



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

CITIZEN'S CHARTER

2023 1st EDITION



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PROMOTION INSTITUTE**

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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. Provide grants and venture financing for new and emerging projects;
3. Administer the Invention Development Assistance Fund (IDAF) for the initial experiments and prototype development and other invention development-related activities;
4. Assist technology generators, inventors, and researchers avail of the laboratories and other facilities of the Research and Development Institutes including DOST Regional Offices and other government agencies, offices, and instrumentalities; and
5. Accredite and recognize inventors' associations throughout their activities.

II. VISION

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

III. MISSION

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



IV. SERVICE PLEDGE

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

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

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

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

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



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EXTERNAL SERVICES

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.

Office or Division:	Invention Development Division (IDD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	<ul style="list-style-type: none"> • Filipino men & women inventor, researcher, scientist, and/or innovator • Public and/or Private Research and Development Institutes (RDIs), Private Business entities • State Universities and Colleges
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. One (1) duly accomplished and signed original/scanned copy of letter request form	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
2. One (1) duly accomplished and signed original/scanned copy of Intellectual Property Disclosure Form (IPDF)	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
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 (www.tapi.dost.gov.ph , www.techtrans.gov.ph) or National Library of the Philippines (NLP) (http://web.nlp.gov.ph) and Client
8. Five (5) original copies of the signed and duly accomplished copyright application form and Affidavit of Ownership in legal size bond paper;	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) or National Library of the Philippines (NLP) (http://web.nlp.gov.ph) and Client

<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>DOST-TAPI (www.tapi.dost.gov.ph, www.techtrans.gov.ph) or National Library of the Philippines (NLP) (http://web.nlp.gov.ph) and Client</p>
<p>10. Two (2) electronic copies in CDs or two (2) printed copies of the work.</p>	<p>Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits application letter to TAPI Record Section with the documentary requirements</p>	<p>1.1 Records and transmits the submission to the Office of the Director (OD)</p>	<p>None</p>	<p>1 WD</p>	<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>	<p>None</p>	<p>2 WD</p>	<p>Office of the Director (OD) Director IV</p>
	<p>1.3 Checks if the request falls within IPRAP and forwards the same to the PM.</p>	<p>None</p>	<p>1 WD</p>	<p>Invention Development Division (IDD) Division Manager (DM)</p>
	<p>1.4 Assesses completeness of documentary requirements.</p> <p>If complete: 1.5 Notifies the requesting party.</p> <p>If incomplete: 1.5 Notifies the requesting party.</p>	<p>None</p>	<p>1 WD</p>	<p>IDD IPRAP Program Manager (PM)</p>
	<p>1.6 Conducts technical evaluation and prepares recommendation to OD.</p>	<p>None</p>	<p>3 WD</p>	<p>IDD IPRAP PM</p>

	<p><u>Director's decision</u></p> <p>If disapproved by the Director:</p> <p>1.11 Drafts letter of disapproval</p> <p>1.12 Review draft letter of disapproval</p> <p>1.13 Review and endorse the draft letter of disapproval to OD</p> <p>1.14 Signs letter of disapproval</p> <p>1.15 Notifies/Sent letter of disapproval</p> <p>If approved by the Director:</p> <p>1.11 Notifies/Send Conforme to the client. 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
		None	1 WD	IDD Supervising SRS
		None	1 WD	IDD DM
		None	1 WD	OD Director IV
		None	1 WD	IDD IPRAP PM
		None	3 WD	IDD IPRAP PM
<p>2. For client within NCR: Returns the signed Conformé Letter to DOST-TAPI Records.</p> <p>For client outside NCR: Returns the signed Conformé Letter with counterpart notarization to DOST-TAPI Records</p>	2.1 Forwards the Conformé Letter to IPRAP.	None	1 WD	FAD Records Section Records Officer
	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
	2.4 Prepares clients documents for filing at the NLP. Coordinates with NLP for the schedule of filing and	None	3 WD	IDD IPRAP Program Manager

	submission of physical documents.			
3. Client receives notification on the filing of Copyright at NLP.	3.1 Informs client of the filed Copyright application at NLP	None	1 WD	IDD IPRAP Program Manager
Total - Disapproved based on Formality Evaluation		None	6 WD	
Total - Disapproved based on Technical Evaluation		None	13 WD	
Total - Disapproved based on TAPI Director's Decision		None	19 WD	
TOTAL - Approved Request		None	23 WD, 4 HRS	

* 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 (™) ³Registration

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 Agents for the Trademarks registration.

Office or Division:	Invention Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> ● Filipino men & women ● DOST Research and Development Institutes (RDIs) ● Other Public RDIs, Private RDIs, State Univ & Colleges with DOST funded research 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) duly accomplished and signed original/ scanned copy of letter request form	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client	
2. One (1) duly accomplished and signed original/ scanned copy of Intellectual Property Disclosure Form (IPDF)	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client	
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client	
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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to DOST-TAPI Records, with the 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 Program Manager.	None	1 WD	Invention Development Division (IDD) Division Manager (DM)
	1.4 Assesses completeness of documentary requirements. If complete: 1.5 Notifies the requesting party. If incomplete: 1.5 Notifies the requesting party.	None	1 WD	IDD IPRAP Program Manager (PM)
	1.6 Conducts trademark search and evaluates registrability and prepares recommendation.	None	13 WD	IDD IPRAP PM
	<u>Recommendation to OD.</u> If not recommended by the Program: 1.7 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM

	1.8 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	1.9 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	1.10 Signs letter of disapproval	None	1 WD	OD Director IV
	1.11 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
	If recommended by the Program:			
	1.7 Drafts letter of approval/Conforme	None	1 WD	IDD IPRAP PM
	1.8 Review draft letter of approval/Conforme	None	1 WD	IDD Supervising SRS
	1.9 Review and endorse draft letter of approval/Conforme to OD	None	1 WD	IDD DM
	1.10 Approves/ Disapproves the request based on the recommendation of the Program.	None	5 WD	OD Director IV
	<u>Director's decision</u>			
	If disapproved by the Director:			
	1.11 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	1.12 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	1.13 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	1.14 Signs letter of disapproval	None	1 WD	OD Director IV

	1.15 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
	If approved by the Director:			
	1.11 Notifies and sends the Conforme letter to the client. Requests client to sign and return the Conforme Letter within 15 working days upon receipt of the notice.	None	2 WD	IDD IPRAP PM
	If the client is outside NCR, request the client to facilitate counterpart notarization			
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 Conforme Letter to IPRAP.	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates the signing of the Conforme letter	None	1 WD	IDD IPRAP PM
	2.3 Notarizes the Conforme letter	None	4 HRS	Legal Unit Legal Officer
	Assignment of Agent: If in-house Agents:			
	2.4 Identification and Preparation of Special Order (SO) authorizing the in-house Agent.	None	3 WD	IDD IPRAP PM
	2.5 Review of SO	None	1 WD	IDD Supervising SRS
	2.6 Review and endorse SO to OD	None	1 WD	IDD DM
	2.7 Signs the SO	None	1 WD	OD Director IV
If external Agents:				
2.4 Prepares market scan and submit to the	None	2 WD	IDD IPRAP PM	

	Bids and Awards Committee (BAC)			
	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	78 WD, 7 Hrs, 10 Mins	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
	2.7 Coordinates with the winning contractor or with the in-house agent and facilitates forwarding of materials and linking with the inventor for preparation of IP claims and/or specifications.	None	2 WD	IDD IPRAP PM
3. Receives notification of the assigned Agent	3.1 Informs client of the assigned Patent Agent	None	1 WD	IDD IPRAP PM
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on Technical Evaluation		None	23 WD	
Total - Disapproved based on TAPI Director's Decision		None	31 WD	
Total - Approved for In-House Patent Agents		None	35 WD, 4 HRS	
Total - Approved for External Patent Agents / Contractor		None	120 WD, 3 HRS, 50 MINS	

* 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 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 (UM)/Industrial Design (ID) Registration

This service provides 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 / industrial design registration.

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) duly accomplished and signed original/scanned copy of letter request form	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
2. One (1) duly accomplished and signed original/scanned copy of Intellectual Property Disclosure Form (IPDF)	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
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: <ul style="list-style-type: none"> a. <u>For Machine/Product/ Apparatus:</u> <ul style="list-style-type: none"> i. Technical description with parts/ elements and exact construction particularly internal details of the machine/device/ apparatus ii. Manner of operation of the machine/device/ apparatus (i.e. 	Client

	the Institute and forwards the same to the appropriate Division Manager (DM)			Director IV
	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: 1.5 Notifies the requesting party that the request is under evaluation. If incomplete: 1.5 Notifies the requesting party.	None	1 WD	IDD IPRAP Program Manager (PM)
	1.6 Conducts patent search, evaluates patentability, prepares search report and recommendation.	None	13 WD	IDD IPRAP PM
	<u>Recommendation to OD.</u> If not recommended by the Program: 1.7 Drafts letter of disapproval 1.8 Reviews draft letter and clears of disapproval 1.9 Review and endorse draft letter of disapproval to OD 1.10 Review and signs letter of disapproval 1.11 Notifies/Send letter of disapproval	None None None None	1 WD 1 WD 1 WD 1 WD	IDD IPRAP PM IDD Supervising SRS IDD DM OD Director IV IDD IPRAP PM

	<p>If recommended by the Program:</p> <p>1.7 Drafts letter of approval/ Conforme</p> <p>1.8 Review draft letter of approval/ Conforme</p> <p>1.9 Review and endorse draft letter of approval/ Conforme to OD</p> <p>1.10 Approves/ Disapproves the request based on the recommendation of the Program.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>1 WD</p> <p>1 WD</p> <p>1 WD</p> <p>5 WD</p>	<p>IDD IPRAP PM</p> <p>IDD Supervising SRS</p> <p>IDD DM</p> <p>OD Director IV</p>
	<p><u>Director's decision</u></p> <p>If disapproved by the Director:</p> <p>1.11 Drafts letter of disapproval</p> <p>1.12 Review draft letter of disapproval</p> <p>1.13 Review and endorse draft letter of disapproval to OD</p> <p>1.14 Signs letter of disapproval</p> <p>1.15 Notifies/Sent letter of disapproval</p> <p>If approved by the Director:</p> <p>1.11 Notifies and sends Conforme to the client. 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>None</p> <p>None</p> <p>None</p>	<p>1 WD</p> <p>1 WD</p> <p>1 WD</p> <p>1 WD</p> <p>1 WD</p> <p>3 WD</p>	<p>IDD IPRAP PM</p> <p>IDD Supervising SRS</p> <p>IDD DM</p> <p>OD Director IV</p> <p>IDD IPRAP PM</p> <p>IDD IPRAP PM</p>

2. For client within NCR: Returns the signed Conformé Letter to DOST-TAPI Records.	2.1 Forwards the Conformé Letter to IPRAP.	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates the signing of the Conformance letter	None	1 WD	IDD IPRAP PM
For client outside NCR: Returns the signed Conformance Letter with counterpart notarization to DOST-TAPI Records	2.3 Notarizes the Conformance letter	None	4 HRS	Legal Unit Legal Officer
	Assignment of Patent Agent:	None		
	If in-house Patent Agents:			
	2.4 Identification and Preparation of Special Order (SO) authorizing the in-house Patent Agent.		3 WD	IDD IPRAP Program Manager
	2.5 Review of SO		1 WD	IDD Supervising SRS
	2.6 Review and endorse SO to OD		1 WD	IDD DM
	2.7 Signs the SO		1WD	OD Director IV
	If external Patent Agents:			
2.4 Prepares market scan and submit to the Bids and Awards Committee (BAC)		2 WD	IDD IPRAP Program Manager	
2.5 Conducts BAC processes for Negotiation of IP services until awarding of contract (<i>under Section 53.6 of 2016 IRR of RA 9184</i>)		78 WD, 7 Hrs, 10 Mins	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 (<i>Under Section 37 of 2016 IRR of RA 9184</i>)		6 WD 40 minutes	FAD Procurement Section Procurement Officer	

	2.7 Coordinates with the winning contractor or with the in-house agent and facilitates forwarding of materials and linking with the inventor for preparation of IP claims and/or specifications.		1 WD	IDD IPRAP Program Manager
3. Receives notification of the assigned Patent Agent	3.1 Informs client of the assigned Patent Agent	None	1 WD	IDD IPRAP Program Manager
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on Technical Evaluation		None	23 WD	
Total - Disapproved based on TAPI Director's Decision		None	31 WD	
Total - Approved for In-House Patent Agents			38 WD, 4 HR	
Total - Approved for External Patent Agents / Contractor			120 WD, 3 HRS, 50 MINS	

* 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.

Office or Division:	Invention Development Division (IDD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	<ul style="list-style-type: none"> • Filipino men & women inventor, researcher, scientist, and/or innovator • Public and/or Private Research and Development Institutes (RDIs), Private Business entities • State Universities and Colleges
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. One (1) duly accomplished and signed original/scanned copy of letter request form	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
2. One (1) duly accomplished and signed original/scanned copy of Intellectual Property Disclosure Form (IPDF)	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI (www.tapi.dost.gov.ph , www.techtrans.gov.ph) and Client
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 ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with the 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 (DM)
	1.4 Assesses completeness of documentary requirements. If complete: 1.5 Notifies the requesting party. If incomplete: 1.5 Notifies the requesting party.	None	1 WD	IDD IPRAP Program Manager (PM)
	1.6 Conducts technical evaluation/validation and prepares recommendation.	None	4 WD	IDD IPRAP PM
	<u>Recommendation to OD.</u> If not recommended by the Program:			
	1.7 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
1.8 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS	

	1.9 Review and endorse draft letter of disapproval	None	1 WD	IDD DM
	1.10 Signs letter of disapproval	None	1 WD	OD Director IV
	1.11 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
	If recommended by the Program:			
	1.7 Drafts letter of approval/Conforme	None	1 WD	IDD IPRAP PM
	1.8 Review draft letter of approval/Conforme	None	1 WD	IDD Supervising SRS
	1.9 Review and endorse draft letter of approval/Conforme to OD	None	1 WD	IDD DM
	1.10 Approves/ Disapproves the request based on the recommendation of the Program.	None	5 WD	OD Director IV
	<u>Director's decision</u>			
	If disapproved:			
	1.11 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	1.12 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	1.13 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	1.14 Signs letter of disapproval	None	1 WD	OD Director IV
	1.15 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM

	<p>If approved:</p> <p>1.11 Notifies/Send Conforme to the client. 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	2 WD	IDD IPRAP PM
<p>2. For client within NCR: Returns the signed Conformé Letter to DOST-TAPI Records.</p> <p>For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records</p>	2.1 Forwards the Conformé Letter to IPRAP.	None	1 WD	FAD - Records Section Records Officer
	2.2 Facilitates the signing of the Conforme letter	None	1 WD	IDD IPRAP PM
	2.3 Notarizes the Conforme letter	None	4 HRS	OD Legal Unit Legal Officer
	2.4 Prepares the ORs/DV and other documents for the release of fund and forwards to FAD	None	4 HRS	IDD IPRAP 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, 4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package:	None	4 HRS	
	<p>2.7. If Php 1 Million and below; or</p> <p>2.8. If more than Php 1 Million</p>			FAD Division Manager OD Director IV

	<p>Facilitates the processing of applicable payment:</p> <p>If for Check/s payment: 2.9 Prepares and signs the check/s, attaches Tax Certificate (if any)</p> <p>If for payment LDDAP-ADA: 2.10 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD DM for signature, attaches Tax Certificate (if any)</p>	None	<p>1 WD</p> <p>1WD, 4 HRS</p>	<p>FAD Cashier Section AOV - Cashier</p> <p>FAD Cashier Section AOV - Cashier</p>
	2.11 Approves the ADA or Check	None	4 HRS	OD Director IV
	<p>Prepares the documents for bank processing:</p> <p>If for Check/s payment: 2.12 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>If for payment LDDAP-ADA: 2.13 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE 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>	<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>

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
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on Technical Evaluation		None	14 WD	
Total - Disapproved based on TAPI Director's Decision		None	22 WD	
Total - Approved for Check Payment		None	26 WD, 4HRS	
Total - Approved for LDDAP-ADA		None	31 WD	

* 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.

5. 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.

Office or Division:	Invention Development Division (IDD)	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Filipino Male or Female Individual(s) who are: <ol style="list-style-type: none"> 1. permanently residing in the Philippines or at least willing to permanently reside in the Philippines for the next five (5) years; 2. have NO overdue obligation with DOST-TAPI, DOST and its attached agencies and other government institutions. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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	To be provided by Program Manager upon approval of project	
5. One (1) original/scanned copy of Concept Paper with complete specifications	https://techtrans.gov.ph/dost-tapi-inventor-program/concept-prototyping-program	
6. One (1) original/scanned copy of Project Proposal Format	https://techtrans.gov.ph/dost-tapi-inventor-program/concept-prototyping-program DOST-TAPI (www.tapi.dost.gov.ph), https://techtrans.gov.ph/dost-tapi-inventor-program/concept-prototyping-program#no-back)	
7. One (1) original/scanned copy of three (3) quotations for items in the Line-Item-Budget;	Client's suppliers Client	
8. One (1) original/scanned copy of Personal bio-data	DOST-TAPI (www.tapi.dost.gov.ph), https://techtrans.gov.ph/dost-tapi-inventor-program/concept-prototyping-program#no-back)	
9. One (1) original/scanned copy of Data Privacy Consent Form.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter with complete documentary requirements	1.1 Records and forwards the submission to 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
	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. If complete: 1.6 Notifies the requesting party that the request is under evaluation. If incomplete: 1.6 Notifies the requesting party.	None	1 WD	IDD CP Program Manager (PM)
	1.7 Identifies and recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) thru SO in case of favorable recommendation.	None	1 WD	IDD CP PM
	1.8 Reviews and clears the recommendation and SO to DM.	None	1 WD	IDD Supervising SRS
	1.6 Reviews and endorses recommendation and SO to OD.	None	1 WD	IDD DM
	1.7 Reviews the recommendation and acts on the issuance of special order for the TEC/IATEC.	None	3 WD	OD Director IV
	1.10 Coordinates with TEC/IATEC for the schedule of the Inventor's Forum	None	5 WD	IDD CP Program Manager

	1.11 Conducts Inventor's Forum, prepares and submits report	None	1 WD	IDD TEC / IATEC Chairperson
	1.12 Prepares and submits the Evaluation Report to OD/ TAPI Execom with recommendation	None	2 WD	IDD CP Program Manager
	1.13 Coordinates with SUC/RDI for the cost of fabrication of prototype, if applicable	None	2 WD	IDD CP Program Manager
	1.14 Reviews and clears the evaluation report	None	4 HRS	IDD Supervising SRS
	1.15 Reviews and endorses to OD	None	4 HRS	IDD DM
	1.14 Deliberates the approval or disapproval of the request and issues a resolution.	None	7 WD	OD TAPI Executive Committee
	1.15 Notifies the client in writing of DOST-TAPI's decision and coordinates MOA Orientation, if approved. If disapproved, notifies the client in writing.	None	2 WD	IDD CP Program Manager
	1.16 Reviews the draft letter and Conforme/MOA	None	4 HRS	IDD Supervising SRS
	1.17 Reviews the draft letter and endorse to LU Conforme/MOA	None	4 HRS	IDD DM
	1.18 Reviews the Conforme/MOA and endorse back to IDD	None	4 HRS	OD Legal Unit Legal Office
	1.19 Endorse the Conforme/approval letter to OD	None	4 HRS	IDD CP Program Manager
2. Confirms schedule of MOA Orientation	2.1 Conducts MOA Orientation based on confirmed scheduled.	None	4 HRS	OD Legal Unit Legal Officer

3. Returns the signed MOA to DOST-TAPI Records	3.1 Forwards the MOA to IDD	None	1 WD	FAD Records Section Records Officer
	3.2 Facilitates the execution of the MOA	None	1 WD	IDD CP Program Manager
	3.3 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	IDD CP 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 and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package: 3.6 if Php 1 Million and below	None	4 HRS	FAD, Division Manager OD, Director IV
	<i>If for Check/s payment:</i> 3.7 Prepares and signs the check/s, attaches Tax Certificate (if any)	None	1 WD	FAD Cashier Section AOV - Cashier
	<i>If for payment LDDAP-ADA:</i> 3.7 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)		1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	3.8 Approves the ADA or Check	None	4 HRS	OD Director IV

	<p>Prepares the documents for bank processing:</p> <p>If for Check/s payment: 3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>If for payment LDDAP-ADA: 3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & 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>	None	<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>
4. Receive notification of release of Financial Assistance	4.1 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
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on TEC/IATEC Evaluation		None	29 WD	
Total - For check payment		None	36WD	
Total - For LDDAP-ADA		None	40WD	

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

6. Financial Assistance for Grants and Assistance to Leverage Innovations for National Growth (GALING) Program

This Service involves extending funds to Clients to cover pre-commercialization activities such as technology validation/product development and market validation/pilot testing including the provision of raw materials, equipment, tools/devices, and labor expenses for the fabrication of prototype/s that will be used in the iteration, testing, debugging/refinement, demonstration, and pilot testing of an innovation as placed in the laboratory and real working environment..

Office or Division:	Invention Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	<ul style="list-style-type: none"> • A Filipino Citizen who is permanently residing in the Philippines • Client below 18 years old or 60 years old and above, must have a Co-implementor • Client with no unliquidated account or overdue obligation with TAPI 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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 (www.techtrans.gov.ph)
3. One (1) original/photo/scanned copy of duly signed Project Proposal		DOST-TAPI (www.techtrans.gov.ph)
4. One (1) photocopy/scanned copy of a Valid Government-issued ID with birth date		Client
5. Deed of undertaking of co-implementor, if applicable		Client

CLIENT STEPS	AGENCY ACTIONS	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 OD	None	1WD	Finance and Administrative (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	OD Director IV
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate Program Unit.	None	1 WD	IDD Division Manager (DM)
	1.4 Checks the completeness of the submission. If complete: 1.5 Notifies the requesting party that the request is under evaluation. If incomplete: 1.5 Notifies the requesting party.	None	1 WD	IDD GALING Program Manager (PM)
	1.6 Identifies and recommends to OD Technical Evaluation Committee (TEC)/ Inter-Agency Technical Evaluation Committee (IATEC) thru SO in case of favorable recommendation. 1.7 Reviews and clears the recommendation and SO to DM. 1.8 Reviews and endorses recommendation and SO to OD. 1.9 Reviews the recommendation and acts on the issuance of special order for the TEC/IATEC.	None	1 WD	IDD GALING PM
		None	1 WD	IDD Supervising SRS
		None	1 WD	IDD DM
		None	3 WD	OD Director IV

	1.10 Coordinates with TEC/IATEC for the evaluation	None	1 WD	IDD GALING PM
	1.11 Conducts evaluation, site visit and validation of the request.	None	1 WD	TEC/IATEC Chairperson, as designated.
	1.12 Prepares and submits Evaluation Report to OD/Execom With recommendation, in coordination with TEC/IATEC/RO	None	2 WD	IDD GALING PM
	1.13 Reviews and clears the evaluation report	None	1 WD	IDD Supervising SRS
	1.14 Reviews and endorses to OD	None	1 WD	IDD DM
	1.15 Deliberates for the approval or disapproval of the request at the EXECOM and issues its resolution.	None	7 WD	TAPI Executive Committee
	1.16 Notifies the client in writing of TAPI's decision with request for schedule and coordination for MOA Orientation and contract signing in case of approval.	None	1 WD	IDD GALING Program Manager
2. Upon receipt of TAPI's notification, coordinates with the IDD GALING 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 processes notarization of the same.	None	2 WD	IDD GALING Program Manager
	2.3 Prepares and forwards the notarized MOA with complete	None	2 WD	IDD GALING

	documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client.			Program Manager
	2.4 Prepares the vouchers and other documents for the release of fund and forward to FAD	None	4 HRS	IDD GALING 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 1 Million and below or 2.8 If more than Php 1 Million	None	4 HRS	FAD, Division Manager OD, Director IV
	Facilitates the processing of applicable payment: If for Check/s payment: 2.9 Prepares and signs the check/s, attaches Tax Certificate (if any) If for payment LDDAP-ADA: 2.10 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD DM	None	1 WD 1WD	FAD Cashier Section AOV - Cashier FAD Cashier Section AOV - Cashier

	for signature, attaches Tax Certificate (if any)			
	2.11 Approves the ADA or Check	None	4 HRS	OD Director IV
	Prepares the documents for bank processing: If for Check/s payment: 2.12 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and If for payment LDDAP-ADA: 2.13 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation. 2.14 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
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
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on TEC/IATEC Evaluation		None	25 WD	
TOTAL - For check		None	36 WD	
TOTAL - For LDDAP-ADA		None	40 WD	

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

7. Financial Assistance for Technology Innovation for Commercialization (TECHNiCOM) Program

This Program focuses on providing financial grant and technical assistance to eligible proponents to develop and optimize technologies in the pre-commercialization stage to be at par with the counterparts and potential competitors in local markets to prepare them for eventual market launching through commercialization and utilization of industries and publicly developed research products.

