

AO

DOST Administrative Order No. ____
Series of 2026

SUBJECT: Adoption of the DOST 3HOKR in the DOST System

1.0 Rationale

In support of the Department's direction to implement the Three-Horizon Strategic Framework, which is anchored on measuring the country's scientific developments and technological innovations over the next three years, the Department of Science and Technology (DOST) has institutionalized the DOST Three-Horizons OKRs (3HOKR) system. This unified platform is specifically designed to measure Objective Key Results (OKRs) under the Three-Horizon Framework and to enhance monitoring of progress toward its outcomes. Through weekly monitoring, the 3HOKR system provides timely, comparable, and decision-ready information across offices.

The 3HOKR system serves as the Department's strategic tool for monitoring the impact and economic outcomes of its science and technology initiatives. It provides an integrated platform to track and visualize agreed-upon OKRs, enabling offices to update progress systematically. By consolidating data for the DOST leadership, the system improves oversight, strengthens alignment across offices, prioritizes critical outcomes, and enhances accountability through measurable Key Results.

2.0 Purpose

This Administrative Order is issued to institutionalize the adoption and use of the DOST 3HOKR across the DOST System as the official platform for the monitoring of approved OKRs aligned with the Department's Three-Horizon Strategic Framework.

3.0 Scope and Coverage

This Administrative Order shall apply to all DOST offices that are required to monitor and report progress on approved OKRs under the Department's Three-Horizon Strategic Framework.

4.0 Definition of Terms

- 4.1** 3HOKR - A centralized system used for the monitoring and visualization of approved OKRs across the DOST System.
- 4.2** Adopting Office - Any Office within the DOST System that utilizes the 3HOKR for the monitoring and reporting of progress on approved OKRs.
- 4.3** Objective Key Results (OKR) - A performance management framework used to define strategic Objectives and measure progress through specific and measurable Key Results aligned with the Department's priority outcomes.

- 4.4 Overall Administrator - Authorized personnel from the Planning and Evaluation Service - Office of the Director (PES-OD) responsible for overall system governance and approval of administrative access within the 3HOKR.
- 4.5 System Administrator - Authorized personnel from PES Policy Development and Planning Division (PES-PDPD) responsible for the functional administration and overall management of the 3HOKR.
- 4.6 Technical Support - Authorized personnel from PES Information Technology Division (PES-ITD) responsible for technical administration, including system configuration, access control, and maintenance.
- 4.7 User - Designated Planning Personnel from Adopting Offices granted access to input, update, and maintain progress data on approved OKRs within the 3HOKR.

5.0 System Description

The DOST 3HOKR is a centralized web-based platform developed to support the monitoring and visualization of approved OKRs across the DOST System

The 3HOKR shall consist of the following core elements:

- 5.1 **Dashboard** - provides a summary of progress against approved OKRs for monitoring and decision-making;
- 5.2 **Encoding Feature** - allows Users to input and update progress data on approved OKRs within the system;
- 5.3 **Monitoring and Reporting Feature** - supports the tracking, consolidation, and generation of accomplishment reports;
- 5.4 **User and Access Management Feature** - facilitates the provisioning and management of User access within the system through three (3) User interfaces, namely: Overall Administrator, User, and Executive Committee (EXECOM); and
- 5.5 **Audit Trail Feature** - records User activities within the system for accountability and traceability.

6.0 Roles and Responsibilities

The following Offices shall assume the corresponding roles and responsibilities in the implementation and use of the 3HOKR:

6.1 Adopting Offices

Users shall be responsible for the encoding, updating, and maintenance of progress data on approved OKRs in support of performance monitoring requirements.

6.2 Executive Committee (EXECOM)

The Executive Committee (EXECOM) shall provide executive oversight on the utilization of the 3HOKR and shall review and approve Department-level

OKRs for monitoring in accordance with existing policies and performance management frameworks.

6.3 Planning and Evaluation Service - Information Technology Division (PES-ITD)

The PES-ITD shall serve as the technical administrative support on the use, provided the 3HOKR and shall be responsible for the technical administration of the system, including ensuring system availability, maintenance, and the provision of technical support.

6.4 Planning and Evaluation Service - Policy Development and Planning Division (PES-PDPD)

The PES-PDPD shall serve as the System Administrator of the 3HOKR and shall manage the functional administration of the system, including the coordination of User access provisioning for Adopting Offices and the facilitation of OKR submissions for review and approval by the PES Director.

6.5 Planning and Evaluation Service Director (PES Director)

The PES Director shall serve as the Overall Administrator of the 3HOKR and shall provide overall system governance in accordance with existing Department policies on performance monitoring and evaluation. The PES Director shall review and approve OKR inputs endorsed through the system prior to their posting.

7.0 Implementation and Deployment

Upon effectivity of this Administrative Order, the 3HOKR shall be adopted as the official system for the monitoring of approved OKRs across all DOST offices.

Access provisioning and onboarding of Users shall be coordinated with PES-PDPD.

8.0 Training and Capacity Building

The PES-PDPD, with the support of PES-ITD, shall conduct the necessary training and capacity-building activities to ensure that Users are adequately equipped with the knowledge and skills required for the effective use of the 3HOKR.

Additional training sessions shall be conducted as necessary to further strengthen User capability and address emerging system requirements.

9.0 System Support and Maintenance

The PES-ITD shall ensure the availability, maintenance, and technical support of the 3HOKR to sustain its effective implementation across the DOST System.

All system enhancements and major updates shall be planned and communicated in advance. Each system release shall incorporate lessons learned and feedback gathered during implementation. The PES-PDPD, in coordination with PES-ITD, shall issue release notes and provide training materials for any new or enhanced features introduced, as necessary.

10.0 System Access

The 3HOKR system shall be accessed online through the following URL:

<https://url.dost.gov.ph/3hokr>

The system is exclusively hosted within the DOST Central Office network. Access beyond official hosting requires connection through the Department's Virtual Private Network (VPN), which will be provided and managed by the PES-ITD. Designated users must coordinate with PES-ITD to obtain VPN credentials and ensure secure access to the systems.

11.0 Effectivity

This Administrative Order shall take effect immediately.

RENATO U. SOLIDUM, JR.
Secretary

Cover Letter

9 March 2026

RENATO U. SOLIDUM, JR.

Secretary
Department of Science and Technology
DOST Compound, General Santos Ave.

Dear **Secretary Solidum**:

In support of the Department of Science and Technology's (DOST) Digital Transformation (DX) initiatives and the effective execution of the Department's Three-Horizon Strategic Framework, the DOST Objectives Key Results (OKR) Dashboard is being developed as a centralized platform for monitoring and visualizing agreed Objectives Key Results.

In line with this, we respectfully submit for your consideration the attached Administrative Order entitled ***"Adoption of the DOST 3HOKR in the DOST System."*** This Order seeks to institutionalize the (OKR) Dashboard as the official platform for the monitoring and visualization of approved Objectives Key Results aligned with the Department's Three-Horizon Strategic Framework, in support of the achievement of the Department's targets, strategic initiatives, goals, and overall mission and vision.

Should the proposed Order be found in order, we respectfully request your approval and concurrence in support of the timely implementation of the 3HOKR.

Thank you very much for your continued support and cooperation.

Very truly yours,

CEZAR R. PEDRAZA, PhD

Director IV
Planning and Evaluation Service (PES)