



DEPARTMENT OF SCIENCE AND TECHNOLOGY  
**TECHNOLOGY APPLICATION AND  
PROMOTION INSTITUTE**

**CITIZEN'S CHARTER**  
2021 EDITION



## **I. MANDATED FUNCTIONS**

1. Serve as the implementing arm of the DOST in promoting the commercialization of technologies and in marketing the services of the other operating units of the Department;
2. Undertake contract research, particularly at pilot plant and semi-commercial stage;
3. Provide technical consultancy including engineering design services, patenting and licensing services;
4. Provide grants and venture financing for new and emerging projects;
5. Administer the Invention Development Assistance Fund (IDAF) for the initial experiments and prototype development and other invention development-related activities;
6. Assist technology generators, inventors, and researchers avail of the laboratories and other facilities of the Research and Development Institutes including DOST Regional Offices and other government agencies, offices, and instrumentalities; and
7. Accredite and recognize inventors' associations throughout their activities.

## **II. VISION**

A strategic partner in advancing national socio-economic growth by advocating a culture of innovation and promoting globally-competitive and useful technologies.

## **III. MISSION**

TAPI shall promote an effective and efficient innovation system towards the adoption and utilization of inventions, innovations, and services.



## IV. SERVICE PLEDGE

We, the management and staff of the Technology Application and Promotion Institute (TAPI), are committed to:

- Promote**      **T**ransparency and competence. Openness, prudence and clearness will characterize our transactions. We will demonstrate high level of professionalism in our day-to-day dealings with our valued clients, in terms of promptness, accuracy and proficiency.
- Foster**        **A**ccountability and responsiveness. We will assume full responsibility for any delays in our frontline services and we will appropriately respond to complaints and contentions by taking corrective means and measures. We will accordingly address the service needs of our public clientele.
- Push**          **P**articipation and empowerment. We will encourage our esteemed clients to participate by raising suggestions, comments, and recommendations in ways to improve our delivery of services through our feedback mechanisms. They will be empowered by easy access to information on our line-programs, projects, and activities through our website ([www.tapi.dost.gov.ph](http://www.tapi.dost.gov.ph))
- Uphold**        **I**ntegrity and efficiency. We will maintain honor, truth, veracity and reliability in our daily conduct as public servants. We will dispense our services effectively and efficiently by being dynamic, dependable and reliable.



## V. LIST OF SERVICES

### EXTERNAL SERVICES

#### INVENTION DEVELOPMENT DIVISION (IDD)

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# **EXTERNAL SERVICES**

Invention Development Division (IDD)



## 1. TECHNICAL ASSISTANCE SERVICE - INTELLECTUAL PROPERTY RIGHTS (IPR) ASSISTANCE PROGRAM FOR COPYRIGHT

This Service involves assistance to Clients in securing intellectual property (IP) protection to patent, utility models, industrial designs, trademarks and copyright pursuant to E.O. No. 128 thru funding support for payment of filing fees for applications for utility model registration of patent.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form	IPRAP, IDD
2. One (1) Data Privacy Consent Form	IPRAP, IDD
3. One (1) duly accomplished and signed request form	Client
4. One (1) duly accomplished and original signed Data Privacy Consent Form	Client
5. Five (5) original copies of the signed and duly accomplished copyright application form and Affidavit of Ownership in legal size bond paper	IPO Phil/ National Library
6. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute/IP	Client
7. One photocopy or scanned copy of the valid government-issued ID of the author(s)	Client
8. Deed of Assignment (if the copyright belongs to the institution per their existing IP policy)	Client
9. Two (2) electronic copies in CDs or two (2) printed copies of the work	Client
10. Notarized conforme letter for clients outside NCR	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within IPRAP and forwards the same to the PM.	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	5 WD	IDD IPRAP PM
	1.5 Prepares and submits to OD Conforme Letter for the Director's signature.	None	1 WD	IDD IPRAP -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	1WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter within 15 working days	None	3 WD	IDD IPRAP -Program Manager (PM)
2. For Client outside NCR: Facilitates the notarization of the first portion of the Conformé Letter and returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to IPRAP	None	1 WD	FAD - Records Section Records Officer
	2.2 Facilitates the notarization of the Conforme Letter	None	5 WD	IDD IPRAP -Program Manager (PM)
	2.3 Transmits the notarized Conforme Letter to the client(s)	None	1 WD	IDD IPRAP -Program Manager (PM)
3. Coordinates with TAPI and obtains the copyright certificate	3.1 Forwards the copyright application and coordinates with National Library of the Philippines as needed	None	NA	IDD IPRAP -Program Manager (PM)



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.2 Transmits the copyright certificate to the client	None	3WD	IDD IPRAP -Program Manager (PM)
	<b>TOTAL</b>		<b>24 WD</b>	



## 2. TECHNICAL ASSISTANCE SERVICE - INTELLECTUAL PROPERTY RIGHTS (IPR) ASSISTANCE PROGRAM – FILING FOR INDUSTRIAL DESIGN

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of Industrial Design registration.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form	IPRAP, IDD
2. Invention Disclosure Form (IDF)	IPRAP, IDD
3. One copy of duly accomplished Data Privacy Consent Form	IPRAP, IDD
4. One duly accomplished and signed letter request form.	Client
5. One duly accomplished and signed IDF	Client
6. Full disclosure of the technology, preferably, electronic copy.	Client
7. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute.	Client
8. One photocopy or scanned copy of the valid government-issued ID of the researchers/inventors.	Client
9. One duly accomplished and original signed Data Privacy Consent Form.	Client
10. Full disclosure of the design with electronic copy.	Client
11. A working model must be available for inspection if needed.	Client
12. Application must be accompanied by drawings or illustrations of the design in the following views: isometric, top, bottom, left, right, front, and back. In the absence of such, clear photos and video clips showing the said views must be submitted.	Client
13. Pictures or videos of the actual device, product, or prototype must be submitted.	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within IPRAP and forwards the same to the PM.	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	1 WD	IDD IPRAP PM
	1.5 Conducts preliminary search report (PSR) and recommend action to OD.	None	24 WD	IDD IPRAP -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return the same to TAPI within 15 working days	None	3 WD	IDD IPRAP -Program Manager (PM)
2. For Client outside NCR: Facilitates the notarization of the first portion of the Conforme Letter and returns the signed Conforme Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to IPRAP	None	1 WD	FAD - Records Section Records Officer
	2.2 In case of In-house Patent Agents – Conducts prior art search, drafting of claims and filing of technology assigned to him/her.	None	10 WD	Assigned In-house Patent Agent



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant.	None	36 to 180 Calendar Days (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting	Refer to Service No.20 page 224, FAD Internal Services
	2.3 Processes and releases the funds to the winning bidder.	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the procured IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	IPRAP - Program Manager (PM)
	<b>TOTAL</b>		<b>45 WD</b>	

*Pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting*



### 3. TECHNICAL ASSISTANCE SERVICE - INTELLECTUAL PROPERTY RIGHTS (IPR) ASSISTANCE PROGRAM – PATENT/UM FILING FOR MACHINE/DEVICE/APPARATUS

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of utility model registration or patent particularly for Machine/Device/Apparatus

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Request Form	IPRAP, IDD
2. Invention Disclosure Form (IDF)	IPRAP, IDD
3. One copy of duly accomplished	IPRAP, IDD
4. One duly accomplished and signed letter request form	Client
5. One duly accomplished and signed Invention Disclosure Form (IDF)	Client
6. One duly accomplished and original signed Data Privacy Consent Form	Client
7. Full disclosure of the technology, preferably, electronic copy	Client
8. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute.	Client
9. One photocopy or scanned copy of the valid government-issued ID of the researchers/inventors.	Client
10. Complete technical description with parts/ elements and exact construction particularly internal details of the machine/device/ apparatus	Client
11. Manner of operation of the machine/device/ apparatus (i.e. describe how the efficiency of the device was tested. This refers to the step-by-step operation on how the device works)	Client
12. Drawings, sketches and pictures of the prototype that significantly present all angles and/or views of the “device” as well as all of its parts	Client
13. Test Results (i.e. efficiency), if there is any	Accredited testing institution ex. FDA-DOH, LTO, etc





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within IPRAP and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	1 WD	IDD IPRAP PM
	1.5 Prepares and submits to OD Conforme Letter for the Director's signature.	None	24 WD	IDD IPRAP -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return the same to TAPI within 15 working days	None	3 WD	IDD IPRAP -Program Manager (PM)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. For Client outside NCR: Facilitates the notarization of the first portion of the Conformé Letter and returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to IPRAP.	None	1 WD	FAD - Records Section Records Officer
	2.2 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant.	None	36 to 180 Calendar Days (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting	Refer to Service No.20 page 224, FAD Internal Services
	2.3 Processes and releases the funds to the winning bidder.	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the procured IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	IPRAP - Program Manager (PM)
	<b>TOTAL</b>		<b>45 WD</b>	

*Pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting*



#### 4. TECHNICAL ASSISTANCE SERVICE - INTELLECTUAL PROPERTY RIGHTS (IPR) ASSISTANCE PROGRAM – PATENT/UM FILING FOR PRODUCT/PROCESS

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of utility model registration or patent particularly for Products/Processes.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form	IPRAP, IDD
2. Invention Disclosure Form (IDF)	IPRAP, IDD
3. One copy of duly accomplished Data Privacy Consent Form	IPRAP, IDD
4. One duly accomplished and signed letter request form	
5. One duly accomplished and signed Invention Disclosure Form (IDF)	Client Client
6. One duly accomplished and original signed Data Privacy Consent Form	Client
7. Full disclosure of the technology, preferably, electronic copy	
8. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute	Client Client
9. One photocopy or scanned copy of the valid government-issued ID of the researchers/inventors	Client
10. Complete step-by-step procedure on how to formulate the product and the conditions being observed in each step	Client
11. The chemical compositions in percentage, weight or volume.	
12. The concentrations of the reagents used	Client
13. Raw materials preparation (if applicable).	Client
14. Test Results (if available)	Client
	Accredited testing institution ex. FDA-DOH, LTO, etc

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within IPRAP and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	1 WD	IDD IPRAP PM
	1.5 Conducts preliminary search report (PSR) and recommends action to OD.	None	24 WD	IDD IPRAP -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return the same to TAPI within 15 working days	None	3 WD	IDD IPRAP -Program Manager (PM)
2. For Client outside NCR: Facilitates the notarization of the first portion of the Conforme Letter and returns the signed Conforme Letter to DOST-TAPI Records	2.1 Forwards the Conformé Letter to IPRAP.	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.2 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant.</p> <p>In case of In-house Patent Agents – Patent Agent to conduct prior art search, drafting of claims and filing of technology assigned to him/her.</p>	None	<p>36 to 180 Calendar Days (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting</p> <p>10 WD</p>	<p>Refer to Service No.20 page 224, FAD Internal Services</p> <p>Assigned In-house Patent Agent</p>
	2.3 Processes and releases the funds to the winning bidder	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the procured IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	IPRAP - Program Manager (PM)
	<b>TOTAL</b>		<b>45 WD</b>	

*Pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting*



## 5. TECHNICAL ASSISTANCE SERVICE - INTELLECTUAL PROPERTY RIGHTS (IPR) ASSISTANCE PROGRAM – PATENT/UTILITY MODEL FILING FOR PROGRAMS, SOFTWARES OR DIGITAL PLATFORMS

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of utility model registration or patent particularly for Programs, Softwares or Digital Platforms.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>Request Form</li> <li>Invention Disclosure Form (IDF)</li> <li>Three copies of duly accomplished Data Privacy Consent Form</li> <li>One duly accomplished and signed letter request form</li> <li>One duly accomplished and signed Invention Disclosure Form (IDF)</li> <li>One duly accomplished and original signed Data Privacy Consent Form</li> <li>Full disclosure of the technology, preferably, electronic copy</li> <li>One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute</li> <li>One photocopy or scanned copy of the valid government-issued ID of the researchers/inventors</li> <li>Screenshots of Graphic User Interface (GUI)</li> <li>Program flowchart</li> <li>Preliminary search report</li> <li>Encryption</li> </ol>		IPRAP, IDD IPRAP, IDD IPRAP, IDD  Client Client  Client  Client Client  Client  Client Client Client Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within IPRAP and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	1 WD	IDD IPRAP PM
	1.5 Conducts preliminary search report (PSR) and recommend action to OD.	None	24 WD	IDD IPRAP -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return the same to TAPI within 15 working days	None	3 WD	IDD IPRAP -Program Manager (PM)
2. For Client outside NCR: Facilitates the notarization of the first portion of the Conforme Letter and returns the signed Conforme Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to IPRAP.	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.2 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant.</p> <p>In case of In-house Patent Agents – Conducts prior art search, drafting of claims and filing of technology assigned to him/her.</p>	None	<p>36 to 180 Calendar Days (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.”)</p> <p>10 WD</p>	<p>Refer to Service No.20 page 224, FAD Internal Services</p> <p>Assigned In-house Patent Agent</p>
	2.3 Processes and releases the funds to the winning bidder	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the contracted IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	IPRAP - Program Manager (PM)
	<b>TOTAL</b>		<b>45 WD</b>	

Pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting





## 6. TECHNICAL ASSISTANCE SERVICE - INTELLECTUAL PROPERTY RIGHTS (IPR) ASSISTANCE PROGRAM – REIMBURSEMENT OF FILING FEES

This Service involves assistance to Clients in securing intellectual property (IP) protection to Product/ Process or a Chemical Technology pursuant to E.O. No. 128 thru funding support for payment of reimbursement of filing fees.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form	IPRAP, IDD
2. Invention Disclosure Form (IDF)	IPRAP, IDD
3. Three copies of duly accomplished Data Privacy Consent Form	IPRAP, IDD
4. One duly accomplished and signed letter request form	Client
5. One duly accomplished and signed Invention Disclosure Form (IDF)	Client
6. One duly accomplished and original signed Data Privacy Consent Form	Client
7. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute/applicant	Client
8. Original official receipt issued by IPOPHL, provided that the claim of reimbursement must be made within a period of one (1) month from payment which should not be later than the third quarter of the year	Client
9. Copy of IP Filings/documents submitted to IPOPHL (i.e. Claims, Technical Description), provided that the application must be active	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within IPRAP and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly	None	5 WD	IDD IPRAP PM
	1.5 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature	None	5 WD	Office of the Director Director IV
	1.6 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return the same to TAPI within 15 working days	None	3 WD	IDD IPRAP -Program Manager (PM)
2. For Client outside NCR: Facilitates the notarization of the first portion of the Conformé Letter and returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to IPRAP	None	1 WD	FAD - Records Section Records Officer
	2.2 Facilitates the notarization of the Conforme Letter	None	5 WD	IDD IPRAP -Program Manager (PM)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Transmits the notarized Conforme Letter to the client(s)	None	1 WD	IDD IPRAP -Program Manager (PM)
3. Receives the reimbursement through his bank account.provided	3.1 Forwards the Conformé Letter to IPRAP	with fee for clients outside NCR	1 WD	FAD - Records Section Records Officer
	3.2 Prepares and releases the funds to the client	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>32 WD</b>	



## 7. TECHNICAL ASSISTANCE SERVICE - INNOVATION AND TECHNOLOGY SUPPORT OFFICE (ITSO) – FILING FOR COPYRIGHT

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of Copyright registration.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>DOST RDIs, Other Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Invention Disclosure Form (IDF)	IPRAP, IDD
2. Three copies of duly accomplished Data Privacy Consent Form.	IPRAP, IDD
3. One duly accomplished and signed letter request form.	Client
4. One duly accomplished and signed IDF	Client
5. Full disclosure of the technology, preferably, electronic copy.	Client
6. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute/IP	Client
7. One photocopy or scanned copy of the valid government-issued ID of the author(s).	Client
8. One duly accomplished and original signed Data Privacy Consent Form.	Client
9. Copyright application form and Affidavit of Ownership	IPO Phil/ National Library
10. Five (5) original copies of the signed and duly accomplished copyright application form and Affidavit of Ownership in legal size bond paper;	Client
11. Deed of Assignment (if the copyright belongs to the institution per their existing IP policy); and	Owner of the copyright
12. Two (2) electronic copies in CDs or two (2) printed copies of the work.	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to the Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within ITSO and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly. Prepares recommendations to OD.	None	5 WD	IDD ITSO -Program Manager (PM)
	1.5 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.6 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return to TAPI within 15 working days from the receipt of the conforme	None	1 WD	IDD ITSO -Program Manager (PM)
2. Client returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to ITSO.	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Checks completeness of documents and process notarization of the Conforme	None	2 WD	IDD ITSO -Program Manager (PM)  Legal Unit Legal Officer
	2.3 Processes and release the funds to the National Library of the Philippines	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Client coordinates for the filing	3.1 Coordinates with the National Library of the Philippines (NLP)	None	NA	ITSO - Program Manager (PM)
	<b>TOTAL</b>		<b>25 WD</b>	



## 8. TECHNICAL ASSISTANCE SERVICE - INNOVATION AND TECHNOLOGY SUPPORT OFFICE (ITSO) – FILING FOR INDUSTRIAL DESIGN

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of Industrial Design registration.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>DOST RDIs, Other Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Invention Disclosure Form (IDF)	IPRAP, IDD
2. Three copies of duly accomplished Data Privacy Consent Form.	IPRAP, IDD
3. One duly accomplished and signed letter request form.	Client
4. One duly accomplished and signed IDF	Client
5. Full disclosure of the technology, preferably, electronic copy.	Client
6. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute.	
7. One photocopy or scanned copy of the valid government-issued ID of the researchers/inventors.	Client
8. One duly accomplished and original signed Data Privacy Consent Form.	Client
9. Full disclosure of the design with electronic copy.	Client
10. A working model must be available for inspection if needed.	Client
11. Application must be accompanied by drawings or illustrations of the design in the following views: isometric, top, bottom, left, right, front, and back. In the absence of such, clear photos and video clips showing the said views must be submitted.	Client
12. Pictures or videos of the actual device, product, or prototype must be submitted.	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to the Office of the Director (OD)	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within ITSO and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	5 WD	IDD ITSO -Program Manager (PM)
	1.5 Conducts preliminary search report (PSR) and prepare recommendations to OD.	None	26 WD	IID ITSO -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return to TAPI within 15 working days from the receipt of the Conforme	None	1 WD	IDD ITSO -Program Manager (PM)
2. Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to ITSO.	None	1 WD	FAD - Records Section Records Officer





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Checks completeness of documents and process notarization of the Conforme	None	2 WD	IDD ITSO -Program Manager (PM)  Legal Unit Legal Officer
	2.3 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant  In case of In-house Patent Agents – Conducts prior art search, drafting of claims and filing of technology assigned to him/her	None	36 to 180 Calendar Days (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.”)  10 WD	Refer to Service No.20 page 224, FAD Internal Services  Assigned In-house Patent Agent
	2.4 Processes and releases the funds to the winning bidder.	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the contracted IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	ITSO - Program Manager (PM)
	<b>TOTAL</b>		<b>51 WD</b>	

*Pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting*



## 9. TECHNICAL ASSISTANCE SERVICE - INNOVATION AND TECHNOLOGY SUPPORT OFFICE (ITSO) – PATENT/UM FILING FOR MACHINE/DEVICE/APPARATUS

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of Industrial Design registration.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>DOST RDIs, Other Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Invention Disclosure Form (IDF)	IPRAP, IDD
2. Three copies of duly accomplished Data Privacy Consent Form.	IPRAP, IDD
3. One duly accomplished and signed letter request form.	Client
4. One duly accomplished and signed IDF	Client
5. Full disclosure of the technology, preferably, electronic copy.	Client
6. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute.	Client
7. One photocopy or scanned copy of the valid government-issued ID of the researchers/inventors.	Client
8. One duly accomplished and original signed Data Privacy Consent Form.	Client
9. Complete technical description with parts/ elements and exact construction particularly internal details of the machine/device/ apparatus.	Client
10. Manner of operation of the machine/device/ apparatus (i.e. describe how the efficiency of the device was tested. This refers to the step-by-step operation on how the device works).	Client
11. Drawings and sketches that significantly present all angles and/or views of the “device” as well as all of its parts.	Client
12. Test Results (i.e. efficiency), if there is any	Accredited testing institution ex. FDA-DOH, LTO, etc

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to the Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within ITSO and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	5 WD	IDD ITSO -Program Manager (PM)
	1.5 Conducts preliminary search report (PSR) and prepare recommendations to OD.	None	26 WD	IDD ITSO -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return to TAPI within 15 working days from the receipt of the Conforme	None	1 WD	IDD ITSO -Program Manager (PM)
2. Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to ITSO.	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Checks completeness of documents and process notarization of the Conforme	None	2 WD	IDD ITSO -Program Manager (PM)  Legal Unit Legal Officer
	2.3 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant  In case of In-house Patent Agents – Conducts prior art search, drafting of claims and filing of technology assigned to him/her	None	36 to 180 Calendar Days (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.”)  10 WD	Refer to Service No.20 page 224, FAD Internal Services  Assigned In-house Patent Agent
	2.4 Processes and releases the funds to the winning bidder.	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the contracted IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	ITSO - Program Manager (PM)
	<b>TOTAL</b>		<b>51 WD</b>	

Pursuant to 2004 revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.



## 10. TECHNICAL ASSISTANCE SERVICE -INNOVATION AND TECHNOLOGY SUPPORT OFFICE (ITSO) – PATENT/UM FILING FOR PRODUCT/PROCESS

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of utility model registration or patent particularly for Products/Processes.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>DOST RDIs, Other Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Invention Disclosure Form (IDF)		IPRAP, IDD		
2. Three copies of duly accomplished Data Privacy Consent Form.		IPRAP, IDD		
3. One duly accomplished and signed letter request form.		Client		
4. One duly accomplished and signed IDF		Client		
5. Full disclosure of the technology, preferably, electronic copy.		Client		
6. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute.		Client		
7. One photocopy or scanned copy of the valid government-issued ID of the researchers/inventors.		Client		
8. One duly accomplished and original signed Data Privacy Consent Form.		Client		
9. Complete step-by-step procedure on how to formulate the product and the conditions being observed in each step.		Client		
10. The chemical compositions in percentage, weight or volume.		Client		
11. The concentrations of the reagents used.		Client		
12. Test Results (if available).		Accredited testing institution ex. FDA-DOH, LTO, etc		
13. Raw materials preparation (if applicable).		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to the Office of the Director (OD)	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within ITSO and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	5 WD	IDD ITSO -Program Manager (PM)
	1.5 Conducts preliminary search report (PSR) and prepare recommendations to OD.	None	26 WD	IDD ITSO -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return to TAPI within 15 working days from the receipt of the Conforme	None	1 WD	IDD ITSO -Program Manager (PM)
2. Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to ITSO.	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Checks completeness of documents and process notarization of the Conforme	None	2 WD	IDD ITSO -Program Manager (PM)  Legal Unit Legal Officer
	2.3 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant  In case of In-house Patent Agents – Conducts prior art search, drafting of claims and filing of technology assigned to him/her	None	36 to 180 Calendar Days (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.”)  10 WD	Refer to Service No.20 page 224, FAD Internal Services  Assigned In-house Patent Agent
	2.4 Processes and releases the funds to the winning bidder.	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the contracted IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	ITSO - Program Manager (PM)
	<b>TOTAL</b>		<b>50 WD</b>	

Pursuant to 2004 revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.



