



TECHNICAL



TRAININGS



PROMOTION



FINANCIAL



DEPARTMENT OF SCIENCE & TECHNOLOGY

TECHNOLOGY APPLICATION & PROMOTION INSTITUTE



CITIZEN'S CHARTER

2020 Edition



I MANDATE

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 or venture financing assistance 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)

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.



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EXTERNAL SERVICES

**FINANCIAL ASSISTANCE
SERVICES**



FINANCIAL ASSISTANCE SERVICES

This Service involves extending funds to Clients for production of prototype or for commercialization which include, IBID, IBED I, IBED II, DATBED I (c), DATBED II, Venture Financing Program (VFP),

Office or Division	IDD/IBOD
Classification	Highly Technical – Multi-Stage System
Type of Transaction	G2C

Who may avail:	IBID	IBED I	IBED II	VFP	DATBED I (c)	DATBED II
Filipino men or women who own Micro, Small and Medium Enterprise (MSME)	✓	✓ Note: Must own Patent/UM/ID	✓	✓		✓
Duly registered Sole Proprietor/Corporation/Partnership/Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino Citizens)	✓ Note: Must have Deed of Assignment of Patent/UM/ID if not under the client's name		✓ Note: Must have Deed of Assignment of Patent/UM/ID, if not under the client's name (with stamp received acknowledged by IPOPHL)	✓		✓
Filipino Individual(s) 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	✓	✓	✓	✓		



Male and female students in accredited academic institutions either private or public that offer science and technology courses and/or entrepreneurship development program and offer courses within DOST priority areas at tertiary level					✓	
If Private academic institutions: not limited to engineering and ICT projects with technological innovations					✓	
If public academic institutions: not limited to agriculture and aquatic projects with technological advantages over the existing products in the market		✓ Note: Must have Patent/UM/ID			✓	
Male and female graduate beneficiaries of Stage I DATBED Program						✓
Male and female graduate students with viable research study duly endorsed by DATBED accredited academic institution and concerned Regional Office						✓
Client with good moral character or has not been convicted of any case involving moral turpitude	✓	✓	✓	✓	✓	✓
Client with no delinquent account with TAPI	✓	✓	✓	✓	✓	✓



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Industry-Based Invention Development (IBID) Program	
1. Application letter addressed to TAPI Director;	Client
2. Valid government-issued ID;	Client
3. Photos and/or video of a crude working prototype;	Client
4. Project Proposal duly signed by the Client;	Client
5. Quotations for items in the Line-Item-Budget;	Client's identified suppliers/fabricators
6. 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.	Owner of the technology
7. IPOPHL stamped copy of the Patent/UM/ID application with and copy of the most recent office action from IPOPHL (for those with pending Patent/UM/ID registration)	IPOPHL
8. Copy of the Patent/UM/ID certificate (in case of those with issued Certificate)	IPOPHL
9. Personal bio-data	Client
10. Assigned co-maker	Client's-co-maker
11. Signed Data Privacy Consent Form.	TAPI



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Invention-Based Enterprise Development (IBED) Component I Program	
<ol style="list-style-type: none"> 1. Application letter addressed to TAPI Director; 2. Signed Data Privacy Consent Form 3. Project Proposal 4. Endorsement letter from DOST Regional Office, if applicable 5. 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"> • 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 • For Patent/UM/ID with issued certificate from the IPOPHL – copy of the P/UM/ID certificate 6. Preliminary test results of the subject technology, if applicable 	<p>Client</p> <p>TAPI</p> <p>Client</p> <p>DOST Regional Office concerned</p> <p>Client</p> <p>Testing laboratories</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. List of prospective client/customer/user with address and contact number	Client
8. Quotations from the suppliers for the items in the LIB	Client's suppliers
9. Personal bio-data; brief company profile if a juridical person	Client
10. Valid government issued ID	Client
11. Letter from co-implementor with complete contact details following the prescribed format (Annex "C")	TAPI
12. Certification of Residency from Barangay Center or Barangay	Barangay/LGU concerned



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Invention-Based Enterprise Development (IBED) Component II	
1. Application letter addressed to TAPI Director	Client
2. Signed Data Privacy Consent	Client
3. Endorsement letter from DOST Regional Office including RTEC Report, if applicable	DOST Regional Office
4. Project Proposal indicating the Line-Item-Budget (LIB)	Client
5. Copy of the Letters Patent/UM Registration/ID Registration or at least active pending application	IPOP HL
6. Business registration (Mayor's Permit, DTI Reg, BIR Reg, SEC and Articles of Partnership or Inc./By-Laws (for Corp).	Barangay/LGUs/other gov't office/s concerned
7. Deed of assignment of patent/UM registration to juridical company, if applicable	Owner of the technology
8. Personal bio-data if individual; brief company profile if a juridical entity	Client
9. Valid government-issued ID	Client
10. Assigned co-implementor for inventors over 60 years old	Client's co-implementor
11. Certification of Residency from Barangay Center or Barangay Clearance, if applicable	Barangay/LGU concerned
12. Test results of the subject technology, if applicable	Testing laboratories
13. List of prospective clients /customers with addresses and contact numbers	Client



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14. Quotation from at least three (3) suppliers/fabricators, if applicable	Client's identified suppliers/fabricators
15. Letters of Intent (LOI) from clients totaling with at least 5% commitment fee	Adaptor of Invention
16. For Corporation: Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance	Client
17. For Corporation: Certified list of stockholders and officers with brief bio-data of applicant/major stockholders and officers	Client
17. Affidavit of Authenticity	Client
DOST-Academe Technology-Based Enterprise Development (DATBED) Stage I	
<p>Accreditation</p> <ol style="list-style-type: none"> 1. School's Letter of Intent 2. DOST Regional Office's Endorsement Letter 3. School's Implementing Plan <p>Project Proposal for Financial Assistance</p> <ol style="list-style-type: none"> 1. School's Letter of Intent 2. DOST Regional Office's Endorsement Letter 3. School's Project Proposal/s 4. Duly accomplished Data Privacy Consent Form 	<p>Client</p> <p>DOST Regional Office concerned</p> <p>Client</p> <p>Client</p> <p>DOST Regional Office concerned</p> <p>Client</p> <p>TAPI</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
DATBED Stage II	
1. Proponent's application letter of interest to avail financial assistance and commitment addressed to TAPI Director	Client
2. Project Proposal	Client thru DOST Regional Office concerned
3. Curriculum vitae	Client
4. Endorsement of DATBED-accredited academic institution and DOST Regional Office with initial assessment of the project	Accredited academic institution and DOST RO concerned
5. Duly accomplished Data Privacy Consent Form	TAPI
6. Copy of business permits and licenses	DTI/LGU concerned
7. Technology Licensing Agreement (TLA) between the academic institution and graduate students wherein the graduate students are allowed to commercialize their research study or a Waiver of Rights from the academic institution in favor of the graduate students, whichever is applicable	Owner of the technology
8. Three (3) quotations from suppliers/ fabricators for all the equipment to be purchased/ fabricated	Client's identified supplier/ fabricator



CHECKLIST OF REQUIREMENTS	Regular Venture Financing Program	Venture Financing for Environmentally-Sound Technologies (VFEST)	Adoption of Technology VENTURE FINANCING PROGRAM	Purchase Order (PO) Financing	Fees for Certification of Local/ International Standards	Where to Secure
Venture Financing Program (VFP)						
Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to TAPI Director	✓	✓	✓	✓	✓	Client thru DOST RO concerned
Duly-Accomplished Data Privacy Consent Form	✓	✓	✓	✓	✓	TAPI
Full-blown Project Proposal/Feasibility Study 1. Company's Background; 2. Marketing Aspect; 3. Technological Aspect; 4. Waste Management/ Disposal/Social Aspect; and 5. Financial Aspect.	✓	✓	✓	✓	✓	Client thru DOST RO concerned
Details of project cost / specific purpose of loan (Line-Item-Budget)	✓	✓	✓	✓	✓	Client
Projected Financial Statement for five (5) years (Statement of Financial Position, Income and Cash Flow)	✓	✓	✓	✓	✓	Client
Endorsement of concerned Regional Director with Initial Regional Assessment of the project	✓	✓	✓	✓	✓	DOST RO concerned



CHECKLIST OF REQUIREMENTS	Regular Venture Financing Program	Venture Financing for Environmentally-Sound Technologies (VFEST)	Adoption of Technology VENTURE FINANCING PROGRAM	Purchase Order (PO) Financing	Fees for Certification of Local/ International Standards	Where to Secure
Initial Regional Assessment of the project/ Status of previous assistance provided (must have paid at least 50% of the previous assistance provided and must be up-to-date w/ repayments)				✓		DOST-RO concerned
Copy of business permits and licenses (Mayor, DTI, BFAD-LTO, Halal, etc.), if MSMEs	✓	✓	✓	✓	✓	DTI/BFAD/ other gov't institutions concerned
Certificate of registration of business name with SEC, or CDA and Articles of Partnership or Incorporation/ By-Laws (for Corporation)	✓	✓	✓	✓	✓	Client
Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance (for Corporation)	✓	✓	✓	✓	✓	Client
Certified list of stockholders and officers (if a corporation) with brief bio-data of applicant/ major stockholders and officers	✓	✓	✓	✓	✓	Client



CHECKLIST OF REQUIREMENTS	Regular Venture Financing Program	Venture Financing for Environmentally-Sound Technologies (VFEST)	Adoption of Technology VENTURE FINANCING PROGRAM	Purchase Order (PO) Financing	Fees for Certification of Local/ International Standards	Where to Secure
Three (3) quotations from suppliers/ fabricators for all the equipment to be purchased/ fabricated	✓	✓			✓ if applicable	Client's identified suppliers/ fabricators
Technology-Licensing Agreement/ MOA between technology generator and technology adaptors (for adoption of DOST generated technologies)	✓ if applicable	✓ if applicable	✓		✓	Owner of Technology
Financial statements of at least the past three (3) years of operation for the company/beneficiary duly signed by a Registered Accountant/ Auditor;	✓ if applicable	✓	✓ if applicable	✓	✓	Client
Project implementation timetable and Proposed and current Production Lay-out;	✓ if applicable	✓	✓	✓	✓	Client
List and summary of possible/target clients/ customer who will purchase the products including the possible sales/ income that will derive from the intervention	✓	✓	✓	✓	✓	Client
Affidavit of Authenticity	✓	✓	✓	✓	✓	Client
Affidavit of Undertaking	✓	✓	✓	✓	✓	Client



