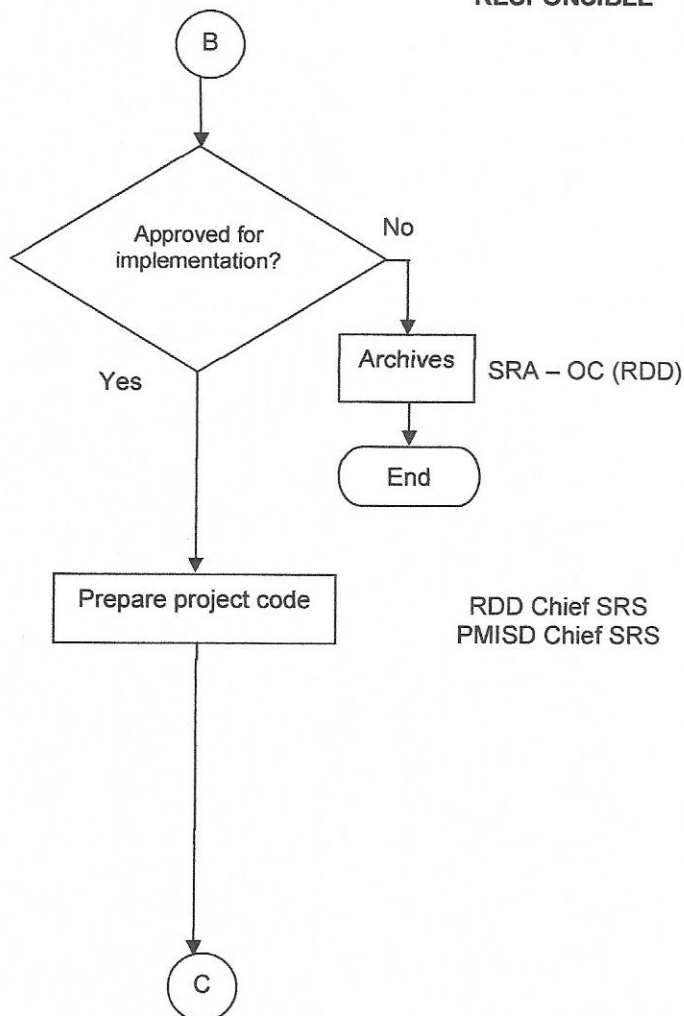
SUBJECT

GENERATION AND APPROVAL OF REGULAR R&D PROJECTS

FLOW

PERSON
RESPONSIBLE

DETAILS



- If proposal is not accepted on any stage or review and evaluation, file hardcopy of Project Proposal in Archive.

RDD Chief SRS
PMISD Chief SRS

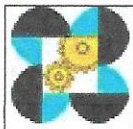
- PMISD Chief assigns Project Code indicating therein that reference should be made on the attached Approved Project Proposal.
- PMISD assigns Project Code on approved projects for specific RDD.
- Project Code and its details are recorded in Project Code Logbook.

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INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE

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PRODUCT REALIZATION

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SUBJECT

GENERATION AND APPROVAL OF REGULAR R&D PROJECTS

FLOW

PERSON
RESPONSIBLE

DETAILS



PMISD Chief SRS
PMISD Staff
RDD Chief SRS

- PMISD Chief prepares a masterlist of approved regular R&D projects for implementation in the coming year.
- PMISD furnishes concerned R&D division with the Final Masterlist of Approved regular R&D projects for implementation.
- The RDD - OC through its document custodian keeps the Masterlist in record file for reference.

End

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DIRECTOR



PROCEDURES MANUAL

SECTION

PRODUCT REALIZATION

EFFECTIVITY DATE

01 September 2016

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.

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.

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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
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 CODEX
 Department of Energy Standards
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 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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PROCEDURES MANUAL

