



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

**CITIZEN'S CHARTER**  
2022 1st EDITION



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## **I. MANDATED FUNCTIONS**

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

## **II. VISION**

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

## **III. MISSION**

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



## IV. SERVICE PLEDGE

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

**Promote** **T**ransparency and competence. Openness, prudence and clearness will characterize our transactions. We will demonstrate high level of professionalism in our day-to-day dealings with our valued clients, in terms of promptness, accuracy and proficiency.

**Foster** **A**ccountability and responsiveness. We will assume full responsibility for any delays in our frontline services and we will appropriately respond to complaints and contentions by taking corrective means and measures. We will accordingly address the service needs of our public clientele.

**Push** **P**articipation and empowerment. We will encourage our esteemed clients to participate by raising suggestions, comments, and recommendations in ways to improve our delivery of services through our feedback mechanisms. They will be empowered by easy access to information on our line-programs, projects, and activities through our website ([www.tapi.dost.gov.ph](http://www.tapi.dost.gov.ph))

**Uphold** **I**ntegrity and efficiency. We will maintain honor, truth, veracity and reliability in our daily conduct as public servants. We will dispense our services effectively and efficiently by being dynamic, dependable and reliable.



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# **EXTERNAL SERVICES**

Invention Development Division (IDD)



## 1. Technical Assistance Service for Intellectual Property Rights Assistance Program (IPRAP) for Copyright Application

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

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women inventor, researcher, scientist, and/or innovator</li> <li>Public and/or Private Research and Development Institutes (RDIs), Private Business entities</li> <li>State Universities and Colleges</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) duly accomplished and signed original/ scanned copy of letter request form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
2. One (1) duly accomplished and signed original/ scanned copy of Intellectual Property Disclosure Form (IPDF)	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
4. One (1) photocopy/scanned copy of the valid government-issued ID of the head of the Institute, if applicable.	Client
5. One (1) photocopy/scanned copy of the valid government-issued ID of the author/s.	Client
6. One (1) copy of full disclosure of the technology to be copyrighted, preferably, electronic copy.	Client
7. One (1) duly signed and original copy of the Copyright application form and Affidavit of Ownership	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> ) or National Library of the Philippines (NLP) ( <a href="http://web.nlp.gov.ph">http://web.nlp.gov.ph</a> )



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>8. Five (5) original copies of the signed and duly accomplished copyright application form and Affidavit of Ownership in legal size bond paper;</p> <p>9. One (1) duly signed and original copy of the Deed of Assignment (if the copyright belongs to the institution per their existing IP policy); and</p> <p>10. Two (2) electronic copies in CDs or two (2) printed copies of the work.</p>	<p>DOST-TAPI (<a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a>, <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a>) or National Library of the Philippines (NLP) (<a href="http://web.nlp.gov.ph">http://web.nlp.gov.ph</a>)</p> <p>DOST-TAPI (<a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a>, <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a>) or National Library of the Philippines (NLP) (<a href="http://web.nlp.gov.ph">http://web.nlp.gov.ph</a>)</p> <p>Client</p>

Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submits application letter to DOST-TAPI Records, with complete documentary requirements	1.1 Records and forwards the submission to the Office of the Director (OD)	None	<b>1WD</b>	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2WD</b>	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within IPRAP and forwards the same to the Program Manager.	None	<b>1 WD</b>	Invention Development Division (IDD) Division Manager
	1.4 Assesses completeness of documentary requirements, if complete, notifies the client, accordingly.  If incomplete: 1.5 Notifies the requesting party.	None	<b>1 WD</b>	IDD IPRAP Program Manager (PM)



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	1.6 Prepares recommendations to OD.		4 WD	IDD IPRAP Program Manager
	<p><b>If not recommend by the Program:</b></p> <p>1.7 Drafts letter of disapproval</p> <p>1.8 Signs letter of disapproval</p> <p><b>If recommended by the Program:</b></p> <p>1.7 Approves/ Disapproves the request based on the recommendation of the Program.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 WD</p> <p>1 WD</p> <p>5 WD</p>	<p>IDD IPRAP PM</p> <p>OD Director IV</p> <p>OD Director IV</p>
	<p><b>If disapproved:</b></p> <p>1.8 Drafts letter of disapproval</p> <p>1.9 Signs letter of disapproval</p> <p><b>If approved:</b></p> <p>1.8 Notifies the client in writing of DOST-TAPI's decision. Requests client to sign and return the Conforme Letter within 15 working days upon receipt of the notice.</p> <p>If the client is outside NCR, request the client to facilitate counterpart notarization.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 WD</p> <p>1 WD</p> <p>3 WD</p>	<p>IDD IPRAP PM</p> <p>OD Director IV</p> <p>IDD IPRAP Program Manager</p>



<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person Responsible</b>
2. Client returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to IPRAP.	None	<b>1 WD</b>	FAD Records Section Records Officer
	2.2 Facilitates the signing of the Conformance letter	None	<b>1 WD</b>	IDD IPRAP Program Manager
	2.3 Notarizes the Conformance letter	None	<b>4 HRS</b>	Legal Unit Legal Officer
	2.4 Prepares clients documents for filing at the NLP. Coordinates with NLP for the schedule of filing and submission of physical documents.	None	<b>3 WD</b>	IDD IPRAP Program Manager
3. Client receives notification on the filing of Copyright at NLP	3.1 Informs client of the filed Copyright application at NLP	None	<b>1 WD</b>	IDD IPRAP Program Manager
<b>Total - For Disapproval based on Technical Evaluation</b>		None	<b>11 WD</b>	
<b>Total - For Disapproval based on TAPI Director's Decision</b>		None	<b>16 WD</b>	
<b>TOTAL – For Approved Request</b>		None	<b>23 WD, 4 HRS</b>	

\* The Technical Assistance Service - Intellectual Property Rights Assistance Program (IPRAP) for Copyright application is approved for multi-stage process by the Anti-Red Tape Authority.



## 2. Technical Assistance Service for Intellectual Property Rights Assistance Program (IPRAP) for Trademark Registration

This Service involves assistance to clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru facilitating evaluation of requests and assigning of Patent Agents for the trademarks registration.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Filipino men &amp; women</li> <li>• DOST Research and Development Institutes (RDIs)</li> <li>• Other Public RDIs, Private RDIs, State Univ &amp; Colleges with DOST funded research</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) duly accomplished and signed original/ scanned copy of letter request form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
2. One (1) duly accomplished and signed original/ scanned copy of Intellectual Property Disclosure Form (IPDF)	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
4. One (1) photocopy/scanned copy of the valid government-issued ID of the head of the Institute, if applicable	Client
5. One (1) photocopy/scanned copy of the valid government-issued ID of the researchers/inventors	Client
6. One (1) original/scanned/photocopy of full disclosure of the technology, preferably, electronic copy.	Client
7. One (1) Electronic copy of the logo or mark being applied for trademark application.	Client



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submits application letter to DOST-TAPI Records, with complete documentary requirements	1.1 Records and forwards the submission to the Office of the Director (OD)	None	<b>1WD</b>	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2WD</b>	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within IPRAP and forwards the same to the Program Manager.	None	<b>1 WD</b>	Invention Development Division (IDD) Division Manager
	1.4 Assesses completeness of documentary requirements, if complete, notifies the client, accordingly.  If incomplete: 1.5 Notifies the requesting party.	None	<b>1 WD</b>	IDD IPRAP Program Manager (PM)
	1.6 Conducts patent search report, evaluates patentability, and forwards recommendation to OD	None	<b>15 WD</b>	IDD PRAP Program Manager
	If not recommend by the Program:  1.7 Drafts letter of disapproval	None	<b>1 WD</b>	IDD PRAP Program Manager
	1.8 Signs letter of disapproval	None	<b>1 WD</b>	OD Director IV



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	If recommended by the Program:  1.7 Approves/ Disapproves the request based on the recommendation of the Program.	None	5 WD	OD Director IV
	<b><i>If disapproved:</i></b>  1.8 Drafts letter of disapproval  1.9 Signs letter of disapproval  <b><i>If approved:</i></b>  1.8 Notifies the client in writing of DOST-TAPI's decision. Requests client to sign and return the Conforme Letter within 15 working days upon receipt of the notice.  If the client is outside NCR, request the client to facilitate counterpart notarization	None	1 WD	IDD PRAP Program Manager
		None	1 WD	OD Director IV
		None	3 WD	IDD IPRAP Program Manager
<b>2. For client within NCR:</b> Returns the signed Conformé Letter to DOST-TAPI Records.  <b>For client outside NCR:</b> Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	2.1 Forwards the Conformé Letter to IPRAP.	None	1 WD	FAD Records Section Records Officer



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	2.2 Facilitates the signing of the Conforme letter	None	1 WD	IDD IPRAP Program Manager
	2.3 Notarizes the Conforme letter	None	4 HRS	Legal Unit Legal Officer
	2.3 Notarizes the Conforme letter	None	4 HRS	Legal Unit Legal Officer
	<p>Assignment of Patent Agent:</p> <p><b><i>If in-house Patent Agents:</i></b></p> <p>2.4 Identification and Preparation of Special Order authorizing the in-house Patent Agent.</p> <p><b><i>If external Patent Agents:</i></b></p> <p>2.4 Prepares market scan and submit to the Bids and Awards Committee (BAC)</p> <p>2.5 Conducts BAC processes for Negotiation of IP services until awarding of contract (under Section 53.6 of 2016 IRR of RA 9184)</p> <p>2.6 Facilitate the approval and sending of Contract/ Purchase Order (PO)/ Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of RA 9184)</p>	None	5 WD	IDD IPRAP Program Manager
	2.4 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	2 WD	IDD IPRAP Program Manager
	2.5 Conducts BAC processes for Negotiation of IP services until awarding of contract (under Section 53.6 of 2016 IRR of RA 9184)	None	144 WD, 5 HRS, 30 MN	Bids and Awards Committee (BAC) Chairperson
	2.6 Facilitate the approval and sending of Contract/ Purchase Order (PO)/ Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of RA 9184)	None	6 WD 40 minutes	FAD Procurement Section Procurement Officer



<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person Responsible</b>
	2.7 Coordinates with the winning contractor of in-house patent agent the forwarding of materials and linking with the inventor for confirmation of IP claims and/or specifications.	None	<b>2 WD</b>	IDD IPRAP Program Manager
3. Receives notification of the assigned Patent Agent	3.1 Informs client of the assigned Patent Agent	None	<b>1 WD</b>	IDD IPRAP Program Manager
<b>Total - For Disapproval based on Technical Evaluation</b>		None	22 WD	
<b>Total - For Disapproval based on TAPI Director's Decision</b>		None	<b>27 WD</b>	
<b>Total – For Approval with In-House Patent Agents</b>		None	<b>37 WD, 4 HR</b>	
<b>Total - For Approval with External Patent Agents / Contractor</b>		None	<b>176 WD, 6HRS, 10 min.</b>	

\* The Technical Assistance Service - Intellectual Property Rights Assistance Program (IPRAP) for Patent/Utility Model/Industrial Design Registration is approved for multi-stage process by the Anti-Red Tape Authority.

\*This service involving external patent agent/contractor is covered by a special law Republic Act 9184 otherwise known as the Government Procurement Reform Act



### 3. Technical Assistance Service for Intellectual Property Rights Assistance Program (IPRAP) for Patent/Utility Model/Industrial Design Registration

This service involves assistance to clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 through facilitating evaluation and assigning of Patent Agents for patent/ utility model registration / industrial design registration.

<b>Office or Division:</b>	Invention Development Division (IDD)	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women inventor, researcher, scientist, and/or innovator</li> <li>Public and/or Private Research and Development Institutes (RDIs), Private Business entities</li> <li>State Universities and Colleges</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) duly accomplished and signed original/ scanned copy of letter request form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )	
2. One (1) duly accomplished and signed original/ scanned copy of Intellectual Property Disclosure Form (IPDF)	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )	
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )	
4. One (1) photocopy/scanned copy of the valid government-issued ID of the head of the Institute, if applicable.	Client	
5. One (1) photocopy/scanned copy of the valid government-issued ID of the researchers/inventors.	Client	
6. One (1) original/scanned/photocopy of Complete and Technical Disclosure:		
<u>a. For Machine/Product/ Apparatus:</u> <ol style="list-style-type: none"> <li>Technical description with parts/ elements and exact construction particularly internal details of the</li> </ol>	Client	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 or illustrations of the design in the following views: isometric, top, bottom, left, right, front, and back. iv. Pictures or videos of the actual device, product, or working prototype; v. Test Results (i.e. efficiency), if there is any; and vi Preliminary search report  <u><i>b. For Chemical Product/Process</i></u> 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. Raw materials preparation (if applicable); and v. Test Results (i.e. efficiency), if there is any; and vi. Preliminary search report  <u><i>For Software/Program/ Digital Platform</i></u> i. Screenshots of Graphic User Interface (GUI) ii. Program flowchart iii. Encryption iv. Preliminary search report		Client		
		Client		
Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submits application letter to DOST-TAPI Records, with complete documentary requirements	1.1 Records and forwards the submission to the Office of the Director (OD)	None	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director (OD) Director IV



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	1.3 Checks if the request falls within IPRAP and forwards the same to the Program Manager.	None	1 WD	Invention Development Division (IDD) Division Manager (DM)
	1.4 Assesses completeness of documentary requirements, if complete, notifies the client, accordingly.  If incomplete: 1.5 Notifies the requesting party.	None	1 WD	IDD IPRAP Program Manager
	1.6 Conducts patent search report, evaluates patentability, and forwards recommendation to OD	None	15 WD	IDD PRAP Program Manager
	1.7 Approves / Disapproves the request. If approved, sign the Conforme Letter for the client's signature.	None	5 WD	OD Director IV
	<b><i>If not recommend by the Program:</i></b>  1.8 Drafts letter of disapproval  1.9 Signs letter of disapproval  <b><i>If recommended by the Program:</i></b> 1.8 Approves/ Disapproves the request based on the recommendation of the Program.	None  None  None	1 WD  1 WD  5 WD	IDD PRAP Program Manager OD Director IV  OD Director IV



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	<p><b>If disapproved:</b></p> <p>1.9 Drafts letter of disapproval</p> <p>1.10 Signs letter of disapproval</p> <p><b>If approved:</b></p> <p>1.9 Notifies the client in writing of DOST-TAPI's decision. Requests client to sign and return the Conforme Letter within 15 working days upon receipt of the notice.</p> <p>If the client is outside NCR, request the client to facilitate counterpart notarization.</p>	None	1 WD	IDD IPRAP PM
<p><b>2. For client within NCR:</b> Returns the signed Conformed Letter to DOST-TAPI Records.</p> <p><b>For client outside NCR:</b> Returns the signed Conformed Letter with counterpart notarization to DOST-TAPI Records</p>	2.1 Forwards the Conformed Letter to IPRAP.	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates the signing of the Conformed letter	None	1 WD	IDD IPRAP Program Manager
	2.3 Notarizes the Conformed letter	None	4 HRS	Legal Unit Legal Officer
	<p>Assignment of Patent Agent:</p> <p><b>If in-house Patent Agents:</b></p> <p>2.4 Identification and Preparation of Special Order authorizing the in-house Patent Agent.</p>	None	5 WD	IDD IPRAP Program Manager



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	<b>If external Patent Agents:</b>			
	2.5 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	2 WD	IDD IPRAP Program Manager
	2.6 Conducts BAC processes for Negotiation of IP services until awarding of contract (under Section 53.6 of 2016 IRR of RA 9184)	None	<b>144 WD, 5 HRS, 30 MN</b>	Bids and Awards Committee (BAC) Chairperson
	2.7 Facilitate the approval and sending of Contract/ Purchase Order (PO)/ Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of RA 9184)	None	<b>6 WD 40 minutes</b>	FAD Procurement Section Procurement Officer
	2.8 Coordinates with the winning contractor of in-house patent agent the forwarding of materials and linking with the inventor for confirmation of IP claims and/or specifications.	None	<b>1 WD</b>	IDD IPRAP Program Manager
3. Receives notification of the assigned Patent Agent	3.1 Informs client of the assigned Patent Agent	None	<b>1 WD</b>	IDD IPRAP Program Manager
<b>Total - For Disapproval based on Technical Evaluation</b>		None	<b>22 WD</b>	
<b>Total - For Disapproval based on TAPI Director's Decision</b>		None	<b>27 WD</b>	
<b>Total – For Approval with In-House Patent Agents</b>		None	<b>37 WD, 4 HR</b>	
<b>Total - For Approval with External Patent Agents / Contractor</b>		None	<b>176 WD, 6HRS, 10 MIN</b>	

\* The Technical Assistance Service - Intellectual Property Rights Assistance Program (IPRAP) for Patent/Utility Model/Industrial Design Registration is approved for multi-stage process by the Anti-Red Tape Authority.

\*This service involving external patent agent/contractor is covered by a special law Republic Act 9184 otherwise known as the Government Procurement Reform Act.



#### 4. Financial Assistance Service for Intellectual Property Rights Assistance Program (IPRAP) for Reimbursement of Filing Fees

This service involves assistance to Clients in securing intellectual property (IP) protection pursuant to E.O. No. 128 thru funding support for payment of reimbursement of filing fees of IP applications.

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women inventor, researcher, scientist, and/or innovator</li> <li>Public and/or Private Research and Development Institutes (RDIs), Private Business entities</li> <li>State Universities and Colleges</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) duly accomplished and signed original/ scanned copy of letter request form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
2. One (1) duly accomplished and signed original/ scanned copy of Intellectual Property Disclosure Form (IPDF)	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
4. One (1) photocopy/scanned copy of the valid government-issued ID of the head of the Institute, if applicable.	Client
5. One (1) photocopy/scanned copy of the valid government-issued ID of the researchers/inventors.	Client
6. One (1) Original official receipt issued by IPOPHL, provided that the claim of reimbursement must be made within a period of one (1) month from payment which should not be later than the third quarter of the year.	Intellectual Property Office of the Philippines (IPOPHIL), Taguig City
7. One (1) photocopy/scanned copy of IP Filings/ documents submitted to IPOPHL (i.e. Claims, Technical Description), provided that the application must be active.	Intellectual Property Office of the Philippines (IPOPHIL), Taguig City



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submits application letter to DOST-TAPI Records, with complete documentary requirements	1.1 Records and forwards the submission to the Office of the Director (OD)	None	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within IPRAP and forwards the same to the PM.	None	1 WD	Invention Development Division (IDD) Division Manager
	1.4 Assesses completeness of documentary requirements, if complete, notifies the client, accordingly.  <b>If incomplete:</b> 1.5 Notifies the requesting party.	None	1 WD	IDD IPRAP Program Manager
	1.6 Prepares recommendations to OD.	None	4 WD	IDD IPRAP Program Manager
	<b>If not recommend by the Program:</b> 1.7 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	1.8 Signs letter of disapproval	None	1 WD	OD Director IV



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	<b><i>If recommended by the Program:</i></b> 1.7 Approves/ Disapproves the request based on the recommendation of the Program.	None	<b>5 WD</b>	OD Director IV
	<b><i>If disapproved:</i></b> 1.8. Drafts letter of disapproval	None	<b>1 WD</b>	IDD IPRAP PM
	1.9 Signs letter of disapproval	None	<b>1 WD</b>	OD Director IV
	<b><i>If approved:</i></b> 1.8 Notifies the client in writing of DOST-TAPI's decision. Requests client to sign and return the Conforme Letter within 15 working days upon receipt of the notice.	None	<b>3 WD</b>	IDD IPRAP Program Manager
2. For client within NCR: Returns the signed Conformé Letter to DOST-TAPI Records.  For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	2.1 Forwards the Conformé Letter to IPRAP.	None	<b>1 WD</b>	FAD - Records Section Records Officer
	2.2 Facilitates the signing of the Conforme letter	None	<b>1 WD</b>	IDD IPRAP Program Manager
	2.3 Notarizes the Conforme letter	None	<b>4 HRS</b>	OD Legal Unit Legal Officer
	2.4 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	<b>4 HRS</b>	IDD IPRAP Program Manager
	2.5 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	<b>4 HRS</b>	FAD Budget Section Budget Officer V



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	2.6 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package:  2.7. If Php 1 Million and below; or  2.8. If more than Php 1 Million	None	4 HRS	FAD Division Chief  OD Director IV
	Facilitates the processing of applicable payment:  <b>If for Check/s payment:</b> 2.9 Prepares and signs the check/s, attaches Tax Certificate (if any)  <b>If for payment LDDAP-ADA:</b> 2.10 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	None	1 WD	FAD Cashier Section AOV - Cashier
		None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	2.11 Approves the ADA or Check	None	4 HRS	OD Director IV
	Prepares the documents for bank processing:  <b>If for Check/s payment:</b> 2.12 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and	None	4 HRS	FAD Cashier Section AOV - Cashier



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	<p><b>If for payment LDDAP-ADA:</b></p> <p>2.13 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA &amp; SLIAE to Land Bank Philippines (LBP) for uploading and validation.</p> <p>2.14 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA</p>	None	1WD	FAD Cashier Section AOV - Cashier
		None	3WD	Landbank of the Philippines
3. Receive notification of release of Financial Assistance	3.1 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	4HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on Technical Evaluation</b>		None	<b>11 WD</b>	
<b>Total - For Disapproval based on TAPI Director's Decision</b>		None	<b>16 WD</b>	
<b>Total - For approval with check payment</b>		None	<b>25 WD</b>	
<b>Total - For Approval with LDDAP-ADA</b>		None	<b>29 WD</b>	

\* The Technical Assistance Service - Intellectual Property Rights Assistance Program (IPRAP) for Reimbursement of Filing Fees is approved for multi-stage process by the Anti-Red Tape Authority



#### 4. Financial Assistance for Concept Prototyping (CP) Program

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

<b>Office or Division:</b>	Invention Development Division (IDD)	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen	
<b>Who may avail:</b>	<p>Filipino Male or Female Individual(s) who are:</p> <ul style="list-style-type: none"> <li>• permanently residing in the Philippines or at least willing to permanently reside in the Philippines for the next five (5) years;</li> <li>• have NO overdue obligation with DOST-TAPI, DOST and its attached agencies and other government institutions.</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original copy of the application letter addressed to TAPI Director	Client	
2. One (1) photocopy of a valid government-issued ID	Client	
3. One (1) original/scanned copy of Barangay Certificate of Residency;	Client's Barangay	
4. One (1) original copy of Deed of Undertaking of co-implementor, if applicable	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )	
5. One (1) original/scanned copy of Concept Paper with complete specifications	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )	
6. One (1) original/scanned copy of Project Proposal Format	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )	
7. One (1) original/scanned copy of three (3) quotations for items in the Line-Item-Budget;	Client's suppliers	
8. One (1) original/scanned copy of Personal bio-data	Client	
9. One (1) original/scanned copy of Data Privacy Consent Form.	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )	



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submits application letter to DOST-TAPI Records, with complete documentary requirements	1.1 Records and forwards the submission to the Office of the Director (OD)	None	<b>1 WD</b>	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2 WD</b>	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the Program Manager (PM).	None	<b>1 WD</b>	Invention Development Division (IDD) Division Manager
	1.4 Checks the completeness of the submission.  <b><i>If complete:</i></b> 1.5 Notifies the client that the request is under evaluation. Recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) members.  <b><i>If incomplete:</i></b> 1.5 Notifies the requesting party.	None	<b>1 WD</b>	IDD CP Program Manager
	1.6 Reviews the recommendation and acts on the issuance of special order for the TEC/IATEC.	None	<b>3 WD</b>	OD Director



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	1.7 Coordinates with TEC/ IATEC for the schedule of the Inventor's Forum	None	5 WD	IDD CP Program Manager
	<b><i>If not recommend by TEC / IATEC:</i></b>			
	1.8 Drafts letter of disapproval	None	1 WD	IDD CP Program Manager
	1.9 Signs Letter of disapproval	None	1 WD	IDD Division Manager
	<b><i>If recommended by TEC / IATEC:</i></b>			
	1.8 Prepares and submits Evaluation Report to OD/ Execom With recommendation, in coordination with TEC/ IATEC.	None	3 WD	IDD CP Program Manager
	1.9 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.10 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.11 Approves / disapproves the proposal	None	1 WD	OD Director



<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person Responsible</b>
	1.12 Notifies the client of TAPI's decision.  In case of approval, coordinate schedule of MOA Orientation and contract signing	None	1 WD	IDD CP Program Manager
2. Receives TAPI's Decision.  In case of approval, coordinates with the IBID PM for the MOA Orientation and contract signing.	2.1 Conducts MOA Orientation based on confirmed scheduled.	None	<b>4 HRS</b>	OD Legal Unit Legal Officer
	2.2 Forwards the duly signed MOA to IDD once received	None	<b>1 WD</b>	FAD Records Section Records Officer
	2.3 Facilitates the execution of the MOA	None	<b>1 WD</b>	IDD CP Program Manager
	2.4 Notarizes the MOA	None	<b>4 HRS</b>	Legal Unit Legal Officer
	2.5 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	IDD CP Program Manager
	2.6 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	2.7 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	Approves the payment of the Disbursement package:  2.8 If Php 1Million and below  or  2.9 If more than Php 1 Million	None	4 HRS	FAD, Division Chief    OD, Director IV
	<b>Facilitates the processing of applicable payment:</b>  <b><i>If for Check/s payment:</i></b> 2.10 Prepares and signs the check/s, attaches Tax Certificate (if any)  <b><i>If for payment LDDAP-ADA:</i></b> 2.11 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	None	1 WD    1WD, 4 HRS	FAD Cashier Section AOV - Cashier   FAD Cashier Section AOV - Cashier
	2.12 Approves the ADA or Check	None	4 HRS	OD Director IV
	Prepares the documents for bank processing:  <b><i>If for Check/s payment:</i></b> 2.13 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and	None	4 HRS	FAD Cashier Section AOV - Cashier



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	<p><b>Prepares the documents for bank processing:</b></p> <p>If for payment LDDAP-ADA:            2.14 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA &amp; SLIAE to Land Bank Philippines (LBP) for uploading and validation.</p> <p>2.15 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA</p>	None	1WD	FAD Cashier Section AOV - Cashier
			3WD	Landbank of the Philippines
3. Receive notification of release of Financial Assistance	3.1 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	<b>4HRS</b>	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on TEC/IATEC Evaluation</b>		None	<b>15 WD</b>	
<b>Total - For Disapproval based on TAPI EXECOM deliberation</b>		None	<b>22 WD</b>	
<b>Total - For check payment</b>		None	<b>36WD</b>	
<b>Total - For LDDAP-ADA</b>		None	<b>40WD</b>	

\*The financial assistance for the Concept Prototyping Program is approved for multi-stage process by the Anti-Red Tape Authority



## 5. Technical Assistance Service for Invention Testing and Laboratory Analyses Assistance Program (Testing)

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

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Individual(s) with invention/utility model (UM)/industrial design (ID) with valid patent/registration at the time of the submission of the proposal</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) original/scanned copy of the letter request addressed to TAPI Director involving the type of test needed;	Client
2. One (1) original/scanned copy of the highlights of project study/proposal indicating the purpose(s) for which such analyses are needed;	Client
3. One (1) photocopy/scanned copy of the 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;	Intellectual Property Office of the Philippines (IPOPHL), Taguig City
4. One (1) photocopy/scanned copy of the brief inventor and/or business profile;	Client
5. One (1) photocopy/scanned copy of the proof of sales, if applicable, and;	Client
6. At least one (1) representative sample for testing to be submitted (number of samples depends on the request of the institutes in-charge for the testing).	Client
7. One (1) original/scanned copy of the duly executed Data Privacy Consent Form	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submits application letter to DOST-TAPI Records, with complete documentary requirements	1.1 Records and forwards the submission to the Office of the Director (OD)	None	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the Program Manager (PM).	None	1 WD	Invention Development Division (IDD) Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation.	None	1 WD	IDD Testing Program Manager (PM)
	1.5 Evaluates the request based on the criteria.	None	15 WD	IDD Testing -Program Manager (PM)
	1.6 Prepares and submits evaluation report to OD/Execom with corresponding recommendation	None	3 WD	IDD Testing - Program Manager (PM)
	<b><i>If not recommend by the Program:</i></b>	None		
	1.7 Drafts letter of disapproval		1 WD	IDD Testing Program Manager (PM)



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	1.8 Signs letter of disapproval	None	1 WD	IDD Division Manager
	<b><i>If recommended by Program:</i></b>			
	1.7 Prepares and submits Evaluation Report to OD/ Execom With recommendation, of the Program.	None	3 WD	Testing Program Manager (PM)
	1.8 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.9 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.10 Approves / disapproves the proposal	None	1 WD	OD Director
	1.11 Notifies the client of TAPI's decision.  In case of approval, request the same to sign the Conforme Letter	None	1 WD	IDD Testing Program Manager (PM)
	2. Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to Testing.	None	1 WD



<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person Responsible</b>
	2.1 Forwards the Conformé Letter to Testing.	None	<b>1 WD</b>	FAD - Records Section Records Officer
	2.2 Coordinates with the available laboratory and testing facilities to conduct the test.	None	<b>4 WD</b>	IDD Testing -Program Manager (PM)
3. Client receives notification on the endorsement of request.	3.1 Informs the client that the approved request has been endorsed to the laboratory and testing facility.	None	<b>1 WD</b>	IDD Testing -Program Manager (PM)
<b>Total - For Disapproval based on Program Evaluation</b>		None	<b>25 WD</b>	
<b>Total - For Disapproval based on TAPI EXECOM deliberation</b>		None	<b>33 WD</b>	
<b>Total- For Approval based on TAPI EXECOM deliberation</b>		None	<b>39 WD</b>	

\*The Technical Assistance Service for Invention Testing and Laboratory Analyses Assistance Program (Testing) is approved for multi-stage process by the Anti-Red Tape Authority.



