



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



DOST SPECIAL ORDER NO. _____
Series of 2026

Subject: Creation of the DOST Digital Transformation (DOST DX) **Steering**
Committee and **Domain Working Groups**

In the interest of the service and relative to the implementation and continuous efforts for the DOST Digital Transformation Program, the DOST DX **Steering** Committee and **Domain Working Groups** are hereby constituted as follows:

DOST DX STEERING COMMITTEE

Overall DOST DX Champion : DOST Secretary

Domain Champions

People	:	Undersecretary for Scientific and Technical Services
Process	:	Undersecretary for Special Concerns
Technology	:	Undersecretary for Research and Development
Adoption	:	Undersecretary for Regional Operations

Functions, Duties and Responsibilities

1. Oversee the development and implementation of the DOST DX plans to align with the organization's goals, objectives, and timeline for digital transformation;
2. Lead the planning process, **and coordination** efforts to create comprehensive and effective strategies;
3. **Establish and manage different domain champions to undertake specific assignments as may be appropriate;**
4. **Assess the annual action plan including target outputs, impact and benefits as basis for providing** resources to DOST DX program components;
5. **Attend monthly program review meetings;**
6. **Monitor** the performance of DOST DX initiatives, measures progress through indicators, and conducts regular evaluations to identify areas for improvement; and

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7. Provide guidance, overall direction, and as well as support for the DOST DX program

DOST DX DOMAIN WORKING GROUPS

People Domain

Leader	:	Assistant Secretary for Administrative and Legal Affairs (OASEC-ALA)
Co-Leader	:	Science Education Institute (SEI)
Members	:	
	:	Director, Philippine Science High School System (PSHSS)
	:	Director, National Academy of Science and Technology (NAST)
	:	Executive Director, National Research Council of the Philippines (NRCP)
	:	Director, Philippine Institute of Volcanology and Seismology (PHIVOLCS)
	:	Director, Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
	:	Director, Technology Application and Promotion Institute (TAPI)

Functions, Duties, and Responsibilities:

1. Revisit current processes, identify best practices of DOST's Employee Life Cycle and areas related to the alignment of people resources with the organizational mandates through active collaboration with agencies within the organization;
2. Streamline processes in areas of people-related functions through the development and activation of appropriate digitally-enabled solutions; and
3. Ensure agency-wide rollout and adoption of these solutions, fostering a culture of innovation in people management.

Process Domain

Leader	:	Assistant Secretary for Development Cooperation (DC)
Co-Leader	:	Administrative and Legal Service (ALS)
Members	:	Financial Management Service (FMS)

- : Internal Audit Service (IAS)
- : Department Legislative Liaison Office (DLLO)

Functions, Duties, and Responsibilities:

1. Revisit and **review** current processes, identify best practices in areas concerning organizational excellence such as process management, project management, change management, knowledge management, and resource management through active collaboration with **DOST** agencies
2. Streamline the areas of process-related functions through the development and activation of appropriate digitally-enabled solutions; and
3. **Oversee implementation and monitor impact to ensure agency-wide process harmonization.**

Technology Domain

Leader	Executive Director, Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD);
Co-Leader	: Executive Director , Philippine Council for Health Research and Development (PCHRD), Executive Director, Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)
Members	: Executive Director, Metals Industry Research and Development Center (MIRDC)
	: Forest Products Research and Development Institute (FPRDI) Industrial Technology Development Institute (ITDI)
	Director, Philippine Nuclear Research Institute (PNRI)
	Director, Philippine Textile Research Institute (PTRI)
	Director, Food and Nutrition Research Institute (FNRI)
	Advanced Science and Technology Institute (ASTI)
	Metals Industry Research and Development Center (MIRDC)

Functions, Duties, and Responsibilities:

1. Lead efforts in modernizing DOST's technological infrastructure ensure zero downtime in its operations through efforts on rehabilitation of technology-related functions;
2. Ensure the implementation and adoption of standardized information systems and other digitally-enabled solutions (i.e. Information Systems, etc.) developed from the people, process, and technology domains of the program that address existing challenges at a DOST System-wide scale through efforts on harmonization of technology-related functions; and
3. Promote sustainability and continuous innovation in technology-enabled services.

Adoption Domain

Leader	:	Assistant Secretary for Countryside Development
Co-Leader	:	A Regional Director acting as representative for the three (3) clusters (as approved by OUSEC-RO)
Members	:	DOST Regional Office III (Luzon Cluster)
	:	DOST Regional Office VI (Visayas Cluster)
	:	DOST Regional Office IX (Mindanao Cluster)

Functions, Duties, and Responsibilities:

1. Lead the charge in advocating for DOST DX initiatives, rallying support from all levels of the organization and championing the adoption of DOST DX principles and strategies;
2. Drive the implementation of this strategy, overseeing its execution and ensuring it delivers tangible results; and
3. Regularly assess performance, identify areas for improvement, and foster a culture of continuous improvement within the organization.

OTHER WORKING GROUPS

Communication

Leader	:	Assistant Secretary for Technology Transfer, Communications, and Commercialization (TTCC)
Co-Leader	:	Science and Technology Information Institute (STII)
Members	:	Representative from the Members of the Media Core for Research and Development Institutes (RDIs)
	:	Representative from the Members of the Media Core for S&T Service Institutes

- : Representative from the Members of the Media Core for Sectoral Councils
- : Representative from the Members of the Media Core for Advisory Bodies
- : Representative from the Members of the Media Core for Regional Operations

Functions, Duties, and Responsibilities:

1. Ensure effective dissemination of information about DOST DX initiatives to internal and external stakeholders.
2. In charge of media relations, handles public inquiries, and cultivates positive relationships with media outlets to enhance the department's public image and promote transparency.
3. Create compelling content, including press releases, social media posts, and multimedia materials, to convey key messages, updates, and accomplishments about DOST DX initiatives, engage stakeholders, and foster awareness regarding the digital transformation efforts.

Program Coordination

Leader : Director IV, Planning and Evaluation Service

Functions, Duties, and Responsibilities:

1. Coordinate with the Secretary by providing updates on the outputs and performance of the Domain Working Groups, ensuring that activities are effectively documented and presented to the DOST-DX Steering Committee.
2. Consolidate and prepare progress reports, decisions, and recommendations for submission to the Steering Committee.
3. Facilitate alignment of all domain activities with the DOST DX vision and strategy.
4. Manage documentation, including timely submission of minutes and activity reports to the Overall Champion.

This Order shall take effect immediately and shall remain in force until revoked.

RENATO U. SOLIDUM, JR.
Secretary