PROVISION OF TECHNICAL SERVICES

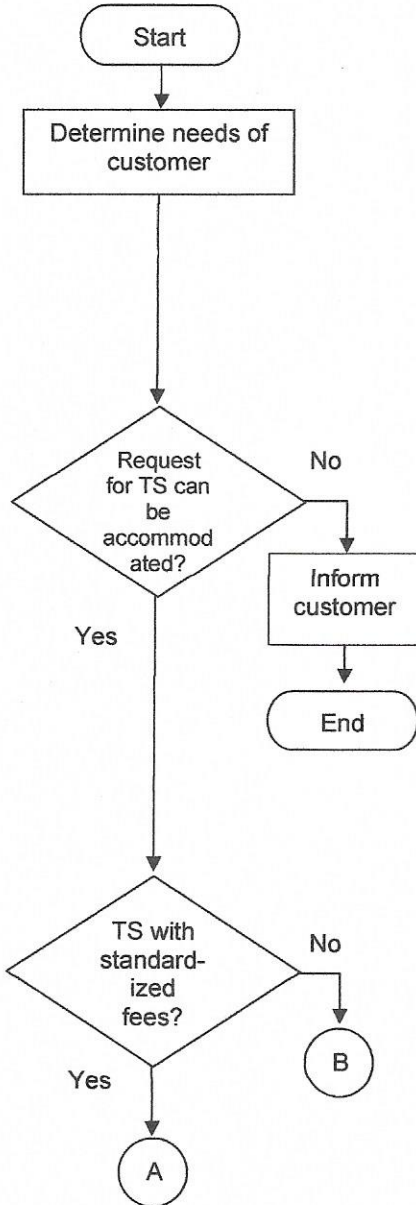
6.0 Procedure:

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 and 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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SUBJECT

PROVISION OF TECHNICAL SERVICES

FLOW

PERSON RESPONSIBLE

DETAILS

A

Fill-up prescribed Request form

Assigned Researcher

- Provides the prescribed form to be filled-up by the client / customer, ITDI F2 Request for Technical Services (with Standardized Fees). Refer WI-TSD-BDS 05-07 Processing Requests for Technical Services with Standardized Fees.

Process Request

Assigned Researcher
Division Head/OIC

- Validates the filled-up request form and indicates the corresponding fees and charges and due date; the get approval from the Chief/OIC.

OC Staff
TSD-BDS Staff

- Forwards the accomplished request form to TSD for TS Reference number.

Pay TS fees / charges to the Cashier

OC Staff

- Assists the customer to pay the actual total TS fees / charges to ITDI 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.

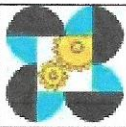
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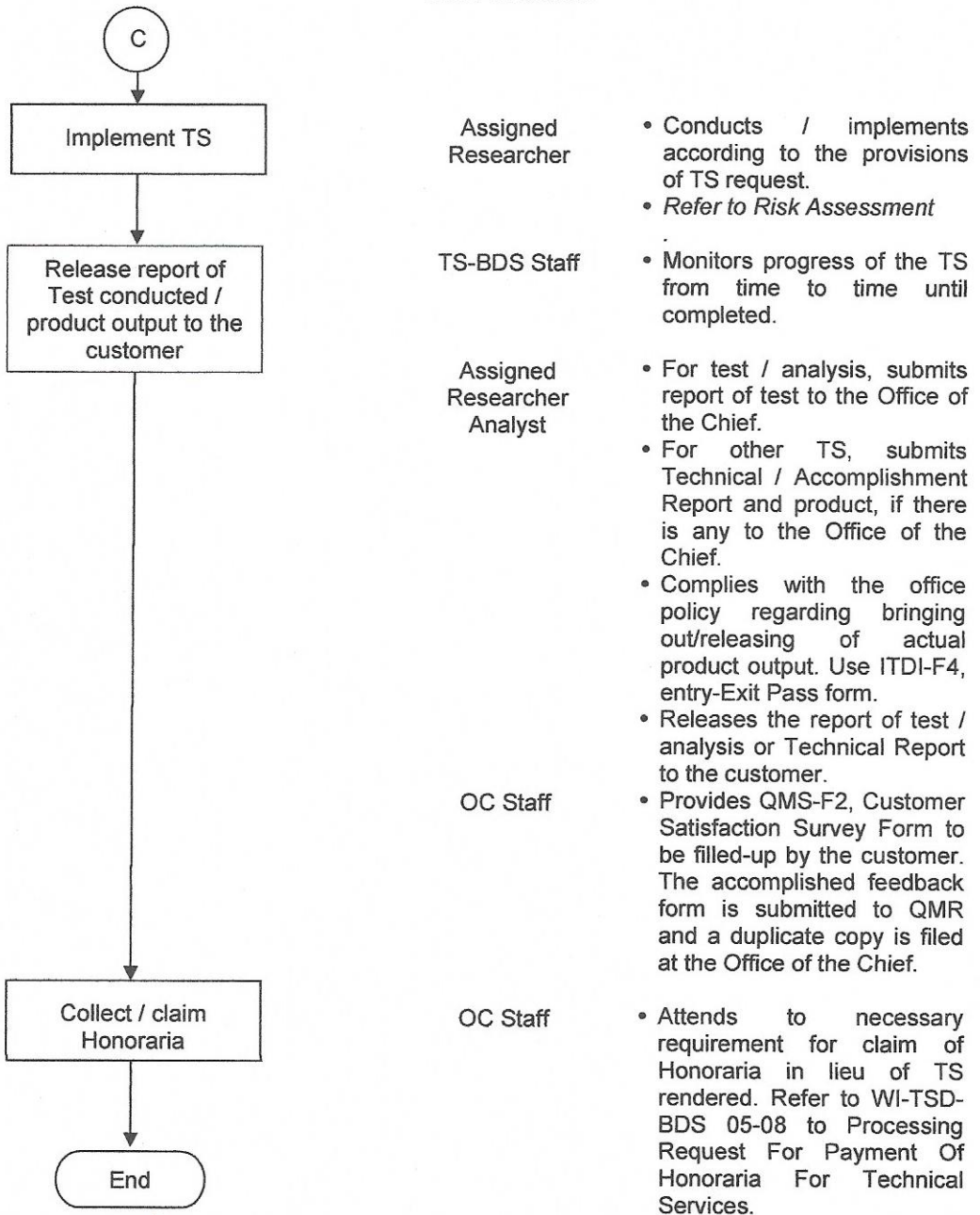
SUBJECT