## 11. TECHNICAL ASSISTANCE SERVICE - INNOVATION AND TECHNOLOGY SUPPORT OFFICE (ITSO) – PATENT/UTILITY MODEL FILING FOR PROGRAMS, SOFTWARES OR DIGITAL PLATFORMS

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for application of utility model registration or patent particularly for Programs, Softwares or Digital Platforms.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>DOST RDIs, Other Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> <li>Invention Disclosure Form (IDF)</li> <li>Three copies of duly accomplished Data Privacy Consent Form.</li> <li>One duly accomplished and signed letter request form.</li> <li>One duly accomplished and signed IDF</li> <li>Full disclosure of the technology, preferably, electronic copy.</li> <li>One photocopy or scanned copy of the valid government-issued ID of the head of the Institute/owner of trademark</li> <li>One photocopy or scanned copy of the valid government-issued ID of the researchers/inventors</li> <li>One duly accomplished and original signed Data Privacy Consent Form.</li> <li>Screenshots of Graphic User Interface (GUI).</li> <li>Program flowchart.</li> <li>Preliminary search report.</li> <li>Encryption.</li> </ol>		IPRAP, IDD IPRAP, IDD  Client Client Client Client  Client  Client Client Client Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1 WD	FAD - Records Section Records Officer





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within ITSO and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly.	None	5 WD	IDD ITSO -Program Manager (PM)
	1.5 Conducts preliminary search report (PSR) and prepare recommendations to OD.	None	26 WD	IDD ITSO -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return to TAPI within 15 working days from the receipt of the Conforme	None	1 WD	IDD ITSO -Program Manager (PM)
2. Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to ITSO.	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Checks completeness of documents and process notarization of the Conforme	None	2 WD	IDD ITSO -Program Manager (PM)  Legal Unit Legal Officer
	2.3 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant  In case of In-house Patent Agents – Conducts prior art search, drafting of claims and filing of technology assigned to him/her	None	36 to 180 Calendar Days <small>(pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.”)</small>  10 WD	Refer to Service No.20 page 224, FAD Internal Services  Assigned In-house Patent Agent
	2.4 Processes and releases the funds to the winning bidder.	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the contracted IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	ITSO - Program Manager (PM)
	<b>TOTAL</b>		<b>51 WD</b>	

Pursuant to 2004 revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.



## 12. TECHNICAL ASSISTANCE SERVICE - INNOVATION AND TECHNOLOGY SUPPORT OFFICE (ITSO) - FILING OF TRADEMARKS

This Service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru financial support for payment of filing fees for applications and registration of trademarks.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>DOST RDIs, Other Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> <li>Invention Disclosure Form (IDF)</li> <li>Three copies of duly accomplished Data Privacy Consent Form.</li> <li>One duly accomplished and signed letter request form.</li> <li>One duly accomplished and signed IDF.</li> <li>Full disclosure of the technology, preferably, electronic copy.</li> <li>One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute/owner of trademark</li> <li>One duly accomplished and original signed Data Privacy Consent Form.</li> <li>Electronic copy of the logo or mark being applied for trademark application.</li> </ol>		IPRAP, IDD IPRAP, IDD  Client Client Client Client  Client  Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1 WD	FAD - Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)		2 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within ITSO and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly	None	5 WD	IDD ITSO -Program Manager (PM)
	1.5 Conducts preliminary search report (PSR) and prepare recommendations to OD	None	26 WD	IDD ITSO -Program Manager (PM)
	1.6 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature	None	5 WD	Office of the Director Director IV
	1.7 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return to TAPI within 15 working days from the receipt of the Conforme	None	1 WD	IDD ITSO -Program Manager (PM)
2. Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to ITSO.	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Checks completeness of documents and process notarization of the Conforme	None	2 WD	IDD ITSO -Program Manager (PM)  Legal Unit Legal Officer
	2.3 In case of External Patent Agent – Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant  In case of In-house Patent Agents – Conducts prior art search, drafting of claims and filing of technology assigned to him/her	None	36 to 180 Calendar Days (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Consulting Services.”)  10 WD	Refer to Service No.20 page 224, FAD Internal Services  Assigned In-house Patent Agent
	2.4 Processes and releases the funds to the winning bidder.	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
3. Coordinates with the contracted IP Consultant	3.1 Coordinates with IP Consultant as needed.	None	NA	ITSO - Program Manager (PM)
	<b>TOTAL</b>		<b>51 WD</b>	



### 13. TECHNICAL ASSISTANCE SERVICE - INTELLECTUAL PROPERTY RIGHTS (IPR) ASSISTANCE PROGRAM – REIMBURSEMENT OF FILING FEES

This Service involves assistance to Clients in securing intellectual property (IP) protection to Product/ Process or a Chemical Technology pursuant to E.O. No. 128 thru funding support for payment of reimbursement of filing fees.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>DOST RDIs, Other Public RDIs, Private RDIs, State Univ &amp; Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Invention Disclosure Form (IDF)	IPRAP, IDD
2. Three copies of duly accomplished Data Privacy Consent Form.	IPRAP, IDD
3. One duly accomplished and signed letter request form.	Client
4. One duly accomplished and signed IDF	Client
5. One Photocopy or scanned copy of the valid government-issued ID of the head of the Institute/applicant.	Client
6. One duly accomplished and original signed Data Privacy Consent Form.	Client
7. Original official receipt issued by IPOPHL, provided that the claim of reimbursement must be made within a period of one (1) month from payment which should not be later than the third quarter of the year.	Client
8. Copy of IP Filings/documents submitted to IPOPHL (i.e. Claims, Technical Description), provided that the application must be active.	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to Office of the Director (OD)	None	1WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within ITSO and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Assesses completeness of documentary requirements and notifies the client accordingly	None	5 WD	IDD ITSO -Program Manager (PM)
	1.5 Determines whether to approve the application, signs the Conforme Letter that will be sent to the Client for signature.	None	5 WD	Office of the Director Director IV
	1.6 Notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter and return to TAPI within 15 working days from the receipt of the Conforme	None	1 WD	IDD ITSO -Program Manager (PM)
2. Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to ITSO	None	1 WD	FAD - Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Checks completeness of documents and process notarization of the Conforme	None	2 WD	IDD ITSO -Program Manager (PM)  Legal Unit Legal Officer
	2.3 Processes the release of funds to the applicant	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	2.4 Coordinates with the applicant as needed	None	NA	ITSO - Program Manager (PM)
	<b>TOTAL</b>		<b>25 WD</b>	





## 14. TECHNICAL ASSISTANCE SERVICE - TESTING AND LABORATORY ANALYSES ASSISTANCE PROGRAM (TESTING)

This Service involves extending funds to Clients particularly to technologists, inventors and researchers needing laboratory services such as analyses and performance testing thru endorsement to DOST System such as RDIs, ROs and other Government Agencies equipped with laboratory and testing facilities.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Individual(s) with invention/utility model (UM) with valid patent/ registration at the time of the submission of the proposal</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. A letter request addressed to TAPI Director involving the type of test needed;			Client	
2. Highlights of project study/proposal indicating the purpose(s) for which such analyses are needed;			Client	
3. Copy of Letters Patent, or copy of patent application. If none yet, an endorsement from the Program Manager of IPR Assistance that the product/device/technology was assisted by the IPRAP and/or was already filed at the IPOPHL for patent or utility model registration;			IPOPHl	
4. Brief inventor and/or business profile;			Client	
5. Proof of sales, if applicable, and;			Client	
6. Samples for testing to be submitted (upon request of the institutes in-charge for the testing).			Client	
7. One (1) copies of duly executed Data Privacy Consent Form			DOST-TAPI	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1 WD	FAD-Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within Testing and forwards the same to the PM	None	1 WD	Division Manager, IDD Chief SRS
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation.  *1.5 Evaluates the request based on the criteria.	None	1 WD  19 WD	IDD Testing -Program Manager (PM)  IDD Testing -Program Manager (PM)
	1.6 Prepares and submits evaluation report to OD/Execom with corresponding recommendation	None	3 WD	IDD Testing -Program Manager (PM)
	1.7 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI EXECOM
	1.8 Signs the Conforme Letter that will be sent to the Client	None	2WD	Office of the Director



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Prepares letter and notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter	None	3 WD	IDD Testing -Program Manager (PM)
2. Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to Testing.	None	1 WD	FAD - Records Section Records Officer
	2.2 Processes and releases the funds to the selected RDI/ testing institution	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
<b>TOTAL</b>			<b>45 WD</b>	



## 15. TECHNICAL ASSISTANCE SERVICE - SCREENING COMMITTEE FOR RA 7459 – TAX EXEMPTION

Issuance of Screening Committee (SC) for RA No 7459 Certification for Tax Exemption Application under RA No 7459

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women;</li> <li>Individual(s) with invention/utility model (UM)/industrial design (ID) that has valid patent/registration at the time of the submission of the proposal;</li> </ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> <li>Request/application letter;</li> <li>FIS Certification 1) that the Invention is NEW or ORIGINAL, and the technology is newly developed by local researches or adopted from foreign sources; 2) that the manufacture and/or sale of the invention products from technology developed is made on commercial scale;</li> <li>Complete photocopy of Letters Patent/ Utility Model/ Industrial Design Registration</li> <li>Recent Business Permit</li> <li>Proof of first commercial sale (Official Receipt issued, etc.)</li> <li>Tax identification Number and registration as non-VAT tax payer</li> <li>Latest Income Tax Return</li> <li>Certification of registration of business name/SEC registration</li> <li>Supporting documents showing that his/her product/s is produces on a commercial scale (ORs, POs, Invoice, etc)</li> <li>Brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years.</li> <li>Deed of Assignment (if applicable)</li> <li>Three copies of duly accomplished/signed Data Privacy Consent Form</li> </ol>		<p>Client TAPI accredited inventors' organization.</p> <p>Client</p> <p>Concerned LGU</p> <p>Client BIR</p> <p>Client SEC/DTI</p> <p>Client</p> <p>Client</p> <p>Client From TAPI</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	FAD-Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO)	None	1 WD	IDD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation	None	1 WD	IDD Screening Committee Secretariat Officer (SSO)
	1.5 Coordinates with the Validation Committee (VC)/Regional Offices/ other appropriate public or private entities and conducts the evaluation of the request	None	18 WD	IDD Screening Committee Secretariat Officer (SSO) Validation  Validation Committee (VC)
	1.6 Prepares and submits evaluation report to Screening Committee with corresponding recommendation		3 WD	IDD Screening Committee Secretariat Officer (SSO) Validation  Validation Committee (VC)
	1.7 Deliberates for the approval or disapproval of the request and issues its resolution. In case of approval, SC signs the Certification which will be sent to the Client		12 WD	SC RA7459



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.8 Informs the client in writing of SC's decision with attached Certification in case of approval	None	2 WD	IDD Screening Committee Secretariat Officer (SSO) Validation
	<b>TOTAL</b>		<b>40 WD</b>	



## 16. TECHNICAL ASSISTANCE SERVICE - SCREENING COMMITTEE FOR RA 7459 – DUTY EXEMPTION

Issuance of Screening Committee (SC) for RA No 7459 Certification on Application for Exemption from Custom Duties under RA No 7459

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Individual(s) with invention/utility model (UM)/industrial design (ID) that has valid patent/registration at the time of the submission of the proposal</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Request/application letter including the following import documents: a. bill of lading, airway bill. Parcel post notice or shipping documents; b. TIN, commercial invoice and packing list; and c. other relevant document concerning shipment.	Client
2. Complete photocopy of Letters Patent/ Utility Model Registration/Industrial Design Registration	Client
3. Sworn statement of the inventor that the imported articles are actually, directly and exclusively needed in his/her invention/s and they are not for sale, hire or barter;	Client
4. Certification from Department of Trade and Industry (DTI) that the proposed importation (machinery, equipment, raw materials and spare parts) are not locally available in sufficient quantity, comparable quality and reasonable price;	DTI-BOI
5. Recent Business Permit;	Concerned LGU
6. Certification of registration of business name/SEC registration	SEC/DTI
7. Quantity, technical specification and end-uses of proposed importation;	Client
8. Detailed material balance to justify the quantity of equipment/raw materials needed to produce his/her invention/s;	Client
9. Supporting documents showing that his/her product/s is produces on a commercial scale (ORs, POs, Invoice, etc);	Client
10. Supporting documents showing that his/her product/s is produces on a commercial scale (ORs, POs, Invoice, etc);	Client
11. Tax identification Number and registration as non-VAT tax payer	From BIR



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
12. Latest Income Tax Return; 13. Brief company profile which include 14. Deed of Assignment (if applicable) 15. Brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years; 16. Three copies of duly accomplished/signed Data Privacy Consent Form; 17. Certification from regulatory bodies (if applicable); and 18. Deed of Assignment (if applicable)		Client	Client	Client
		Client	Client	Client
		From TAPI		
		From concerned regulatory agency, ex. DENR, LTO, etc.		
		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records with complete documentary requirements	1.1 Transmits the submission to OD	None	1 WD	FAD - Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director
	1.3 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO).	None	1 WD	IDD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation.	None	1WD	IDD Screening Committee Secretariat Officer (SSO)





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Coordinates with the Validation Committee (VC)/Regional Offices/ other appropriate public or private entities and conducts the evaluation of the request.	None	18 WD	IDD Screening Committee Secretariat Officer (SSO) Validation  Validation Committee (VC)
	1.6 Prepares and submits evaluation report to Screening Committee with corresponding recommendation.	None	3 WD	IDD Screening Committee Secretariat Officer (SSO) Validation  Validation Committee (VC)
	1.7 Deliberates for the approval or disapproval of the request and issues its resolution. In case of approval, SC signs the Certification which will be sent to the Client.	None	12 WD	SC for RA7459
	1.8 Informs the client in writing of SC's decision with attached Certification in case of approval.	None	2 WD	IDD Screening Committee Secretariat Officer (SSO)
<b>TOTAL</b>			<b>40 WD</b>	



## 17. TECHNICAL ASSISTANCE SERVICE - EXPANDED INVENTORS' ORGANIZATION ACCREDITATION (IOA)

This Service involves accreditation to inventors' organizations comprising of relatively an equal number of men and women, throughout their activities pursuant to Section 8.b, Article IV of Republic Act No. 7459 and provides incentives to accredited inventors' organization.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Individual(s) with invention/utility model (UM)/industrial design (ID) with valid patent/registration at the time of the submission of the proposal</li> <li>The organization must have a de jure (in law) or de facto (in fact) existence for at least one (1) year; must have at least three (3) members with active Patent/ Utility Model/ Industrial Design registration;</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Letter of request/application for accreditation to be submitted to TAPI;	Client
2. Photocopy of SEC/CDA registration papers if any or from any government regulatory body (e.g. DOLE, DTI, etc.);	SEC/CDA and concerned regulatory agency, ex.DOLE, DTI, etc.
3. Certified true copy of Patent/ Utility Model/ Industrial Design registration of at least three (3) members;	Client/IPOPHI
4. Notarized Affidavit of Undertaking executing to attest to the fact that the duplicate copy (patent and utility model certificates) given and submitted are based on their original existence and authenticity in case certified true copy of Patent/ Utility Model/ Industrial Design registration are not available;	Client
5. Letter of consent from the three (3) members allowing the organization to use their Patent/ Utility Model/ Industrial Design registration for the application;	Client
6. Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified (Omnibus Sworn Statement);	Client
7. Roster of active male and female members to include information on: <ul style="list-style-type: none"> <li>a. Name of member</li> <li>b. Residence Address, Tel./mobile no.</li> <li>c. Office Address, Tel./mobile no.</li> <li>d. Title of invention</li> <li>e. Patent/ Utility Model/ Industrial Design No./s</li> <li>f. Date Granted</li> </ul>	Client



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
8. Original Barangay Certification of organization's existence; 9. Certificate of participation in any inventor-related activities to support the organization's de facto existence from any government, non government agencies or private entities; 10. List of current male and female officers/ board of directors (if applicable) and their terms of office including their brief bio-data; 11. Organizational Profile; and 12. Three copies of duly accomplished Data Privacy Consent Form		Concerned Barangay Center Event organizer  Client  Client DOST-TAPI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	FAD-Record Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)	None	1 WD	IDD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation.	None	1 WD	IDD IOA -Program Manager (PM)
	1.5 Evaluates and validates the request/ application	None	4 WD	IDD IOA -Program Manager (PM)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Reviews the request and issues its resolution. Signs the Certification which will be sent to the Client	None	8 WD	TAPI ExeCom
	1.7 Notifies the client in writing of TAPI's decision with attached Certification.	None	3 WD	IDD IOA -Program Manager (PM)
<b>TOTAL</b>			<b>20 WD</b>	



## 18. FINANCIAL ASSISTANCE - INDUSTRY-BASED INVENTION DEVELOPMENT (IBID) PROGRAM

This Service involves extending funds to Clients for the development of viable inventions through its application and adaptation to existing industry practices, and the production of the commercial prototype of the invention to be installed in the actual operations.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men and women with invention/utility model (UM)/industrial design (ID) that has valid patent/ registration/at least active pending application at the time of the submission of the proposal</li> <li>Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>Client with no delinquent account with TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>Application letter addressed to TAPI Director;</li> <li>One copy of a valid government-issued ID;</li> <li>At least one Photo and/or video of a crude working prototype;</li> <li>Project Proposal duly signed by the Client;</li> <li>Three (3) Quotations for items in the Line-Item-Budget;</li> <li>Deed of assignment of patent/UM registration to juridical company or RDIs or academic institutions, in case of juridical entity, if the Client is not the Applicant in the IP Filing.</li> <li>Copy of the active and valid Patent/UM/ID application/ registration papers with complete disclosures (i.e abstract, specifications, claims and drawings): <ul style="list-style-type: none"> <li>For Patent/UM/ID with pending registration at the IPOPHL – IPOPHL stamped copy of the P/UM/ ID application and a copy of the most recent office action from the IPOPHL, if applicable</li> <li>For Patent/UM/ID with issued certificate from the IPOPHL – copy of the P/UM/ID certificate</li> </ul> </li> <li>Personal bio-data</li> <li>One duly signed Data Privacy Consent Form</li> <li>One original Certification of Residency or Brgy. Clearance</li> </ol>			Client Client Client  Client Client's identified suppliers/fabricators Owner of the technology/Intellectual Property  IPOPHL   Client IBID, IDD Barangay Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	FAD Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager(DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program	None	1 WD	IDD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation. Recommends to OD TEC/IATEC members	None	3 WD	IDD Division Manager
	1.5 Reviews recommendation and issue special order for the TEC/ IATEC.	None	3 WD	Office of the Director Director IV
	1.6 Coordinates with TEC/ IATEC/ DOST Regional Offices (RO) for the site visit, validation, and evaluation of the request.	None	12 WD	Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee/ Regional Office (RO) As designated.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 In coordination with TEC/IATEC/RO, prepares and submits Evaluation Report to OD/Execom With recommendation	None	3 WD	IDD IBID Program Manager
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Execom
	1.16 Signs the approval / disapproval letter	None	2 WD	Office of the Director Director IV
	1.17 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval	None	3 WD	IDD IBID Program Manager
2. Upon receipt TAPI's notification, coordinates with the IBID PM for the MOA Orientation and contract signing.	2.1 In coordination with TAPI Legal Unit, conducts MOA and GAD Orientation and contract signing as scheduled	None	1 WD	IDD IBID Program Manager  Legal Officer
	2.2 Completes the execution of the MOA and processes facilitates notarization of the same.  Notarizes the MOA	None	3 WD	IDD IBID Program Manager  Legal Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client	None	3 WD	IDD IBID Program Manager
	2.4 Prepares and releases the funds to the client	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
<b>TOTAL</b>			<b>46 WD</b>	





## 19. FINANCIAL ASSISTANCE - INVENTION-BASED ENTERPRISE DEVELOPMENT (IBED) PROGRAM - COMPONENT 1

This Service involves extending funds to Clients to cover pre-commercialization activities such as pilot-scale testing, field testing, pilot production for market testing including the provision of raw materials and the purchase of the tools / apparatus needed to manufacture the product.

<b>Office or Division:</b>	Invention Development Division (IDD)	
<b>Classifications:</b>	Multi-Stage System	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men and women with invention/utility model (UM)/industrial design (ID) that has valid patent/ registration/at least active pending application at the time of the submission of the proposal</li> <li>Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>Client with no delinquent account with TAPI</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>Application letter addressed to TAPI Director;</li> <li>Three copies of duly accomplished Data Privacy Consent Form</li> <li>Project Proposal (one copy)</li> <li>Endorsement letter from DOST Regional Office, if applicable</li> <li>Copy of the active and valid Patent/UM/ID application/ registration papers with complete disclosures (i.e abstract, specifications, claims and drawings): <ul style="list-style-type: none"> <li>For Patent/UM/ID with pending registration at the IPOPHL – IPOPHL stamped copy of the P/UM/ ID application and a copy of the most recent office action from the IPOPHL, if applicable</li> <li>For Patent/UM/ID with issued certificate from the IPOPHL – copy of the P/UM/ID certificate</li> </ul> </li> <li>Preliminary test results of the subject technology, if applicable</li> <li>List of prospective client/customer/user with address and contact number</li> <li>Quotations from the suppliers for the items in the Line-Item Budget (LIB)</li> <li>Personal bio-data</li> <li>Valid government-issued ID</li> <li>Certification of Residency or Brgy. Clearance</li> </ol>		<p>Client IBED-I, IDD</p> <p>Client DOST Regional Office concerned IPOPHL</p> <p>Testing laboratories</p> <p>Client</p> <p>Client's identified suppliers/fabricators</p> <p>Client Client Barangay Office</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to DOST-TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	Records Officer AO V
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit	None	1 WD	IDD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation. Recommends to OD TEC/IATEC members in case of favorable recommendation	None	3 WD	IDD IBED I-Program Manager
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC	None	2 WD	Office of the Director Director IV
	1.6 Coordinates with TEC/ IATEC/ DOST Regional Offices (RO) for the site visit, validation, and evaluation of the request	None	12 WD	Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee/ Regional Office (RO) As designated



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 In coordination with TEC/IATEC/RO, prepares and submits Evaluation Report to OD/Execom with recommendation	None	3 WD	IDD IBED I-Program Manager
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution	None	5 WD	TAPI Execom
	1.9 Signs the approval / disapproval letter	None	2 WD	Office of the Director Director IV
	1.10 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval	None	3 WD	IDD IBED I-Program Manager
2. Upon receipt of TAPI's notification, coordinates with the IDD IBED PM for the MOA Orientation and contract signing.	2.1 In coordination with TAPI Legal Unit, conducts MOA and GAD Orientation and contract signing as scheduled	None	1 WD	IDD IBED I-Program Manager  Legal Officer
	2.2 Completes the execution of the MOA and processes notarization of the same	None	3 WD	IDD IBED I -Program Manager
	2.3 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client	None	3 WD	IDD IBED I -Program Manager



<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	2.4 Prepares and releases the funds to the client	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
<b>TOTAL</b>			<b>48 WD</b>	



## 20. FINANCIAL ASSISTANCE - CONCEPT PROTOTYPING PROGRAM

This Service involves extending funds to Clients for the development of an initial working prototype of a potential invention or innovation.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino Individual(s) permanently residing in the Philippines or at least willing to permanently reside in the Philippines for the next five (5) years;</li> <li>Must have NO overdue obligation with TAPI, DOST and its attached agencies and other government institutions.</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>Application letter addressed to TAPI Director;</li> <li>Copy of a valid government-issued ID;</li> <li>Original Barangay Certificate of Residency;</li> <li>Deed of Undertaking of co-implementor, if applicable</li> <li>Concept Paper with complete specifications</li> <li>Project Proposal Format</li> <li>Three (3) quotations for items in the Line-Item-Budget;</li> <li>Personal bio-data</li> <li>One duly accomplished Data Privacy Consent Form.</li> </ol>			Client Client Client Client Client DOST-TAPI Client's suppliers Client DOST-TAPI	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to DOST-TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	Records Section Records Officer AO V
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the Program Manager (PM)	None	1 WD	IDD Division Manager