## 7. Financial Assistance for Industry-Based Invention Development (IBID) Program

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

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men and women with invention/utility model (UM)/ industrial design (ID) that has valid patent/ registration/at least active pending application at the time of the submission of the proposal</li> <li>Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>Client with no delinquent account with TAPI</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) original/scanned copy of the application letter addressed to TAPI Director;	Client
2. One (1) photo/scanned copy of a valid government-issued ID;	Client
3. At least one (1) photo and/or video of a crude working prototype;	Client
4. One (1) original/photo/scanned copy Project Proposal duly signed by the Client;	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
5. One (1) original/photo/scanned copy of the quotation for items in the Line-Item-Budget;	Client's identified suppliers/fabricators
6. One (1) photo/scanned copy of the 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/Intellectual Property
7. One (1) photo/scanned copy of the active and valid Patent/UM/ID application/registration papers with complete disclosures (i.e abstract, specifications, claims and drawings):	Intellectual Property Office of the Philippines (IPOP HL), Taguig City
i. <b>For Patent/UM/ID with pending registration at the IPOP HL</b> IPOP HL stamped copy of the P/UM/ ID application and a copy of the most recent office action from the IPOP HL, if applicable	Intellectual Property Office of the Philippines (IPOP HL), Taguig City



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ii. For Patent/UM/ID with issued certificate from the IPOPHL of the P/UM/ID certificate  8. One (1) original/scanned copy of the personal bio-data  9. One (1) original/scanned copy of the duly signed Data Privacy Consent Form  10. One (1) original copy of the Certification of Residency or Barangay Clearance	Intellectual Property Office of the Philippines (IPOPHL), Taguig City  Client  DOST-TAPI (www.tapi.dost.gov.ph, www.techtrans.gov.ph)  Client's Barangay Office

Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Records and transmits the submission to OD	None	<b>1 WD</b>	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2 WD</b>	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program.	None	<b>1 WD</b>	IDD Division Manager
	1.4 Checks the completeness of the submission.  <b><i>If complete:</i></b> 1.5 Notifies the client that the request is under evaluation. Recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) members.	None	1 WD	IDD IBID - Program Manager



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	<b>If incomplete:</b> 1.5 Notifies the requesting party.	None	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.6 Reviews recommendation and issue special order for the TEC/IATEC.	None	4 WD	OD Director IV
	1.7 Coordinates with TEC/IATEC for the site visit, validation, and evaluation of the request.	None	8 WD	TEC/IATEC Chairperson, as designated.
	<b>If not recommend by TEC / IATEC:</b>  1.8 Drafts letter of disapproval  1.9 Signs letter of disapproval	None  None	1 WD  1 WD	IDD IBID PM  IDD Division Manager
	<b>If recommended by TEC / IATEC:</b>  1.8 Prepares and submits Evaluation Report to OD/ Execom With recommendation, in coordination with TEC/ IATEC.  1.9 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None  None	3 WD  2 WD	IDD IBID PM  TAPI EXECOM Secretariat Chairperson



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	1.10 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.11 Approves / disapproves the proposal	None	1 WD	OD Director
	1.12 Notifies the client of TAPI's decision.  <i>In case of approval,</i> coordinate schedule of MOA Orientation and contract signing	None	1 WD	IDD IBID Program Manager
2. Receives TAPI's Decision.  In case of approval, coordinates with the IBID PM for the MOA Orientation and contract signing.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled, in coordination with TAPI Legal Unit,	None	1 WD	OD Legal Unit Legal Officer
	2.2 Completes the execution of the MOA and facilitates notarization of the same and notarizes the MOA	None	2 WD	IDD IBID Program Manager
	2.3 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client.	None	2 WD	IDD IBID Program Manager



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	2.4 Prepares the vouchers and other documents for the release of fund and forward to FAD	None	4 HRS	IDD CP Program Manager
	2.5 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	2.6 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package:  2.7 If Php 1Million and below  or  2.7 If more than Php 1 Million	None	4 HRS	FAD, Division Chief  OD, Director IV
	Facilitates the processing of applicable payment:  If for Check/s payment: 2.8 Prepares and signs the check/s, attaches Tax Certificate (if any)  If for payment LDDAP-ADA: 2.8 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	None	1 WD  1WD	FAD Cashier Section AOV - Cashier  FAD Cashier Section AOV - Cashier



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	2.9 Approves the ADA or Check	None	4 HRS	OD Director IV
	Prepares the documents for bank processing:  <b>If for Check/s payment:</b> 2.10 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and  <b>If for payment LDDAP-ADA:</b> 2.10 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.	None	4 HRS	FAD Cashier Section AOV - Cashier
	2.11 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	1 WD	FAD Cashier Section AOV - Cashier
		None	3 WD	Landbank of the Philippines
3. Receive notification of release of Financial Assistance	3.1 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	4 HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on TEC/IATEC Evaluation</b>		None	<b>19 WD</b>	
<b>Total - For Disapproval based on TAPI EXECOM deliberation</b>		None	<b>26 WD</b>	
<b>Total - Release of Funds via Check Payment</b>		None	<b>36 WD</b>	
<b>Total - Release of Funds via LDDAP-ADA</b>		None	<b>40 WD</b>	

\*The financial assistance for Industry-Based Invention Development (IBID) Program is approved for multi-stage process by the Anti-Red Tape Authority.



## 7. Financial Assistance for Invention-Based Enterprise Development (IBED) Program

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

<b>Office or Division:</b>	Invention Development Division (IDD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men and women with invention/utility model (UM)/ industrial design (ID) that has valid patent/ registration/at least active pending application at the time of the submission of the proposal</li> <li>Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>Client with no delinquent account with TAPI</li> </ul>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. One (1) original/scanned copy of Application Letter addressed to TAPI Director	Client
2. One (1) original/photo/scanned copy of Data Privacy Consent Form.	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
3. One (1) original/photo/scanned copy of the Project Proposal	DOST-TAPI ( <a href="http://www.tapi.dost.gov.ph">www.tapi.dost.gov.ph</a> , <a href="http://www.techtrans.gov.ph">www.techtrans.gov.ph</a> )
4. One (1) original/photo/scanned copy Endorsement letter from DOST Regional Office, if applicable	DOST Regional Office concerned
5. One (1) photocopy/scanned copy of the active and valid Patent/UM/ID application/registration papers with complete disclosures (i.e abstract, specifications, claims and drawings):	Intellectual Property Office of the Philippines (IPOP HL), Taguig City
<ul style="list-style-type: none"> <li><b>For Patent/UM/ID with pending registration at the IPOP HL – IPOP HL stamped copy of the P/UM/ ID application and a copy of the most recent office action from the IPOP HL, if applicable</b></li> <li>For Patent/UM/ID with issued certificate from the IPOP HL – of the P/UM/ID certificate</li> </ul>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. One (1) photo/scanned copy of the Preliminary test results of the subject technology, if applicable	Testing laboratories
7. One (1) original/photo/scanned copy of list of prospective client/customer/ user with address and contact number	Client's identified suppliers/fabricators
8. One (1) original/photo/scanned copy of quotation from the suppliers for the items in the Line-Item Budget (LIB)	Client
9. One (1) original/photo/scanned copy of Personal bio-data	Client
10. One (1) photo/scanned copy of a valid government-issued ID	Client
11. One (1) original/photo/scanned copy of the Certification of Residency or Barangay Clearance	Client's Barangay Office

Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
1. Submits application letter to TAPI Records Section with complete documentary requirements	1.1 Records and transmits the submission to OD	None	<b>1 WD</b>	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	<b>2 WD</b>	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program.	None	<b>1 WD</b>	IDD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation. Recommends to OD TEC/ IATEC members in case of favorable recommendation.	None	1 WD	IDD IBED I Program Manager



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	1.5 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC.	None	5 WD	OD Director IV
	1.6 Coordinates with TEC/ IATEC for the site visit, validation, and evaluation of the request.	None	8 WD	Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee Chairperson, as designated
	<p><b><i>If not recommend by TEC / IATEC:</i></b></p> <p>1.7 Draft letter of disapproval</p> <p>1.8 Signs Letter of disapproval</p> <p><b><i>If recommended by TEC / IATEC:</i></b></p> <p>1.7 Prepares and submits Evaluation Report to OD/ Execom</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 WD</p> <p>1 WD</p> <p>3 WD</p>	<p>IDD IBED PM</p> <p>IDD Division Manager</p> <p>IDD IBED PM</p>



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	<p>With recommendation, in coordination with TEC/ IATEC.</p> <p>1.8 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p> <p>1.9 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval</p> <p>1.10 Approves / disapproves the proposal</p>	None	2 WD	TAPI EXECOM Secretariat Chairperson
		None	2 WD	OD Planning Unit Planning Officer
		None	1 WD	OD Director
<p>2. Upon receipt of TAPI's notification, coordinates with the IDD IBED PM for the MOA Orientation and contract signing.</p>	<p>1.11 Notifies the client of TAPI's decision.</p> <p>In case of approval, coordinate schedule of MOA Orientation and contract signing</p> <p>2.1 Conducts MOA and GAD Orientation and contract signing as scheduled, in coordination with TAPI Legal Unit,</p>	None	1 WD	<p>IDD IBED Program Manager</p> <p>OD Legal Unit Legal Officer</p>



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	2.2 Completes the execution of the MOA and facilitates notarization of the same and notarizes the MOA	None	2 WD	IDD IIBED PM
	2.3 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client.	None	2 WD	IDD IIBED PM
	2.4 Prepares the vouchers and other documents for the release of fund and forward to FAD	None	4 HRS	IDD IBED PM
	2.5 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	2.6 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD	FAD Accounting Section Accountant III



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	Approves the payment of the Disbursement package:  2.7 If Php 1Million and below  or  2.7 If more than Php 1 Million	None	4 HRS	FAD, Division Chief    OD, Director IV
	Facilitates the processing of applicable payment:  <b>If for Check/s payment:</b> 2.8 Prepares and signs the check/s, attaches Tax Certificate (if any)  <b>If for payment LDDAP-ADA:</b> 2.8 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	None	1 WD    1WD	FAD Cashier Section AOV - Cashier    FAD Cashier Section AOV - Cashier
	2.9 Approves the ADA or Check	None	4 HRS	OD Director IV
	Prepares the documents for bank processing:  <b>If for Check/s payment:</b> 2.10 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and	None	4 hrs	FAD Cashier Section AOV - Cashier



Client Steps	Agency Action	Fees to be paid	Processing time	Person Responsible
	<p><b><i>If for payment LDDAP-ADA:</i></b></p> <p>2.11 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA &amp; SLIAE to Land Bank Philippines (LBP) for uploading and validation.</p> <p>2.12 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA</p>	None	<p>1WD</p> <p>3WD</p>	<p>FAD Cashier Section AOV - Cashier</p> <p>Landbank of the Philippines</p>
3. Receive notification of release of Financial Assistance	3.1 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	4 HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on TEC/IATEC Evaluation</b>		None	<b>20 WD</b>	
<b>Total - For Disapproval based on TAPI EXECOM deliberation</b>		None	<b>27 WD</b>	
<b>TOTAL - For check</b>		None	<b>36 WD</b>	
<b>TOTAL - For LDDAP-ADA</b>		None	<b>40 WD</b>	

\*The financial assistance for Invention-Based Enterprise Development (IBED) Program is approved for multi-stage process by the Anti-Red Tape Authority





Client steps	agency action	fees to be paid	processing time	person responsible
	1.3 Checks if the request falls within ISP and forwards the same to the PM.	None	1 WD	Invention Development Division (IDD) Division Manager
	1.4 Checks the completeness of the submission.  <b>If complete:</b> 1.5 Notifies the client that the request is under evaluation.  <b>If incomplete:</b> 1.5 Notifies the requesting party.	None	1 WD	IDD Invent School™– Program Manager (PM)
	<b>If not recommended by the Program:</b>  1.6 Draft letter of disapproval  1.7 Signs Letter of disapproval	None  None	2 WD, 4HRS  1 WD	IDD Invent School™ PM  OD Director IV
	<b>If recommended by the Program:</b> 1.6 Prepares and submits Evaluation Report to OD/ Execom With recommendation of the Program.  1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None  None	2 WD, 4HRS  2 WD	IDD Invent School™ PM  TAPI EXECOM Secretariat Chairperson



Client steps	agency action	fees to be paid	processing time	person responsible
	1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	NONE	2 WD	OD Planning Unit Planning Officer
	1.9 Approves / disapproves the proposal	NONE	1 WD	OD Director
	1.10 Notifies the client of TAPI's decision.  In case of approval, prepares Conforme Letter for signing	NONE	1 WD	IDD Invent School™ PM
	1.11 Signs the Conforme Letter for Invent School™, which will be sent to the Client	NONE	2 WD	OD Director IV
	1.12 Drafts and secures signature and clearances to inform the client in writing of TAPI's decision through a Conforme Letter	NONE	1 WD, 4HRS	IDD Invent School™ PM
2. Signs the Conforme Letter and returns the same to TAPI Records	2.1 Forwards the Conforme Letter to the Unit.	NONE	1 WD	FAD Records Section Records Officer
	2.2 Notarizes the Conforme Letter.	NONE	4 HRS	Legal Unit Legal Officer
	2.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	NONE	4 HRS	IDD Invent School™ PM
	2.4 Obligates the payment, checks and evaluates attached documents and certification of funds.	NONE	4 HRS	FAD Budget Section Budget Officer V



Client steps	agency action	fees to be paid	processing time	person responsible
	2.5 Process the Disbursement Package and certifies funds availability and completeness of documents	NONE	1 WD, 4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package:  2.6 If Php 1Million and below or 2.7 If more than Php 1 Million	NONE	4 HRS	FAD, Division Chief  OD Director IV
	Facilitates the processing of applicable payment:  <b>If for Check/s payment:</b> 2.8 Prepares and signs the check/s, attaches Tax Certificate (if any)  <b>If for payment LDDAP-ADA:</b> 2.9 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	NONE  NONE	1 WD  1WD, 4 HRS	FAD Cashier Section AOV - Cashier  FAD Cashier Section AOV - Cashier
	2.10 Approves the ADA or Check	NONE	4 HRS	OD Director IV
	Prepares the documents for bank processing:  <b>If for Check/s payment:</b> 2.11 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and	NONE	4 HRS	FAD Cashier Section AOV - Cashier



Client steps	agency action	fees to be paid	processing time	person responsible
	<i>If for payment LDDAP-ADA:</i> 2.12 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation.	NONE	1 WD	FAD Cashier Section AOV - Cashier
	2.13 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	NONE	3 WD	Landbank of the Philippines
3. Receives notification of release of financial assistance and	3.1 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	4 HRS	FAD Cashier Section AOV - Cashier
4. Receives training requested	4.1 Conducts actual workshop	NONE	2 WD	IDD Invent School™ PM
<b>Total - For Disapproval based on Program Evaluation</b>		None	7 WD	
<b>Total - For Disapproval based on EXECOM deliberation</b>		None	12 WD, 5 HRS	
<b>Total - For approval with check payment</b>		None	26 WD	
<b>Total - For approval with LDDAP -ADA</b>		None	30 WD	

\*The Training Assistance Service - Invent School Program – Secondary/Tertiary is approved for multi-stage process by the Anti-Red Tape Authority.





Client steps	agency action	fees to be paid	processing time	person responsible
	1.3 Checks if the request falls within ISP and forwards the same to the PM.	None	1 WD	Invention Development Division (IDD) Division Manager
	1.4 Checks the completeness of the submission.  <b>If complete:</b> 1.5 Notifies the client that the request is under evaluation.  <b>If incomplete:</b> 1.5 Notifies the requesting party.	None	1 WD	IDD Invent School™-Program Manager (PM)
	<b>If not recommended by the Program:</b>  1.6 Draft letter of disapproval  1.7 Signs Letter of disapproval	None	1 WD	IDD Invent School™ PM
	<b>If recommended by the Program:</b> 1.6 Prepares and submits Evaluation Report to OD/ Execom With recommendation of the Program.	None	3 WD	IDD Invent School™ PM
	1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson



Client steps	agency action	fees to be paid	processing time	person responsible
	1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	NONE	2 WD	OD Planning Unit Planning Officer
	1.9 Approves / disapproves the proposal	NONE	1 WD	OD Director
	1.10 Notifies the client of TAPI's decision.  In case of approval, prepares Conforme Letter for signing	NONE	1 WD	IDD Invent School™ PM
	1.11 Signs the Conforme Letter for Invent School™, which will be sent to the Client	NONE	2 WD	OD Director IV
	1.12 Drafts and secures signature and clearances to inform the client in writing of TAPI's decision through a Conforme Letter	NONE	2 WD	IDD Invent School™ PM
2. Signs the Conforme Letter and returns the same to TAPI Records	2.1 Forwards the Conforme Letter to the Unit.	NONE	1 WD	FAD Records Section Records Officer
	2.2 Notarizes the Conforme Letter.	NONE	4 HRS	Legal Unit Legal Officer
	2.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	NONE	4 HRS	IDD Invent School™ PM
	2.4 Obligates the payment, checks and evaluates attached documents and certification of funds.	NONE	4 HRS	FAD Budget Section Budget Officer V



Client steps	agency action	fees to be paid	processing time	person responsible
	2.5 Process the Disbursement Package and certifies funds availability and completeness of documents	NONE	1 WD, 4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package:  2.6 If Php 1 Million and below or 2.7 If more than Php 1 Million	NONE	4 HRS	FAD, Division Chief  OD Director IV
	Facilitates the processing of applicable payment:  <b>If for Check/s payment:</b> 2.8 Prepares and signs the check/s, attaches Tax Certificate (if any)  <b>If for payment LDDAP-ADA:</b> 2.9 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	NONE	1 WD  1WD, 4 HRS	FAD Cashier Section AOV - Cashier  FAD Cashier Section AOV - Cashier
	2.10 Approves the ADA or Check	NONE	4 HRS	OD Director IV
	Prepares the documents for bank processing:  <b>If for Check/s payment:</b> 2.11 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and	NONE	4 HRS	FAD Cashier Section AOV - Cashier



Client steps	agency action	fees to be paid	processing time	person responsible
	<i>If for payment LDDAP-ADA:</i> 2.12 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.	NONE	1 WD	FAD Cashier Section AOV - Cashier
	2.13 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	NONE	3 WD	Landbank of the Philippines
3. Receives notification of release of financial assistance and	3.1 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	4 HRS	FAD Cashier Section AOV - Cashier
4. Receives training requested	4.1 Conducts actual workshop	NONE	2 WD	IDD Invent School™ PM
<b>Total - For Disapproval based on Program Evaluation</b>		None	7 WD	
<b>Total - For Disapproval based on EXECOM deliberation</b>			13 WD	
<b>Total - For approval with check payment</b>			25 WD, 5 HRS	
<b>Total - For approval with LDDAP -ADA</b>			29 WD, 5 HRS	

\*The Training Assistance Service for Invent School Program – Elementary is approved for multi-stage process by the Anti-Red Tape Authority.



