



TAPI Administrative Order No. 2022 – 010
 Series of 2022

Guidelines on the Grant of the “Gawad LISTO”

Section 1. Title – This guidelines shall be known as the “**Guidelines on the Grant of the Gawad LISTO**”.

Section 2. Description – This award represents the exemplary contribution of a partner/firm in the achievement of the Institute’s mandate in securing Intellectual Property Rights. The term “*listo*” is a tagalog word that means “agile”. It is also coined as an acronym for “**Law/IP firm partner in Service to TAPI Operations**”. This is an award given to the best partner/firm of the Intellectual Property Rights Assistance Program (IPRAP) in terms of its success in rendering IP services and in compliance with the provisions stipulated in the Contract of Service of the program.

Section 3. Objectives – To recognize the efforts of the partner/firm of the IPRAP for diligently and timely adherence to the provisions of the Contract of Service signed for the implementation of the Program.

Section 4. Awards Included

The award shall include a plaque of appreciation and a cash incentive amounting to thirty thousand pesos (P30,000). The cash incentive shall be subject to applicable taxes.

Section 5. Selection of Nominees

The possible nominees are the partner/firm of the IPRAP for 2017-2021.

Section 6. Criteria of Selection – The following criteria are to be met to be considered as an awardee for the Gawad LISTO:

1. The awardee shall be a partner/firm of IPRAP for the year 2017-2021;
2. The awardee shall not have any delinquent/incomplete accounts with TAPI;
3. The following point system will be followed in computing for the best IPRAP partner/firm:

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| ❖ Portfolio Quality | 25% |
| ❖ Operational Efficiency/Timeliness on the Submission of Reports | 25% |
| ❖ Contract Compliance | 20% |
| ❖ Cost Management | 15% |
| ❖ Attorney-Client Relationship | 15% |

- *Portfolio Quality (analysis of the novelty and patentability of an idea, drafting the application, filing, prosecution up to grant)*

- *Operational Efficiency/ Timeliness on the Submission of Reports (filing within the set deadline and submission of documents/reports on time)*
 - *Contract Compliance (observance of the norms and procedures outlined in a contract)*
 - *Cost Management (correctness of official fees charged, reasonable professional fees)*
 - *Attorney-Client Relationship (professional capacity, for legal advice and/or assistance)*
4. The partner/firm that will garner the highest point using the above point system will be recognized for the award.

Section 6. Mechanics

1. The initial assessment and scoring of the nominees based on the Criteria shall be conducted by the Program Managers at the Divisional level, to be cleared by the respective Division Chief.
2. The Awards and Recognition Committee will tally, verify and validate the scores of the nominees.
3. The final scores will be forwarded to the Chair, Steering Committee of the 35th Anniversary Celebration for clearance prior to the final approval of the DOST-TAPI Director.
4. The decisions of the Management and the Awards and Recognition Committee are final and irrevocable. Furthermore, the Institute reserves the right shall not be obliged to justify the results of the selection process of winners.

Section 7. Confidentiality – The name of the winner shall be taken with utmost confidentiality until the day of awarding.

Section 8. Coverage of the Award – The award will be given to the partner/firm of the IPRAP for the year 2017-2021.

Section 9. Effectivity

This Order shall take effect after fifteen days from its publication within fifteen (15) days from its publication either to the Official Gazette or newspaper of General Circulation.

Taguig City, Philippines, _____, 2022.


ATTY. MARION IVY D. DECENA
Director