PROVISION OF TECHNICAL SERVICES

FLOW

PERSON RESPONSIBLE

DETAILS

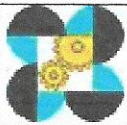


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SECTION

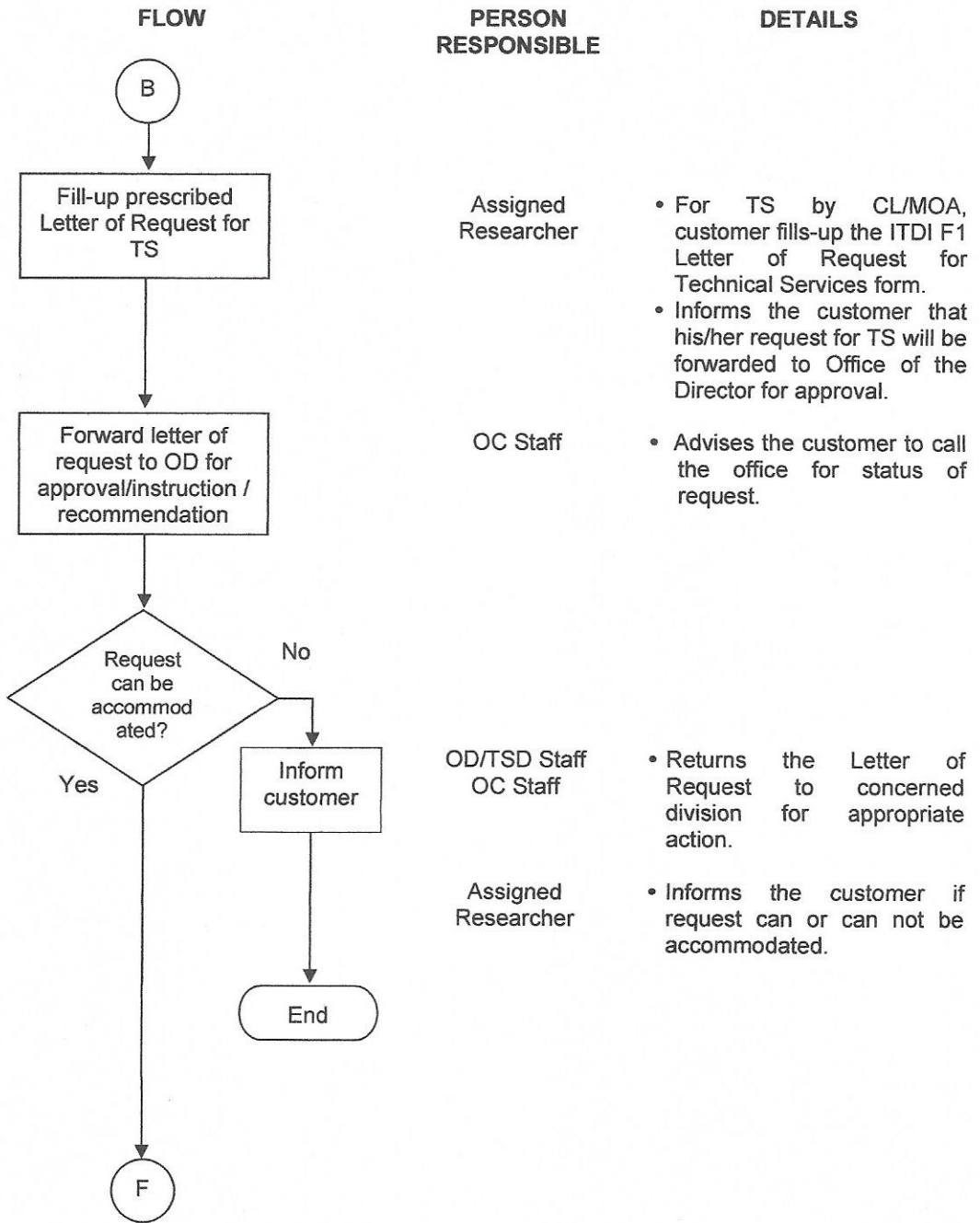
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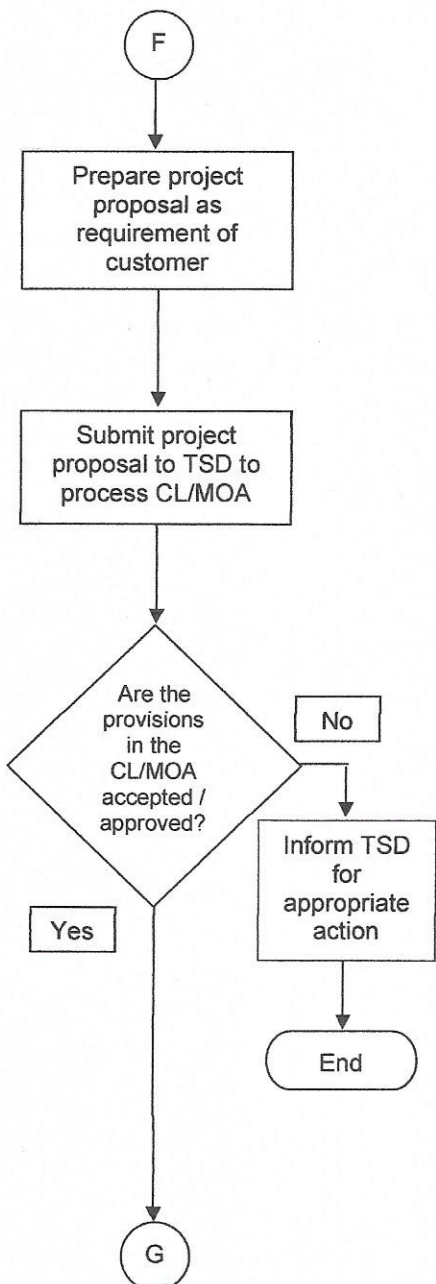
SUBJECT

