


VERSION NO. 1	MANUAL TITLE SYSTEM OFFICE SERVICES MANUAL	DOCUMENT NO. SOM 1.0
	DOCUMENT NAME INTRODUCTION AND AUTHORIZATION	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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This System Office Services Manual (SOM) is authorized for use in Philippine Science High School System (PSHS System) – Office of the Executive Director (OED). Its purpose is to define the institution’s policies and procedures on the services provided by the OED to its stakeholders. Details of this manual are aligned and consistent with the institution’s objectives and commitment towards total customer and stakeholder satisfaction.

Compliance to policies and procedures listed in this manual is mandatory. This manual shall serve as a guide to the regular performance of duties, functions and responsibilities of OED personnel, with the end in view of continuously improving its products and services to its stakeholders.

This manual is intended for use at the PSHS System – OED, and serves as guide for a quality management audit conducted by an independent quality certification body.


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