# **EXTERNAL SERVICES**

Investment and Business Operations Division  
(IBOD)



### 13. Financial Assistance Service - Venture Financing Program (VFP) for Start-up Companies and Technology-based Projects

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

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	<p>Micro, Small and Medium Enterprise (MSME) that fulfills all of the following conditions:</p> <ul style="list-style-type: none"> <li>• Duly registered Sole Proprietor/Corporation/ Partnership/</li> <li>• Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino</li> <li>• Tech-based Company and/or IP based Company</li> <li>• Client with no delinquent account with DOST-TAPI</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<p>1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to DOST-TAPI Director</p> <p>2. One (1) original or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form</p> <p>3. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study</p> <ul style="list-style-type: none"> <li>• Company's Background;</li> <li>• Marketing Aspect;</li> <li>• Technological Aspect;</li> <li>• Waste Management/ Disposal/Social Aspect; and</li> <li>• Financial Aspect</li> </ul>	<p>DOST-TAPI - download application letter template at <a href="https://docs.google.com/document/d/1m2ICMCZdTvUyHg_jD-OcsijQMvZvzUAW/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1m2ICMCZdTvUyHg_jD-OcsijQMvZvzUAW/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true</a></p> <p>DOST-TAPI download DPC Form at <a href="https://docs.google.com/document/d/1FenVGuP659gN900ki0LXx0L8nRDqSgJ/edit">https://docs.google.com/document/d/1FenVGuP659gN900ki0LXx0L8nRDqSgJ/edit</a></p> <p>DOST-TAPI - download proposal template at <a href="https://docs.google.com/document/d/1hh-Z-UMXePyc-voXpRLIFbCw7fZAFxRx/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1hh-Z-UMXePyc-voXpRLIFbCw7fZAFxRx/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true</a></p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. One (1) photocopy/scanned copy of business permits and licenses (Mayor, DTI, BFAD-LTO, Halal, etc.)</p> <p>5. Three (3) photocopy/scanned copy of quotations from suppliers/fabricators for all the equipment to be purchased/ fabricated</p> <p>6. One (1) photocopy/scanned copy of Financial statements of at least the past three (3) years of operation for the company/beneficiary duly signed by a Registered Accountant/ Auditor</p> <p>7. One (1) photocopy/scanned copy of Interim Financial Statement to assess the current financial viability (if applicable)</p> <p>8. One (1) photocopy/scanned copy of IP Documents/ Patent Certificates, if applicable</p> <p>9. One (1) photocopy/scanned copy of Proof of Patent Search (for potential IPs), if applicable</p> <p>10. One (1) photocopy/scanned copy of Valid IP or technologies being utilized are within the whitelist of Technologies.</p>	<p>Client through Local Government Unit/ Department of Trade and Industry, Bureau of Food and Drugs/ other government institutions</p> <p>Client's identified supplier/fabricator</p> <p>Client</p> <p>Owner of the Technology</p> <p>IPO Philippines</p> <p>DOST Councils, Board of Investment (BOI), etc. NIBRA-NRCP and DOST</p> <p>PCIEERD Compendium of technologies Client</p>
<p><b>For Cooperatives:</b></p> <p>11. One (1) photocopy/scanned copy of Certificate of registration of business name with Cooperative Development Authority (CDA)</p> <p>12. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>13. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>	<p>Client through Commission/ Cooperative Development Authority</p> <p>DOST-TAPI - download Secretary's Certificate template at <a href="https://docs.google.com/document/d/17YHgiR57YdFzR7-jkYLXsv_qLupp5gGZ/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/17YHgiR57YdFzR7-jkYLXsv_qLupp5gGZ/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true</a></p>



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><b>For Partnerships and Corporations:</b></p> <p>11. One (1) photocopy/scanned copy of Certificate of registration of business name with Securities and Exchange Commission (SEC)</p> <p>12. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>13. One (1) photocopy/scanned copy of Articles of Partnership or Incorporation</p> <p>14. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>			<p>Client through Securities and Exchange Commission</p> <p>DOST-TAPI - download Secretary's Certificate template at <a href="https://docs.google.com/document/d/17YHgiR57YdFzR7-jkYLSv_qLupp5gGZ/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/17YHgiR57YdFzR7-jkYLSv_qLupp5gGZ/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true</a></p>	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)	NONE	1 WD	IBOD Division Manager



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>1.4 Checks the completeness of the submission.</p> <p><b>If complete:</b> 1.5 Notifies the client that the request is under evaluation. Recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) members. Forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD.</p> <p><b>If incomplete:</b> 1.5 Notifies the requesting party.</p>	NONE	1 WD	IBOD VFP Program manager
	<p>1.6 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC</p> <p>1.7 Submits its comments to IATEC/VFP for Start-Up and Tech-based Unit.</p>	NONE	2 WD	Office of the Director Director IV  Legal Unit Legal Officer and  FAD Division Chief
	1.8 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request	NONE	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC)  Chairperson, as designated



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><b><i>If not recommended by TEC/ IATEC:</i></b></p> <p>1.9 Drafts letter of disapproval</p> <p>1.10 Signs Letter of disapproval</p>	NONE	1 WD	<p>IBOD VFP Program Manager</p> <p>OD Director</p>
	<p><b><i>If recommended by TEC/ IATEC:</i></b></p> <p>1.9 Prepares and submits Evaluation Report to OD/ Execom With recommendation, in coordination with TEC/IATEC</p> <p>1.10 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p> <p>1.11 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval</p> <p>1.12 approves and disapproves the proposal</p>	<p>NONE</p> <p>NONE</p> <p>NONE</p> <p>NONE</p>	<p>3 WD</p> <p>2 WD</p> <p>2 WD</p> <p>1 WD</p>	<p>IBOD VFP Program Manager</p> <p>TAPI EXECOM Secretariat Chairperson</p> <p>OD Planning Unit Planning Officer</p> <p>OD Director</p>
	<p><b><i>In case of approval:</i></b></p> <p>1.13 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.</p>	NONE	1 WD	<p>IBOD VFP Program Manager</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><i>In case of disapproval:</i></p> <p>1.13 Draft letter of disapproval</p> <p>1.14 Signs Letter of Disapproval</p>			<p>IBOD VFP Program Manager</p> <p>OD Director IV</p>
2. Client confirms MOA Orientation and contract signing schedule.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	NONE	4 HRS	Legal Unit Legal Officer
3. Returns the signed MOA to DOST-TAPI Records	3.1 Facilitates execution of the MOA	NONE	1 WD	IBOD VFP Program Manager
	3.2 Notarizes the MOA	NONE	4 HRS	Legal Unit Legal Officer
	3.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	NONE	4 HRS	IBOD VFP Program Manager
	3.4 Obligates the payment, checks and evaluates attached documents and certification of funds.	NONE	4 HRS	FAD Budget Section Budget Officer V
	3.5 Process the Disbursement Package and certifies funds availability	NONE	1 WD, 4 HRS	FAD Accounting Section Accountant III
	3.6 Approves the payment of the Disbursement package:  <i>If Php 1 Million and below</i>  <i>or</i>  <i>If more than Php 1 million</i>	NONE	4 HRS	<p>FAD Division Chief</p> <p>OD Director IV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	Facilitates the processing of applicable payment:			
	<b>If for Check/s payment:</b> 3.7 Prepares and signs the check/s, attaches Tax Certificate (if any)	NONE	1 WD	FAD Cashier Section AOV - Cashier
	<b>If for payment LDDAP-ADA:</b> 3.7 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	NONE	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	3.8 Approves the LDDAP-ADA or Check	NONE	4 HRS	OD Director IV
	Prepares the documents for bank processing:			
	<b>If for Check/s payment:</b> 3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and	NONE	4 HRS	FAD Cashier Section AOV - Cashier
<b>If for payment LDDAP-ADA:</b> 3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank-Philippines (LBP) for uploading and validation.	NONE	1WD	FAD Cashier Section AOV - Cashier	
3.10 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	NONE	3WD	Landbank of the Philippines	



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
4. Receives notification of release of Financial Assistance	4.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	4 HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on TEC/IATEC Evaluation</b>		None	<b>20 WD</b>	
<b>Total - For Disapproval based on EXECOM Deliberation</b>		None	<b>28 WD</b>	
<b>Total - For check payment</b>		None	<b>35 WD and 4 HRS</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>39 WD and 4 HRS</b>	

\* The Financial Assistance Service - Venture Financing Program (VFP) For Start-Up Companies And Technology-Based Projects is approved for multi-stage process by the Anti-Red Tape Authority.



#### 14. Financial Assistance - Purchase Order Financing Program (POFP)

This service extends funds to Clients for the acquisition of raw materials needed to produce the required quantity/volume of products/goods as reflected on the unserved PO's submitted by the SETUP, DOST-RDI and DOST-TAPI beneficiaries.

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	<p>Micro, Small and Medium Enterprise (MSME) that fulfills all of the following conditions:</p> <ul style="list-style-type: none"> <li>Duly registered Sole Proprietor/Corporation/ Partnership/ Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino)</li> <li>MSMEs previously funded by DOST-SETUP, DOST-TAPI and DOST-RDI only</li> <li>Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>Client with no delinquent account with DOST-TAPI</li> </ul>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to DOST-TAPI Director	DOST-TAPI - download application letter template at <a href="https://docs.google.com/document/d/1m2ICMCZdTvUyHg_jD-OcsijQMVZvzUAW/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1m2ICMCZdTvUyHg_jD-OcsijQMVZvzUAW/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true</a>
2. One (1) photocopy/scanned copy of latest Mayor's/ business permits	Local Government Unit (LGU)
3. One (1) original or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form	DOST-TAPI download DPC Form at <a href="https://docs.google.com/document/d/1FenVGuP659gN900ki0lXx0L8nRDqSgJ/edit">https://docs.google.com/document/d/1FenVGuP659gN900ki0lXx0L8nRDqSgJ/edit</a>
4. One (1) photocopy/scanned copy of a valid and unserved Purchase Order(s) for local and/or foreign market at the time the application is accepted as the basis for funding	Client



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study</p> <ul style="list-style-type: none"> <li>• Company's Background;</li> <li>• Marketing Aspect;</li> <li>• Technological Aspect;</li> <li>• Waste Management/ Disposal/Social Aspect; and</li> <li>• Financial Aspect.</li> </ul> <p>6. One (1) original or photocopy/scanned copy of Endorsement of concerned Director with Status/ background of previous assistance provided to the company.</p> <p>7. One (1) photocopy/scanned copy of Audited Financial Statement for the past three (3) years</p> <p>8. One (1) photocopy/scanned copy of Technology-Licensing Agreement/ MOA between technology generator and technology adaptors (if applicable)</p>	<p>DOST-TAPI - download proposal template at  <a href="https://docs.google.com/document/d/1sCDp2RcFL7FqwPUMw069-dFkXeijimqN/edit?usp=sharing&amp;oid=103424750199160221837&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1sCDp2RcFL7FqwPUMw069-dFkXeijimqN/edit?usp=sharing&amp;oid=103424750199160221837&amp;rtpof=true&amp;sd=true</a></p> <p>DOST Regional Office/ DOST-Research and Development Institute (RDI) concerned</p> <p>DOST-TAPI - download  <a href="https://docs.google.com/document/d/1S0R2RUxlhxzBT4uHX-QDCrrB-ujpRkZQ/edit">https://docs.google.com/document/d/1S0R2RUxlhxzBT4uHX-QDCrrB-ujpRkZQ/edit</a></p> <p>Client</p> <p>Client/ RDI</p>
<p><b>For Cooperatives:</b></p> <p>9. One (1) photocopy/scanned copy of Certificate of registration of business name with Cooperative Development Authority (CDA)</p> <p>10. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>11. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>	<p>Client through Cooperative Development Authority</p> <p>DOST-TAPI - download Notarized Secretary's Certificate template  <a href="https://docs.google.com/document/d/1A676KjXjo7651Z4ps7kuTjIVsGb9YDek/edit">https://docs.google.com/document/d/1A676KjXjo7651Z4ps7kuTjIVsGb9YDek/edit</a></p>



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><b>For Partnerships and Corporations:</b></p> <p>9. One (1) photocopy/scanned copy of Certificate of registration of business name with Securities and Exchange Commission (SEC)</p> <p>10. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>11. One (1) photocopy/scanned copy of Articles of Partnership or Incorporation</p> <p>12. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>			<p>Client through Securities and Exchange Commission</p> <p>DOST-TAPI - download Notarized Secretary's Certificate template  <a href="https://docs.google.com/document/d/1A676KjXjo7651Z4ps7kuTjIvSgb9YDek/edit">https://docs.google.com/document/d/1A676KjXjo7651Z4ps7kuTjIvSgb9YDek/edit</a></p>	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)	NONE	1 WD	IBOD Division Manager



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>1.4 Checks the completeness of the submission.</p> <p><b>If complete:</b> 1.5 Notifies the client that the request is under evaluation. Recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) members. Forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD.</p> <p><b>If incomplete:</b> 1.5 Notifies the requesting party.</p>	NONE	1 WD	IBOD POFP Program manager
	<p>1.6 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC</p> <p>1.7 Submits its comments to IATEC/VFP for POFP Unit.</p>	NONE	2 WD	Office of the Director Director IV  Legal Unit Legal Officer and  FAD Division Chief
	1.8 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request	NONE	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC)  Chairperson, as designated



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><b><i>If not recommended by TEC/ IATEC:</i></b></p> <p>1.9 Drafts letter of disapproval</p> <p>1.10 Signs Letter of disapproval</p>	NONE	1 WD	<p>IBOD POFP Program Manager</p> <p>OD Director</p>
	<p><b><i>If recommended by TEC/ IATEC:</i></b></p> <p>1.11 Prepares and submits Evaluation Report to OD/ Execom With recommendation, in coordination with TEC/IATEC</p> <p>1.12 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p> <p>1.13 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval</p> <p>1.14 approves and disapproves the proposal</p>	NONE	3 WD	<p>IBOD POFPProgram Manager</p>
		NONE	2 WD	TAPI EXECOM Secretariat Chairperson
		NONE	2 WD	OD Planning Unit Planning Officer
		NONE	1 WD	OD Director
	<p><b><i>In case of approval:</i></b></p> <p>1.15 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.</p>	NONE	1 WD	<p>IBOD POFP Program Manager</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><i>In case of disapproval:</i></p> <p>1.13 Draft letter of disapproval</p> <p>1.14 Signs Letter of Disapproval</p>			<p>IBOD POFP Program Manager</p> <p>OD Director IV</p>
2. Client confirms MOA Orientation and contract signing schedule.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	NONE	4 HRS	Legal Unit Legal Officer
3. Returns the signed MOA to DOST-TAPI Records	3.1 Facilitates execution of the MOA	NONE	1 WD	IBOD POFP Program Manager
	3.2 Notarizes the MOA	NONE	4 HRS	Legal Unit Legal Officer
	3.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	NONE	4 HRS	IBOD POFP Program Manager
	3.4 Obligates the payment, checks and evaluates attached documents and certification of funds.	NONE	4 HRS	FAD Budget Section Budget Officer V
	3.5 Process the Disbursement Package and certifies funds availability	NONE	1 WD, 4 HRS	FAD Accounting Section Accountant III
	3.6 Approves the payment of the Disbursement package:  <i>If Php 1 Million and below</i>  <i>or</i>  <i>If more than Php 1 million</i>	NONE	4 HRS	<p>FAD Division Chief</p> <p>OD Director IV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>Facilitates the processing of applicable payment:</p> <p><b>If for Check/s payment:</b> 3.7 Prepares and signs the check/s, attaches Tax Certificate (if any)</p> <p><b>If for payment LDDAP-ADA:</b> 3.7 Prepares LDDAP-ADA &amp; SLIIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)</p> <p>3.8 Approves the LDDAP-ADA or Check</p>	<p>NONE</p> <p>NONE</p> <p>NONE</p>	<p>1 WD</p> <p>1WD, 4 HRS</p> <p>4 HRS</p>	<p>FAD Cashier Section AOV - Cashier</p> <p>FAD Cashier Section AOV - Cashier</p> <p>OD Director IV</p>
	<p>Prepares the documents for bank processing:</p> <p><b>If for Check/s payment:</b> 3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p><b>If for payment LDDAP-ADA:</b> 3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA &amp; SLIIAE to Land Bank-Philippines (LBP) for uploading and validation.</p> <p>3.10 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA</p>	<p>NONE</p> <p>NONE</p> <p>NONE</p>	<p>4 HRS</p> <p>1WD</p> <p>3WD</p>	<p>FAD Cashier Section AOV - Cashier</p> <p>FAD Cashier Section AOV - Cashier</p> <p>Landbank of the Philippines</p>



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
4. Receives notification of release of Financial Assistance	4.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	4 HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on TEC/IATEC Evaluation</b>		None	<b>20 WD</b>	
<b>Total - For Disapproval based on EXECOM Deliberation</b>		None	<b>28 WD</b>	
<b>Total - For check payment</b>		None	<b>35 WD and 4 HRS</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>39 WD and 4 HRS</b>	

\* The Financial Assistance Service - Purchase Order Financing Program (POFP) is approved for multi-stage process by the Anti-Red Tape Authority.



#### 14. Financial Assistance Service - Venture Financing Program for Commercialization of DOST Generated Technologies

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

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	<p>Micro, Small and Medium Enterprise (MSME) that fulfills all of the following conditions:</p> <ul style="list-style-type: none"> <li>• Duly registered Sole Proprietor/Corporation/ Partnership/Cooperative at least 60% owned by Filipino citizens (ownership of which belongs to Filipino;</li> <li>• MSME who adopted the DOST-funded technologies for commercialization;</li> <li>• Client with good moral character or has not been convicted of any case involving moral turpitude; and</li> <li>• Client with no delinquent account with DOST-TAPI.</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<p>1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to DOST-TAPI Director</p> <p>2. One (1) original or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form</p> <p>3. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study</p> <ul style="list-style-type: none"> <li>• Company's Background;</li> <li>• Marketing Aspect;</li> <li>• Technological Aspect;</li> <li>• Waste Management/ Disposal/Social Aspect; and</li> <li>• Financial Aspect</li> </ul>	<p>DOST-TAPI - download application letter template at <a href="https://docs.google.com/document/d/1m2ICMCZdTvUyHg_jD-OcsijQMVZvzUAW/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1m2ICMCZdTvUyHg_jD-OcsijQMVZvzUAW/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true</a></p> <p>DOST-TAPI download DPC Form at <a href="https://docs.google.com/document/d/1FenVGuP659gN900ki0l_Xx0L8nRDqSgJ/edit">https://docs.google.com/document/d/1FenVGuP659gN900ki0l_Xx0L8nRDqSgJ/edit</a></p> <p>DOST-TAPI - download proposal template at <a href="https://docs.google.com/document/d/1hh-Z-UMXePyc-voXpRLIFbCw7fZAFxRx/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1hh-Z-UMXePyc-voXpRLIFbCw7fZAFxRx/edit?usp=sharing&amp;oid=100902469772956564954&amp;rtpof=true&amp;sd=true</a></p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>4. One (1) photocopy/scanned copy of business permits and licenses (Mayor, DTI, BFAD-LTO, Halal, etc.)</p> <p>5. Three (3) photocopy/scanned copy of quotations from suppliers/fabricators for all the equipment to be purchased/ fabricated</p> <p>6. One (1) photocopy/scanned copy of Financial statements of at least the past three (3) years of operation for the company/beneficiary duly signed by a Registered Accountant/ Auditor</p> <p>7. One (1) photocopy/scanned copy of Projected financial statements for the next five (5) years</p> <p>8. One (1) photocopy/scanned copy of Interim Financial Statement to assess the current financial viability (if applicable)</p> <p>9. One (1) photocopy/scanned copy of Valid Technology Licensing Agreement and certification of Fairness Opinion Report</p> <p>10. One (1) original or photocopy/scanned copy of Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified</p>	<p>Client through Local Government Unit/ Department of Trade and Industry, Bureau of Food and Drugs/ other government institutions</p> <p>Client's identified supplier/fabricator</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client/ RDI</p> <p>DOST-TAPI - download affidavit template at <a href="https://bit.ly/VFP-Commercialization_AFFIDAVITOFFAUTHENTICITY">https://bit.ly/VFP-Commercialization_AFFIDAVITOFFAUTHENTICITY</a></p>
<p><b>For Cooperatives:</b></p> <p>11. One (1) photocopy/scanned copy of Certificate of registration of business name with Cooperative Development Authority (CDA)</p> <p>12. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>13. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>	<p>Client through Commission/ Cooperative Development Authority</p> <p>DOST-TAPI - download Secretary's Certificate template at <a href="https://bit.ly/VFP-Commercialization_SecretarysCertificateTemplate">https://bit.ly/VFP-Commercialization_SecretarysCertificateTemplate</a></p>



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><b>For Partnerships and Corporations:</b></p> <p>9. One (1) photocopy/scanned copy of Certificate of registration of business name with Securities and Exchange Commission (SEC)</p> <p>10. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>11. One (1) photocopy/scanned copy of Articles of Partnership or Incorporation</p> <p>12. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>			<p>Client through Securities and Exchange Commission</p> <p>DOST-TAPI - download Notarized Secretary's Certificate template  <a href="https://bit.ly/VFP-Commercialization_SecretarysCertificateTemplate">https://bit.ly/VFP-Commercialization_SecretarysCertificateTemplate</a></p>	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	1 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)	NONE	1 WD	IBOD Division Manager



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>1.4 Checks the completeness of the submission.</p> <p><b>If complete:</b> 1.5 Notifies the client that the request is under evaluation. Recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) members. Forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD.</p> <p><b>If incomplete:</b> 1.5 Notifies the requesting party.</p>	NONE	1 WD	IBOD VFP Program manager
	<p>1.6 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC</p> <p>1.7 Submits its comments to IATEC/VFP for Start-Up and Tech-based Unit.</p>	NONE	2 WD	Office of the Director Director IV  Legal Unit Legal Officer and  FAD Division Chief
	1.8 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request	NONE	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC)  Chairperson, as designated



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><b><i>If not recommended by TEC/ IATEC:</i></b></p> <p>1.9 Drafts letter of disapproval</p> <p>1.10 Signs Letter of disapproval</p>	NONE	1 WD	<p>IBOD VFP Program Manager</p> <p>OD Director</p>
	<p><b><i>If recommended by TEC/ IATEC:</i></b></p> <p>1.9 Prepares and submits Evaluation Report to OD/ Execom With recommendation, in coordination with TEC/IATEC</p> <p>1.10 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p> <p>1.11 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval</p> <p>1.12 approves and disapproves the proposal</p>	<p>NONE</p> <p>NONE</p> <p>NONE</p> <p>NONE</p>	<p>3 WD</p> <p>2 WD</p> <p>2 WD</p> <p>1 WD</p>	<p>IBOD VFP Program Manager</p> <p>TAPI EXECOM Secretariat Chairperson</p> <p>OD Planning Unit Planning Officer</p> <p>OD Director</p>
	<p><b><i>In case of approval:</i></b></p> <p>1.13 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.</p>	NONE	1 WD	<p>IBOD VFP Program Manager</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><b><i>In case of disapproval:</i></b></p> <p>1.13 Draft letter of disapproval</p> <p>1.14 Signs Letter of Disapproval</p>			<p>IBOD VFP Program Manager</p> <p>OD Director IV</p>
2. Client confirms MOA Orientation and contract signing schedule.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	NONE	4 HRS	Legal Unit Legal Officer
3. Returns the signed MOA to DOST-TAPI Records	3.1 Facilitates execution of the MOA	NONE	1 WD	IBOD VFP Program Manager
	3.2 Notarizes the MOA	NONE	4 HRS	Legal Unit Legal Officer
	3.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	NONE	4 HRS	IBOD VFP Program Manager
	3.4 Obligates the payment, checks and evaluates attached documents and certification of funds.	NONE	4 HRS	FAD Budget Section Budget Officer V
	3.5 Process the Disbursement Package and certifies funds availability	NONE	1 WD, 4 HRS	FAD Accounting Section Accountant III
	3.6 Approves the payment of the Disbursement package:  <b><i>If Php 1 Million and below</i></b>  <b><i>or</i></b>  <b><i>If more than Php 1 million</i></b>	NONE	4 HRS	<p>FAD Division Chief</p> <p>OD Director IV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>Facilitates the processing of applicable payment:</p> <p><b>If for Check/s payment:</b> 3.7 Prepares and signs the check/s, attaches Tax Certificate (if any)</p> <p><b>If for payment LDDAP-ADA:</b> 3.7 Prepares LDDAP-ADA &amp; SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)</p> <p>3.8 Approves the LDDAP-ADA or Check</p>	NONE	<p>1 WD</p> <p>1WD, 4 HRS</p> <p>4 HRS</p>	<p>FAD Cashier Section AOV - Cashier</p> <p>FAD Cashier Section AOV - Cashier</p> <p>OD Director IV</p>
	<p>Prepares the documents for bank processing:</p> <p><b>If for Check/s payment:</b> 3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p><b>If for payment LDDAP-ADA:</b> 3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA &amp; SLIAE to Land Bank-Philippines (LBP) for uploading and validation.</p> <p>3.10 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA</p>	<p>NONE</p> <p>NONE</p> <p>NONE</p>	<p>4 HRS</p> <p>1 WD</p> <p>3 WD</p>	<p>FAD Cashier Section AOV - Cashier</p> <p>FAD Cashier Section AOV - Cashier</p> <p>Landbank of the Philippines</p>



Client steps	agency action	fees to be paid	processing time	person responsible
4. Receives notification of release of Financial Assistance	4.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	4 HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on TEC/IATEC Evaluation</b>		None	<b>20 WD</b>	
<b>Total - For Disapproval based on EXECOM Deliberation</b>		None	<b>28 WD</b>	
<b>Total - For check payment</b>		None	<b>36 WD</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>40 WD</b>	

\*The Financial Assistance Service under the Venture Financing Program for Commercialization of DOST Generated Technologies is approved for multi-stage process by the Anti-Red Tape Authority.