Office or Division:	Invention Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> • Research and Development Institutions (RDIs), State Universities and Colleges (SUCs), and Private Higher Education Institutions (HEIs), provided that their previous R&D was not funded, managed, nor monitored by any of the DOST Sectoral Councils or other DOST GIA Programs, and that they secure an initial assessment and positive endorsement from the appropriate DOST Regional Office • Start-up Companies duly registered with the Securities and Exchange Commission (SEC) and endorsed by the appropriate DOST Sectoral Council that has previously provided R&D funding. • Start-up Companies duly registered with the Securities and Exchange Commission (SEC) and endorsed by the appropriate DOST Regional Offices that covers their province. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<i>For RDIs, SUCs, Private HEIs:</i>		
1. One (1) original/scanned copy of Proponent's Letter of Interest to avail financial assistance addressed to the Program Director	Proponent	
2. One (1) original/scanned copy of Endorsement Letter from concerned DOST Regional Office	Appropriate DOST Regional Office	
3. One (1) original/scanned copy of Full-blown proposal following the TECHNiCOM Format	Proponent	
4. One (1) original/scanned copy of Endorsement Letter from Proponent's Agency Head	Proponent	
	Proponent	

<p>5. One (1) original/scanned copy of Work Plan of the Project / Gantt Chart (DOST Form No. 5)</p> <p>6. One (1) original/scanned copy of Line-Item Budget (DOST Form No. 4)</p> <p>7. One (1) original/scanned copy of Letter of Interest from the Private Sector / other Cooperating Agencies to participate in the project as collaborator or adopter of the technology, when applicable.</p> <p>8. One (1) original/scanned copy of Cash Program</p> <p>9. One (1) original/scanned copy of Curriculum Vitae of the Project Leader and Members</p>	<p>Proponent</p> <p>Cooperating Agency/ies</p> <p>Proponent</p> <p>Proponent</p> <p>Proponent</p>
<p>For Start-ups:</p>	
<p>1. One (1) original/scanned copy of Proponent's Letter of Interest to avail financial assistance addressed to the Program Director</p>	<p>Proponent</p>
<p>2. One (1) original/scanned copy of Full-blown proposal following the TECHNiCOM Format</p>	<p>Proponent</p>
<p>3. One (1) original/scanned copy of Endorsement Letter for concerned DOST Regional Office or Council</p>	<p>Appropriate DOST Regional Office/ DOST Sectoral Council</p>
<p>4. One (1) original/scanned copy of Work Plan of the Project / Gantt Chart (DOST Form No. 5)</p>	<p>Proponent</p>
<p>5. One (1) original/scanned copy of Line-Item Budget (DOST Form No. 4)</p>	<p>Proponent</p>
<p>6. One (1) original/scanned copy of Letter of Interest from the Private Sector / other Cooperating Agencies to participate in the project as collaborator or adopter of the technology, when applicable.</p>	<p>Proponent</p>
<p>7. One (1) original/scanned copy of Cash Program</p>	<p>Cooperating Agency/ies</p>

8. One (1) original/scanned copy of Curriculum Vitae of the Project Leader and Members	Proponent
9. One (1) original/scanned Authenticated copy of SEC-registered Articles of Incorporation	Proponent
10. Mayor's permit where the business is located	Proponent
11. One (1) latest original/scanned copy of Income Tax Returns	Proponent
12. Latest Audited Financial Statements	Proponent
13. Document showing that start-up has equity to 20 percent of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project	Proponent
14. Disclosure of other related businesses, when applicable	Proponent
15. One (1) original/scanned copy of Sworn Affidavit from from Corporate Secretary that all of the startup owners/ incorporators/ stockholders/ organizers/ partners, directors and/ or officers that they are not agents of or related by consanguinity or affinity up to the fourth civil degree to any DOST officer authorized to process and/or approve the grant and release of funds; and	Proponent
16. One (1) original/scanned copy of Endorsement Letter from the business incubation facility where the startup is located or any proof of capability and track record in conducting R&D	Proponent

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits proposal through the DOST Project Management Information System with	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

complete Documentary Requirements				
	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 TECHNiCOM and forwards the same to the Program Manager.	None	1 WD	Invention Development Division (IDD) Division Manager (DM)
	1.4. Conducts an eligibility check on completeness and compliance: If complete: 1.5 Counter-checks for the veracity of legal documents submitted 1.6 Counter-checks for the veracity of financial documents submitted 1.7 Identifies and coordinates with TCVE Panel for the evaluation of the project proposal	None	2 WD	IDD TECHNiCOM Program Manager (PM)
			1 WD	LU Attorney IV
	1 WD		FAD Division Manager (DM)	
	1 WD		IDD TECHNiCOM PM	
	If incomplete: 1.5 Notifies the requesting party.	1 WD	IDD DM	
	1.8 Conducts technical and commercial viability evaluation of the project proposals 1.9 Reviews and coordinates recommendations of TCVE Panel to Proponents 1.10 Checks proposal based on the proposed LIB. Below 3 Million will be deliberated at the EXECOM level, for 3	None	4WD	TCVE Panel IDD TECHNiCOM Program Manager

	Million and above for Program and Advisory Committee (PAC) level.			
	<p>TCVE recommendation:</p> <p>If recommended by TCVE Panel:</p> <p>1.11 Prepares report and recommendation to the EXECOM</p> <p>1.12 Reviews and clears report, and recommendation to the EXECOM.</p> <p>1.13 Reviews and endorses the report, and recommendation to the EXECOM.</p> <p>If not recommend by TCVE Panel:</p> <p>1.11 Draft letter of disapproval.</p> <p>1.12 Reviews and clears letter of disapproval</p> <p>1.13 Reviews and signs letter of disapproval.</p> <p>1.14 Notifies/Sent letter of disapproval</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>2WD</p> <p>1WD</p> <p>1WD</p> <p>1WD</p> <p>1 WD</p> <p>1 WD</p> <p>4 HRS</p>	<p>IDD TECHNiCOM PM</p> <p>IDD Supervising SRS</p> <p>IDD DM</p> <p>IDD TECHNiCOM PM</p> <p>IDD Supervising SRS</p> <p>IDD DM</p> <p>IDD TECHNiCOM PM</p>
	<p>1.14 Prepares and submits Evaluation Report to OD/Execom.</p> <p>1.15 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p>		<p>4HRS</p> <p>2 WD</p>	<p>IDD TECHNiCOM PM</p> <p>TAPI EXECOM Secretariat Chairperson</p>

	1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval		2 WD	OD Planning Unit Planning Officer
	1.9 Approves / disapproves the proposal		1 WD	OD Director
	1.10 If for PAC, coordinate with the members and schedule meeting and presentation to PAC	None	3 WD	TECHNiCOM Program Unit
	<i>If not recommend by EXECOM / PAC</i> 1.16 Draft and Transmittal of signed disapproval letter signed by the Director	None	1WD	IDD TECHNiCOM Program Manager
<i>If recommended by EXECOM / PAC:</i> 1.17 Drafts and Transmits signed approval letter with recommendations from EXECOM if any				
2. Receives TAPI's Decision. In case of approval, coordinates with the Program for the MOA Orientation and contract signing.	2.1 Drafts MOA and transmits the same for signature and notarization of parties involved.	None	1WD	IDD TECHNiCOM Program Manager
	2.2 Coordinates inception meeting with FAD	None	1WD	IDD TECHNiCOM Program Manager
	2.3 Coordinates MOA orientation with Lega Unit	None	1WD	IDD TECHNiCOM Program Manager

	2.4 Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to clients.	None	2 WD	IDD TECHNiCOM Program Manager
	2.5 Prepares the vouchers and other documents for the release of fund and forward to FAD	None	4 HRS	IDD TECHNiCOM 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	FAD Accounting Section Accountant III
	Approves the payment of the Disbursement package: 2.8 If Php 1 Million and below or 2.8 If more than Php 1 Million	None	4 HRS	FAD, Division Manager OD, Director IV
	Facilitates the processing of applicable payment: <i>If for Check/s payment:</i> 2.9 Prepares and signs the check/s, attaches Tax Certificate (if any)	None	1 WD	FAD Cashier Section AOV - Cashier

	<p>If for payment LDDAP-ADA: 2.9 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)</p>		1WD	FAD Cashier Section AOV - Cashier
	2.10 Approves the ADA or Check	None	4 HRS	OD Director IV
	<p>Prepares the documents for bank processing:</p> <p>If for Check/s payment: 2.11 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>If for payment LDDAP-ADA: 2.11.1 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation.</p> <p>2.11.2 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA</p>	None	<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>
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	4 Hours	FAD Cashier Section AOV - Cashier
Total - Disapproved based on Formality and Eligibility Evaluation		None	6 WD	

Total - For Disapproval based on TCVE	None	16 WD	
Total - For Disapproval based on TAPI EXECOM / TECHNiCOM PAC deliberation	None	24 WD, 4 HRS	
Total - Release of Funds via Check Payment	None	37 WD	
Total - Release of Funds via LDDAP-ADA	None	40 WD	

*The financial assistance for Technology Innovation for Commercialization (TECHNiCOM) Program is approved for multi-stage process by the Anti-Red Tape Authority

8. Technical Assistance Service for System Administration and Management (TAPI-OSAM)

The program facilitates account registration of Intellectual Property Rights Assistance Program (IPRAP) applicants to the Inventors' System for Intellectual Property Applications and Grants (iSIPAG).

Office or Division:	Invention Development Division
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	<ul style="list-style-type: none"> • Filipino men & women inventor, researcher, scientist, and/or innovator • Public and/or Private Research and Development Institutes (RDIs), Private Business entities • State Universities and Colleges
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>For Private Inventor:</p> <ol style="list-style-type: none"> 1. One (1) scanned copy of the valid government-issued ID of the applicant. <p>For Institution:</p> <ol style="list-style-type: none"> 1. One (1) scanned copy of the valid government-issued ID of the applicant. 2. One (1) scanned copy of signed Confirmation Letter from Proponent's Institution's Head 	<p>Client</p> <p>Client</p> <p>Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Account Registration through the Inventors' System for Intellectual Property Applications and Grants (iSIPAG)	1.1 Records and forwards the registration 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	4 HRS	Office of the Director (OD) Director IV

	1.3 Checks if the request falls within OSAM and forwards the same to the Program Manager.	None	4 HRS	Invention Development Division (IDD) Division Manager (DM)
	1.4 Check the validity of the registration and forward to OSAM Staff for account evaluation	None	1 HRS	IDD OSAM Program Manager
	1.5 Communicate with the applicant	None	2 HRS	IDD OSAM Staff
2. Submits Required Attachment/s through the Inventors' System for Intellectual Property Applications and Grants (iSIPAG)	2.1 Countercheck for the veracity of submitted documents	None	2 HRS	IDD OSAM Staff
	2.2 Coordinates with IPRAP PM for the approval of the account and OSAM staff approves in the System	None	1 HRS	IDD OSAM Staff
	2.3 Approves / Disapproves the Account.	None	1 HR	IDD OSAM Staff
3. Receives notification of the registration	3.1 Notifies the applicant of registration	None	1 HR	IDD OSAM Staff
TOTAL		None	3 WD	

9. Training Assistance Service - Invent School Program – Secondary/Tertiary

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

Office or Division:	Invention Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business G2G – Government to Government	
Who may avail:	<ol style="list-style-type: none"> 1. DOST-Regional Offices; 2. A duly recognized academic institution (public or private) 3. Local Government Unit (LGUs) 4. Men and women inventors' organizations accredited by TAPI 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) original/scanned copy of letter of request. 2. One (1) original/scanned copy of the proposal indicating the following: <ol style="list-style-type: none"> a. Project Title; b. Project Date; c. Project Venue; d. Project Cost; e. Relevance to the Proponent or Region; Schools involved, High School or College level and number of participants (class size of homogenous level of 50 male and female pupils per session); and f. Budgetary Requirements indicating the counterpart of the proponent. 3. One (1) duly executed original/scanned copy of Data Privacy Consent Form 		<p>Client</p> <p>Client</p> <p>DOST-TAPI (www.tapi.dost.gov.ph, www.techtrans.gov.ph)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section	1.1 Transmits the submission to 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 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. If complete: 1.5 Notifies the client that the request is under evaluation. If incomplete: 1.5 Notifies the requesting party.	None	1 WD	IDD Invent School™ Program Manager (PM)
	If not recommended by the Program: 1.6 Draft letter of disapproval 1.7 Reviews and clears draft letter of disapproval 1.8 Review and endorse the draft letter of disapproval 1.9 Signs Letter of disapproval If recommended by the Program: 1.6 Prepares and submits Evaluation Report to OD/Execom	None None None None None	1 WD 4 HRS 4 HRS 1 WD 2 WD, 4HRS	IDD Invent School™ PM IDD Supervising SRS IDD DM OD Director IV IDD Invent School™ PM

	<p>With recommendation of the Program.</p> <p>1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p> <p>1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval</p> <p>1.9 Approves / disapproves the proposal</p>		<p>2 WD</p> <p>2 WD</p> <p>1 WD</p>	<p>TAPI EXECOM Secretariat Chairperson</p> <p>OD Planning Unit Planning Officer</p> <p>OD Director IV</p>
	<p>1.10 Notifies the client of TAPI's decision.</p> <p>In case of approval, prepares Conforme Letter for signing</p>	None	1 WD	IDD Invent School™ PM
	1.11 Reviews and clears the draft letter of Approval/ Conforme	None	4 HRS	IDD Supervising SRS
	1.12 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	IDD DM
	1.13 Signs the Conforme Letter for Invent School™, which will be sent to the Client	None	2 WD	OD Director IV
	1.14 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	2.1 Forwards	None	1 WD	FAD

the same to TAPI Records	the Conforme Letter to the Unit.			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
	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 Manager 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: 2.9 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Division Manager for	None	1 WD 1WD, 4 HRS	FAD Cashier Section AOV - Cashier FAD Cashier Section AOV - Cashier

	signature, attaches Tax Certificate (if any)			
	2.10 Approves the ADA or Check	None	4 HRS	OD Director IV
	Prepares the documents for bank processing: If for Check/s payment: 2.11 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and If for payment LDDAP-ADA: 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. 2.13 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	4 HRS 1 WD 3 WD	FAD Cashier Section AOV - Cashier FAD Cashier Section AOV - Cashier 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

Total - For Disapproval based on Program Evaluation	None	8 WD		
Total - For Disapproval based on EXECOM deliberation	None	12.5 WD		
Total - For approval with check payment	None	26 WD		
Total - For approval with LDDAP -ADA	None	30 WD		

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

10. Training Assistance Service for Invent School Program – Elementary

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

Office or Division:	Invention Development Division	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business G2G – Government to Government	
Who may avail:	<ol style="list-style-type: none"> 1. DOST-Regional Offices; 2. A duly recognized academic institution (public or private) 3. Local Government Unit 4. Men and women inventors' organizations accredited by TAPI 	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ol style="list-style-type: none"> 1. One (1) original/scanned copy of letter of request. 2. One (1) original/scanned copy of the proposal indicating the following: <ol style="list-style-type: none"> a. Project Title; b. Project Date; c. Project Venue; d. Project Cost; e. Relevance to the Proponent or Region; Schools involved, High School or College level and number of participants (class size of homogenous level of 50 male and female pupils per session); and f. Budgetary Requirements indicating the counterpart of the proponent. 3. One (1) duly executed original/scanned copy of Data Privacy Consent Form 	<p>Client</p> <p>Client</p> <p>DOST-TAPI (www.tapi.dost.gov.ph, www.techtrans.gov.ph)</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records Section	1.1 Transmits the submission to 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 Invent School Program and forwards the same to the PM.	None	1 WD	Invention Development Division (IDD) Division Manager
	1.4 Checks the completeness of the submission. If complete: 1.5 Notifies the client that the request is under evaluation. If incomplete: 1.5 Notifies the requesting party.	None	1 WD	IDD Invent School™ Program Manager (PM)
	If not recommend by the Program: 1.6 Drafts letter of disapproval 1.7 Reviews and clears the draft letter of disapproval 1.8 Reviews and endorses the draft letter of disapproval 1.9 Signs letter of disapproval	None None None None	1 WD 4 HRS 4 HRS 1 WD	IDD Invent School™ PM IDD Supervising SRS IDD DM OD Director IV

	<p><i>If recommended by the Program:</i></p> <p>1.6 Prepares and submits Evaluation Report to OD/Execom With recommendation of the Program.</p> <p>1.7 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p> <p>1.8 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended for approval</p> <p>1.9 Approves / disapproves the proposal</p>	None	<p>3 WD</p> <p>2 WD</p> <p>2 WD</p> <p>1 WD</p>	<p>IDD Invent School™ PM</p> <p>TAPI EXECOM Secretariat Chairperson</p> <p>OD Planning Unit Planning Officer</p> <p>OD Director</p>
	<p>1.10 Notifies the client of TAPI's decision.</p> <p>In case of approval, prepares Conforme Letter for signing</p>	None	1 WD	IDD Invent School™ PM
	1.11 Review the draft Letter of Approval/Conforme	None	4 HRS	IDD Supervising SRS
	1.12 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	IDD DM
	1.13 Signs the Conforme Letter for Invent School™, which will be sent to the Client	None	2 WD	OD Director IV
	1.14 Drafts and secures signature and clearances to inform the	None	2 WD	IDD Invent School™ PM

	client in writing of TAPI's decision through a Conforme Letter			
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
	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 Manager 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: 2.9 Prepares LDDAP-ADA & SLIAE,	None	1 WD 1WD, 4 HRS	FAD Cashier Section AOV - Cashier FAD Cashier Section AOV - Cashier

	forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)			
	2.10 Approves the ADA or Check	None	4 HRS	OD Director IV
	Prepares the documents for bank processing: If for Check/s payment: 2.11 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and If for payment LDDAP-ADA: 2.12 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank of the Philippines (LBP) for uploading and validation. 2.13 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
3. Receives notification of release of Financial Assistance and training requested	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
4. Receives training requested	4.1 Conducts actual workshop	None	4HRS	IDD Invent School™ PM
Total - For Disapproval based on Program Evaluation		None	8 WD	

Total - For Disapproval based on EXECOM deliberation	None	13 WD	
Total - For approval with check payment	None	25.5 WD	
Total - For approval LDDAP -ADA	None	29.5 WD	

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

11. Technical Assistance for SciTech Superhighway (SciTech) Program

This service involves providing assistance in fast-tracking the filing of Intellectual Property (IP) applications of DOST-funded technologies.

Office or Division:	Invention Development Division (IDD)
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government G2C - Government to Citizen
Who may avail:	Filipino Individuals/ Organizations who have: 1. Technology/ies from DOST-assisted/funded researches that are ready for filing/application (not yet filed) for protection at IPOPHL
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. One (1) original/scanned/electronic copy of Request Letter addressed to TAPI Director	Endorsing party (DOST ROs, Councils and TAPI)
2. One (1) original/scanned/electronic copy of IPOPHL's Request/Application Form	Application Forms IPOPHL (ipophil.gov.ph) .
3. One (1) original/scanned/electronic copy of IP Technical Specification (for patent, utility model and industrial design) <ul style="list-style-type: none"> ● Abstract ● Specification ● Claims ● Drawings (as needed for Invention or UM, but required in Industrial Design – isometric, front, back, top, bottom, and side views) 	Client (Applicant)
4. One electronic copy of the logo (for trademark)	Applicant
5. One (1) original/scanned/electronic copy of Special Power of Attorney, and/ or any proof of authorization, if applicable*	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application with complete documentary requirements to the endorsing party	1.1 Download the endorsement letter and documentary requirements at IPXPRESS	None	1 WD	IDD SciTech Program Staff
	1.2 Records and forwards the submission to Office of the Director (OD)	None	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.3 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager.	None	2 WD	Office of the Director (OD) Director
	1.4 Checks if the request falls within the proper program and forwards the same to the Program Manager.	None	1 WD	Invention Development Division (IDD) Division Manager (DM)
	1.5 Checks the completeness of the submission using Prepares Preliminary Assessment Form (PAF)	None	1 WD	IDD SciTech Program Staff
	If complete: 1.6 Drafts acknowledgement letter and notifies the endorsing party that the submission is complete and subject to the monthly TWG Deliberation.	None	1 WD	IDD SciTech Program Staff
	1.7. Reviews and clears letter of acknowledgement.	None	1 WD	IDD DM
	1.7 Signs acknowledgement and notification letter to be sent by the Program. If incomplete: 1.6 Drafts acknowledgement letter and notifies the endorsing party to return the application to applicant and furnish the lacking documents to qualify for deliberation.	None	1 WD	OD Director IV IDD SciTech Program Staff

	1.6. Reviews and clears letter of acknowledgement.	None		IDD DM
	1.7 Signs acknowledgement and notification letter	None		OD Director IV
	1.8 Conducts and prepares the Preliminary Formality Assessment (PFAF) for the complete applications and transmits the forms for reference of the DOST TWG to the deliberation	None	7 WD	IDD SciTech Project Staff
	<i>If not recommended by the Program:</i>			
	1.9 Draft letter of disapproval	None	1 WD	IDD SciTech Program Staff
	1.9 Reviews and clears letter of disapproval	None	1 WD	OD Director IV
	1.10 Signs letter of disapproval	None	1 WD	IDD SciTech Program Staff
	<i>If recommended by the Program:</i>			
	1.9 Forwards the applications with complete documentary requirements to IPOPHL Secretariat	None	7 WD	IDD SciTech Program Staff
	1.10 Coordinates with the IPOPHL Secretariat updates on the TWG members evaluation for the preparation for TWG Deliberation	None	1 WD	IDD SciTech Program Staff
2. Receives notification to attend the deliberation	2.1 Facilitates the deliberation with the TWG members and applicant(s)	None	1 WD	IDD SciTech Program Staff
	2.2 Transmit the signed Non-Binding Opinion of TWG Examiners to the DOST Secretariat	None	4 WD	IPOPHL Secretariat

3. Receives notification on the results of evaluation	2.3 Transmit the results of evaluation (PFAR and Non-binding Opinion) to the applicants	None	1 WD	IDD SciTech Program Staff
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on TWG Evaluation		None	19 WD	
Total - Approved based on Program Evaluation		None	30 WD	



EXTERNAL SERVICES

Investment and Business Operations Division
(IBOD)

12. Financial Assistance Service for Venture Financing Program (VFP)

This service extends funds to clients to accelerate the commercialization and utilization of technologies and inventions, improve business viability and enhance the business competitiveness by providing financial assistance to technology-based MSMEs.