CHECKLIST OF REQUIREMENTS	Regular Venture Financing Program	Venture Financing for Environmentally-Sound Technologies (VFEST)	Adoption of Technology VENTURE FINANCING PROGRAM	Purchase Order (PO) Financing	Fees for Certification of Local/ International Standards	Where to Secure
Projected financial statements for the next five (5) years	✓	✓	✓	x	✓	Client
Interim Financial Statement to assess the current financial viability	✓	✓	✓	✓	✓	
Pictures of products and company's production area	✓	✓	✓	✓	✓	
Valid/Confirmed purchase orders and sales contracts.				✓		
IP Documents/Patent Certificates	✓ if applicable		✓ if applicable		✓	IPO Phil
Proof of Patent Search (for potential IPs)	✓ if applicable		✓ if applicable		✓ if applicable	Client
Freedom-to-Operate Report/Search					✓	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Financial Assistance – Inventors and Business Entities: IBID, IBED I, IBED II, and VFP				
1. Submits application letter to TAPI Record Section with complete documentary requirements.	1.1 Record Section transmits the submission to OD.	NONE	1 WD	Record Section Marissa A. Melosantos AO V
	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)		2 WD	Office of the Director (OD) Edgar I. Garcia 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	Division Manager (DM) IBID/IBED I Atty. Marion Ivy D. Decena Chief SRS IBED II/VFP Romeo M. Javate Chief SRS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>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. (Note: For IBED II and VFP, Simultaneously forwards the copy of the proposal with complete documentary requirements to the Legal Unit.)</p>	NONE	3 WD	<p>Unit IBID-Janeth Vidal Senior SRS</p> <p>IBED I-Mechelle Balboa Senior SRS</p> <p>IBED II-Rose L. Olaer SRS II</p> <p>VFP-Theresa Sobremesana Senior SRS</p>
	<p>1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC. (Note: For IBED II and VFP, LU simultaneously submits its comments to TEC.)</p>		3 WD	<p>OD/Execom Edgar I. Garcia Director IV</p> <p>Legal Unit Atty. Israel Jacob Zaragoza Attorney IV</p>
	<p>1.6 Coordinates with TEC/IATEC/ DOST Regional Offices (RO) for the cite visit, validation, and evaluation of the request.</p>		16 WD	<p>Technical Evaluation Committe (TEC)/ Inter-Agency Technical Evaluation Committee/ Regional Office (RO) As designated.</p>
	<p>1.7 In coordination with TEC/IATEC/RO, prepares and submits Evaluation Report to OD/Execom with recommendation.</p>		3 WD	<p>Unit/TEC IBID-Janeth C. Vidal Senior SRS IBED I-Mechelle Balboa Senior SRS IBED II-Rose L. Olaer SSRS VFP-Theresa Sobremesana SRS II</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution.	NONE	10 WD	OD/Execom Edgar I. Garcia 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.		3 WD	Unit IBID-Janeth Vidal Senior SRS IBED I-Mechelle Balboa Senior SRS IBED II-Rose L. Olaer SRS II VFP-Theresa Sobremesana Senior SRS
2. Client receives TAPI's notification and coordinates with the Unit 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.		1 WD	Unit IBID-Janeth Vidal Senior SRS IBED I-Mechelle Balboa Senior SRS IBED II-Rose L. Olaer SRS II VFP-Theresa Sobremesana Senior SRS Legal Unit Atty. Israel Jacob Zaragoza Attorney IV



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Completes the execution of the MOA and notarizes the same.	NONE	3 WD	Unit IBID-Janeth Vidal Senior SRS IBED I-Mechelle Balboa Senior SRS IBED II – Rose Olaer Senior SRS VFP – Theresa Sobremesana Senior SRS Legal Unit Israel jacob Zaragoza Attorney IV
	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.			3 WD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4 Prepares and releases the funds to the client	None	7 WD	<p>FAD Josephine Reyes Budget Officer</p> <p>Ma. Aurora Fe L. Dayangco OIC-Accounting</p> <p>Lelanie O. Casacop OIC Cashier</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
II. Financial Assistance – Academe: DATBED I (c) and DATBED II				
1. Submits application letter to TAPI Record Section with complete documentary requirements.	1.1 Transmits the submission to OD.	NONE	1 WD	Record Section Marissa A. Melosantos 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).		2 WD	OD Edgar I. Garcia Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit).		1 WD	DM Romeo M. Javate 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 WD	DATBED Unit Mylene A. Alano Senior SRS
	1.5 Prepares and submits evaluation report to OD with corresponding recommendation.		4 WD	DATBED Unit Mylene A. Alano Senior SRS
	1.6 Reviews and decides whether to approve or disapprove of the request and issues the appropriate resolution.		8 WD	OD Edgar I. Garcia Director IV



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 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	DATBED Unit Mylene A. Alano Senior SRS
2. Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing.	2.1 In coordination with TAPI Legal Unit, conducts MOA Orientation and contract signing as scheduled.		1 WD	DATBED Unit Mylene A. Alano Senior SRS Legal Unit Atty. Israel Jacob R. Zaragoza Attorney IV
	2.2 Coordinates contract signing as scheduled, completes the execution of the MOA, notarizes the same, and prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD).		3 WD	DATBED Unit Mylene A. Alano Senior SRS Legal Unit Atty. Israel Jacob R. Zaragoza Attorney IV
	2.3 Processes and releases the funds to the client		7 WD	FAD Josephine Q. Reyes Budget Officer Ma. Aurora Fe L. Dayangco OIC-Accounting Lelanie O. Casacop OIC Cashier



EXTERNAL SERVICES

**TECHNICAL ASSISTANCE
SERVICES**



TECHNICAL ASSISTANCE SERVICE

Includes the following TAPI Programs: Invention Testing and Laboratory Analyses Assistance Program (Testing), Intellectual Property Rights Assistance Program IPRAP, Innovation and Technology Support Office (ITSO), Issuance of Tax and Duties Certifications (Tax/Duty), and Inventor's Organization Accreditation (IOA).

Office or Division	Invention development Division (IDD)
Classification	Highly Technical – Multi-Stage System
Type of Transaction	G2C / G2B

Who may avail:	IPRAP	ITSO	Testing	Tax / Duty	Accreditation
Filipino men & women	✓	✓	✓	✓	✓
DOST RDIs, Other Public RDIs, Private RDIs, State Univ & Colleges		✓			
Academe/RDIs/Juridical entities/ TAPI Accredited Inventor's Organization	✓				
Individual(s) with invention/utility model (UM)/industrial design (ID) that has valid patent/registration at the time of the submission of the proposal			✓	✓	✓
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;					✓



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IPRAP	
<p><u>a. Patent/Utility Model Application:</u></p> <ul style="list-style-type: none"> • For a Non-Chemical Technology, such as Machine, Device, Apparatus, or Article of Manufacture: <ol style="list-style-type: none"> i. Complete technical description with parts/elements and exact construction particularly internal details of the machine/device/apparatus; ii. 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); iii. Drawings and sketches that significantly present all angles and/or views of the “device” as well as all of its parts; iv. Test Results (i.e. efficiency); and v. Working Model • If the technology is a computer program, software, or a digital platform: <ol style="list-style-type: none"> i. Screenshots of GUI (Graphical User Interface); ii. Program Flowchart; iii. Preliminary Search Report; and iv. Encryption. • For Product/Process or a Chemical Technology: <ol style="list-style-type: none"> i. Complete step-by-step procedure on how to formulate the product and the conditions being observed in each step; 	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IPRAP	
ii. The chemical compositions in percentage, weight or volume; iii. The concentrations of the reagents used; iv. Test Results (if available); and v. Raw materials preparation (if applicable).	Client Client Client Client
<u>b. For Industrial Design application:</u> i. Full disclosure of the design with electronic copy; ii. working model is available for inspection; iii. A working model should be available for inspection; iv. 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; and v. Applicants may be required to provide proof of working model, such as pictures or videos, of the actual device, product, or prototype.	Client Client Client Client
<u>c. For Copyright</u> i. Five (5) original copies of the signed and duly accomplished copyright application form and Affidavit of Ownership in legal size bond paper; ii. Deed of Assignment (if the copyright belongs to the institution per their existing IP policy); and iii. Two (2) electronic copies in CDs or two (2) printed copies of the work.	Client Client Client



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IPRAP	
<u>d. For Trademark:</u>	
i. Electronic copy of the logo or mark being applied for trademark application;	Client
ii. List of goods and/or services where such mark will be used.	Client
e. Duly accomplished letter request form (ANNEX “A”), or any equivalent document that formally requests assistance and is addressed to the director of DOST-TAPI;	Client/TAPI
f. Invention Disclosure Form (IDF) (ANNEX “B”), or any equivalent document provided that such form comprises the following minimum contents:	Client/TAPI
i. Title of the technology, device or process that briefly describes the technical aspect of the invention,	Client
ii. Complete list of inventors, makers, designers, authors, or creator of the features being requested for IP protection,	Client
iii. Full details of the applicant, in particular legal name of the individuals or institutions that own the IP to be protected, complete mailing and electronic address, contact information, and focal person who will correspond with the PM,	Client
iv. Status of development of the technology, in particular, whether concept, with prototype, among others,	Client
v. Funding sources of the research,	Client
vi. Status of disclosure, stating the first date of oral presentation, publication, public demonstration, offer for sale, among others, and details such as where such type of disclosure was made,	Client
vii. Identification of features that make such as novel anywhere in the world, and explanation on how such features solve technical problems,	Client
viii. Certification of Applicant or Applicant’s Representative (for team or if owner is an agency or company) that:	Client
a. under the pain of fraud or perjury all information submitted is true and correct,	Client