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation. Recommends to OD TEC/IATEC members in case of favorable recommendation		3 WD	IDD Concept Prototyping -Program Manager (PM)
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC		3 WD	
	1.6 Coordinates with TEC/IATEC for the schedule of the Inventor's Forum		11 WD	IDD Concept Prototyping -Program Manager (PM)  Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC)
	1.7 Coordinates with TEC/IATEC prepares and submits Evaluation Report to OD/Execom With recommendation	None	3 WD	IDD-Concept Prototyping PM
	1.8 Coordinates with SUC/RDI for the cost of fabrication of prototype, if applicable	None	14 WD	IDD Concept Prototyping -Program Manager (PM)  SUC/RDI



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Execom
	1.10 Signs the approval / disapproval letter	None	2 WD	Office of the Director Director IV
	1.11 Prepares notification and notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation in case of approval	None	3 WD	IDD Concept Prototyping Program Manager (PM)
2. Upon receipt of TAPI's notification, and coordinates with the CP PM for the MOA Orientation	2.1 Arrange schedule of MOA Orientation with LU  2.2 Conducts MOA Orientation as scheduled	None	1 WD	IDD Concept Prototyping Program Manager (PM)  Legal Unit Legal Officer
3.Returns the signed MOA to DOST-TAPI Records.	3.1 Forwards the MOA to Concept Prototyping	None	1 WD	Records Section Records Officer
	3.2 Completes the execution of the MOA and  3.3 notarizes the same	None	2 WD	IDD Concept Prototyping Program Manager (PM)  Legal Unit Legal Officer
	3.4 Prepares the vouchers for the release of fund	None	1 WD	IDD Concept Prototyping Program Manager (PM)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Prepares Processes and releases the funds to the client	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>60 WD</b>	





## 21. TRAINING ASSISTANCE SERVICE - INVENT SCHOOL PROGRAM – ELEMENTARY

This service provides necessary training which promotes and supports invention/innovation in the academe for Elementary Level.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• DOST-Regional Offices;</li> <li>• A duly recognized academic institution (public or private)</li> <li>• LGUs</li> <li>• Men and women inventors' organizations accredited by TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Letter of request</li> <li>2. Proposal indicating the following:               <ol style="list-style-type: none"> <li>a. Project Title;</li> <li>b. Project Date;</li> <li>c. Project Venue;</li> <li>d. Project Cost;</li> <li>e. Relevance to the Proponent or Region; Schools involved, High School or College level and number of participants (class size of homogenous level of 50 male and female pupils per session); and</li> <li>f. Budgetary Requirements indicating the counterpart of the proponent.</li> </ol> </li> <li>3. One (1) copy of duly executed Data Privacy Consent Form</li> </ol>			<p>Client Client</p> <p>Client</p>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within ISP and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation	None	1 WD	IDD Invent School™ Program Manager (PM)
	1.5 Prepares and submits the evaluation report to OD with corresponding recommendation	None	4 WD	IDD Invent School™ Program Manager (PM)
	1.6 Reviews and deliberates whether to approve or disapprove of the request and issues its resolution	None	5 WD	Executive Committee
	1.7 Signs the Conformance Letter for Invent School™, which will be sent to the Client	None	2 WD	Office of the Director Director IV
	1.8 Drafts and secures signature and clearances to inform the client in writing of TAPI's decision through a Conformance Letter	None	3 WD	IDD Invent School™ Program Manager (PM)
2. Signs the Conformance Letter and returns the same to TAPI Records	2.1 Forwards the Conformance Letter to the Unit.	None	1 WD	Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Notarizes the Conforme Letter,	None	1 WD	Legal Unit Legal Officer
	2.3 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	2 WD	IDD Invent School™ Program Manager (PM)
	2.4 Processes and releases the reimbursement of funds to the client	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
<b>TOTAL</b>			<b>30 WD</b>	



## 22. TRAINING ASSISTANCE SERVICE - INVENT SCHOOL PROGRAM – SECONDARY/ TERTIARY

This service provides necessary training which promote and support invention/innovation in the academe for Secondary and Tertiary Level.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. DOST-Regional Offices;</li> <li>2. A duly recognized academic institution (public or private)</li> <li>3. LGUs</li> <li>4. Men and women inventors' organizations accredited by TAPI</li> </ol>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> <li>1. Letter of request</li> <li>2. Proposal indicating the following:               <ol style="list-style-type: none"> <li>a. Project Title;</li> <li>b. Project Date;</li> <li>c. Project Venue;</li> <li>d. Project Cost;</li> <li>e. Relevance to the Proponent or Region; Schools involved, High School or College level and number of participants (class size of homogenous level of 50 male and female pupils per session); and</li> <li>f. Budgetary Requirements indicating the counterpart of the proponent.</li> </ol> </li> <li>3. One (1) copy of duly executed Data Privacy Consent Form</li> </ol>		Client	Client	DOST-TAPI
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Record Section transmits the submission to OD	None	1WD	FAD – Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within ISP and forwards the same to the PM	None	1 WD	IDD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation	None	1 WD	IDD Invent School™ Program Manager (PM)
	1.5 Prepares and submits the evaluation report to OD with corresponding recommendation	None	4 WD	IDD Invent School™ Program Manager (PM)
	1.6 Reviews and deliberates whether to approve or disapprove of the request and issues its resolution	None	5 WD	Executive Committee
	1.7 Signs the Conforme Letter for Invent School™, which will be sent to the Client	None	2 WD	Office of the Director Director IV
	1.8 Drafts and secures signature and clearances to inform the client in writing of TAPI's decision through a Conforme Letter	None	3 WD	IDD Invent School™ Program Manager (PM)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Signs the Conforme Letter and returns the same to TAPI Records	2.1 Forwards the Conforme Letter to the Unit	None	1 WD	FAD – Records Section Records Officer
	2.2 Notarizes the Conforme Letter	None	1 WD	Legal Unit Legal Officer
	2.3 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	2 WD	IDD Invent School™ Program Manager (PM)
	2.4 Processes and releases the reimbursement of funds to the client	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>30 WD</b>	



### 23. FINANCIAL ASSISTANCE SERVICE - SCREENING COMMITTEE (SC) FOR RA 7459 – TRAVEL ASSISTANCE FOR NICE WINNERS

Pursuant to the RA 7459, the SC will recommend to the TAPI Executive Committee eligible and qualified winner/s for travel assistance.

<b>Office or Division:</b>	Invention Development Division (IDD)			
<b>Classifications:</b>	Multi-Stage System			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women who are NICE winners within two (2) years after winning;</li> <li>Individual(s) with invention/utility model (UM)/industrial design (ID) that has valid patent/registration at the time of the submission of the proposal;</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>Original copy of the request/application letter from concerned inventor/s;</li> <li>Certified Photocopy of the official invitation with a copy of the confirmation/acceptance from the event's organizers that the inventor is qualified to join or participate in the international event;</li> <li>Certified Photocopy of one complete set of exhibition announcement/information packages;</li> <li>A copy each of the quotations from at least three (3) airline companies or travel agencies for the plane fare;</li> <li>Certified Photocopy of Letters Patent/Registration Certificate;</li> <li>Certified Photocopy of one set of Documents indicating that the event is prestigious and participation is beneficial to our country; and</li> <li>Original copy of the duly accomplished/signed Data Privacy Consent Form</li> </ol>			Client  Event Organizers  Event Organizers  Travel agencies / Airlines official website  Client  Event Organizers  From TAPI	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Records with complete documentary requirements.	1.1 Record Section transmits the submission to OD	None	1WD	FAD – Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO).	None	1 WD	IDD Division Manager
	1.4 Checks the completeness of the submission and notifies that the request is under evaluation.	None	1 WD	IDD Screening Committee Secretariat Officer (SSO).
	1.5 Coordinates with SC and the latter evaluates the request and issues its resolution.	None	19 WD	IDD Screening Committee Secretariat Officer (SSO).  Screening Committee (SC)
	1.6 Prepares and submits executive summary to OD/ Execom	None	2 WD	IDD Screening Committee Secretariat Officer (SSO)
	1.7 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI EXECOM





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Notifies the client in writing of TAPI's decision and request for a schedule of MOA orientation and contract signing	None	3 WD	IDD Screening Committee Secretariat Officer (SSO)
2.1 Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing	2.1 Conducts MOA Orientation and contract signing as scheduled in coordination with TAPI Legal Unit,	None	3WD	IDD Screening Committee Secretariat Officer (SSO)  Legal Unit Legal Officer
	2.2 Facilitate securing signatures of all parties of the MOA and notarizes the same.	None	3WD	IDD Screening Committee Secretariat Officer (SSO)  Legal Officer
	2.3 Prepares and submits the complete documentary requirements to the Finance and Administration Division (FAD) as attachment to the DV.	None	3WD	IDD Screening Committee Secretariat Officer (SSO)
	2.4 Requests for release of funds from LBP and releases the funds to the client	None	7WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>50 WD</b>	



# **EXTERNAL SERVICES**

Investment and Business Operations Division (IBOD)



## 24. FINANCIAL ASSISTANCE SERVICE - VENTURE FINANCING PROGRAM (VFP) FOR START-UP COMPANIES AND TECHNOLOGY-BASED PROJECTS

This service involves extending fund to Clients to the necessary funding support to IP rights owner/Assignee or technology-based Start-ups. The service aims to improve production efficiency, increase income and sales, and improve product quality through the acquisition of required production equipment of their emerging and/or innovative technologies

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men or women who own Micro, Small and Medium Enterprise</li> <li>Duly registered Sole Proprietor/Corporation/ Partnership/ Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino)</li> <li>Tech-based Company and/or IP based Company</li> <li>Client with no delinquent account with TAPI</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to TAPI Director	Client
2. One (1) original or photocopy/scanned copy of Duly-Accomplished Data Privacy Consent Form	DOST-TAPI
3. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study <ul style="list-style-type: none"> <li>✓ Company's Background;</li> <li>✓ Marketing Aspect;</li> <li>✓ Technological Aspect;</li> <li>✓ Waste Management/ Disposal/Social Aspect; and</li> <li>✓ Financial Aspect.</li> </ul>	Client
4. One (1) original or photocopy/scanned copy of Endorsement of concerned Regional Director with Initial Regional Assessment of the project	DOST Regional Office concerned
5. One (1) photocopy/scanned copy of business permits and licenses (Mayor, DTI, BFAD-LTO, Halal, etc.),	Client through DTI/BFAD/ other government institutions
6. One (1) photocopy/scanned copy of Certificate of registration of business name with SEC, or CDA and Articles of Partnership or Incorporation/ By-Laws (for Corporation/ Cooperatives)	Client through SEC or CDA



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
7. One (1) original or photocopy/scanned copy of Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance (for Corporation/Cooperatives)		Client		
8. One (1) original or photocopy/scanned copy of Certified list of stockholders and officers (if a corporation) with brief bio-data of applicant/ major stockholders and officers		Client		
9. Three (3) photocopy/scanned copy of quotations from suppliers/fabricators for all the equipment to be purchased/ fabricated		Client's identified supplier/fabricator		
10. One (1) photocopy/scanned copy of Financial statements of at least the past three (3) years of operation for the company/beneficiary duly signed by a Registered Accountant/ Auditor;		Client		
11. One (1) photocopy/scanned copy of Interim Financial Statement to assess the current financial viability (if applicable)		Client		
12. One (1) photocopy/scanned copy of IP Documents/Patent Certificates, if applicable		Owner of the Technology		
13. One (1) photocopy/scanned copy of Proof of Patent Search (for potential IPs), if applicable		IPO Phil		
14. One (1) photocopy/scanned copy of Valid IP or technologies being utilized are within the whitelist of Technologies		DOST Councils, Board of Investment (BOI), etc. NIBRA-NRCP and DOST PCIEERD Compendium of technologies		
15. One (1) original or photocopy/scanned copy of Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	FAD-Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager(DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)	None	1 WD	IBOD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client through a letter that the request is under evaluation. Recommends to OD TEC/IATEC members in case of favorable recommendation. Forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD	None	1 WD	IBOD  VFP-Program manager
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC  Simultaneously submits its comments to TEC.	None	3 WD	Office of the Director Director IV  Legal Unit Legal Officer  FAD Division Chief



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request	None	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee
	1.7 Prepares and submits Evaluation Report to OD/ Execom With recommendation	None	1 WD	IBOD VFP Program Manager
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Executive Committee
	1.9 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.10 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.  In case of disapproval, Notifies client in writing of TAPI's decision.	None	1 WD	IBOD VFP Program Manager
2. Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	None	1 WD	Legal Unit Legal Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Facilitates signing of the MOA	None	1 WD	IBOD VFP Program Manager
	2.3 Notarizes the MOA	None	1 WD	Legal Unit Legal Officer
	2.4 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client.	None	1 WD	IBOD VFP Program Manager
	2.5 Processing of Payment for Financial Assistance	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>40 WD</b>	



## 25. FINANCIAL ASSISTANCE SERVICE - VENTURE FINANCING PROGRAM FOR ADOPTION OF DOST GENERATED TECHNOLOGIES

This service involves assistance to Clients for the acquisition of required production equipment needed by the technology transferee to commercialize its adapted DOST-Generated Technologies

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)	
<b>Classifications:</b>	Multi-Stage System	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men or women who own Micro, Small and Medium Enterprise</li> <li>Duly registered Sole Proprietor/Corporation/ Partnership/ Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino</li> <li>MSME who adopted the DOST-funded technologies for commercialization.</li> <li>Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>Client with no delinquent account with TAPI</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to TAPI Director	Client	
2. One (1) original copy of Duly-Accomplished Data Privacy Consent Form	VFP-IBOD, DOST-TAPI	
3. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study <ul style="list-style-type: none"> <li>✓ Company's Background;</li> <li>✓ Marketing Aspect;</li> <li>✓ Technological Aspect;</li> <li>✓ Waste Management/ Disposal/Social Aspect; and</li> <li>✓ Financial Aspect.</li> </ul>	Client	
4. One (1) original or photocopy/scanned copy of Details of project cost / specific purpose of loan (Line-Item-Budget)	Client	
5. One (1) original or photocopy/scanned copy of Endorsement of concerned Regional Director with Initial Regional Assessment of the project	DOST RO concerned	
6. One (1) photocopy/scanned copy of business permits and licenses (Mayor, DTI, BFAD-LTO, Halal, etc.),	Client through DTI/BFAD/ other government institutions	





CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
7. One (1) photocopy/scanned copy of Certificate of registration of business name with SEC, or CDA and Articles of Partnership or Incorporation/ By-Laws (for Corporation/ Cooperatives)		Client		
8. One (1) original or photocopy/scanned copy of Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance (for Corporation/Cooperatives)		Client		
9. One (1) original or photocopy/scanned copy of Certified list of stockholders and officers (if a corporation) with brief bio-data of applicant/ major stockholders and officers		Client		
10. Three (3) original or photocopy/ scanned copies of quotations from suppliers/fabricators for all the equipment to be purchased/fabricated		Client's identified supplier		
11. One (1) photocopy/scanned copy of Financial statements of at least the past three (3) years of operation for the company/beneficiary duly signed by a Registered Accountant/ Auditor;		Client		
12. One (1) photocopy/scanned copy of Projected financial statements for the next five (5) years		Client		
13. One (1) photocopy/scanned copy of Interim Financial Statement to assess the current financial viability		Client		
14. One (1) photocopy/scanned copy of Valid Technology Licensing Agreement and certification of Fairness Opinion Report		Client		
15. One (1) original or photocopy/scanned copy of Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	FAD-Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager(DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit).	None	1 WD	IBOD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client through a letter that the request is under evaluation. Recommends to OD TEC/IATEC members in case of favorable recommendation. Forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD	None	1 WD	IBOD VFP-Program manager
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC  Simultaneously submits its comments to TEC.	None	3 WD	Office of the Director Director IV  Legal unit Legal Officer and  FAD Division Chief



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request.	None	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee/ Regional Office (RO) As designated.
	1.7 Prepares and submits Evaluation Report to OD/ Execom with recommendation	None	1 WD	IBOD VFP Program Manager
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Executive Committee
	1.9 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.10 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.  In case of disapproval, Notifies client in writing of TAPI's decision.	None	1 WD	IBOD POFP Program Manager



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	None	1 WD	Legal Unit Legal Officer
	2.2 Facilitates signing of the MOA	None	1 WD	IBOD VFP Program Manager
	2.3 Notarizes the MOA	None	1 WD	Legal Unit Legal Officer
	2.4 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client.	None	1 WD	IBOD VFP Program Manager
	2.5 Processing of Payment for Financial Assistance	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>40 WD</b>	



## 26. VENTURE FINANCING PROGRAM FOR ENVIRONMENTALLY-SOUND TECHNOLOGIES (VFP-VFEST)

This service involves assistance to Clients who will adopt locally developed green technologies that will result in significant waste and pollution reduction and cost savings among local manufacturing industries.

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)	
<b>Classifications:</b>	Multi-Stage System	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men or women who own Micro, Small and Medium Enterprise</li> <li>Duly registered Sole Proprietor/Corporation/ Partnership/ Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino)</li> <li>Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>Client with no delinquent account with TAPI</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to TAPI Director	Client	
2. One (1) original copy of Duly-Accomplished Data Privacy Consent Form	DOST-TAPI	
3. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study <ul style="list-style-type: none"> <li>✓ Company's Background;</li> <li>✓ Marketing Aspect;</li> <li>✓ Technological Aspect;</li> <li>✓ Waste Management/ Disposal/Social Aspect; and</li> <li>✓ Financial Aspect.</li> </ul>	Client	
4. One (1) original or photocopy/scanned copy of Endorsement of concerned Regional Director with Initial Regional Assessment of the project	DOST Regional Office concerned	
5. One (1) photocopy/scanned copy of business permits and licenses (Mayor, DTI, BFAD-LTO, Halal, etc.),	Client through DTI/BFAD/ other government institutions	
6. One (1) photocopy/scanned copy of Certificate of registration of business name with SEC, or CDA and Articles of Partnership or Incorporation/ By-Laws (for Corporation/ Cooperatives)	Client through SEC or CDA	



<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
7. One (1) original or photocopy/scanned copy of Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance (for Corporation/Cooperatives)		Client		
8. One (1) original or photocopy/scanned copy of Certified list of stockholders and officers (if a corporation) with brief bio-data of applicant/ major stockholders and officers		Client		
9. Three (3) photocopy/scanned copy of quotations from suppliers/ fabricators for all the equipment to be purchased/fabricated		Client's identified supplier/ fabricator		
10. One (1) photocopy/scanned copy of Financial statements of at least the past three (3) years of operation for the company/ beneficiary duly signed by a Registered Accountant/ Auditor;		Client		
11. One (1) photocopy/scanned copy of Interim Financial Statement to assess the current financial viability (if applicable)		Client		
12. One (1) photocopy/scanned copy of IP Documents/Patent Certificates, if applicable		Owner of the Technology		
13. One (1) original or photocopy/scanned copy of Proof of absence or non-compliance to these clearances should be presented upon application to the Program such as but not limited to notice/ certification from regulatory bodies for the compliance of sanitary permit/ mayor's permit/ DENR Environmental Compliance Certificate		Client		
14. One (1) original or photocopy/scanned copy of Proof of not stable electricity in the area and cost reduction for a sustainable energy conservation should be presented upon application to the Program such as but not limited to notice/certification from government/ energy provider of no stable electricity in the area and contract specification of cost savings in the use of renewable energy		Client		
15. One (1) original or photocopy/scanned copy of Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	<b>1WD</b>	FAD-Records Section Records Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2 WD</b>	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)	None	<b>1 WD</b>	IBOD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client through a letter that the request is under evaluation. Recommends to OD TEC/IATEC members in case of favorable recommendation. Forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD.	None	<b>1 WD</b>	IBOD VFP Program Manager
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC  Simultaneously submits its comments to TEC	None	<b>3 WD</b>	Office of the Director Director IV  Legal unit Legal Officer and  FAD Division Chief



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request	None	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee
	1.7 Prepares and submits Evaluation Report to OD/ Execom With recommendation	None	1 WD	Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Executive Committee
	1.9 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.10 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.  In case of disapproval, Notifies client in writing of TAPI's decision.	None	1 WD	IBOD VFP Program Manager
2. Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	None	1 WD	Legal Unit Legal Officer
	2.2 Facilitates signing of the MOA	None	1 WD	IBOD VFP Program Manager





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Notarizes the MOA	None	<b>1 WD</b>	Legal Unit Legal Officer
	2.4 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client	None	<b>1 WD</b>	IBOD VFP Program Manager
	2.5 Processing of Payment for Financial Assistance	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
<b>TOTAL</b>			<b>40 WD</b>	



## 27. FINANCIAL ASSISTANCE SERVICE - VENTURE FINANCING PROGRAM (VFP) FOR FEES FOR CERTIFICATION OF LOCAL/INTERNATIONAL STANDARDS

This service involves extending fund to Clients to enter the Local and International Market for DOST-funded technologies only.