## 16. Financial Assistance Service - Venture Financing Program for Environmentally-Sound Technologies (VFP-VFEST)

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

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	<p>Micro, Small and Medium Enterprise (MSME) that fulfills all of the following conditions:</p> <ul style="list-style-type: none"> <li>• Duly registered Sole Proprietor/Corporation/ Partnership/</li> <li>• Client with good moral character or has not been convicted of any case involving moral turpitude</li> <li>• Client with no delinquent account with DOST-TAPI</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to DOST-TAPI Director</p>	<p>DOST-TAPI - download application letter template at <a href="https://docs.google.com/document/d/1voFS9mrNDsuNqxFq6nxoycqb1vJpACgh/edit">https://docs.google.com/document/d/1voFS9mrNDsuNqxFq6nxoycqb1vJpACgh/edit</a></p>
<p>2. One (1) original or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form</p>	<p>Client through Local Government Unit/ Department of Trade and Industry, Bureau of Food and Drugs</p>
<p>3. One (1) original copy or photocopy/scanned copy of Duly-Accomplished Data Privacy Consent Form</p>	<p>DOST-TAPI download DPC Form at <a href="https://docs.google.com/document/d/1FenVGuP659gN900ki0lXx0L8nRDqSgJ/edit">https://docs.google.com/document/d/1FenVGuP659gN900ki0lXx0L8nRDqSgJ/edit</a></p>
<p>4. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study</p> <ul style="list-style-type: none"> <li>• Company's Background;</li> <li>• Marketing Aspect;</li> <li>• Technological Aspect;</li> <li>• Waste Management/ Disposal/Social Aspect; and</li> <li>• Financial Aspect</li> </ul>	<p>DOST-TAPI - download proposal template at <a href="https://docs.google.com/document/d/1sCDp2RcFL7FqwPUmw069-dFkXeijimqN/edit">https://docs.google.com/document/d/1sCDp2RcFL7FqwPUmw069-dFkXeijimqN/edit</a></p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>5. Three (3) photocopy/scanned copy of quotations from suppliers/ fabricators for all the equipment to be purchased/fabricated</p> <p>6. One (1) photocopy/scanned copy of Interim Financial Statement to assess the current financial viability (if applicable)</p> <p>7. One (1) original or photocopy/scanned copy of Proof of absence or non-compliance to these clearances should be presented upon application to the Program such as but not limited to notice/ certification from regulatory bodies for the compliance of sanitary permit/ mayor's permit/ DENR Environmental Compliance Certificate</p> <p>8. One (1) original or photocopy/scanned copy of Proof of not stable electricity in the area and cost reduction for a sustainable energy conservation should be presented upon application to the Program such as but not limited to notice/certification from government/ energy provider of no stable electricity in the area and contract specification of cost savings in the use of renewable energy</p> <p>9. One (1) original or photocopy/scanned copy of Audited Financial Statement for the past three (3) years</p>	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p>
<p><b>For Cooperatives:</b></p> <p>10. One (1) photocopy/scanned copy of Certificate of registration of business name with Cooperative Development Authority (CDA)</p> <p>11. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>12. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>	<p>Client through Commission/ Cooperative Development Authority</p> <p>DOST-TAPI - download Secretary's Certificate template at</p> <p><a href="https://docs.google.com/document/d/1A676KjXjo7651Z4ps7kuTjIVsGb9YDek/edit">https://docs.google.com/document/d/1A676KjXjo7651Z4ps7kuTjIVsGb9YDek/edit</a></p>



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><b>For Partnerships and Corporations:</b></p> <p>10. One (1) photocopy/scanned copy of Certificate of registration of business name with Securities and Exchange Commission (SEC)</p> <p>11. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>12. One (1) photocopy/scanned copy of Articles of Partnership or Incorporation</p> <p>13. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>			<p>Client through Securities and Exchange Commission</p> <p>DOST-TAPI - download Notarized Secretary's Certificate template  <a href="https://docs.google.com/document/d/1A676KjXjo7651Z4ps7kuTjIVsGb9YDek/edit">https://docs.google.com/document/d/1A676KjXjo7651Z4ps7kuTjIVsGb9YDek/edit</a></p>	
Client steps	agency action	fees to be paid	processing time	person responsible
<p>1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at <a href="mailto:info@tapi.dost.gov.ph">info@tapi.dost.gov.ph</a>)</p>	<p>1.1 Records and transmits the submission to Office of the Director</p>	NONE	1 WD	<p>Finance and Administrative Division (FAD)            Records Section            Records Officer</p>
	<p>1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)</p>	NONE	2 WD	<p>Office of the Director (OD)            Director IV</p>
	<p>1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit)</p>	NONE	1 WD	<p>IBOD            Division Manager</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>1.4 Checks the completeness of the submission.</p> <p><b>If complete:</b> 1.5 Notifies the client that the request is under evaluation. Recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) members. Forwards the copy of the proposal with complete documentary requirements to the Legal Unit (LU) and FAD.</p> <p><b>If incomplete:</b> 1.5 Notifies the requesting party.</p>	NONE	1 WD	IBOD VFEST Program Manager
	<p>1.6 Reviews recommendation and acts on the issuance of special order for the TEC/IATEC</p> <p>1.7 Submits its comments to IATEC/VFP for Start-Up and Tech-based Unit.</p>	NONE	2 WD	Office of the Director Director IV  Legal Unit Legal Officer and  FAD Division Chief
	1.8 Coordinates with client and DOST Regional Offices (RO) for the site visit, validation, meeting, and evaluation of the request	NONE	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC)  Chairperson, as designated



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><b><i>If not recommended by TEC/ IATEC:</i></b></p> <p>1.9 Drafts letter of disapproval</p> <p>1.10 Signs Letter of disapproval</p>	NONE	1 WD	<p>IBOD VFEST Program Manager</p> <p>OD Director</p>
	<p><b><i>If recommended by TEC/ IATEC:</i></b></p> <p>1.9 Prepares and submits Evaluation Report to OD/ Execom With recommendation, in coordination with TEC/IATEC</p> <p>1.10 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p> <p>1.11 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval</p> <p>1.12 approves and disapproves the proposal</p>	NONE	<p>3 WD</p> <p>2 WD</p> <p>2 WD</p> <p>1 WD</p>	<p>IBOD VFEST Program Manager</p> <p>TAPI EXECOM Secretariat Chairperson</p> <p>OD Planning Unit Planning Officer</p> <p>OD Director</p>
	<p><b><i>In case of approval:</i></b></p> <p>1.13 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.</p>	NONE	1 WD	IBOD VFEST Program Manager



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><b><i>In case of disapproval:</i></b></p> <p>1.13 Draft letter of disapproval</p> <p>1.14 Signs Letter of Disapproval</p>			<p>IBOD VFEST Program Manager</p> <p>OD Director IV</p>
2. Client confirms MOA Orientation and contract signing schedule.	2.1 Conducts MOA and GAD Orientation and contract signing as scheduled	NONE	4 HRS	Legal Unit Legal Officer
3. Returns the signed MOA to DOST-TAPI Records	3.1 Facilitates execution of the MOA	NONE	1 WD	IBOD VFEST Program Manager
	3.2 Notarizes the MOA	NONE	4 HRS	Legal Unit Legal Officer
	3.3 Prepares and forwards the notarized MOA with complete documentary requirements to DOST-TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client	NONE	4 HRS	IBOD VFEST Program Manager
	3.4 Obligates the payment, checks and evaluates attached documents and certification of funds.	NONE	4 HRS	FAD Budget Section Budget Officer V
	3.5 Process the Disbursement Package and certifies funds availability	NONE	1 WD, 4 HRS	FAD Accounting Section Accountant III
	3.6 Approves the payment of the Disbursement package:  <b><i>If Php 1 Million and below</i></b>  <b><i>or</i></b>  <b><i>If more than Php 1 million</i></b>	NONE	4 HRS	<p>FAD Division Chief</p> <p>OD Director IV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	Facilitates the processing of applicable payment:	NONE		
	<b>If for Check/s payment:</b> 3.7 Prepares and signs the check/s, attaches Tax Certificate (if any)		1 WD	FAD Cashier Section AOV - Cashier
	<b>If for payment LDDAP-ADA:</b> 3.7 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)		1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	3.8 Approves the LDDAP-ADA or Check		4 HRS	OD Director IV
	Prepares the documents for bank processing:	NONE	4 HRS	FAD Cashier Section AOV - Cashier
	<b>If for Check/s payment:</b> 3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and	NONE	1 WD	FAD Cashier Section AOV - Cashier
<b>If for payment LDDAP-ADA:</b> 3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank-Philippines (LBP) for uploading and validation.	NONE	3 WD	Landbank of the Philippines	
3.10 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	NONE			



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
4. Receives notification of release of Financial Assistance	4.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	4 HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on TEC/IATEC Evaluation</b>		None	<b>20 WD</b>	
<b>Total - For Disapproval based on EXECOM Deliberation</b>		None	<b>28 WD</b>	
<b>Total - For check payment</b>		None	<b>36 WD</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>40 WD</b>	

\* The Venture Financing Program For Environmentally-Sound Technologies (VFP-VFEST) is approved for multi-stage process by the Anti-Red Tape Authority.



## 17. Financial Assistance Service - Youth Empowerment through Technopreneurship (YET) Program (for Young Professionals)

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

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Micro, Small and Medium Enterprise (MSME); or</li> <li>• Duly registered Sole Proprietor;</li> </ul> <p>With the following qualifications:</p> <ul style="list-style-type: none"> <li>• Male and female graduate beneficiaries of the YET Program for college students; or</li> <li>• Male and female graduate students with viable research study duly endorsed by YET Program accredited academic institution and concerned Regional Office with existing businesses of at least 3 years;</li> <li>• Client with good moral character or has not been convicted of any case involving moral turpitude; and</li> <li>• Client with no delinquent account with DOST-TAPI.</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to DOST-TAPI Director		DOST-TAPI - download application letter template at <a href="https://bit.ly/Letter_Intent_YET_YoungProf">https://bit.ly/Letter_Intent_YET_YoungProf</a>
2. One (1) original or photocopy/scanned copy of Project Proposal		DOST-TAPI - download proposal template at <a href="https://bit.ly/Project_Proposal_Template_YET_YoungProf">https://bit.ly/Project_Proposal_Template_YET_YoungProf</a>
3. One (1) original copy or photocopy/scanned copy of Duly-Accomplished Data Privacy Consent Form		Client
4. One (1) original or photocopy/scanned copy of Endorsement of YET-assisted academic institution		Client
5. One (1) original or photocopy/scanned copy of Duly accomplished Data Privacy Consent Form		YET-assisted academic institution  DOST-TAPI download DPC Form at <a href="https://bit.ly/DPA_Consent-Form-YET_YoungProf">https://bit.ly/DPA_Consent-Form-YET_YoungProf</a>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. One (1) photocopy or scanned copy of Business permits and licenses	Client through LGU concerned/ / other government institutions
7. One (1) photocopy or scanned copy of certificate of registration of business name with DTI	Client through DTI
8. One (1) photocopy or scanned copy of IP documents/ Patent certificates	Owner of the technology
9. One (1) photocopy or scanned copy of Technology Licensing Agreement (TLA) between the academic institution and graduate students wherein the graduate students are allowed to commercialize their research study or Deed of Assignment, whichever is applicable	Owner of the technology
10. Three (3) original or photocopy/scanned copy of quotations from suppliers/ fabricators for all the equipment to be purchased/fabricated	Client's identified supplier/ fabricator
11. One (1) original copy of Affidavit of Authenticity	Client
<b><i>Additional Requirements for Young Professionals with existing businesses of at least 3 years</i></b>	
12. One (1) photocopy/scanned copy of Financial Statement for the last 3 years (audited, if applicable)	Client
13. One (1) photocopy/scanned copy of Annual Income Tax Return	Client through Applicable BIR Form

Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at <a href="mailto:info@tapi.dost.gov.ph">info@tapi.dost.gov.ph</a> )	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV



Client steps	agency action	fees to be paid	processing time	person responsible
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit).	NONE	1 WD	IBOD Division Manager
	1.4 Checks the completeness of the submission.  <b>If complete:</b> 1.5 Notifies the client that the request is under evaluation. Recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) members.  <b>If incomplete:</b> 1.5 Notifies the requesting party.	NONE	1 WD	IBOD YET Program Manager
	1.6 Conducts evaluation of the project proposal based on the criteria.	None	12 WD	Technical Evaluation Committee (TEC) or Inter Agency Technical Evaluation Committee (IATEC)  Chairperson, as designated
	<b>If not recommended by TEC/ IATEC:</b>  1.7 Drafts letter of disapproval  1.8 Signs Letter of disapproval	None	1WD	IBOD VFP Program Manager  OD Director



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><b><i>If recommended by TEC/ IATEC:</i></b></p> <p>1.7 Prepares and submits Evaluation Report to OD/ Execom with recommendation, in coordination with TEC/ IATEC</p> <p>1.8 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p> <p>1.9 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval</p> <p>1.10 Approves or disapproves the proposal</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>3 WD</p> <p>2 WD</p> <p>2 WD</p> <p>1 WD</p>	<p>IBOD YET Program Manager</p> <p>TAPI EXECOM Secretariat Chairperson</p> <p>OD Planning Unit Planning Officer</p> <p>OD Director</p>
	<p><b><i>In case of approval:</i></b></p> <p>1.11 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.</p> <p><b><i>In case of disapproval:</i></b></p> <p>1.11 Draft letter of Disapproval</p> <p>1.12 Signs Letter of Disapproval</p>	<p>None</p>	<p>1 WD</p>	<p>IBOD YET Program Manager</p> <p>IBOD YET Program Manager</p> <p>OD Director IV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
2. Client confirms MOA Orientation and contract signing schedule	2.1 Coordinates schedule to conduct MOA Orientation and contract signing	None	1 WD	IBOD YET Program Manager
	2.2 Conducts MOA Orientation and contract signing as scheduled	None	4 HRS	Legal Unit Legal Officer
3. Returns the signed MOA to DOST-TAPI Records	3.1 Facilitates execution of the MOA	None	2 WD	Legal Unit Legal Officer
	3.2 Notarizes the MOA	None	4 HRS	IBOD YET Program Manager
	3.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	1 WD	Legal Unit Legal Officer
	3.4 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	3.5 Process the Disbursement Package and certifies funds availability	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	3.6 Approves the payment of the Disbursement package:  <i>If Php 1million and below</i>  or  <i>If more than Php 1million</i>	None	4 HRS	FAD Division Chief  OD Director IV



Client steps	agency action	fees to be paid	processing time	person responsible
	Facilitates the processing of applicable payment:			
	<b>If for Check/s payment:</b> 3.7 Prepares and signs the check/s, attaches Tax Certificate (if any)	NONE	1 WD	FAD Cashier Section AOV - Cashier
	<b>If for payment LDDAP-ADA:</b> 3.7 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	NONE	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	3.8 Approves the LDDAP-ADA or Check	NONE	4 HRS	OD Director IV
	Prepares the documents for bank processing:			
	<b>If for Check/s payment:</b> 3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and	NONE	4 HRS	FAD Cashier Section AOV - Cashier
<b>If for payment LDDAP-ADA:</b> 3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank-Philippines (LBP) for uploading and validation.	NONE	1 WD	FAD Cashier Section AOV - Cashier	
3.10 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	NONE	3 WD	Landbank of the Philippines	



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
4. Receives notification of release of Financial Assistance	4.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	4 HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on TEC/IATEC Evaluation</b>		None	<b>18 WD</b>	
<b>Total - For Disapproval based on EXECOM Deliberation</b>		None	<b>26 WD</b>	
<b>Total - For check payment</b>		None	<b>36 WD</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>40 WD</b>	

\* The Financial Assistance Service under the Youth Empowerment through Technopreneurship (YET) Program (for Young Professionals) is approved for multi-stage process by the Anti-Red Tape Authority.



## 18. Financial Assistance Service - Youth Empowerment through Technopreneurship (YET) Program (for College Students)

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

<b>Office or Division:</b>	Investment and Business Operations Division (IBOD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Private and public academic institution that offers science and technology courses and entrepreneurship development program at the tertiary level;</li> <li>The proponent must be male and female Filipino college students with student-developed technology endorsed by an academic institution that underwent YET program orientation;</li> <li>Must have good moral character or has not been convicted of any case involving moral turpitude; and</li> <li>Client with no delinquent account with DOST-TAPI.</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) original or photocopy/ scanned copy of School's Letter of Intent	DOST-TAPI - download application letter template at <a href="https://bit.ly/LETTEROFINTENT_TEMPLATE_YET_College">https://bit.ly/LETTEROFINTENT_TEMPLATE_YET_College</a>
2. One (1) original or photocopy/scanned copy of Project Proposal	DOST-TAPI - download proposal template at <a href="https://bit.ly/Project_Proposal_Template-YETCollege">https://bit.ly/Project_Proposal_Template-YETCollege</a>
3. One (1) original or photocopy/scanned copy of Duly accomplished Data Privacy Consent Form	DOST-TAPI download DPC Form at <a href="https://bit.ly/DPA_ConsetForm_YETCollege">https://bit.ly/DPA_ConsetForm_YETCollege</a>



Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit).	NONE	1 WD	IBOD Division Manager
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation.	NONE	1 WD	IBOD YET Program Manager
	<b><i>If not recommended by the Unit:</i></b> 1.5 Drafts letter of disapproval  1.6 Signs Letter of disapproval			IBOD YET Program Manager  OD Director
	<b><i>If recommended by the Unit:</i></b>  1.5 Prepares and submits Evaluation Report to OD/ Execom with recommendation	NONE	4 WD	IBOD YET Program Manager



Client steps	agency action	fees to be paid	processing time	person responsible
	1.6 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	NONE	2 WD	TAPI EXECOM Secretariat Chairperson
	1.7 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	NONE	2 WD	OD Planning Unit Planning Officer
	1.8 Approves or disapproves the proposal	NONE	1 WD	OD Director
	<p><b><i>In case of approval:</i></b>            1.9 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.</p> <p><b><i>In case of disapproval:</i></b>            1.9 Draft letter of disapproval</p> <p>1.10 Signs Letter of Disapproval</p>	None	2 WD	IBOD YET Program Manager
2. Client confirms MOA Orientation and contract signing	2.1 Coordinates the conduct of MOA orientation and contract signing	NONE	1 WD	IBOD YET Program Manager
	2.2 Conducts MOA Orientation and contract signing as scheduled	NONE	1 WD	Legal Unit Legal Officer



Client steps	agency action	fees to be paid	processing time	person responsible
3. Returns the signed MOA to DOST-TAPI Records	3.1 Facilitates execution of the MOA	None	1 WD	IBOD YET Program Manager
	3.2 Notarizes the MOA	None	4 HRS	Legal Unit Legal Officer
	3.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	1 WD	IBOD YET Program Manager
	3.4 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	3.5 Process the Disbursement Package and certifies funds availability	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	3.6 Approves the payment of the Disbursement package:  <i>If Php 1million and below</i>  or  <i>If more than Php 1million</i>	None	4 HRS	FAD Division Chief  OD Director IV
	Facilitates the processing of applicable payment:  <i>If for Check/s payment:</i> 3.7 Prepares and signs the check/s, attaches Tax Certificate (if any)  <i>If for payment LDDAP-ADA:</i> 3.7 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	None	1 WD  1WD, 4 HRS	FAD Cashier Section AOV - Cashier  FAD Cashier Section AOV - Cashier



Client steps	agency action	fees to be paid	processing time	person responsible
	3.8 Approves the LDDAP-ADA or Check	NONE	4 HRS	OD Director IV
	Prepares the documents for bank processing:  <b>If for Check/s payment:</b> 3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and  <b>If for payment LDDAP-ADA:</b> 3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.  3.10 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	NONE	4 hrs  1WD  3WD	FAD Cashier Section AOV - Cashier  FAD Cashier Section AOV - Cashier  Landbank of the Philippines
Client steps	agency action	fees to be paid	processing time	person responsible
4. Receives notification of release of Financial Assistance	4.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	4 HRS	FAD Cashier Section AOV - Cashier
<b>Total - For Disapproval based on EXECOM Deliberation</b>		None	<b>16 WD</b>	
<b>Total - For check payment</b>		None	<b>25 WD, 4 HRS</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>29 WD, 4 HRS</b>	

\* The Financial Assistance Service under the Youth Empowerment through Technopreneurship (YET) Program (for College Students) is approved for multi-stage process by the Anti-Red Tape Authority.



# **EXTERNAL SERVICES**

Technology Information and Promotion Division  
(TIPD)



## 19. Financial Assistance - Support for the Conduct of Local Fairs and Exhibits under the Institutional Support for Technology Exposition (ISTE) Program

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

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• DOST Agencies</li> <li>• DOST Regional Offices</li> <li>• State Universities and Colleges (SUCs)</li> <li>• Professional Organizations</li> <li>• DOST-TAPI Accredited Inventors' Organizations</li> </ul> *Must have NO unliquidated financial assistance with DOST-TAPI	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• One (1) duly signed original letter / scanned letter requesting assistance</li> <li>• One (1) original project proposal using the prescribed format incorporating the following information:               <ol style="list-style-type: none"> <li>i. Project Title</li> <li>ii. Proponent</li> <li>iii. Contact details (email and mobile number)</li> <li>iv. Project Duration</li> <li>v. Project Cost or Line-item Budget</li> <li>vi. Background/ Rationale</li> <li>vii. Objectives</li> <li>viii. Strategies for Implementation/Activities to be undertaken</li> <li>ix. Expected Output</li> <li>x. Programme of Activities</li> <li>xi. Line Item Budget</li> </ol> </li> </ul>		Client  DOST-TAPI website ( <a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a> )
<ul style="list-style-type: none"> <li>• One (1) original signed Data Privacy Consent Form</li> </ul>		DOST-TAPI website ( <a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a> )



Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	4 HRS	TIPD DM
	Evaluates the request and recommends action.  <b>If incomplete:</b> 1.4 Notifies the requesting party.  <b>If complete:</b> 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	NONE	2 WD	TIPD ISTE PM
	1.5 Reviews recommended action and forwards to DM.	None	4 HRS	TIPD Supervising SRS
	1.6 Clears executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda	None	4 HRS	TIPD DM



Client steps	agency action	fees to be paid	processing time	person responsible
	1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.9 Approves / disapproves the proposal	None	1 WD	OD Director
	<b>If disapproved:</b> 1.10 Prepares an official letter and notifies the client.	None	2 WD	TIPD ISTE PM
	<b>If approved:</b> 1.10 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and signature of the documents.	None	5 WD	TIPD ISTE PM
2. If disapproved, receives DOST-TAPI's notification.  If approved, receives DOST-TAPI's notification, facilitates contract signing or returns the signed and/ or notarized conformé letter / MOA to DOST-TAPI.	2.1 Forwards the signed Conforme Letter / MOA to ISTE	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD ISTE PM
	2.3 Notarizes the Conforme Letter / MOA and forwards to the concerned Unit.	None	1 WD	Legal Unit Legal Officer
	2.4 Sends copy of notarized MOA to client	None	1 WD	TIPD ISTE PM



Client steps	agency action	fees to be paid	processing time	person responsible
<p>Note: <b>For client within NCR:</b> DOST-TAPI to notarize the signed Conformé Letter</p> <p><b>For client outside NCR:</b> Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records</p>	2.5 Prepares the documentary requirements for the processing of release of fund	None	1 WD	TIPD ISTE PM
	2.6 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer
	2.7 Processes the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package:  <b>2.8 If Php 1million and below</b> or  <b>2.8 If more than Php 1million</b>	None	4 HRS	FAD Division Chief  OD Director
	Facilitates the processing of applicable payment:  <b>If for Check/s payment:</b> 2.9 Prepares and signs the check/s, attaches Tax Certificate (if any)  <b>If for payment LDDAP-ADA:</b> 2.9 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	None	1 WD  1 WD, 4 HRS	FAD Cashier Section Cashier
	2.10 Approves the ADA or Check	None	4 HRS	OD Director



Client steps	agency action	fees to be paid	processing time	person responsible
	Prepares the documents for bank processing:  <i>If for Check/s payment:</i> 2.10 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and  <i>If for payment LDDAP-ADA:</i> 2.10 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.  2.11 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	4 HRS	FAD Cashier Section Cashier
		None	1 WD	FAD Cashier Section Cashier
		None	3 WD	Landbank of the Philippines
3. Receives notification of release of Financial Assistance	3.1 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	4HRS	FAD Cashier Section Cashier
<b>Total if Disapproved:</b>		None	<b>13 WD &amp; 4 HRS</b>	
<b>Total if Approved:</b>		None	<b>26 WD &amp; 4 HRS</b>	
<b>Total - for check payment</b>				
<b>Total - for LDDAP-ADA</b>		None	<b>32 WD &amp; 4 HRS</b>	

\* The Financial Assistance - Support for the Conduct of Local Fairs and Exhibits under the Institutional Support for Technology Exposition (ISTE) Program is approved for multi-stage process by the Anti-Red Tape Authority.



**20. Financial Assistance - Support for the Conduct of Technology Training/Seminar/ Conference/Fora under the Institutional Support for Technology Exposition (ISTE) Program**

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

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• DOST Agencies</li> <li>• DOST Regional Offices</li> <li>• State Universities and Colleges (SUCs)</li> <li>• Professional Organizations</li> <li>• DOST-TAPI Accredited Inventors' Organizations</li> </ul> <p>*Must have NO overdue obligation with DOST-TAPI, DOST and its attached agencies and other government institutions</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>• One (1) duly signed original letter / scanned letter requesting assistance</li> <li>• One (1) original project proposal using the prescribed format incorporating the following information:               <ol style="list-style-type: none"> <li>i. Project Title</li> <li>ii. Proponent</li> <li>iii. Contact details (email and mobile number)</li> <li>iv. Project Duration</li> <li>v. Project Cost or Line-item Budget</li> <li>vi. Background/ Rationale</li> <li>vii. Objectives</li> <li>viii. Strategies for Implementation/Activities to be undertaken</li> <li>ix. Expected Output</li> <li>x. Programme of Activities</li> <li>xi. Line Item Budget</li> </ol> </li> </ul>	<p>Client</p> <p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p>
<ul style="list-style-type: none"> <li>• One (1) original signed Data Privacy Consent Form</li> </ul>	<p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p>



Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	4 HRS	TIPD DM
	Evaluates the request and recommends action.  <b>If incomplete:</b> 1.4 Notifies the requesting party.  <b>If complete:</b> 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	NONE	2 WD	TIPD ISTE PM
	1.5 Reviews recommended action and forwards to DM.	None	4 HRS	TIPD Supervising SRS
	1.6 Clears executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda	None	4 HRS	TIPD DM



Client steps	agency action	fees to be paid	processing time	person responsible
	1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.9 Approves / disapproves the proposal	None	1 WD	OD Director
	<b>If disapproved:</b> 1.10 Prepares an official letter and notifies the client.	None	2 WD	TIPD ISTE PM
	<b>If approved:</b> 1.10 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and signature of the documents.	None	5 WD	TIPD ISTE PM
2. If disapproved, receives DOST-TAPI's notification.  If approved, receives DOST-TAPI's notification, facilitates contract signing or returns the signed and/or notarized conformé letter / MOA to DOST-TAPI.	2.1 Forwards the signed Conforme Letter / MOA to ISTE	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD ISTE PM
	2.3 Notarizes the Conforme Letter / MOA and forwards to the concerned Unit.	None	1 WD	Legal Unit Legal Officer
	2.4 Sends copy of notarized MOA to client	None	1 WD	TIPD ISTE PM



Client steps	agency action	fees to be paid	processing time	person responsible
<p>Note: <b>For client within NCR:</b> DOST-TAPI to notarize the signed Conformé Letter</p> <p><b>For client outside NCR:</b> Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records</p>	2.5 Prepares the documentary requirements for the processing of release of fund	None	1 WD	TIPD ISTE PM
	2.6 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer
	2.7 Processes the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package:  <b>2.8 If Php 1million and below</b> or  <b>2.8 If more than Php 1million</b>	None	4 HRS	FAD Division Chief  OD Director
	Facilitates the processing of applicable payment:  <b>If for Check/s payment:</b> 2.9 Prepares and signs the check/s, attaches Tax Certificate (if any)  <b>If for payment LDDAP-ADA:</b> 2.9 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	None	1 WD  1 WD, 4 HRS	FAD Cashier Section Cashier
	2.10 Approves the ADA or Check	None	4 HRS	OD Director



Client steps	agency action	fees to be paid	processing time	person responsible
	Prepares the documents for bank processing:  <i>If for Check/s payment:</i> 2.10 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and  <i>If for payment LDDAP-ADA:</i> 2.10 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.  2.11 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None  None  None	4 HRS  1 WD  3 WD	FAD Cashier Section Cashier  FAD Cashier Section Cashier  Landbank of the Philippines
3. Receives notification of release of Financial Assistance	3.1 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	4HRS	FAD Cashier Section Cashier
<b>Total if Disapproved:</b>			<b>13 WD &amp; 4 HRS</b>	
<b>Total if Approved:</b>			<b>26 WD &amp; 4 HRS</b>	
<b>Total - for check payment</b>				
<b>Total - for LDDAP-ADA</b>			<b>32 WD &amp; 4 HRS</b>	

\* The Financial Assistance - Support for the Conduct of Technology Training/Seminar/Conference/Fora under the Institutional Support for Technology Exposition (ISTE) Program is approved for multi-stage process by the Anti-Red Tape Authority



**21. Financial Assistance - Support for the Conduct of Exhibition for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program**

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

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino Inventors' Organization accredited by DOST-TAPI and have NO unliquidated financial assistance with DOST-TAPI</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>One (1) duly signed original or scanned letter format requesting for financial assistance and/or other assistance required/needed for the conduct of such activities</li> <li>One (1) original project proposal using the prescribed format incorporating the following information:             <ol style="list-style-type: none"> <li>Project Title</li> <li>Implementing Agency/Org</li> <li>Contact details (email and mobile number)</li> <li>Project duration</li> <li>Project venue</li> <li>Project Cost</li> <li>Rationale</li> <li>Objectives</li> <li>Methodology</li> <li>List of possible participants</li> <li>Expected output</li> <li>Work plan / timeline</li> <li>Program of activities</li> <li>Detailed Line-Item Budget</li> </ol> </li> </ul>	<p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p> <p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p>



Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	4 HRS	TIPD DM
	Evaluates the request and recommends action.  <b>If incomplete:</b> 1.4 Notifies the requesting party.  <b>If complete:</b> 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	NONE	2 WD	TIPD NIW PM
	1.5 Reviews recommended action and forwards to DM.	None	4 HRS	TIPD Supervising SRS
	1.6 Clears executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda	None	4 HRS	TIPD DM



Client steps	agency action	fees to be paid	processing time	person responsible
	1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.9 Approves / disapproves the proposal	None	1 WD	OD Director
	<b>If disapproved:</b> 1.10 Prepares an official letter and notifies the client.	None	2 WD	TIPD NIW PM
	<b>If approved:</b> 1.10 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and signature of the documents.	None	5 WD	TIPD NIW PM
2. If disapproved, receives DOST-TAPI's notification.  If approved, receives DOST-TAPI's notification, facilitates contract signing or returns the signed and/ or notarized conformé letter / MOA to DOST-TAPI.	2.1 Forwards the signed Conforme Letter / MOA to ISTE	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD NIW PM
	2.3 Notarizes the Conforme Letter / MOA and forwards to the concerned Unit.	None	1 WD	Legal Unit Legal Officer
	2.4 Sends copy of notarized MOA to client	None	1 WD	TIPD NIW PM



Client steps	agency action	fees to be paid	processing time	person responsible
Note: <b>For client within NCR:</b> DOST-TAPI to notarize the signed Conformé Letter  <b>For client outside NCR:</b> Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	2.5 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	5 WD	TIPD NIW PM
	2.6 Conducts BAC processes for Goods and Services thru Alternative Mode of Procurement (under 2016 Revised Implementing Rules and Regulations of RA 9184)	None	54 WD, 6 HRS	BAC Chairperson
	2.7 Facilitate the approval and sending of Contract /Purchase Order (PO) / Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of the RA 9184)		6 WD, 40 MINS	FAD, Procurement Section Procurement Officer
	2.8 Coordinates with the winning contractor for forwarding the approved lay-out ready for printing until completion	None	1 WD	TIPD NIW PM
3. Receives requested services	3.1 Notifies the client of the delivery of goods and services	None	1 WD	FAD Property Section
<b>Total - if request is disapproved</b>		None	<b>12 WD, 4 HRS</b>	
<b>Total - if request is approved</b>		None	<b>87 WD, 2 HRS, 10 MINS</b>	

\*The Financial Assistance - Support for the Conduct of Exhibition for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program is approved for multi-stage process by the Anti-Red Tape Authority.