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
IPRAP	
<p>b. all names appearing in the list are true and are the actual inventors, makers, or designers, and that nobody is either excluded or inappropriately included (i.e., anyone who did not contribute to the technical features of the invention, utility model, or design) for this application</p>	Client
<p>c. the claimed new machine, product or process is the work of the above-named researchers and not copied from others</p>	Client
<p>d. the guidelines of DOST-TAPI's Intellectual Property Rights Assistance Program shall be fully respected and shall be fully agreed that this application may be rejected if found to be not novel or industrially applicable, or is a non-patentable subject matter (i.e., abstract, against public order or morality, against known scientific laws such as claims for perpetual motion), or may be withdrawn due to lack of cooperation of the researchers/applicant. Applicant(s) shall also abide by all policies of the TAPI;</p>	Client
<p>g. Preliminary Search Report (ANNEX "C"), which is mandatory for applicants that are public or private entities but optional for private inventors, or equivalent document comprising a search pool and results, and identification of closest prior arts;</p>	Client/TAPI
<p>h. Full disclosure of the technology, preferably electronic copy, figures of the proposed invention, if applicable, to substantially represent and describe the application. Depending on the application, figures may be in the form of illustrations, drawings, flowcharts, graphs, and others, which contain proper labels and description of the parts. If drawings are needed in the application but are not available from the applicant, at least photos that significantly represent and describe the application are included and properly described in the application;</p>	Client
<p>i. Photocopy / scanned copy of valid government-issued IDs of the authors or copyright owner, researchers, head of the institutions (i.e. Principal, President, Director), and inventors, as the case may be.</p>	Client



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Innovation Technology Support Office (ITSO)	
<p>1. Duly accomplished and signed letter request form.</p> <p>2. Invention Disclosure Form (IDF).</p> <p>3. Full disclosure of the technology, preferably, electronic copy.</p> <p>4. Photocopy or scanned copy of the valid government-issued ID of the head of the Institute. A photocopy or scanned copy of the valid government-issued ID of the author(s) is/ are needed in case of copyright.</p> <p>5. Duly signed Data Privacy Consent Form.</p> <p>6. For specific IP, following are the requirements:</p>	<p>Client</p> <p>TAPI</p> <p>Client</p> <p>Client</p> <p>TAPI</p> <p>Client</p>
<p>a. Patent/Utility Model</p> <p>Machine/Device/Apparatus</p> <p>i. Complete technical description with parts/ elements and exact construction particularly internal details of the machine/device/ apparatus.</p> <p>ii. 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).</p> <p>iii. Drawings and sketches that significantly present all angles and/or views of the “device” as well as all of its parts.</p> <p>iv. Test Results (i.e. efficiency), if there is any.</p>	<p>Client</p> <p>Client</p> <p>Client</p> <p>Accredited testing institution ex. FDA-DOH, LTO, etc.</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Innovation Technology Support Office (ITSO)	
<p>Product/Process</p> <ul style="list-style-type: none"> i. Complete step-by-step procedure on how to formulate the product and the conditions being observed in each step. ii. The chemical compositions in percentage, weight or volume. iii. The concentrations of the reagents used. iv. Test Results (if available). v. Raw materials preparation (if applicable). 	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p>
<p>• Program/Software</p> <ul style="list-style-type: none"> i. Screenshots of Graphic User Interface (GUI). ii. Program flowchart. iii. Preliminary search report. iv. Encryption. 	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p>
<p>b. Industrial Design</p> <ul style="list-style-type: none"> i. Full disclosure of the design with electronic copy. ii. A working model must be available for inspection if needed. iii. 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. iv. Pictures or videos, of the actual device, product, or prototype must be submitted. 	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p>
<p>c. Trademark</p> <ul style="list-style-type: none"> i. Electronic copy of the logo or mark being applied for trademark application. 	<p>Client</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Innovation Technology Support Office (ITSO)	
<p>d. For Copyright</p> <ul style="list-style-type: none"> i. Five (5) original copies of the signed and duly accomplished copyright application form and Affidavit of Ownership in legal size bond paper; ii. Deed of Assignment (if the copyright belongs to the institution per their existing IP policy); and iii. Two (2) electronic copies in CDs or two (2) printed copies of the work. 	<p>POPhil/National Library</p> <p>Owner of the copyright</p> <p>Client</p>
Testing and Laboratory Analyses	
<ul style="list-style-type: none"> 1. Letter request addressed to TAPI Director involving the type of test needed; 2. Highlights of project study/proposal indicating the purpose(s) for which such analyses are needed; 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; 4. Brief inventor and/or business profile; 5. Proof of sales, if applicable, and; 6. Samples for testing to be submitted (upon request of the institutes in-charge for the testing). 7. Duly executed Data Privacy Consent Form 	<p>Client</p> <p>Client</p> <p>IPOPhl</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>TAPI</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Issuance of Certification: TAX	
<p>TAX</p> <ol style="list-style-type: none"> 1. Request/application letter; 2. 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; 3. Complete photocopy of Letters Patent/ Utility Model/Industrial Design Registration 4. Recent Business Permit 5. Proof of first commercial sale (Official Receipt issued, etc.) 6. Tax identification Number and registration as non-VAT tax payer 7. Latest Income Tax Return 8. Certification of registration of business name/SEC registration 9. Supporting documents showing that his/her product/s is produces on a commercial scale (ORs, POs, Invoice, etc) 10. Brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years. 11. Deed of Assignment (if applicable) 12. Duly accomplished/signed Data Privacy Consent Form 	<p>Client</p> <p>TAPI accredited inventors organization.</p> <p>IPOPhl</p> <p>Concerned LGU</p> <p>Client</p> <p>BIR</p> <p>BIR</p> <p>SEC and /or DTI</p> <p>Client</p> <p>Owner of the Technology</p> <p>TAPI</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Issuance of Certification: DUTY	
DUTY	
<p>1. Request/application letter including the following import documents:</p> <ul style="list-style-type: none"> 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. <p>2. Complete photocopy of Letters Patent/ Utility Model Registration/Industrial Design Registration</p> <p>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;</p> <p>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;</p> <p>5. Recent Business Permit;</p> <p>6. Certification of registration of business name/ SEC registration</p> <p>7. Quantity, technical specification and end-user of proposed importation;</p> <p>8. Detailed material balance to justify the quantity of equipment/raw materials needed to produce his/her invention/s;</p> <p>9. Supporting documents showing that his/her product/s is produces on a commercial scale (ORs, POs, Invoice, etc);</p>	<p>Client</p> <p>Shipping company</p> <p>BIR</p> <p>Shipping company</p> <p>Shipping company/IPOPHl</p> <p>Client</p> <p>DTI-BOI</p> <p>Concerned LGU</p> <p>SEC and/or DTI</p> <p>Client</p> <p>Client</p> <p>Client's customer/buyer</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>DUTY</p> <p>10. Supporting documents showing that his/her product/s is produces on a commercial scale (ORs, POs, Invoice, etc);</p> <p>11. Tax identification Number and registration as non-VAT tax payer</p> <p>12. Latest Income Tax Return;</p> <p>13. Brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years;</p> <p>14. Duly accomplished/signed Data Privacy Consent Form;</p> <p>15. Certification from regulatory bodies (if applicable); and</p> <p>16. Deed of Assignment (if applicable)</p>	<p>Client</p> <p>BIR</p> <p>BIR</p> <p>Client</p> <p>TAPI</p> <p>Concerned regulatory agency, ex. DENR, LTO, etc.</p> <p>Owner of the Technology</p>
Accreditation of Inventors Organization	
<p>1. Letter of request/application for accreditation to be submitted to TAPI;</p> <p>2. Copy of SEC/CDA registration papers if any or from any government regulatory body (e.g. DOLE, DTI, etc.);</p> <p>3. Certified true copy of Patent/ Utility Model/ Industrial Design registration of at least three (3) members;</p>	<p>Client</p> <p>SEC/CDA and concerned regulatory agency, ex. DOLE, DTI, etc.</p> <p>IPOPHL</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>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;</p>	Client
<p>5. Letter of consent from the three (3) members allowing the organization to use their Patent/ Utility Model/ Industrial Design registration for the application;</p>	Client
<p>6. Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified (Omnibus Sworn Statement);</p>	Client
<p>7. Roster of active male and female members to include information on:</p> <ul style="list-style-type: none"> a. Name of member b. Residence Address, Tel./Cellphone no. c. Office Address, Tel./Cellphone no. d. Title of invention e. Patent/ Utility Model/ Industrial Design No./s f. Date Granted 	Client
<p>8. Barangay Certification of organization's existence;</p>	Concerned Barangay Center
<p>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;</p>	Client
<p>10. List of current male and female officers/ board of directors (if applicable) and their terms of office including their brief bio-data;</p>	Client
<p>11. Organizational Profile; and 12. Duly executed Data Privacy Consent Form</p>	Client TAPI



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Technical Assistance – IPRAP				
1. Submits application letter to TAPI Records with complete documentary requirements.	1.1 Records transmits the submission to OD	NONE	1 WD	Record Section Marissa A. Melosantos AO V
	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)		2 WD	OD Edgar I. Garcia Director IV
	1.3 DM checks if the request falls within IPRAP and forwards the same to the PM.		1 WD	DM Atty. Marion Ivy D. Decena Chief SRS
	1.4 PM checks the completeness of the documentary requirements and if complete, notifies the client of the same and that the request is under evaluation.		1 WD	Program Manager Anna Liza B. Saet SRS II
	1.5 Evaluates the completeness of the IP Disclosures, novelty of the technology, and validate client thru background check.		24 WD	Program Manager Anna Liza B. Saet SRS II DOST regional offices and other agencies
	1.6 Prepares and submits to OD Conforme Letter for the Director's signature.		3 WD	Program Manager Anna Liza B. Saet SRS II