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)	
<b>Classifications:</b>	Multi-Stage System	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men or women who own Micro, Small and Medium Enterprise</li> <li>Duly registered Sole Proprietor/Corporation/ Partnership/ Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino)</li> <li>MSME who adopted the DOST-funded technologies for commercialization.</li> <li>Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>Client with no delinquent account with TAPI</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to TAPI Director	Client	
2. One (1) original copy of Duly-Accomplished Data Privacy Consent Form	DOST-TAPI	
3. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study <ul style="list-style-type: none"> <li>✓ Company's Background;</li> <li>✓ Marketing Aspect;</li> <li>✓ Technological Aspect;</li> <li>✓ Waste Management/ Disposal/Social Aspect; and</li> <li>✓ Financial Aspect.</li> </ul>	Client	
4. One (1) original or photocopy/scanned copy of Details of project cost / specific purpose of loan (Line-Item-Budget)	Client	
5. One (1) original or photocopy/scanned copy of Endorsement of concerned Regional Director with Initial Regional Assessment of the project	DOST RO concerned	
6. One (1) photocopy/scanned copy of business permits and licenses (Mayor, DTI, BFAD-LTO, Halal, etc.),	Client through DTI/BFAD/ other government institutions	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. One (1) photocopy/scanned copy of Certificate of registration of business name with SEC, or CDA and Articles of Partnership or Incorporation/ By-Laws (for Corporation/Cooperatives)	Client through SEC or CDA
8. One (1) original or photocopy/scanned copy of Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance (for Corporation/Cooperatives)	Client
9. One (1) original or photocopy/scanned copy of Certified list of stockholders and officers (if a corporation) with brief bio-data of applicant/ major stockholders and officers	Client
10. One (1) original or photocopy/scanned copy of at least one quotation from supplier of Certification/ Certifying body	Client
11. One (1) photocopy/scanned copy of Audited Financial Statement past for the three (3) years of operation for the company/ beneficiary duly signed by a Registered Accountant/ Auditor;	Client's identified supplier of Certification/ Certifying body
12. One (1) photocopy/scanned copy of Projected financial statements for the next five (5) years	Client
13. One (1) photocopy/scanned copy of Interim Financial Statement to assess the current financial viability	Client
14. One (1) photocopy/scanned copy of Valid Technology Licensing Agreement and certification of Fairness Opinion Report	Client
15. One (1) original or photocopy/scanned copy of Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	<b>1WD</b>	FAD-Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2WD</b>	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit	None	<b>1WD</b>	IBOD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client through a letter that the request is under evaluation. Recommends to OD TEC/IATEC members in case of favorable recommendation. Simultaneously, forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD.	None	<b>1 WD</b>	IBOD VFP-Program manager
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC  Simultaneously submits its comments to TEC	None	<b>3 WD</b>	Office of the Director Director IV  Legal unit Legal Officer and  FAD Division Chief
	1.6 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request.	None	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Prepares and submits Evaluation Report to OD/ Execom With recommendation	None	<b>1 WD</b>	BOD VFP Program Manager
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution	None	<b>5 WD</b>	TAPI Executive Committee
	1.9 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.10 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.  In case of disapproval, Notifies client in writing of TAPI's decision	None	<b>1 WD</b>	IBOD VFP Program Manager
2. Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	None	<b>1 WD</b>	Legal Unit Legal Officer
	2.2 Facilitates signing of the MOA	None	<b>1 WD</b>	IBOD VFP Program Manager
	2.3 Notarizes the MOA	None	1 WD	Legal Unit Legal Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client	None	<b>1 WD</b>	IBOD VFP Program Manager
	2.5 Processing of Payment for Financial Assistance	None	<b>7 WD</b>	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>40 WD</b>	



## 28. FINANCIAL ASSISTANCE SERVICE - PURCHASE ORDER FINANCING PROGRAM (POFP)

This service extending funds to Clients for the acquisition of raw materials needed to produce the required quantity/volume of products/goods as reflected on the irrevocable PO's submitted by the SETUP and TAPI beneficiaries

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Filipino men or women who own Micro, Small and Medium Enterprise</li> <li>• Duly registered Sole Proprietor/Corporation/ Partnership/ Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino</li> <li>• MSMEs previously funded by DOST-SETUP and DOST-TAPI only</li> <li>• Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>• Client with no delinquent account with TAPI</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to TAPI Director	Client
2. One (1) original copy of Duly-Accomplished Data Privacy Consent Form	DOST-TAPI
3. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study <ul style="list-style-type: none"> <li>✓ Company's Background;</li> <li>✓ Marketing Aspect;</li> <li>✓ Technological Aspect;</li> <li>✓ Waste Management/ Disposal/Social Aspect; and</li> <li>✓ Financial Aspect.</li> </ul>	Client
4. One (1) original or photocopy/scanned copy of Details of project cost / specific purpose of loan (Line-Item-Budget)	Client
5. One (1) original or photocopy/scanned copy of Endorsement of concerned Regional Director with Initial Regional Assessment of the project	DOST RO concerned
6. One (1) photocopy/scanned copy of business permits and licenses (Mayor, DTI, BFAD-LTO, Halal, etc.),	Client through DTI/BFAD/ other government institutions



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. One (1) photocopy/scanned copy of Certificate of registration of business name with SEC, or CDA and Articles of Partnership or Incorporation/ By-Laws (for Corporation/Cooperatives)	Client through SEC or CDA
8. One (1) original or photocopy/scanned copy of Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance (for Corporation/Cooperatives)	Client
9. One (1) original or photocopy/scanned copy of Certified list of stockholders and officers (if a corporation) with brief bio-data of applicant/ major stockholders and officers	Client
10. One (1) photocopy/scanned copy of Financial statements of at least the past three (3) years of operation for the company/ beneficiary duly signed by a Registered Accountant/ Auditor;	Client
11. One (1) photocopy/scanned copy of Interim Financial Statement to assess the current financial viability	Client
12. One (1) photocopy/scanned copy of a valid and unserved Purchase Order(s) for local and/or foreign market at the time the application is accepted as the basis for funding	Client
13. One (1) original or photocopy/scanned copy of Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	<b>1WD</b>	FAD-Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2 WD</b>	Office of the Director Director IV





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)	None	<b>1 WD</b>	IBOD  Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client through a letter that the request is under evaluation. Recommends to OD TEC/IATEC members in case of favorable recommendation. Forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD	None	<b>1 WD</b>	IBOD  POFP-Program manager
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC  Simultaneously submits its comments to TEC.	None	<b>3 WD</b>	Office of the Director Director IV  Legal Officer and FAD Division Chief
	1.6 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request	None	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Prepares and submits Evaluation Report to OD/ Execom with recommendation	None	1 WD	IBOD POFP Program Manager
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution	None	5 WD	TAPI Executive Committee
	1.9 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.9 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval  In case of disapproval, Notifies client in writing of TAPI's decision	None	1 WD	IBOD POFP Program Manager
2. Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	None	1 WD	Legal Unit Legal Officer
	2.2 Facilitates signing of the MOA	None	1 WD	IBOD POFP Program Manager
	2.3 Notarizes the MOA	None	1 WD	Legal Unit Legal Officer
	2.4 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client	None	1 WD	IBOD POFP Program Manage



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Processing of Payment for Financial Assistance	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>40 WD</b>	



## 29. FINANCIAL ASSISTANCE SERVICE - YOUTH EMPOWERMENT THROUGH TECHNOPRENEURSHIP (YET) PROGRAM (FOR YOUNG PROFESSIONALS)

Provide funds to young professionals graduated from the YET-assisted academic institutions for the commercialization of their technology-based projects.

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Highly Technical – Multi-Stage System
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Filipino men or women who own Micro, Small and Medium Enterprise (MSME)</li> <li>• Duly registered Sole Proprietor</li> <li>• Male and female graduate beneficiaries of the YET Program for college students</li> <li>• Male and female graduate students with viable research study duly endorsed by YET Program accredited academic institution and concerned Regional Office with existing businesses of at least 3 years</li> <li>• Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>• Client with no delinquent account with DOST-TAPI</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) original or electronic copy of the Proponent's application letter of interest to avail financial assistance and commitment addressed to TAPI Director	Client
2. One (1) original or electronic copy of Project Proposal	Client
3. One (1) original or electronic copy of Curriculum vitae	Client
4. One (1) original or electronic copy of Endorsement of YET-accredited academic institution	Accredited academic institution
5. One (1) original or electronic copy of Endorsement of DOST Regional Office with accomplished endorsement checklist	DOST RO concerned
6. One (1) original or electronic copy of Duly	TAPI
7. One (1) photocopy or scanned copy of Business permits and licenses	Client through DTI/LGU concerned



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
8. One (1) photocopy or scanned copy of Technology Licensing Agreement (TLA) between the academic institution and graduate students wherein the graduate students are allowed to commercialize their research study or Deed of Assignment, whichever is applicable  9. Three (3) quotations from suppliers/ fabricators for all the equipment to be purchased/fabricated  10. One (1) original copy of Affidavit of Authenticity  <b>Additional Requirements for Young Professionals with existing businesses of at least 3 years</b>  1. One (1) copy of Financial Statement for the last 3 years (audited, if applicable)  2. One (1) copy of Annual Income Tax Return		Owner of the technology   Client's identified supplier/ fabricator   Client     Client   Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Record Section transmits the submission to OD	None	1 WD	FAD- Records Section Records Officer
	1.2 Office of the Director (OD) checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 DM checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)		1 WD	Chief SRS (IBOD, DOST-TAPI)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation	None	<b>1 WD</b>	IBOD, YET Program Manager Senior SRS
	1.5 Conduct evaluation of the project proposal based on the criteria	None	<b>12 WD</b>	Technical Evaluation Committee  or Inter Agency Technical Evaluation Committee
	1.6 Prepares and submits Evaluation Report to OD/ Execom With recommendation	None	<b>1 WD</b>	IBOD YET Program Manager
	1.7 Deliberate the merits of the proposal and recommendation of the technical evaluation committee and issues the appropriate resolution	None	<b>5 WD</b>	TAPI Executive Committee
	1.9 Approves / Disapproves the request	None	<b>2 WD</b>	Office of the Director Director IV
	1.8 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval	None	<b>2 WD</b>	YET Program Manager (PM) Senior SRS  (IBOD, DOST-TAPI)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client receives DOST-TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing.	2.1 Coordinates schedule to conduct MOA Orientation and contract signing	None	1 WD	IBOD YET Program Manager
	2.2 Conducts MOA Orientation and contract signing as scheduled	None	1 WD	Legal Unit Legal Officer
	2.3 Facilitates contract signing and execution of the MOA as scheduled	None	2 WD	IBOD YET Program Manager
	2.4 Notarizes the MO	None	1 WD	Legal Unit Legal Officer
	2.5 Prepares documents to facilitate processing of payment and forwards to FAD	None	1 WD	IBOD YET Program Manager
	2.6 Processing of Payment for Financial Assistance	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>40 WD</b>	



### 30. FINANCIAL ASSISTANCE SERVICE - YOUNG EMPOWERMENT THROUGH TECHNOPRENEURSHIP (YET) PROGRAM (FOR COLLEGE STUDENTS)

This Service supports academic institutions and assists students by providing financial assistance for technology-based enterprises development.

<b>Office or Division:</b>	Investment and Business Operations Division
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Filipino men or women who own Micro, Small and Medium Enterprise(MSME)</li> <li>• Duly registered Sole Proprietor</li> <li>• Male and female graduate beneficiaries of the YET Program for college students</li> <li>• Male and female graduate students with viable research study duly endorsed by YET Program accredited academic institution and concerned Regional Office</li> <li>• Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>• Client with no delinquent account with DOST-TAPI</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) original or photocopy/ scanned copy of School's Letter of Intent	Client
2. One (1) original or photocopy/ scanned of DOST Regional Office's Endorsement Letter	DOST Regional Office concerned
3. One (1) original or photocopy/ scanned of School's Project Proposal/s	Client
4. One (1) original or photocopy/scanned copy of Duly accomplished Data Privacy Consent Form	DOST-TAPI





<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	<b>1WD</b>	Records Section Records Officer
	1.2 Office of the Director (OD) checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2 WD</b>	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit		<b>1 WD</b>	IBOD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation		<b>1 WD</b>	IBOD YET Program Manager (PM) Senior SRS
	1.5 Prepares and submits evaluation report to OD with corresponding recommendation	None	<b>4 WD</b>	IBOD YET-Program Manager
	1.6 Deliberate the merits of the proposal and recommendation of the technical evaluation committee and issues the appropriate resolution	None	<b>5 WD</b>	TAPI ExeCom
	1.7 Approves / Disapproves the request	None	<b>2 WD</b>	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.	None	<b>2 WD</b>	IBOD YET-Program Manage
2. Client receives DOST-TAPI's notification and coordinates with the YET Program Unit for the MOA Orientation and contract signing.	2.1 Coordinates the conduct of MOA orientation and contract signing	None	<b>1 WD</b>	IBOD YET-Program Manager
	2.2 Conducts MOA Orientation and contract signing as scheduled	None	<b>1 WD</b>	Legal Unit Legal Officer
	2.3 Facilitates contract signing and execution of the MOA as scheduled	None	<b>3 WD</b>	IBOD YET-Program Manager
	2.4 Notarizes the MOA	None	<b>1 WD</b>	Legal Unit Legal Officer
	2.5 Prepares documents to facilitate processing of payment and forwards to FAD	None	1 WD	IBOD YET Program Manager
	2.6 Processing of Payment for Financial Assistance	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>32 WD</b>	



### 31. SUPPORT OF THE CONDUCT OF ORIENTATION FOR ACADEMIC INSTITUTION UNDER THE YOUNG EMPOWERMENT THROUGH TECHNOPRENEURSHIP (YET) PROGRAM

This service provides necessary orientation which promotes and supports invention/innovation in the academe.

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2C - Government to Citizens
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. Private and public academic institutions that offers science and technology courses and/or entrepreneurship development program at tertiary level;</li> <li>2. Private academic institutions that offer courses within the DOST priority areas but not limited to engineering and ICT projects with technological innovations; and</li> <li>3. Public academic institutions that offer courses within the DOST priority areas but are not limited to agriculture and aquatic projects with technological advantages over the existing products in the market.</li> </ol>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Capability Building</b>				
One (1) original or photocopy/scanned copy of Letter request from Academic Institutions with male and female student-developed technology and endorsed by the DOST Regional Office		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Record Section transmits the submission to OD	None	1 WD	Records Section Records Officer AOV
	1.2 Office of the Director (OD) checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 DM checks if the request falls within the proper program and forwards the same to the PM	None	1WD	IBOD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation	None	1 WD	YET Program Manager Senior SRS  (IBOD, DOST- TAPI)
	1.5 Prepares and submits evaluation report to OD with corresponding recommendation	None	4 WD	IBOD YET Program Manager Senior SRS
	1.6 Reviews and decides whether to approve or disapprove of the request and issues its resolution. In case of approval, the Director signs the Approval Letter	None	2 WD	Office of the Director Director IV
	1.7 Informs the client in writing of TAPI's decision thru approval Letter with request for schedule and coordination for the Orientation	None	3 WD	IBOD YET Program Manager Senior SRS
<b>TOTAL:</b>			<b>14 WD</b>	



## 32. FINANCIAL ASSISTANCE SERVICE - INVENTION-BASED ENTERPRISE DEVELOPMENT - COMPONENT II (IBED-II) PROGRAM

This Service involves extending financial assistance to Inventors to cover the commercialization of Invention, Utility Model or Industrial Design including the acquisition of equipment and/or raw materials needed to manufacture the inventions.

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Multi-Stage System
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men or women who own Micro, Small and Medium Enterprise (MSME) with at least active pending application for Invention/UM/ID</li> <li>Duly registered Sole Proprietor/Corporation/Partnership/Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino Citizens) and must have Deed of Assignment of Patent/UM/ID, if not under the client's name (notarized with stamp received acknowledged by IPOPHIL)</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) original or photocopy/scanned copy of Application letter addressed to TAPI Director	Client
2. One (1) original copy of Signed Data Privacy Consent	Client
3. One (1) original or photocopy/scanned copy of Endorsement letter from DOST Regional Office including RTEC Report, if applicable	DOST Regional Office concerned
4. One (1) original or photocopy/scanned copy of Project Proposal indicating the Line-ItemBudget (LIB)	Client
5. One (1) photocopy/scanned copy of Letters Patent/UM Registration/ID Registration or at least active pending application	Client through IPOPHIL
6. One (1) photocopy/scanned copy of Deed of assignment of patent/UM registration to juridical company, if applicable	Owner of the Technology
7. One (1) original or photocopy/scanned copy of Personal bio-data if individual; brief company profile if a juridical entity	Client
8. One (1) photocopy/scanned copy of Valid government-issued ID	Client
9. Assigned co-implementor for inventors over 60 years old	Client
10. One (1) original copy of Certification of Residency from Barangay Center or Barangay Clearance, if applicable	Client through the Barangay/LGUs concerned
11. One (1) photocopy/scanned copy of Test results of the subject technology, if applicable	Client



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
12. One (1) original or photocopy/scanned copy of List of prospective clients /customers with addresses and contact numbers		Client		
13. Original or photocopy/scanned copy of Quotation from at least three (3) suppliers/ fabricators, if applicable		Client's identified suppliers/fabricators		
14. One (1) original or photocopy/scanned copy of Letters of Intent (LOI) from clients totaling with at least 5% commitment fee		Client's Customer/s		
15. One (1) photocopy/scanned copy of Business registrations (Mayor's Permit, DTI Reg, BIR Reg, SEC and Articles of Partnership or Inc./By-Laws (for Corp).		Client through LGUs/Other Government/ Offices concerned		
16. One (1) photocopy/scanned copy of Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance, for Corporation		Client		
17. One (1) photocopy/scanned copy of Certified list of stockholders and officers with brief bio-data of applicant/ major stockholders and officers, for Corporation		Client		
18. One (1) original copy of Affidavit of Authenticity		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1WD	FAD- Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)	None	1 WD	IBOD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation. Recommends to OD TEC members in case of favorable recommendation. Simultaneously forwards the copy of the proposal with complete documentary requirements to the Legal Unit	None	1 WD	IBOD IBED II-Program manager
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC.  Simultaneously submits its comments to TEC	None	3 WD	Office of the Director Director IV  Legal Unit Legal Officer Attorney IV  FAD Chief FAD
	1.6 Coordinates with TEC/ DOST Regional Offices (RO) for the site visit, validation, and evaluation of the request	None	12 WD	Technical Evaluation Committee or Inter-Agency Technical Evaluation Committee



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Prepares and submits Evaluation Report to OD/Execom with recommendations	None	1WD	IBOD IBED II Program Manager
	1.8 Deliberates for the approval/ disapproval of the request and issues its resolution	None	5 WD	TAPI Execom Committee
	1.7 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.9 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval  In case of disapproval, TAPI notifies the client in writing	None	1 WD	IBOD IBED II Program Manager
2. Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	None	1 WD	Legal Unit Legal Officer Attorney IV
	2.2 Facilitates signing of the MOA	None	1 WD	IBOD IBED II Program Manager
	2.3 Notarizes the MOA	None	1 WD	Legal Unit Legal Officer Attorney IV





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client	None	1 WD	IBOD IBED II Program Manager
	2.5 Processing of Payment for Financial Assistance	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
<b>TOTAL</b>			<b>40 WD</b>	



## **EXTERNAL SERVICES**

Technology Information and Promotion Division (TIPD)



### 33. Support for the Conduct of Technology Training/Seminar/Conference/Fora under the Institutional Support for Technology Exposition (ISTE) Program

This Service involves extending funds to Clients to cover the cost of Training/Seminar/Conference/ Fora whether physical or virtual to include expenses such as food, venue, supplies and materials, tokens for the resource speakers, and local transportation and accommodation of resource speakers and organizers

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Multi-Stage			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• DOST Agencies</li> <li>• DOST Regional Offices</li> <li>• State Universities and Colleges (SUC)</li> <li>• Professional Organization</li> </ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Technology Training/ Seminar/ Conference/ Fora</b> a. One (1) copy of original letter requesting for financial assistance and/or other assistance required/needed for the conduct of such activities;  b. One (1) original copy of project proposal format incorporating the following information: ✓ Title of the Activity ✓ Date and Venue ✓ Objectives and expected output ✓ Program of activities (with resource persons/ presentors and highlighting the topics to be covered by respective resource speakers) ✓ List of participants ✓ Detailed Line-Item Budget with corresponding counterpart of proponent and other partner/funding institutions		TIPD, TAPI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	1 WD	FAD, Records Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the program and forwards the same to the Supervising SRS	None	4 HRS	TIPD Division Manager (DM), Chief SRS
	1.4 Checks if the request falls within the program and forwards the same to the appropriate Program Unit (Unit)	None	4 HRS	TIPD Supervising SRS
	1.5 Conducts initial evaluation on the request and forwards the same to SRS II	None	4 HRS	TIPD ISTE – Program Manager, Sr. SRS
	1.6 Checks the completeness of the submission. If complete, prepares communication to notifies the client that the request is under evaluation.	None	4 HRS	TIPD ISTE – SRS II
	1.7 Prepares and submits Executive Summary to Supervising SRS for review and requests TAPI EXECOM Secretariat for inclusion in the agenda	None	1 WD	TIPD ISTE – Program Manager, Sr. SRS
	1.8 Reviews the Executive Summary and forwards the same to DM	None	1 WD	TIPD Supervising SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Reviews the Executive Summary	None	1 WD	TIPD Division Manager (DM), Chief SRS
	1.10 Deliberates for the approval or disapproval of the request and issues its resolution	None	5 WD	TAPI Executive Committee (EXECOM)
	1.11 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.12 Notifies the client in writing of TAPI's decision. Prepares approval letter and MOA/ conformé in case of approval and forwards the same to PM for comments/ clearance	None	1 WD	TIPD ISTE – SRS II
	1.13 Review the approval letter and MOA/ conformé and forwards the same to supervising SRS for comments/ clearance	None	1 WD	TIPD ISTE – Program Manager, Sr. SRS
	1.14 Review the approval letter and MOA/ conformé and forwards the same to DM for comments/ clearance	None	1 WD	TIPD Supervising SRS
	1.15 Review the approval letter and MOA/ conformé and forwards the same to OD for signature	None	1 WD	TIPD Division Manager (DM), Chief SRS
	1.16 Signs the approval / disapproval letter	None	1 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client receives TAPI's notification and coordinates contract signing or returns the signed conformé letter / MOA to DOST-TAPI.	2.1 Forwards the Conforme/MOA Letter to the Unit.	None	1 WD	FAD, Records Section Records Officer AO V
	2.2 Coordinates with Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD ISTE – Program Manager Sr. SRS
	2.3 Notarizes the MOA	None	1WD	Legal Unit Attorney IV
	2.4 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1WD	TIPD ISTE – SRS II
	2.5 Processes the releases of the funds to the client  (Refer to “Processing of Payment for Financial Assistance”)	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>31 WD</b>	

Support for the Conduct of Technology Training/Seminar/Conference/Fora of TAPI-Accredited Inventors' Organization under the Institutional Support for Technology Exposition (ISTE) Program is covered under RA 9184 or the Government Procurement Reform Act



**34. Support for the Conduct of Technology Training/Seminar/Conference/Fora of TAPI-Accredited Inventors' Organization under the Institutional Support for Technology Exposition (ISTE) Program**

This Service involves extending funds to Clients to cover the cost of Training/Seminar/Conference/Fora whether physical or virtual to include expenses such as food, venue, supplies and materials, tokens for the resource speakers, and local transportation and accommodation of resource speakers and organizers

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)
<b>Classifications:</b>	Multi-Stage Process
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	Filipino Inventors' Organization accredited by TAPI

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p><b>Technology Training/ Seminar/ Conference/ Fora</b></p> <p>a. One (1) copy of original letter requesting for financial assistance and/or other assistance required/needed for the conduct of such activities;</p> <p>b. One (1) original copy of project proposal format incorporating the following information:</p> <ul style="list-style-type: none"> <li>✓ Title of the Activity</li> <li>✓ Date and Venue</li> <li>✓ Objectives and expected output</li> <li>✓ Program of activities (with resource persons/ presentors and highlighting the topics to be covered by respective resource speakers)</li> <li>✓ List of participants</li> <li>✓ Detailed Line-Item Budget with corresponding counterpart of proponent and other partner/funding institutions</li> </ul>	<p>TPID, TAPI</p>

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	1 WD	FAD, Records Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the program and forwards the same to the Supervising SRS	None	4 HRS	TIPD Division Manager (DM), Chief SRS
	1.4 Checks if the request falls within the program and forwards the same to the appropriate Program Unit (Unit).		4 HRS	TIPD Supervising SRS
	1.5 Conducts initial evaluation on the request and forwards the same to SRS II.	None	4 HRS	TIPD ISTE – Program Manager, Sr. SRS
	1.6 Checks the completeness of the submission. If complete, prepares communication to notifies the client that the request is under evaluation.	None	4 HRS	TIPD ISTE – SRS II
	1.7 Prepares and submits Executive Summary to Supervising SRS for review and requests TAPI EXECOM Secretariat for inclusion in the agenda	None	1 WD	TIPD ISTE – Program Manager, Sr. SRS
	1.8 Reviews the Executive Summary and forwards the same to DM	None	1 WD	TIPD Supervising SRS





