



**MEMORANDUM CIRCULAR NO. 001**  
Series of 2022

**SUBJECT: TEMPORARY SUSPENSION AND CLARIFICATION OF CERTAIN  
PROVISIONS OF DOST-TAPI ADMINISTRATIVE ORDER NO. 031**

## **I. Rationale**

Administrative Order No. 031, otherwise known as the "*Guidelines for the Expanded Inventors' Organization Accreditation Program*", outlines the requirements and procedure, among others, in the accreditation of the Inventors' Organizations that is being implemented by DOST-TAPI pursuant to its mandate enshrined in Section 8 (b) of RA 7459, known as the "*Inventors and Invention Incentive Act of the Philippines*".

Due to the current pandemic situation where health and safety of individuals are of paramount importance, DOST-TAPI deemed it appropriate to temporarily suspend and clarify some of these accreditation requirements to lessen the exposure of the organization's personnel to health risks while securing the said requirements. This is likewise necessary in order for the Inventors' Organization to expedite the completion of their requirements for accreditation or renewal of accreditation and meet the deadline of submission to DOST-TAPI on or before 31 December 2021.

## **II. Coverage**

This Circular shall cover **specific provisions only** in Administrative Order No. 031 as highlighted below:

### **"IV. Application for Accreditation**

A. xxx

B. Documentary Requirements for Accreditation

xxx

**3. Certified True Copy of Patent / Utility Model / Industrial  
Design registration of at least three (3) members;**

**4. Notarized Affidavit of Undertaking executed to attest to  
the fact that the duplicate copy (patent or 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;**

xxx"

“VIII. Renewal for Accreditation

A. xxx

B. Documentary Requirements

xxx

**7. Audited Financial Statements for the current year, if any**

xxx”

**III. Temporary Suspension of Provision IV (B) Nos. 3 and 4**

Upon the effectivity of this Circular, Provision IV (B) (Nos. 3 and 4) of Administrative Order No. 031 as to the requirement of the Certified True Copy of Patent / Utility Model / Industrial Design registration and/or Notarized Affidavit of Undertaking shall be temporarily suspended.

**In lieu thereof, Inventors' Organizations shall submit mere photocopies of the Patent / Utility Model / Industrial Design registration of at least three (3) members of the concerned Inventors' Organization.**

**IV. Clarification on Provision VIII (B) No. 7**

Provision VIII (B) No. 7 pertaining to the “Audited Financial Statements” of the Inventors' Organization shall refer to the **Audited Financial Statement with stamp “Received” by the Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA)**, whichever is applicable, for the Organization's current year's Financial Report.

**IV. Effectivity**

This Memorandum Circular shall take effect immediately upon its posting at the DOST-TAPI official website unless otherwise expressly revoked or superseded by future issuances.

  
**ATTY. MARION IVY D. DECENA**  
Director