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 The Director determines whether to approve the application, signs the Conforme Letter, in case of approval, and returns the same to the PM.	NONE	5 WD	Office of the Director Edgar I. Garcia Director IV
	1.8 PM notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter within 15 working days.		3 WD	Program Manager Anna Liza B. Saet SRS II
2. Client returns the signed Conformé Letter to TAPI Records.	2.1 Forwards the Conformé Letter to the Unit.		1 WD	Record Section Marissa A. Melosantos AO V
	2.2 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 – Patent Agent to conduct prior art search, drafting of claims and filing of technology assigned to him/her.		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	TAPI BAC Program Manager Anna Liza B. Saet SRS II Assigned In-house Patent Agent



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Processes and releases the funds to the winning bidder.	NONE	7 WD	FAD
3. Client coordinates with the procured IP Consultant.	3.1 Unit coordinates with IP Consultant as needed.		NA	Program Manager Anna Liza B. Saet SRS II
II. Technical Assistance – ITSO				
1. Submits application letter to TAPI Records with complete documentary requirements.	1.1 Records transmits the submission to OD	NONE	1 WD	Record Section Marissa A. Melosantos AO V
	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)		2 WD	OD Edgar I. Garcia Director IV
	1.3 DM checks if the request falls within ITSO and forwards the same to the PM.		1 WD	DM Atty. Marion Ivy D. Decena Chief SRS
	1.4 PM assesses completeness of documentary requirements and notifies the client of the results.		5 WD	Program Manager Glenda C. Rima SRS II



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 If complete requirements, PM conducts preliminary search report (PSR).	NONE	26 WD	Program Manager Glenda C. Rima SRS II
	1.6 The Director signs the Conforme Letter that will be sent to the Client for signature.		5 WD	Office of the Director Edgar I. Garcia Director IV
2. Client returns the signed Conformé Letter to TAPI Records.	2.1 Forwards the Conformé Letter to ITSO.		1 WD	Record Section Marissa A. Melosantos AO V
	2.2 Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement of IP Consultant.		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.”)	Program Manager Glenda C. Rima SRS II
	2.3 Processes and releases the funds to the winning bidder.		7 WD	FAD
3. Client coordinates with the procured IP Consultant.	3.1 Unit coordinates with IP Consultant as needed.		NA	Program Manager Glenda C. Rima SRS II



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
III. Technical Assistance – Testing				
1. Submits application letter to TAPI Records with complete documentary requirements.	1.1 Records transmits the submission to OD	NONE	1 WD	Record Section Marissa A. Melosantos AO V
	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)		2 WD	OD Edgar I. Garcia Director IV
	1.3 DM checks if the request falls within Testing and forwards the same to the PM.		1 WD	DM Atty. Marion Ivy D. Decena Chief SRS
	1.4 PM checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation.		1 WD	Program Manager Roberto R. Verzosa Senior SRS
	1.5 PM evaluates the request based on the criteria.		19 WD	Program Manager Roberto R. Verzosa Senior SRS
	1.6 Prepares and submits evaluation report to OD/Execom with corresponding recommendation		3 WD	Program Manager Roberto R. Verzosa Senior SRS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 OD/Execom deliberates for the approval or disapproval of the request and issues its resolution. The Director signs the Conforme Letter that will be sent to the Client.	NONE	10 WD	OD/Execom Edgar I. Garcia Director IV
	1.8 PM notifies the client in writing of TAPI's decision and request the same to sign the Conforme Letter.		3 WD	Program Manager Roberto R. Verzosa Senior SRS
2. Client returns the signed Conformé Letter to TAPI Records.	2.1 Forwards the Conformé Letter to Testing.		1 WD	Record Section Marissa A. Melosantos AO V
	2.2 Processes and releases the funds to the selected RDI.		7 WD	FAD
IV. Technical Assistance – Accreditation: IOA				
1. Submits application letter to TAPI Record Section with complete documentary requirements.	1.1 Transmits the submission to OD.	NONE	1 WD	Record Section Marissa A. Melosantos AO V
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate DM.		2 WD	OD Edgar I. Garcia Director IV



CLIENT STEPS	AGENCY ACTIONS	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	IDD-DM Atty. Marion Ivy D. Decena 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 WD		IOA Unit Richelle C. Malaay SRS II	
1.5 Evaluates and validates the request/ application	4 WD		Unit Richelle C. Malaay SRS II	
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 Certification which will be sent to the Client.	8 WD		OD Edgar I. Garcia Director IV	
1.7 Notifies the client in writing of TAPI's decision with attached Certification in case of approval.	3 WD		Unit Richelle C. Malaay SRS II	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
V. Technical Assistance for Issuance of Certification for Tax & Duty Exemption Application Under RA 7459				
1. Submits application letter to TAPI Record Section with complete documentary requirements.	1.1 Transmits the submission to OD	NONE	1 WD	Record Section Marissa A. Melosantos AO V
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate DM.		2 WD	OD Edgar I. Garcia Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO).		1 WD	IDD-DM Atty. Marion Ivy D. Decena 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 WD	SSO Elizabeth I. Garcia Senior SRS
	1.5 Coordinates with the Validation Committee (VC)/ Regional Offices/ other appropriate public or private entities and conducts the evaluation of the request.		18 WD	SSO/VC Elizabeth I. Garcia Senior SRS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Prepares and submits evaluation report to Screening Committee with corresponding recommendation.	NONE	3 WD	SSO/VC Elizabeth I. Garcia Senior SRS
	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	Screening Committee (SC)
	1.8 Notifies the client in writing of SC's decision with attached Certification in case of approval.		2 WD	SSO Elizabeth I. Garcia Senior SRS



EXTERNAL SERVICES

**TRAINING ASSISTANCE
SERVICES**



TRAINING ASSISTANCE SERVICE

This service provides school necessary training, orientations and accreditation which promote and support invention/innovation in the academe. This service includes Inventschool©, DATBED Program Orientation, and DATBED School Accreditation.

Office or Division	IDD/IBOD
Classification	Highly Technical – Multi-Stage System
Type of Transaction	G2C/ G2B/ G2G

Who may avail:
<p>Invent School Program (Elementary, High School and College)</p> <ol style="list-style-type: none"> 1. DOST-Regional Offices; 2. A duly recognized academic institution (public or private) 3. LGUs 4. Men and women inventors' organizations accredited by TAPI. <p>DATBED Stage 1 – Capability Building</p> <ol style="list-style-type: none"> 1. Private and public academic institutions that offers science and technology courses and/or entrepreneurship development program at tertiary level; 2. Private academic institutions that offer courses within the DOST priority areas but not limited to engineering and ICT projects with technological innovations; and 3. Public academic institutions that offer courses within the DOST priority areas but not limited to agriculture and aquatic projects with technological advantages over the existing products in the market. <p>DATBED Stage 1 – Accreditation</p> <ol style="list-style-type: none"> 1. Interested school that has attended the program orientation under the DATBED Program and endorsed by the DOST Regional Office; 2. Student-faculty ratio of at most 50:1 in the S&T courses and entrepreneurship development program; 3. Existing facilities/resources available for use of the proposed technology-based projects; and 4. Availability of core team of advisers and school management support.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Invent School Program - Elementary	
<p>1. Letter of request</p> <p>2. Proposal indicating the following:</p> <ul style="list-style-type: none"> a. Project Title; b. Project Date; c. Project Venue; d. Project Cost; e. Relevance to the Proponent or Region; Schools involved, Grade level (4-6 only) and number of participants (class size of homogenous level of 30 male and female pupils per session); and f. Budgetary Requirements indicating the counterpart of the proponent. <p>3. Duly executed Data Privacy Consent Form</p>	<p>Client</p> <p>Client</p> <p>TAPI</p>
Invent School Program - Secondary/ Tertiary	
<p>1. Letter of request</p> <p>2. Proposal indicating the following:</p> <ul style="list-style-type: none"> a. Project Title; b. Project Date; c. Project Venue; d. Project Cost; 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 f. Budgetary Requirements indicating the counterpart of the proponent. <p>3. Duly executed Data Privacy Consent Form</p>	<p>Client</p> <p>Client</p> <p>TAPI</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
DATBED I - Capability Building	
1. Letter request from DATBED accredited school with male and female student-developed technology and endorsed by the DOST Regional Office	Client
DATBED I – Accreditation	
1. School's Letter of intent 2. DOST Regional Office's Endorsement Letter 3. School's Implementing Plan	Client DOST Regional Office Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inventschool™, DATBED Program Orientation, and DATBED School Accreditation				
1. Submits application letter to TAPI Records with complete documentary requirements.	1.1 Records transmits the submission to OD	NONE	1 WD	Records Marissa A. Melosantos 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)		2 WD	OD Edgar I. Garcia Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit).		1 WD	DM Inventschool™ Atty. Marion Ivy D. Decena Chief SRS DATBED I Romeo M. Javate 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 WD	Unit Inventschool™ – Richelle C. Malaay SRS II
	1.5 Prepares and submits evaluation report to OD with corresponding recommendation		4 WD	DATBED I Mylene A. Alano Senior SRS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.6 Reviews and decides whether to approve or disapprove of the request and issues its resolution. In case of approval of, the Director signs the Approval Letter (for DATBED – Program Orientation), Certification (for DATBED I – Accreditation), or Conforme Letter (for Ineventschool™), which will be sent to the Client.</p>		<p>8 WD</p>	<p>OD Edgar I. Garcia Director IV</p>
	<p>1.7 Informs the client in writing of TAPI's decision thru the following in case of approval:</p> <ul style="list-style-type: none"> a. Approval Letter with request for schedule and coordination for the Orientation b. Certification with invitation to submit proposal for financial assistance under DATBED I. c. Conforme Letter 	<p>NONE</p>	<p>3 WD</p>	<p style="text-align: center;">Unit</p> <p>DATBED I (a) – Mylene A. Alano Senior SRS</p> <p>DATBED I (b) – Mylene A. Alano Senior SRS</p> <p>Ineventschool™ – Richelle C. Malaay SRS II</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Inventschool™ – Client signs the Conforme Letter and returns the same to TAPI Records.	2.1 Records forwards the Conforme Letter to Unit.	NONE	1 WD	Inventschool™ – Richelle C. Malaay SRS II
	2.2 Unit notarizes the Conforme Letter, and prepares and submits the complete documentary requirements to Finance and Administrative Division (FAD).			
	2.3 FAD processes and releases the funds to the client.		7 WD	FAD Josephine Q. Reyes Budget Officer Ma. Aurora Fe L. Dayangco OIC-Accounting Lelanie O. Casacop OIC Cashier



EXTERNAL SERVICES

**PROMOTIONAL
ASSISTANCE SERVICES**



PROMOTIONAL ASSISTANCE SERVICE

This service provides assistance to clients that involves promotion of Science and Technology, and the inventor which include Institutional Support for Technology Exposition (ISTE), ACU and Travel.