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Reviews the Executive Summary	None	1 WD	TIPD Division Manager (DM), Chief SRS
	1.10 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Executive Committee (EXECOM)
	1.11 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.12 Notifies the client in writing of TAPI's decision. Prepares approval letter and MOA/ conformé in case of approval and forwards the same to PM for comments/ clearance	None	1 WD	TIPD ISTE – SRS II
	1.13 Review the approval letter and MOA/ conformé and forwards the same to supervising SRS for comments/ clearance	None	1 WD	TIPD ISTE – Program Manager, Sr. SRS
	1.14 Review the approval letter and MOA/ conformé and forwards the same to DM for comments/ clearance	None	1 WD	TIPD Supervising SRS
	1.15 Review the approval letter and MOA/ conformé and forwards the same to OD for signature	None	1 WD	TIPD Division Manager (DM), Chief SRS
	1.16 Signs the approval / disapproval letter	None	1 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Client receives TAPI's notification and coordinates contract signing or returns the signed conformé letter / MOA to DOST-TAPI.	2.1 Forwards the Conforme/MOA Letter to the Unit.	None	1 WD	Records Section Records Officer AO V
	2.2 Coordinates with Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD ISTE – Program Manager Sr. SRS
	2.3 Notarizes the MOA	None	1WD	Legal Unit Attorney IV
	2.4 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1WD	TIPD ISTE – SRS II
	2.5 Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement	None	1 WD	TIPD ISTE – SRS II
	2.6 BAC undertakes procurement		26 to 136 Calendar Days <i>(pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services.”)</i>	TAPI Bids and Awards Committee (BAC)  Refer to Service No.20 page 224, FAD Internal Services
	2.7 Coordinates with the Supplier/s and/or proponent	None	1 WD	TIPD ISTE – SRS II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1WD	TIPD ISTE – SRS II
	2.9 Processes the releases of the funds to the winning bidder / supplier	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
	<b>TOTAL</b>		<b>34 WD</b>	

*Support for the Conduct of Technology Training/Seminar/Conference/Fora of TAPI-Accredited Inventors' Organization under the Institutional Support for Technology Exposition (ISTE) Program is covered under RA 9184 or the Government Procurement Reform Act*



### 35. Support for the Conduct of TAPI-Accredited Inventors' Organization Exhibition under the Institutional Support for Technology Exposition (ISTE) Program

This Service involves extending funds for the conduct of exhibition, whether physical or virtual, to cover the cost of booth system, rental expenses, and representation expenses

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Multi-stage Process			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino Inventors' Organization accredited by DOST-TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>One (1) original letter requesting assistance</li> <li>One (1) original project proposal format incorporating the following information: <ul style="list-style-type: none"> <li>✓ Project Title</li> <li>✓ Proponent</li> <li>✓ Project Duration</li> <li>✓ Project Cost</li> <li>✓ Background/ Rationale</li> <li>✓ Objectives</li> <li>✓ Strategies for Implementation/Activities to be undertaken:</li> <li>✓ Expected Output</li> <li>✓ Programme of Activities</li> <li>✓ Line Item Budget</li> </ul> </li> </ol>			TIPD, TAPI	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	1 WD	FAD, Records Section Records Officer AO V
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within the program and forwards the same to the Supervising SRS	None	4 HRS	TIPD Division Manager (DM), Chief SRS
	1.4 Checks if the request falls within the program and forwards the same to the appropriate Program Unit (Unit).	None	4 HRS	TIPD Division Manager (DM), Chief SRS
	1.5 Conducts initial evaluation on the request and forwards the same to SRS II.	None	4 HRS	TIPD ISTE Program Manager, Sr. SRS
	1.6 Checks the completeness of the submission. If complete, prepares communication to notifies the client that the request is under evaluation.	None	4 HRS	ISTE SRS II
	1.7 Prepares and submits Executive Summary to Supervising SRS for review and requests TAPI EXECOM Secretariat for inclusion in the agenda	None	1 WD	TIPD ISTE Program Manager, Sr. SRS
	1.8 Reviews the Executive Summary and forwards the same to DM	None	1 WD	TIPD Supervising SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Reviews the Executive Summary	None	1 WD	TIPD Division Manager (DM), Chief SRS
	1.10 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Executive Committee (EXECOM)
	1.11 Approves / Disapproves the request		2WD	Office of the Director Director IV
	1.12 Notifies the client in writing of TAPI's decision. Prepares approval letter and MOA/ conformé in case of approval and forwards the same to PM for comments/ clearance	None	1 WD	TIPD ISTE SRS II
	1.13 Review the approval letter and MOA/ conformé and forwards the same to supervising SRS for comments/ clearance	None	1 WD	TIPD ISTE Program Manager, Sr. SRS
	1.14 Review the approval letter and MOA/ conformé and forwards the same to DM for comments/ clearance	None	1 WD	TIPD Supervising SRS
	1.15 Review the approval letter and MOA/ conformé and forwards the same to OD for signature	None	1 WD	TIPD Division Manager (DM), Chief SRS
	1.16 Signs the approval / disapproval letter	None	1 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives TAPI's notification and coordinates contract signing or returns the signed conformé letter / MOA to DOST-TAPI.	2.1 Forwards the Conforme Letter / MOA to the Unit.	None	1 WD	FAD, Records Section Records Officer, AO V
	2.2 Coordinates with Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD ISTE SRS II
	2.3 Notarizes the MOA	None	<b>1WD</b>	Legal Unit Legal Officer Attorney IV
	2.4 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1 WD	TIPD ISTE SRS II
	2.5 Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement	None	1 WD	TIPD ISTE SRS II
	2.6 BAC undertakes procurement	None	26 to 136 Calendar Days Calendar Days <i>(pursuant to 2004 Revised IRR of RA 9184 ANNEX C – "Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services.")</i>	TAPI Bids and Awards Committee (BAC)  Refer to Service No.20 page 224, FAD Internal Services
	2.7 Coordinates with the Supplier/s and/or proponent	None	1 WD	TIPD ISTE SRS II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1WD	TIPD ISTE SRS II
	2.9 Processes the releases of the funds to the winning bidder / supplier	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
	<b>TOTAL</b>		<b>34 WD</b>	

*Support for the Conduct of TAPI-Accredited Inventors' Organization Exhibition under the Institutional Support for Technology Exposition (ISTE) Program is covered under RA 9184 or the Government Procurement Reform Act*





### 36. Support for the Conduct of local Fairs and Exhibits under the Institutional Support for Technology Exposition (ISTE) Program

This Service involves extending funds to clients whether physical or virtual to cover the cost of venue, booth system rental, fabrication of exhibit materials and prototype models, transport/hauling of exhibit materials, exhibit lay-out preparation, setting/putting-up of exhibits and preparation/ design of backdrop/streamers

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Multi Stage Process			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• DOST Agencies</li> <li>• DOST Regional Offices</li> <li>• State Universities and Colleges (SUC)</li> <li>• Professional Organization</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Support to DOST Agencies and ROs Activities</b> a. One (1) original letter requesting assistance  b. One (1) original project proposal format incorporating the following information: <ul style="list-style-type: none"> <li>✓ Project Title</li> <li>✓ Proponent</li> <li>✓ Project Duration</li> <li>✓ Project Cost</li> <li>✓ Background/ Rationale</li> <li>✓ Objectives</li> <li>✓ Strategies for Implementation/Activities to be undertaken:</li> <li>✓ Expected Output</li> <li>✓ Programme of Activities</li> <li>✓ Line Item Budget</li> </ul>		TIPD, TAPI		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	1 WD	Records Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the program and forwards the same to the Supervising SRS	None	4 HRS	TIPD Division Manager (DM), Chief SRS
	1.4 Checks if the request falls within the program and forwards the same to the appropriate Program Unit (Unit).	None	4 HRS	TIPD Supervising SRS
	1.5 Conducts initial evaluation on the request and forwards the same to SRS II.	None	4 HRS	TIPD ISTE – Program Manager, Sr. SRS
	1.6 Checks the completeness of the submission and if complete, prepares communication to notifies the client that the request is under evaluation	None	4 HRS	TIPD ISTE – SRS II
	1.7 Prepares and submits Executive Summary to Supervising SRS for review and requests TAPI EXECOM Secretariat for inclusion in the agenda	None	1 WD	TIPD ISTE – Program Manager, Sr. SRS
	1.8 Reviews the Executive Summary and forwards the same to DM	None	1 WD	TIPD Supervising SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Reviews the Executive Summary	None	1 WD	TIPD Division Manager (DM), Chief SRS
	1.10 Deliberates for the approval or disapproval of the request and issues its resolution	None	5 WD	TAPI Executive Committee (EXECOM)
	1.11 Approves / Disapproves the request	None	2 WD	Office of the Director Director
	1.12 Notifies the client in writing of TAPI's decision. Prepares approval letter and MOA/ conformé in case of approval and forwards the same to PM for comments/ clearance	None	1 WD	TIPD ISTE – SRS II
	1.13 Review the approval letter and MOA/ conformé and forwards the same to supervising SRS for comments/ clearance	None	1 WD	TIPD ISTE – Program Manager, Sr. SRS
	1.14 Review the approval letter and MOA/ conformé and forwards the same to DM for comments/ clearance	None	1 WD	TIPD Supervising SRS
	1.15 Review the approval letter and MOA/ conformé and forwards the same to OD for signature	None	1 WD	TIPD Division Manager (DM), Chief SRS
	1.16 Signs the approval / disapproval letter	None	1 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives TAPI's notification and coordinates contract signing or returns the signed conformé letter/MOA to DOST-TAPI	2.1 Forwards the Conforme Letter /MOA to the Unit	None	1 WD	Records Section Records Officer AOV
	2.2 Coordinates with Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD ISTE – SRS II
	2.3 Notarizes the MOA	None	1WD	Legal Unit Legal Officer
	2.4 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1WD	TIPD ISTE – SRS II
	2.5 Process fund release to client  (Refer to “Processing of Payment for Financial Assistance”)	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>31 WD</b>	

*Support for the Conduct of local Fairs and Exhibits under the Institutional Support for Technology Exposition (ISTE) Program is qualified under multi-stage processing*



### 37. Support for the Conduct of Exhibition for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program

This Service involves extending funds to Clients whether physical or virtual to cover the cost of venue and booth rental.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Multi-stage Process			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino Inventors' Organization accredited by TAPI</li> </ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Conduct of Exhibit</b> a. One (1) original letter format requesting for financial assistance and/or other assistance required/needed for the conduct of such activities;  b. One (1) original project proposal format incorporating the following information: <ul style="list-style-type: none"> <li>✓ Project Title</li> <li>✓ Implementing Agency/Org.</li> <li>✓ Project duration</li> <li>✓ Project venue</li> <li>✓ Project Cost</li> <li>✓ Rationale</li> <li>✓ Objectives</li> <li>✓ Methodology</li> <li>✓ List of possible participants</li> <li>✓ Expected output</li> <li>✓ Work plan / timeline</li> <li>✓ Program of activities</li> <li>✓ Detailed Line-Item Budget</li> </ul>		TIPD, TAPI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	1 WD	FAD, Records Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the program and forwards the same to the Supervising SRS	None	4 HRS	TIPD Division Manager (DM), Chief SRS
	1.4 Checks if the request falls within the program and forwards the same to the appropriate Program Unit (Unit)	None	4 HRS	TIPD Supervising SRS
	1.5 Conducts initial evaluation on the request and forwards the same to SRS II	None	4 HRS	TIPD ISTE – Program Manager, Sr. SRS
	1.6 Checks the completeness of the submission. If complete, prepares communication to notifies the client that the request is under evaluation	None	4 HRS	TIPD NIW Project Staff
	1.7 Prepares and submits Executive Summary to Supervising SRS for review and requests TAPI EXECOM Secretariat for inclusion in the agenda	None	1 WD	TIPD NIW Program Manager, Sr. SRS
	1.8 Reviews the Executive Summary and forwards the same to DM	None	1 WD	TIPD Supervising SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Reviews the Executive Summary	None	1 WD	TIPD Division Manager, Chief SRS
	1.10 Deliberates for the approval or disapproval of the request and issues its resolution	None	5 WD	TAPI Executive Committee (EXECOM)
	1.11 Approves / Disapproves the request	None	2WD	Office of the Director Director IV
	1.12 Notifies the client in writing of TAPI's decision. Prepares approval letter and MOA/ conformé in case of approval and forwards the same to PM for comments/ clearance	None	1 WD	TIPD NIW Project Staff
	1.13 Review the approval letter and MOA/ conformé and forwards the same to supervising SRS for comments/ clearance	None	1 WD	TIPD NIWO – Program Manager, Sr. SRS
	1.14 Review the approval letter and MOA/ conformé and forwards the same to DM for comments/ clearance	None	1 WD	TIPD Supervising SRS
	1.15 Review the approval letter and MOA/ conformé and forwards the same to OD for signature	None	1 WD	TIPD Division Manager Chief SRS
	1.16 Signs the approval / disapproval letter	None	1 WD	Office of the Director Director IV
2. Client receives TAPI's notification and coordinates contract signing or returns the signed conformé letter / MOA to DOST-TAPI	2.1 Forwards the Conforme Letter/MOA to the Unit	None	1 WD	FAD, Records Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Coordinates with Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD NIW Project Staff
	2.3 Notarizes the MOA	None	1WD	Legal Unit Attorney IV
	2.4 Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement	None	1 WD	TIPD NIW Project Staff
	2.5 BAC undertakes procurement	None	<b>26 to 136 Calendar Days</b> (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services.”)	TAPI Bids and Awards Committee (BAC)  Refer to Service No.20 page 224, FAD Internal Services
	2.6 Coordinates with the Supplier/s and/or proponent	None	1 WD	TIPD NIW Project Staff
	2.7 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1 WD	TIPD NIW Program Manager Sr. SRS
	2.8 Processes the release of funds to the supplier/s	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
	<b>TOTAL</b>		<b>34 WD</b>	

Support for the Conduct of Exhibition for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program is covered under RA 9184 or the Government Procurement Reform Act





### 38. Support for the Printing and Production of Promotional Collaterals of the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program

This Service involves extending funds for the printing and production of promotional collaterals to include expenses for the cost of printing and production of tarpaulin/poster for the exhibit, production of invention's video (maximum 3-minute video), flyers (maximum 1,000 copies), and Souvenir program of the NIW celebration (maximum 500 copies).

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Multi-stage Process			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino Inventors' Organization accredited by TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
a. One (1) original letter requesting for financial assistance required/ needed;			TIPD, TAPI	
b. One (1) original final lay-out for the printing of the following: ✓ tarpaulin/poster ✓ flyers ✓ souvenir program			Client	
c. One (1) picture or video clip or any available data from the inventors for the production of video collaterals			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	1 WD	FAD, Records Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the program and forwards the same to the Supervising SRS	None	4 HRS	TIPD Division Manager (DM), Chief SRS
	1.4 Checks if the request falls within the program and forwards the same to the appropriate Program Unit (Unit).	None	4 HRS	TIPD Supervising SRS
	1.5 Conducts initial evaluation on the request and forwards the same to SRS II.	None	4 HRS	TIPD NIW – Program Manager, Sr. SRS
	1.6 Checks the completeness of the submission. If complete, prepares communication to notifies the client that the request is under evaluation.	None	4 HRS	TIPD NIW Project Staff
	1.7 Prepares and submits Executive Summary to Supervising SRS for review and requests TAPI EXECOM Secretariat for inclusion in the agenda	None	1 WD	TIPD NIW – Program Manager, Sr. SRS
	1.8 Reviews the Executive Summary and forwards the same to DM	None	1 WD	TIPD Supervising SRS
	1.9 Reviews the Executive Summary	None	1 WD	TIPD Division Manager (DM), Chief SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.10 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Executive Committee (EXECOM)
	1.11 Approves / Disapproves the request	None	2WD	Office of the Director Director IV
	1.12 Notifies the client in writing of TAPI's decision. Prepares approval letter and MOA/ conformé in case of approval and forwards the same to PM for comments/ clearance	None	1 WD	TIPD NIW Project Staff
	1.13 Review the approval letter and MOA/ conformé and forwards the same to supervising SRS for comments/ clearance	None	1 WD	TIPD NIW Program Manager, Sr. SRS
	1.14 Review the approval letter and MOA/ conformé and forwards the same to DM for comments/ clearance	None	1 WD	TIPD Supervising SRS
	1.15 Review the approval letter and MOA/ conformé and forwards the same to OD for signature	None	1 WD	TIPD Division Manager, Chief SRS
	1.16 Signs the approval / disapproval letter	None	1 WD	Office of the Director Director IV
2. Client receives TAPI's notification and coordinates contract signing or returns the signed conformé letter / MOA to DOST-TAPI	2.1 Forwards the Conforme Letter/MOA to the Unit	None	1 WD	Records Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement	None	1 WD	TIPD NIW Project Staff
	2.3 Notarizes the MOA	None	1 WD	Legal Unit Attorney IV
	2.4 Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement	None	1 WD	TIPD NIW Project Staff
	2.5 BAC undertakes procurement	None	<b>26 to 136 Calendar Days</b> (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services.”)	TAPI Bids and Awards Committee (BAC)  Refer to Service No.20 page 224, FAD Internal Services
	2.6 Coordinates with the Supplier/s and/or proponent	None	1 WD	TIPD NIW Project Staff
	2.7 Turn-over the materials to clients	None	1 WD	TIPD NIW Program Manager Sr. SRS
	2.8 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1WD	TIPD NIW Project Staff



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.9 Processes the releases of the funds to the winning bidder / supplier	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
	<b>TOTAL</b>		<b>34 WD</b>	

*Support for the Conduct of Exhibition for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program is covered under RA 9184 or the Government Procurement Reform Act*



### 39. Support for the Conduct of Training, Seminar, Conference or Forum for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program

This Service involves extending funds for the conduct of training, seminar, conference, or forum whether physical or virtual to cover expenses such as food, venue, supplies and materials, honorarium / tokens for the resource speakers, and local transportation and accommodation of resource speakers and organizers.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Multi-stage Process			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino Inventors' Organization accredited by DOST-TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
a. One (1) original letter format requesting for financial assistance and/or other assistance required/needed for the conduct of such activities;  b. One (1) original project proposal format incorporating the following information: <ul style="list-style-type: none"> <li>✓ Project Title</li> <li>✓ Implementing Agency/Org.</li> <li>✓ Project duration</li> <li>✓ Project venue</li> <li>✓ Project Cost</li> <li>✓ Rationale</li> <li>✓ Objectives</li> <li>✓ Methodology</li> <li>✓ List of possible participants</li> <li>✓ Expected output</li> <li>✓ Work plan / timeline</li> <li>✓ Program of activities</li> <li>✓ Detailed Line-Item Budget</li> </ul>			TIPD, TAPI	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	1 WD	FAD, Records Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the program and forwards the same to the Supervising SRS	None	4 HRS	TIPD Division Manager (DM) Chief SRS
	1.4 Checks if the request falls within the program and forwards the same to the appropriate Program Unit (Unit)	None	4 HRS	TIPD Supervising SRS
	1.5 Conducts initial evaluation on the request and forwards the same to SRS II	None	4 HRS	TIPD NIW Program Manager, Sr. SRS
	1.6 Checks the completeness of the submission. If complete, prepares communication to notifies the client that the request is under evaluation.	None	4 HRS	TIPD NIW Project Staff
	1.7 Prepares and submits Executive Summary to Supervising SRS for review and requests TAPI EXECOM Secretariat for inclusion in the agenda	None	1 WD	TIPD NIW Program Manager, Sr. SRS
	1.8 Reviews the Executive Summary and forwards the same to DM	None	1 WD	TIPD Supervising SRS
	1.9 Reviews the Executive Summary	None	1 WD	TIPD Division Manager (DM), Chief SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.10 Deliberates for the approval or disapproval of the request and issues its resolution.	None	5 WD	TAPI Executive Committee (EXECOM)
	1.11 Approves / Disapproves the request	None	2WD	Office of the Director Director IV
	1.12 Notifies the client in writing of TAPI's decision. Prepares approval letter and MOA/ conformé in case of approval and forwards the same to PM for comments/ clearance	None	1 WD	TIPD NIW Project Staff
	1.13 Review the approval letter and MOA/ conformé and forwards the same to supervising SRS for comments/ clearance	None	1 WD	TIPD NIW Program Manager Sr. SRS
	1.14 Review the approval letter and MOA/ conformé and forwards the same to DM for comments/ clearance	None	1 WD	TIPD Supervising SRS
	1.15 Review the approval letter and MOA/ conformé and forwards the same to OD for signature	None	1 WD	TIPD Division Manager Chief SRS
	1.16 Signs the approval / disapproval letter	None	1 WD	Office of the Director Director IV
2. Client receives TAPI's notification and coordinates contract signing or returns the signed conformé letter/ MOA to DOST-TAPI.	2.1 Forwards the Conforme Letter /MOA to the Unit.	None	1 WD	FAD, Records Section Records Officer AO V





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Coordinates with Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD NIW Project Staff
	2.3 Notarizes the MOA	None	<b>1WD</b>	Legal Unit Attorney IV
	2.4 Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement	None	1 WD	TIPD NIW Project Staff
	2.5 BAC undertakes procurement	None	<b>26 to 136 Calendar Days</b> (pursuant to 2004 Revised IRR of RA 9184 ANNEX C – “Recommended Earliest Possible Time and Maximum Period Allowed for the Procurement of Goods and Services.”)	TAPI Bids and Awards Committee (BAC)  Refer to Service No.20 page 224, FAD Internal Services
	2.6 Coordinates with the Supplier/s and/or proponent	None	1 WD	TIPD NIW Project Staff
	2.7 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1 WD	TIPD NIW Project Staff
	2.8 Processes the release of funds to the supplier/s	None	7 WD	Refer to Service No.8 page 198, FAD Internal Services
	<b>TOTAL</b>		<b>33 WD</b>	

Support for the Conduct of Exhibition for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program is covered under RA 9184 or the Government Procurement Reform Act



#### 40. Conduct of Regional Invention Contest and Exhibit (RICE)

This Service involves giving of cash incentives, awards and bragging rights as a form of encouragement to inventors to showcase their inventive capability