\*The service which undergoes BAC processes is covered by RA 9184 otherwise known as Government Procurement Reform Act.



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

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

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino Inventors' Organization accredited by DOST-TAPI and have NO unliquidated financial assistance with DOST-TAPI</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>One (1) duly signed original or scanned letter format requesting for financial assistance and/or other assistance required/needed for the conduct of such activities</li> <li>One (1) original or scanned project proposal format incorporating the following information: <ul style="list-style-type: none"> <li>Project Title</li> <li>Implementing Agency/Org</li> <li>Contact details (email and mobile number)</li> <li>Project duration</li> <li>Project venue</li> <li>Project Cost</li> <li>Rationale</li> <li>Objectives</li> <li>Methodology</li> <li>List of possible participants</li> <li>Expected output</li> <li>Work plan / timeline</li> <li>Program of activities</li> <li>Detailed Line-Item Budget</li> </ul> </li> </ol>	<p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p> <p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p>



Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	4 HRS	TIPD DM
	Evaluates the request and recommends action.  <b>If incomplete:</b> 1.4 Notifies the requesting party.  <b>If complete:</b> 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	NONE	2 WD	TIPD NIW PM
	1.5 Reviews recommended action and forwards to DM.	None	4 HRS	TIPD Supervising SRS
	1.6 Clears executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda	None	4 HRS	TIPD DM



Client steps	agency action	fees to be paid	processing time	person responsible
	1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.9 Approves / disapproves the proposal	None	1 WD	OD Director
	<b>If disapproved:</b> 1.10 Prepares an official letter and notifies the client.	None	2 WD	TIPD NIW PM
	<b>If approved:</b> 1.10 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and signature of the documents.	None	5 WD	TIPD NIW PM
2. If disapproved, receives DOST-TAPI's notification.  If approved, receives DOST-TAPI's notification, facilitates contract signing or returns the signed and/ or notarized conformé letter / MOA to DOST-TAPI.	2.1 Forwards the signed Conforme Letter / MOA to ISTE	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD NIW PM
	2.3 Notarizes the Conforme Letter / MOA and forwards to the concerned Unit.	None	1 WD	Legal Unit Legal Officer
	2.4 Sends copy of notarized MOA to client	None	1 WD	TIPD NIW PM



Client steps	agency action	fees to be paid	processing time	person responsible
<p>Note: <b>For client within NCR:</b> DOST-TAPI to notarize the signed Conformé Letter</p> <p><b>For client outside NCR:</b> Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records</p>	2.5 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	5 WD	TIPD NIW PM
	2.6 Conducts BAC processes for Goods and Services thru Alternative Mode of Procurement (under 2016 Revised Implementing Rules and Regulations of RA 9184)	None	54 WD, 6 HRS	BAC Chairperson
	2.7 Facilitate the approval and sending of Contract /Purchase Order (PO) / Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of the RA 9184)		6 WD, 40 MINS	FAD, Procurement Section Procurement Officer
	2.8 Coordinates with the winning contractor for forwarding the approved lay-out ready for printing until completion	None	1 WD	TIPD NIW PM
3. Receives requested services	3.1 Notifies the client of the delivery of goods and services	None	1 WD	FAD Property Section
<b>Total - if request is disapproved</b>		None	<b>12 WD, 4 HRS</b>	
<b>Total - if request is approved</b>		None	<b>87 WD, 2 HRS, 10 MINS</b>	

\* The Financial Assistance- Support for the Conduct of Training, Seminar, Conference or Forum for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program is approved for multi-stage process by the Anti-Red Tape Authority.

\*The service which undergoes BAC processes is covered by RA 9184 otherwise known as Government Procurement Reform Act.



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

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

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino Inventors' Organization accredited by DOST-TAPI and have NO unliquidated financial assistance with DOST-TAPI</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One (1) duly signed original / scanned letter requesting for financial assistance required or needed;	Client	
2. One (1) original / scanned final lay-out for the printing of the following: tarpaulin/poster flyers souvenir program	Client	
3. One (1) picture or video clip or any available data from the inventors for the production of video collaterals	Client	



Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	4 HRS	TIPD DM
	Evaluates the request and recommends action.  <b>If incomplete:</b> 1.4 Notifies the requesting party.  <b>If complete:</b> 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	NONE	2 WD	TIPD NIW PM
	1.5 Reviews recommended action and forwards to DM.	None	4 HRS	TIPD Supervising SRS
	1.6 Clears executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda	None	4 HRS	TIPD DM



Client steps	agency action	fees to be paid	processing time	person responsible
	1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.9 Approves / disapproves the proposal	None	1 WD	OD Director
	<b>If disapproved:</b> 1.10 Prepares an official letter and notifies the client.	None	2 WD	TIPD NIW PM
	<b>If approved:</b> 1.10 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and signature of the documents.	None	5 WD	TIPD NIW PM
2. If disapproved, receives DOST-TAPI's notification.  If approved, receives DOST-TAPI's notification, facilitates contract signing or returns the signed and/ or notarized conformé letter / MOA to DOST-TAPI.	2.1 Forwards the signed Conforme Letter / MOA to ISTE	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD NIW PM
	2.3 Notarizes the Conforme Letter / MOA and forwards to the concerned Unit.	None	1 WD	Legal Unit Legal Officer
	2.4 Sends copy of notarized MOA to client	None	1 WD	TIPD NIW PM



Client steps	agency action	fees to be paid	processing time	person responsible
Note: <b>For client within NCR:</b> DOST-TAPI to notarize the signed Conformé Letter  <b>For client outside NCR:</b> Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	2.5 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	5 WD	TIPD NIW PM
	2.6 Conducts BAC processes for Goods and Services thru Alternative Mode of Procurement (under 2016 Revised Implementing Rules and Regulations of RA 9184)	None	54 WD, 6 HRS	BAC Chairperson
	2.7 Facilitate the approval and sending of Contract /Purchase Order (PO) / Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of the RA 9184)		6 WD, 40 MINS	FAD, Procurement Section Procurement Officer
	2.8 Coordinates with the winning contractor for forwarding the approved lay-out ready for printing until completion	None	1 WD	TIPD NIW PM
3. Receives requested services	3.1 Notifies the client of the delivery of goods and services	None	1 WD	FAD Property Section
<b>Total - if request is disapproved</b>		None	<b>12 WD, 4 HRS</b>	
<b>Total - if request is approved</b>		None	<b>87 WD, 2 HRS, 10 MINS</b>	

\* The Financial Assistance- Support for the Conduct of Training, Seminar, Conference or Forum for the TAPI-Accredited Inventors' Organization under the National Inventors' Week (NIW) Celebration Program is approved for multi-stage process by the Anti-Red Tape Authority.

\*The service which undergoes BAC processes is covered by RA 9184 otherwise known as Government Procurement Reform Act.



## 24. Request for Orientation on DOST-TAPI's Programs for Filipino Inventors

This service refers to the conduct of orientation on the DOST-TAPI's Programs available for Filipino Inventors. The conduct may be face-to-face, virtual or hybrid.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government G2C - Government to Citizen	
<b>Who may avail:</b>	<p>A. Agencies / Institutions / Organizations</p> <ul style="list-style-type: none"> <li>• DOST Regional Office;</li> <li>• Filipino Inventors Group;</li> <li>• Professional Association / Organization;</li> <li>• DOST-supported Technology Business Incubator (TBI); and</li> <li>• Science-related Youth or Academic Organization</li> </ul> <p>B. Individual Filipino men and women</p>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><b>Conduct of Orientation</b></p> <p><b>A. If Agencies / Institutions / Organizations</b></p> <ul style="list-style-type: none"> <li>• One (1) hard copy or electronic copy of request letter for the conduct of orientation with details on the proposed date of conduct, indicative list or profile of participants and expected number of participants (must be at least 15 pax)</li> <li>• One (1) hard copy or electronic copy of accomplished and signed Data Privacy Consent Form (DPCF)</li> <li>• Online Registration Form (to be provided by the Applied Communications Unit for inventors (ACU-i) upon confirmation of the request)</li> </ul>		<p>Client</p> <p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p> <p>DOST-TAPI ACU-i</p>



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><b>B. If Individual (one-on-one orientation)</b></p> <ul style="list-style-type: none"> <li>One (1) hard copy or electronic copy of request letter for the conduct of orientation with details on the proposed date of conduct</li> <li>Online Registration Form (to be provided by the ACU-i upon confirmation of the request)</li> </ul>			<p>Client</p> <p>DOST-TAPI ACU-i</p>	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits request with complete documentary requirements to DOST-TAPI Records Section	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	4 HRS	Technology Information and Promotion Division (TIPD) Division Manager
	Evaluates the request and recommends action  <b>If from an individual:</b> 1.4 Coordinates with the client for the details of the one-on-one consultation and provides online registration form. If for disapproval, draft a response letter.	NONE	4 WD	TIPD ACU-i Program Manager



Client steps	agency action	fees to be paid	processing time	person responsible
	<b><i>If from Agencies / Institutions / Organizations:</i></b> 1.4 Prepares written response and forwards to the Supervising SRS for review and signature	None	3 WD	TIPD ACU-i Program Manager
	<b><i>1.5 If from Agencies / Institutions / Organizations:</i></b> Reviews recommended action and forwards to the DM	None	4 HRS	TIPD Supervising SRS
	<b><i>1.6 If from Agencies / Institutions / Organizations:</i></b> Reviews recommended action and forwards to the Office of the Director	None	4 HRS	TIPD Division Manager, Chief SRS
	<b><i>1.7 If from Agencies / Institutions / Organizations:</i></b> Reviews and signs official response	None	2 WD	Office of the Director (OD) Director IV
	1.8 If from Agencies / Institutions / Organizations: Sends official response containing the online registration link and coordinates with the client for the details of the orientation	None	2 WD	TIPD ACU-i Program Manager



Client steps	agency action	fees to be paid	processing time	person responsible
<p><b>2. For individual client:</b> Receives results of request. If approved, attends to the scheduled one-on-one consultatio</p> <p>For <b>Agencies / Institutions / Organizations:</b> Receives results of request. If approved, coordinates with the Unit to finalize the schedule of the conduct of orientation, invites participants, and ensures participation of invited participants to the orientation</p>	<p><b>For individual client:</b></p> <p>2.1 Sends response to the request.</p> <p>2.2 If approved, conducts one-on-one consultation with individual client</p>	None	3 WD	TIPD ACU-i Program Manager
			2 HRS	
	<p><b>For Agencies / Institutions / Organizations:</b></p> <p>2.1 Sends response to the request.</p> <p>2.2. If approved, conducts orientation on the set/agreed schedule</p>		3 WD	
			2 HRS	
<b>Total - if request from individual</b>		<b>None</b>	<b>10 WD, 6 HRS</b>	
<b>Total - if request from Agency / Institution / Organization</b>		<b>None</b>	<b>15 WD</b>	



## 25. Request for Orientation of DOST-TAPI's Programs for Filipino Technopreneurs

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

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)	
<b>Classifications:</b>	Complex	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government G2C - Government to Citizen	
<b>Who may avail:</b>	<p><b>A. Agencies / Institutions / Organizations</b></p> <ul style="list-style-type: none"> <li>• DOST Regional Office</li> <li>• Professional Association / Organization</li> <li>• Micro, Small, and Medium Enterprise (MSME)</li> <li>• Technology Business Incubator (TBI)</li> <li>• Private and Public Academic Institution</li> <li>• Local Research and Development Institute (RDI)</li> <li>• National and Regional Government Agency</li> </ul> <p><b>B. Individual Filipino men and women</b></p>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><b>Conduct of Orientation</b></p> <p><b>A. If Agencies / Institutions / Organizations</b></p> <ul style="list-style-type: none"> <li>• One (1) hard copy or electronic copy of request letter for the conduct of orientation with details on the proposed date of conduct, indicative list or profile of participants and expected number of participants (must be at least 15 pax)</li> <li>• One (1) hard copy or electronic copy of accomplished and signed Data Privacy Consent Form (DPCF)</li> <li>• Online Registration Form (to be provided by the Applied Communications Unit for non-inventors (ACU-n) upon confirmation of the request)</li> </ul>		<p>Client</p> <p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p> <p>DOST-TAPI ACU-n</p>



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p><b>B. If Individual (one-on-one orientation)</b></p> <ul style="list-style-type: none"> <li>One (1) hard copy or electronic copy of request letter for the conduct of orientation with details on the proposed date of conduct</li> <li>Online Registration Form (to be provided by the ACU-n upon confirmation of the request)</li> </ul>			<p>Client</p> <p>DOST-TAPI ACU-n</p>	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits request to TAPI Records Section with complete documentary requirements	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	4 HRS	Technology Information and Promotion Division (TIPD) Division Manager
	1.4 Evaluates the request and recommends action  <b>If from an individual:</b> Coordinates with the client for the details of the one-on-one consultation and provides online registration form. If for disapproval, draft a response letter.	NONE	4 WD	TIPD ACU-n Program Manager



Client steps	agency action	fees to be paid	processing time	person responsible
	<b><i>If from Agencies / Institutions / Organizations:</i></b> 1.4 Prepares written response and forwards to the Supervising SRS for review and signature	None	3 WD	TIPD ACU-i Program Manager
	<b><i>1.5 If from Agencies / Institutions / Organizations:</i></b> Reviews recommended action and forwards to the DM	None	4 HRS	TIPD Supervising SRS
	<b><i>1.6 If from Agencies / Institutions / Organizations:</i></b> Reviews recommended action and forwards to the Office of the Director	None	4 HRS	TIPD Division Manager, Chief SRS
	<b><i>1.7 If from Agencies / Institutions / Organizations:</i></b> Reviews and signs official response	None	2 WD	Office of the Director (OD) Director IV
	1.8 If from Agencies / Institutions / Organizations: Sends official response containing the online registration link and coordinates with the client for the details of the orientation	None	1 WD	TIPD ACU-i Program Manager





**26. Financial Assistance-Travel Assistance to Filipino Inventors under Republic Act (R.A.) No. 7459**

This service provides financial support for travel of individual men and women winners of the Presidential Awards for Inventions as provided for under Article II, Section 4 of the R.A. No. 7459 otherwise known as the “Inventors and Invention Incentives Act of the Philippines” to participate in prestigious and recognized international invention-related expositions where their winning inventions or areas of interest are advanced.

The assistance shall be limited to round trip economy airfare and Daily Subsistence Allowance during the event.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	<p>Men and women inventors with winning inventions in the National Invention Contest organized by DOST-TAPI subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• Must be a Filipino citizen, in good health and has not been convicted of any case involving moral turpitude;</li> <li>• Travel assistance must be availed of within two (2) years after winning;</li> <li>• The inventor has not availed of any travel assistance from DOST-TAPI for his winning invention. A winner in several categories of the National Invention Contest may avail of only one travel assistance for all his/ her winning inventions for a particular year within the prescribed period;</li> <li>• In case of several inventors for one winning invention, only one inventor will be sent; and</li> <li>• The winning invention must not be an output of government-funded projects.</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		
<b>WHERE TO SECURE</b>		
1. One (1) duly signed original / scanned letter requesting assistance	Client	
2. One (1) scanned copy of official invitation with confirmation/acceptance from the event’s organizers that the inventor is qualified to join or participate in the international event	Event’s organizer	



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>3. One (1) scanned copy of the complete set of exhibition announcement/information packages</p> <p>4. Three (3) scanned copy of quotations from airline companies or travel agencies for the plane fare</p> <p>5. One (1) scanned copy of Letters Patent/ Registration Certificate</p> <p>6. One (1) scanned copy of documents indicating that the event is prestigious and participation is beneficial to our country</p> <p>7. One (1) original signed Data Privacy Consent Form</p>			<p>Client</p> <p>Airline companies or travel agencies</p> <p>Intellectual Property Office of the Philippines (IPOPHL)</p> <p>Event's organizer</p> <p>DOST-TAPI website (<a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a>)</p>	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Records Section with complete documentary requirements	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Reviews and forwards request to the Head Screening Secretariat Officer (SSO)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Forwards the request to TIPD SSO member	NONE	1 WD	Legal Unit Head SSO



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>Evaluates the request and recommends action.</p> <p><b>If incomplete:</b> 1.4 Notifies the requesting party.</p> <p><b>If complete:</b> 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review</p>	NONE	1 WD	TIPD SSO
	1.5 Reviews recommended action and forwards to DM.	None	4 HRS	TIPD Supervising SRS
	1.6 Clears executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda	None	4 HRS	Legal Unit Head SSO
	1.7 Deliberates, issues a resolution recommending approval or disapproval of the request, and sends the same to the SSO	None	10 WD	Screening Committee (SC)
	1.8 Prepares executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda and forwards to Head SSO for approval	None	1 WD	TIPD SSO



Client steps	agency action	fees to be paid	processing time	person responsible
	1.9 Signs and forwards to DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the agenda and presentation for approval	None	4 HRS	Legal Unit Head SSO
	1.10 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.11 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.12 Approves / disapproves the proposal	None	1 WD	OD Director
	<p>Notifies client of the results of deliberation:</p> <p><b>If disapproved:</b> 1.13 Informs the applicant in writing</p> <p><b>If approved</b> 1.13 Informs the applicant in writing and requests the client to coordinate with the SC Secretariat, thru the SSO, regarding the execution of a MOA and other pertinent matters</p>	None	2 WD	TIPD SSO Member
	<p>Notifies client of the results of deliberation:</p> <p><b>If disapproved:</b> 1.13 Informs the applicant in writing</p>	None	2 WD	TIPD SSO Member



Client steps	agency action	fees to be paid	processing time	person responsible
	<b>If approved</b> 1.13 Informs the applicant in writing and requests the client to coordinate with the SC Secretariat, thru the SSO, regarding the execution of a MOA and other pertinent matters	None	2 WD	TIPD SSO Member
<p>2. <b>If disapproved</b>, receives DOST-TAPI's notification.</p> <p><b>If approved</b>, receives DOST-TAPI's notification, facilitates contract signing or returns the signed and/or notarized conformé letter / MOA to DOST-TAPI.</p> <p>Note: <b>For client within NCR:</b> DOST-TAPI to notarize the signed Conformé Letter</p> <p><b>For client outside NCR:</b> Returns the signed Conformé Letter with counterpart notarization to DOST-TAPI Records</p>	2.1 Forwards the signed Conforme Letter / MOA to SSO	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	4 HRS	TIPD SSO
	2.3 Notarizes the Conforme Letter / MOA and forwards to the concerned Unit.	None	4 HRS	Legal Unit Legal Officer
	2.4 Sends copy of notarized MOA to client	None	4 HRS	TIPD SSO
	2.5 Prepares and facilitates a request for the bank holding the Invention Guarantee Fund (IGF) to release the funds to the inventor through a letter signed by the Director of TAPI.	None	4 HRS	TIPD SSO
	2.6 Sends request to the LandBank of the Philippines (LBP) holding the IGF	None	4 HRS	FAD Records Section Records Officer
	2.7 Processes request and issues check to DOST-TAPI, if approved	None	7 WD	Landbank of the Philippines



Client steps	agency action	fees to be paid	processing time	person responsible
	2.8 Receives check and obligates the payment	None	4 HRS	FAD Budget Section Budget Officer
	2.9 Processes the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package:  <b>2.10 If Php 1million and below</b> or  <b>2.10 If more than Php 1million</b>	None	4 HRS	FAD Division Chief  OD Director
	2.11 Facilitates the processing of check/s payment	None	1 WD	FAD Cashier Section Cashier
	2.12 Approves the check	None	4 HRS	OD Director
	2.13 Prepares the documents for check/s payment. Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS)	None	4 HRS	FAD Cashier Section Cashier
3. Receives notification of release of Financial Assistance	3.1 Notifies the payee that the check is available.	None	4 HRS	FAD Cashier Section Cashier
<b>Total - if request is disapproved</b>		None	<b>23 WD, 4 HRS</b>	
<b>Total - if request is approved</b>		None	<b>40 WD</b>	

\* The Financial Assistance- Travel Assistance to Filipino Inventors under Republic Act (R.A.) No. 7459 is approved for multi-stage process by the Anti-Red Tape Authority



## 27. Technical Assistance - Development of Marketing Plan under the Marketing Assistance Program

This service involves development of marketing plan reports for DOST-TAPI supported, assisted or funded technologies to assist the market penetration of technologies in a specific target market.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Filipino men or women who:               <ol style="list-style-type: none"> <li>1. are previously supported, assisted or funded by DOST-TAPI in the technology development phase; and</li> <li>2. have NO delinquencies under DOST-TAPI.</li> </ol> </li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. One (1) original or electronic copy of duly signed request letter to avail the assistance</li> <li>2. One (1) original or electronic copy of duly accomplished and signed Technology Profile Form (TPF) with Data Privacy Consent Form</li> </ol>			Client  DOST-TAPI Website ( <a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a> )	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at <a href="mailto:info@tapi.dost.gov.ph">info@tapi.dost.gov.ph</a> )	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	4 HRS	TIPD DM



Client steps	agency action	fees to be paid	processing time	person responsible
	Assigns a transaction reference number.  <b>If complete:</b> 1.4 Notifies the client that the request is under evaluation and schedules a meeting with the inventor via written communication signed by the Division Manager.  <b>If incomplete:</b> 1.4 Notifies the requesting party.	None	4 Hours (HRS) 1 WD	TIPD MAP PM
2. Acknowledges receipt of notification and attends the meeting.	2.1 Evaluates the request and prepares evaluation report.	None	3 WD	TIPD MAP PM
	2.2 Reviews evaluation report and forwards to the DM.	None	4 HRS	TIPD Supervising SRS
	2.3 Reviews evaluation report and recommends for approval or disapproval of the Director.	None	4 HRS	TIPD DM
	2.4 Approves or disapproves request for assistance. Signs letter.	None	2 WD	OD Director
	2.5 Facilitates sending of letter through the Records Section.	None	1 WD	TIPD MAP PM



Client steps	agency action	fees to be paid	processing time	person responsible
3. Receives letter.  <b>If approved:</b> <b>For client within NCR:</b> Returns the signed Conformé Letter to DOST-TAPI Records.  <b>For client outside NCR:</b> Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	3.1 Checks completeness and forwards the duly signed Conforme letter to the Legal Unit for notarization	None	4 HRS	TIPD MAP PM
	3.2 Notarizes the Conforme and returns to TIPD	None	1 WD	Legal Unit Legal Officer
	3.3 Furnish a copy of the notarized conforme to client and informs that the development of report(s) will commence.	None	4 HRS	TIPD MAP PM
4. Coordinates with the third party contractor or in-house experts to facilitate the development of marketing plan and / or intelligence report	<b>If in-house provider:</b> 4.1 Conducts market research, analyzes data, prepares market intelligence report and marketing plan. Prepares transmittal letter of report/s to the external market consultant(s) for review and validation.	None	9 WD and 4 HRS	TIPD MAP PM
	4.2 Reviews the marketing plan, executive summary and transmittal letter. Forwards the same to the DM.	None	1 WD and 4 HRS	TIPD Supervising SRS
	4.3 Reviews and recommends approval/disapproval of the marketing plan, and clears transmittal letter. Forwards the same to the OD.	None	2 WD	TIPD DM
	4.4 Reviews and approves/disapproves marketing plan with executive brief, and signs transmittal letter	None	2 WD	OD Director



Client steps	agency action	fees to be paid	processing time	person responsible
	4.5 Facilitate sending of market report/s to external market evaluator/ consultant thru the Records Section	None	4 HRS	TIPD MAP PM
	4.6 Reviews and validates market report	None	3 WD	External Evaluator/ Consultant
	4.7 Addresses comments from external evaluator/consultant. Prepares transmittal letter to client. Ensures review and secures clearance on the market intelligence report, marketing plan, and transmittal letter from Supervising SRS and Division Manager.	None	5 WD	TIPD MAP PM
	4.8 Approves the market intelligence report and marketing plan, and transmittal of the same to the client.	None	2 WD	OD Director
	<b><i>If external service provider:</i></b> 4.1 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	3 WD	TIPD MAP PM
	4.2 Conducts BAC processes for Negotiation of consultancy services until awarding of contract (under Section 53.6 of 2016 IRR of RA 9184)	None	144 WD, 5 HRS, 30 MINUTES (MIN)	BAC Chairperson
	4.3 Facilitates the approval and sending of Contract/ Purchase Order (PO)/Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of RA 9184)	None	6 WD, 40 MIN	FAD Procurement Section Procurement Officer



Client steps	agency action	fees to be paid	processing time	person responsible
	4.4 Coordinates with the winning service provider for forwarding of materials and linking with the client. Ensures the development and approval / acceptance of marketing plan and / or intelligence report by the third party contractor	None	20 WD	TIPD MAP PM
	4.5 Approves transmittal of requested reports to the client.	None	2 WD	OD Director
5. Receives the requested report(s)	5.1 Sends requested reports to the client.	None	1 WD	FAD Records Section
<b>Total - if request is disapproved</b>		None	<b>11 WD, 4 HRS</b>	
<b>Total if Approved: for In-house Development of Marketing Plan</b>		None	<b>40 WD</b>	
<b>for External Development of Marketing Plan</b>		None	<b>189 WD, 2 HRS, 10 MINS</b>	

\* The Technical Assistance - Development of Marketing Plan under Marketing Assistance Program is approved for multi-stage process by the Anti-Red Tape Authority.