Office or Division	IDD/TIPD
Classification	Highly Technical
Type of Transaction	G2C/G2G - Government to Citizen/ Government to Government

Who may avail:	ISTE	Travel
Filipino men and women	✓	
DOST Agencies	✓	
DOST Regional Offices	✓	
Non-Government Organization	✓	
State Universities and Colleges (SUC)	✓	
Professional Organization	✓	
Filipino Inventors' Organization accredited by TAPI	✓	
Filipino men & women who won National Invention Contest and Exhibits (NICE)		✓



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Institutional Support for Technology Exposition (ISTE)	
I.1 Support to DOST Agencies and ROs Activities: a. Letter addressed to TAPI Director requesting for financial assistance and/or other assistance required/needed for the conduct of such activities; b. Project proposal incorporating the following information: <ul style="list-style-type: none">• Project Title• Proponent• Duration• Rationale• Background and Objectives• Expected Output• Target exhibitors• Detailed line-item budget	Client Client
I.2 Support to Non-DOST Activities (NGOs, SUCs, Theme-Based, School-Based, Inventors Organization) a. Letter of the proponent/organizer should be addressed to TAPI Director requesting to participate, co-organize and/or provide counterpart funds for the conduct of such activities; b. Invitation should incorporate the following information: <ul style="list-style-type: none">• Project Activity/Event• Duration• Details of the Activity/Event• Booth Participation Fee• Detailed Line-Item Budget	Client



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Institutional Support for Technology Exposition (ISTE)	
I.3 Technology Training/ Seminar/ Conference/ Fora/ Contest <p>a. Letter addressed to TAPI Director requesting for financial assistance and/or other assistance required/needed for the conduct of such activities;</p> <p>b. Project proposal incorporating the following information:</p> <ul style="list-style-type: none"> • 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 	<p>Client</p> <p>Client</p>
II. Travel Assistance	
<ol style="list-style-type: none"> 1. Request/application letter 2. Official invitation with confirmation/ acceptance from the event's organizers that the inventor is qualified to join or participate in the international event; 3. Complete set of exhibition announcement/ information packages; 4. Three (3) quotations from airline companies or travel agencies for the plane fare; 5. Copy of Letters Patent/Registration Certificate; 6. Documents indicating that the event is prestigious and participation is beneficial to our country; and 7. Duly accomplished/signed Data Privacy Consent Form 	<p>Client</p> <p>Event's organizers</p> <p>Event's organizers</p> <p>Travel Agencies / Airlines official websites</p> <p>Client</p> <p>Event's organizers</p> <p>TAPI</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Institutional Support for Technology Exposition (ISTE)				
1. Submits application letter to TAPI Record Section with complete documentary requirements.	1.1 Transmits the submission to OD.		1 WD	Record Section Marissa A. Melosantos 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)		2 WD	OD Edgar I. Garcia Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit).		1 WD	Technology Information and Promotion Division (TIPD) DM Nora P. Gumia 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 WD	ISTE Unit Rodelia Padilla Senior SRS
	1.5 Prepares and submits evaluation report to OD/Execom with corresponding recommendation		4 WD	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Deliberates for the approval or disapproval of the request and issues its resolution.	NONE	8 WD	OD/Execom Edgar I. Garcia Director IV
	1.7 Notifies the client in writing of TAPI's decision with request for schedule and coordination contract signing (for RSTW, NSTW RICE and Technology Training/ Contest) or conformé letter (for participation to Non-DOST Exhibition) in case of approval.		3 WD	ISTE Unit Rodelia R. Padilla Senior SRS
2. Client receives TAPI's notification and coordinates contract signing or returns the signed conformé letter to TAPI.	2.1 Transmits to the Unit the signed conformé letter or contract		1 WD	Record Section Marissa A. Melosantos AO V
	2.2 Coordinates with TAPI Bids and Awards Committee (BAC) for the procurement and/or		26 to 136 Calendar Days (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.")	ISTE Unit Rodelia R. Padilla Senior SRS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Coordinates the contract signing as scheduled, completes the execution of the MOA, notarizes the same, and prepares and submits the complete documentary requirements to the Finance and Administrative Division (FAD).	NONE	3 WD	ISTE Unit Rodelia R. Padilla Senior SRS
	2.3 Processes and releases the funds to the client or the winning bidder.		7 WD	FAD Josephine Q. Reyes Budget Officer Ma. Aurora Fe L. Dayangco OIC-Accounting Lelanie O. Casacop OIC Cashier
II. Travel Assistance				
1. Submits application letter to TAPI Record Section with complete documentary requirements.	1.1 Transmits the submission to OD.	NONE	1 WD	Record Section Marissa A. Melosantos AO V
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate DM.		2 WD	OD Edgar I. Garcia Director IV



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Checks if the request falls within the proper program and forwards DM checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO).	NONE	1 WD	IDD- DM Atty. Marion Ivy D. Decena 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 WD	SSO Elizabeth I. Garcia Senior SRS
	1.5 Coordinates with SC and the latter evaluates the request and issues its resolution.		18 WD	SSO/SC Elizabeth I. Garcia Senior SRS
	1.6 Prepares and submits executive summary to OD/ Execom.		3 WD	SSO Elizabeth I. Garcia Senior SRS
	1.7 Deliberates for the approval or disapproval of the request and issues its resolution.		10 WD	OD/Execom Edgar I. Garcia Director IV



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Notifies the client in writing of TAPI's decision and requests for schedule MOA orientation and contract signing.	NONE	3 WD	SSO Elizabeth I. Garcia Senior SRS
2. Client receives TAPI's notification and coordinates with the Unit for the MOA Orientation and contract signing.	2.1 In coordination with TAPI Legal Unit, conducts MOA Orientation and contract signing as scheduled.		1 WD	SSO Elizabeth I. Garcia Senior SRS Legal Unit Atty. Israel Jacob R. Zaragoza Attorney IV
	2.2 Completes the execution of the MOA, notarizes the same, and prepares and submits the complete documentary requirements to Finance and Administrative Division (FAD).		3 WD	SSO Elizabeth I. Garcia Senior SRS
	2.3 Processes and releases the funds to the client.		7 WD	FAD Josephine Q. Reyes Budget Officer Ma. Aurora Fe L. Dayangco OIC-Accounting Lelanie O. Casacop OIC Cashier



INTERNAL SERVICES
INCOMING AND
OUTGOING
COMMUNICATIONS



INCOMING AND OUTGOING COMMUNICATIONS

Ensure that all incoming printed materials/communications whether official or personal, whether from the Post Office, and/or hand-delivered communications from other government or private agencies 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 Divisions/Sections/Units of TAPI, and concerned offices and agencies of DOST and the Post Office after the conduct of an effective records management procedure.

Office or Division	FAD
Classification	Simple
Type of Transaction	G2G / G2C
Who may avail:	<ol style="list-style-type: none"> 1. Government Agencies 2. Private Institutions 3. Academe 4. Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter/correspondences from Government Agencies, Private Institutions, Academe, DOST Agencies within Bicutan, etc.		Government Agencies, Private Institutions, Academe, DOST Agencies within Bicutan, etc.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client shall submit communications addressed to TAPI officials/staff in sealed/open envelopes	1.1 Open, review for attachments (if any), stamp received, record in the logbook, assign reference number, scan and attach action slip	NONE	1 WD	Record Section Marissa A. Melosantos AO V



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Transmits the submission to OD	NONE	1-2 WD	Record Section Marissa A. Melosantos AO V
	1.3 Refer to TAPI Employees Association sealed envelopes that are personal to officials and employees for them to forward to respective addressees.		1 WD	
2. Client shall submit communications for mailing and/or handcarry to DOST Agencies within Bicutan	2.1 Review for complete attachments/ enclosure; check whether communications for mailing are properly secured	NONE	30 mins	Record Section Marissa A. Melosantos AO V
	2.2 Encode to DOST-Electronic Records Management System communications/ documents for DOST		5 mins	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Determine the mode of delivery either by ordinary, registered mails with or without return card or via courier (LBC/DHL etc)	NONE	10 mins	Record Section Marissa A. Melosantos AO V
	2.4 Handcarries documents to agencies concerned within DOST Compound when applicable		1hour (2x/day)	



INTERNAL SERVICES

**FREEDOM OF
INFORMATION (FOI)**



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.