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)
<b>Classifications:</b>	Multi-stage Process
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Filipino Inventors</li> <li>• Filipino Makers</li> <li>• Filipino Designers</li> <li>• Filipino Researchers</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. One (1) original and notarized copy of Entry Form (RIC form 1 for Invention, UM, ID Category, Creative Research, or RIC for 3A/3B for Student Creative REsearch Category)</li> <li>2. One (1) original and notarized of waiver (RIC Form No. 02 for for Invention, UM, ID Category, Creative Research or Form No. 4 for student creative Research Category)</li> <li>3. One (1) original copy Information Sheet with Data Privacy Consent Form</li> <li>4. One (1) original and notarized of Certification (RIC form 5: for Creative Research or RIC form 6 for Student Creative Research Category Only)</li> <li>5. One (1) original copy of Data Privacy Consent form to share video (for shortlisted contestants only)</li> <li>6. One (1) original copy of bank details with data privacy consent form (for winners only)</li> <li>7. One (1) original copy of IP Certificate with ribbon</li> <li>8. One (1) original copy of Certificate of Residency</li> <li>9. One (1) original copy of Detailed Information of Invention</li> <li>10. One (1) original five-minute video presentation (for shortlisted contestants only)</li> </ol>	<p>TIPD, TAPI</p> <p>Intellectual Property Office of the Philippines (IPOP HL)</p> <p>Barangay Office of the Local Government Unit where the applicant is a resident Client</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	4 HRS	FAD, Record Section Records Officer AO V
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	4 HRS	TIPD Supervising SRS
	1.3 Checks the completeness of the submission, and recommends action	None	1 WD	TIPD RICE Sr. SRS
	1.4 If complete, draft response notifying the client that the entry will proceed to the qualifying round and forwards to the Senior SRS  If incomplete, draft response informing the client of the lacking document/s, and forwards to the Senior SRS	None	1 WD	TIPD RICE SRS II
	1.5 Review the document and forwards to the Supervising SRS	None	1 WD	TIPD RICE Sr. SRS
	1.6 Clears the draft approval / disapproval letter and returns to SRS II	None	1 WD	TIPD Supervising SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Notifies shortlisted contestants to submit a five minute video and data consent form	None	4 HRS	TIPD RICE SRS II
	1.8 Clears the finalized letter and forwards to the Supervising SRS	None	4 HRS	TIPD RICE Senior SRS
	1.9 Signs the letter and return to SRS II for mailing	None	2 HRS	TIPD Supervising SRS
	1.10 Send the letter to the contestant	None	4 HRS	TIPD RICE SRS II
	1.11 Consolidate all entries received, and prepare matrix.	None	5 WD	TIPD RICE SRS II
	1.12 Identify individuals with relevant expertise. Drafts invitation letter and Non-Disclosure Agreement (NDA) to individuals with relevant expertise to be part of the Board of Judges (BOJ)	None	5 WD	TIPD RICE SRS II
	1.13 Reviews the invitation and endorsement letters to judges, NDA, and matrix of entries. Forwards the letter to Supervising SRS	None	3 WD	TIPD RICE Sr. SRS
	1.14 Reviews the invitation and endorsement letters to judges, NDA, and matrix of entries. Forwards to the Division Manager	None	1 WD	TIPD Supervising SRS
	1.15 Reviews the invitation and endorsement letter to judges, NDA, and matrix of entries. Forwards the document to the TIPD Clerk	None	1 WD	TIPD Division Manager Chief SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.16 Forwards document to Legal Unit	None	4HRS	TIPD Clerk
	1.17 Reviews the NDA, and forwards all documents to Office of the Director	None	1WD	Legal Unit Attorney IV
	1.18 Clears the letter to judges, NDA, and matrix of entries and returns to TIPD	None	1 WD	Office of the Director Director IV
	1.19 Forwards to appropriate Program Unit	None	4 HRS	TIPD Clerk
	1.20 Finalizes the letter and NDA, and forwards the same to the Senior SRS	None	4 HRS	TIPD RICE SRS II
	1.21 Clears the finalized letter and NDA, and forwards to the Supervising SRS	None	4 HRS	TIPD RICE Senior SRS
	1.22 Clears the finalized letter and NDA, and forwards to the Division Manager	None	2 HRS	TIPD Supervising SRS
	1.23 Clears the finalized letter and NDA, and forwards to the Office of the Director	None	2 HRS	TIPD Division Manager Chief SRS
	1.24 Signs the finalized letter and forwards to TIPD for mailing	None	2 HRS	Office of the Director Director IV
	1.25 Forwards the letter to the appropriate Program Unit	None	4 HRS	TIPD Clerk
	1.26 Forwards the letter together with NDA to the Records Section for Mailing.	None	4 HRS	TIPD RICE SRS II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.27 Sends the NDA to judges	None	4 HRS	FAD, Record Section Records Officer AO V
	1.28 Forwards the signed NDA to appropriate Program Unit	None	4 HRS	FAD Record Section Records Officer AO V
	1.29 Upon receipt of signed NDA from the BOJ, Program unit facilitate notarization of NDA  Organizes orientation of Board of Judges	None	3 WD	TIPD RICE SRS II
	1.30 Conducts orientation of board of judges	None	1 WD	TIPD RICE Sr. SRS
	1.31 Prepares draft endorsement letter together with entries to be endorsed to judges for evaluation (qualifying rounds) and Special Order (SO) for Board of judges (BOJ), and forwards to Senior SRS	None	1 WD	TIPD RICE SRS II
	1.32 Reviews the endorsement letter and entries to be endorsed, and SO for BOJ. Forwards the letter and entries to Supervising SRS	None	1 WD	TIPD RICE Sr. SRS
	1.33 Reviews the same, and forwards to the Division Manager	None	1 WD	TIPD Supervising SRS
	1.34 Reviews the same, and forwards to the Office of the Director	None	1 WD	TIPD Division Manager Chief SRS
	1.35 Clears the endorsement letter and entries to be endorsed for approval / disapproval and returns to TIPD	None	1 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.36 Finalizes the letter and forwards the same to the Senior SRS	None	4 HRS	TIPD RICE SRS II
	1.37 Clears the finalized letter and forwards to the Supervising SRS	None	4 HRS	TIPD RICE Senior SRS
	1.38 Clears the finalized letter and forwards to the Division Manager	None	2 HRS	TIPD Supervising SRS
	1.39 Clears the finalized letter and forwards to the Office of the Director	None	2 HRS	TIPD Division Manager Chief SRS
	1.40 Signs the finalized letter and forwards to TIPD for mailing	None	2 HRS	Office of the Director Director IV
	1.41 Forwards the letter to the appropriate Program Unit	None	2 HRS	TIPD Clerk
	1.42 Forwards the endorsement letter and entries to the Board of Judges (BOJ).	None	2 HRS	TIPD RICE SRS II
	1.43 Conduct review and evaluation of entries	None	10 WD	Board of Judges (External)
	1.44 Facilitate the deliberation of BOJ	None	2 WD	TIPD RICE Sr. SRS
	1.45 Facilitate the signing of evaluation sheet  Prepares letter notifying shortlisted contestants to submit a five minute video and data consent form	None	1 WD	TIPD RICE SRS II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.46 Reviews the letter notifying shortlisted contestants to submit a five minute video and data consent form. Forwards the letter and entries to Supervising SRS		1 WD	TIPD RICE Sr. SRS
	1.47 Reviews the same, and forwards to the Division Manager		1 WD	TIPD Supervising SRS
	1.48 Reviews the same, and forwards to the Office of the Director		1 WD	TIPD Division Manager Chief SRS
	1.49 Clears the same, and returns to TIPD		1 WD	Office of the Director Director IV
	1.50 Forwards letter to appropriate Program Unit		4 HRS	TIPD Clerk
	1.51 Finalizes the letter and forwards the same to the Senior SRS		4 HRS	TIPD RICE SRS II
	1.52 Clears the finalized letter and forwards to the Supervising SRS		4 HRS	TIPD RICE Senior SRS
	1.53 Clears the same, and forwards to the Division Manager			TIPD Supervising SRS
	1.54 Clears the same, and forwards to the Office of the Director		2 HRS	TIPD Division Manager Chief SRS
	1.55 Signs the finalized letter and forwards to TIPD for mailing		2 HRS	Office of the Director Director IV





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.56 Forwards the letter to the appropriate Program Unit		2 HRS	TIPD Clerk
	1.57 Forwards the letter to contestant		4 HRS	TIPD RICE SRS II
2. Submits a five minute video and data privacy consent form	2.1 Checks the compliance of materials submitted and endorses the same to the appropriate Program Unit (Unit)  If non-compliant, Program Unit informs the client of the lacking document/s		4 HRS	TIPD RICE SRS II
	2.2 Posts the video presentation in DOST-TAPI Official Facebook page		7 WD	TIPD ACU-N Manager, Sr. SRS
	Endorses the video presentation to judges for deliberation		1 WD	TIPD RICE SRS II
	2.3 Facilitate the question and answer portion to be conducted by the judges and the deliberation for ranking		2 WD	TIPD RICE Sr. SRS
	2.4 Facilitate the signing of evaluation sheet  Prepares letter notifying the winners and requesting their bank details		1 WD	TIPD RICE SRS II
	2.5 Reviews the letter notifying the winners and requesting their bank details, and forwards the letter and entries to Supervising SRS		1 WD	TIPD RICE Sr. SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Reviews the same, and forwards to the Division Manager	None	1 WD	TIPD Supervising SRS
	2.7 Reviews the same, and forwards to the Office of the Director	None	1 WD	TIPD Division Manager Chief SRS
	2.8 Clears the same, and returns to TIPD	None	1 WD	Office of the Director Director IV
	2.9 Forwards to appropriate Program Unit	None	4 HRS	TIPD Clerk
	2.10 Finalizes the letter and forwards the same to the Senior SRS	None	4 HRS	TIPD RICE SRS II
	2.11 Clears the finalized letter and forwards to the Supervising SRS	None	4 HRS	TIPD Supervising SRS
	2.12 Clears the finalized letter and forwards to the Division Manager	None	2 HRS	TIPD Supervising SRS
	2.13 Clears the finalized letter and forwards to the Office of the Director	None	2 HRS	TIPD Division Manager Chief SRS
	2.14 Signs the finalized letter and forwards to TIPD for mailing	None	2 HRS	Office of the Director Director IV
	2.15 Forwards the letter to the appropriate Program Unit	None	2 HRS	TIPD Clerk
	2.16 Forwards the letter to contestant	None	2 HRS	TIPD RICE SRS II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits bank details with data privacy consent form	3.1 Checks the completeness of the submission, and prepares the OB, DVs , and other supporting documents to the Finance and Administrative Division (FAD) for processing of cash awards and honoraria of BOJ	None	1 WD	TIPD RICE SRS II
	3.2. Reviews the OB/ DV and other supporting documents, clears the documents and forwards the document to Supervising SRS	None	1 WD	TIPD RICE Sr. SRS
	3.3 review and clears the same documents and forward to Division Manager	None	4 HRS	TIPD Supervising SRS
	3.4 Signs the documents, and forwards to TIPD Clerk	None	1 WD	TIPD Division Manager Chief SRS
	3.5 forward to FAD for processing	None	4 HRS	TIPD Clerk
	3.6 Processes the releases of the funds to the contestant	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>90WD</b>	

*Conduct of Regional Invention Contest and Exhibit (RICE) qualified for multi-stage processing*



#### 41. Support for the Conduct of Regional Invention Contest and Exhibit (RICE) under the Institutional Support for Technology Exposition (ISTE) Program

This Service involves extending funds for the conduct of Regional Invention Contest and Exhibits, whether physical or virtual, to cover the cost of honoraria for the board of judges, food and venue, booth system rental, local transportation, supplies and materials, communication expenses.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Multi-stage Process			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST Regional Offices</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>One (1) original copy of Letter format requesting assistance</li> <li>One (1) original copy of project proposal format incorporating the following information: <ul style="list-style-type: none"> <li>Project Title</li> <li>Proponent</li> <li>Project Duration</li> <li>Project Cost</li> <li>Background/ Rationale</li> <li>Objectives</li> <li>Strategies for Implementation/Activities to be undertaken:</li> <li>Expected Output</li> <li>Programme of Activities</li> <li>Line Item Budget</li> </ul> </li> </ol>		TIPD, TAPI		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Transmits the submission to OD	None	1 WD	Record Section Records Officer AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit).	None	4 HRS	TIPD Division Manager (DM), Chief SRS
	1.4 Conducts initial evaluation, recommends action, and forwards to SRS II	None	4 HRS	TIPD ISTE – RICE Sr. SRS
	1.5 Checks the completeness of the submission. If complete, prepares communication to notifies the client that the request is under evaluation.	None	4 HRS	TIPD ISTE – RICE SRS II
	1.6 Prepares the executive summary, and forward to Supervising SRS	None	1 WD	TIPD ISTE – RICE Sr. SRS
	1.7 Reviews the same, and forwards to DM	None	1 WD	TIPD Supervising SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Reviews the same and forwards to Office of the Director	None	1 WD	TIPD Division Manager Chief SRS
	1.9 Deliberates for the approval or disapproval of the request and issues its resolution	None	5 WD	TAPI Executive Committee
	1.10 Approves / Disapproves the request	None	2 WD	Office of the Director Director IV
	1.11 Notifies the client in writing of TAPI's decision. In case of approval, prepares approval letter and MOA/ conformé	None	1 WD	TIPD ISTE – RICE SRS II
	1.12 Review the approval letter and MOA/ conformé and forwards the same to Senior SRS for comments/ clearance	None	1 WD	TIPD ISTE – RICE Sr. SRS
	1.13 Review the approval letter and MOA/ conformé and forwards the same to DM for comments/ clearance	None	1 WD	TIPD Supervising SRS
	1.14 Review the approval letter and MOA/ conformé and forwards the same to OD for comments/ clearance	None	1 WD	TIPD Division Manager Chief SRS
	1.15 Review the approval letter and MOA/ conformé and forwards the same to supervising SRS for comments/ clearance	None	1 WD	Legal Unit Attorney IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives TAPI's notification and coordinates contract signing or returns the signed MOA to DOST-TAPI	2.1 Forwards the MOA to the Unit	None	1 WD	FAD Records Section Records Officer AO V
	2.2 Facilitate signing of MOA within TAPI and coordinates with Legal Unit for the notarization of Conforme letter / MOA	None	2 WD	TIPD ISTE – SRS II
	2.3 Notarizes the MOA	None	1WD	Legal Unit Legal Officer Attorney IV
	2.4 Prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD)	None	1WD	TIPD ISTE – SRS II
	2.5 Processes the releases of the funds to the client	None	7 WD	Refer to Service No. 9 page 201, FAD Internal Services
	<b>TOTAL</b>		<b>32 WD</b>	

*Support for the Conduct of TAPI-Accredited Inventors' Organization Exhibition under the Institutional Support for Technology Exposition (ISTE) Program is qualified under multi-stage processing*



## 42. ORIENTATION / PROMOTION OF DOST-TAPI'S PROGRAMS FOR FILIPINO INVENTORS

This service refers to the conduct of orientation/promotion of the DOST-TAPI's Programs available for Filipino inventors.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD) – Applied Communications Unit for inventors (ACU-i)			
<b>Classifications:</b>	Multi Stage			
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• DOST Regional Office;</li> <li>• Filipino Inventors Group;</li> <li>• Professional Association / organization;</li> <li>• DOST-supported Technology Business Incubator (TBI); and</li> <li>• Science-related Youth or Academic Organization only</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>Conduct of Orientation</b> a. One (1) original request letter for the conduct of orientation with details on the expected number of participants, proposed date of event  b. One (1) original copy of the list of technologies of the participants with details such as readiness level, status of intellectual property protection, technology gaps or needs to be addressed, and other relevant information			Client  Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request to TAPI Records Section with complete documentary requirements	1.1 Transmits the submission to the Office of the Director (OD)	None	1 WD	FAD, Records Section Records Officer AO V
	1.2 Checks and forwards the same to appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the Program Manager (PM)	None	1 WD	TIPD Division Manager Chief SRS





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Evaluates the request based on availability of staff, appropriateness of the request, time for preparation and recommends action	None	2 WD	TIPD ACU-i Senior SRS
	1.5 Drafts response and forwards to the Senior SRS	None	1 WD	TIPD ACU-i SRS II
	1.6 Review the document and forwards to the Supervising SRS	None	1 WD	TIPD ACU-i Senior SRS
	1.7 Review the document and forwards to the Division Manager	None	1 WD	TIPD Supervising SRS
	1.8 Review the document and forwards to the Office of the Director	None	1 WD	TIPD Division Manager Chief SRS
	1.9 Clears the draft approval / disapproval letter and returns to TIPD	None	1 WD	Office of the Director Director IV
	1.10 Finalizes the letter and forwards the same to the Senior SRS	None	1 WD	TIPD ACU-i SRS II
	1.11 Clears the finalized letter and forwards to the Supervising SRS	None	1 WD	TIPD ACU-i Senior SRS
	1.12 Clears the finalized letter and forwards to the Division Manager	None	4 HRS	TIPD Supervising SRS
	1.13 Clears the finalized letter and forwards to the Office of the Director	None	4 HRS	TIPD Division Manager Chief SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.14 Signs the finalized letter and forwards to TIPD for mailing	None	1 WD	Office of the Director Director IV
	1.15 Forwards the letter to the appropriate Program Unit	None	1 WD	TIPD Clerk
	1.16 Forwards the letter to the Records Section for Mailing. Coordinates with the requesting party.	None	1 WD	TIPD ACU-i SRS II
	1.17 Send the document to the requesting party	None	1 WD	FAD, Records Section Records Officer
2. Upon receipt of approval, coordinates with the Program Unit using contact details given and then provides preferred schedules.	2.1 Coordinates/ confirms schedule and mechanics of the orientation.	None	2 WD	TIPD ACU-i SRS II
	2.2 Conducts orientation on the set schedule.	None	1 WD	TIPD ACU-i SRS II
	<b>TOTAL</b>		<b>21 WD</b>	



### 43. Support for the use of the DOST LED Promotional Board under the DOST-PRISMS (Development of Science and Technology Promotions through Integrated and Systematic Marketing Solutions”) Project

The DOST LED Promotional Board (DPB) serves as a permanent outdoor promotion that delivers maximum exposure to public/passers-by who get information on the spot about DOST technologies, programs and services including organized events and activities.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST Agencies</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>Request for posting at the DOST LED Promotional Board</b></p> <p>a. One (1) original copy of filled out DOST LED Promotional Board Posting Request Form Annex A (Client’s and TAPI’s copy)</p> <p>b. One (1) photocopy of brief description of the materials to be promoted</p> <p>c. One (1) photocopy of ready-to-upload high resolution copy of materials to be promoted following the minimum requirements for the format of materials indicated at the DOST TAPI AO 030 Series of 2020 Implementing Guidelines on the use of the DOST LED Promotional Board (DLPB) Section 8.</p>	<p>PAO-TIPD, TAPI</p> <p>Client</p> <p>Client</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished request form to TAPI Records Section with complete documentary requirements	1.1 Transmits the documents to the Office of the Director (OD)	None	1 WD	FAD Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director Director IV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within the program and forwards the same to the appropriate Program Unit (Unit).	None	1 WD	TIPD Division Manager (DM) Chief SRS
	1.4 Checks the completeness of the submission. If complete, notifies the client that the request is under evaluation. If incomplete, notifies the client of the lacking document.	None	1 WD	TIPD DOST-PRISMS Project Leader Supervising SRS
	1.5 If requirements are complete, forwards the request through email to DOST-STII and await the agency's review of the material	None	4 WD	TIPD DOST-PRISMS Project Staff, SRS II
	1.6 Once DOST-STII's preview report is received through email, forwards the form to the Office of the Director for approval/ disapproval.	None	1 WD	TIPD DOST-PRISMS Project Staff, SRS II
	1.7 Signs the approval / disapproval of the request using the request form and return the same to TIPD.	None	1 WD	Office of the Director Director IV
	1.8 Forwards the signed form to the appropriate Program Unit.	None	1 WD	TIPD Division Manager, Chief SRS
	1.9 Notifies the client regarding the approval/ disapproval of the request.	None	1 WD	TIPD DOST-PRISMS Project Leader, Supervising SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.10 If approved, facilitates the posting of the material/s to the DOST LED Promotional Board	None	1 WD	TIPD DOST-PRISMS Project Staff, SRS II
2. Upon receipt of notification from DOST-TAPI of the approval of the posting, the client acknowledges the same.	2.1 Sends proof of posting and online feedback link to client through email	None	1 WD	TIPD DOST-PRISMS Project Staff, SRS II
3. Upon receipt of proof of posting, client answers the feedback form	3.1 Review/file the client's feedback	None	1 WD	TIPD DOST-PRISMS Project Staff, SRS II
	<b>TOTAL</b>		<b>16 WD</b>	



#### 44. Email Inquiry Assistance to TAPI Clients under the Public Assistance Office (PAO)

This Service provides assistance to client's inquiries regarding the programs of DOST-TAPI and other services of the Department

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men and women</li> </ul>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send email inquiry through TAPI official email	1.1 Acknowledges the email and forward it to the Office of the Director (OD)	None	1 WD	FAD Records Section Admin Aide
	2.1 Reviews the document and forwards to appropriate division	None	2 WD	Office of the Director (OD) Director
	2.2 Forwards the document to TIPD Division Manager	None	1 HR	TIPD Clerk
	2.3 Forwards to PAO	None	1 WD	TIPD Division Manager
	2.4 Checks the content of the document If queries are related to programs of DOST-TAPI, draft the answer and forward to the TIPD Senior SRS  If the purpose is to follow up or look for a particular concern from a DOST-TAPI staff, refer the same to the appropriate person	None	1 WD	TIPD Public Assistance Officer (PAO), SRS II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Review the document and forwards to the TIPD Supervising SRS	None	4 HRS	TIPD Senior SRS
	2.6 Review the document and forwards to the TIPD Division Manager	None	4 HRS	TIPD Supervising SRS
	2.7 Review the document and forwards to the TIPD Clerk	None	4 HRS	TIPD Division Manager
	2.8 Forward the draft reply email to OD Clerk	None	4 HRS	TIPD Clerk
	2.9 Forward the draft reply email to OD Planning Officer III	None	4 HR	OD Clerk
	2.10 Review the document and forward to the TAPI Director or OIC	None	1 HR	OD Planning Officer III
	2.11 Review the document and forward to the OD Clerk	None	1 HR	OD Director IV
	2.12 Forward to TIPD Clerk	None	1 HR	OD Clerk
	2.13 Forward the document to TAPI PAO	None	4 HR	TIPD Clerk
	3.1 Finalize the document and forward to TIPD Senior SRS for clearance	None	4 HR	TIPD Public Assistance Officer, SRS II
	3.2 Review the document and forwards to the TIPD Supervising SRS for clearance	None	4 HR	TIPD Senior SRS
	3.3 Review the document and forwards to the TIPD Division Manager for clearance	None	4 HR	TIPD Supervising SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Review the document and forwards to the TIPD Clerk	None	4 HR	TIPD Division Manager
	3.5 Forward the draft reply email to OD staff	None	1 HR	OD Clerk
	3.6 Review the document and forward to the TAPI OIC	None	1 HR	OD Planning Officer III
	3.7 Review, sign the document and forward to the OD Clerk	None	2 HRS	OD Director IV
	3.8 Forward to TIPD Clerk	None	1 WD	OD Clerk
	3.9 Forward to TAPI PAO	None	1 HR	TIPD Clerk
	4.1 Forward the document to FAD for sending thru the TAPI Official email	None	1 HR	IPD Public Assistance Officer, SRS II
	4.2 Send the document using TAPI Official email	None	4 HR	FAD Records Section Clerk
	<b>TOTAL</b>		<b>14 WD</b>	





#### 45. Facebook Inquiry Assistance to TAPI Clients under the Public Assistance Office (PAO)

This Service provides assistance to client's inquiries regarding the programs of DOST-TAPI and other services of the Department

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men and women</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) original copy of Public Assistance Office (PAO) Information Sheet			TAPI Facebook	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends message inquiry through TAPI FB messenger	<p>1.1 If queries are related to programs of DOST-TAPI, answers / discuss them directly</p> <p>If the purpose of the inquiry is to follow up or look for particular DOST-TAPI staff or could not be immediately by PAO, provide TAPI official email address where the client can further discuss its queries</p>	None	1 WD	TIPD Public Assistance Officer SRS II
	<b>TOTAL</b>		<b>1 WD</b>	



#### 46. Assistance to Walk-in Clients under the Public Assistance Office (PAO)

This Service provides assistance to client's inquiries regarding the programs and services of DOST-TAPI

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men and women</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) original copy of the Public Assistance Office (PAO) Information Sheet			Front Lobby, TAPI	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secures and fills out the PAO Information Sheet	1.1 Informs/reminds the visitors of the security measures/protocol undertaken by the Institute	None	30 MINS	FAD Property Section TAPI Guard
2. Proceeds to PAO and submits the filled-out form to the PAO Officer	2.1 Accepts the form and checks the content	None	30 MINS	TIPD Public Assistance Officer SRS II
	2.2 If queries are related to programs of DOST-TAPI and the Department, answers / discusses them directly.  If the purpose visit is to follow-up or look for particular DOST-TAPI staff, refers the same to the appropriate person	None	2 HOURS	TIPD Public Assistance Officer SRS II



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Discuss the client's queries accordingly.	None	2 HOURS	TAPI Concerned Staff Requested by Client
	2.4 Provides and requests clients to accomplish the Customer/Client Survey (CCSS)	None	30 MINS	TIPD Public Assistance Officer SRS II
3. Submits the duly accomplished CCSS to the guard on duty	3.1 Submits the CCSS to the PAO Officer	None	30 MINS	FAD Property Section TAPI Guard
<b>TOTAL</b>			<b>6 HOURS</b>	



## **INTERNAL SERVICES**

Technology Information and Promotion Division



## 1. REQUEST FOR PREPARATION OF MESSAGE/SPEECH

This refers to the service which composes or writes a specific message or speech for an event or activity to be participated by the DOST-TAPI Director. Such speeches or messages include Welcome Remarks, Opening Remarks, Keynote Message, Closing Remarks, Inspirational Message, and those messages that are published on print materials, such as Souvenir Programs.