The program covers the cost of raw materials and packaging materials required in the submitted Purchase Orders, the payment of slotting or rental fees, web hosting and maintenance fees. Further, payment for upfront and/or licensing fees and certification fees for local and international standards for licensee of the DOST-generated technologies.

Office or Division:	Investment and Business Operations Division (IBOD)
Classifications:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	<p>Micro, Small and Medium Enterprise (MSME) that fulfills all of the following conditions:</p> <ol style="list-style-type: none"> 1. Filipino men- and/or women-owned MSMEs existing for at least three (3) years 2. Duly registered Sole Proprietor or Partnership or Cooperative or a Corporation with at least sixty percent (60%) ownership of which belongs to Filipino Citizens 3. Any technology-based company which must be one of the following: <ul style="list-style-type: none"> - with at least active IP-filed technology; - adoptor of DOST- generated or funded technologies; - with previous and/or on-going DOST assistance; - technology licensee.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) original or photocopy/scanned copy of client's application letter of interest to avail financial assistance and expression of commitment addressed to DOST-TAPI Director	DOST-TAPI - download application letter template
2. One (1) original or photocopy/scanned copy of Endorsement of concerned Director with Status/background of previous assistance provided to the company.	DOST Regional Office/ DOST- Research and Development Institute (RDI) concerned DOST-TAPI - download Endorsement template
3. One (1) original copy or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form	DOST-TAPI download Data Privacy Consent Form
4. One (1) original or photocopy/scanned copy of Full-blown Project Proposal/Feasibility Study containing: <ul style="list-style-type: none"> ● Company's Background; ● Marketing Aspect; ● Technological Aspect; ● Waste Management/ Disposal/Social Aspect; and 	DOST-TAPI - download Project Proposal Template

<ul style="list-style-type: none"> Financial Aspect. 	
5. One (1) photocopy/scanned copy of latest Mayor's/business permit	Local Government Unit
6. 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
7. One (1) photocopy/scanned copy of latest Audited Financial Statement for at least one (1) year	Client
8. One (1) photocopy/scanned copy of latest Quotations from certifying body (for request of certification fees)	Client
9. One (1) photocopy/scanned copy of Technology-Licensing Agreement/ MOA between technology generator and technology adaptors (if applicable)	Client/ RDI
10. One (1) photocopy/scanned copy of Deed of assignment, if applicable	Client
11. One (1) photocopy/scanned copy of Letter of acceptance from the merchant and proof of billing (for request of slotting fees)	Client
12. One (1) photocopy/scanned copy of Contract of Job Order with supplier (for request of web hosting and maintenance fees)	Client
For Cooperatives: 13. One (1) photocopy/scanned copy of Certificate of registration of business name with Cooperative Development Authority (CDA) 14. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS) 15. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance	Client through Cooperative Development Authority (CDA) DOST-TAPI - download <u>Notarized Secretary's Certificate</u> template
For Partnerships and Corporations: 13. One (1) photocopy/scanned copy of Certificate of registration of business name with Securities and Exchange Commission (SEC) 14. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS) 15. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance	Client through Securities and Exchange Commission (SEC) DOST-TAPI - download <u>Notarized Secretary's Certificate</u> template

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 Review the completeness of the proposal. .Transmits and endorses proposals to IBOD	NONE	1 WD	IBOD Division Manager
	1.4 Checks the completeness of the submission. If complete: 1.5 Notifies the client that the proposal 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. If incomplete: 1.5 Notifies the requesting party	NONE	1 WD	IBOD VFP Program Manager (PM)
	1.6 Reviews the proposal and submits recommendation to proceed or not with the TEC/IATEC evaluation	NONE	2 WD	Legal Unit Legal Officer and FAD Division Manager
	1.7 Prepares SO for the creation of TEC/IATEC	NONE	1 WD	IBOD VFP PM

	1.15 Signs Letter of approval/disapproval			Director or IBOD Division Manager
	<i>In case of approval:</i> 1.14 Notifies the client in writing for MOA Orientation and contract signing in case of approval.	NONE	4 HRS	IBOD VFP Program Manager
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 signature of the MOA of the TAPI signatories	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: If Php 1 million and below or If more than Php 1 million	NONE	4 HRS	FAD Division Manager 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>	NONE	1 WD 1WD, 4 HRS	FAD Cashier Section AOV - Cashier

	3.7 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD Div. Mgr. for signature, attaches Tax Certificate (if any)	NONE		
	3.8 Approves the LDDAP-ADA or Check	NONE	4 HRS	OD Director IV
	Preparation of documents for bank processing: If for Check/s payment: 3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and If for payment LDDAP-ADA: 3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE 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
4. Receives notification of release of Financial Assistance	4.1 Notifies the payee that the check/s or validated LDDAP-ADA are available and payment was credited to their account.		4HRS	FAD Cashier Section AOV - Cashier
Total - For Disapproval based on Formality Evaluation		NONE	5 WD	
Total – For Disapproval based on Execom Deliberation		NONE	29 WD	
Total - for Approval For check payment		NONE	36 WD and 4 HRS	
Total - For LDDAP -ADA		NONE	39 WD	

* The Financial Assistance Service – Venture Financing Program (VFP) is approved for a multi-stage process by the Anti-Red Tape Authority.

13. Technical Assistance Service for the Conduct of Consultancy Services, Capacity Building, and Other Forms of Technical Assistance through the Honing Innovations, Research, Agreements, and Negotiations of the Government-Funded Technologies (HIRANG) 2.0 Program

This service aims to provide assistance through consultancy services, capacity building, and other forms of technical assistance to spin-offs including the technology generators, researchers, research teams, or technology transfer officers of the DOST-generated technologies in order to provide assistance through consultancy services, capacity building and other forms of financial and/or technical assistance to increase their investment readiness level (IRL).

Office or Division:	Investment and Business Operations Division (IBOD)
Classifications:	Highly Technical
Type of Transaction:	G2B - Government to Business G2G - Government to Government
Who may avail:	<ol style="list-style-type: none"> Spin-off companies of DOST-generated technologies, or Technology generators, researchers, research teams, or technology transfer officers from any of the DOST-RDIs interested in putting-up their own spin-off companies of DOST-generated technologies
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 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 One (1) original or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form One (1) original or photocopy/scanned copy of Application Form One (1) original or photocopy/scanned copy of Endorsement of concerned DOST-RDI 	<p>DOST-TAPI - download application letter template at https://docs.google.com/document/d/1GgSe7ty8YFjWOhri7Oto26_Odeo17LhaBmUPIUmbIHQ/edit?usp=sharing</p> <p>DOST-TAPI - download Data Privacy Consent Form at https://docs.google.com/document/d/1FenVGuP659gN9OOkI0I_Xx0L8nRDqSgJ/edit</p> <p>DOST-TAPI - download HIRANG 2.0 application form at https://docs.google.com/document/d/1jJiyIRBqjiM8RC0CoUTDJgvjTPp1md735uhsfX6G5PU/edit?usp=sharing</p> <p>DOST-TAPI – download Endorsement Letter Format at https://docs.google.com/document/d/1--prx6lzR8nlnHcenADHVAVIAWfMjMvgC4dCgzqRyl/edit?usp=sharing</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. One (1) photocopy/scanned copy of Technology Licensing Agreement (if applicable)	Client
6. One (1) photocopy/scanned copy of IP Documents/ Patent Certificates (if applicable)	Intellectual Property Office of the Philippines (IPOP HL)
7. Pictures of Prototypes/Products (if available)	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	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 If complete: 1.5 Notifies the client that the request is under evaluation. If incomplete: 1.5 Notifies the client in writing.	None	1 WD	IBOD HIRANG 2.0 Program Manager (PM)

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.6 Conducts evaluation and prepares recommendations.</p> <p>If recommended for approval: 1.7 Recommends the approval of the client's request for assistance</p> <p>If not recommended for approval: 1.7 Drafts letter of disapproval</p> <p>1.8 Signs letter of disapproval</p> <p>1.9 Notifies/Send letter of disapproval</p>	None	1 WD	<p>IBOD HIRANG 2.0 PM</p> <p>IBOD HIRANG 2.0 PM</p> <p>IBOD HIRANG 2.0 PM</p> <p>OD Director IV</p> <p>IBOD HIRANG 2.0 PM</p>
	<p>1.8 Reviews the recommendation of the HIRANG 2.0 Program Manager</p> <p>In case of approval: 1.9 Drafts letter notifying the client of DOST-TAPI's decision and transmits a copy of conforme letter to be signed by client</p> <p>1.10 Signs letter of approval</p> <p>1.11 Notifies/Send letter of approval/Conforme</p> <p>In case of disapproval: 1.9 Drafts letter of disapproval</p> <p>1.10 Signs letter of disapproval</p> <p>1.11 Notifies/Send letter of disapproval</p>	None	<p>1 WD</p> <p>1 WD</p>	<p>OD Director IV</p> <p>IBOD HIRANG 2.0 PM</p> <p>OD Director IV</p> <p>IBOD HIRANG 2.0 PM</p> <p>IBOD HIRANG 2.0 PM</p> <p>OD Director IV</p> <p>IBOD HIRANG 2.0 PM</p>
2. Client submits notarized conforme letter	2.1 Informs client in writing on the schedule of activities (i.e., capacity building, consultancy, seminar, etc.)	None	1 WD	IBOD HIRANG 2.0 PM
	2.2 Endorses client to third party service provider of consultancy services and	None	1 WD	IBOD HIRANG 2.0 PM

	includes in the list of participants			
	2.3 Facilitates conduct of capacity building, seminar, and consultancy services for clients	None	20 WD	Third party service provider
	<p><i>In case client was able to finish the program:</i> 2.4 Informs client in writing regarding the required output/s based on the activities</p> <p><i>In case client was unable to finish the program:</i> 2.4 Drafts letter of disqualification from the program</p> <p>2.5 Signs letter of disqualification from the program</p> <p>2.6 Notifies/Send letter of disqualification</p>	None	1 WD	<p>IBOD HIRANG 2.0 PM</p> <p>IBOD HIRANG 2.0 PM</p> <p>OD Director IV</p> <p>BOD HIRANG 2.0 PM</p>
3. Client participates in the training activities and submits output/program completion requirements	3.1 Acknowledges receipt of client's output in writing.	None	1 WD	BOD HIRANG 2.0 PM
	3.2 Reviews output of client and prepares recommendation for graduation	None	2 WD	IBOD Division Manager
	3.3 Recommends the client for graduation/completion	None	1 WD	BOD HIRANG 2.0 PM
	3.4 Reviews recommendation for graduation	None	1 WD	OD Director IV
	3.5 Notifies the client in writing of DOST-TAPI's decision and informs client regarding the graduation ceremony	None	1 WD	BOD HIRANG 2.0 PM

4. Client confirms attendance to the graduation ceremony	4.1 Facilitates conduct of graduation ceremony	None	1 WD	BOD HIRANG 2.0 PM
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on HIRANG 2.0 Program Manager's Evaluation		None	6 WD	
Total - Disapproved based on Director's Review		None	8 WD	
Total - Disapproved based on HIRANG 2.0 Program Manager's Evaluation after the Capacity Building and Mentoring		None	31 WD	
Total - Approved for Graduation		None	38 WD	

14. Financial Assistance Service for Honing Innovations, Research, Agreements and Negotiations of the Government-Funded Technologies (HIRANG) 2.0 Program

This service aims to provide financial assistance to spin-offs including the technology generators, researchers, research teams, or technology transfer officers of the DOST-generated technologies in order to increase their investment readiness level (IRL).

Office or Division:	Investment and Business Operations Division (IBOD)	
Classifications:	Highly Technical	
Type of Transaction:	G2B - Government to Business G2G - Government to Government	
Who may avail:	1. Spin-off companies of DOST-generated technologies, or 2. Technology generators, researchers, research teams, or technology transfer officers from any of the DOST-RDIs interested in putting-up their own spin-off companies of DOST-generated technologies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) original or photocopy/scanned copy of Proponent's output/proposal from the HIRANG 2.0 Consultancy Services, Capacity Building and Other Forms of Technical Assistance	Client	
2. One (1) original or photocopy/scanned copy of Proponent's request for financial assistance	Client	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client participates in the HIRANG 2.0 training activities and submits output/program completion requirements together with the original or photocopy/scanned copy of Proponent's request for financial assistance	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 Acknowledges receipt of client's output in writing.	None	1 WD	IBOD HIRANG 2.0 Program Manager (PM)

	1.05 Reviews output of client and submits recommendation for funding (if applicable) and/or graduation to OD/TAPI Execom	None	3 WD	IBOD HIRANG 2.0 PM
	1.06 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	2 WD	TAPI EXECOM Secretariat Chairperson
	1.07 Facilitates the deliberation of the recommendation and the signing of Resolution by the TAPI Execom members, in case recommended for approval	None	2 WD	OD Planning Unit Planning Officer
	1.08 Approves and disapproves the recommendation	None	1 WD	OD Director
	<i>In case of approval:</i> 1.09 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. <i>In case of disapproval:</i> 1.09 Drafts letter of disapproval 1.10 Signs letter of disapproval 1.11 Notifies/Send letter of disapproval	None	1 WD	IBOD Division Manager IBOD HIRANG 2.0 PM OD Director IV IBOD HIRANG 2.0 PM
2. Client confirms MOA Orientation and contract signing schedule.	2.01 Conducts MOA and GAD Orientation and contract signing as scheduled	None	4 HRS	Legal Unit Legal Officer
3. Client confirms MOA Orientation and contract signing schedule.	3.01 Facilitates execution of the MOA	None	1 WD	IBOD HIRANG 2.0 PM
	3.02 Notarizes the MOA	None	4 HRS	Legal Unit Legal Officer
	3.03 Prepares the vouchers and other	None	4 HRS	IBOD HIRANG 2.0 PM

	documents for the release of fund and forwards to FAD			
	3.04 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	3.05 Process the Disbursement Package and certifies funds availability	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	3.06 Approves the payment of the Disbursement package	None	4 HRS	FAD Division Manager
	Facilitates the processing of applicable payment: If for Check/s payment: 3.07 Prepares and signs the check/s, attaches Tax Certificate (if any) If for payment LDDAP-ADA: 3.07 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD Div. Mgr for signature, attaches Tax Certificate (if any) 3.08 Approves the LDDAP-ADA or Check	None None None	4 HRS 1WD,4 HRS 4 HRS	FAD Cashier Section AOV - Cashier FAD Cashier Section AOV - Cashier OD Director IV
	Prepares the documents for bank processing: If for Check/s payment: 3.08 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and If for payment LDDAP-ADA: 3.09 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE to Land	None None	4 HRS 1 WD	FAD Cashier Section AOV - Cashier FAD Cashier Section AOV - Cashier

	Bank-Philippines (LBP) for uploading and validation. 3.10 Validates the LDDAP- ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
4. Receives notification of release of Financial Assistance	4.01 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
Total - Acknowledged receipt of output (Client not requesting for funding)		None	5 WD	
Total - Disapproved based on EXECOM Deliberation		None	14 WD	
Total - Approved for check payment		None	20 WD, 4 HRS	
Total - Approved for LDDAP -ADA		None	25 WD, 4 HRS	



EXTERNAL SERVICES

Technology Information and Promotion Division
(TIPD)

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

This Service involves extending funds to clients 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 for physical or virtual exhibits.

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Highly Technical	
Type of Transaction:	<ul style="list-style-type: none"> ● G2B - Government to Business ● G2G - Government to Government 	
Who may avail:	<ul style="list-style-type: none"> ● DOST Agencies ● DOST Regional Offices ● State Universities and Colleges (SUCs) ● Professional Organizations ● DOST-TAPI Accredited Inventors' Organizations <p>*Must have NO unliquidated financial assistance with DOST-TAPI</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) duly signed original letter / scanned letter requesting assistance 2. One (1) original project proposal using the prescribed format incorporating the following information: <ul style="list-style-type: none"> ● Project Title ● Proponent ● Contact details (email and mobile number) ● Project Duration ● Project Cost or Line-item Budget ● Background/ Rationale ● Objectives ● Strategies for Implementation/Activities to be undertaken ● Expected Output ● Programme of Activities ● Line Item Budget 3. One (1) original signed Data Privacy Consent Form 		<p>Client</p> <p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p> <p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p>

CLIENT STEPS	AGENCY ACTIONS	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 forwards the submission to the Office of the Director (OD)	None	1 Working Day (WD)	Finance and Administrative Division (FAD) Records Section Records Officer
	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 DM
	1.4 Evaluates the request and recommends action. If incomplete: 1.5 Notifies the requesting party. If complete: 1.5 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	None	1 WD	TIPD ISTE PM
	1.6 Reviews recommended action and forwards to DM.	None	4 HRS	TIPD Supervising SRS
	1.7 Clears executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda	None	1 WD	TIPD DM
	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
	If disapproved: 1.11 Prepares an official letter and notifies the client.	None	2 WD	TIPD ISTE PM
	If approved: 1.11 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and signature of the documents.		5 WD	TIPD ISTE PM
2. Returns the signed and/or notarized conformé letter / MOA to DOST-TAPI. Note: For client within NCR: DOST-TAPI to notarize the signed Conformé Letter For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	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
	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	None	1 WD, 4 HRS	FAD Accounting Section Accountant III

	completeness of documents			
	Approves the payment of the Disbursement package: 2.8 If Php 1 million and below or 2.8 If more than Php 1million	None	4 HRS	FAD Division Manager OD Director
	Facilitates the processing of applicable payment: If for Check/s payment: 2.9 Prepares and signs the check/s, attaches Tax Certificate (if any) If for payment LDDAP-ADA: 2.9 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD Div. Mgr 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
	Prepares the documents for bank processing: If for Check/s payment: 2.11 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and If for payment LDDAP-ADA: 2. Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation. 2.11 Validates the LDDAP-ADA after receipt	None	4 HRS 1 WD 3 WD	FAD Cashier Section Cashier FAD Cashier Section Cashier Landbank of the Philippines

	of transmittal of LDDAP-ADA			
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
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on EXECOM Deliberation		None	13 WD & 4 HRS	
Total - Approved with Check Payment		None	26 WD & 4 HRS	
Total - Approved with LDDAP-ADA		None	31 WD	

* 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.

16. Financial Assistance Service 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

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Highly Technical	
Type of Transaction:	<ul style="list-style-type: none"> ● G2B - Government to Business ● G2G - Government to Government 	
Who may avail:	<ul style="list-style-type: none"> ● DOST Agencies ● DOST Regional Offices ● State Universities and Colleges (SUCs) ● Professional Organizations ● DOST-TAPI Accredited Inventors' Organizations <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
1. One (1) original letter requesting assistance	Client	
2. One (1) original project proposal using the prescribed format incorporating the following information: <ul style="list-style-type: none"> ● Project Title ● Proponent ● Contact details (email and mobile number) ● Project Duration ● Project Cost or Line-item Budget ● Background/ Rationale ● Objectives ● Strategies for Implementation/Activities to be undertaken ● Expected Output ● Programme of Activities ● Line Item Budget 	DOST-TAPI website (http://www.tapi.dost.gov.ph/)	
3. One (1) original signed Data Privacy Consent Form	DOST-TAPI website (http://www.tapi.dost.gov.ph/)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Record Section with complete documentary requirements	1.1 Records and forwards the submission to the Office of the Director (OD)	None	1 Working Day (WD)	Finance and Administrative Division (FAD) Records Section Records Officer
	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 concerned program manager (PM)	None	1 WD	TIPD DM
	1.4 Evaluates the request and recommends action. If incomplete: 1.5 Notifies the requesting party. If complete: 1.5 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	None	1 WD	TIPD ISTE PM
	1.6 Reviews recommended action and submitted documents and forwards to DM.	None	4 HRS	TIPD Supervising SRS
	1.7 Clears executive summary and requests DOST-TAPI Executive Committee (EXECOM) Secretariat for inclusion in the meeting agenda	None	1 WD	TIPD DM
	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
	If disapproved: 1.11 Prepares an official letter and notifies the client.		2 WD	TIPD ISTE PM
	If approved 1.11 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and/or signature of the documents.		5 WD	TIPD ISTE PM
<p>2. Returns the signed and/or notarized conformé letter / MOA to DOST-TAPI.</p> <p>Note: For client within NCR: DOST-TAPI to notarize the signed Conformé Letter</p> <p>For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records</p>	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	1WD	Legal Unit Legal Officer
	2.4 Sends copy of notarized MOA to client	None	1 WD	TIPD ISTE PM
	2.5 Prepares the vouchers for the 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
	Approves the payment of the Disbursement package:	None	4 HRS	
	2.8 If Php 1 Million and below or 2.8 If more than Php 1 Million			FAD Division Manager OD Director
Facilitates the processing of applicable payment: If for Check/s payment: 2.9 Prepares and signs the check/s, attaches Tax Certificate (if any)	None		1 WD	FAD Cashier Section

	<i>If for payment LDDAP-ADA:</i> 2.9 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD Div. Mgr for signature, attaches Tax Certificate (if any)	None	1 WD, 4 HRS	Cashier
	2.10 Approves the ADA or Check	None	4 HRS	OD Director
	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> 2.11 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation. 2.12 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	4 HRS 1 WD 3 WD	FAD Cashier Section Cashier FAD Cashier Section Cashier 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 Cashier
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on EXECOM Deliberation		None	13 WD & 4 HRS	
Total - Approved with Check Payment		None	26 WD & 4 HRS	
Total - Approved with LDDAP-ADA		None	31 WD	

* 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

17. Financial Assistance Service 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 to cover the cost of venue and booth rental for physical or virtual exhibits.

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

CLIENT STEPS	AGENCY ACTIONS	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 forwards the submission to the Office of the Director (OD)	None	1 Working Day (WD)	Finance and Administrative Division (FAD) Records Section Records Officer
	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 concerned program manager (PM)	None	1 WD	TIPD DM
	Evaluates the request and recommends action. If incomplete: 1.4 Notifies the requesting party. If complete: 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	None	1 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	1 WD	TIPD DM
	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 If disapproved: 1.10 Prepares an official letter and notifies the client. If approved 1.10 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and/or signature of the documents.	None	1 WD 2 WD 5 WD	OD Director TIPD NIW PM TIPD NIW PM
2. Returns the signed and/or notarized conformé letter / MOA to DOST-TAPI.	2.1 Forwards the signed Conforme Letter / MOA to the NIW Program	None	1 WD	FAD Records Section Records Officer
Note: For client within NCR: <i>DOST-TAPI to notarize the signed Conformé Letter</i>	2.2 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	TIPD NIW PM
For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	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
	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		54 WD, 6 HRS	BAC Chairperson

	2016 Revised Implementing Rules and Regulations of RA 9184) 2.7 Facilitate the approval and sending of Contract /Purchase Order (PO) / Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (<i>Under Section 37 of 2016 IRR of the RA 9184</i>)		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
Total - For Disapproval based on Formality Evaluation		None	5 WD	
Total - For Disapproved by Execom		None	12 WD and 4 HRS	
Total - For Approved		None	87 WD, 2 HRS, and 10 MINS	

* 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.