Office or Division	FAD
Classification	Simple
Type of Transaction	G2G / G2C
Who may avail:	Any Filipino citizen

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FOI Form 1		Downloadable at TAPI website or FOI FRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accomplished FOI Form 1 with complete name, contact information, valid ID (or authorization) to FRO	1.1 Received request for information	NONE	IMMEDIATE within the day / upon receipt	FRO Marissa A. Melosantos AO V
	1.2 Stamp "RECEIVED" on the request form (time, and date, full name of FRO, rank, title and position with signature)			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 For email – the email should be printed out and acknowledged	NONE	IMMEDIATE within the day / upon receipt	FRO Marissa A. Melosantos AO V
1.4 Input details of the request on the logbook and allocate a reference number	Within 3 WD from receipt of the request			
1.5 Forward to FOI Decision Maker for requests, sufficient in form and substance	IMMEDIATE within the day			
1.6 Record the date, time, name of FDM who received the request, with acknowledgement receipt of request	Within 10 working days upon receipt of the request		FDM Edgar I. Garcia Director IV	
1.7 Assess the request	IMMEDIATE within the day		FDM Edgar I. Garcia Director IV FRO Marissa A. Melosantos AO V	
1.8 Once the request falls under the exceptions, the request will be DENIED; FRO will inform the requested that the request was denied and give the reason of such denial				



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 If the FDM need more details to locate the information, FRO will seek clarification from requesting party	NONE	Within 10 working days upon receipt of the request	FRO Marissa A. Melosantos AO V
	1.10 Approved; FRO will send letter informing requesting party that the request was granted		IMMEDIATE within the 15 working days from receipt of request for information	
2. Requesting party will receive information requested	2.1 FRO shall inform requesting party of request for extension	NONE	IMMEDIATE Extension cannot exceed 20 working days upon receipt	FRO Marissa A. Melosantos AO V
	2.2 Submit information requested to FRO		Within 10 working days upon receipt of the request	FDM Edgar I. Garcia Director IV
3. Requesting party may file for appeals	3.1 Information will be forwarded to requested	None	Within 15 working days upon the receipt of the information request	FRO Marissa A. Melosantos AO V



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Denied request may file a written appeal to the Central Appeals and Review Committee – DOST Assistant Secretary for Finance and Legal Affairs)		Within 15 working days from the notice of denial or from lapse of the period to respond to the request	Requesting party
	3.3 Submit recommendation to the Office of the Secretary		15 working days from filing of the written appeal	Department Central Appeals and Review Committee
	3.4 Department Secretary will decide within 15 working days and will furnish the committee a copy of its final decision		15 working days *failure to decide within 30 day period is deemed as a denial of the appeal	Department Secretary



INTERNAL SERVICES

**PROCESSING OF
PAYMENT**



PROCESSING OF PAYMENT

This service involves processing of release of funds to proponents, suppliers of goods and services

Office or Division	Finance and Administrative Division(FAD)- Budget, Accounting and Cashier Section	
Classification	Complex	
Type of Transaction	G2G - Government to Government	
Who may avail:	TAPI Employees/Divisions	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
II. Financial Assistance <ol style="list-style-type: none"> 1. Fully accomplished and signed Obligation Request Status form. 2. Fully accomplished and signed box A Disbursement Voucher. 3. Notarized MOA/Contract of Service (Original) 4. Certified Copy of Proposal 5. Approval Letter 6. Resolution 7. Ad Referendum (Original) 8. Line-Item-Budget (LIB) 9. Executive Summary & TEC Report 10. Status of Liquidation, if applicable 	Client	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>III-A. For Supplies and Equipment</p> <ol style="list-style-type: none">1. Fully accomplished and signed Obligation Request Status form.2. Fully accomplished and signed box A Disbursement Voucher.3. Bank Details (Account. Name, Account Number, Account Type, Name of the Bank & Branch)4. Sales Invoice (original)5. Delivery Receipts (original)6. Duly Signed Purchase Order7. Approved Purchase Request (original for one time purchase/ certified true copy for more than once)8. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once)9. Canvass form/Request for quotation10. Inspection & Acceptance Report (duly accomplished and signed by Inspection Committee Chairperson and Property Section Head)11. Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR)12. Official Receipts13. For Token(other supplies and materials) receiving copy and inventory of item purchased (ex. Gift checks)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.	<p>Client</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>III-B. For Contract of Service</p> <ol style="list-style-type: none"> 1. Fully accomplished and signed Obligation Request Status form. 2. Fully accomplished and signed box A Disbursement Voucher. 3. Bank Details (Account. Name, Account Number, Account Type, Name of the Bank & Branch) 4. Sales/Billing Invoice (original) 5. Duly signed Job Order 6. Approved Purchase Request (original for one time purchase/ certified true copy for more than once) 7. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once) 8. Canvass form/Request for quotation 9. Inspection & Acceptance Report (duly accomplished and signed by Inspection Committee Chairperson and Property Section Head), computation of penalty if any. 10. Property Acknowledgement Receipt (PAR) 11. Official Receipts 12. For Token(other supplies and materials) receiving copy and inventory of item purchased (ex. Gift checks) 13. For transaction purchase thru Bids and Awards Committee (BAC), copy of Notice of Award, Notice to Proceed and BAC 	<p style="text-align: center;">Client</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>III-C. For Food and Venue</p> <ol style="list-style-type: none"> 1. Fully accomplished and signed Obligation Request Status form. 2. Fully accomplished and signed box A Disbursement Voucher. 3. Bank Details (Account. Name, Account Number, Account Type, Name of the Bank & Branch) 4. Sales/Billing Invoice (original) 5. Duly signed Job Order/Contract Agreement (original) 6. Approved Purchase Request/Food Request(original for one time purchase/ certified true copy for more than once) 7. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once) 8. Canvass form/Request for quotation 9. 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. 10. Attendance Sheet 11. Activity Report and or Program, S.O. if applicable. 	<p style="text-align: center;">Client</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>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.</p>	<p>1.1 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 Accounting Section for processing.</p>	<p>NONE</p>	<p>1 WD</p>	<p>Budget Section Josephine Q.Reyes Budget Officer V</p>
	<p>1.2 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.</p>		<p>1 WD</p>	<p>Accounting Section Lelanie O. Casacop AO-IV</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.3 Receives and approves the DV:</p> <p>a. If payments is for administrative transaction amounting to P500,000.00 and below;</p> <p>b. otherwise, and forwards to the Cashier Section for checks and LDDAP-ADA preparation</p>	NONE	1 WD	<p style="text-align: center;">FAD Florencia P. Pangilinan Accountant III</p> <p style="text-align: center;">OD Edgar I. Garcia Director</p>
	<p>1.4 Receives the approved DP, prepares and signs check/s or LDDAP-ADA & SLIAE, prepares Tax Certificate, and forwards check/s or LDDAP-ADA together with the DP to the Office of the Director.</p>		2 WD	Lelanie O. Casacop OIC Cashier
	<p>1.5 Receives and approves check/s and/ or LDDAP-ADA & SLIAE and forwards signed checks or approved LDDAP-ADA together with the DP to Cashier Section.</p>		1 WD	OD Edgar I. Garcia Director



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.6 Receives 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.</p>	<p>NONE</p>	<p>1 WD</p>	<p>Lelanie O. Casacop OIC Cashier</p>



INTERNAL SERVICES

**REQUEST FOR LEAVE
APPLICATION**



REQUEST FOR LEAVE APPLICATION

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

Office or Division	Human Resource Section - FAD				
Classification	Simple (on the assumption that all signatories are present)				
Type of Transaction	G2G - Government to Government (Internal)				
Who may avail:	Vacation Leave (VL)	Sick Leave (SL)	Special Privilege Leave (SPL)	Maternity Leave (ML)	Paternity Leave (PL)
Plantilla-based employee of TAPI					
Permanent female employee of TAPI					
Permanent married male employee of TAPI					

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Vacation Leave / Sick Leave / Special Privilege Leave	
Two (2) copies of Application for Leave Form (CSC Form No. 6 Revised 1984)	<ul style="list-style-type: none"> • HR Office
Maternity Leave	
<ul style="list-style-type: none"> • Two (2) copies of Application for Leave Form (CSC Form No. 6 Revised 1984) • Medical Certificate or Notice of Pregnancy from OB-GYN • Four (4) copies of Clearance Form (CSC Form No. 7 Revised 2018) 	<ul style="list-style-type: none"> • HR Office • OB-GYN concerned • HR Office
Paternity Leave	
Permanent married male employee of TAPI	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Paternity Leave				
<ul style="list-style-type: none"> • Two (2) copies of Application for Leave Form (CSC Form No. 6 Revised 1984) • Marriage Certificate / Contract • Medical Certificate of the spouse that is due for delivery 		<ul style="list-style-type: none"> • HR Office • Client • OB-GYN concerned 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1.1 For Unplanned Leave / SL (≥ 3 days) / ML / PL	None		
	1.1.1 Certifies leave credits and forwards application to concerned Division Manager		10 minutes	HR Section Lourdes C. Palileo
	1.1.2 Forwards recommendation to the Office of the Director		0.5 WD	Concerned Division Manager
	1.1.3 Forwards its approval / disapproval to the HR Section		2 WD	Office of the Director Engr. Edgar I. Garcia Director
	1.2 For Planned Leave / SL (< 3 days)			
	1.2.1 Certifies leave credits and forwards application to concerned Unit Head		10 minutes	HR Section Lourdes C. Palileo Admin Officer V



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2.2 Forwards recommendation to the Division Manager		0.5 WD	Concerned Unit Head
	1.2.3 Forwards its approval / disapproval to the HR Section		2 WD	Concerned Division Manager
	1.3 Furnish the client a copy of the approved/ disapproved leave		30 minutes	HR Section Mary Ann S. Nicdao Admin Officer II



INTERNAL SERVICES

**REQUEST FOR
PERSONNEL RECORDS**



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.

Office or Division	Human Resource Section - FAD			
Classification	Simple - On the assumption that the requested documents (i.e Service Record of retired employees) are still with the HR Section			
Type of Transaction	G2G - Government to Government (Internal)			
Who may avail:	1. TAPI Permanent Employee 2. TAPI Contract of Service / Job Order 3. Separated / Resigned / Retired TAPI Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Personnel Records • Request Slip		HR Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up 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	10 minutes	Admin. Officer V – HR Section Lourdes C. Palileo Admin Officer V
	1.2 Prepares requested document		30 minutes	Admin. Officer II – HR Section Mary Ann S. Nicdao Admin Officer II
	1.3 Reviews and signs the requested document		0.5 WD	Admin. Officer V – HR Section Lourdes C. Palileo Admin Officer V
	1.4 Release the requested document to the client		10 minutes	Admin. Officer II – HR Section Mary Ann S. Nicdao Admin Officer II



INTERNAL SERVICES

**REQUEST FOR
OFFICE CLEARANCE**



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.