<b>Office or Division:</b>	TIPD - ACU for non-inventor
<b>Classifications:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• DOST-TAPI Office of the Director</li> <li>• DOST-TAPI Investment and Business Operations Division</li> <li>• DOST-TAPI Finance and Administrative Division</li> <li>• DOST-TAPI TIPD</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. One (1) original copy of duly accomplished ACU-n Request Form.</li> <li>2. One (1) photocopy of the event brief which includes a program indicating the time, date, venue, resource speakers, and audience.</li> <li>3. One (1) photocopy of project or activity brief which includes the rationale, notable accomplishments of the project, and historical data, if applicable.</li> </ol>	TIPD, TAPI

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplishes ACU-n Request Form with relevant documents attached and submits to the TIPD ACU-n	1.1 receives duly accomplished ACU-n Request Form with relevant attachments at least a week or seven (7) calendar days before the actual event	None	4 hours	TIPD ACU-n Program Manager Sr. SRS
	1.2 Forwards the request form for approval or disapproval to TIPD Supervising SRS	None	4 hours	TIPD ACU-n Program Manager Sr. SRS
	1.3 Forwards the request form for approval or disapproval to TIPD Division Manager (DM)	None	4 hours	TIPD Supervising SRS, Chief SRS



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Approves / disapproves the request	None	2 hours	TIPD Division Manager Chief SRS
	1.5 If request is approved, informs the requesting PM by providing photocopy of the approved ACU-n request form	None	2 hours	TIPD ACU-n Program Manager Sr. SRS
	1.6 Reviews relevant documents attached	None	4 hours	TIPD ACU-n Program Manager, Sr. SRS
	1.7 If request is disapproved, ACU-n returns the request form to the requesting PM citing reason for disapproval	None	3 WD	TIPD ACU-n Program Manager, Sr. SRS
	1.8 Writes a message or speech and forwards the draft to the requesting client for comments and/ or approval	None	3 WD	TIPD ACU-n Program Manager Sr. SRS
2. Reviews and approves the draft message / speech and returns the same to the ACU-n if for revision	2.1 Revises and finalizes the necessary corrections and forwards the write-up to the requesting client	None	1 WD	TIPD ACU-n Program Manager Sr. SRS
<b>TOTAL</b>			<b>7 WD</b>	



# EXTERNAL SERVICES

Legal Unit



#### 48. TECHNICAL ASSISTANCE: FREEDOM OF INFORMATION (FOI)

The Executive Branch recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to procedures and limitations provided in Executive Order No. 2, s. 2016.

<b>Office or Division:</b>	OD – Legal Unit			
<b>Classifications:</b>	N/A Note: Implementation of FOI is subject to procedures and limitations provided in Executive Order No. 2, s. 2016			
<b>Type of Transaction:</b>	G2C - Government to Citizens G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Any Filipino citizen</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Standard FOI Form 1 (1 copy) or Electronic FOI Request			Downloadable at DOST-TAPI website or FOI FRO or thru lodging request via eFOI portal ( <a href="http://www.foi.gov.ph">www.foi.gov.ph</a> )	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client accomplished FOI Form 1 with complete name, contact information, valid ID (or authorization) to FRO  or  Lodged request via eFOI portal ( <a href="http://www.foi.gov.ph">www.foi.gov.ph</a> )	1.1 Received request for information ( hard copy or email either from client or automated email notification from <a href="http://www.foi.gov.ph">www.foi.gov.ph</a> ) by FOI Receiving Officer (FRO)	None pursuant to Section 10 of EO 2, s. 2016	within 15 WD pursuant to Section 9 (d) and 12 of EO 2, s. 2016	FRO
	1.2.a. For request received using standard FOI Form (hard copy) - Stamp "RECEIVED" on the request form (time, and date, full name of FRO, rank, title and position with signature) and forward to Records Section for the assignment of reference number	None		FRO Records Section Staff (RSS)





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Input details of the request on the FOI logbook	None		FRO
	1.4. Forward to FOI Decision Maker (FDM) for requests, sufficient in form and substance	None		FRO FDM
	1.5. Record the date, time, name of FDM who received the request, with acknowledgement receipt of request	None		FRO AO V
	1.6. Assess the request			FDM FRO
	1.7.a. DENIED REQUESTS. - Once the request falls under the exceptions, the request will be denied; FRO will inform the requesting party that the request was denied and give the reason of such denial			FRO
	1.7.b. REQUEST FOR CLARIFICATION. - If the FDM need more details to locate the information, FRO will seek clarification from the requesting party			FRO
	1.7.c. APPROVED REQUEST. - FRO will send a letter informing the requesting party that the request was granted			FRO
2. Requesting party will receive information requested	2.1 FRO shall inform requesting party of request for extension		Additional 20 WD pursuant to Section 9 (e) of EO 2, s. 2016	FRO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Submit information requested to FRO	None		FDM
	2.3. Release of requested information to the requesting party	None		FRO
3. Requesting party may file for appeals within 15 WD pursuant to Section 13(a) of EO 2, s. 2016	3.1. Denied request may file a written appeal to the Central Appeals and Review Committee (DCARC) under DOST Assistant Secretary for Finance and Legal Affairs	None	within 30 WD pursuant to Section 13(b) of EO 2, s. 2016	DOST Records Section
	<p>3.2. DCARC shall decide on the appeal.</p> <p>Note: Failure of DCARC to render decision within the period shall mean a denial of the appeal pursuant to Section 13(b) of EO 2, s. 2016</p> <p>Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate judicial action in accordance with the Rules of Court pursuant to Section 13(c) of EO 2, s. 2016</p>	None		DCARC
	<b>TOTAL</b>		<b>65 WD</b>	



# INTERNAL SERVICES

Legal Unit



## 2. DOCUMENT REVIEW AND EVALUATION (DRE) ROUTINE

Document Review and Evaluation of draft Policies, Guidelines, Circulars, Bills, and other non-routine office documents including the rendering of legal comments thereto

<b>Office or Division:</b>	OD – Legal Unit			
<b>Classifications:</b>	Complex			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST-TAPI Employees</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Document sought to be reviewed/commented and its attachments, if any.			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Division Secretary (DS) physically and/or digitally submits document for comment, review and/ or evaluation	1.1. Physically and/ or digitally receives the document, logs it and forwards the same to LA.	None	1 HR	Legal Unit Divisional Secretary (DS)
	1.2. Makes an initial review and puts a notation on the document as to grammar, spelling and attachments, if any. Then forwards the document to the Head of the Legal Unit (HLU).	None	7 HRS	Legal Unit Legal Assistant (LA)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3. Reviews and evaluates the document as to the correctness and legal implication under applicable laws, rules and regulations. Indicates his comments, notations, or clearance on the document and forward the same to the LU-DS.	None	5 WD	Legal Unit HLU
	1.4 Releases the document physically and/ or digitally.	None	1 WD	Legal Unit DS
<b>TOTAL</b>			<b>7 WD</b>	



### 3. DOCUMENT REVIEW AND EVALUATION (DRE) NON-ROUTINE

Document Review and Evaluation for all formatted contracts, conformé, legal communication, and other routine office documents.

<b>Office or Division:</b>	OD – Legal Unit			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST-TAPI Employees</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Document sought to be reviewed/commented and its attachments, if any.			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Division Secretary (DS) physically and/or digitally submits document for comment, review and/ or evaluation	1.1. Physically and/ or digitally receives the document, logs it and forwards the same to LA.	None	1 HR	Legal Unit Division Secretary (DS)
	1.2 Makes an initial review and puts a notation on the document as to grammar, spelling and attachments, if any. Then forwards the document to the Head of the Legal Unit (HLU)	None	6 HRS	Legal Unit Legal Assistant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Reviews and evaluates the document as to the correctness and legal implication under applicable laws, rules and regulations. Indicates his comments, notations, or clearance on the document and forward the same to the LU-DS	None	2 WD	Legal Unit HLU
	1.4 Releases the document physically and/ or digitally	None	1 HR	Legal Unit DS
<b>TOTAL</b>			<b>3 WD</b>	



# **INTERNAL SERVICES**

Finance and Administrative Division (FAD)





#### 4. HANDLING OF INCOMING COMMUNICATIONS (HARD COPY)

Ensure that all incoming printed materials/communications, whether from the Post Office or Private Courier Service (i.e. LBC, JRS), and/or hand-delivered communications from other government or private agencies are properly received, recorded, coded and efficiently delivered to the Office of the Director in the fastest possible manner the conduct of an effective records management procedure.

<b>Office or Division:</b>	FAD – Records Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Government Agencies</li> <li>• Private Institutions</li> <li>• Academe</li> <li>• Others</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter/correspondences from Government Agencies, Private Institutions, Academe, DOST Agencies within Bicutan, etc.			Government Agencies, Private Institutions, Academe, DOST Agencies within Bicutan, etc.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Communications addressed to DOST-TAPI officials/staff in sealed/ open envelopes/ email	1. Opens, reviews for attachments (if any), stamp “Received”	None	1 HR	FAD, Records Section AO V
	2. Records and assigns reference number in the Google Sheet	None	3 HRS	FAD, Records Section Admin Assistant I
	3. Scans and uploads in DTORS	None	4 HRS	FAD, Records Section Clerk IV
	<b>TOTAL</b>		<b>1 WD</b>	



## 5. HANDLING OF INCOMING COMMUNICATIONS (SOFT COPY)

Ensure that all incoming printed materials/communications, whether from the Post Office or Private Courier Service (i.e. LBC, JRS), and/or hand-delivered communications from other government or private agencies are properly received, recorded, coded and efficiently delivered to the Office of the Director in the fastest possible manner the conduct of an effective records management procedure.

<b>Office or Division:</b>	FAD – Records Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Government Agencies</li> <li>• Private Institutions</li> <li>• Academe</li> <li>• Others</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter/correspondences from Government Agencies, Private Institutions, Academe, DOST Agencies within Bicutan, etc.			Government Agencies, Private Institutions, Academe, DOST Agencies within Bicutan, etc.	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Communications addressed to DOST-TAPI officials/staff in sealed/ open envelopes/ email	1. Downloads email and attachments, if any and uploads in the Synology	None	3 HRS	FAD, Records Section Project Assistant I
	2. Records in the Google Sheet, Assigns reference number and Uploads the document in the DTORS	None	5 HRS	FAD, Records Section Admin Assistant I
	<b>TOTAL</b>		<b>1 WD</b>	



## 6. HANDLING OF OUTGOING COMMUNICATIONS (HARD COPY)

Ensure that all outgoing official printed materials/communications are properly received, recorded, coded and efficiently delivered to addresses in the fastest possible manner and the timely and efficient release and delivery of outgoing communications and issuances to concerned offices and agencies of DOST and the Post Office or Private Courier Service (i.e. LBC, DHL, JRS, etc.) after the conduct of an effective records management procedure.

<b>Office or Division:</b>	FAD – Records Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Government Agencies</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>Letter/correspondences from Division Concerned and/or Office of the Director</li> <li>Mailing List</li> <li>Return Card (for those mailed at the Post Office that require proof of receipt)</li> </ol>			Office of the Director  Division Secretary Records Section or Post Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits communications for mailing and/or hand carry to DOST Agencies within Bicutan	1.Reviews for complete attachments/ enclosure; check whether communications for mailing are properly secured	None	4HRS	FAD, Records Section AO V
	2. Determines the mode of delivery either by ordinary, registered mails with or without return card or via courier (LBC/DHL etc)	None	4HRS	FAD, Records Section AO V
	3. Mails the document to the Post Office and/or Private Courier Service as determined	None	1 WD	FAD, Records Section AO V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Hand carries to DOST Agencies within Bicutan	None	4HRS	FAD, Records Section Clerk IV
	5. Encodes to DOST-Electronic Records Management System (DOST-ERMS) communications/ documents for DOST	None	None	FAD, Records Section Admin Assistant I
	6. Hand carries documents to agencies concerned within DOST Compound when applicable	None	4HRS	FAD, Records Section Clerk IV
<b>TOTAL</b>			<b>3 WD</b>	



## 7. HANDLING OF OUTGOING COMMUNICATIONS (SOFT COPY)

Ensure that all outgoing official printed materials/communications are properly received, recorded, coded and efficiently delivered to addresses in the fastest possible manner and the timely and efficient release and delivery of outgoing communications and issuances to concerned offices and agencies of DOST and the Post Office or Private Courier Service (i.e. LBC, DHL, JRS, etc.) after the conduct of an effective records management procedure.

<b>Office or Division:</b>	FAD – Records Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Government Employees and Offices</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Letter/correspondences from Division Concerned and/or Office of the Director</li> </ul>			Originating Unit/Division	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sends email with attachment to info@tapi.dost.gov.ph, if any for sending to addressee(s) outside DOST-TAPI (e.g. clients, DOST Agencies, other government offices)	1.1 Forwards the email letter with attachments, if any, to the addressee(s)	None	1 WD	FAD, Records Section Project Assistant I
<b>TOTAL</b>			<b>1 WD</b>	



## 8. PROCESSING OF PAYMENT FOR CONTRACT OF SERVICE

This service involves processing of payment for Contract of Service

<b>Office or Division:</b>	Finance and Administrative Division (FAD)
<b>Classifications:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Employees/Divisions</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Fully accomplished and signed Obligation Request Status form (original in three (3) copies)	FAD-Budget Section
2. Fully accomplished and signed Disbursement Voucher (original in four (4) copies)	FAD-Accounting Section
3. Bank Details (Account. Name, Account, Number, Account Type, Name of the Bank & Branch) (scanned/emailed/ photocopy in one (1) copy)	Originating Division/FAD-Procurement Section
4. Sales/Billing Invoice (original in one (1) copy)	Originating Division/FAD-Procurement Section
5. Duly signed Job Order (original in one (1) copy)	Procurement Section
6. Approved Purchase Request (original for one time purchase/ certified true copy for more than once in one (1) copy)	Originating Division/FAD-Procurement Section
7. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy)	FAD-Procurement Section
8. Canvass form/Request for quotation (original/photocopy/ scanned one (1) copy for each supplier)	FAD-Procurement Section
9. Inspection & Acceptance Report (duly accomplished and signed by Inspection Committee Chairperson and Property Section Head), computation of penalty if any in one (1) copy)	Originating Division/FAD-Property Section



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
10. Property Acknowledgement Receipt (PAR) (original in one (1) copy)		FAD-Property Section		
11. Official Receipts (original in one (1) copy)		Originating Division/FAD-Property Section		
12. For transaction purchase thru Bids and Awards Committee (BAC), copy of Notice of Award, Notice to Proceed and BAC in one (1) copy		BAC/FAD-Procurement Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards the Disbursement Package (DP) with fully accomplished Obligation Request Status (ORS) Form, Disbursement Vouchers together with the complete documentary requirements for the payment.	1. Receives the complete documentary requirements and obligates the payment from the Originating Division (numbering of Obligation Request Status Form (ORS), initial checking and evaluation of attached documents and certification of funds) and forwards to the Accounting Section for processing	None	1 WD	FAD, Budget Section Budget Officer V
	2. Receives and Process the Disbursement Package (DP) for payment (numbering and recording of Disbursement Voucher (DV), performs pre-audit DP and checking of attached documents, indicates accounting entry and certification of cash availability and amount claimed ) and forwards to approving signatory	None	1 WD	FAD, Accounting Section AO-IV
	3. Receives and certifies funds availability and completeness of documents	None	1 WD	FAD, Accounting Section Accountant III



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Receives and approves payment of the Disbursement package:	None	1 WD	Office of the FAD Chief FAD Chief
	5. Receives the approved DP, prepares and signs check/s or LDDAP ADA & SLIAE, attaches Tax Certificate, and forwards check/s or LDDAP ADA together with the DP to the Office of the Director	None	2 WD	FAD, Cashier Section AOV
	6. Receives the approved DP from the Office of the Director and prepares the advice of approved Check/s and/or LDDAP ADA through Electronic Modified Disbursement System (eMDS); delivers signed advise and approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for validation; and Notifies client and the payee that the check/s and the Tax Certificate are ready for pick up or that LDDAP ADA has been forwarded to the bank	None	1 WD	FAD, Cashier Section AOV
<b>TOTAL</b>			<b>7 WD</b>	





## 9. PROCESSING OF PAYMENT FOR FINANCIAL ASSISTANCE

This service involves processing payment for the release of funds of financial assistance to proponent

<b>Office or Division:</b>	Finance and Administrative Division	
<b>Classifications:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Employees/Divisions</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Fully accomplished and signed Obligation Request Status form (original in three (3) copies)		FAD, Budget Section
2. Fully accomplished and signed Disbursement Voucher (original in four (4) copies)		FAD, Accounting Section
3. Notarized MOA/Contract of Service (original in one (1) copy)		Originating Division
4. Certified Copy of Proposal (photocopy/scanned in one (1) copy)		Originating Division
5. Approval Letter (photocopy/scanned in one (1) copy)		Originating Division
6. Resolution (photocopy/scanned in one (1) copy)		Planning
7. Ad Referendum (original in one (1) copy)		Planning
8. Line-Item-Budget (LIB) (photocopy/scanned in one (1) copy)		Originating Division
9. Executive Summary & TEC Report (photocopy/scanned in one (1) copy)		Originating Division
10. Status of Liquidation, if applicable (photocopy/scanned in one (1) copy)		Originating Division



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards the Disbursement Package (DP) with fully accomplished Obligation Request Status (ORS) Form, Disbursement Vouchers together with the complete documentary requirements for the payment.	1. Receives the complete documentary requirements and obligates the payment from the Originating Division (numbering of Obligation Request Status Form (ORS), initial checking and evaluation of attached documents and certification of funds) and forwards to the Accounting Section for processing	None	1 WD	FAD, Budget Section Budget Officer V
	2. Receives and Process the Disbursement Package (DP) for payment (numbering and recording of Disbursement Voucher(DV), performs pre-audit DP and checking of attached documents, indicates accounting entry and certification of cash availability and amount claimed ) and forwards to approving signatory	None	1 WD	FAD, Accounting Section Senior Admin Assistant II
	3. Receives and certifies funds availability and completeness of documents	None	1 WD	FAD, Accounting Section Accountant III
	4. Receives and approves payment of the Disbursement package	None	1 WD	Office of the FAD Chief FAD Chief
	5. Receives the approved DP, prepares and signs check/s or LDDAP ADA & SLIAE, attaches Tax Certificate, and forwards check/s or LDDAP ADA together with the DP to the Office of the Director	None	2 WD	FAD, Cashier Section AOV



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>6. Receives the approved DP from the Office of the Director and prepares the advice of approved Check/s and/or LDDAP ADA through Electronic Modified Disbursement System (eMDS); delivers signed advise and approved LDDAP ADA &amp; SLIIAE to Land Bank Philippines (LBP) for validation; and Notifies client and the payee that the check/s and the Tax Certificate are ready for pick up or that LDDAP ADA has been forwarded to the bank</p>	None	1 WD	FAD, Cashier Section AOV
	<b>TOTAL</b>		<b>7 WD</b>	



## 10. PROCESSING OF PAYMENT FOR FOOD AND VENUE

This service involves processing of payment for food and venue.