\*The service which involves external source provider undergoes BAC processes and is covered by RA 9184 otherwise known as Government Procurement Reform Act.



## 28. Technical Assistance- Issuance of Referral Letters under the Marketing Assistance Program (MAP)

This service involves issuance of appropriate referral letter(s) as requested by the beneficiaries or previously-assisted clients of any of the DOST-TAPI programs for the promotion of their generated, assisted or funded technologies to a specific target market.

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Filipino men or women who: <ul style="list-style-type: none"> <li>• are previously supported, assisted or funded by DOST-TAPI in the technology development phase; and</li> <li>• have NO delinquencies under DOST-TAPI.</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
a. One (1) original or electronic copy of duly signed request letter to avail the assistance  b. One (1) original or electronic copy of duly accomplished and signed Technology Profile Form (TPF) with Data Privacy Consent Form  c. One (1) scanned copy of valid Government-Issued Identification (ID)  d. One (1) original or electronic copy of duly accomplished and signed Linkages and Sales Report, if applicable			Client  DOST-TAPI website ( <a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a> )  Client  DOST-TAPI website ( <a href="http://www.tapi.dost.gov.ph/">http://www.tapi.dost.gov.ph/</a> )	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Submits application letter with complete documentary requirements to DOST-TAPI Records Section	1.1 Records and forwards the submission to the Office of the Director (OD)	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer



Client steps	agency action	fees to be paid	processing time	person responsible
	1.2 Reviews and forwards request to the appropriate Division Manager (DM)	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks and forwards the same to the concerned program manager (PM)	NONE	1 WD	TIPD Division Manager (DM)
	1.4 Evaluates the request and recommends action.  <b>If complete:</b> Checks submitted information, prepares the transmittal letter with the attached referral letter(s).  <b>If incomplete and/or ineligible:</b> Notifies the client of lacking documents.		5 WD	TIPD MAP Program Manager
	1.5 Reviews recommended action and endorses for approval or disapproval of Director, and forwards documents to the DM.	NONE	1 WD	TIPD Supervising SRS
	1.6 Reviews documents and endorses for approval or disapproval of the Director, and forwards to OD.	NONE	1 WD	TIPD DM
	1.7 Signs the transmittal and referral letter(s). Forwards the same to TIPD.	NONE	2 WD	OD Director



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
	1.8 Transmits documents to the Records Section for sending	None	1 WD	TIPD MAP Program Manager
2. Receives the referral letters	2.1 Sends requested documents to the client.	None	1 WD	FAD Records Section Records Officer
<b>Total - if request is approved or disapproved</b>		None	<b>15 WD</b>	



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

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

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men and women</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) original copy of the Public Assistance Office (PAO) Information Sheet			Front Lobby, DOST-TAPI, Taguig City	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Secures, fills out the PAO Information Sheet, logs-in the Guard's logbook, and undertakes orientation on health safety protocol	1.1 Informs/reminds the visitors of the security measures/protocol undertaken by the Institute	NONE	30 MINS	Finance and Administrative Division (FAD) Property Section DOST-TAPI Security Officer
2. Proceeds to PAO and submits the filled-out form to the PAO Officer	2.1 Accepts the form and checks the content	None	30 MINS	TIPD PAO Officer
	<p><b><i>If queries are related to the programs of DOST-TAPI:</i></b> 2.2 Answer / discuss them directly.</p> <p><b><i>If the purpose of the visit is to follow-up a specific request or look for particular a DOST-TAPI staff:</i></b>  2.2 Checks if an appointment is secured otherwise requests the client to set an appointment with the concerned staff should the appropriate person be unavailable to attend to the client's concern</p>	None	2 HRS	TIPD PAO Officer



Client steps	agency action	fees to be paid	processing time	person responsible
	2.3 Should the concerned DOST-TAPI staff be available on the same day, discuss the client's queries accordingly.	None	2 HRS	DOST-TAPI Concerned Staff Requested by Client
	2.4 Provides and requests client to accomplish the Customer/Client Satisfaction Survey (CCSS)	None	30 MINS	TIPD PAO Officer
3. Submits the duly accomplished CCSS to the guard on duty	3.1 Receives accomplished CCSS	None	15 MINS	FAD Property Section DOST-TAPI Security Officer
<b>Total</b>		None	<b>5 HRS and 45 Mins</b>	



### 30. Email Inquiry Assistance under the Public Assistance Office (PAO)

Email Inquiry Assistance under the Public Assistance Office (PAO)

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Individual men and women</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) electronic copy of inquiry sent to DOST-TAPI's official email address, info@tapi.dost.gov.ph			Client	
<b>Client steps</b>	<b>Agency action</b>	<b>fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Send email inquiry to DOST-TAPI's official email, info@tapi.dost.gov.ph	1.1 Acknowledges the email and forwards it to the Office of the Director (OD)	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Staff
	1.2 Reviews and forwards request to the appropriate Division Manager (DM)	None	2 WD	OD Director
	1.3 Checks and forwards the same to the Supervising Science Research Specialist (SRS)	None	4 HRS	TIPD DM
	1.4 Checks and forwards the same to the concerned program manager (PM)	None	4 HRS	TIPD Supervising SRS
	1.5 Reviews the content of the email.	None	1 WD	TIPD PAO PM
	If queries are related to DOST-TAPI programs: Drafts response and forwards to the Supervising SRS for review			



Client steps	Agency action	fees to be paid	processing time	person responsible
	<b><i>If the purpose is to follow up a specific request or look for a particular DOST-TAPI staff:</i></b> Refer the same to the appropriate person	None	1 WD	TIPD PAO PM
	1.6 Reviews the draft response letter and forwards to the DM	None	4 HRS	TIPD Supervising SRS
	1.7 Reviews the draft response letter and forwards to the TIPD Clerk	None	4 HRS	TIPD DM
	1.8 Forwards the draft response letter to OD Clerk	None	4 HRS	TIPD TIPD Clerk
	1.9 Forwards the draft reply email to OD Supervising SRS	None	4 HRS	OD Clerk
	1.10 Reviews the document and forward to the TAPI Director or OIC	None	1 WD	OD Supervising SRS
	1.11 Approves or disapproves response letter and forward to OD Clerk	None	2 HRS	OD Director
	1.12 Forwards the approved draft to TIPD Clerk	None	2 HRS	TIPD TIPD Clerk
	1.13 Forwards the approved draft to PAO PM	None	4 HRS	TIPD PAO PM
	1.14 Finalizes the approved draft and forwards to TIPD Supervising SRS	None	4 HRS	TIPD PAO PM
	1.15 Reviews the finalized response letter and forwards to the DM	None	2 HRS	TIPD Supervising SRS



Client steps	Agency action	fees to be paid	processing time	person responsible
	1.16 Reviews the finalized response letter and forwards to the TIPD Clerk	None	2 HRS	TIPD DM
	1.17 Forwards the finalized response letter to OD Clerk	None	2 HRS	TIPD TIPD Clerk
	1.18 Forwards the finalized reply email to OD Supervising SRS	None	4 HRS	OD OD Clerk
	1.19 Clears the document and forwards to OD	None	4 HRS	OD OD Supervising SRS
	1.20 Signs the response letter and forwards to OD Clerk	None	4 HRS	OD Director
	1.21 Forwards the signed letter to TIPD Clerk	None	4 HRS	OD OD Clerk
	1.22 Forwards the signed letter to PAO PM	None	2 HRS	TIPD TIPD Clerk
	1.23 Requests TIPD clerk for sending of response letter to the client via DOST-TAPI's official email	None	4 HRS	TIPD PAO PM
	1.24 Requests Records clerk to send letter to the client via DOST-TAPI's official email	None	4 HRS	TIPD TIPD Clerk
2. Client receives response to email inquiry	2.1 Sends letter to the client via DOST-TAPI's official email and provides proof of sending to the TIPD Clerk	None	4 HRS	FAD Records Section Records Clerk
<b>Total</b>		None	<b>14 WD</b>	



### 31. Facebook Inquiry Assistance to DOST-TAPI Clients under the Public Assistance Office (PAO)

This Service provides assistance to client's inquiries regarding the programs and services of DOST-TAPI sent through official DOST-TAPI Facebook messenger

<b>Office or Division:</b>	Technology Information and Promotion Division (TIPD)			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Individual men and women</li> </ul>			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Inquiry to DOST-TAPI's official Facebook messenger, <a href="https://www.facebook.com/DOST.TAPI">https://www.facebook.com/DOST.TAPI</a>			Client	
Client steps	Agency action	fees to be paid	Processing Time	Person Responsible
1. Sends message inquiry through DOST-TAPI FB messenger, <a href="https://www.facebook.com/DOST.TAPI">https://www.facebook.com/DOST.TAPI</a>	<p>If queries are related to programs of DOST-TAPI: 1.1 Answers / discuss with them directly</p> <p>If the purpose of the inquiry is to follow up a specific request, to look for a particular DOST-TAPI staff or could not be immediately addressed by PAO: 1.1 Provides DOST-TAPI's official website, contact number, or email address where the client can further discuss his / her query(ies)</p>	NONE	1 WD	TIPD Public Assistance Office (PAO) Program Manager (PM)
2. Receives response to the inquiry	2.1 Sends response through messenger	None	1 WD	TIPD Public Assistance Office (PAO) Program Manager (PM)
<b>Total</b>		None	<b>2 WD</b>	



# **EXTERNAL SERVICES**

Office of the Director- Legal Unit  
(OD-LU)



### 32. Technical Assistance Service - Screening Committee for RA 7459 – Issuance of Certificate for Tax Exemption

This service is provided for the Issuance of Screening Committee (SC) for Republic Act (RA) No. 7459 Certification for Tax Exemption Application under RA No. 7459 otherwise known as "Inventors and Invention Incentives Act of the Philippines"

<b>Office or Division:</b>	Office of the Director - Legal Unit (OD-LU)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women with invention/utility model (UM)/ industrial design (ID) that has valid patent/registration at the time of the submission of the proposal;</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) Originally signed request or application letter;	Client
2. One (1) Certified true copy of 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;	DOST-TAPI accredited inventors' organization
3. One (1) Complete certified photocopy of Letters Patent or Utility Model or Industrial Design Registration	IPOPHL, Taguig City
4. One (1) Certified true copy of recent Business Permit	Concerned LGU
5. One (1) Certified true copy of proof of first commercial sale (Official Receipt issued, etc.)	Client
6. One (1) Copy of Latest Income Tax Return	Bureau of Internal Revenue
7. One (1) Certified true copy of Certification of registration of business name or SEC registration	DTI if Certificate of Registration will be submitted SEC if SEC Registration will be submitted



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
8. One (1) original duly signed supporting documents showing that his/her product/s produces on a commercial scale (Official Receipt, Purchase Order, Invoice, etc.)			Client	
9. One (1) original duly signed brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years.			Client	
10. One (1) Original duly accomplished and original signed Data Privacy Consent Form			DOST-TAPI	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO) or equivalent.	NONE	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO) or equivalent.	NONE	1 WD	OD-LU DM or equivalent
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation.	NONE	1 WD	OD-LU SSO or equivalent



Client steps	agency action	fees to be paid	processing time	person responsible
	1.5 Coordinates with the Validation Committee (VC)/ Regional Offices/other appropriate public or private entities.	None	3 WD	OD-LU SSO
	1.6 Conducts the validation of the request.		15 WD	Validation Committee (VC) - Chairperson, as designate
	1.7 Prepares and submits evaluation report to Screening Committee (SC) for RA 7459 with corresponding recommendation.	None	3 WD	OD-LU SSO
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution and, if approved, signs the Certification which will be sent to the Client.	None	10 WD	SC for RA7459 Chairperson, as designated
2. Client receives the SC decision and attached Certification in case of approval.	2.1 Informs the client in writing of SC's decision with attached Certification in case of approval.	None	2 WD	OD-LU SSO
<b>Total</b>		None	<b>38 WD</b>	

The Technical Assistance Service - Screening Committee for RA 7459 – Issuance of Certificate for Tax Exemption is approved for multi-stage process by the Anti-Red Tape Authority.



### 33. Technical Assistance Service - Screening Committee for RA 7459 – Duty Exemption

This service is provided for the Issuance of Screening Committee (SC) for Republic Act (RA) No. 7459 Certification for Duty Exemption Application from Custom Duties under RA No 7459

<b>Office or Division:</b>	Office of the Director - Legal Unit (OD-LU)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women;</li> <li>Individual(s) with invention/utility model (UM)/industrial design (ID) that has valid patent/registration at the time of the submission of the proposal;</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. One (1) Original request/application letter including the certified true copy the following import documents: a. bill of lading, airway bill. Parcel post notice or ii. shipping documents; b. TIN, commercial invoice and packing list; and c. other relevant document concerning shipment.	Client
2. One (1) Certified photocopy of complete Letters Patent/ Utility Model Registration/Industrial Design Registration	Client
3. One (1) Original sworn statement of the inventor that the imported articles are actually, directly and exclusively needed in his/her invention/s and they are not for sale, hire or barter;	Client
4. One (1) Certified true copy of Certification from Department of Trade and Industry (DTI) that the proposed importation (machinery, equipment, raw materials and spare parts) are not locally available in sufficient quantity, comparable quality and reasonable price;	DTI-Bureau of Investments (DTI-BOI)
5. One (1) Certified true copy of Recent Business Permit;	Concerned LGU



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>6. One (1) Certified true copy of Certification of registration of business name/SEC registration</p> <p>7. One (1) Duly signed information as to the quantity, technical specification and end-uses of proposed importation;</p> <p>8. One (1) Certified true copy Detailed material balance to justify the quantity of equipment/raw materials needed to produce his/her invention/s;</p> <p>9. One (1) Certified true copy of supporting documents showing that his/her product/s is produces on a commercial scale (ORs, POs, Invoice, etc);</p> <p>10. One (1) Copy of Latest Income Tax Return;</p> <p>11. One (1) Duly signed (original) brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years;</p> <p>12. One (1) Original duly accomplished/signed Data Privacy Consent Form;</p> <p>13. One (1) Certified true copy of Certification from regulatory bodies (if applicable);</p>			<p>Securities and Exchange Commission/Department of Trade and Industry Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>From DOST-TAPI</p> <p>From a concerned regulatory agency, ex. DENR, LTO, etc.</p>	
Client steps	agency action	fees to be paid	processing time	person responsible
<p>1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at <a href="mailto:info@tapi.dost.gov.ph">info@tapi.dost.gov.ph</a>)</p>	<p>1.1 Records and transmits the submission to Office of the Director</p>	NONE	1 WD	<p>Finance and Administrative Division (FAD) Records Section Records Officer</p>
	<p>1.2 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO) or equivalent.</p>	NONE	2 WD	<p>Office of the Director (OD) Director IV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	1.3 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO) or equivalent.	NONE	1 WD	OD-LU DM
	1.4 Checks the completeness of the submission and notifies the client of the same and that the request is under evaluation	NONE	1 WD	OD-LU SSO
	1.5 Coordinates with the Validation Committee (VC)/ Regional Offices/other appropriate public or private entities.	NONE	3 WD	OD-LU SSO
	1.6 Conducts the evaluation of the request.	NONE	15 WD	Validation Committee (VC) - Chairperson, as designated
	1.7 Prepares and submits evaluation report to Screening Committee with corresponding recommendation.	NONE	3 WD	OD-LU SSO
	1.8 Deliberates for the approval or disapproval of the request and issues its resolution. The SC signs the Certification which will be sent to the Client.	NONE	10 WD	SC for RA7459 Chairperson, as designated
2. Client receives the SC decision and attached Certification in case of approval.	2.1 Informs the client in writing of SC's decision with attached Certification in case of approval	NONE	2 WD	OD-LU SSO
<b>Total</b>		None	<b>38 WD</b>	

\* The Technical Assistance Service - Screening Committee for RA 7459 – Issuance of Certificate for Duty Exemption is approved for multi-stage process by the Anti-Red Tape Authority.



### 34. Technical Assistance Service - Expanded Inventors' Organization Accreditation (IOA)

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

<b>Office or Division:</b>	Office of the Director - Legal Unit (OD-LU)	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Filipino men &amp; women</li> <li>Individual(s) with invention/utility model (UM)/industrial design (ID) with valid patent/registration at the time of the submission of the proposal</li> <li>The organization must have a de jure (in law) or de facto (in fact) existence for at least one (1) year; must have at least three (3) members with active Patent/ Utility Model/ Industrial Design registration;</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of request/application for accreditation to be submitted to TAPI;		Client
2. Photocopy of SEC/CDA registration papers if any or from any government regulatory body (e.g. DOLE, DTI, etc.);		SEC/CDA and concerned regulatory agency, ex.DOLE, DTI, etc.
3. Certified true Photocopy of Patent/ Utility Model/ Industrial Design registration of at least three (3) members;		Client/IPOPHI
4. Notarized Affidavit of Undertaking executing to attest to the fact that the duplicate copy (patent and utility model certificates) given and submitted are based on their original existence and authenticity in case certified true copy of Patent/ Utility Model/ Industrial Design registration are not available;		Client
5. Letter of consent from the three (3) members allowing the organization to use their Patent/ Utility Model/ Industrial Design registration for the application;		Client



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

Client steps	agency action	fees to be paid	processing time	person responsible
1. Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)	1.1 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.2 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO) or equivalent.	NONE	2 WD	Office of the Director (OD) Director IV



Client steps	agency action	fees to be paid	processing time	person responsible
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit (Unit).	NONE	1 WD	OD-LU DM or equivalent
	1.4 Checks the completeness of the submission and if complete, notifies the client of the same and that the request is under evaluation.	NONE	2 WD	LU IOA -Program Manager (PM)
	1.5 Evaluates and validates the request/ application	NONE	4 WD	LU IOA -Program Manager (PM)
	1.6 Review the request and sign Certification which will be sent to the Client (how about na financial assistance of 100k)	NONE	3 WD	OD Director
	1.7 Notifies the client in writing of TAPI's decision with attached Certification.	NONE	3 WD	LU IOA -Program Manager (PM)
<b>Total</b>		None	<b>16 WD</b>	

\* The Technical Assistance Service - Screening Committee for RA 7459 – Issuance of Certificate for Duty Exemption is approved for multi-stage process by the Anti-Red Tape Authority.



# **INTERNAL SERVICES**

Finance and Administrative Division  
(FAD)



## 1. Technical Assistance Service - Processing of Request for Handling of Incoming Communications

This service ensures that all incoming communications, whether from the Post Office or Private Courier Service (i.e. LBC, JRS), and/or hand-delivered from government or private agencies are properly received, recorded, coded and efficiently delivered to the Office of the Director.

<b>Office or Division:</b>	Finance and Administrative Division - Records Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client (G2C) Government to Government (G2G) Government to Business (G2B)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Government Agencies</li> <li>• Private Institutions</li> <li>• Academe</li> <li>• Organizations</li> <li>• Employees</li> <li>• Private Individuals</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. One (1) Original hardcopy / softcopy of letter/ document/ correspondences, including attachments			Client	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. 1. For document(s) received through mail / hand-delivery:  Client sends/forwards the document to Record Section	1.1 Receives the document forwarded / submitted  <b>For documents received via mail / hand-delivery:</b>  1.2 Opens and reviews for attachments (if any)	NONE	2 HRS	FAD Records Section AO V
<b>For document(s) emailed:</b> Client sends the document to DOST-TAPI's official email address at info@tapi.dost.gov.ph	<b>For documents received via email:</b>  1.2 Opens the email, saves the content and attachments to Synology and converts to PDF		2 HRS	FAD Records Section Clerk III



Client steps	agency action	fees to be paid	processing time	person responsible
2. Client receives notification that the document submitted is received by DOST TAP	<b><i>For documents received via mail / hand-delivery:</i></b>			
	2.1 Marks / Stamps as "received" the receiving copy.	None	2 HRS	FAD Records Section AO V
	2.2 Assigns reference number in the Google Sheet, upload to DTORS, and forward to the Office of the Director	None	2 HRS	FAD Records Section Admin Asst. I
	<b><i>For documents received via email:</i></b>			
	2.1. Acknowledges the receipt of the document via email.	None	2 HRS	FAD Records Section Clerk III
	2.2 Assigns Reference Number in the Google Sheet, upload to DTORS, and forward to the Office of the Director	None	2 HRS	FAD Records Section Admin Asst. I
<b>Total - For document received via mail / hand delivery</b>		None	<b>1 WD</b>	
<b>Total - For document received via email</b>		None	<b>6 HRS</b>	



## 2. Technical Assistance Service - Processing of Request for Handling of Outgoing Communications

This service ensures that all outgoing communications are properly received, recorded, coded and efficiently delivered to addresses via handcarrying to concerned offices and agencies of DOST and/ or using Post Office or Private Courier Service (i.e. LBC, DHL, JRS, etc.).