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FLOW

PERSON RESPONSIBLE

DETAILS



Assigned Researcher

- Prepares the project proposal including Gantt chart of activities and estimated LIB.

Assigned Researcher

- Forwards the project proposal to TSD-BDS.

TSD Staff

- Reviews the proposal including LIB and prepare draft CL/MOA.

- If Customer does not agree with the provisions of the CL/MOA and decides to cancel request, the assigned researcher informs the TSD and put draft CL/MOA on archives.

- If Customer agrees with the provisions, the Customer signs the CL/MOA and pay to Cashier the total charges/fees indicated in the CL/MOA. Refer to PM-FMD 05-01 Billing.

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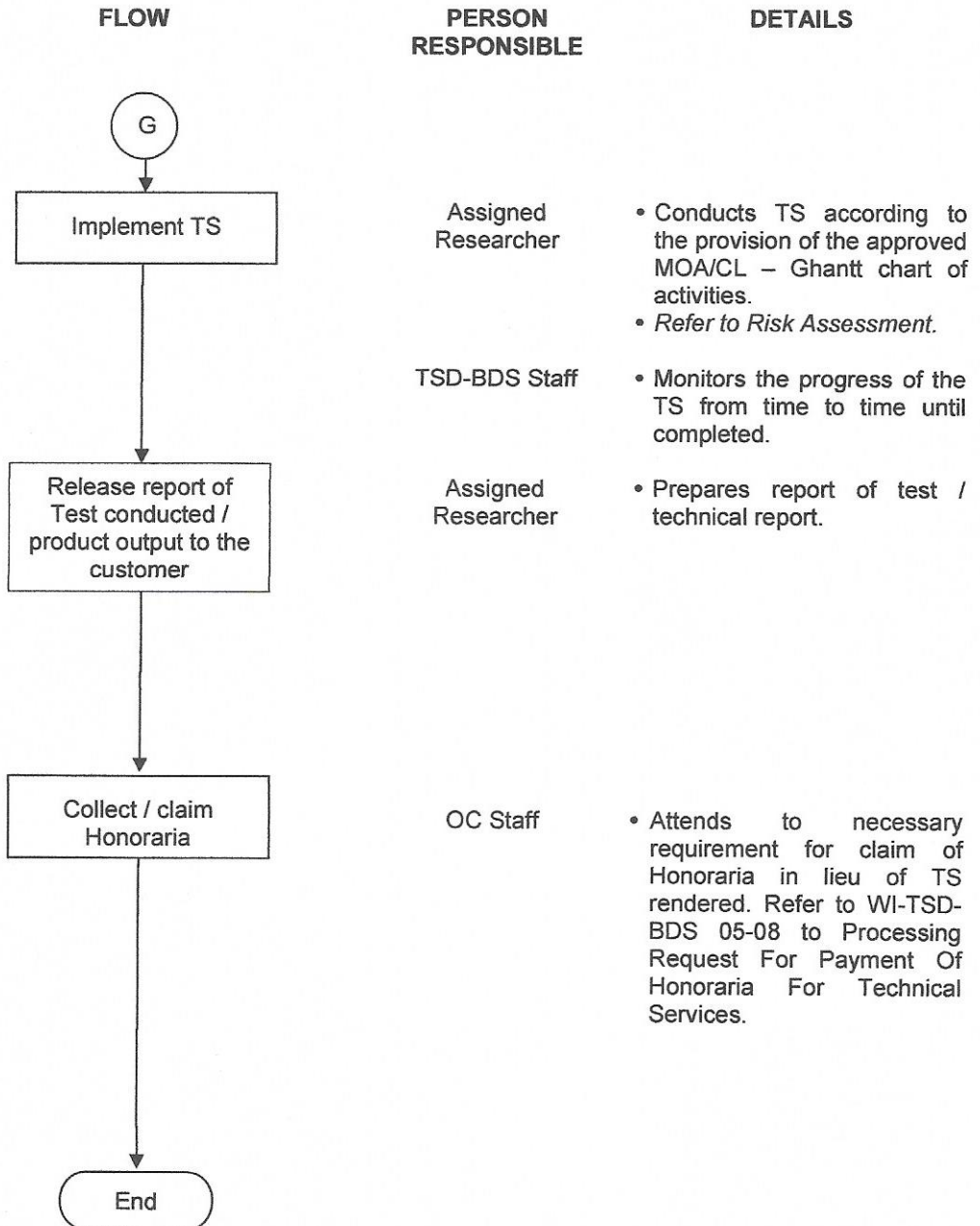