18. Financial Assistance Service 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 physical or virtual conduct of training, seminar, conference, or forum 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

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Highly Technical	
Type of Transaction:	<ul style="list-style-type: none"> • G2B - Government to Business 	
Who may avail:	<ul style="list-style-type: none"> • Filipino Inventors' Organization accredited by DOST-TAPI with NO unliquidated financial assistance with the Institute 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. 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 		DOST-TAPI website (http://www.tapi.dost.gov.ph/)
<ol style="list-style-type: none"> 2. One (1) original or scanned project proposal format incorporating the following information: <ul style="list-style-type: none"> • Project Title • Implementing Agency/Org • Contact details (email and mobile number) • Project duration • Project venue • Project Cost • Rationale • Objectives • Methodology • List of possible participants • Expected output • Work plan / timeline • Program of activities • Detailed Line-Item Budget 		DOST-TAPI website (http://www.tapi.dost.gov.ph/)

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to DOST-TAPI Records Section with complete documentary requirements	1.1 Records and forwards the submission to the Office of the Director (OD)	None	1 Working Day (WD)	Finance and Administrative Division (FAD) Records Section Records Officer
	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 concerned program manager (PM)	None	1 WD	TIPD DM
	Evaluates the request and recommends action. If incomplete: 1.4 Notifies the requesting party. If complete: 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review	None	1 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	1 WD	TIPD DM
	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	None	2 WD	OD Planning Unit Planning Officer

	recommended for approval			
	1.9 Approves / disapproves the proposal	None	1 WD	OD Director
	If disapproved: 1.10 Prepares an official letter and notifies the client.		2 WD	TIPD NIW PM
	If approved 1.10 Prepares approval letter and Memorandum of Agreement (MOA) / conformé and facilitates review and/or signature of the documents.		5 WD	TIPD NIW PM
<p>2. Returns the signed and/or notarized conformé letter / MOA to DOST-TAPI.</p> <p>Note: For client within NCR: DOST-TAPI to notarize the signed Conformé Letter</p> <p>For client outside NCR: Returns the signed Conformé Letter with counterpart notarization to DOST-TAPI Records</p>	2.1 Forwards the signed Conforme Letter / MOA to the NIW Program	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
	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		6 WD, 40 MINS	FAD, Procurement Section Procurement Officer

	winning contractor (Under Section 37 of 2016 IRR of the RA 9184)			
	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
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on EXECOM Deliberation		None	12 WD and 4 HRS	
Total - Approved		None	87 WD, 2 HRS, and 10 MINS	

* 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.

19. Financial Assistance Service 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).

Office or Division:	Technology Information and Promotion Division (TIPD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Filipino Inventors' Organization accredited by DOST-TAPI and have NO unliquidated financial assistance with DOST-TAPI
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
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: <ul style="list-style-type: none"> • 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 ACTIONS	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 forwards the submission to the Office of the Director (OD)	None	1 Working Day (WD)	Finance and Administrative Division (FAD) Records Section Records Officer
	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 concerned program manager (PM)	None	1 WD	TIPD DM
	Evaluates the request and recommends action.	None	1 WD	TIPD NIW PM

	<p>If incomplete: 1.4 Notifies the requesting party.</p> <p>If complete: 1.4 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising SRS for review</p>			
	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	1 WD	TIPD DM
	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
	<p>1.9 Approves / disapproves the proposal</p> <p>If disapproved: 1.10 Prepares an official letter and notifies the client.</p> <p>If approved 1.10 Prepares approval letter and Memorandum of</p>	None	<p>1 WD</p> <p>2 WD</p> <p>5 WD</p>	<p>OD Director</p> <p>TIPD NIW PM</p> <p>TIPD NIW PM</p>

	Agreement (MOA) / conformé and facilitates review and/or signature of the documents.			
<p>2. Returns the signed and/or notarized conformé letter / MOA to DOST-TAPI.</p> <p>Note: For client within NCR: DOST-TAPI to notarize the signed Conformé Letter</p> <p>For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records</p>	2.1 Forwards the signed Conforme Letter / MOA to the ISTE Program	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 Attorney
	2.4 Sends copy of notarized MOA to client	None	1 WD	TIPD NIW PM
	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 (<i>Under Section 37 of 2016 IRR of the RA 9184</i>)		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
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on EXECOM Deliberation		None	12 WD and 4 HRS	
Total - Approved		None	87 WD, 2 HRS, and 10 MINS	

* The **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** 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.

20. Technical Assistance Service for the 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.

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Complex	
Type of Transaction:	<ul style="list-style-type: none"> • G2B - Government to Business • G2G - Government to Government • G2C - Government to Citizen 	
Who may avail:	<p>A. Agencies / Institutions / Organizations</p> <ul style="list-style-type: none"> • DOST Regional Office; • Filipino Inventors Group; • Professional Association / Organization; • DOST-supported Technology Business Incubator (TBI); and • Science-related Youth or Academic Organization <p>B. Individual Filipino men and women</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Conduct of Orientation		
A. If Agencies / Institutions / Organizations		
1. 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)	Client	
2. Online Registration Form (to be provided by the Applied Communications Unit for inventors (ACU-i) upon confirmation of the request)	DOST-TAPI ACU-i	
B. If Individual (one-on-one orientation)		
1. One (1) hard copy or electronic copy of request letter for the conduct of orientation with details on the proposed date of conduct	Client	
2. Online Registration Form (to be provided by the ACU-i upon confirmation of the request)	DOST-TAPI ACU-i	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request 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 Working Day (WD)	Finance and Administrative Division (FAD), Records Section Records Officer
	1.2 Reviews and forwards request to the appropriate Division Manager (DM)	None	2 WD	Office of the Director (OD) Director
	1.3 Checks and forwards the same to the concerned program manager (PM)	None	4 Hours (HRS)	Technology Information and Promotion Division (TIPD) Division Manager
	Evaluates the request and recommends action If from an individual: 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. If from Agencies / Institutions / Organizations: 1.4 Prepares written response and forwards to the Supervising SRS for review and signature.	None	4 WD 3 WD	TIPD ACU-i Program Manager
	1.5 If from Agencies / Institutions / Organizations: Reviews recommended action and forwards to the DM	None	4 HRS	TIPD Supervising SRS

	<p>1.6 If from Agencies / Institutions / Organizations: Reviews recommended action and forwards to the Office of the Director</p>	None	4 HRS	TIPD Division Manager, Chief SRS
	<p>1.7 If from Agencies / Institutions / Organizations: Reviews and signs official response</p>	None	2 WD	Office of the Director (OD) Director IV
	<p>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</p>	None	2 WD	TIPD ACU-i Program Manager
<p>2. For individual client: Receives results of request. If approved, attends to the scheduled one-on-one consultation.</p> <p>For Agencies / Institutions / Organizations: 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>For individual client: 2.1 Sends response to the request.</p> <p>2.2 If approved, conducts one-on-one consultation with individual client</p> <p>For Agencies / Institutions / Organizations: 2.1 Sends response to the request.</p> <p>2.2. If approved, conducts orientation on the set/agreed schedule</p>	None	<p>3 WD</p> <p>2 HRS</p> <p>3 WD</p> <p>2 HRS</p>	TIPD ACU-i Program Manager
Total - Approved for individual request		None	10 WD, 6 HRS	
Total - Approved for Agency / Institution / Organization request		None	15 WD	

21. Technical Assistance Service for the 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. The conduct may be face-to-face, virtual, or hybrid.

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Complex	
Type of Transaction:	<ul style="list-style-type: none"> ● G2B - Government to Business ● G2G - Government to Government ● G2C - Government to Citizen 	
Who may avail:	<p>A. Agencies / Institutions / Organizations</p> <ul style="list-style-type: none"> ● DOST Regional Office ● Professional Association / Organization ● Micro, Small, and Medium Enterprise (MSME) ● Technology Business Incubator (TBI) ● Private and Public Academic Institution ● Local Research and Development Institute (RDI) ● National and Regional Government Agency ● Non-Government / Non-Profit Organization (NGO/NPO) <p>B. Individual Filipino Men and Women</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Conduct of Orientation		
A. If Agencies / Institutions / Organizations		
1. One (1) hard copy or electronic copy of the 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)	Client	
2. Online Registration Form (to be provided by the Applied Communications Unit for non-inventors (ACU-n) upon confirmation of the request)	DOST-TAPI ACU-n	
B. If Individual (one-on-one)		
1. One (1) hard copy or electronic copy of request letter for the conduct of orientation with details on the proposed date of conduct	Client	
2. Online Registration Form (to be provided by the ACU-n upon confirmation of the request)	DOST-TAPI ACU-n	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request to TAPI Records Section with complete documentary requirements	1.1 Acknowledges, records, and transmits the request to the Office of the Director (OD)	None	1 Working Day (WD)	FAD, Records Section Records Officer AO V
	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 concerned program manager (PM)	None	4 Hours (HRS)	TIPD Division Manager
	1.4 Evaluates the request and recommends action If from an individual: Coordinates with the client for the details of the one-on-one consultation and provides online registration form. If for disapproval, coordinate disapproval with the client. If from Agencies / Institutions / Organizations: Prepares written response and forwards to the Supervising SRS for review and signature	None	4 WD 3 WD and 2 HRS	TIPD ACU-n Program Manager
	1.5 If from Agencies / Institutions / Organizations: Reviews recommended action and forwards to the DM	None	4 HRS	TIPD Supervising SRS
	1.6 If from Agencies / Institutions / Organizations: Reviews recommended action	None	4 HRS	TIPD Division Manager

	and forwards to the Office of the Director			
	1.7 If from Agencies / Institutions / Organizations: Reviews and signs official response	None	2 WD	OD Director
	1.8 If from Agencies / Institutions / Organizations: Sends official response. For approved requests, includes the online registration link in the official response and coordinates with the client for the details of the orientation	None	2 WD	TIPD ACU-n Program Manager
2. For individual client: Receives results of request. If request is approved, attends the scheduled one-on-one consultation For Agencies / Institutions / Organizations: Receives results of request. If request is 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	2.1 For individual client: For approved requests, conducts one-on-one consultation with individual client For Agencies / Institutions / Organizations: For approved requests, conducts orientation on the set/agreed schedule	None	3 WD and 2 HRS 3 WD and 2 HRS	TIPD ACU-n Program Manager
Total - Approved for Individual Request		None	10 WD and 6 HRS	
Total - Approved for Agency / Institution / Organization request		None	15 WD	

22. Financial Assistance Service for 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.

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Highly Technical	
Type of Transaction:	<ul style="list-style-type: none"> • G2C - Government to Citizen 	
Who may avail:	<p>Men and women inventors with winning inventions in the National Invention Contest organized by DOST-TAPI subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Must be a Filipino citizen, in good health and has not been convicted of any case involving moral turpitude; 2. Travel assistance must be availed of within two (2) years after winning; 3. 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; 4. In case of several inventors for one winning invention, only one inventor will be sent; and 5. The winning invention must not be an output of government-funded projects. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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
3. One (1) scanned copy of the complete set of exhibition announcement/ information packages		Client
4. Three (3) scanned copy of quotations from airline companies or travel agencies for the plane fare		Airline companies or travel agencies
5. One (1) scanned copy of Letters Patent/Registration Certificate		Intellectual Property Office of the Philippines (IPOP/PHL)

6. One (1) scanned copy of documents indicating that the event is prestigious and participation is beneficial to our country	Event's organizer
7. One (1) original signed Data Privacy Consent Form	DOST-TAPI website (http://www.tapi.dost.gov.ph/)

CLIENT STEPS	AGENCY ACTIONS	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 forwards the submission to the Office of the Director (OD)	None	1 Working Day (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	OD Director
	1.3 Forwards the request to TIPD SSO member	None	1 WD	Legal Unit Head SSO
	Evaluates the request and recommends action. If incomplete: 1.4 Notifies the requesting party. If complete and eligible: 1.4 Sends an acknowledgment letter to the client informing that the documentary requirements are complete and that the request is being evaluated If complete and ineligible: 1.4 Notifies the requesting party.	None	1 WD	TIPD SSO
	1.5 Prepares and forwards the Secretariat Report and complete documentary requirements to Head SSO	None	4 HRS	TIPD SSO

	1.6 Prepares and sends a Screening Committee (SC) Secretariat Report and complete documentary requirements to the Committee via email	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
	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
	Notifies client of the results of deliberation: If disapproved:	None	2 WD	TIPD SSO Member

	1.13 Informs the applicant in writing If approved 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>2. Returns the signed and/or notarized conformé letter / MOA to DOST-TAPI.</p> <p>Note: For client within NCR: DOST-TAPI to notarize the signed Conformé Letter</p> <p>For client outside NCR: Returns the signed Conforme 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	LBP
	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: 2.10 If Php 1 Million and below or 2.10 If more than Php 1 Million	None	4 HRS	FAD Division Manager 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
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved based on EXECOM Deliberation		None	23 WD 4 HRS	
Total - Approved for Check Payment:		None	40 WD	

* 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

23. Technical Assistance Service for 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.

Office or Division:	Technology Information and Promotion Division (TIPD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • Filipino men or women who: <ul style="list-style-type: none"> o are previously supported, assisted or funded by DOST-TAPI in the technology development phase; and o have NO delinquencies under DOST-TAPI.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. One (1) original or electronic copy of duly signed request letter to avail the assistance	Client
2. One (1) original or electronic copy of duly accomplished and signed Technology Profile Form (TPF) with Data Privacy Consent Form	DOST-TAPI Website (http://www.tapi.dost.gov.ph/)

CLIENT STEPS	AGENCY ACTIONS	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 forwards the submission to the Office of the Director (OD)	None	1 Working Day (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	1 WD	TIPD Division Manager (DM)

	<p>Assigns a transaction reference number.</p> <p>If complete:</p> <p>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.</p> <p>If incomplete:</p> <p>1.4 Notifies the requesting party.</p>	None	1 WD	TIPD MAP PM
2. Acknowledges receipt of notification and attends the meeting.	2.1 Evaluates the request and prepares evaluation report.	None	2 WD, 4 HRS	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
3. 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	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	<p>If in-house provider:</p> <p>4.1 Conducts market research, analyzes data, prepares market intelligence report and marketing plan. Prepares</p>	None	9 WD and 4 HRS	TIPD MAP PM

marketing plan and / or intelligence report	transmittal letter of report/s to the external market consultant(s) for review and validation.			
	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
	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
	If external service provider:			
	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	None	64 WD, 7 HRS, 10 MINS	BAC Chairperson

	<p>contract (<i>under Section 53.6 of 2016 IRR of RA 9184</i>)</p> <p>4.3 Facilitates the approval and sending of Contract/ Purchase Order (PO)/Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (<i>Under Section 37 of 2016 IRR of RA 9184</i>)</p> <p>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</p> <p>4.5 Approves transmittal of requested reports to the client.</p>	None	6 WD, 40 MIN	FAD Procurement Section Procurement Officer
		None	20 WD	TIPD MAP PM
		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
Total - For Disapproved based on Formality Evaluation		None	5 WD	
Total - For Disapproved by the Director		None	11 WD and 4 HRS	
Total - Approved for In-house Development of Marketing Plan		None	40 WD	
Total - Approved for External Development of Marketing Plan		None	110 WD, 2 HRS, 50 MIN	

* 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.

24. Technical Assistance Service for 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.

Office or Division:	Technology Information and Promotion Division (TIPD)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • Filipino men or women who: <ul style="list-style-type: none"> o are previously supported, assisted or funded by DOST-TAPI in the technology development phase; and o have NO delinquencies under DOST-TAPI.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
a. One (1) original or electronic copy of duly signed request letter to avail the assistance	Client
b. One (1) original or electronic copy of duly accomplished and signed Technology Profile Form (TPF) with Data Privacy Consent Form	DOST-TAPI website (http://www.tapi.dost.gov.ph/)
c. One (1) scanned copy of valid Government-Issued Identification (ID)	Client
d. One (1) original or electronic copy of duly accomplished and signed Linkages and Sales Report, if applicable	DOST-TAPI website (http://www.tapi.dost.gov.ph/)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 <i>Records Officer</i>
	1.2 Reviews and forwards request to the appropriate Division Manager (DM)	None	2 WD	Office of the Director (OD) Director

	1.3 Checks and forwards the same to the concerned program manager (PM)	None	1 WD	TIPD Division Manager (DM)
	1.4 Assesses completeness of documentary requirements. If complete: Checks submitted information, prepares the transmittal letter with the attached referral letter(s). If incomplete and/or ineligible: Notifies the client of lacking documents.	None	1 WD	TIPD MAP Program Manager (PM)
	1.4 Evaluates the request and recommends action.		4 WD	TIPD MAP PM
	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
	1.8 Transmits documents to the Records Section for sending	None	1 WD	TIPD MAP PM

2. Receives the referral letters	2.1 Sends requested documents to the client.	None	1 WD	FAD Records Section Records Officer
Total - For Disapproved based on Formality Evaluation		None	5 WD	
Total - For approved or disapproved		None	15 WD	

25. Technical Assistance Service for 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

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Simple	
Type of Transaction:	<ul style="list-style-type: none"> G2C - Government to Citizen 	
Who may avail:	<ul style="list-style-type: none"> Filipino men and women 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) original copy of the Public Assistance Office (PAO) Information Sheet		Front Lobby, DOST-TAPI, Taguig City

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Minutes (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><i>If queries are related to the programs of DOST-TAPI:</i> 2.2 Answer / discuss them directly.</p> <p><i>If the purpose of the visit is to follow-up a specific request or look for particular a DOST-TAPI staff:</i> 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> <p>2.3 Should the concerned DOST-TAPI staff be available on the same day, discuss the client's queries accordingly.</p>	None	2 HOURS (HRS)	TIPD PAO Officer
		None	2 HRS	TIPD PAO Officer
		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
Total		None	3 HRS and 45 Mins	

26. Technical Assistance Service for Email Inquiry Assistance under the Public Assistance Office (PAO)

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

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Complex	
Type of Transaction:	<ul style="list-style-type: none"> • G2C - Government to Citizen • G2B - Government to Business • G2G - Government to Government 	
Who may avail:	<ul style="list-style-type: none"> • Individual men and women 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) electronic copy of inquiry sent to DOST-TAPI's official email address, info@tapi.dost.gov.ph		Client

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Working Day (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 Hours (HRS)	TIPD DM
	1.4 Checks and forwards the same to the concerned program manager (PM)	None	4 HRS	TIPD Supervising SRS

	<p>1.5 Reviews the content of the email.</p> <p>If queries are related to DOST-TAPI programs: Drafts response and forwards to the Supervising SRS for review</p> <p>If the purpose is to follow up a specific request or look for a particular DOST-TAPI staff: Refer the same to the appropriate person</p>	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	2 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	4 HRS	OD Director
	1.12 Forwards the approved draft to TIPD Clerk	None	4 HRS	OD Clerk
	1.13 Forwards the approved draft to PAO PM	None	2 HRS	TIPD TIPD Clerk
	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
	1.16 Reviews the finalized response letter	None	2 HRS	TIPD DM

	and forwards to the TIPD Clerk			
	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
Total		None	14 WD	

27. Technical Assistance Service for Facebook Inquiry 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

Office or Division:	Technology Information and Promotion Division (TIPD)	
Classification:	Simple	
Type of Transaction:	<ul style="list-style-type: none"> • G2C - Government to Citizen • G2B - Government to Business • G2G - Government to Government 	
Who may avail:	<ul style="list-style-type: none"> • Filipino men and women 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Inquiry to DOST-TAPI's official Facebook messenger, https://www.facebook.com/DOST.TAPI		Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends message inquiry through DOST-TAPI FB messenger, https://www.facebook.com/DOST.TAPI	<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 Working Day (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)
Total		None	2 WD	



EXTERNAL SERVICES

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

28. 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”

Office or Division:	Office of the Director - Legal Unit (OD-LU)	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Business G2B - Government to Citizen	
Who may avail:	<ul style="list-style-type: none"> Filipino men & women with invention/utility model (UM)/industrial design (ID) that has valid patent/registration at the time of the submission of the proposal; 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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	Intellectual Property Office of the Philippines (IPOP/PHL), Taguig City	
4. One (1) Certified true copy of recent Business Permit	Concerned Local Government Unit (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	Department of Trade and Industry (DTI) if Certificate of Registration will be submitted Securities and Exchange Commission (SEC) if SEC Registration will be submitted	
8. One (1) original duly signed supporting document 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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to DOST-TAPI Records 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 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) or its equivalent.	None	2 WD	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) /Program Manager (PM).	None	1 WD	OD-LU DM or equivalent
	1.4 Checks the completeness of the submission/ If complete: 1.5 Notifies the client of the same and that the request is under evaluation. If incomplete: 1.5 Notifies the requesting party	None	1 WD	OD-LU SSO /PM
	1.5 Coordinates with the Validation Committee (VC)/Regional Offices/other appropriate public or private entities.	None	3 WD	OD-LU SSO /PM
	1.6 Conducts the validation of the request.	None	14 WD	Validation Committee (VC)
	1.7 Prepares and submits an evaluation report to the Screening Committee (SC) for RA 7459 with corresponding recommendation.	None	3 WD	OD-LU SSO/PM

	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/PM
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Approved or Disapproved		None	37 WD	

*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.

29. Technical Assistance Service - Screening Committee for RA 7459 – Issuance of Certificate for 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

Office or Division:	Office of the Director – Legal Unit (OD - LU)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	<ul style="list-style-type: none"> • Filipino men & women; • Individual(s) with invention/utility model (UM)/industrial design (ID) that has valid patent/registration at the time of the submission of the proposal;

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) Original request/application letter including one (1) certified true copy the following import documents: a. bill of lading, airway bill. Parcel post notice or shipping documents; b. TIN, commercial invoice and packing list; and c. other relevant document concerning shipment.	Client
2. 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 Local Government Unit (LGU)
6. One (1) Certified true copy of Certification of registration of business name/SEC registration	Securities and Exchange Commission (SEC)/Department of Trade and Industry (DTI)
7. One (1) Duly signed information as to the quantity, technical specification and end-uses of proposed importation;	Client
8. One (1) Certified true copy Detailed material balance to justify the quantity of equipment/raw materials needed to produce his/her invention/s;	Client
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);	Client

<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>Client</p> <p>Client</p> <p>From DOST-TAPI</p> <p>From a concerned regulatory agency, ex. Department of Environment and Natural Resources (DENR), Land Transportation Office (LTO), etc.</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits application letter to DOST-TAPI Records with complete documentary requirements. (Can be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph)</p>	<p>1.1 Records and transmits the submission to Office of the Director (OD)</p>	None	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	<p>1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the-appropriate Division Manager (DM) or its equivalent.</p>	None	2 WD	OD Director IV
	<p>1.3 Checks if the request falls within the proper program and forwards the same to the Screening Committee Secretariat Officer (SSO).</p>	None	1 WD	OD-LU DM
	<p>1.4 Checks the completeness of the submission</p> <p>If complete: 1.5 Notifies the client of the same and that the request is under evaluation.</p> <p>If incomplete: 1.5 Notifies the requesting party</p>	None	1 WD	OD-LU SSO /PM
	<p>1.6 Coordinates with the Validation Committee (VC)/Regional</p>	None	3 WD	OD-LU

	Offices/other appropriate public or private entities.			SSO /PM
	1.7 Conducts the evaluation of the request.	None	14 WD	Validation Committee (VC)
	1.8 Prepares and submits evaluation report to Screening Committee with corresponding recommendation.	None	3 WD	OD-LU SSO /PM
	1.9 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 /PM
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Approved or Disapproved		None	37 WD	

*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.

30. Technical Assistance Service for Expanded Inventors' Organization Accreditation on Incentives (IOAI)

This Service involves providing incentives to accredited inventors' organizations.