<b>Office or Division:</b>	Finance and Administrative Division - Records Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Divisions and/or Units of DOST-TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<i>For documents to be mailed / hand-carried:</i>			Division/Unit	
1. One (1) photocopy and one (1) original copy of the Letter/correspondences, including attachments			Division/Unit	
2. One (1) original copy of Mailing List			Division/Unit	
<i>For documents to be emailed:</i>			Division/Unit	
1. One (1) electronic copy of the document to be mailed, together with information about recipient's name, designation and email address			Division/Unit	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
<b>1. For document(s) to be mailed / hand-carry:</b>	1.1 Accepts and records documents forwarded.	None	2 HRS	FAD Records Section AO V
Client sends/ forwards the documents to Record Section	<b><i>For documents to be mailed:</i></b> 1.2 Review completeness of attachments; check whether communications for mailing are properly secured;		2 HRS	FAD Records Section AO V
<b><i>For document(s) to be emailed:</i></b>	1.3 Determine the mode of delivery and mails the document to the Post Office and/or Private Courier Service as determined		4 HRS	FAD Records Section Admin Asst. I



Client steps	agency action	fees to be paid	processing time	person responsible
Client sends/ forwards the outgoing documents including all its attachments, if any via DOST-TAPI Online Routing System (DTROS)	<b><i>For documents to be hand carried:</i></b>  1.2 Encode details to the DOST-Electronic Records Management System (DOST-ERMS).	None	3 HRS	FAD Records Section AO V
	1.3 Hand carries documents to agencies concerned within DOST Compound.		4 HRS	FAD Records Section PA I
	<b><i>For documents to be emailed:</i></b>  1.2 Review documents to be mailed with att attachments, if any		4 HRS	FAD Records Section Clerk III
2. Client receives notification on the mailing of the document(s)	<b><i>For documents to be mailed / hand-carried:</i></b>  2.2 Notifies client of the mailing/hand carried of the documents through receiving copy or Official Receipt	None	4HRS	FAD Records Section AO V
	<b><i>For documents to be emailed:</i></b>  2.2 Forwards the email letter with attachments if any, to the named addressee(s). Download the proof of sent and upload in the DTORS - thread of communications tagging the concerned Divisional Clerk/sl.		2 HRS	FAD Records Section Clerk III
<b>Total - For document to be mailed</b>		None	<b>1 WD, 4 HRS</b>	
<b>Total - For document to be hand-carried</b>		None	<b>1 WD, 4 HRS</b>	
<b>Total - For document to be emailed</b>		None	<b>1 WD</b>	



### 3. Technical Assistance Service - Processing of Request for Transportation Services

This service involves processing of the request for vehicle to TAPI personnel

<b>Office or Division:</b>	Finance and Administrative Division (FAD) – Property Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) Original / Photocopy / Scanned Request for Vehicle Form			Property Section, DOST TAPI	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Client accomplishes the request for vehicle form and submits to Property Section	1.1 Receives the fully accomplished form and checks the availability of vehicle and driver	None	1 HR	FAD Property Section Administrative Officer-I
2. Client receives notification on the requested service	Process the request <b>If vehicle is available:</b> 1.3 Prepare Trip Ticket (for signature/ approval) Or <b>If vehicle is unavailable:</b> 1.3 Return the disapproved form to the client	None	1 HR	FAD Property Section Administrative Officer-I
	2.1 Provides information on the approval / disapproval of the request and endorse the signed trip ticket to the assigned driver, if approved		30 MINS	
<b>TOTAL - If requested service is unavailable</b>		None	<b>2 HR</b>	
<b>TOTAL - if requested service is available</b>		None	<b>2 HRS, 30 MINS</b>	



### 3. Technical Assistance Service - Processing of Request for Use of Facility

This service involves processing of the request for use of facility of DOST- TAPI personnel

<b>Office or Division:</b>	Finance and Administrative Division (FAD) – Property Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) Original / Photocopy / Scanned Request Form for the Use of Facility			Property Section, DOST TAPI	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Client accomplishes and submits to the Property Section the request form for the use of facility	1.1 Receives the fully accomplished form and checks the availability of requested facility (AVR)	None	1 HR	FAD Property Section Administrative Officer-I
	1.2 Check the availability of the requested facility  <b>If available:</b> 1.3 Calendar the request to the Property Section Bulletin Board  <b>If unavailable:</b> 1.3 Return the disapproved form to the client	None	1 HR  30 MINS	FAD Property Section Administrative Officer-I
2. Client receives notification on the requested service	2.1 Notifies the client of the approval/ disapproval of the request	None	1 HR	FAD Property Section Administrative Officer-I
<b>TOTAL - If requested service is unavailable</b>		None	<b>2 HRS, 30 Mins</b>	
<b>TOTAL - if requested service is available</b>		None	<b>3 HRS</b>	



#### 4. Technical Assistance Service - Processing of Request for Repair and Maintenance Services

This service involves processing of the request for repair of equipment issued to TAPI personnel, and minor corrective repair for DOST-TAPI Facility

<b>Office or Division:</b>	Finance and Administrative Division (FAD) – Property Section			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Four (4) Original / Photocopy / Scanned Request for Repair Form			Property Section, DOST TAPI	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Client accomplishes the request for repair form and forwards to the Property Section	1.1 Receives the fully accomplished form and checks the equipment/ facility if the repair is feasible or not	None	1 HR	FAD Property Section Administrative Officer-I
	1.2 Check if the requested repair is feasible  <b>If feasible :</b> 1.3 Approves the request and determines whether repair will be done in-house or outsourced based on the availability of the following (manpower, materials, budgetary requirements, complexity)  <b>If not feasible:</b> 1.3 Disapproves the request and returns the disapproved form to the client. If equipment, recommends for disposal	None	1 HR	FAD Property Section Administrative Officer-I



Client steps	agency action	fees to be paid	processing time	person responsible
2. Client receives notification on the requested service	2.1 Notifies the client of the approval of the request and explains the status if in-house or outsourced.	None	1 HR	FAD Property Section Administrative Officer-V
	<b><i>If outsourced:</i></b> 2.2 Forwards the approved request form to the client as attachment for the market research to facilitate the procurement process	None	1 HR	FAD Property Section Administrative Officer-V
	<b><i>If inhouse:</i></b> 2.2 Performs the corrective repair	None	7 WD	FAD Administrative Officer-I
<b>Total - If requested service is disapproved</b>		None	<b>1 WD,2 HRS</b>	
<b>Total - if requested service is approved for in-house repair</b>		None	<b>8 WD, 2 HRS</b>	
<b>Total - If requested service is approved for outsourcing</b>		None	<b>1 WD 3 HRS</b>	



## 5. Technical Assistance Service - Processing of Request for Issuance of Supplies / Equipment

This service involves processing of the request for issuance of supplies/ equipment to TAPI personnel

<b>Office or Division:</b>	Finance and Administrative Division (FAD) – Property Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> </ul>			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Four (4) Original / Photocopy / Scanned Requisition and Issue Slip (RIS)			Property Section, DOST TAPI	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Client accomplishes the request form.	1.1 Receives the fully accomplished form and checks the availability of supplies and equipment in the stock room	None	1 HR	FAD Property Section Admin Aide I
	1.2 Assess the availability of stock. <b>If available:</b> 1.3 Facilitate the release of requested supply/equipment.  <b>If unavailable:</b> 1.3 Returns the form to the client for preparation Purchase Request.	None	1 HR	FAD Property Section Admin Aide I
2. Client receives notification on the request and accepts requested supply/ equipment, if available.	2.1 Informs the client of the status of requested supply/ equipment.	None	30 MINS	FAD Property Section Admin Aide I
	2.2. Delivers the supply/ equipment, if available	None	30 MINS	
<b>TOTAL - If supply is unavailable</b>		None	<b>2 HRS, 30 Mins</b>	
<b>TOTAL - if supply is available</b>		None	<b>3 Hours</b>	





Client steps	agency action	fees to be paid	processing time	person responsible
	1.2 Reviews and forwards recommendation to the Office of the Director//Head of the Procuring Entity (HoPE)	None	2 WD	Bids and Awards Committee (BAC) Chairperson
	1.3 Approval/ disapproval of ABC and forwards to the BAC Secretariat	None	1 WD	Office of the Director Director I
	1.4 Receives and forwards the duplicate copy of duly signed Request for ABC to concerned division	None	30 Mins	BAC Secretariat Head
2. Client forwards the fully accomplished Purchase Request (PR)	2.1 Receives and reviews the fully accomplished PR	None	30 MINS	FAD Procurement Section Admin Officer V (AOV)
	2.2 Approves the PR and forwards to BAC Secretariat:  <i>If Php 1M below</i>  <i>If Php1M and above</i>	None	1 WD	FAD Division Chief  Office of the Director Director IV
	2.3 Forwards approved PR to the BAC, Secretariat	None	1 WD	BAC Secretariat Head



Client steps	agency action	fees to be paid	processing time	person responsible
	2.4 Assigns PR number/ series and date and facilitates approval of Request for Quotation (RFQ)	None	2 WD	FAD Procurement Section AO V
	2.5 Posts the RFQ to PhilGEPS and/or sends to possible suppliers or contractors via email and receives duly accomplished RFQ and facilitate the approval of Summary of Bids and Abstract of Quotation (AoQ)  (Note: not included for Negotiation, Agency to Agency and Direct Contracting)	None	8 WD	BAC Secretariat Head
	2.6 Facilitates the Opening of Bids, Post-qualification (as applicable) and recommendation of award of contract to the Office of the Director	None	112 WD	Bids and Awards Committee (BAC) Chairperson
	2.7 Approves/ Disapproves the Abstract of Quotation, BAC Resolution and NOA and forwards to the BAC, Secretariat	None	1 WD	Office of the Director Director IV
	2.8 Approves the Contract/ Purchase Order (PO)/Job Order (JO)  2.9 Certifies the Availability of Funds of JO/PO/Contract	None	10 WD	FAD Division Chief  FAD Accounting Section Accountant III



Client steps	agency action	fees to be paid	processing time	person responsible
3. Client prepares the Obligation Request and Status (ORS) and submits to Budget Section	3.1. Receives the ORS and other procurement documents for processing	None	4 Hours	FAD Budget Section AOV
	3.2 Receives approved Contract/PO/JO and sends to the winning supplier or contractor	None	30 Mins	BAC Secretariat Head
	3.3. Approves the Notice to Proceed (NTP)	None	7 WD	BAC Secretariat Head
	3.4. Receives approved NTP and sends to the winning supplier or contractor	None	30 Mins	BAC Secretariat Head
	3.5. Coordinates with the supplier for the delivery of goods/services	None	1 WD	FAD Property Section AOV
4. Client coordinates with supplier/ contractor for the requested goods/ services and informs the Property Section once goods/ service is already accepted/ compliant with specifications	3.2 Accepts and inspects delivery of goods/services:  If compliant with specs: Accepts the delivery  If non-compliant with specs: Returns the goods/ service	None	1 WD	FAD Property Section AOV
5. Client is informed of the delivery and receives the goods / services requested	5.1 Informs the client of the delivery, forwards the goods / services, and Issues the RIS/ PAR, as applicable	None	1 WD	FAD Property Section AOV
<b>TOTAL</b>		None	<b>148 WD, 6 HR, 30 MN</b>	

\*This service is covered by a special law, Republic Act 9184 otherwise known as the Government Procurement Reform Act.





Client steps	agency action	fees to be paid	processing time	person responsible
	1.2 Reviews and forwards recommendation to the Bids and Awards Committee (BAC)	None	2 WD	Technical Working Group (TWG)
	1.3 Receives and prepares Request/Memo for the Approved Budget for the Contract (ABC) and forwards to the BAC	None	30 Mins	BAC Secretariat Head
	1.4 Reviews, approves and forwards recommendation to the Office of the Director// Head of the Procuring Entity (HoPE)	None	2 WD	Bids and Awards Committee (BAC) Chairperson
	1.5 Approval/disapproval of of ABC and forwards to the BAC, Secretariat	None	1 WD	Office of the Director Director IV
	1.6 Receives and forwards the duplicate copy of duly signed Request for ABC to concerned division	None	30 Mins	BAC Secretariat Head
2. Client forwards the fully accomplished Purchase Request (PR)	2.1 Receives and reviews the fully accomplished PR	None	30 Mins	FAD Procurement Section Admin Officer V (AOV)
	2.2 Approves/ Disapproves the PR and forwards to BAC Secretariat  <i>If PHP 1 Million below</i>  or  <i>If PHP 1million and above</i>	None	1 WD	FAD Division Chief  Office of the Director
	2.3 Assigns PR number/series and date	None	30 Mins	FAD Procurement Section AO V



Client steps	agency action	fees to be paid	processing time	person responsible
	2.4 Facilitates the invitation to conduct BAC Negotiation with service provider/ consultant and sends documents to be used	None	3 WD	BAC Secretariat Head
	2.5 Facilitates the conduct of Negotiation	None	6 WD	Bids and Awards Committee (BAC) Chairperson
	2.6 Facilitates the conduct of Post-Qualification (PQ)	None	20 WD	Post-Qualification Team
	2.7 Forwards the result of PQ and signed report to the BAC, Secretariat	None	1 WD	Post-Qualification Team
	2.8 Prepares the BAC Resolution, minutes of BAC negotiation including recommendation of award of contract to the Office of the Director/HoPE and prepares and review the Contract of Service (COS) by all the responsible unit/person thru DTORS	None	8 WD, 4 HRS	BAC Secretariat Head
	2.9 Approves/ Disapproves the BAC Resolution, and NOA and forwards to BAC Secretariat	None	1 WD	Office of the Director Director IV
	2.10. Receives approved Notice of Award (NOA) and sends to the winning consultant/ contractor for signature	None	30 minutes	BAC Secretariat Head
	2.11 Facilitates the signing and notarization of Contract of Service (COS), preparation and approval of Notice to Proceed (NTP), and sending of NTP to the winning supplier or contractor for signature	None	4 WD	FAD Procurement Section AOV



Client steps	agency action	fees to be paid	processing time	person responsible
3. Client prepares the Obligation Request and Status (ORS) and submits to Budget Section	3.1. Receives the ORS and other procurement documents for processing	None	4 HRS	FAD Budget Section AOV
	3.2 Coordinates with the supplier for the delivery of goods/services	None	2 WD	FAD Property Section AOV
4. Client coordinates with supplier/ contractor for the requested goods/ services and informs the Property Section once goods/service is already accepted/ compliant with specifications	4.1 Coordinates with supplier for delivery of goods/services and inspects goods/ services:  <b><i>If compliant with specs: Accepts the delivery</i></b>  <b><i>If non-compliant with specs: Returns the goods/ service</i></b>	None	1 WD	FAD Property Section AOV
5. Client is informed of the delivery and receives the goods / services requested	5.1 Informs the client of the delivery, forwards the goods / services, and Issues the RIS/ PAR, as applicable	None	1 WD	FAD Property Section AOV
<b>TOTAL</b>		None	<b>55 WD, 3 HRS</b>	

\*This service is covered by a special law, Republic Act 9184 otherwise known as the Government Procurement Reform Act.



## 8. TECHNICAL ASSISTANCE SERVICE-PROCESSING OF PURCHASE REQUEST WITH A TOTAL AMOUNT OF Php 50K BELOW

This service involves the processing of purchase request with total amount of Php 50,000.00 below from TAPI Divisions

<b>Office or Division:</b>	Finance and Administrative Division-Procurement Section	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	Government to Government (G2G)	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Divisions / Units</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>For Goods</b> <ol style="list-style-type: none"> <li>Approved Purchase Request (original in three (3) copies)</li> <li>Duly signed PPMP (one (1) certified true copy)</li> <li>Market Study/Research/Approved Lay-out/Sample Picture, as applicable (original/photocopy/scanned in one (1) copy)</li> <li>MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy)</li> </ol>		Originating Division  Originating Division Originating Division  MIS Unit
<b>For Services</b> <ol style="list-style-type: none"> <li>Approved Purchase Request (original in three (3) copies)</li> <li>Fully accomplished and signed Request for Pre-Repair Inspection (original in two (2) copies)</li> <li>Fully accomplished and signed Request for Repair (original in two (2) copies)</li> <li>MIS Corrective Maintenance Form for ICT equipment/peripherals only (original in one (1) copy)</li> <li>Cost Estimate/ Market Study/Research, as applicable (original/photocopy/scanned in one (1) copy)</li> </ol>		Originating Division  Property Section  Property Section  MIS Unit  Originating Division



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Client forwards the duly signed Request/ Memo with complete documentary requirements	1.1 Receives the fully accomplished PR and forwards to the Procurement Officer	None	10 Minutes	FAD Procurement Section Project Assistant I/ Science Research Assistant
	1.2 Checks the completeness and information of the PR as to the description, unit price, unit of measurement, total price	None	20 Mins	FAD Procurement Section Administrative Officer V (AOV)
	1.3. Forwards approval of PR to the Office of the FAD Chief	None	1 WD	FAD Division Chief
	1.4 Forwards the cleared/ approved PR to the Procurement Section	None	1 WD	FAD Division Chief
	1.5 Receives the approved and assigns PR number/series and date	None	20 Mins	FAD Procurement Section Project Assistant 1/ Science Research Assistant
	1.6 Prepares price quotation form (PQF) or request for quotation (RFQ), as applicable, and forwards to the Procurement Officer	None	20 Mins	FAD Procurement Section Project Assistant 1
	1.7 Checks and approves PQF/RFQ and forwards to PA 1	None	20 Mins	FAD Procurement Section AO V
	1.8 Sends PQF/RFQ to possible suppliers or contractors via email, and receives duly accomplished PQF/RFQ and Prepares Abstract of Quotation (AoQ), identifies bidder/s then forwards to the Procurement Officer	None	4 WD	FAD Procurement Section Project Assistant 1



Client steps	agency action	fees to be paid	processing time	person responsible
	1.9 Reviews and signs/clears the AoQ	None	20 Mins	FAD Procurement Section Administrative Officer V
	1.10 Approves the AoQ and forwards to Procurement Section	None	3 WD	Office of the Director Director IV
	1.11 Receives approved AoQ and prepares Purchase Order/ Job Order then forwards to the Procurement Officer	None	20 Mins	FAD Procurement Section AO II
	1.12 Reviews and clears the PO/JO	None	20 Mins	FAD Procurement Section AOV
	1.13 Certifies funds availability  1.14 Approves the PO/JO and forwards to Procurement Section	None	3 WD	FAD Accounting Section Accountant III  FAD Division Chief
3. Client prepares the Obligation Request and Status (ORS) and submits to Budget Section	3.1. Receives the ORS and other procurement documents for processing	None	4 Hours	FAD Budget Section AOV
	3.2 Coordinates with the supplier for the delivery of goods/services	None	1 WD	FAD Property Section AOV
4. Client coordinates with supplier/ contractor for the requested goods/services and informs the Property Section once goods/service is already accepted/ compliant with specifications	3.2 Accepts and inspects delivery of goods/services:  <b>If compliant with specs:</b> Accepts the delivery  <b>If non-compliant with specs:</b> Returns the goods/ service	None	1 WD	FAD Property Section AOV



Client steps	agency action	fees to be paid	processing time	person responsible
5. Client is informed of the delivery and receives the goods / services requested	5.1 Informs the client of the delivery, forwards the goods / services, and Issues the RIS/ PAR, as applicable	None	1 WD	FAD Property Section AOV
<b>TOTAL</b>		None	<b>15 WD, 6Hrs, 30mins</b>	

\*This service is covered by a special law, Republic Act 9184 otherwise known as the Government Procurement Reform Act.



## 9. Technical Assistance Service - Processing of Request for Request to Use Compensatory Overtime Credits

This service involves processing of requests for use of compensatory overtime credits (COC) earned.

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Permanent Employee</li> <li>TAPI Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Two (2) original copies of Request to Use Compensatory Overtime Credits (COC)			Downloadable Form/HR Section	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Files Application for use of COC/ Offsetting	1.1 Determines the number of COC earned by the concerned employee	None	1 HR	Division Division Chief concerne
	1.2 Validates/clears COC and forwards application to the Division Chief concerned	None	2 HRS	FAD HR Section Admin. Officer V
	If the COC is for one (1) day: 1.3 Approves/disapproves request for COC for one (1) day	None	1 WD	Division Chief concerned
	If the COC is for two to three (2-3) days or if it falls outside WFH Schedule: 1.3. Recommends for approval of the Director  1.4 Approves/ Disapproves request for COC with reason indicated, in case of disapproval		1 WD  1 WD	Division Chief concerned  Office of the Director Director IV
2. Client is notified of the result of the request for offsetting	2.1 Releases the signed request to the client and provides the HR Section a copy of the signed COC	None	2 HRS	Office of the Director Admin. Assistant
<b>TOTAL No. of Days, For request with OT Pay</b>		None	<b>5 HRS, 30 MINS</b>	
<b>TOTAL No. of Days, For request without OT Pay</b>		None	<b>4 HRS, 30 MINS</b>	



## 10. Technical Assistance Service - Processing of Request for Personnel Records

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

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G) Government to Client (G2C)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> <li>• Separated / Resigned / Retired TAPI Employee</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) original copy of request Slip Form specifying:  Records needed (e.g. Service Record, Certification of Employment, Payslip, etc.) Purpose of request			HR Section / DOST TAPI	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Submit request slip to the HR Section	1.1 Approves the request and forwards the slip to the Admin Officer II (AO II) for the preparation of needed record	None	2 hours	FAD HR Section Admin Officer V
	1.2 Prepares requested document	None	2 WD	FAD HR Section AO II
	1.3 Reviews and signs the requested document	None	4 hours	FAD HR Section Admin Officer V
2. Client is notified of the release of the requested document	2.1 Releases the requested document to the client	None	2 hours	FAD HR Section Clerk III
<b>TOTAL</b>		None	<b>3 WD</b>	



## 11. Technical Assistance Service - Processing of Request for Office Clearance

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

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• API Permanent Employee</li> <li>• TAPI Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Four (4) original copies of Clearance Form (CSForm No. 7 Revised 2018)</li> <li>• One(1) Original copy of the Inventory and Transfer of Equipment Form</li> <li>• One(1) Original copy of the Certificate of Transfer of Files</li> <li>• One (1) Original copy of clearance from GSIS and Landbank (if employee has an existing loan)</li> </ul>			Downloadable Form/HR Section  Property Section  Client  GSIS/Landbank	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Submit request slip to the HR Section	1.1 Signs clearance. Forwards the clearance to the Property Section	None	2 WD	Concerned Division  Immediate Supervisor and Division Chief
	1.2 Clears/ signs the clearance form. Forwards the request to the HR Section	None	1 WD	FAD Property Section Admin. Officer V
	1.4 Clears /signs the clearance. Forwards to Record Section	None	1 WD	FAD HR Section Admin. Officer V



Client steps	agency action	fees to be paid	processing time	person responsible
	1.5 Clears/signs the clearance. Forwards to the Accounting Section.	None	1 WD	FAD Records Section Admin. Officer V
	1.6 Clears/sign the clearance. Forwards to the Budget Section	None	1 WD	FAD Accounting Section Accountant III
	1.7 Clears/sign the clearance. Forwards to the Cashier Section	None	4 HRS	FAD Budget Section Admin. Officer V
	1.8 Clears/sign the clearance. Forwards to the Legal Unit	None	4 HRS	FAD Cash Section Admin. Officer V
	1.9 Clears/sign the clearance. Forwards to the Office of the Director	None	1 WD	Legal Unit Attorney IV
	1.10 Signs clearance. Forwards to the HR Section	None	3 WD	Head of Agency- Office of the Director
2. Client is notified of the release of request for clearance	2.1 Furnishes the client of the approved clearance	None	4 hours	FAD HR Section Clerk III
<b>TOTAL No. of Days</b>		None	<b>11 WD, 4 HRS</b>	



## 12. Technical Assistance Service - Processing of Request for Unplanned Vacation Leave (VL) / Forced Leave (FL) / Special Privilege Leave (SPL)

This service involves processing of request for leave application from TAPI permanent employee for Unplanned VL / FL / SPL

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Permanent employee of TAPI</li> </ul>			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> <li>Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) filed at least five (5) days before the effective date of leave</li> <li>Four (4) original copies of Clearance Form (CSC Form No. 7 Revised 2018) — for application for VL of one (1) month or more</li> </ul>			Downloadable Form/HR Section	
			Downloadable Form/HR Section	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Files application for leave to the HR Section	1.1 Certifies leave credits and forwards application to concerned Division Chief	None	2 hours	FAD HR Section Admin. Officer V
	1.2 Forwards recommendation to the Office of the Director	None	4 hours	Concerned Division Chief
	1.3 Approves/ Disapproves of the request for Leave and Forwards the form to the HR Section	None	1 WD	Office of the Director Director IV
2. Client is notified of the release of request for leave	2.1 Furnishes the client a copy of signed leave	None	2 hours	FAD HR Section Clerk III
<b>TOTAL No. of Days</b>		None	<b>1 WD, 8 HRS</b>	



### 13. Technical Assistance Service - Processing of Request for Planned Vacation leave (VL) / Forced Leave (FL) / Special Privilege Leave (SPL)

This service involves processing of request for leave application from TAPI permanent employee for planned VL / FL / SPL

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Permanent employee of TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) filed at least five (5) days before the effective date of leave</li> </ul>			Downloadable Form/HR Section	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Files application for leave to the HR Section	1.1 Certifies leave credits and forwards application to concerned Division Chief	None	2 HRS	FAD HR Section Admin. Officer V
	1.2 Forwards approval to the HR Section	None	4 HRS	Concerned Division Chief
2. Client is notified of the release of request for leave	2.1 Furnishes the client a copy of the signed leave	None	2 hours	FAD HR Section Clerk III
<b>TOTAL No. of Days</b>		None	<b>8 HRS</b>	



#### 14. Technical Assistance Service - Processing of Request for Sick Leave and Special Privilege Leave for Women under Magna Carta

This service involves processing of request for leave application from TAPI permanent employee and female employee with gynecologic disorder

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Permanent employee of TAPI</li> <li>• Permanent female employee with gynecologic disorder</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) to be filed: upon return- for SL advance - for SPL for women</li> <li>• Any proof of sickness or one (1) original copy of medical certificate for five (5) days or more</li> <li>• One (1) Original copy of medical certificate filled up by attending surgeon reflecting gynecological disorder and operative procedure and period of recuperation for SPL for Women</li> <li>• Four (4) original copies of Clearance Form (CSC Form No. 7 Revised 2018) for SL or SPL of more than one (1) month</li> </ul>			Downloadable Form/HR Section	
			Physician	
			Physician	
			Downloadable Form/HR Section	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1.Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1.1 Validates attached documents, certifies leave credits and forwards application to concerned Division Chief	None	4 hours	FAD-HR Admin. Officer V



Client steps	agency action	fees to be paid	processing time	person responsible
	<p><b>For 1-2 days SL:</b> 1.2 Approves/ Disapproves and forwards to the HR Section</p> <p><b>For 3 days or more SL:</b> 1.2 Recommends and forwards to the Office of the Director</p>	None	4 HRS	Concerned Division Chief
	<p>For 3 days or more SL:</p> <p>1.3 Approves/ Disapproves request for leave and forward the signed application to the HR Section</p>	None	4 HRS	Office of the Director Director IV
2. Client is notified of the release of request for leave	2.1 Furnishes the client a copy of the signed leave	None	2 hours	FAD HR Section Clerk III
<b>Total - if approval is with the Division Chief</b>		None	<b>1 WD, 2 HRS</b>	
<b>Total - if approval is with the Director</b>		None	<b>1 WD, 6 HRS</b>	



## 15. Technical Assistance Service - Processing of Request for Maternity Leave and Paternity Leave

This service involves processing of request for leave application from TAPI permanent female and male (married) employee

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Permanent male (married) and female employee of TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Three (3) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) to be filed in advance for Maternity leave</li> <li>Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) to be filed within thirty (30) days after delivery of spouse of married male employee for Paternity Leave</li> <li>One (1) Original and one (1) photocopy of Medical Certificate indicating due of Pregnancy or Proof of Expected Delivery Date</li> <li>One (1) Photocopy of original marriage contract/ certificate of male married employee</li> <li>Four (4) original copies of Clearance Form (CSC Form No. 7 Revised 2018)</li> </ul>			Downloadable Form/HR Section  Downloadable Form/HR Section  Physician  Philippine Statistics Authority/ Local Civil Registry  Downloadable Form/HR Section	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Files application of leave to the HR Section	1.1 Checks document attached and certifies leave credits and forwards application to concerned Division Manager	None	2 hours	FAD-HR Admin. Officer V



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
	1.2 Forwards recommendation to the Office of the Director	None	4 HRS	Concerned Division Chief
	1.3 Signs request for leave and forward the signed application to the HR Section	None	4 HRS	Head of Agency-Office of the Director
2. Client is notified of the release of request for leave	2.1 Furnishes the client a copy of the signed leave	None	2 HRS	FAD-HR Clerk III
<b>Total</b>		None	<b>1 WD, 4 HRS</b>	



## 16. Technical Assistance Service - Processing of Request for Special Privilege Leave (SPL) of a Solo Parent who is Permanent Employee

This service involves processing of request for leave application from TAPI permanent employee for SPL of a Solo Parent

