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1.0 Objectives

To ensure that the best quality of S&T information products and services particular to the PSTA are:

- gathered and evaluated for indexing and abstracting,
- prepared for documentation and publication, and
- updated for accuracy and completeness.

2.0 Scope

This procedure covers major processes performed for the documentation and publication of the PSTA.

3.0 Definition of Terms

Documentation - process of systematically collecting, organizing, storing, retrieving, and disseminating specialized documents, especially of a scientific, technical, or legal nature, usually to facilitate research or preserve institutional memory

DSS - Documentation Section Supervisor

FDM - Filipiniana Database Manager

Filipiniana - materials about the Philippines that are authored by a Filipino or a foreigner

PSTA - Philippine Science and Technology Abstracts

Publication - printed and digital copy of PSTA

Repro. Machine Optr. – Reproduction Machine Operator

ScAI - Science Abstractor and Indexer

SILMS – SciNET-Phil Integrated Library Management System

SRS – Science Research Specialist


Sup. SRS – Supervising Science Research Specialist

4.0 Record

- PSTA Publication

5.0 References

- Guidelines to Indexing and Abstracting
- Guidelines For Processing S&T Information Materials

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6.0 Procedure