Office or Division:	Office of the Director – Legal Unit (OD-LU)	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business	
Who may avail:	Inventors' organization with active accreditations status with DOST-TAPI	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) photocopy or scanned copy of Endorsement letter signed by the President of an accredited inventors' organization;		Client
2. One (1) photocopy or scanned copy Project proposal; and		Client
3. One (1) photocopy or scanned copy Abstract of quotation (canvass).		Client

CLIENT STEPS	AGENCY ACTIONS	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 Office of the Director	None	1WD	Finance and Administrative Division (FAD)-Record Section Records Officer
	1.2 Checks if the request falls within the mandate of the Institute and forwards the same to the appropriate Division Manager (DM)	None	2WD	Office of the Director (OD) Director
	1.3 Checks if the request falls within the proper program and forwards the same to the appropriate	None	1 WD	Legal Unit (LU) Head, LU

	Program Manager (PM).			
	<p>1.4 Checks the completeness of the submission.</p> <p>If complete 1.5 Send an acknowledgment letter to the proponent informing the latter that the requirements are complete and that the request is under evaluation.</p> <p>If incomplete 1.5 Send an acknowledgement letter to the proponent with instruction to submit lacking requirements</p>	None	1 WD	LU IOAI – Program Manager (PM)
	1.6 Evaluates and validates the request.	None	3 WD	LU IOAI – PM
	1.7 Prepares documents for presentation with recommendation	None	4 HRS	LU IOAI – PM
	1.8 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for review	None	1 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
	<i>In case of approval</i> 1.11 Notifies the client in writing with attached Memorandum of Agreement; with request for schedule and coordination for MOA Orientation and contract signing.	None	3 WD	LU IOAI -PM
	<i>In case of disapproval</i> 1.11 Notifies the client in writing of the disapproval and the reason(s) thereof			LU IOAI - PM
2. Client confirms MOA Orientation and contract signing schedule.	2.1 Conducts MOA Orientation and contract signing as scheduled	None	1 WD	LU IOAI- PM
3. Return of the signed MOA to DOST-TAPI Records	3.1 Facilitates execution of the MOA	None	1 WD	LU IOAI - PM
	3.2 Notarization of the MOA	None	1 WD	LU Notary Public
	3.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	1 WD	LU IOAI- PM
	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

	<p>3.6 Approves the payment of the Disbursement package:</p> <p>Facilitates the processing of applicable payment:</p> <p>If for check/s payment:</p> <p>3.7 Prepares and signs the check/s, attaches Tax Certificate (if any)</p> <p>If for payment LDDAP-ADA:</p> <p>3.7 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Div. Mgr 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>None</p>	<p>4 HRS</p> <p>1 WD</p> <p>1WD, 4HRS</p> <p>4 HRS</p>	<p>FAD Division Manager</p> <p>FAD Cashier Section AOV – Cashier</p> <p>FAD Cashier Section AOV – Cashier</p> <p>OD Director</p>
	<p>Prepares the documents for bank processing:</p> <p>If for Check/s payment:</p> <p>3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>If for payment LDDAP-ADA:</p> <p>3.9 Prepares the advice of approved</p>	<p>None</p> <p>None</p>	<p>4 HRS</p> <p>1 WD</p>	<p>FAD Cashier Section AOV – Cashier</p> <p>FAD Cashier Section AOV – Cashier</p>

	<p>Check/s through eMDS, delivers the approved LDDAP ADA & 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>	None	3 WD	LandBank of the Philippines
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
Total - Disapproved based on Formality Evaluation		None	5 WD	
Total - Disapproved at the EXECOM		None	11 WD, 4 HRS	
Total - Approved for Check payment		None	26 WD	
Total - Approved for LDDAP-ADA		None	28 WD, 5 HRS	

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

This service involves accreditation to inventors' organizations comprising 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.

Office or Division:	Office of the Director – Legal Unit	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business	
Who may avail:	<ul style="list-style-type: none"> • Filipino men & women • Individual(s) with invention/utility model (UM)/industrial design (ID) with valid patent/registration at the time of the submission of the proposal • The organization must have a de jure (in law) or de facto (in fact) existence for at least one (1) year; must have at least three (3) members with active Patent/ Utility Model/ Industrial Design registration; 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application		
1. One (1) photocopy/scanned copy of duly signed letter of request/application for accreditation to be submitted to TAPI;	Client	
2. One (1) photocopy/scanned copy 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. One (1) photocopy/scanned copy of Patent/ Utility Model/ Industrial Design registration of at least three (3) members;	Client/IPOPHL	
4. One (1) photocopy/scanned copy of duly signed letter of consent from the three (3) members allowing the organization to use their Patent/ Utility Model/ Industrial Design registration for the application;	Client	
5. One (1) photocopy/scanned copy of Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified (Omnibus Sworn Statement);	Client	
6. One (1) photocopy/scanned copy of duly accomplished Roster of active male and female members to include information on:	Client	

<p>a. Name of member b. Residence Address, Tel./Cellphone no. c. Office Address, Tel./Cellphone no. d. Title of invention e. Patent/ Utility Model/ Industrial Design No./s f. Date Granted;</p> <p>7. One (1) photocopy/scanned copy of original Barangay Certification of organization's existence;</p> <p>8. One (1) photocopy/scanned of supporting documents showing proof of inventor-related organization's activities;</p> <p>9. One (1) photocopy/scanned copy of duly accomplished Organizational Profile; and</p> <p>10. One (1) photocopy/scanned copy of duly executed Data Privacy Consent Form</p>	<p>Concerned Barangay Center</p> <p>Client</p> <p>Client</p> <p>Client/DOST-TAPI</p>
Renewal	
<p>1. One (1) photocopy/scanned copy of Certificate of Good Standing (SEC) or Certificate of Compliance (for CDA);</p> <p>2. One (1) photocopy/scanned copy of the filed General Information Sheet (GIS) for the current year;</p> <p>3. One (1) photocopy/scanned copy of Amendments in the Articles of Incorporation, if applicable;</p> <p>4. One (1) photocopy/scanned copy of Patent/ Utility Model/ Industrial Design registration of new members;</p> <p>5. One (1) photocopy/scanned copy of updated roster of active male and female members;</p> <p>6. One (1) photocopy/scanned copy of Duly accomplished Annual Report;</p> <p>7. One (1) photocopy/scanned copy of Financial Statements for the current year, if any; and</p> <p>8. One (1) photocopy/scanned copy of supporting documents showing proof of inventor-related organization's activities</p>	<p>Client/SEC</p> <p>Client/SEC</p> <p>Client</p> <p>Client/IPOPHL</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter to TAPI Records 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 (OD)	NONE	1WD	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 appropriate Division Manager (DM) or equivalent.	NONE	2WD	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) supervised by the Program Manager (PM).	NONE	1 WD	OD-LU DM or equivalent
	1.4 Checks the completeness of the submission. If complete: 1.5 Notifies the client of the same and that the request is under evaluation. If incomplete: 1.5 Notifies requesting party	NONE	1 WD	Inventor's Organization Accreditation – Unit (IOA Unit)
	1.6 Evaluates and validates the request/ application	NONE	5 WD	IOA Unit
	1.7 Reviews the request and signs the Certificate of Accreditation which will be sent to the Client.	NONE	3 WD	Director
	1.8 Notifies the client in writing of DOST-TAPI decision with attached Certificate of Accreditation	NONE	2 WD	LU IOA -Program Manager (PM)
	Total - Disapproved based on Formality Evaluation		None	5 WD
Total - Approved or Disapproved		None	15 WD	



INTERNAL SERVICES

Finance and Administrative Division (FAD)

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

This service ensures that all incoming communications received, whether received through mail / hand-delivery (hard copy) or email (soft copy) are properly received, recorded, coded, uploaded in the DOST TAPI Online Routing System (DTORS) and efficiently forwarded to the Office of the Director.

Office or Division:	Finance and Administrative Division – Records Section	
Classification:	Simple	
Type of Transaction:	Government to Client (G2C) Government to Government (G2G) Government to Business (G2B)	
Who may avail:	<ul style="list-style-type: none"> ● Government Agencies ● Private Institutions ● Academe ● Organizations ● Employees ● Private Individuals ● Others 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) softcopy or hard copy of letter/document/correspondences including attachments		Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. For document(s) received through mail / hand-delivery: Client sends/forwards the document to Records Section</p> <p>For document(s) emailed: Client sends the document to DOST-TAPI's official email address at info@tapi.dost.gov.ph Client sends/forwards the outgoing documents including all its attachments, if any via DOST – TAPI</p>	<p>For document(s) received through mail / hand-delivery</p> <p>1.1 Review for attachments (if any), and stamp "Received"</p> <p>1.2 Record and assign reference number in the Google Sheet</p> <p>1.3 Scan and upload in DTORS tagging Clerk - Office of the Director for proper identification of Division to handle and acknowledge the incoming</p>	None	1 WD	FAD Records Section PAA III

Online Routing System (DTORS)	For document(s) emailed: 1.1 Download email and attachments, if any and assigns Reference Number 1.2 Upload in the Synology 1.3 Record in the Google Sheet; and 1.4 Upload the document in the DTORS tagging Clerk – Office of the Director			FAD Records Section PAA V
2. Clients receives notification that the document submitted is received by DOST - TAPI	For documents received via email: 2.1 Acknowledges the receipt of the document via email.	None	4 HRS	FAD Records Section PAA III
TOTAL		None	1 WD, 4 HRS	

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

This service ensures that all outgoing official communications whether soft copies or pintend materials properly received, reviewed and delivered to respective email addresses and concerned offices and agencies of DOST and the Post Office or Private Courier Service (i.e. LBC, DHL, JRS, etc.) after the conduct of an effective records management procedure.

Office or Division:	Finance and Administrative Division – Records Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	<ul style="list-style-type: none"> • DOST - TAPI Employees/Units/Divisions 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For communications to be sent via email: <ol style="list-style-type: none"> 1. One (1) original softcopy of letter/document/correspondences, including attachments 		Client
For communication to be mailed: <ol style="list-style-type: none"> 1. One (1) original hardcopy of letter/document/correspondences, including attachments 2. Mailing List 3. Return Card (for those mailed at the Post Office that require proof of receipt) 		Client Client Client
For communication to be hand carried to DOST Agencies within Bicutan: <ol style="list-style-type: none"> 1. One (1) original hardcopy of letter/document/correspondences, including attachments 		Client

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. For communications to be sent via email softcopy: TAPI employees/staff shall send the	For communications to be sent via email softcopy: 1.1 Receives and carefully checks the outgoing documents	None	1 WDs	FAD Records Section AA I/ PAA V/ AO V

<p>outgoing document including all its attachments, if any, via DOST – TAPI Online Routine Systems (DTORS))</p> <p>For communications to be mailed:</p> <p>Client sends/forwards the document to Records Section</p> <p>For communication to be hand carried to DOST Agencies within Bicutan:</p> <p>Client sends/forwards the document to Records Section</p>	<p>1.3 Send the outgoing documents to the concerned recipients</p> <p>1.4 Check if the email was successfully sent</p> <p>1.5 Download the proof of sent and upload in the DTORS – thread of communications tagging the concerned Divisional Clerks for closing of documents.</p> <p>For communications to be mailed:</p> <p>1.1 Receives and carefully checks the outgoing documents</p> <p>1.2 Determine the mode of delivery either by ordinary, registered mails with or without return card or via courier (LBC/DHL etc)</p> <p>1.3 Mails the document to the Post Office and/or Private Courier Service as determined</p> <p>For communication to be hand carried to DOST Agencies within Bicutan:</p> <p>1.1 Receives and carefully checks the outgoing documents</p> <p>1.2 Encode to DOST-Electronic Records Management System (DOST-ERMS) communications/ documents for DOST Officials</p>			
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	1.3 Hand carries documents to agencies concerned within DOST Compound when applicable			
2. Client receives notification that the document was sent.	Forwards evidence of the sent outgoing communications	None	4 HRS	FAD Records Section AA I/ PAA V/ AO V
TOTAL		None	1 WD, 4 HRS	

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

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

Office or Division:	Finance and Administrative Division (FAD) – Property Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> • TAPI Permanent Employee • TAPI Contract of Service / Job Order 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) Original / Photocopy / Scanned Request for Vehicle Form		Property Section, DOST TAPI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Aide I
	Process the request If vehicle is available: 1.3 Prepare Trip Ticket (for signature/ approval) Or If vehicle is unavailable: 1.3 Return the disapproved form to the client	None	1 HR 30 Mins	FAD Property Section Administrative Aide IV AD Property Section Administrative Aide IV
2. Client receives notification on the requested service	2.1 Provides information on the approval / disapproval of the request and endorse the signed trip ticket to the assigned driver, if approved	None	30 Mins	FAD Property Section Administrative Aide IV
TOTAL - For unavailable vehicle		None	2 HR	
TOTAL - For available vehicle		None	2 HRS, 30 Mins	

4. Technical Assistance Service for 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

Office or Division:	Finance and Administrative Division (FAD) – Property Section	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> • TAPI Permanent Employee • TAPI Contract of Service / Job Order 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Four (4) Original / Photocopy / Scanned Request for Repair Form		Property Section, DOST TAPI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Hour (HR)	FAD Property Section Administrative Aide I
	1.2 Check if the requested repair is feasible If feasible : 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) If not feasible: 1.3 Disapproves the request and returns the disapproved form to the client. If equipment,	None	1 WD	FAD Property Section Administrative Officer V

	recommends for disposal			
2. Client receives notification on the requested service	<p>2.1 Notifies the client of the approval of the request and explains the status if in-house or outsourced.</p> <p><i>If outsourced:</i> 2.2 Forwards the approved request form to the client as attachment for the market research to facilitate the procurement process</p> <p><i>If inhouse:</i> 2.2 Performs the corrective repair</p>	None	<p>1 HR</p> <p>1 HR</p> <p>7 WD</p>	<p>FAD Property Section Administrative Officer I</p> <p>FAD Property Section Administrative Officer I</p> <p>FAD Administrative Aide VI</p>
Total - Disapproved based on feasibility		None	1 WD, 2 HRS	
Total - Approved for outsourcing		None	1 WD 3 HRS	
Total - Approved for in-house repair		None	8 WD, 2 HRS	

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

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

Office or Division:	Finance and Administrative Division (FAD) – Property Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> • TAPI Permanent Employee • TAPI Contract of Service / Job Order 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Four (4) Original / Photocopy / Scanned Requisition and Issue Slip (RIS)		Property Section, DOST TAPI

CLIENT STEPS	AGENCY ACTIONS	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. <i>If available:</i> 1.3 Facilitate the release of requested supply/equipment. <i>If unavailable:</i> 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	
TOTAL - For unavailable supply		None	2 HRS, 30 MINS	
TOTAL - For available supply		None	3 HRS	

6. Technical Assistance Service for Processing Of Purchase Request under the Alternative Modes of Procurement thru Negotiation (Excluding Public Bidding)

This service involves the processing of purchase request not covered by Shopping, under Alternative Modes of Procurement thru Negotiation from TAPI /Divisions/Units, and does not include Competitive/Public Bidding

Office or Division:	Finance and Administrative Division-Procurement Section
Classifications:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	TAPI Divisions / Units
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) original Duly signed Request/Memo with the following: <ol style="list-style-type: none"> i. Complete descriptions and specifications ii. Terms of reference/Scope of work, whichever is more applicable iii. Approved Lay-out/Sample picture Market study iv. Classification of technologies (for IP Services only) 2. Duly signed Request for Approved Budget for the Contract (ABC) (original in two (2) copies) 3. Approved Purchase Request (original in three (3) copies) 4. Duly signed PPMP (one (1) certified true copy) 5. Justification to process PR, if applicable 6. MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy)¹. <p style="text-align: center;">Additional requirements for Repair Services</p> <ol style="list-style-type: none"> 7. Fully accomplished and signed Request for Pre-Repair Inspection (original in two (2) copies) 8. Fully accomplished and signed Request for Repair (original in two (2) copies) 9. MIS Corrective Maintenance Form for ICT equipment/peripherals only (original in one (1) copy) 10. Cost Estimate/ Market Study/Research, as applicable (original/photocopy/scanned in one (1) copy) 11. Pro-forma invoice together with the terms and conditions of sale 	<p>Originating Division</p> <p>BAC, Secretariat Originating Division</p> <p>Originating Division Originating Division MIS</p> <p>Property Section</p> <p>Property Section MIS</p> <p>Originating Division</p> <p>Originating Division</p>

Client Steps	Agency Action	Fees to be Paid	Processing Time	Agency Action
1. Client forwards the duly signed Request/ Memo with complete documentary requirements (see above checklist)	1.1 Receives, checks the completeness and information of the document/s and prepares Request/ Memo for the review of Market Study for the approval of the Bids and Awards Committee (BAC) before endorsement to BAC-Technical Working Group (BAC-TWG)	None	30 MINS	BAC Head Secretariat BAC
	1.2.1 Reviews the Market Study. 1.2.2 If there are issues/concerns or there's a need to revise the market study, the BAC-TWG return the documents to the Originating Division. 1.2.3 If the market study is found to be compliant with the information needed, the BAC-TWG recommend the market study to the BAC for processing.	None	3 WD	BAC-TWG
	1.3 Upon receipt of the recommendation from BAC-TWG, prepares the Request/ Memo for the Approved Budget for the Contract (ABC) and Mode of Procurement, and forwards to the Bids and Awards Committee (BAC)	None	30 Mins	BAC Head Secretariat
	1.4 Reviews and forwards recommendations to the Office of the Director (OD) / Head of the Procuring Entity (HoPE)	None	3 WD	BAC
	1.5 Approval/ disapproval of ABC and forwards to the BAC Secretariat.	None	2 WD	OD / HoPE

	1.6 Receives and forwards the duplicate copy of duly signed Request for ABC to concerned division	None	30 Mins	BAC Secretariat
2. Client forwards the fully accomplished Purchase Request (PR) with complete documentary requirements	2.1 Checks the completeness and information of the PR as to the description, unit price, unit of measurement, and total price, including the recommended mode of procurement, and returns it to the Procurement Staff for endorsement to the appropriate approving officials	None	20 Mins	Procurement Section Procurement Officer / AOV/ Officer-in-Charge (OIC)
	2.2 The Budget Officer checks and clears the PR. 2.3 Approves the PR and forwards to Procurement Section <ul style="list-style-type: none"> ● <i>If Php 1M and below – FAD Div. Mgr.</i> ● <i>If above Php1M – OD / HoPE</i> 	None	1 WD	Budget Section CFAD Or OD) / HoPE
	2.4 Receives the approved and assigns PR number/series and date, scans and file the 2 nd copy of PR, and provide the 3 rd copy of PR to the End-User (EU). 2.5 Forwards the first copy of the approved PR for (a) goods not covered by Shopping, (b) infrastructure projects, and (c) consulting services to the BAC Secretariat.	None	30 Mins	Procurement Section PAA III / PAA V
3. Conduct negotiation recommendation to award or declare failed bidding.	3.1 Prepares the necessary documents related to the negotiation activities	None	1 WD	BAC Head Secretariat

	3.2 Sends the document related to the negotiation and schedule of negotiation to the service provider/consultant via email. May send information related to the negotiation via other means of communication	None	1 Hr	BAC Secretariat
	3.3 Conduct of the negotiation. (<i>Schedule of BAC regular meeting: Friday</i>)	None	1 Hr	BAC BAC TWG EU BAC Secretariat
	3.4 Facilitates the conduct of Post-Qualification (PQ) if necessary and required by the BAC	None	20 WD	Post-Qualification Team
	3.5 Forwards the result of the PQ and signed report to the BAC Secretariat	None	1 WD	Post-Qualification Team
	3.6 Preparation, review and routing of the BAC Resolution, including Notice of Award (NOA) if the service provider/consultant passed the PQ	None	5 WD	BAC BAC TWG EU BAC Secretariat
	3.7 Approves/ Disapproves the AoQ, BAC Resolution and Notice of Award (NOA) if applicable and forwards to the BAC, Secretariat.	None	2 WD	OD / HoPE
	3.8 Receives the approved Resolution. If there is/are winning bidder/s, issue the NOA for the acknowledgement/ conforme.	None	30 Mins	BAC Secretariat

	3.9 The NOA must be acknowledged/conformed	None	3 WD	Supplier/ Service Provider/ Contractor
4. Preparation and approval of the agreement and Obligation Request Status (ORS)	<p>4.1.a For procurement of other services, infrastructure projects and consultancy services</p> <p>i. The BAC Secretariat prepares the Contract of Services (COS)</p> <p>ii. The Legal Unit and EU reviews and finalizes the (COS)</p> <p>iii. The supplier/ service provider/ contractor reviews and signs the final COS and sends it to Procurement Section</p> <p>iv. The EU signs the COS, prepares the ORS and certifies the appropriation/ allotment is necessary, then forwards the documents to Budget Section.</p> <p>v. The Budget Officer certifies the allotment and obligates the funds.</p> <p>vi. The CFAD clears the COS</p> <p>vii. The Accounting Officer signs and certifies the availability of funds of the procurement project.</p> <p>viii. The Legal Officer clears the COS.</p> <p>ix. The HoPE approves and signs the COS</p>	None	<p>1 Hr</p> <p>2 WD</p> <p>5 WD</p> <p>1 WD</p> <p>1 WD</p> <p>1 WD</p> <p>1 WD</p>	<p>BAC Head Secretariat</p> <p>Legal Unit EU</p> <p>Supplier/ Service Provider/ Contractor</p> <p>EU</p> <p>Budget Section AOV / Budget Officer</p> <p>CFAD</p> <p>Chief Accountant / Accountant III</p> <p>Legal Officer</p> <p>OD / HoPE</p>

	<p>x. Facilitates the notarization of COS and forward one notarized COS together with the copy of complete set of documents to End-User.</p> <p>Note: Sub-item iii to ix = 8 WD (*10 CD)</p>		1 WD	BAC Secretariat
	<p>4.1.b For procurement of goods or other services</p> <p>i. The Procurement Staff prepares the Purchase Order (PO) /Job Order (JO) and forwards it to the Procurement Officer for clearance.</p> <p>ii. Reviews and clears the PO/JO and returns it to the Procurement Staff for endorsement to the CFAD for approval.</p> <p>iii. The CFAD signs the PO/JO and forwards it to Budget Office for obligation.</p> <p>iv. The Budget Office receives the signed PO/JO and prepares the ORS and forwards it to the EU</p> <p>v. The EU signs the ORS to certify the appropriation/ allotment are necessary, then return the documents to Budget Office</p> <p>vi. The Budget Officer certifies the allotment and obligates the funds, then forwards the documents to Accounting Section</p>	None	<p>20 Mins</p> <p>10 Mins</p> <p>10 Mins</p> <p>1 WD</p> <p>1 WD</p> <p>1 WD</p>	<p>Procurement Section Admin. Officer II (AO II) PAA V / Proj. AA I</p> <p>Procurement Section Procurement Officer / AOV / OIC</p> <p>CFAD</p> <p>Budget Section Budget Staff</p> <p>EU</p> <p>Budget Section Budget Officer / AOV</p>