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Permanent employee of TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) filed at least five (5) days before the effective date of leave</li> <li>One (1) photocopy of Solo Parent Updated ID</li> </ul>			Downloadable Form/HR Section	
			Local Government Unit/DSWD	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1.1 Validates attached document and certifies leave credits and forwards application to concerned Division Manager	None	2 hours	FAD HR Section Admin. Officer V
	1.2 Forwards recommendation to the Office of the Director	None	4 hours	Concerned Division Chief
	1.3 Signs request for leave and forward the signed application to the HR Section	None	4 hours	Office of the Director Director IV
2. Client is notified of the release of request for leave	2.1 Furnishes the client a copy of the signed leave	None	2 hours	FAD HR Section Clerk III
<b>Total</b>		None	<b>1 WD, 4 HRS</b>	



## 17. Technical Assistance Service - Processing of Request for Calamity Leave

This service involves processing of request for leave application from TAPI permanent employee for SPL of a Solo Parent

<b>Office or Division:</b>	Finance and Administrative Division-Human Resource (HR) Section			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>Permanent employee of TAPI</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) filed after the calamity</li> <li>One (1) photocopy of any proof that the place of residence is affected by a calamity or any validated report that the place of residence is included under the state of calamity</li> </ul>			Downloadable Form/HR Section  Local Government Unit/ NDRRMC	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Files application of leave to the HR Section	1. 1 Validates/checks completeness of attached document and certifies leave credits and forwards application to concerned Division Manager	None	4 HRS	FAD HR Section Admin. Officer V
	1.2 Forwards recommendation to the Office of the Director	None	4 HRS	Division Chief Concerned
	1.3 Signs request for leave and forward the signed application to the HR Section	None	4 HRS	Office of the Director Director IV
2. Client is notified of the release of request for leave	2.1 Furnishes the client a copy of the signed leave	None	2 HRS	FAD HR Section Clerk III
<b>Total</b>		None	<b>1 WD, 6 HRS</b>	



## 18. Technical Assistance Service - Processing of Payment for Supplies and Equipment

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

<b>Office or Division:</b>	Finance and Administrative Division (FAD) – Accounting, Budget and Cashier Sections
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Divisions</li> </ul>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>For Supplies and Equipment</b></p> <ol style="list-style-type: none"> <li>Fully accomplished and signed Obligation Request Status form(original in three (3) copies)</li> <li>Fully accomplished and signed Disbursement Voucher (original in four (4) copies)</li> <li>Bank Details (Account. Name, Account Number, Account Type, Name of the Bank &amp; Branch) ( scanned/emailed/photocopy in one(1) copy)</li> <li>Sales Invoice (original in one (1) copy)</li> <li>Delivery Receipts (original in one (1) copy)</li> <li>Duly Signed Purchase Order (original in one (1) copy)</li> <li>Approved Purchase Request (original for one time purchase/ certified true copy for more than once in one (1) copy)</li> <li>Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy)</li> <li>Canvass form/Request for quotation ( original/ photocopy/scanned one (1) copy for each supplier</li> </ol>	<p>FAD, Budget Section</p> <p>FAD, Accounting Section</p> <p>Originating Division/ FAD,Procurement Section</p> <p>Originating Division/ FAD,Property Section</p> <p>FAD,Property Section</p> <p>FAD,Procurement Section</p> <p>Originating Division/ FAD,Procurement Section</p> <p>FAD,Procurement Section</p> <p>FAD,Procurement Section</p>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>10. Inspection &amp; Acceptance Report (duly accomplished and signed by Inspection Committee Chairperson and Property Section Head) (original in one (1) copy)</p> <p>11. Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) (original in one (1) copy)</p> <p>12. Official Receipts (original in one (1) copy)</p> <p>13. For Token( other supplies and materials) receiving copy and inventory of item/s purchased ( ex. Gift checks) (original in one (1) copy)</p> <p>14. For transaction purchase thru Bids and Awards Committee (BAC), copy of Notice of Award, Notice to Proceed and BAC Resolution and original contract shall be attached in one (1) copy</p>		<p>FAD,Property Section</p> <p>FAD,Property Section</p> <p>Originating Division/ FAD,Property Section</p> <p>Originating Division</p> <p>BAC/FAD,Procurement Section</p>		
Client steps	agency action	fees to be paid	processing time	person responsible
1. Client submits the Disbursement Package for processing of payment	1.1 Receives the complete documentary requirements and obligates the payment.	None	4 HRS	FAD Budget Section Budget Officer V
	1.2 Receives and process the Disbursement Package (DP) for payment and performs pre-audit of DP	None	1W D	FAD Accounting Section Senior Admin Assistant II
	1.3 Receives and certifies funds availability :and completeness of documents	None	4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package: <b>1.4 If Php 1 million and below</b> or <b>1.4 If more than Php 1 million</b>	None	4 HRS	FAD Division Chief  Office of the Director Director



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>1.5. Receives the approved DP, check the applicable payment:</p> <p><b>For Check/s payment</b> 1.6 Prepares and signs the check/s , attaches Tax Certificate (if any).</p> <p><b>For payment LDDAP-ADA</b> 1.6 Prepares LDDAP ADA &amp; SLIAE, forwards to Accounting Section and CFAD for signature, attaches Tax Certificate (if any)</p> <p>1.7 Approves the ADA</p>	<p>None</p> <p>None</p>	<p>1 WD</p> <p>1 WD</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p> <p>Office of the Director</p>
	<p>Encodes to the bank system:</p> <p><b>For Check/s payment</b> 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p><b>For payment LDDAP-ADA</b> 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS ), delivers the approved LDDAP ADA &amp; SLIAE to Land Bank Philippines (LBP) for uploading and validation;</p>	<p>None</p> <p>None</p>	<p>4 HRS</p> <p>1WD</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	1.9 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
2. Client receives notification for payment of supplies and equipment.	2.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	4 hrs	FAD Cashier Section AOV
<b>Total - For check payment</b>		None	<b>4 WD and 4 HRS</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>8 WD and 4 HRS</b>	



## 19. Technical Assistance Service - Processing of Payment for Food and Venue

This service involves processing of payment for food and venue.

<b>Office or Division:</b>	Finance and Administrative Division (FAD) – Accounting, Budget and Cashier Sections	
<b>Classifications:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Divisions</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Fully accomplished and signed Obligation Request Status form (original in three (3) copies)		FAD, Budget Section
2. Fully accomplished and signed Disbursement Voucher (original in four (4) copies)		FAD, Accounting Section
3. Bank Details (Account. Name, Account Number, Account Type, Name of the Bank & Branch) (scanned/emailed/photocopy in one(1) copy)		Originating Division/ FAD, Procurement Section
4. Sales/Billing Invoice (original in one (1) copy)		FAD, Property Section
5. Duly signed Job Order/Contract Agreement (original in one (1) copy)		Originating Division/ FAD, Procurement Section
6. Approved Purchase Request/Food Request (original for one time purchase/ certified true copy for more than once in one (1) copy)		Originating Division/ FAD, Procurement Section
7. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy)		FAD, Procurement Section
8. Canvass form/Request for quotation ( original/ photocopy/scanned one (1) copy for each supplier		FAD, Procurement Section



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>9. For transaction purchase through Bids and Awards Committee (BAC), copy of Notice of Award, Notice to Proceed and BAC Resolution and original contract shall be attached in one(1) copy</p> <p>11. Attendance Sheet (original in one (1) copy</p> <p>12. Activity Report and or Program, Special Order if applicable (original/scanned/photocopy in one (1) copy)</p>			<p>BAC/FAD,Procurement Section</p> <p>Originating Division</p> <p>Originating Division</p>	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Client submits the Disbursement Package for processing of payment	1.1 Receives the complete documentary requirements and obligates the payment.	None	4 HRS	FAD Budget Section Budget Officer V
	1.2 Receives and process the Disbursement Package (DP) for payment and performs pre-audit of DP	None	1W D	FAD Accounting Section Senior Admin Assistant II
	1.3 Receives and certifies funds availability :and completeness of documents	None	4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package: <b>1.4 If Php 1 million and below</b> or <b>1.4 If more than Php 1 million</b>	None	4 HRS	FAD Division Chief  Office of the Director Director



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>1.5. Receives the approved DP, check the applicable payment:</p> <p><b>For Check/s payment</b> 1.6 Prepares and signs the check/s , attaches Tax Certificate (if any).</p> <p><b>For payment LDDAP-ADA</b> 1.6 Prepares LDDAP ADA &amp; SLIAE, forwards to Accounting Section and CFAD for signature, attaches Tax Certificate (if any)</p> <p>1.7 Approves the ADA</p>	<p>None</p> <p>None</p>	<p>1 WD</p> <p>1 WD</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p> <p>Office of the Director</p>
	<p>Encodes to the bank system:</p> <p><b>For Check/s payment</b> 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p><b>For payment LDDAP-ADA</b> 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS ), delivers the approved LDDAP ADA &amp; SLIAE to Land Bank Philippines (LBP) for uploading and validation;</p>	<p>None</p> <p>None</p>	<p>4 HRS</p> <p>1WD</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	1.9 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
2. Client receives notification for payment of supplies and equipment.	2.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	4 hrs	FAD Cashier Section AOV
<b>Total - For check payment</b>		None	<b>4 WD and 4 HRS</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>8 WD and 4 HRS</b>	



## 20. Technical Assistance Service - Processing of Payment for Contract of Service

This service involves processing of payment of professional services those with Contract of Service

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



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<p>10. Inspection &amp; Acceptance Report (duly accomplished and signed by Inspection Committee Chairperson and Property Section Head) (original in one (1) copy)</p> <p>11. Official Receipts(original in one(1) copy), if applicable</p> <p>12. For transaction purchase thru Bids and Awards Committee (BAC), copy of Notice of Award, Notice to Proceed and BAC Resolution and original contract shall be attached in one (1) copy</p>			<p>FAD,Property Section</p> <p>Originating Division/ FAD,Property Section</p> <p>BAC/FAD,Procurement Section</p>	
Client steps	agency action	fees to be paid	processing time	person responsible
1. Client submits the Disbursement Package for processing of payment	1.1 Receives the complete documentary requirements and obligates the payment.	None	4 HRS	FAD Budget Section Budget Officer V
	1.2 Receives and process the Disbursement Package (DP) for payment and performs pre-audit of DP	None	1W D	FAD Accounting Section Senior Admin Assistant II
	1.3 Receives and certifies funds availability :and completeness of documents	None	4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package: <b>1.4 If Php 1 million and below</b> or <b>1.4 If more than Php 1 million</b>	None	4 HRS	FAD Division Chief  Office of the Director Director



Client steps	agency action	fees to be paid	processing time	person responsible
	<p>1.5. Receives the approved DP, check the applicable payment:</p> <p><b>For Check/s payment</b> 1.6 Prepares and signs the check/s , attaches Tax Certificate (if any).</p> <p><b>For payment LDDAP-ADA</b> 1.6 Prepares LDDAP ADA &amp; SLIAE, forwards to Accounting Section and CFAD for signature, attaches Tax Certificate (if any)</p> <p>1.7 Approves the ADA</p>	<p>None</p> <p>None</p>	<p>1 WD</p> <p>1 WD</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p> <p>Office of the Director</p>
	<p>Encodes to the bank system:</p> <p><b>For Check/s payment</b> 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p><b>For payment LDDAP-ADA</b> 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS ), delivers the approved LDDAP ADA &amp; SLIAE to Land Bank Philippines (LBP) for uploading and validation;</p>	<p>None</p> <p>None</p>	<p>4 HRS</p> <p>1WD</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p>



Client steps	agency action	fees to be paid	processing time	person responsible
	1.9 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
2. Client receives notification on the release of payment	2.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	4 HRS	FAD Cashier Section AOV
<b>Total - For check payment</b>		None	<b>4 WD, 4 HRS</b>	
<b>Total - For LDDAP -ADA</b>		None	<b>8 WD, 4 HRS</b>	



## 21. Technical Assistance Service - Processing of Request for Corrective Maintenance of IT Equipment

This service involves processing of the request for corrective maintenance of IT equipment issued to end-users

<b>Office or Division:</b>	Finance and Administrative Division (FAD) – Management Information System (MIS) Unit			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Employee under Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Two (2) original copies of MIS Corrective Maintenance Form			MIS Unit, DOST-TAPI	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Client shall accomplish the request form and submit to MIS Unit the completely filled out MIS Corrective Maintenance Form.	1.1 Receives the fully accomplished form and inspect/assess computers, laptop, and/or peripherals indicated in the request.	None	30 MNS	FAD Budget Section Budget Officer V
	1.2 Identify if the problem requires remedial or full repair.	None	30 MNS	FAD Accounting Section Senior Admin Assistant II
	<b>If findings require remedial repairs:</b> 1.3 Perform corrective maintenance needed.  or <b>If findings require full repairs:</b> 1.3 assess the extent of repair needed.	None	2 HRS	FAD MIS Unit Computer Programmer
	None	2 WD		



Client steps	agency action	fees to be paid	processing time	person responsible
	1.4 Provide recommendations in the MIS Corrective Maintenance Form	None	5 MNS	FAD MIS Unit Computer Programmer
	1.5 Take note of the action and recommendations provided.	None	5 MNS	FAD MIS Unit IT Officer I
	1.6 Update its MIS Equipment Maintenance Record accordingly.	None	5 MNS	FAD MIS Unit Computer Programmer
2. Client receives notification that the request for corrective maintenance for IT equipment was performed and the recommendations, if any.	2.1 Provide the client a copy of the accomplished MIS Corrective Maintenance with recommendation, if applicable	None	5 MNS	FAD MIS Unit Computer Programmer
<b>TOTAL - If findings require remedial repair</b>		None	<b>3 Hrs, 20 mins</b>	
<b>TOTAL - If findings require full repair</b>		None	<b>2 WD, 1 HR, 20 MINS</b>	



## 22. Technical Assistance Service - Processing of Request for Website Posting

This service involves processing of the request for posting of materials and/or content in the official TAPI website.

<b>Office or Division:</b>	Finance and Administrative Division (FAD) – Management Information System (MIS) Unit			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• TAPI Permanent Employee</li> <li>• TAPI Employee under Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Original two (2) copies of MIS Website Posting Form</li> <li>2. One (1) original /photocopy /scanned copy of content and/or materials for website posting</li> </ol>			MIS Unit, DOST-TAPI	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Client submits to MIS Unit the request form.	1.1 Receives the form and inspect/check for the completeness of the submitted form.	None	30 MN	FAD Budget Section Budget Officer V
	1.2 If the form is properly filled out, inform the concerned TAPI staff to submit the materials and/or content for website posting.	None	30 MN	FAD Accounting Section Senior Admin Assistant II
2. Client submits the needed materials and/or content for website posting	2.1 Post or upload to TAPI Website the materials and/or content received.	None	1 WD	FAD MIS Unit Computer Programmer
3. Client receives Notification that request is posted in the website	3.1 Notifies the client of the website posting	None	5 MN	FAD MIS Unit Computer Programmer
<b>TOTAL</b>		None	<b>1 WD, 15 MN</b>	



# **INTERNAL SERVICES**

Office of the Director (OD)



## 25.REQUEST FOR SPEECHES

This service involves the processing of requests for speeches for the DOST-TAPI Director and/or DOST Officials.

<b>Office or Division:</b>	Office of the Director – Corporate Communication Unit (OD-CCU)
<b>Classifications:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST-TAPI Office of the Director</li> <li>DOST-TAPI Investment and Business Operations Division</li> <li>DOST-TAPI Finance and Administrative Division</li> <li>DOST-TAPI Technology Information and Promotion Institute</li> <li>DOST-TAPI Invention Development Division</li> </ul>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> <li>1. Two (2) original copies of Request to Use Compensatory Overtime Credits (COC)</li> <li>2. One (1) photocopy of the event brief which includes a program indicating the time, date, venue, resource speakers, and audience.</li> <li>3. One (1) photocopy of the project or activity brief which includes the rationale, notable accomplishments of the project, and historical data, if applicable.</li> </ol>	<p style="text-align: center;">OD-CCU</p> <p>Originating Division from any of the following:  DOST-TAPI Office of the Director  DOST-TAPI Investment and Business Operations Division  DOST-TAPI Finance and Administrative Division  DOST-TAPI Technology Information and Promotion Institute  DOST-TAPI Invention Development Division</p> <p><b><i>Originating Division from any of the following:</i></b>  DOST-TAPI Office of the Director  DOST-TAPI Investment and Business Operations Division  DOST-TAPI Finance and Administrative Division  DOST-TAPI Technology Information and Promotion Institute  DOST-TAPI Invention Development Division</p>



Client steps	agency action	fees to be paid	processing time	person responsible
1. Accomplishes CCU Request Form with relevant documents attached and submits to the OD-CCU	1.1 Receives duly accomplished CCU Request Form with relevant attachments	None	30 MN	Office of the Director (OD) CCU Sr. SRS
	1.2 Forwards the request form for approval or disapproval to the DOST-TAPI Director			OD CCU Sr. SRS
	1.3 Approves/ disapproves the request			Office of the Director Director
	<b><i>If the request is disapproved,</i></b> 1.4 CCU returns the request form to the requesting PM citing the reason for disapproval	None	4 hours	OD, CCU Sr. SRS
	<b><i>If the request is approved</i></b> 1.4 Informs the requesting PM by providing a photocopy of the approved CCU request form and reviews relevant documents attached	None	3 WD	OD, CCU Sr. SRS
	1.5 Writes a message or speech until finalized.	None	3 WD	OD, CCU Sr. SRS
2. Client receives the finalized message/ speech.	2.1 Provide the client a copy of the finalized message/ speech to the requesting client	None	1 WD	OD, CCU Sr. SRS
<b>Total - If disapproved</b>		None	<b>1 WD</b>	
<b>Total - If approved</b>		None	<b>8 WD</b>	



## 24. Technical Assistance Service - Processing of Request for Authority to Use of Renedered Overtime

This service involves processing of requests to render overtime.

<b>Office or Division:</b>	Office of the Director			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>TAPI Permanent Employee</li> <li>TAPI Contract of Service / Job Order</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Two (2) original copies of Request to render Overtime Service Form			HR Section / DOST - TAPI	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Files the Application form to the Division concerned	1.1 Determines the urgency of the request for overtime service	None	1 Hour	Division Division Chief concerned
	If With Overtime Pay: 1.2 Forwards recommendation to the Budget Section	None	1 Hour	Division Division Chief concerned
	1.3 Budget Officer signs availability of funds and forwards to the Office of the Director		1 Hour	FAD Budget Section AOV
	If Without Overtime Pay: 1.2 Forwards recommendation to the Office of the Director		1 Hour	Division Division Chief concerned
2. Client is notified of the result of requested overtime	2.1 Releases the signed request to the client	None	30 minutes	OD Admin Assistant
<b>TOTAL No. of Days, For request with OT Pay</b>		None	<b>5 HRS, 30 MINS</b>	
<b>TOTAL No. of Days, For request without OT Pay</b>		None	<b>4 HRS, 30 MINS</b>	



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

This service refers to review and evaluation for all formatted contracts, conformé, legal communication, and other routine office documents.

<b>Office or Division:</b>	Office of the Director – Legal Unit (OD-LU)			
<b>Classifications:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST-TAPI Employees</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) photocopy or One (1) electronic copy (if through DTORS) of the document sought to be reviewed/commented like contracts, conformé, legal communication including its attachments, if any.			Client	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. Client physically and/or digitally via DTORS, submits documents for comment, review and/ or evaluation	1.1. Physically and/or digitally via DTORS receives the document, logs it and forwards the same to the Legal Assistant I and/or Legal Assistant III (LA I and/or LA III).	None	1 Hour	Legal Unit-Division Secretary (LU-DS)
	1.2. Makes an initial review and puts a notation on the document as to grammar, spelling and attachments, if any. Then forwards the document to the Head of the Legal Unit (HLU).	None	6 Hours	OD-LU LA I and/or LA III
	1.3. Reviews and evaluates the document as to the correctness and legal implication under applicable laws, rules and regulations. Indicates his comments, notations, or clearance on the document and forward the same to the LU-DS.	None	2 WD	OD-LU HLU Attorney IV



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
2. Client receives the reviewed document digitally and/or physically	2.1 Informs the DOST-TAPI Employee and releases the document physically and/or digitally.	None	1 Hour	OD-LU LU-DS
<b>Total</b>		None	<b>3 WD</b>	



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

This service refers to review and evaluation of draft policies, guidelines, circulars, bills, and other non-routine office documents including the rendering of legal comments thereto.

<b>Office or Division:</b>	Office of the Director – Legal Unit (OD-LU)			
<b>Classifications:</b>	Complex			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>DOST-TAPI Employees</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
One (1) photocopy or One (1) electronic copy (if through DTORS) of the document sought to be reviewed/commented like draft policies, guidelines, circulars, bills including its attachments, if any.			Client	
<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
1. The client physically and/or digitally via DTORS, submits document for comment, review and/ or evaluation	1.1. Physically and/or digitally via DTORS receives the document, logs it and forwards the same to the Legal Assistant I and/or Legal Assistant III (LA I and/or LA III).	None	1 Hour	Legal Unit-Division Secretary (LU-DS)
	1.2. Makes an initial review and puts a notation on the document as to grammar, spelling and attachments, if any. Then forwards the document to the Head of the Legal Unit (HLU).	None	7 Hours	OD-LU LA I and/or LA III
	1.3. Reviews and evaluates the document as to the correctness and legal implication under applicable laws, rules and regulations. Indicates comments, notations, or clearance on the document and forward the same to the LU-DS.	None	2 WD	OD-LU HLU Attorney IV



<b>Client steps</b>	<b>agency action</b>	<b>fees to be paid</b>	<b>processing time</b>	<b>person responsible</b>
2. The client receives the reviewed document digitally and/or physically	2.1 Informs the DOST-TAPI Employee and releases the document physically and/or digitally.	None	1 WD	OD-LU LU-DS
<b>Total</b>		None	<b>4 WD</b>	



## VII. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
<b>How to send a feedback</b>	<p>a. <b>Via Physical CCSS Forms</b> (for Walk-in Clients). Accomplish the DOST-TAPI Client Satisfaction Survey (CCSS) issued by from the Public Assistance Office (PAO) and submits the same to PAO Frontline Staff.</p> <p>b. <b>Via Online CCSS</b>. Accomplish the CCSS using the link: <a href="https://tinyurl.com/TAPI-CCSS">https://tinyurl.com/TAPI-CCSS</a></p>
<b>How feedbacks are processed</b>	<p>a. <b>Via Physical CCSS Forms (for Walk-in Clients)</b>. The PAO Frontline Staff reviews all the CCSS Forms submitted to it and immediately communicates to the concerned DOST-TAPI Division any poor ratings received. The Division concerned makes the necessary action(s). PAO Frontline Staff consolidates the CCSS 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 DOST-TAPI.</p> <p>b. <b>Via Online CCSS</b>. All Divisions have access to the CCSS database. Process owners regularly checks the database for any poor ratings received. Division concerned makes the necessary action(s). QMR consolidates the database along with the ones submitted by the PAO and make a CCSS Report for the Annual Planning Workshop of DOST-TAPI.</p>
<b>How to file a complaint</b>	<p>Accomplish the comments or suggestions section of the CCSS Form. In the alternative, the Client may write his or her complaint letter addressed to DOST-TAPI and submit to PAO or send via email at <a href="mailto:info@tapi.dost.gov.ph">info@tapi.dost.gov.ph</a>. The complaint should specify: (1) the name of the personnel being complained of, if any; (2) narration of relevant facts of the incident; and (3) evidence of the allegation, if any.</p>
<b>How complaints are processed (Public)</b>	<p>All complaints are sent to the Office of the Director (OD). The Director forwards the complaint to the Division concerned in coordination with the Legal Unit for appropriate action which includes responding to the complainant in writing within fifteen (15) working days pursuant to Republic Act (RA) No. 6713. In case the issue is still unresolved, the Director may form a Fact-Finding Committee in order to determine whether there is sufficient reason to believe the accusations made in the complaint. If probable cause exists, the Head of the Agency shall act in accordance to applicable laws, rules and regulations.</p>



**FEEDBACK AND COMPLAINTS MECHANISM**

**How to file a complaint (Internal)**

Written complaints stating the name of the person and the acts being complained of shall be filed under any of the following modes subject to their respective coverage:

Where to File	What to File	Basis
Grievance Committee	Non-implementation of policies, inadequate physical conditions, poor interpersonal relationships, and appointment protests.	DOST-TAPI Special Order No. 049, s. 2022.
CODI	Sexual harassment.	2017 RACCS in relation to Safe Spaces Act
Director	General violation of code of conduct and Ethical Standard.	2017 RACCS and RA 6713

**How complaints are processed (Internal)**

Grievance or General Violation – The grievance Committee conducts investigation and render decision. The Committee informs the parties of the decision for implementation of all concerned personnel. The period to complete the process provided under the respective applicable rules or laws shall be followed.

Sexual Harassment – CODI conducts preliminary investigation and/or formal investigation and issues the report or recommendation to the Disciplining Authority. The Disciplining Authority informs the parties of the decision. Personnel Section implements the decision in coordination with the Legal Unit in case the same is unfavorable to the respondent(s). The period to complete the process provided under the respective applicable rules or laws shall be followed.

**Contact Information of CCB, PCC, ARTA**

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



## VIII. LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Technology Application and Promotion Institute	TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-6188, 8837-2071 loc. 2151 info@tapi.dost.gov.ph
<b>Invention Development Division</b>	3rd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-2071-82 loc. 2166/ 2150
<b>Investment and Business Operations Division</b>	3rd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-2071-82 loc. 2165/ 2158 or 8837-6186
<b>Technology Information and Promotion Division</b>  <i>ISTE</i> <i>Public Assistance Office (PAO)</i>	3rd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-2071-82 loc. 2167  8837-2071-82 loc. 2162 8837-2071-82 loc. 2153 or 8837-2936
<b>Finance and Administrative Division</b>  <i>Records Section</i> <i>Budget Section</i> <i>Accounting Section</i> <i>Property Section</i> <i>Procurement Section</i> <i>Human Resource Section</i>	2nd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-2071-82 loc. 2164  8837-2071-82 loc. 2153 or 8837-2936 8837-2071-82 loc. 2152 8837-2071-82 loc. 2152 8837-2071-82 loc. 2156 8837-2071-82 loc. 2156 8837-2071-82 loc. 2154
<b>Legal Unit</b>	2nd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-2071 loc. 2162
<b>Freedom of Information (FOI)</b>	2nd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-2071-82 loc. 2162