<b>Office or Division:</b>	Finance and Administrative Division
<b>Classifications:</b>	Complex
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Employees/Divisions</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>For Food and Venue</b></p> <ol style="list-style-type: none"> <li>Fully accomplished and signed Obligation Request Status form (original in three (3) copies)</li> <li>Fully accomplished and signed Disbursement Voucher (original in four (4) copies)</li> <li>Bank Details (Account. Name, Account Number, Account Type, Name of the Bank &amp; Branch) ( scanned/emailed/ photocopy in one(1) copy)</li> <li>Sales/Billing Invoice (original in one (1) copy)</li> <li>Duly signed Job Order/Contract Agreement (original in one (1) copy)</li> <li>Approved Purchase Request/Food Request(original for one time purchase/ certified true copy for more than once in one (1) copy)</li> <li>Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy)</li> <li>Canvass form/Request for quotation ( original/photocopy/ scanned one (1) copy for each supplier</li> <li>For transaction purchase through Bids and Awards Committee (BAC), copy of Notice of Award, Notice to Proceed and BAC Resolution and original contract shall be attached in one(1) copy</li> </ol>	<p>FAD, Budget Section</p> <p>FAD, Accounting Section</p> <p>Originating Division/FAD - Procurement Section</p> <p>FAD, Property Section</p> <p>Originating Division/FAD - Procurement Section</p> <p>Originating Division/FAD - Procurement Section</p> <p>FAD - Procurement Section</p> <p>FAD - Procurement Section</p> <p>BAC/ FAD - Procurement Section</p>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
10. Attendance Sheet (original in one (1) copy)		Originating Division		
11. Activity Report and or Program, S.O. if applicable (original/ scanned/photocopy in one (1) copy)		Originating Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards the Disbursement Package (DP) with fully accomplished Obligation Request Status (ORS) Form, Disbursement Vouchers together with the complete documentary requirements for the payment.	1. Receives the complete documentary requirements and obligates the payment from the Originating Division (numbering of Obligation Request Status Form (ORS), initial checking and evaluation of attached documents and certification of funds) and forwards to the Accounting Section for processing.	None	1 WD	FAD, Budget Section Budget Officer V
	2. Receives and Process the Disbursement Package (DP) for payment (numbering and recording of Disbursement Voucher (DV), performs pre-audit DP and checking of attached documents, indicates accounting entry and certification of cash availability and amount claimed ) and forwards to approving signatory.	None	1 WD	FAD, Accounting Section Senior Admin Assistant II
	3. Receives and certifies funds availability and completeness of documents	None	1 WD	FAD, Accounting Section Accountant III
	4. Receives and approves payment of the Disbursement package	None	1 WD	Office of the FAD Chief FAD Chief



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5. Receives the approved DP, prepares and signs check/s or LDDAP ADA & SLIAE, attaches Tax Certificate, and forwards check/s or LDDAP ADA together with the DP to the Office of the Director	None	2 WD	FAD, Cashier Section AOV
	6. Receives the approved DP from the Office of the Director and prepares the advice of approved Check/s and/or LDDAP ADA through Electronic Modified Disbursement System (eMDS); delivers signed advise and approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for validation; and Notifies client and the payee that the check/s and the Tax Certificate are ready for pick up or that LDDAP ADA has been forwarded to the bank	None	1 WD	FAD, Cashier Section AOV
<b>TOTAL</b>			<b>7 WD</b>	



## 11. PROCESSING OF PAYMENT FOR SUPPLIES AND EQUIPMENT

This service involves processing of payment to suppliers of supplies and equipment

<b>Office or Division:</b>	Finance and Administrative Division	
<b>Classifications:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government G2C-Government to Citizens	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Employees/Divisions</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Supplies and Equipment</b>		
1. Fully accomplished and signed Obligation Request Status form(original in three (3) copies)	FAD, Budget Section	
2. Fully accomplished and signed Disbursement Voucher (original in four (4) copies)	FAD, Accounting Section	
3. Bank Details (Account. Name, Account Number, Account Type, Name of the Bank & Branch) ( scanned/emailed/ photocopy in one(1) copy)	Originating Division/FAD,Procurement Section	
4. Sales Invoice (original in one (1) copy)	Originating Division/FAD,Property Section	
5. Delivery Receipts (original in one (1) copy)	Property Section	
6. Duly Signed Purchase Order (original in one (1) copy)	Procurement Section	
7. Approved Purchase Request (original for one time purchase/ certified true copy for more than once in one (1) copy)	Originating Division/FAD,Procurement Section	
8. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy)	FAD, Procurement Section	
9. Canvass form/Request for quotation ( original/photocopy/ scanned one (1) copy for each supplier	FAD, Procurement Section	
10. Inspection & Acceptance Report (duly accomplished and signed by	FAD, Property Section	
11. Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) (original in one (1) copy)	FAD, Property Section	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
12. Official Receipts (original in one (1) copy)		Originating Division/FAD, Property Section		
13. For Token( other supplies and materials) receiving copy and inventory of item/s purchased ( ex. Gift checks) (original in one (1) copy)		Originating Division		
14. For transaction purchase thru Bids and Awards Committee (BAC), copy of Notice of Award, Notice to Proceed and BAC Resolution and original contract shall be attached in one (1) copy		BAC/FAD - Procurement Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards the Disbursement Package (DP) with fully accomplished Obligation Request Status (ORS) Form, Disbursement Vouchers together with the complete documentary requirements for the payment.	1. Receives the complete documentary requirements and obligates the payment from the Originating Division (numbering of Obligation Request Status Form (ORS), initial checking and evaluation of attached documents and certification of funds) and forwards to the Accounting Section for processing.	None	1 WD	FAD, Budget Section Budget Officer V
	2. Receives and Process the Disbursement Package (DP) for payment (numbering and recording of Disbursement Voucher(DV), performs pre-audit DP and checking of attached documents, indicates accounting entry and certification of cash availability and amount claimed ) and forwards to approving signatory.	None	1 WD	FAD, Accounting Section Senior Admin Assistant II
	3. Receives and certifies funds availability and completeness of documents	None	1 WD	FAD, Accounting Section Accountant III





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Receives and approves payment of the Disbursement package	None	1 WD	Office of the FAD Chief FAD Chief
	5. Receives the approved DP, prepares and signs check/s or LDDAP ADA & SLIAE, attaches Tax Certificate, and forwards check/s or LDDAP ADA together with the DP to the Office of the Director.	None	2 WD	FAD, Cashier Section AOV
	6. Receives the approved DP from the Office of the Director and prepares the advice of approved Check/s and/or LDDAP ADA through Electronic Modified Disbursement System (eMDS); delivers signed advise and approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for validation; and Notifies client and the payee that the check/s and the Tax Certificate are ready for pick up or that LDDAP ADA has been forwarded to the bank	None	1 WD	FAD, Cashier Section AOV
<b>TOTAL</b>			<b>7 WD</b>	



## 12. ISSUANCE OF SUPPLIES/EQUIPMENT

This service involves processing of the issuance of supplies/ equipment to TAPI personnel where permanent or otherwise

<b>Office or Division:</b>	FAD – Property Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Four (4) Original Copies of Requisition and Issue Slip (RIS)</li> </ul>			FAD, Property Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits four (4) original copies of Requisition and Issue Slip (RIS) and forwards to the Property Section)	1.1 Receives the fully accomplished RIS and checks the availability of supplies in the stock room	None	5 MINS	FAD, Property Section Admin Aide I
	1.2 Marks the RIS column "Stock Available? Yes/No". If available, indicates the quantity issued in the "Issued-Quantity" column and remarks in the column provided and signs "Issued by" portion. If not available, returns to RIS to the requisitioning office for the preparation and approval of Purchase Request	None	5 MINS	FAD, Property Section Admin Aide I



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Delivers the supplies requested and secure signature of the requestor in the "Received by" portion of the RIS and Assigns number in RIS	None	20 MINS	FAD, Property Section Admin Aide I
	1.4 Prepares MRSMI in three (3) copies and attached the RIS per date of issuance, signs the "Certified by" portion and forwards two (2) copies to Accounting Section for posting and retains one (1) copy for file	None	10 MINS	FAD, Property Section Admin Officer V
<b>TOTAL</b>			<b>40 MINS</b>	



### 13. REQUEST FOR LEAVE APPLICATION - Unplanned Vacation Leave/Special Privilege Leave

This service involves processing of request for leave application from TAPI permanent employee

<b>Office or Division:</b>	FAD – Human Resource Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Plantilla-based employee of TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>Unplanned Vacation Leave/Special Privilege Leave</b> <ul style="list-style-type: none"> <li>Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020)</li> <li>Clearance from Property and Money Accountabilities for VL filed for one (1) month and more (CSC Form No. 7 Revised 2018)</li> </ul>			HR Section  HR Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1. Certifies leave credits and forwards application to concerned Division Manager for:  <i>Note: If the vacation leave requested is one (1) month or more, clearance must be attached before forwarding to Division Manager</i>	None	10 MINS	FAD, HR Section Admin Officer V



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2. Forwards recommendation to the Office of the Director	None	10 MINS	Concerned Division Manager
	3. Forwards its approval / disapproval to the HR Section	None	30 MINS	Office of the Director Director IV
	4. Furnishes the client a copy of the approved/ disapproved leave	None	10 MINS	FAD, HR Section Admin Officer II
	<b>TOTAL</b>		<b>1 HR</b>	



#### 14. REQUEST FOR LEAVE APPLICATION - Sick Leave (SL)

This service involves processing of request for leave application from TAPI permanent employee

<b>Office or Division:</b>	FAD – Human Resource Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Plantilla-based employee of TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020)</li> <li>Original Medical certificate if sick leave applied is five (5) days or more</li> </ul>			<p>FAD, HR Section</p> <p>Medical Doctor</p>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1. Certifies leave credits and forwards application to concerned Division Manager	None	10 MINS	FAD, HR Section Admin Officer V
	2. Forwards approval to the HR Section (for 1-2 days' sick leave)  3. Forwards recommendation to the Office of the Director (for 3 days up sick leave)	None	10 MINS	Concerned Division Manager
	4. Forwards its approval to the HR Section	None	30 MINS	Office of the Director Director IV
	5. Furnish the client a copy of the approved leave	None	10 MINS	FAD, HR Section Admin Officer II
	<b>TOTAL</b>		<b>1 HR</b>	



## 15. REQUEST FOR LEAVE APPLICATION - Maternity Leave (ML) / Paternity Leave (PL)

This service involves processing of request for leave application from TAPI permanent employee

<b>Office or Division:</b>	FAD – Human Resource Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Plantilla-based employee of TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Two (2) copies of Application for Leave Form (CSC Form No. 6 Revised 2020)</li> <li>Marriage Certificate / Contract</li> <li>Original Medical Certificate of the spouse due for delivery</li> </ul>			FAD, HR Office  Client OB-GYNE concerned	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1. Certifies leave credits and forwards application to concerned Division Manager	None	10 MINS	FAD, HR Section Admin Officer V
	2. Forwards recommendation to the Office of the Director	None	10 MINS	Concerned Division Manager
	3. Forwards its approval to the HR Section	None	30 MINS	Office of the Director Director IV
	4. Furnish the client a copy of the approved/ disapproved leave	None	10 MINS	FAD, HR Section Admin Officer II
	<b>TOTAL</b>		<b>1 HR</b>	



## 16. Request for Office Clearance

This service involves processing of office clearance of TAPI staff whether permanent or not, whether still working in TAPI or not.

<b>Office or Division:</b>	FAD – Human Resource Section			
<b>Classifications:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Four (4) copies of Clearance Form (CS Form No. 7 Revised 2018)</li> <li>• Inventory and Transfer of Equipment Form</li> <li>• Certificate of Transfer of Files</li> </ul>			HR Section  Property Section Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills out and file four (4) copies of the clearance form (CS Form No. 7 Revised 2018)	1. Clears/signs and forwards the clearance form to Property Section	None	3 WD	Immediate Supervisor and Division Chief
	1.2 Clears/sign the clearance form once the assigned equipment has completely transferred to other end-user or returned to the Property Section and forwards to HR Section	None	1 WD	FAD, Property Section Admin Officer V
	1.3 Clears/sign the clearance form and forwards to TAPIEA	None	1 HR	FAD, HR Section Admin Officer V





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Clears/sign the clearance form and forwards to Records Section	None	1 HR	TAPIEA President
	1.5 Clear/sign the clearance form given that the client has attached a certificate of file transfer and forwards to Accounting Section	None	1 HR	FAD, Records Section Admin Officer V
	1.6 Clears/sign the clearance form and forwards to Budget Section	None	1 hour	FAD, Accounting Section Accountant III
	1.7 Clears/sign the clearance form and forwards to Cashier Section	None	1 WD	FAD, Cashier Section AO V
	1.8 Clears/sign the clearance form and forwards to the Legal Unit	None	1 HR	FAD, Budget Section Admin. Officer V
	1.9 Clear/sign the clearance form given that the client has no pending administrative case and forwards the clearance to the Office of the Director	None	1 HR	Legal Unit Attorney IV
	1.10 Forwards the signed clearance of concerned employee clearing him/her from work-related, money and property accountabilities from TAPI to the HR Section.	None	4 HRS	Office of the Director Director IV
	1.11 Furnish the client of the approved clearance	None	30 MINS	FAD, HR Section Admin. Officer II
<b>TOTAL</b>			<b>5 WD, 3 HRS, 30 MINS</b>	



## 17. Request for Personnel Records

This service involves processing request for personnel records of all TAPI staff whether permanent or not, whether still working in TAPI or not.

<b>Office or Division:</b>	FAD – Human Resource Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> <li>• Separated / Resigned / Retired TAPI Employee</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Request Form - 1 copy (original)</li> </ul>			HR Section	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills out form specifying documents needed indicating purpose of request (e.g. Service Record, Certifications, NOSA, etc.) and submit to HR Section	1.1 Approves the request and endorse to the Admin Officer II (AO II) for the preparation of Documents	None	20 MINS	HR Section AO V
	1.2 Prepares requested document	None	3 HRS	HR Section AO II
	1.3. Reviews and signs the requested document	None	30 MINS	HR Section AO V
	1.4. Release the requested document to the client	None	10 MINS	HR Section AO II
<b>TOTAL</b>			<b>4 HRS</b>	



## 18. REQUEST FOR CORRECTIVE MAINTENANCE OF IT EQUIPMENT

Involves request by TAPI employees for maintenance of IT equipment issued to them or the Division/Unit where they belong.

<b>Office or Division:</b>	FAD – Management Information System (MIS)			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• DOST-TAPI Permanent Employees</li> <li>• DOST-TAPI Contract of Service/ Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Original two (2) copies of MIS Corrective Maintenance Form</li> </ul>			MIS Unit	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits two (2) copies of completely filled out MIS Corrective Maintenance Form.	1.1 Inspects and assess computers, laptop, and/or peripherals indicated in the request.	None	30 MINS	MIS Section Computer Programmer
	1.2 Identifies if the problem requires remedial or full repair.	None	30 MINS	FAD, MIS Section Computer Programmer
	1.3 If findings require remedial repairs, performs corrective maintenance needed.	None	30 MINS	FAD, MIS Section Computer Programmer
	1.4 If findings require full repairs, assesses the extent of repair needed.	None	2 WD	FAD, MIS Section Computer Programmer
	5 MINS	NONE	5 MINS	FAD, MIS Section Computer Programmer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Takes note of the action and recommendations provided.	None	5 MINS	FAD, MIS Section IT Officer I
	1.7 Updates MIS Equipment Maintenance Record	None	5 MINS	FAD, MIS Section Computer Programmer
<b>TOTAL</b>			<b>2 WD, 1 HR</b>	



## 19. PROCESSING OF PURCHASE REQUEST WITH A TOTAL AMOUNT OF Php 50K BELOW

This service involves the processing of purchase request from TAPI Employees/Divisions

<b>Office or Division:</b>	FAD – Procurement Section			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST-TAPI Employees/Divisions</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Goods</b> <ol style="list-style-type: none"> <li>Approved Purchase Request (original in three (3) copies)</li> <li>Duly signed PPMP (one (1) certified true copy)</li> <li>Market Study/Research/Approved Lay-out/Sample Picture, as applicable (original/photocopy/scanned in one (1) copy)</li> <li>MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy)</li> </ol>		Originating Division Originating Division Originating Division MIS Unit		
<b>For Repair Services</b> <ol style="list-style-type: none"> <li>Approved Purchase Request (original in three (3) copies)</li> <li>Fully accomplished and signed Request for Pre-Repair Inspection (original in two (2) copies)</li> <li>Fully accomplished and signed Request for Repair (original in two (2) copies)</li> <li>MIS Corrective Maintenance Form for ICT equipment/peripherals only (original in one (1) copy)</li> <li>Cost Estimate/ Market Study/Research, as applicable (original/photocopy/scanned in one (1) copy)</li> </ol>		Originating Division Property Section Property Section MIS Unit Originating Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forwards the fully accomplished Purchase Request with complete documentary requirements (see above checklist)	1. Receives the fully accomplished PR and forwards to the Procurement Officer		10 MINS	FAD, Procurement Section Project Assistant 1/Science Research Assistant
	2. Checks the completeness and information of the PR as to the description, unit price, unit of measurement, total price		20 MINS	FAD, Procurement Section Procurement Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3. Forwards approval of PR to the Office of the FAD Chief	None	1 WD	Concerned FAD Units
	4. Forwards the cleared/ approved PR to the Procurement Section	None	1 WD	Office of the FAD Chief Chief, FAD
	5. Receives the approved and assigns PR number/ series and date	None	20 MINS	FAD, Procurement Section Project Assistant 1/Science Research Assistant
	6. Prepares price quotation form (PQF) or request for quotation (RFQ), as applicable, and forwards to the Procurement Officer	None	20 MINS	FAD, Procurement Section Project Assistant 1
	7. Checks and approves PQF/RFQ and forwards to PA 1	None	20 MINS	FAD, Procurement Section Procurement Officer
	8.1 Sends PQF/RFQ to possible suppliers or contractors via email and/ or posts to PhilGEPS, as applicable, and receives duly accomplished PQF/ RFQ relevant documentary requirements  8.2 Prepares Abstract of Quotation (AoQ), checks/identifies and highlights winning bidder/s then forwards to the Procurement Officer	None	4 WD	FAD, Procurement Section Project Assistant 1



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	9. Reviews and signs/ clears the AoQ	None	20 MINS	FAD, Procurement Section Procurement Officer
	10. Forwards the approval of AoQ to the Office of the Director/FAD Chief, as applicable	None	3 WD	Concerned Division/ Unit
	11. Receives approved AoQ and prepares Purchase Order/Job Order then forwards to the Procurement Officer	None	20 MINS	FAD, Procurement Section Administrative Officer II
	12. Reviews and clears the PO/JO	None	20 MINS	FAD, Procurement Section Procurement Officer
	13. Forwards the approval and certifies fund available of PO/JO to the Office of the FAD Chief and Accounting Section	None	3 WD	Concerned FAD Units
	14. Receives approved PO/JO and sends to the winning supplier or contractor	None	10 MINS	FAD, Procurement Section Administrative Officer II
	<b>TOTAL</b>		<b>12 WD, 3 HRS</b>	



## 20. PROCESSING OF PURCHASE REQUEST WITH A TOTAL AMOUNT OF Php 50K ABOVE

This service involves the processing of purchase request from TAPI Employees/Divisions under the Alternative Modes of Procurement and does not include the process under Competitive/Public Bidding

<b>Office or Division:</b>	FAD-Procurement Section/BAC, Secretariat			
<b>Classifications:</b>	Multi-Stage			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST-TAPI Employees/Divisions</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>Duly signed Request/Memo with the following: <ul style="list-style-type: none"> <li>Complete descriptions and specifications</li> <li>Terms of reference/Scope of work, whichever is more applicable</li> <li>Approved Lay-out/Sample picture</li> <li>Market study</li> <li>Classification of technologies (for IP Services only)</li> </ul> </li> <li>Duly signed Request for Approved Budget for the Contract (ABC) (original in two (2) copies)</li> <li>Approved Purchase Request (original in three (3) copies)</li> </ol>			<p>Originating Division</p> <p>BAC, Secretariat</p> <p>Originating Division</p>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Forwards the duly signed Request/Memo with complete documentary requirements (see above checklist)	1. Receives, checks the completeness and information of the document/s and prepares Request/Memo for the Approved Budget for the Contract (ABC) and forwards to the Bids and Awards Committee (BAC)	None	20 MINS	Head, BAC Secretariat/ Procurement Officer
	2. Reviews, approves and forwards recommendation to the Office of the Director//Head of the Procuring Entity (HoPE)	None	2 WD	Bids and Awards Committee (BAC)
	3. Forwards its approval/ disapproval to the BAC, Secretariat	None	4 HRS	Office of the Director/HoPE





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Receives and forwards the duplicate copy of duly signed Request for ABC to concerned division	None	10 MINS	Head, BAC Secretariat/ Procurement Officer
2. Forwards the fully accomplished Purchase Request (PR)	5. Receives and reviews the fully accomplished PR	None	20 MINS	Head, BAC Secretariat/ Procurement Officer
	6. Forwards approval of PR to: <ul style="list-style-type: none"> <li>• Office of the FAD Chief (1M below)</li> <li>• Office of the Director (1M and above)</li> </ul>	None	1 WD	Concerned FAD Units
	7. Forwards its approved PR to the BAC, Secretariat	None	1 WD	FAD, Chief or Director/HoPE
	8. Assigns PR number/ series and date and facilitates approval of Request for Quotation (RFQ)	None	2 WD	Head, BAC Secretariat/ Procurement Officer
	9.1 Posts RFQ to PhilGEPS and/or sends to possible suppliers or contractors via email and receives duly accomplished RFQ with relevant documentary requirements, as applicable 9.1 Prepares and facilitates the approval of Summary of Bids and Abstract of Quotation (AoQ) (Note: not included for Negotiation, Agency to Agency and Direct Contracting)	None	8 WD	Head, BAC Secretariat/ Procurement Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	10. Facilitate the Opening of Bids/Negotiation, Post-qualification (as applicable) and recommendation of award of contract to the Office of the Director/HoPE	None	5 WD	Bids and Awards Committee (BAC)
	11. Forwards its approval/disapproval to the BAC, Secretariat	None	1 WD	Office of the Director/HoPE
	12. Facilitate the approval of Contract/Purchase Order (PO)/Job Order (JO)	None	4 WD	FAD, Procurement Section AO II  Concerned Divisions
	13. Receives approved Contract/PO/JO and sends to the winning supplier or contractor	None	20 MINS	FAD, Procurement Section
	14. Facilitate the approval of Notice to Proceed (NTP)	None	2 WD	FAD, Procurement Section  Office of the FAD Chief  Office of the Director/HoPE
	15. Receives approved NTP and sends to the winning supplier or contractor	None	20 MINS	FAD, Procurement Section
	<b>TOTAL</b>		<b>26 WD, 6 HRS</b>	



## VII. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	<p>Accomplish the DOST-TAPI Client Satisfaction Survey(CCSS) issued by from the Public Assistance Office (PAO) and submits the same to PAO Frontline Staff</p> <p>link to the CCSS: <a href="https://tinyurl.com/TAPI-CCSS">https://tinyurl.com/TAPI-CCSS</a></p>
How feedbacks are processed	<p>The PAO Frontline Staff reviews all the submitted CSF Forms and immediately communicates to the concerned TAPI Division any poor ratings received. The Division concerned makes the necessary action(s). PAO Frontline Staff consolidates the CSF Forms monthly and submits the report to the Document Custodian who then submits to the Quality Management Representative (QMR) for the Annual Planning Workshop of TAPI.</p>
How to file a complaint	<p>Accomplish the Comments/suggestions section of the CSF Form. In the alternative, the Client may writes his/her complaint letter addressed to TAPI and submit to PAO or via email at <a href="mailto:dost.tapi@yahoo.com">dost.tapi@yahoo.com</a>. The complaint should specify: (1) the name of the personnel being complained of, if any; (2) narration of relevant facts of the incident; and (3) evidence of the allegation, if any.</p>
How complaints are processed	<p>All complaints are sent to the Office of the Director (OD). The Director forwards the complaint to the Division concerned for appropriate action which includes responding to the complainant in writing within fifteen (15) working days pursuant to RA 6713. In case the issue is still unresolved, the Director may form a Fact-Finding Committee in order to determine whether there is sufficient reason to believe the accusations made in the complaint. If probable cause exists, the Head of the Agency shall act in accordance to applicable laws, rules and regulations.</p> <p>For inquiries and follow-ups, complainant(s) may contact TAPI thru 8837-2071 or at <a href="mailto:info@tapi.dost.gov.ph">info@tapi.dost.gov.ph</a></p>



### FEEDBACK AND COMPLAINTS MECHANISM

Contact Information of Anti-Red Tape Authority (ARTA), Presidential Complaint Center (PCC) and Complaint Center ng Bayan (CCB)

ARTA: [complaints@arta.gov.ph](mailto:complaints@arta.gov.ph)  
1-ARTA(2782)  
PCC: 8888  
CCB: 0908-881-6565 (SMS)



## VIII. LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Technology Application and Promotion Institute	TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-6188, 8837-2071 loc. 2151 info@tapi.dost.gov.ph
<b>Invention Development Division</b>	IDD-TAPI	8837-2071-82 loc. 2166/ 2150
<b>Investment and Business Operations Division</b>	IBOD-TAPI	8837-2071-82 loc. 2165/ 2158 or 8837-6186
<b>Technology Information and Promotion Division</b>  <i>ISTE</i> <i>Public Assistance Office (PAO)</i>	TIPD-TAPI	8837-2071-82 loc. 2167  8837-2071-82 loc. 2162 8837-2071-82 loc. 2153 or 8837-2936
<b>Finance and Administrative Division</b>  <i>Records Section</i> <i>Budget Section</i> <i>Accounting Section</i> <i>Property Section</i> <i>Procurement Section</i> <i>Human Resource Section</i>	FAD-TAPI	8837-2071-82 loc. 2164  8837-2071-82 loc. 2153 or 8837-2936 8837-2071-82 loc. 2152 8837-2071-82 loc. 2152 8837-2071-82 loc. 2156 8837-2071-82 loc. 2156 8837-2071-82 loc. 2154
<b>Legal Unit</b>	Legal Unit-TAPI	8837-2071 loc. 2162
<b>Freedom of Information (FOI)</b>	Legal Unit-TAPI	8837-2071-82 loc. 2162