	<p>vii. The Accounting Officer signs and certifies the availability of funds of PO, then returns the approved PO to Procurement Section.</p> <p>viii. The Procurement Section notifies the BAC Secretariat that the PO / JO is approved</p>		<p>1 WD</p> <p>5 Mins</p>	<p>Accounting Section Chief Accountant / Accountant III</p> <p>Procurement Section PAA V / Proj. AA I</p>
5. Issuance of Notice to Proceed (NTP)	5.1 Prepares the NTP for clearance of CFAD.	None	10 Mins	BAC Head Secretariat
	5.2 Clears the NTP and endorses it to OD/HoPE for approval	None	10 Mins	CFAD
	<p>5.3 Approves and signs the NTP then return it to the BAC Secretariat.</p> <p>Note: Shall issue the NTP, if necessary, and a copy of the approved COS / PO/JO to the Supplier/ Service Provider/ Contractor within **three (3) CD from the date of approval of the contract .</p>	None	2 WD	OD / Hope
	5.4 The BAC Secretariat issues /sends via email a copy of the notarized COS or PO/JO and NTP to the supplier/ service provider for acknowledgement/ conforme, copy furnished to the EU	None	10 Mins	BAC Head Secretariat
	<p>5.5 All notices called for by the terms of the contract shall be effective only at the time of receipt of the NTP by the successful bidder.</p> <p>Note:</p>	None		Supplier/ Service Provider/ Contractor

	<ul style="list-style-type: none"> For COS - shall be effective only at the time of receipt of NTP. The NTP shall be signed immediately by the winning bidder, For PO/JO - The supplier/service provider must conformed/signed the NTP and PO/JO within **ten (10) CD to signify its intention to deliver/provide the service, otherwise, the PO/JO will be cancelled, they will be evaluated, and they may be delisted from the list of accredited suppliers of TAPI. 		8 WD	
6. Procurement project implementation	6.1 The Procurement Staff informs the EU and the Property Section of the upcoming deliveries of goods / implementation of procurement project may commence.	None	10 Mins	Procurement Section PAA III / PAA V / Proj. AA I
	6.2 Forwards the documents to the Property Section for acceptance of deliveries/ services.	None	10 Mins	Procurement Section PAA III / PAA V / Proj. AA I
	6.3 Default delivery period is five (5) days. However, this may change depending on the target delivery/completion period of EU or final approved delivery/completion period.	None	5 WD	Supplier / Service Provider / Contractor
7. Facilitate the acceptance and inspection of the deliveries of goods/services.	7.1. Acceptance of Goods and Services For Goods: i. The Property Section will accepts the delivery of goods and coordinate with.	None	2 WD	Property Section Property Staff

	<p>Inspection Committee and EU for the inspection of goods</p> <p>ii. Inspect the goods:</p> <ul style="list-style-type: none"> • If compliant with specifications: Accepts the delivery • If non-compliant with the specifications: Returns the goods/ service 			<p>Inspection Committee Representative</p> <p>EU</p>
	<p><i>For Other Services, infrastructure Projects and Consultancy Services</i></p> <p>i. The End-User will accept the delivery of services and coordinate with Property Section and Inspection Committee EU for the appropriate inspection method.</p> <p>ii. Inspect the completed services:</p> <ul style="list-style-type: none"> • If compliant with specifications: Accepts • If non-compliant with the specifications: Informed the provider to comply with the requirements 		2 WD	<p>EU</p> <p>Property Section Property Staff</p> <p>Inspection Committee Representative</p>
8. Facilitates the documentation for the completed deliverables.	<p><i>For Goods:</i></p> <p>8.1 Prepare the necessary documents</p> <ul style="list-style-type: none"> • Inspection and Acceptance Report (IAR) • Request Issuance Slip (RIS), as applicable • Issuance Custodian Slip (ICS) • Property Acknowledgment Receipt (PAR), as applicable 	None	30 Mins	Property Section Property Staff

	8.2 The Inspection Committee representative signed the IAR		1 WD	Inspection Committee Representative
	8.3 The EU signed the appropriate documents RIS, ICS/PAR, whichever is applicable.		1 WD	EU
	8.4 The Property Staff will issue /release the goods to the EU.		30 Mins	Property Section Property Staff
	<i>For Other Services, infrastructure Projects and Consultancy Services:</i>	None		
	8.1 Prepare the necessary documents <ul style="list-style-type: none"> • Certificate of Completion, if applicable • Accomplishment Report, if applicable • Other applicable documents to show completion of deliverables 		1 WD	EU
	8.2 Property Staff will prepare other applicable documents in connection with the completion of services		30 Mins	Property Section Property Staff
	8.3 The Inspection Committee representative and/or EU will sign the documents prepared by the Property Section		2 WD	Inspection Committee Representative EU
TOTAL	For Goods under PO		64 WD,7 Hrs, 40 Mins	
	For Services under JO		65 WD,6 Hrs, 55 Mins	
	For Other Services under COS		64 WD,7 Hrs, 10 Mins	

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

7. Technical Assistance Service for Processing of Purchase Request with a Total Amount of Php 50k and Above under the Alternative Modes of Procurement and any Amount for the Lease of Real Property and Venue (Excluding Negotiation and Public Bidding)

This service involves the processing of purchase request not covered by Shopping, with a total amount of above Php 50,000.00 under the Alternative Modes of Procurement and any amount for the Lease of Real Property and Venue from TAPI /Divisions/Units, but excluding the process of Negotiation and Competitive/Public Bidding

Office or Division:	Finance and Administrative Division-Procurement Section
Classifications:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	TAPI Divisions / Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) original Duly signed Request/Memo with the following: <ol style="list-style-type: none"> i. Complete descriptions and specifications ii. Terms of reference/Scope of work, whichever is more applicable iii. Approved Lay-out/Sample picture Market study 2. Duly signed Request for Approved Budget for the Contract (ABC) (original in two (2) copies) 3. Approved Purchase Request (original in three (3) copies) 4. Duly signed PPMP (one (1) certified true copy) 5. Justification to process PR, if applicable 6. MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy)¹. 	<p>Originating Division</p> <p>BAC, Secretariat</p> <p>Originating Division</p> <p>Originating Division Originating Division MIS</p>
<p style="text-align: center;">Additional requirements for Repair Services</p> <ol style="list-style-type: none"> 7. Fully accomplished and signed Request for Pre-Repair Inspection (original in two (2) copies) 8. Fully accomplished and signed Request for Repair (original in two (2) copies) 9. MIS Corrective Maintenance Form for ICT equipment/peripherals only (original in one (1) copy) 10. Cost Estimate/ Market Study/Research, as applicable (original/photocopy/scanned in one (1) copy) 11. Pro-forma invoice together with the terms and conditions of sale 	<p>Property Section</p> <p>Property Section</p> <p>MIS</p> <p>Originating Division</p> <p>Originating Division</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client forwards the duly signed Request/ Memo with complete documentary requirements (see above checklist)	1.1 Receives, checks the completeness and information of the document/s and prepares Request/ Memo for the review of Market Study for the approval of the Bids and Awards Committee (BAC) before endorsement to BAC-Technical Working Group (BAC-TWG)	None	30 MINS	BAC Head Secretariat BAC
	1.2.1 Reviews the Market Study. 1.2.2 If there are issues/concerns or there's a need to revise the market study, the BAC-TWG return the documents to the Originating Division. 1.2.3 If the market study is found to be compliant with the information needed, the BAC-TWG recommend the market study to the BAC for processing.	None	3 WD	BAC-TWG
	1.3 Upon receipt of the recommendation from BAC-TWG, prepares the Request/ Memo for the Approved Budget for the Contract (ABC) and Mode of Procurement, and forwards to the Bids and Awards Committee (BAC)	None	30 Mins	BAC Head Secretariat
	1.4 Reviews and forwards recommendations to the Office of the Director (OD) / Head of the Procuring Entity (HoPE)	None	3 WD	BAC

	1.5 Approval/ disapproval of ABC and forwards to the BAC Secretariat.	None	2 WD	OD / HoPE
	1.6 Receives and forwards the duplicate copy of duly signed Request for ABC to concerned division	None	30 Mins	BAC Secretariat
2. Client forwards the fully accomplished Purchase Request (PR) with complete documentary requirements	2.1 Checks the completeness and information of the PR as to the description, unit price, unit of measurement, and total price, including the recommended mode of procurement, and returns it to the Procurement Staff for endorsement to the appropriate approving officials	None	20 Mins	Procurement Section Procurement Officer / AOV/ Officer-in-Charge (OIC)
	2.2 The Budget Office check and clear the PR. 2.3 Approves the PR and forwards to Procurement Section <ul style="list-style-type: none"> ● <i>If Php 1M and below – FAD Div. Mgr.</i> ● <i>If above Php1M – OD / HoPE</i> 	None	1 WD	Budget Section FAD Div. Mgr. Or OD) / HoPE
	2.4 Receives the approved and assigns PR number/series and date, scans and file the 2 nd copy of PR, and provide the 3 rd copy of PR to the End-User (EU). 2.5 Forwards the first copy of the approved PR for (a) goods not covered by Shopping, (b) infrastructure projects, and (c) consulting services to the BAC Secretariat.	None	30 Mins	Procurement Section PAA III / PAA V

3. Preparation of the Request for Quotation Form (RFQ) and canvassing activities	3.1 Prepares the RFQ, and forwards it to the BAC for approval. <i>Default delivery period: five (5) days (but may change depending on the target delivery period)</i>	None	15 Mins	BAC Secretariat
	3.2 Checks and approves the RFQ and return to the BAC Secretariat for canvassing activities.	None	1 WD	BAC
	3.3 Posting and sending of RFQ <ul style="list-style-type: none"> ● If Small Value Procurement (Sec. 53.9) - RFQ shall be posted in the PhilGEPS website, agency's website, any conspicuous places reserved for this purpose in the premises of the procuring entity and sends the same to at least three (3) possible suppliers/service providers/ contractors via email. ● If Lease of Real Property and Venue (Sec. 53.10) - RFQ shall be sent to at least three (3) possible service providers/ contractors via email. ● If preventive maintenance/repair of service vehicle – the proforma invoice together with the terms and conditions of sale will be provided by the Property Section or supplier/service provider 	None	1 HR	BAC Head Secretariat

	<p>3.4 Canvassing and/or posting period for at least three (3) days</p> <p>3.5 Receives sufficient numbers of duly accomplished PQF.</p> <p>3.5.a If no bids or insufficient number of bids received, the deadline for submission may be extended thrice. Extensions of deadline shall likewise be posted for a period of three (3) days. <i>Minimum: *3 CD</i> <i>Maximum extension period: *9 CD</i> <i>Total: *12 CD</i></p> <p>3.5.b In case no supplier/service provider/contractor responded after the third extension, the BAC shall conduct the mandatory review in accordance with Section IV(K) of the Implementing Rules and regulation of the RA 9184.</p>	None	10 WD	BAC Secretariat
<p>4. Opening of bids, evaluation, and awarding of contract/ failure of bidding.</p>	<p>4.1 Preparation of Abstract of Quotations (AoQ) and evaluation of bid documents during the opening of bids, conduct of the Post-qualification (as applicable) and recommendation to award the contract/declare failure of bidding to the OD/HoPE <i>(Schedule of BAC regular meeting: Friday)</i></p> <ul style="list-style-type: none"> ● <i>Goods and Services – 38 WD (52 CD)</i> ● <i>Infrastructure Projects</i> 	None	38 WD	BAC BAC – TWG BAC Secretariat

	<ul style="list-style-type: none"> – 38 WD (52 CD) • <i>Consultancy Services</i> – • – 48 WD (66 CD) 		<p>38 WD</p> <p>48 WD</p>	
	4.2 Approves/ Disapproves the AoQ, BAC Resolution and Notice of Award (NOA) if applicable and forwards to the BAC, Secretariat.	None	2 WD	OD / HoPE
	4.3 Receives the approved AoQ, Resolution and NOA, and corresponding memo addressed to the EU if applicable only. If there is/are winning bidder/s, issue the NOA for the acknowledgement/ conforme.	None	30 Mins	BAC Secretariat
	4.4 The NOA must be acknowledged/ conformed	None	3 WD	Supplier/ Service Provider/ Contractor
5. Preparation and approval of the agreement and Obligation Request Status (ORS)	<p>5.1.a For procurement of other services, infrastructure projects and consultancy services</p> <p>i. The BAC Secretariat prepare the Contract of Services (COS)</p> <p>ii. The Legal Unit, EU and supplier/service provider/contractor review the (COS)</p> <p>iii. The supplier/ service provider/ contractor and EU signed the finalized COS and sends it to Procurement Section</p>	None	<p>1 HR</p> <p>2 WD</p> <p>5 WD</p>	<p>BAC Head Secretariat</p> <p>Legal Unit EU</p> <p>Supplier/ Service Provider/ Contractor</p>

	<p>iv. The EU signs the COS, prepares the ORS and certifies the appropriation/ allotment is necessary, then forwards the documents to Budget Section.</p> <p>v. The Budget Officer certifies the allotment and obligates the funds.</p> <p>vi. The CFAD clears the COS</p> <p>vii. The Accounting Officer signs and certifies the availability of funds of the procurement project.</p> <p>viii. The Legal Officer clears the COS.</p> <p>ix. The HoPE approves and signs the COS</p> <p>x. Facilitates the notarization of COS and forward one notarized COS together with the copy of complete set of documents to End-User, and send one copy of notarized COS to the Supplier/ Service Provider/ Contractor via courier thru the Records Section.</p> <p>Note: Sub-item iii to ix = 8 WD (*10 CD)</p>		<p>1 WD</p> <p>1 WD</p> <p>2 WD</p> <p>1 WD</p>	<p>EU</p> <p>Budget Section AOV / Budget Officer</p> <p>CFAD</p> <p>Chief Accountant / Accountant III</p> <p>Legal Officer</p> <p>OD / HoPE</p> <p>BAC Secretariat</p>
	<p>5.1.b For procurement of goods or other services</p> <p>i. The Procurement Staff will prepare the Purchase Order (PO) /Job Order (JO)then forwards to the</p>	<p>None</p>	<p>20 Mins</p>	<p>Procurement Section Admin. Officer II (AO II) PAA V / Proj. AA I</p>

	<p>Procurement Officer for clearance.</p> <p>ii. Review and clears the PO/JO and return to the Procurement Staff for endorsement to the CFAD for approval.</p> <p>iii. The CFAD will sign the PO/JO, then forward to Budget Office for obligation.</p> <p>iv. The Budget Office receives the signed PO/JO and prepare the ORS and forward to the EU</p> <p>v. The EU signed the OR to certify the appropriation/ allotment are necessary, then return the documents to Budget Office</p> <p>vi. The Budget Officer certified the allotment and obligated the funds, then forward the documents to Accounting Section</p> <p>vii. The Accounting Officer signed and certified the availability of funds of PO, then return the approved PO to Procurement Section.</p> <p>viii. The Procurement Section will notify the BAC Secretariat the PO / JO was approved</p>		<p>10 Mins</p> <p>10 Mins</p> <p>1 WD</p> <p>1 WD</p> <p>1 WD</p> <p>1 WD</p> <p>5 MNS</p>	<p>Procurement Section Procurement Officer / AOV / OIC</p> <p>CFAD</p> <p>Budget Section Budget Staff</p> <p>EU</p> <p>Budget Section Budget Officer / AOV</p> <p>Accounting Section Chief Accountant / Accountant III</p> <p>Procurement Section PAA V / Proj. AA I</p>
6. Issuance of Notice to Proceed (NTP)	6.1 Prepare the NTP for clearance of CFAD.	None	10 MNS	BAC Head Secretariat
	6.2 Clear the NTP and endorse to OD/HopE for approval	None	10 MNS	CFAD

<p>6.3 Approved and signed the NTP then return to BAC Secretariat for appropriate action.</p> <p>Note: Shall issue the NTP, if necessary, and a copy of the approved COS / PO/JO to the Supplier/ Service Provider/ Contractor within **three (3) CD from the date of approval of the contract</p>	None	2 WD	OD / Hope
<p>6.4 The BAC Secretariat issues /sends via email a copy of the notarized COS or PO/JO and NTP to the supplier/ service provider for acknowledgement/ conforme, copy furnished to the EU.</p>	None	10 Mins	BAC Head Secretariat
<p>6.5 All notices called for by the terms of the contract shall be effective only at the time of receipt of the NTP by the successful bidder.</p> <p>Note:</p> <ul style="list-style-type: none"> • For COS - shall be effective only at the time of receipt of NTP. The NTP shall be signed immediately by the winning bidder, • For PO/JO - The supplier/service provider must conformed/signed the NTP and PO/JO within **ten (10) CD to signify its intention to deliver/provide the service, otherwise, the PO/JO will be cancelled, they will 	None	8 WD	Supplier/ Service Provider/ Contractor

	be evaluated, and they may be delisted from the list of accredited suppliers of TAPI.			
7. Procurement project implementation	7.1 The Procurement Staff will inform the EU and the Property Section for the upcoming deliveries of goods / implementation of procurement project may commence.	None	10 Mins	Procurement Section PAA III / PAA V / Proj. AA I
	7.2 Forward the documents to the Property Section for acceptance of deliveries/ services.	None	10 MNS	Procurement Section PAA III / PAA V / Proj. AA I
	7.3 Default delivery period is five (5) days. However, this may change depending on the target delivery/completion period of EU or final approved delivery/completion period	None	5 WD	Supplier / Service Provider / Contractor
8. Facilitate the acceptance and inspection of the deliveries of goods/services.	<p>8.1. Acceptance of Goods and Services</p> <p>For Goods:</p> <p>i. The Property Section will accepts the delivery of goods and coordinate with. Inspection Committee and EU for the inspection of goods</p> <p>ii. Inspect the goods:</p> <ul style="list-style-type: none"> ● If compliant with specifications: Accepts the delivery ● If non-compliant with the specifications: Returns the goods/ service 	None	2 WD	Property Section Property Staff Inspection Committee Representative EU

	<p>For Other Services, infrastructure Projects and Consultancy Services</p> <p>i. The End-User will accept the delivery of services and coordinate with Property Section and Inspection Committee EU for the appropriate inspection method.</p> <p>ii. Inspect the completed services:</p> <ul style="list-style-type: none"> ● If compliant with specifications: Accepts ● If non-compliant with the specifications: Informed the provider to comply with the requirements 	None	2 WD	<p>EU</p> <p>Property Section Property Staff</p> <p>Inspection Committee Representative</p>
<p>9. Facilitates the documentation for the completed deliverables.</p>	<p>For Goods:</p> <p>9.1 Prepare the necessary documents</p> <ul style="list-style-type: none"> ● Inspection and Acceptance Report (IAR) ● Request Issuance Slip (RIS), as applicable ● Issuance Custodian Slip (ICS) ● Property Acknowledgment Receipt (PAR), as applicable <p>9.2 The Inspection Committee representative signed the IAR</p> <p>9.3 The EU signed the appropriate documents RIS, ICS/PAR, whichever is applicable.</p>	None	<p>30 Mins</p> <p>1 WD</p> <p>1 WD</p>	<p>Property Section Property Staff</p> <p>Inspection Committee Representative</p> <p>EU</p>

	9.4 The Property Staff will issue /release the goods to the EU.		30 Mins	Property Section Property Staff
	<p><i>For Other Services, infrastructure Projects and Consultancy Services:</i></p> <p>9.1 Prepare the necessary documents</p> <ul style="list-style-type: none"> • Certificate of Completion, if applicable • Accomplishment Report, if applicable • Other applicable documents to show completion of deliverables 	None	1 WD	EU
	9.2 Property Staff will prepare other applicable documents in connection with the completion of services		30 Mins	Property Section Property Staff
	9.3 The Inspection Committee representative and/or EU will sign the documents prepared by the Property Section		2 WD	Inspection Committee Representative EU
TOTAL	For Goods under PO		86 WD, 6 Hrs, 40 Mins	
	For Services under JO		87 WD, 6 Hrs, 10 Mins	
	For Other Services under COS		86 WD, 6 Hrs, 25 Mins	

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

8. Technical Assistance Service for Processing of Purchase Request with a Total Amount of Above PHP 50K UP TO PHP 1M (Sec. 52.1-b) (Excluding Shopping under Unforeseen Contingency)

This service involves the processing of purchase request of readily available off-the-shelf goods or ordinary/regular office supplies and equipment not available in DBM-PS with a total amount of above Php 50,000.00 up to Php 1,000,000.00 from TAPI Divisions/Units under the method Shopping under Section 52.1 (b) of IRR of RA 9184, but excluding the goods that due to unforeseen contingency requiring immediate purchases

Office or Division:	Finance and Administrative Division-Procurement Section
Classifications:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	TAPI Divisions / Units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Approved Purchase Request (original in three (3) copies) 2. Duly signed PPMP (one (1) certified true copy) 3. Justification to process PR, if applicable 4. MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy) <p>If the item is IT, ICT or other equipment with individual total amount of above Php 50K, the following documents must also be submitted</p> <ol style="list-style-type: none"> 5. One (1) original Duly signed Request/Memo with the following: <ol style="list-style-type: none"> i. Complete descriptions and specifications ii. Approved Lay-out/Sample picture iii. Market study 6. Duly signed Request for Approved Budget for the Contract (ABC) (original in two (2) copies) 	<p>Originating Division</p> <p>Originating Division Originating Division MIS Unit</p> <p>Originating Division</p> <p>BAC, Secretariat</p>

Client Steps	Agency Action	Fees to be Paid	Processing Time	Agency Action
1. Client forwards the duly signed Request with complete documentary requirements	1.1 Receives the fully accomplished PR, checks if the items are included, and is compliant with the information in the PPMP before endorsement to the Procurement Officer/OIC.	None	15 Mins	Procurement Section Proj. Admin. Aide III (PAA III) / Proj. Admin. Aide V (PAA V) / Proj. Admin. Assistant I (Proj. AA I)

	1.2 Checks the completeness and information of the PR as to the description, unit price, unit of measurement, and total price, and returns it to the Procurement staff for endorsement to the FAD for approval.	None	5 Mins	Procurement Section Procurement Officer (Admin. Officer V (AOV)) / Officer-in-Charge (OIC)
	1.3. The Budget Office checks and clears the PR. 1.4 Office of the FAD Div. Mgr. approves or disapproves the PR	None	1 WD	Budget Section FAD Division Manager
	1.5 Forwards the approved PR to the Procurement Section			FAD Division Manager
	1.6 Receives the approved PR and assigns the PR number/series and date, scans and file the 2 nd copy of PR, and provides the 3 rd copy of PR to the End-User (EU)	None	30 Mins	Procurement Section PAA III / PAA V
	1.7 Prepares the Price Quotation Form (PQF), and forwards it to the Procurement Officer/ OIC for approval. <i>Default delivery period: 5 days (but may change depending on the target delivery period)</i>	None	15 Mins	Procurement Section PAA V / Proj. AA I
	1.8 Checks and approves PQF and returns it to Procurement Staff for canvassing activities.	None	5 Mins	Procurement Section Procurement Officer / OIC
	1.9 PQF shall be posted in the PhilGEPS website, the agency's website, and any conspicuous places	None	12 WD	Procurement Section PAA V / Proj. AA I

	<p>reserved for this purpose on the premises of the procuring entity and sent to at least three (3) possible suppliers or contractors via email for a period of at least three (3) days, and the Procurement Section shall receive at least three (3) duly accomplished PQF.</p> <p>1.9.a. If no bids or an insufficient number of bids are received, the deadline for submission may be extended three times. Extensions of the deadline shall likewise be posted for a period of three (3) days. <i>Minimum: 3 Days</i> <i>Maximum extension period: 9 days</i></p> <p>1.9.b. In case no supplier/service provider/contractor responds after the third extension, the Procurement Section will issue a memorandum to the EU</p>			
	<p>1.10 Prepares the Abstract of Quotation (AoQ) for Shopping, and forwards it to the Procurement Officer/ OIC for approval.</p>	<p>None</p>	<p>15 Mins</p>	<p>Procurement Section PAA V / Proj. AA I</p>