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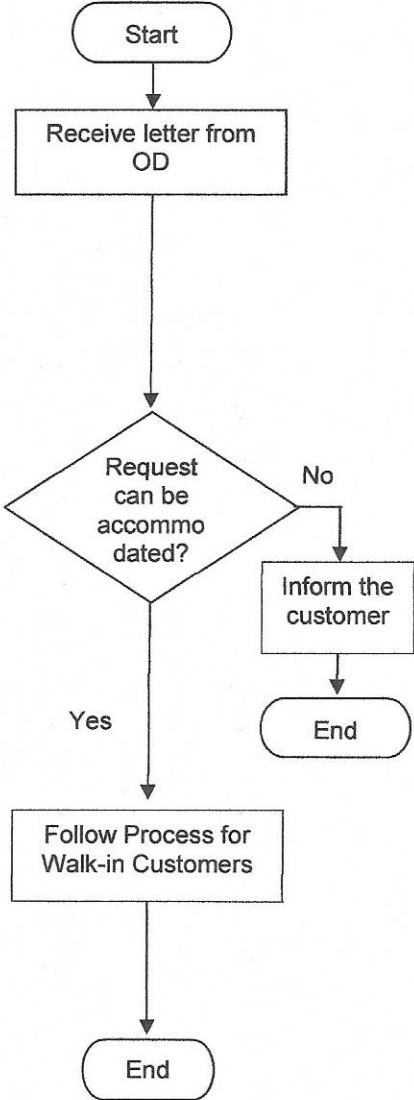
SUBJECT PROVISION OF TECHNICAL SERVICES

FLOW

PERSON RESPONSIBLE

DETAILS

B. LETTER OF REQUEST



Concerned Division Head / OIC

- Takes action on the letter of request.
- The OC refers the letter to the concerned section Head or researcher.

Assigned Researcher

- May call or request a meeting with the customer to gather details pertaining the request, then to determine if request can be accommodated.

Assigned Researcher Section Head

- Informs the customer verbally or thru letter/mail, email, fax or may refer the customer to an appropriate entity.

- See process flow for walk-in customers from page 4 to page 8.

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