Office or Division	Human Resource Section - FAD
Classification	Complex (On the assumption that the applicant submitted all the required documents of the signing officer/official)
Type of Transaction	G2G - Government to Government (Internal)
Who may avail:	<ol style="list-style-type: none"> 1. TAPI Permanent Employee 2. TAPI Contract of Service / Job Order

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Four (4) copies of Clearance Form (CS Form No. 7 Revised 2018) • Inventory and Transfer of Equipment Form • Certificate of Transfer of Files 		<ul style="list-style-type: none"> • HR Section • Property Section • Client 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up and file four (4) copies of the clearance form (CS Form No. 7 Revised 2018)	1.1 Forwards the clearance form to Property Section	NONE	2 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		3 WD	Property Section Connie M. Roa Admin. Officer V



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Clears/sign the clearance form and forwards to Record Section	NONE	30 mins	Admin. Officer V – HR Section Lourdes C. Palileo Admin Officer V
	1.4 Clear/sign the clearance form given that the client has attached a certificate of file transfer and forwards to Accounting Section		3 WD	Admin. Officer V – Records Section Marissa A. Melosantos
	1.5 Clears/sign the clearance form and forwards to Budget Section		1 WD	Accountant III Florencia P. Pangilinan
	1.6 Clears/sign the clearance form and forwards to Cashier Section		1 WD	Admin. Officer V – Budget Section Josephine Q. Reyes
	1.7 Clears/sign the clearance form and forwards to the Legal Unit		1 WD	Admin. Officer IV Lelanie O. Casacop OIC Cashier
	1.8 Clear/sign the clearance form given that the client has no pending administrative case and forwards the clearance to the Office of the Director			Attorney IV Atty. Israel Jacob R. Zaragoza



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Forwards the signed clearance of concerned employee clearing him/her from work-related, money and property accountabilities from TAPI to the HR Section.	NONE	2 WD	Director, TAPI Engr. Edgar I. Garcia
	1.10 Furnish the client of the approved clearance		30 minutes	Administrative Officer II-HR Mary Ann S. Nicdao



INTERNAL SERVICES

**ISSUANCE OF
SUPPLIES/ EQUIPMENT**



ISSUANCE OF SUPPLIES/EQUIPMENT

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

Office or Division	Property Section - FAD
Classification	Simple
Type of Transaction	G2G - Government to Government (Internal)
Who may avail:	1. TAPI Permanent Employee 2. TAPI Contract of Service / Job Order

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Supplies/ Equipment • Requisition and Issue Slip (RIS)		Property Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client shall accomplish three (3) 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	30 mins	Property Section Johnny S. Villegas Admin Aide I
	1.2 Shall indicate the availability of stocks requested by placing a check mark in the 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		30 mins	Property Section Johnny S. Villegas Admin Aide I



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Deliver the supplies requested and secure signature of the requestor in the "Received by" portion of the RIS	NONE	10 mins	Property Section Johnny S. Villegas Admin Aide I
	1.4 Assign number in RIS		10 sec	Property Section Johnny S. Villegas Admin Aide I
	1.5 Prepare 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		1 day	Property Section Connie M. Roa Admin Officer V



INTERNAL SERVICES

**DOCUMENT REVIEW
AND EVALUATION**



DOCUMENT REVIEW AND EVALUATION (DRE)

Involves the Document Review and Evaluation (DRE) for Routing and Non-Routine Documents requested by TAPI employees, Divisions, or Units.

Office or Division	Legal Unit (LU) – Office of the Director			
Classification	Simple to Complex			
Type of Transaction	G2G - Government to Government (Internal)			
Who may avail:	Employees of TAPI			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document sought to be reviewed/ commented		Client		
A. Document Review and Evaluation for all contracts, conformé, legal communication and other routine office documents. (Simple)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. DS submits document for comment, review and/ or evaluation	1.1 Reviews and evaluates the documents considering their validity and legal implication under applicable laws, rules and regulations. Indicates comments/ notations/ clearance on the documents and release the same to the client.	NONE	1 WD	Legal Unit Atty. Israel Jacob Legal Officer IV



B. Document Review and Evaluation for the issuance of Legal Comments on Review of Policies, Guidelines, Circulars and other non-routine office documents. (Complex)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits document for comment, review and/or evaluation	1.1 Reviews and evaluates the documents considering their validity and legal implication under applicable laws, rules and regulations. Indicates comments/ notations/ clearance on the documents and release the same to the client.	NONE	4.5 WD	Legal Unit Atty. Israel Jacob Legal Officer IV



INTERNAL SERVICES

**APPLIED
COMMUNICATION UNIT
(ACU) SERVICES**



ACU SERVICES: REQUEST FOR PRESS RELEAS, MESSAGE/ SPEECH, EDITING, COVER AN EVENT, PRESS CONFERENCE, BROADCAST INTERVIEWS, AVP VIA POWERPOINT, AND DEVELOPMENT OF COLLATERAL MATERIALS.

Office or Division	Applied Communication Unit - TIPD
Classification	Simple, Complex and Highly Technical
Type of Transaction	G2G - Government to Government (Internal)
Who may avail:	1. TAPI Permanent Employee 2. TAPI Contract of Service / Job Order