	1.11 Reviews and signs the recommendation and returns it to the Procurement Staff for endorsement to the appropriate office	None	10 Mins	Procurement Section Procurement Officer / OIC
	1.12.1 If the items are IT, ICT, equipment or goods with technical specifications, endorsed the documents to the BAC-TWG for review/evaluation and recommendation 1.12.2 If there are items with an individual total amount of above Php50K, the BAC-TWG must also conduct post-qualification. 1.12.3 The BAC-TWG will return the documents to the Procurement Section after review/evaluation and recommendation.	None	2 WD	Bids and Awards Committee – Technical Working Group (BAC-TWG)
	1.13 The Procurement Section forwards the AoQ to the OD for approval approval/disapproval of the recommendation. The OD returns the documents to the Procurement Section.	None	2 WD	Office of the Director (OD) / Head of Procuring Entity (HoPE)
	1.14 Receives the approved AoQ and drafts the corresponding memo addressed to the EU if applicable only, and if there is/are winning bidder/s, prepares the Purchase Order (PO) and forwards it to the Procurement Officer for clearance.	None	15 Mins	Procurement Section Admin. Officer II (AO II) PAA V / Proj. AA I

	1.15 Review and clear the PO, then return it to the Procurement Staff for endorsement to the CFAD for approval.	None	5 Mins	Procurement Section Procurement Officer / OIC
	1.16 The CFAD will sign the PO, then forward it to the Budget Office for an obligation.	None	10 Mins	CFAD
2. Prepares the Obligation Request and Status (ORS).	<p>2.1 The Budget Office receives the signed PO prepares the ORS and forward to the EU</p> <p>2.2 The EU signed the OR to certify the appropriation/ allotment was necessary, then returned the documents to Budget Office</p> <p>2.3 The Budget Officer certifies the allotment and obligated the funds, then forwards the documents to Accounting Section</p> <p>2.4 The Accounting Officer signed and certified the availability of funds for the PO, then returned the approved PO to the Procurement Section.</p>	None	3 WD	<p>Budget Section Budget Staff</p> <p>Originating Division EU</p> <p>Budget Section AOV / Budget Officer</p> <p>Accounting Section Chief Accountant / Accountant III</p>
3. Coordinates with the supplier/ contractor for the delivery of goods.	3.1 Procurement staff will send the approved PO to the supplier for acknowledgement and conforme of the PO, and coordinate the deliveries of goods.	None	1 WD	Procurement Section PAA V / Proj. AA I / Admin. Officer II (AO II)

	3.2 The supplier/service provider must conformed/signed the PO/JO within **ten (10) CD to signify its intention to deliver/provide the service, otherwise, the PO/JO will be cancelled, they will be evaluated, and they may be delisted from the list of accredited suppliers of TAPI.	None	8 WD	Supplier / Service Provider / Contractor
	3.3 The Procurement Staff will inform the Property Section of the upcoming deliveries of goods and forward the documents to the Property Section for acceptance of deliveries.	None	20 Mins	Procurement Section PAA III / PAA V / Proj. AA I
	3.4 The default delivery period is five (5) days. However, this may change depending on the target delivery/completion period of the EU or final approved delivery.	None	5 WD	Supplier / Service Provider / Contractor
4. Facilitate the acceptance and inspection of the deliveries of goods	<p>4.1 Accepts the delivery of goods and coordinates with the Inspection Committee and EU for the inspection of deliveries.</p> <p>4.2 Inspect the goods:</p> <ul style="list-style-type: none"> ● <i>If compliant with specifications: Accept the delivery</i> ● <i>If non-compliant with the specifications: Return the goods/ service</i> 	None	2 WD	Property Section Property Staff Inspection Committee Representative Originating Division EU

5. Facilitates the documentation for the inspection, acceptance and issuance of goods	5.1 Prepares all the applicable documents in connection with the inspection and release of the deliveries: <ul style="list-style-type: none"> • Inspection and Acceptance Report (IAR) • Request Issuance Slip (RIS) • Inventory Custodian Slip (ICS) • Property Acknowledgment Receipt (PAR) 	None	30 Mins	Property Section Property Staff Property Officer
	5.2 Sign the applicable documents prior to the release of goods	None	2 WD	Inspection Committee Representative EU
	5.3 Release the goods to the EU	None	30 Mins	Property Section Property Staff
TOTAL		None	38 WD, 3 Hrs, 25 Mins	

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

9. Technical Assistance Service for Processing of Purchase with a Total Amount of PhP 50K and Below under Shopping (Sec. 52.1-b) (Excluding Shopping under Unforeseen Contingency)

This service involves the processing of purchase request of readily available off-the-shelfs goods or ordinary/regular office supplies and equipment not available in DBM-PS with a total amount of Php 50,000.00 and below from TAPI Divisions/Units under the method Shopping under Section 52.1 (b) of IRR of RA 9184, but excluding the goods that due to unforeseen contingency requiring immediate purchases

Office or Division:	Finance and Administrative Division-Procurement Section
Classifications:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	TAPI Divisions / Units
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Approved Purchase Request (original in three (3) copies) 2. Duly signed PPMP (one (1) certified true copy) 3. Justification to process PR, if applicable 4. MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy) 	<p>Originating Division</p> <p>Originating Division Originating Division MIS Unit</p>

Client Steps	Agency Action	Fees to be Paid	Processing Time	Agency Action
1. Client forwards the duly signed Request with complete documentary requirements	1.1 Receives the fully accomplished PR, checks if the items are included, and is compliant with information in the PPMP before endorsement to the Procurement Officer/OIC.	None	15 Mins	Procurement Section Proj. Admin. Aide III (PAA III) / Proj. Admin. Aide V (PAA V) / Proj. Admin. Assistant I (Proj. AA I)
	1.2 Checks the completeness and information of the PR as to the description, unit price, unit of measurement, and total price, and returns it to the Procurement staff for endorsement to the FAD for approval.	None	5 Mins	Procurement Section Procurement Officer (Admin. Officer V (AOV)) / Officer-in-Charge (OIC)

	<p>1.3. The Budget Office checks and clears the PR.</p> <p>1.4 Office of the FAD Div. Mgr. approves or disapproves the PR</p>	None	1 WD	<p>Budget Section</p> <p>FAD Division Manager</p>
	1.5 Forwards the approved PR to the Procurement Section			FAD Division Manager
	1.6 Receives the approved PR and assigns the PR number/series and date, scans and files the 2 nd copy of PR, and provides the 3 rd copy of PR to the End-User (EU)	None	30 Mins	<p>Procurement Section</p> <p>PAA III / PAA V</p>
	<p>1.7 Prepares the Price Quotation Form (PQF), and forwards it to the Procurement Officer/ OIC for approval.</p> <p><i>Default delivery period: 5 days (but may change depending on the target delivery period)</i></p>	None	15 Mins	<p>Procurement Section</p> <p>PAA V / Proj. AA I</p>
	1.8 Checks and approves PQF and returns it to Procurement Staff for canvassing activities.	None	5 Mins	<p>Procurement Section</p> <p>Procurement Officer / OIC</p>

	<p>1.9 Sends to at least three (3) possible suppliers or contractors via email for a period of at least three (3) working days, and the Procurement Section shall receive at least three (3) duly accomplished PQF.</p> <p>1.9.a. If no bids or an insufficient number of bids are received, the deadline for submission may be extended three times. Extensions of the deadline shall likewise be posted for a period of three (3) days. <i>Minimum: 3 Days</i> <i>Maximum extension period: 9 days</i></p> <p>1.9.b. In case no supplier/service provider/contractor responds after the third extension, the Procurement Section will issue a memorandum to the EU</p>	None	12 WD	Procurement Section PAA V / Proj. AA I
	<p>1.10 Prepares the Abstract of Quotation (AoQ) for Shopping, and forwards it to the Procurement Officer/ OIC for approval.</p>	None	15 Mins	Procurement Section PAA V / Proj. AA I
	<p>1.11 Reviews and signs the recommendation and returns it to the Procurement Staff for endorsement to appropriate office</p>	None	10 Mins	Procurement Section Procurement Officer / OIC

	<p>1.12.1 If the items are IT, ICT, equipment or goods with technical specifications, endorsed the documents to the BAC-TWG for review/evaluation and recommendation</p> <p>1.12.2 The BAC-TWG will return the documents to the Procurement Section after review/evaluation and recommendation.</p>	None	2 WD	Bids and Awards Committee – Technical Working Group (BAC-TWG)
	1.13 The Procurement Section forwards the AoQ to the OD for approval/disapproval of recommendation. The OD returns the documents to the Procurement Section.	None	2 WD	Office of the Director (OD) / Head of Procuring Entity (HoPE)
	1.14 Receives the approved AoQ and drafts the corresponding memo addressed to the EU if applicable only, and if there is/are winning bidder/s, prepares the Purchase Order (PO) and forwards it to the Procurement Officer for clearance.	None	15 Mins	Procurement Section Admin. Officer II (AO II) PAA V / Proj. AA I
	1.15 Review and clear the PO, then return it to the Procurement Staff for endorsement to the CFAD for approval.	None	5 Mins	Procurement Section Procurement Officer / OIC
	1.16 The CFAD will sign the PO, then forward it to the Budget Office for an obligation.	None	10 Mins	CFAD

<p>2. Prepares the Obligation Request and Status (ORS).</p>	<p>2.1 The Budget Office receives the signed PO prepares the ORS and forward to the EU</p> <p>2.2 The EU signed the OR to certify the appropriation/ allotment are necessary, then returned the documents to Budget Office</p> <p>2.3 The Budget Officer certify the allotment and obligated the funds, then forward the documents to Accounting Section</p> <p>2.4 The Accounting Officer signed and certified the availability of funds for the PO, then returned the approved PO to the Procurement Section.</p>	<p>None</p>	<p>3 WD</p>	<p>Budget Section Budget Staff</p> <p>Originating Division EU</p> <p>Budget Section AOV / Budget Officer</p> <p>Accounting Section Chief Accountant / Accountant III</p>
<p>3. Coordinates with the supplier/ contractor for the delivery of goods.</p>	<p>3.1 Procurement staff will send the approved PO to the supplier for acknowledgement and conforme of the PO, and coordinate the deliveries of goods.</p>	<p>None</p>	<p>1 WD</p>	<p>Procurement Section</p> <p>PAA V / Proj. AA I / Admin. Officer II (AO II)</p>
	<p>3.2 The supplier/service provider must conformed/signed the PO/JO within **ten (10) CD to signify its intention to deliver/provide the service, otherwise, the PO/JO will be cancelled, they will be evaluated, and they may be delisted from the list of accredited suppliers of TAPI.</p>	<p>None</p>	<p>8 WD</p>	<p>Supplier / Service Provider / Contractor</p>

	3.3 The Procurement Staff will inform the Property Section of the upcoming deliveries of goods and forward the documents to the Property Section for acceptance of deliveries.	None	20 Mins	Procurement Section PAA III / PAA V / Proj. AA I
	3.4 The default delivery period is five (5) days. However, this may change depending on the target delivery/completion period of the EU or final approved delivery.	None	5 WD	Supplier / Service Provider / Contractor
4. Facilitate the acceptance and inspection of the deliveries of goods	<p>4.1 Accepts the delivery of goods and coordinates with the Inspection Committee and EU for the inspection of deliveries.</p> <p>4.2 Inspect the goods:</p> <ul style="list-style-type: none"> ● <i>If compliant with specifications: Accept the delivery</i> ● <i>If non-compliant with the specifications: Return the goods</i> 	None	2 WD	<p>Property Section Property Staff</p> <p>Inspection Committee Representative</p> <p>Originating Division EU</p>

5. Facilitates the documentation for the inspection, acceptance and issuance of goods	5.1 Prepares all the applicable documents in connection with the inspection and release of the deliveries: <ul style="list-style-type: none"> • Inspection and Acceptance Report (IAR) • Request Issuance Slip (RIS) • Inventory Custodian Slip (ICS) • Property Acknowledgment Receipt (PAR) 	None	30 Mins	Property Section Property Staff Property Officer
	5.2 Sign the applicable documents prior to the release of goods	None	2 WD	Inspection Committee Representative EU
	5.3 Release the goods to the EU	None	30 Mins	Property Section Property Staff
TOTAL		None	38 WD, 3 Hrs, 25 Mins	

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

10. Technical Assistance Service for Processing of Purchase Request with a Total Amount of Php 50k and Below Under the Alternative Modes of Procurement (Excluding Negotiation and Lease of Real Property and Venue)

This service involves the processing of purchase request not covered by Shopping, with a total amount of Php 50,000.00 and below under the Alternative Modes of Procurement from TAPI Divisions/Units, but excluding the process of Negotiation and Lease of Real Property and Venue.

Office or Division:	Finance and Administrative Division-Procurement Section	
Classifications:	Highly Technical	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	TAPI Divisions / Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) original Duly signed Request/Memo with the following: i. Complete descriptions and specifications ii. Terms of reference/Scope of work, whichever is more applicable iii. Approved Lay-out/Sample picture Market study	Originating Division	
2. Approved Purchase Request (original in three (3) copies)	Originating Division	
3. Duly signed PPMP (one (1) certified true copy)	Originating Division	
4. Justification to process PR, if applicable	Originating Division	
5. MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy)	MIS	
Additional requirements for Repair Services		
6. Fully accomplished and signed Request for Pre-Repair Inspection (original in two (2) copies)	Property Section	
7. Fully accomplished and signed Request for Repair (original in two (2) copies)	Property Section	
8. MIS Corrective Maintenance Form for ICT equipment/peripherals only (original in one (1) copy)	MIS	
9. Cost Estimate/ Market Study/Research, as applicable (original/photocopy/scanned in one (1) copy)	Originating Division	
10. Pro-forma invoice together with the terms and conditions of sale	Originating Division	

Client Steps	Agency Action	Fees to be Paid	Processing Time	Agency Action
1. Client forwards the duly signed Request with complete documentary requirements	1.1 Receives the fully accomplished PR, checks if the items are included, and is compliant with the information in the PPMP before endorsement to the Procurement Officer/OIC.	None	15 Mins	Procurement Section Proj. Admin. Aide III (PAA III) / Proj. Admin. Aide V (PAA V) / Proj. Admin. Assistant I (Proj. AA I)
	1.2 Checks the completeness and information of the PR as to the description, unit price, unit of measurement, and total price, and returns it to the Procurement staff for endorsement to the FAD for approval.	None	5 Mins	Procurement Section Procurement Officer (Admin. Officer V (AOV)) / Officer-in-Charge (OIC)
	1.3. The Budget Office checks and clears the PR. 1.4 Office of the FAD Div. Mgr. approves or disapproves the PR 1.5 Forwards the approved PR to the Procurement Section	None	1 WD	Budget Section FAD Division Manger FAD Division Manger
	1.6 Receives the approved PR and assigns the PR number/series and date, scans and file the 2 nd copy of PR, and provides the 3 rd copy of PR to the End-User (EU)	None	30 Mins	Procurement Section PAA III / PAA V
2. Preparation of the Request for Quotation Form (RFQ) and canvassing activities	2.1 Prepares the RFQ, and forwards it to the Procurement Officer/ OIC for approval. <i>Default delivery period: 7 days (but may change depending on the target delivery period)</i>	None	15 Mins	Procurement Section PAA V / Proj. AA I
	2.2 Checks and approves the RFQ and returns it to Procurement Staff for canvassing activities.	None	5 Mins	Procurement Section Procurement Officer / OIC

	<p>2.3 Sending of RFQ and posting to the other social medial platform related to procurement</p> <ul style="list-style-type: none"> ● If Small Value Procurement (Sec. 53.9) - RFQ shall be sent to at least three (3) possible suppliers/service providers/ contractors via email. ● If Direct Contracting (Sec. 50) - RFQ shall be sent to the proprietary source/specific supplier or contractor/exclusive dealer/service provider ● If preventive maintenance/repair of service vehicle – pro-forma invoice together with the terms and conditions of sale will be provided by the Property Section or supplier/service provider 	None	1 Hr	<p>Procurement Section</p> <p>PAA V / Proj. AA I</p>
	<p>2.4 Canvassing and/or posting period for at least three (3) working days</p> <p>2.5 Receives sufficient numbers of duly accomplished PQF.</p> <p>2.5.a If no bids or insufficient number of bids received, the deadline for submission may be extended thrice. Extensions of deadline shall likewise be posted for a period of three (3) days. <i>Minimum: 3 Days</i> <i>Maximum extension period: 9 days</i> <i>Total: 12 WD</i></p> <p>2.5.b In case no supplier/service provider/contractor responded after the third extension, the BAC shall conduct the mandatory review in accordance with Section IV(K) of the Implementing Rules and regulation of the RA 9184.</p>	None	12 WD	<p>Procurement Section</p> <p>PAA V / Proj. AA I</p>

3. Opening of bids, evaluation and awarding of contract/ failure of bidding.	3.1 Prepares the Abstract of Quotation (AoQ), and forwards it to the Procurement Officer/ OIC for clearance. <i>Note: AOQ is no longer necessary for the preventive maintenance/ repair of service vehicle</i>	None	15 Mins	Procurement Section PAA V / Proj. AA I
	3.2 Reviews the correctness of AOQ and clear the recommendation and returns it to the Procurement Staff for endorsement to the EU and BAC.	None	10 Mins	Procurement Section Procurement Officer / OIC
	3.3 Evaluation of bid documents, conduct of the Post-qualification (as applicable) and approved the recommendation to award the contract/declare failure of bidding to the OD/HoPE <ul style="list-style-type: none"> • Goods and Services – 38 WD (52 CD) • Infrastructure Projects – 38 WD (52 CD) • Consultancy Services – 48 WD (66 CD) <i>Note: BAC may issue corresponding Resolution or Notice of Award if applicable only</i>	None None None	38 WD 38 WD 48 WD	EU BAC BAC – TWG
	3.4 Approves/ Disapproves the AoQ, BAC Resolution and NOA (if applicable) and forwards to the Procurement Sec.	None	2 WD	OD / HoPE

	<p>3.5 Receives the approved AoQ, Resolution and NOA (if applicable, and draft the corresponding memo addressed to the EU if applicable only. If there is/are winning bidder/s, prepares the corresponding order agreement form. <i>Note: Issue the NOA to the winning bidder for the acknowledgement/ conforme if applicable only</i></p>	None	30 Mins	<p>Procurement Section</p> <p>Admin. Officer II (AO II) PAA V / Proj. AA I</p>
	<p>3.6 If there is approved NOA, it must be acknowledged/ conformed by the winning bidder.</p>	None	3 WD	Supplier/ Service Provider/ Contractor
<p>4. Preparation and approval of the agreement and Obligation Request Status (ORS)</p>	<p>4.1.a For procurement of other services, infrastructure projects and consultancy services</p> <p>i. The BAC Secretariat prepare the Contract of Services (COS)</p> <p>ii. The Legal Unit, EU and supplier/service provider/contractor review the (COS)</p> <p>iii. The supplier/ service provider/ contractor and EU signed the finalized COS and sends it to Procurement Section</p> <p>iv. The EU signs the COS, prepares the ORS and certifies the appropriation/ allotment is necessary, then forwards the documents to Budget Section.</p> <p>v. The Budget Officer certifies the allotment and obligates the funds.</p> <p>vi. The CFAD clears the COS</p>	None	<p>1 Hr</p> <p>3 WD</p> <p>5 WD</p> <p>1 WD</p>	<p>BAC Head Secretariat</p> <p>Legal Unit EU Supplier/ Service Provider/ Contractor</p> <p>Supplier/ Service Provider/ Contractor</p> <p>EU</p> <p>Budget Section AOV / Budget Officer</p> <p>CFAD</p>

	<p>vii. The Accounting Officer signs and certifies the availability of funds of the procurement project.</p> <p>viii. The Legal Officer clears the COS.</p> <p>ix. The HoPE approves and signs the COS</p> <p>x. Facilitates the notarization of COS and forwards one notarized COS together with the copy of complete set of documents to End-User, and send one copy of notarized COS to the Supplier/ Service Provider/ Contractor via courier thru the Records Section.</p> <p>Note: Sub-item iii to ix = 8 WD (*10 CD)</p>		<p>2 WD</p> <p>1 WD</p>	<p>Chief Accountant / Accountant III</p> <p>Legal Officer</p> <p>OD / HoPE</p> <p>BAC Secretariat</p>
	<p>4.1.b For procurement of goods or other services</p> <p>i. The Procurement Staff will prepare the Purchase Order (PO) /Job Order (JO) then forwards to the Procurement Officer for clearance.</p> <p>ii. Review and clears the PO/JO and return to the Procurement Staff for endorsement to the CFAD for approval.</p> <p>iii. The CFAD will the sign the PO/JO, then forward to Budget Office for obligation.</p> <p>iv. The Budget Office receives the signed PO/JO and prepare the ORS and forward to the EU</p>	<p>None</p>	<p>20 Mins</p> <p>10 Mins</p> <p>10 Mins</p> <p>1 WD</p>	<p>Procurement Section Admin. Officer II (AO II) PAA V / Proj. AA I</p> <p>Procurement Section Procurement Officer / AOV / OIC</p> <p>CFAD</p> <p>Budget Section Budget Staff</p>

	<p>v. The EU signed the OR to certify the appropriation/ allotment are necessary, then return the documents to Budget Office</p> <p>vi. The Budget Officer certified the allotment and obligated the funds, then forward the documents to Accounting Section</p> <p>vii. The Accounting Officer signed and certified the availability of funds of PO, then return the approved PO to Procurement Section.</p> <p>viii. The Procurement Section will notify the BAC Secretariat the PO / JO was approved</p>	None	<p>1 WD</p> <p>1 WD</p> <p>1 WD</p> <p>5 Mins</p>	<p>EU</p> <p>Budget Section Budget Officer / AOV</p> <p>Accounting Section Chief Accountant / Accountant III</p> <p>Procurement Section PAA V / Proj. AA I</p>
5. Issuance of COS / PO /JO	<p>5.1 Issuance of COS/PO/JO to the winning bidder</p> <ul style="list-style-type: none"> For COS - shall be effective only at the time of receipt of notarized COS For PO/JO - The supplier/service provider must conformed/signed the PO/JO within **ten (10) CD to signify its intention to deliver/provide the service, otherwise, the PO/JO will be cancelled, they will be evaluated, and they may be delisted from the list of accredited suppliers of TAPI. 	None	8 WD	Supplier/ Service Provider/ Contractor
6. Procurement project implementation	6.1 The Procurement Staff will inform the EU and the Property Section for the upcoming deliveries of goods / implementation of procurement project may commence.	None	10 Mins	Procurement Section PAA III / PAA V / Proj. AA I

	6.2 Forward the documents to the Property Section for acceptance of deliveries/ services.	None	10 Mins	Procurement Section PAA III / PAA V / Proj. AA I
	6.3 Default delivery period is five (5) days. However, this may change depending on the target delivery/completion period of the EU or final approved delivery/completion period.	None	5 WD	Supplier / Service Provider / Contractor
7. Facilitate the acceptance and inspection of the deliveries of goods/services.	<p>7.1. Acceptance of Goods and Services</p> <p>For Goods:</p> <p>i. The Property Section will accept the delivery of goods and coordinate with Inspection Committee and EU for the inspection of goods</p> <p>ii. Inspect the goods:</p> <ul style="list-style-type: none"> ● If compliant with specifications: Accepts the delivery ● If non-compliant with the specifications: Returns the goods/ service 	None	2 WD	Property Section Property Staff Inspection Committee Representative EU
	<p>For Other Services, infrastructure Projects and Consultancy Services</p> <p>i. The End-User will accept the delivery of services and coordinate with Property Section and Inspection Committee EU for the appropriate inspection method.</p> <p>ii. Inspect the completed services:</p> <ul style="list-style-type: none"> ● If compliant with specifications: Accepts ● If non-compliant with the specifications: Informed the provider to comply with the requirements 	None	2 WD	EU Property Section Property Staff Inspection Committee Representative

