

**Department of Science and Technology - MIMAROPA  
Agency Information Inventory**

Agency abbreviation	Agency Name	Title	Description	File Format	Online Publication	Location or URL	Disclosure Type	Original Data Owner	Data Maintainer	date_released (or coverage)	frequency_of_update
Agency abbreviation	Name of agency (spelled out)	Title of the information (record/document)	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.	Posted in the website (Yes/No)	Location of published information or URL for direct download	Whether the information is either of the following: - <b>public</b> : info can be disclosed for public consumption regardless of identity - <b>exception</b> : info is under the Exceptions List - <b>internal</b> : info only for agency consumption - <b>with fee</b> : info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - <b>limited</b> : info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns/create the information	Unit responsible in storing the information (can be the same as the Data Owner)	The date when the information was initially released (YYYY-MM-DD) or year only	Daily, Annually, Biannually, Quarterly, Monthly (optional)
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Quality Management System Manual (ISO 9001:2015)	Contains description of the QMS, delianation of authorities, relationships and responsibilities of personnel operating within the management system; provides references to procedures and activities that also comprise the QMS.	PDF and Standard (hard copy)	yes	<a href="http://region4b.dost.gov.ph/wp-content/uploads/2019/10/ISO-9001-2015.pdf">http://region4b.dost.gov.ph/wp-content/uploads/2019/10/ISO-9001-2015.pdf</a>	public	DOST-MIMAROPA Office of the Regional Director	QMR / Document Custodian	2019	Annually
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Quality Management System Manual (ISO 9001:2008)	Contains description of the QMS, delianation of authorities, relationships and responsibilities of personnel operating within the management system; provides references to procedures and activities that also comprise the QMS.	Standard (hard copy)	No		public	DOST-MIMAROPA Office of the Regional Director	QMR / Document Custodian	2008	Annually
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Mandate, Vision, Mission, Program Thrusts, Organizational Chart	Includes agency's mandate, vision, mission, as well as organizational structure.	PDF and Standard (hard copy)	Yes	<a href="http://region4b.dost.gov.ph/transparency/">http://region4b.dost.gov.ph/transparency/</a>	public	DOST-MIMAROPA Office of the Regional Director	ORD - Planning Unit	2008	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Annual Reports/Accomplishment Reports	A comprehensive/consolidated report intended to give interested parties information about the activities and financial performances of DOST-MIMAROPA.	PDF and Standard (hard copy)	Yes	<a href="http://region4b.dost.gov.ph/transparency/">http://region4b.dost.gov.ph/transparency/</a>	public	DOST-MIMAROPA Office of the Regional Director	TSD - S&T Promo Unit	2008	Annually
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Quarterly Physical Report of Operation (BAR No. 1) submitted to DBM	Includes the agency's actual physical accomplishments against given performance indicators and structure.	PDF and Standard (hard copy)	Yes	<a href="http://region4b.dost.gov.ph/transparency/2/">http://region4b.dost.gov.ph/transparency/2/</a>	public	DOST-MIMAROPA Office of the Regional Director	ORD - Planning Unit	2009	Quarterly
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Quarterly Reports	Includes the agency's actual physical and financial performance for the quarter.	Standard (hard copy)	No		public	DOST-MIMAROPA Office of the Regional Director	ORD - Planning Unit	2008	Quarterly
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Midyear Performance Assessment	Includes the agency's actual physical and financial performance for the semester.	Standard (hard copy)	No		public	DOST-MIMAROPA Office of the Regional Director	ORD - Planning Unit	2016	Semestral
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Monthly Accomplishment Reports	Includes the physical accomplishments of the Provincial Science and Technology Centers.	XLS and DOC	No		public	DOST-MIMAROPA Provincial Science and Technology Centers	TSD - MIS Unit	2010	Monthly
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Special Orders: Creation/Reconstitution of Various Committees	Designation and Functions of the Members of the Committee	DOC and Standard (hard copy)	No		public	DOST-MIMAROPA Finance and Administrative Division	Human Resource Mgt. Unit	2008 - 2017	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Confidential information supplied by the suppliers/bidders/contractors pursuant to Republic Act 9184	Information contained in the bidding documents which are not for public consumption	DOC	No		Exception	DOST-MIMAROPA Finance and Administrative Division	Procurement Unit / Bids and Awards Committee (BAC)	2009	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Evaluation and review of bids results which are not considered as "official acts, transactions, or decisions" on the bids or proposals or "definite propositions" on the part of the government	On going evaluation or Review of the bids results	DOC	No		Exception	DOST-MIMAROPA Finance and Administrative Division	Procurement Unit / Bids and Awards Committee (BAC)	2009	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Bidding documents are public bidding for the procurement of goods, infrastructure and consultancy	Bidding documents	DOC	Yes	PhilGEPS website <a href="http://region4b.dost.gov.ph">http://region4b.dost.gov.ph</a>	public	DOST-MIMAROPA Finance and Administrative Division	Procurement Unit / Bids and Awards Committee (BAC)	2009 - 2017	As needed

DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Employees 201	Employees' information on Appointments and other documents pertaining to hiring, Personal Data Sheet, Awards, Designations, Scholastic records, Training Certificates, Live Birth, Marriage Contracts	Standard (hard copy)	No		Exception	DOST-MIMAROPA Finance and Administrative Division	Human Resource Mgt. Unit	2008 - 2017	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Citizen's Charter	Measuring guide of the public in availing of S&T programs of DOST-MIMAROPA	Standard (hard copy)	Yes	<a href="http://region4b.dost.gov.ph">http://region4b.dost.gov.ph</a>	public	DOST-MIMAROPA Office of the Regional Director	Human Resource Mgt. Unit	2008	Annually
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Strategic Performance Management System	Accomplished Office Performance Commitment and Review (OPCR) Form, Division Performance Commitment and Review (DPCR) Form, Individual Performance and Review (IPCR) Form and Accomplished Performance Monitoring and Coaching Form and Accomplished Professional Development Form	Standard (hard copy)	No		public	DOST-MIMAROPA Finance and Administrative Division	Human Resource Mgt. Unit	2016	Semestral
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	MIMAROPA Stars	A publication of success stories of selected SETUP-assisted and community-based enterprises engaged in food processing, furniture, gifts, decors and housewares (GDH), horticulture, aquaculture, metals and engineering, ICT, health and wellness and other regional priority industries in the MIMAROPA region.	Standard (hard copy)	No		public	DOST-MIMAROPA Office of the Regional Director	TSD - S&T Promo Unit	2013	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Medium-Term Plan 2016-2019	A publication that illustrates the actions the agency will undertake in the coming four years as well as S&T programs and services that will be initiated to make MIMAROPA region more progressive and sustainable.	Standard (hard copy)	No		public	DOST-MIMAROPA Office of the Regional Director	TSD - S&T Promo Unit	2016	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Science and Technology for Rural Development	A publication that is a compilation of efforts from scientists, chief administrators and policymakers of 14 countries who have shared respective governmental policies and initiatives, methodologies and impacts, and case-studies on varied issues related to the application of S&T for rural industrialization.	Standard (hard copy)	No			DOST-MIMAROPA Office of the Regional Director	ORD	2012	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Brochure	Contains the agency's vision, mission, S&T services provided and contact information	Standard (hard copy)	No		public	DOST-MIMAROPA Office of the Regional Director	TSD - S&T Promo Unit	2008	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Small Enterprise Technology Upgrading Program (SETUP) Brochure	Contains the guidelines on how to apply for DOST's SETUP	Standard (hard copy)	No		public	DOST-MIMAROPA Technical Services Division	TSD - S&T Promo Unit	2008	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	DOST-MIMAROPA Regional Standards and Testing Laboratory (RSTL) - Microbiology Laboratory Brochure	Contains relevant information on the RSTL - Microbiology Laboratory such as its location and schedule of fees	Standard (hard copy)	No		public	DOST-MIMAROPA Regional Standards and Testing Laboratory	RSTL	2016	As needed
DOST-MIMAROPA	Department of Science and Technology - MIMAROPA Region	Newsletter	Features news articles on S&T activities/services conducted	PDF	Yes	<a href="https://www.facebook.com/DOST.occidentalmindoro">https://www.facebook.com/DOST.occidentalmindoro</a>	public	Provincial Science and Technology Center - Occidental Mindoro	PSTC - Occidental Mindoro	2017	Quarterly