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applied Communication Unit Duly accomplished and approved AC Unit Request Form with appropriate attachments relevant to the request		AC Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Press release (Complex)				
1. Accomplish AC Unit Request Form recommended by the Division Manager concerned with relevant documents attached	1.1 Receives duly accomplished ACU Request Form with relevant attachments	NONE	10 mins	PM concerned/ ACU Staff
	1.2 Forwards the request form for approval or disapproval to TIPD Division Manager (DM)		15 mins	ACU staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 If request is approved, AC Unit informs the requesting PM by providing photocopy of the approved AC Unit request form.	NONE	15 mins	ACU staff
	1.4 Reviews relevant documents attached. AC Unit may require the requesting PM to send additional documents and/or soft copies of the documents when necessary.		30 mins	
	1.5 If request is disapproved, the request form is returned to the requesting PM citing reason for disapproval.		5 mins	
	1.6 AC Unit writes a press release and forwards the draft to the requesting PM or DM, TIPD DM, and DOST-TAPI Director for comments and/or approval, at least 3-5 working days after the request was approved by the TIPD DM		5 WD	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.7 When the draft press release is returned, AC Unit revises and finalizes the necessary corrections and forwards the revised write-up or press release to DOST-TAPI Director for clearance.</p>	NONE	30 mins	ACU Staff
	<p>1.8 Once cleared, AC Unit forwards the hard and softcopies of the press release to DOST-TAPI Management and Information Systems (MIS) and DOST-Science and Technology Information Institute (STII) for posting and publication</p>		10 mins	
Message/Speech (Complex)				
<p>1. Accomplish AC Unit Request Form recommended by the Division Manager concerned with relevant documents attached</p>	<p>1.1 Receives duly accomplished ACU Request Form with relevant attachments</p>	NONE	10 mins	ACU Staff
	<p>1.2 Forwards the request form for approval or disapproval to TIPD DM</p>		15 mins	
	<p>1.3 If request is approved, AC Unit informs the requesting PM by providing photocopy of the approved AC Unit request form.</p>		15 mins	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 AC Unit reviews relevant documents attached. AC Unit may require the requesting PM to send additional documents and/or soft copies of the documents when necessary.	NONE	30 mins	AC Unit Staff
1.5 If request is disapproved, the request form is returned to the requesting PM citing reason for disapproval.	5 mins			
1.6 Writes a message or speech and forwards the draft to the requesting PM or DM, TIPD DM, and DOST-TAPI Director for comments and/or approval, 5-10 working days after the request was approved by the TIPD DM	6 WD			
1.7 When the draft press release is returned, AC Unit revises and finalizes the necessary corrections and forwards the revised write-up or press release to DOST-TAPI Director for clearance.	30 mins			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.8 Once cleared, AC Unit forwards the hard and softcopies of the message or speech to the requesting PM	NONE	10 mins	ACU Staff
Editing (Complex)				
1. Accomplish AC Unit Request Form recommended by the Division Manager concerned with relevant documents attached	1.1 Receives duly accomplished ACU Request Form	NONE	10 mins	PM concerned/ ACU Staff
	1.2 Forwards the request form for approval or disapproval to TIPD Division Manager (DM)		15 mins	ACU Staff
	1.3 If request is approved, AC Unit edits the write-up and/or press release to the requesting PM or DM, TIPD DM and DOST TAPI Director for comments and /or approval, 3-5 days after the request was approved by the TIPD DM.		3-5 working days	
	1.4 If request is disapproved, the request form is returned to the requesting PM citing reason for disapproval.		5 mins	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Once cleared, AC Unit forwards the hard and softcopies of the write-ups or press release to DOST-TAPI MIS and DOST-STII for posting and publication.	NONE	10 mins	ACU Staff
Cover an Event (Complex)				
1. Accomplish AC Unit Request Form recommended by the Division Manager concerned with relevant documents attached	1.1 Receives duly accomplished ACU Request Form with relevant attachments at least a week or seven (7) calendar days before the actual event	NONE	10 mins	ACU Staff
	1.2 Forwards the request form for approval or disapproval to TIPD Division Manager (DM)		15 mins	
	1.3 If request is approved, AC Unit informs the requesting PM by providing photocopy of the approved AC Unit request form.		15 mins	
	1.4 AC Unit reviews relevant documents attached. AC Unit coordinates with the PM about the schedule and logistics of the event.		30 mins	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 If request is disapproved, the request form is returned to the requesting PM citing reason for disapproval.	NONE	5 mins	ACU Staff
1.6 During the event, AC Unit representative must be present to cover such.	duration of the event			
1.7 Post-event, AC Unit writes a press release about the said event and forwards the draft to the requesting PM or DM, TIPD DM, and DOST-TAPI Director for comments and/or approval, 3-5 days after the event took place.	5 WD			
1.8 When draft press release is returned, AC Unit revises and finalizes the necessary corrections and forwards the revised write-up or press release to DOST-TAPI Director for clearance.	30 mins			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.9 Once cleared, AC Unit forwards the hard and softcopies of the press release to DOST-TAPI MIS and DOST-STII for posting and publication.	NONE	10 mins	ACU Staff
Press Conference (Complex)				
1. Accomplish AC Unit Request Form recommended by the Division Manager concerned with relevant documents attached	1.1 Receives duly accomplished ACU Request Form with relevant attachments	NONE	10 mins	PM concerned/ ACU Staff
	1.2 Forwards the request form for approval or disapproval to TIPD Division Manager (DM)		15 mins	ACU Staff
	1.3 If request is approved, AC Unit informs the requesting PM by providing photocopy of the approved AC Unit request form.		15 mins	
	1.4 Reviews relevant documents attached. AC Unit coordinates with the PM about the schedule and logistics of the press conference		30 mins	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 If request is disapproved, the request form is returned to the requesting PM citing reason for disapproval.	NONE	5 mins	ACU Staff
	1.6 Sends invitation to the media and DOST-STII for press conference.		1 WD	
	1.7 Pre-press conference, AC Unit prepares the necessary press kits and tokens for media, sends pre-event press releases, and confirms the media attendees a day before the press conference.		2 WD	
	1.8 During the press conference, AC Unit attends to the needs of the media		duration of the event	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.9 When the draft press release is returned, AC Unit revises and finalizes the necessary corrections and forwards the revised write-up or press release to DOST-TAPI Director for clearance.</p>	<p>NONE</p>	<p>3 WD</p>	<p>ACU Staff</p>
	<p>1.10 Once cleared, AC Unit forwards the hard and softcopies of the press release to DOST-TAPI Management and Information Systems (MIS) and DOST-Science and Technology Information Institute (STII) for posting and publication</p>		<p>10 mins</p>	
<p>Broadcast Interviews – radio, television or web (Simple)</p>				
<p>1. Accomplish AC Unit Request Form recommended by the Division Manager concerned with relevant documents attached</p>	<p>1.1 AC Unit receives duly accomplished ACU Request Form with relevant attachments</p>	<p>NONE</p>	<p>10 mins</p>	<p>PM concerned/ ACU Staff</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 AC Unit forwards the request form for approval or disapproval to TIPD Division Manager (DM)	NONE	15 mins	ACU Staff
1.3 If request is approved, AC Unit informs the requesting PM by providing photocopy of the approved AC Unit request form.	15 mins			
1.4 AC Unit reviews relevant documents attached. AC Unit coordinates with the PM about the scope, schedule, and logistics of the broadcast interview.	30 mins			
1.5 If request is disapproved, the request form is returned to the requesting PM citing reason for disapproval.	5 mins			
1.6 If the broadcast interview request came directly from an outside broadcast program, AC Unit coordinates with the said program team regarding the schedule, scope of interview and logistics.	within the day			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.7 Pre-broadcast interview, AC Unit confirms the schedule with the requesting broadcast program team, provides interview materials to the host, and likewise requests for guide questions from the program team at least three (3) days before the interview date.</p>	<p>NONE</p>	<p>1 WD</p>	<p>ACU Staff</p>
<p>1.8 During the broadcast interview, AC Unit answers general inquiry about DOST-TAPI programs and services as indicated in the guide questions.</p>	<p>duration of the event</p>			
<p>1.9 In case of an ambush interview of unlikely questions, AC Unit has the option to decline answering such or reply with the lines of: "I acknowledge that the question is important as far as our discussion is concerned. However, there are details that I need to clarify with the Institute and I will get back to you as soon as I have an answer to your question. Thank you."</p>	<p>N/A</p>			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.10 Post broadcast interview, AC Unit monitors the arranged broadcast interview	NONE	per scheduled time of airing	ACU Staff
1.11 If the requesting broadcast program team asks for a specific person to be interviewed from DOST-TAPI, AC Unit will coordinate before, during, and after the interview. The requested DOST-TAPI staff must accommodate the interview request.	1 WD			
1.12 AC Unit principal spokesperson is Jund Rian A. Doringo while the alternate is Emilie S. Capellan. In the absence of the principal and alternate spokesperson, the AC Unit Cluster Head will serve as the spokesperson.	N/A			
1.13 If the broadcast interview request was received after office hours, a reply template will be sent to the requesting party in the lines of:	N/A			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>“This acknowledges the receipt of your request. One of our staff will contact you tomorrow morning or at your most convenient time. Thank you.”</p>	<p>NONE</p>	<p>NA</p>	<p>ACU Staff</p>
	<p>1.14 AC Unit will attend to the broadcast interview request in the morning the next day.</p>		<p>duration of the event</p>	
<p>Audio-Visual Presentation (AVP) via Powerpoint (Complex)</p>				
<p>1. Accomplish AC Unit Request Form recommended by the Division Manager concerned with relevant documents attached</p>	<p>1.1 AC Unit receives duly accomplished ACU Request Form with relevant attachments</p>	<p>NONE</p>	<p>10 mins</p>	<p>PM concerned/ ACU Staff</p>
	<p>1.2 AC Unit forwards the request form for approval or disapproval to TIPD Division Manager (DM)</p>		<p>15 mins</p>	<p>ACU Staff</p>
	<p>1.3 If request is approved, AC Unit informs the requesting PM by providing photocopy of the approved AC Unit request form.</p>		<p>15 mins</p>	
	<p>1.4 Reviews relevant documents attached. AC Unit may require the requesting PM to send additional documents and/or soft copies of the documents when necessary.</p>		<p>30 mins</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 If request is disapproved, the request form is returned to the requesting PM citing reason for disapproval.	NONE	5 mins	ACU Staff
	1.6 AC Unit prepares the AVP and forwards the draft to the requesting PM or DM, TIPD DM, and DOST-TAPI Director for comments and/ or approval, 5 to 10 working days after the request was approved by the TIPD DM		5 WD	
	1.7 When the draft AVP is returned, AC Unit revises and finalizes the necessary corrections and forwards the revised write-up or press release to DOST-TAPI Director for clearance.		1 WD	
	1.8 Once cleared, AC Unit forwards the hard and softcopies of the AVP to the requesting PM		30 mins	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Development of Collateral materials for TAPI Programs (Highly Technical)				
1. Accomplish AC Unit Request Form recommended by the Division Manager concerned with relevant documents attached	1.1 AC Unit receives duly accomplished ACU Request Form with relevant attachments	NONE	10 mins	ACU Staff
	1.2 AC Unit forwards the request form for approval or disapproval to TIPD Division Manager (DM)		15 mins	
	1.3 If request is approved, AC Unit informs the requesting PM by providing photocopy of the approved AC Unit request form.		15 mins	
	1.4 AC Unit reviews relevant documents attached. AC Unit may require the requesting PM to send additional documents and/or soft copies of the documents when necessary.		30 mins	
	1.5 If request is disapproved, the request form is returned to the requesting PM citing reason for disapproval.		5 mins	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.6 AC Unit prepares the collateral material and forwards the draft to the requesting PM or DM, TIPD DM, and DOST-TAPI Director for comments and/or approval, minimum of ten (10) working days after the request was approved by the TIPD DM</p>	NONE	10 WD	ACU Staff
	<p>1.7 When the draft collateral material is returned, AC Unit revises and finalizes the necessary corrections and forwards the revised collateral material to DOST-TAPI Director for clearance.</p>		5 WD	ACU Staff
	<p>1.8 Once cleared, AC Unit forwards the hard and softcopies of the collateral material to the requesting PM</p>		30 mins	ACU Staff



INTERNAL SERVICES

**REQUEST FOR USE OF
TARPAULIN PRINTER**



REQUEST FOR USE OF TARPAULIN PRINTER

Involves request of TAPI employees for the use of TAPI tarpaulin printer in producing office related printouts.

Office or Division	ISTE - TIPD
Classification	Simple
Type of Transaction	G2G - Government to Government (Internal)
Who may avail:	1. TAPI Permanent Employee 2. TAPI Contract of Service / Job Order

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Institutional Support for Trade and Exhibitions Duly accomplished and approved Request Form for Tarpaulin Printing		ISTE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form at least two weeks prior to date of event/activity with attachment of final specification of materials and detailed instructions on how the print-out will appear	1.1 ISTE PM evaluates submitted request form and checks the availability of supplies. Once approved, printing of materials will proceed.	NONE	2 mins	ISTE Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Informs the client that request is approved	NONE	30 mins	ISTE Staff
	1.3 Facilitates the printing of the requested material		2WD	
	1.4 In case of unavailability of supplies/ materials to be used or a technical problem exists with the printer, ISTE PM informs the requester that request is disapproved		w/in an hour	
	1.5 Person responsible should record/monitor all requests for proper inventory of supplies consumable items		15 mins	



INTERNAL SERVICES

**REQUEST FOR CORRECTIVE
MAINTENANCE OF IT
EQUIPMENT**



REQUEST FOR CORRECTIVE MAINTENANCE OF IT EQUIPMENT

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

Office or Division	Management Information Unit - FAD	
Classification	Simple	
Type of Transaction	G2G - Government to Government (Internal)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Management Information System Duly accomplished MIS Corrective Maintenance Form		MIS

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Corrective Maintenance TAPI staff shall request for corrective maintenance by submitting to MIS staff two (2) copies of completely filled out MIS Corrective Maintenance Form	1.1 MIS staff shall inspect and assess computers, laptop, and/or peripherals indicated in the request.	NONE	30 mins	MIS Unit Staff
	1.2 MIS staff shall identify if the problem requires remedial or full repair		30 mins	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 If findings require remedial repairs, MIS staff shall perform corrective maintenance needed	NONE	30 mins	MIS unit staff
1.4 If findings require full repairs, MIS staff shall assess the extent of repair needed.	2 WD			
1.5 MIS shall provide recommendations in the MIS Corrective Maintenance Form	5 mins			
1.6 MIS Head shall take note of the action and recommendations provided.	5 mins			
1.7 MIS staff shall update its MIS Equipment Maintenance Record accordingly.	5 mins			



VII. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	Accomplish the Customer Satisfaction Feedback Form (CSF Form) issued by from the Public Assistance Office (PAO) and submits the same to PAO Frontline Staff.
How feedbacks are process	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.
How to file a complaint	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 dost.tapi@yahoo.com. 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.
How complaints are processed	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. For inquiries and follow-ups, complainant(s) may contact TAPI thru 837-2071 or at dost.tapi@yahoo.com



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
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 Compound, Gen. Santos Ave., Bicutan, Taguig City	837-2071 loc. 2153 tapi.dost@yahoo.com