8. Facilitates the documentation for the completed deliverables.	For Goods:			
	8.1 Prepare the necessary documents <ul style="list-style-type: none"> • Inspection and Acceptance Report (IAR) • Request Issuance Slip (RIS), as applicable • Issuance Custodian Slip (ICS) • Property Acknowledgment Receipt (PAR), as applicable 	None	30 Mins	Property Section Property Staff
	8.2 The Inspection Committee representative signed the IAR	None	1 WD	Inspection Committee Representative
	8.3 The EU signed the appropriate documents RIS, ICS/PAR, whichever is applicable.	None	1 WD	EU
	8.4 The Property Staff will issue /release the goods to the EU.	None	30 Mins	Property Section Property Staff
	For Other Services, infrastructure Projects and Consultancy Services:			
	8.1 Prepare the necessary documents <ul style="list-style-type: none"> • Certificate of Completion, if applicable • Accomplishment Report, if applicable • Other applicable documents to show completion of deliverables 	None	1 WD	EU
	8.2 Property Staff will prepare other applicable documents in connection with the completion of services	None	30 Mins	Property Section Property Staff
	8.3 The Inspection Committee representative and/or EU will sign the documents prepared by the Property Section	None	2 WD	Inspection Committee Representative EU

TOTAL	For Goods under PO		77 WD, 5 Hrs, 10 Mins
	For Services under JO		78 WD, 4 Hrs, 40 Mins
	For Other Services under COS		77 WD, 3 Hrs, 55 Mins

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

11. Technical Assistance Service for 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.

Office or Division:	Finance and Administrative Division – Human Resource (HR) Section	
Classification:	Simple	
Type of Transaction:	<ul style="list-style-type: none"> • Government to Government (G2G) • Government to Client (G2C) 	
Who may avail:	<ul style="list-style-type: none"> • TAPI Permanent Employee • TAPI Contract of Service / Job Order • Separated / Resigned / Retired TAPI Employee 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • 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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 HRS	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 HRS	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 HRS	FAD HR Section Clerk III
TOTAL - Approved release of records		None	3 WD	

12. Technical Assistance Service for 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.

Office or Division:	Finance and Administrative Division– Human Resource Section		
Classification:	Complex		
Type of Transaction:	Government to Government (G2G)		
Who may avail:	<ul style="list-style-type: none"> • TAPI Permanent Employee • TAPI Contract of Service / Job Order 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ul style="list-style-type: none"> • Four (4) original copies of Clearance Form (CSForm No. 7 Revised 2018) • One(1) Original copy of the Inventory and Transfer of Equipment Form • One(1) Original copy of the Certificate of Transfer of Files • One (1) Original copy of clearance from GSIS and Landbank (<i>if employee has an existing loan</i>) 		<p>Downloadable Form/HR Section</p> <p>Property Section</p> <p>Client</p> <p>GSIS/Landbank</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files clearance form to his/her immediate supervisor	1.1 Signs clearance. Forwards the clearance to the Property Section	None	2 WD	Concerned Division Immediate Supervisor and Division Manager
	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
	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 HRS	FAD HR Section Clerk III
TOTAL - Approved clearance		None	11 WD, 4 HRS	

13. Technical Assistance Service for 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

Office or Division:	Finance and Administrative Division (FAD)– Human Resource (HR) Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	<ul style="list-style-type: none"> Permanent employee of TAPI
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> 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 Four (4) original copies of Clearance Form (CSC Form No. 7 Revised 2018) — for application for VL of one (1) month or more 	<p>Downloadable Form/HR Section</p> <p>Downloadable Form/HR Section</p>

CLIENT STEPS	AGENCY ACTIONS	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 Manager	None	2 HRS	FAD HR Section Admin. Officer V
	1.2 Forwards recommendation to the Office of the Director	None	4 HRS	Concerned Division Manager
	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 HRS	FAD HR Section Clerk III
Total - Approved/Disapproved request		None	2 WD	

14. 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

Office or Division:	Finance and Administrative Division (FAD)– Human Resource (HR) Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	<ul style="list-style-type: none"> Permanent employee of TAPI 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> 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 		Downloadable Form/HR Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files application of leave to the HR Section	1.1 Certifies leave credits and forwards application to concerned Division Manager	None	2 HRS	FAD HR Section Admin. Officer V
	1.2 Forwards approval to the HR Section	None	1 WD	Concerned Division Manager
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
Total - Approved/Disapproved request		None	1 WD, 4 HRS	

15. 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

Office or Division:	Finance and Administrative Division (FAD)– Human Resource (HR) Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	<ul style="list-style-type: none"> • Permanent employee of TAPI • Permanent female employee with gynecologic disorder 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • 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 • Any proof of sickness or one (1) original copy of medical certificate for five (5) days or more • 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 • Four (4) original copies of Clearance Form (CSC Form No. 7 Revised 2018) for SL or SPL of more than one (1) month 		<p>Downloadable Form/HR Section</p> <p>Physician</p> <p>Physician</p> <p>Downloadable Form/HR Section</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1.1 Validates attached documents, certifies leave credits and forwards application to concerned Division Manager	None	4 hours	FAD-HR Admin. Officer V

	<p>For 1-2 days SL: 1.2 Approves/ Disapproves and forwards to the HR Section</p> <p>For 3 days or more SL: 1.2 Recommends and forwards to the Office of the Director</p>	None	4 hours	Concerned Division Manager
	<p>For 3 days or more SL: 1.3 Approves/ Disapproves request for leave and forward the signed application to the HR Section</p>	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
Total - if approval is with the Division Manager		None	10 HRS	
Total - if approval is with the Director		None	14 HRS	

16. 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

Office or Division:	Finance and Administrative Division (FAD)– Human Resource (HR) Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	<ul style="list-style-type: none"> Permanent male (married) and female employee of TAPI 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> Three (3) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) to be filed in advance for Maternity leave 		Downloadable Form/HR Section
<ul style="list-style-type: none"> 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 		Downloadable Form/HR Section
<ul style="list-style-type: none"> One (1) Original and one (1) photocopy of Medical Certificate indicating due of Pregnancy or Proof of Expected Delivery Date 		Physician
<ul style="list-style-type: none"> One (1) Photocopy of original marriage contract/certificate of male married employee 		Philippine Statistics Authority/Local Civil Registry
<ul style="list-style-type: none"> Four (4) original copies of Clearance Form (CSC Form No. 7 Revised 2018) 		Downloadable Form/HR Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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
	1.2 Forwards recommendation to the Office of the Director	None	4 hours	Concerned Division Manager
	1.3 Signs request for leave and forward the signed application to the HR Section	None	4 hours	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 hours	FAD-HR Clerk III
Total		None	1 WD, 4 HRS	

17. 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

Office or Division:	Finance and Administrative Division (FAD)– Human Resource (HR) Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	<ul style="list-style-type: none"> Permanent employee of TAPI
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> 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 One (1) photocopy of Solo Parent Updated ID 	<p>Downloadable Form/HR Section</p> <p>Local Government Unit/DSWD</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1.1 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 Manager
	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
Total		None	1 WD, 4 HRS	

18. Technical Assistance Service - Processing of Request for Calamity Leave

This service involves processing of request for leave application from TAPI permanent employee affected by a calamity

Office or Division:	Finance and Administrative Division (FAD)– Human Resource (HR) Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	<ul style="list-style-type: none"> Permanent employee of TAPI 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> Two (2) original copies of Application for Leave Form (CSC Form No. 6 Revised 2020) filed after the calamity 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 		<p>Downloadable Form/HR Section</p> <p>Local Government Unit/NDRRMC</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 hours	FAD HR Section Admin. Officer V
	1.2 Forwards recommendation to the Office of the Director	None	4 hours	Division Manager Concerned
	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. Notifies the client 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
Total		None	1 WD, 6 HRS	

19. Technical Assistance Service for Processing of Payment for Supplies and Equipment

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

Office or Division:	Finance and Administrative Division (FAD) – Accounting, Budget and Cashier Sections	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	TAPI Divisions	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>For Supplies and Equipment</p> <ol style="list-style-type: none"> 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) 3. Bank Details (Account. Name, Account Number, Account Type, Name of the Bank & Branch) (scanned/emailed/photocopy in one(1) copy) 4. Sales Invoice (original in one (1) copy) 5. Delivery Receipts (original in one (1) copy) 6. Duly Signed Purchase Order (original in one (1) copy) 7. Approved Purchase Request (original for one time purchase/ certified true copy for more than once in one (1) copy) 8. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy) 9. Canvass form/Request for quotation (original/photocopy/scanned one (1) copy for each supplier 10. Inspection & Acceptance Report (duly accomplished and signed by Inspection Committee Chairperson and Property Section Head) (original in one (1) copy) 11. Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) (original in one (1) copy) 	<p>FAD, Budget Section</p> <p>FAD, Accounting Section</p> <p>Originating Division/FAD,Procurement Section</p> <p>Originating Division/FAD,Property Section 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> <p>FAD,Property Section</p> <p>FAD,Property Section</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>Originating Division/FAD,Property Section</p> <p>Originating Division</p> <p>BAC/FAD,Procurement Section</p>
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CLIENT STEPS	AGENCY ACTIONS	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	4hrs	FAD Budget Section Budget Officer V
	1.2 Receives and process the Disbursement Package (DP) for payment and performs pre-audit of DP	None	1WD	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: 1.4 If Php 1 million and below or 1.4 If more than Php 1 million	None	4 hrs	FAD Division Manager Office of the Director Director

	<p>1.5. Receives the approved DP, check the applicable payment: :</p> <p>For Check/s payment 1.6 Prepares and signs the check/s , attaches Tax Certificate (if any).</p> <p>For payment LDDAP-ADA 1.6 Prepares LDDAP ADA & 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>None</p>	<p>1WD</p> <p>1WD</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>For Check/s payment 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>For payment LDDAP-ADA 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS), delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation;</p> <p>1.9 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA</p>	<p>None</p> <p>None</p>	<p>4 hrs</p> <p>1WD</p> <p>3 WD</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p> <p>LBP</p>

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.		4 hrs	FAD Cashier Section AOV
Total - For check payment		None	4 WD and 4 hours	
Total - For LDDAP -ADA		None	8 WD and 4 hours	

20. Technical Assistance Service for Processing of Payment for Food and Venue

This service involves processing of payment for food and venue.

Office or Division:	Finance and Administrative Division (FAD) – Accounting, Budget and Cashier Sections	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	TAPI Divisions	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 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) 3. Bank Details (Account. Name, Account Number, Account Type, Name of the Bank & Branch) (scanned/emailed/photocopy in one(1) copy) 4. Sales/Billing Invoice (original in one (1) copy) 5. Duly signed Job Order/Contract Agreement (original in one (1) copy) 6. Approved Purchase Request/Food Request(original for one time purchase/ certified true copy for more than once in one (1) copy) 7. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy) 8. Canvass form/Request for quotation (original/photocopy/scanned one (1) copy for each supplier 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 10. Attendance Sheet (original in one (1) copy 	<p>FAD, Budget Section</p> <p>FAD, Accounting Section</p> <p>Originating Division/FAD,Procurement Section</p> <p>FAD,Property Section</p> <p>Originating Division/FAD,Procurement Section</p> <p>Originating Division/FAD,Procurement Section</p> <p>FAD,Procurement Section</p> <p>FAD,Procurement Section</p> <p>BAC/FAD,Procurement Section</p> <p>Originating Division</p>

11. Activity Report and or Program, Special Order if applicable (original/scanned/photocopy in one (1) copy)	Originating Division
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CLIENT STEPS	AGENCY ACTIONS	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	1 WD	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: 1.4 If Php 1 million and below or 1.4 If more than Php 1 million	None	4 HRS	FAD Division Manager Office of the Director

	<p>1.5. Receives the approved DP, check the applicable payment: :</p> <p>For Check/s payment 1.6 Prepares and signs the check/s , attaches Tax Certificate (if any).</p> <p>For payment LDDAP-ADA 1.6 Prepares LDDAP ADA & 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>4 HRS</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p> <p>Office of the Director Director</p>
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	<p>Encodes to the bank system:</p> <p>For Check/s payment 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>For payment LDDAP-ADA 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS), delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation;</p> <p>1.9 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA</p>	None		
		None	4 HRS	FAD Cashier Section AOV
		None	1 WD	FAD Cashier Section AOV
		None	3 WD	LBP
2. Client receives notification for payment of food and venue.	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
Total - For check payment		None	4 WD and 4 hours	
Total - For LDDAP -ADA		None	8 WD and 4 hours	

21. Technical Assistance Service for Processing of Payment for Contract of Service

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

Office or Division:	Finance and Administrative Division (FAD) – Accounting, Budget and Cashier Sections	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	TAPI Divisions	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 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) 3. Bank Details (Account. Name, Account, Number, Account Type, Name of the Bank & Branch) (scanned/ emailed/photocopy in one(1) copy) 4. Sales/Billing Invoice(original in one (1) copy), if applicable 5. Duly signed Job Order (original in one (1) copy) 6. Approved Purchase Request (original for one time purchase/ certified true copy for more than once in one (1) copy) 7. One (1) Duly signed and notarized Original copy Contract of Service or Memorandum of Agreement 8. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy), if applicable 9. Canvass form/Request for quotation (original/photocopy/scanned one (1) copy for each supplier, if applicable 10. Inspection & Acceptance Report (duly accomplished and signed by Inspection Committee Chairperson and Property Section Head), computation of penalty if any in one (1) copy, if applicable 	<p>FAD, Budget Section</p> <p>FAD, Accounting Section</p> <p>Originating Division/FAD,Procurement Section</p> <p>Originating Division/FAD,Procurement Section</p> <p>Procurement Section</p> <p>Originating Division/FAD,Procurement Section</p> <p>FAD,Procurement Section</p> <p>FAD,Procurement Section</p> <p>Originating Division/FAD,Property Section</p> <p>FAD,Property Section</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 in one(1) copy</p>	<p>Originating Division/FAD,Property Section</p> <p>BAC/FAD,Procurement Section</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits the Disbursement Package for processing of payment	1.1 Receives and checks the complete documentary requirements and obligates the payment.	None	4hrs	FAD Budget Section Budget Officer V
	1.2 Receives and process the Disbursement Package (DP) for payment and performs pre-audit of DP	None	1WD	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: 1.4 If Php 1 million and below or 1.4 If more than Php 1 million	None	4 hrs	FAD Division Manager Office of the Director

	<p>1.5. Receives the approved DP, check the applicable payment: :</p> <p>For Check/s payment 1.6 Prepares and signs the check/s , attaches Tax Certificate (if any).</p> <p>For payment LDDAP-ADA 1.6 Prepares LDDAP ADA & SLIIAE, 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>1WD</p> <p>1WD</p> <p>4HRS</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p> <p>OD Director</p>
	<p>Encodes to the bank system:</p> <p>For Check/s payment 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>For payment LDDAP-ADA 1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS), delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation;</p> <p>1.9 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>3 WD</p>	<p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p> <p>LBP</p>

2. Client receives notification for payment of contract of service.	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 AO V
Total - For check payment		None	4 WD and 4 HRS	
Total - For LDDAP -ADA		None	8 WD and 4 HRS	

22. Technical Assistance Service for Request for Corrective Maintenance of IT Equipment

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

Office or Division:	Management Information Unit - FAD	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government (Internal)	
Who may avail:	<ul style="list-style-type: none"> • TAPI Permanent Employee • TAPI Employee under Contract of Service / Job Order 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Management Information System <ul style="list-style-type: none"> • Two (2) copies of MIS Corrective Maintenance Form 		MIS Unit Room

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

	1.5 MIS shall provide recommendations in the MIS Corrective Maintenance Form.	NONE	5 MINS	MIS Unit Staff
	1.6 MIS Head shall take note of the action and recommendations provided.	NONE	5 MINS	MIS Unit Head
	1.7 MIS staff shall update its MIS Equipment Maintenance Record accordingly.	NONE	5 MINS	MIS Unit Staff

TOTAL - For remedial repair	None	1 HR, 45 mins	
TOTAL - For full repair	None	2 WD, 1 HR, 15 mins	

23. Technical Assistance Service for 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.

Office or Division:	Finance and Administrative Division (FAD) - Management Information System (MIS) Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	<ul style="list-style-type: none"> • TAPI Permanent Employee • TAPI Employee under Contract of Service / Job Order
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> • Original two (2) copies of MIS Website Posting Form • One (1) original /photocopy /scanned copy of content and/or materials for website posting 	MIS Unit, DOST-TAPI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	5 Mins	FAD MIS Unit Computer Programmer
	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	5 Mins	FAD MIS Unit Computer Programmer

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 Mins	FAD MIS Unit Computer Programmer
TOTAL		None	1 WD, 15 mins	

24. Technical Assistance Service for Processing of Request for Use of Facility

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

Office or Division:	Finance and Administrative Division (FAD) – Property Section	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> • TAPI Permanent Employee • TAPI Contract of Service / Job Order 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) Duly accomplished Request Form Original / Photocopy / Scanned Request Form for the Use of Facility (Facilities)		Property Section, DOST TAPI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Aide I
	1.2 Check the availability of the requested facility	None	1 HR	FAD Property Section Administrative Officer I
	<i>If available:</i> 1.3 Calendar the request to the Property Section Bulletin Board <i>If unavailable:</i> 1.3 Return the disapproved form to the client			
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
TOTAL - For unavailable facility		None	2 HRS, 30 Mins	
TOTAL - For available facility		None	3 HRS	



INTERNAL SERVICES

OFFICE OF THE DIRECTOR (OD)

25. Technical Assistance Service for Request for Speeches

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

Office or Division:	Office of the Director – Corporate Communications Unit (OD-CCU)	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> • 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 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Two (2) duly accomplished original copies of the CCU Request Form		OD-CCU
2. One (1) photocopy of the event brief which includes a program indicating the time, date, venue, resource speakers, and audience.		Client - DOST-TAPI Divisions
3. One (1) photocopy of the project or activity brief which includes the rationale, notable accomplishments of the project, and historical data, if applicable.		Client - DOST-TAPI Divisions

CLIENT STEPS	AGENCY ACTIONS	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	2 HRS	Office of the Director (OD) CCU Sr. SRS
	1.2 Forwards the request form for approval or disapproval to the DOST-TAPI Director	None	2 HRS	OD CCU Sr. SRS
	1.3 Approves/ disapproves the request	None	4 HRS	Office of the Director Director

	<p><i>If the request is disapproved,</i> 1.4 CCU returns the request form to the requesting PM citing the reason for disapproval</p>	None	4 HRS	OD, CCU Sr. SRS
	<p><i>If the request is approved</i> 1.4 Informs the requesting PM by providing a photocopy of the approved CCU request form and reviews relevant documents attached</p>	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
Total - Disapproved		None	1 WD	
Total - Approved		None	8 WD	

26. Technical Assistance Service for Processing of Request for Authority to Render Overtime

This service involves processing of requests to render overtime.

Office or Division:	Office of the Director	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	<ul style="list-style-type: none"> • DOST-TAPI Permanent Employee • DOST-TAPI Contract of Service / Job Order 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> • Two (2) original copies of Request to render Overtime Service Form 		HR Section / DOST - TAPI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files the Application form to the Division concerned	1.1 Determines the urgency of the request for overtime service	None	1 HR	Division Manager concerned
	<i>If With Overtime Pay:</i> 1.2 Forwards recommendation to the Budget Section	None	1 HR	Division Manager concerned
	1.3 Budget Officer signs availability of funds and forwards to the Office of the Director		1 HR	FAD Budget Section AOV
	<i>If Without Overtime Pay:</i> 1.2 Forwards recommendation to the Office of the Director		1 HR	Division Manager concerned
	1.4 Approves/Disapproves request for overtime service	None	2 HRS	Office of the Director (OD) Director IV
2. Client is notified of the release of requested overtime	2.1 Releases the signed request to the client	None	30 Mins	OD Admin Assistant
T No. of Days, for request with OT Pay		None	5 HRS and 30 Mins	
TOTAL No. of Days, for request without OT Pay		None	4 HRS and 30 Mins	

27. Technical Assistance Service for 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.

Office or Division:	Office of the Director – Legal Unit (OD-LU)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> DOST-TAPI Employees 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) photocopy or One (1) electronic copy (if through DOST-TAPI Online Routing System (DTORS) of the document sought to be reviewed and/or commented like contracts, conformé, legal communication including its attachments, if any.		Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Legal Assistant I and/or Legal Assistant III (LA I and/or LA III).	None	1 HR	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 HRS	OD-LU LA I and/or LAIII
	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	None	2 WD	OD-LU HLU (Attorney-IV)

	the document and forward the same to the LU-DS.			
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 HR	OD-LU LU - DS
TOTAL		None	3 WD	

28. Technical Assistance Service for 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.

Office or Division:	Office of the Director – Legal Unit (OD-LU)	
Classification:	Complex	
Type of Transaction:	G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> • DOST-TAPI Employees 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) photocopy or One (1) electronic copy (if through DOST-TAPI Online Routing System (DTORS)) of the document sought to be reviewed and/or commented like draft policies, guidelines, circulars, bills including its attachments, if any.		Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Legal Assistant I and/or Legal Assistant III (LA I and/or LA III).	None	1 HR	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 HRS	OD-LU LA I and/or LAIII

	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	5 WD	OD-LU HLU (Attorney-IV)
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
TOTAL		None	7 WD	



VII. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	<p>a. Via Physical CCSS Forms (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. Via Online CCSS. Accomplish the CCSS using the link: https://tinyurl.com/TAPI-CCSS</p>
How feedbacks are processed	<p>a. Via Physical CCSS Forms (for Walk-in Clients). 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. Via Online CCSS. 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>
How to file a complaint	<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 info@tapi.dost.gov.ph. The complaint should specify: (1) the name of the personnel being complained of, if any; (2) narration of relevant facts of the incident; and (3) evidence of the allegation, if any.</p>
How complaints are processed (Public)	<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)	<p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">Where to File</th> <th style="background-color: #0070C0; color: white;">What to File</th> <th style="background-color: #0070C0; color: white;">Basis</th> </tr> </thead> <tbody> <tr> <td>Grievance Committee</td> <td>Non-implementation of policies, inadequate physical conditions, poor interpersonal relationships, and appointment protests.</td> <td>DOST-TAPI Special Order No. 049, s. 2022.</td> </tr> <tr> <td>CODI</td> <td>Sexual harassment.</td> <td>2017 RACCS in relation to Safe Spaces Act</td> </tr> <tr> <td>Director</td> <td>General violation of code of conduct and Ethical Standard.</td> <td>2017 RACCS and RA 6713</td> </tr> </tbody> </table>	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
Where to File	What to File	Basis											
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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)	<p>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.</p> <p>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.</p>												
Contact Information of CCB, PCC, ARTA	<p>ARTA: complaints@arta.gov.ph 1-ARTA(2782) PCC: 8888 CCB: 0908-881-6565 (SMS)</p>												



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 info@tapi.dost.gov.ph
Invention Development Division	3rd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8838-1140
Investment and Business Operations Division	3rd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-6186
Technology Information and Promotion Division	3rd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8838-1127
<i>ISTE</i> <i>Public Assistance Office (PAO)</i>		8838-1127 8837-2936
Finance and Administrative Division	2nd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8838-1112
<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>		8837-2936 8838-1112 8838-1112 8838-1115 8838-1115 8838-1170
Legal Unit	2nd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-6188
Freedom of Information (FOI)	2nd Floor, TAPI Bldg., DOST Complex, Gen. Santos Ave., Bicutan, Taguig City	8837-6188