



DEPARTMENT OF SCIENCE AND TECHNOLOGY

**TECHNOLOGY APPLICATION AND APPLICATION AND
PROMOTION INSTITUTE**

CITIZEN'S CHARTER

2025, 1st EDITION



DEPARTMENT OF SCIENCE AND TECHNOLOGY

**TECHNOLOGY APPLICATION AND
PROMOTION INSTITUTE**

CITIZEN'S CHARTER
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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

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	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
10. Two (2) electronic copies in CDs or two (2) printed copies of the work.	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (7 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	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 Checks the completeness of the submission using Prepares Formality Assessment Form (FAF)	None	4 HRS	IDD IPRAP Program Manager (PM)
	If complete/ incomplete 1.5.a Drafts acknowledgement letter	None	1 WD	IDD IPRAP Program Manager (PM)

	1.6.a Reviews and clears letter of acknowledgement	None	4 HRS	IDD Supervising SRS/ DM
	1.7.a Signs acknowledgement and notification letter to be sent by the Program	None	1 WD	IDD DM/ Director IV
2.A Recommendation to OD (If not recommended by the Program) (5 WD)				
	2.A.1 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	2.A.2 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	2.A.3 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	2.A.4 Signs letter of disapproval	None	1 WD	OD Director IV
	2.A.5 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
2.B Recommendation to OD (If recommended by the Program) (9 WD)				
	2.B.1 Drafts letter of approval/Conforme	None	1 WD	IDD IPRAP PM
	2.B.2 Review draft letter of approval/Conforme	None	1 WD	IDD Supervising SRS
	2.B.3 Review and endorse draft letter of approval/Conforme to OD	None	1 WD	IDD DM
	2.B.4 Approves/ Disapproves the request based on the	None	5 WD	OD Director IV

	recommendation of the Program			
	2.B.4 Notifies/Send letter of approval/Conforme	None	1 WD	IDD IPRAP PM
3. Director's Decision (If Disapproved by the Director) (5 WD)				
	3.1 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	3.2 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	3.3 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	3.4 Signs letter of disapproval	None	1 WD	OD Director IV
	3.5 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
5. Processing of the Duly Signed Conforme (2 WD, 4 HRS)				
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	5.1 Forwards the Conformé Letter to IPRAP	None	1 WD	FAD Records Section Records Officer
	5.2 Facilitates the signing of the Conforme letter	None	1 WD	IDD IPRAP PM
	5.3 Notarizes the Conforme letter	None	4 HRS	Legal Unit Legal Officer
6.A Filing of Copyright Application (7 WD, 4 HRS)				

	Consolidates copyright request and schedule trip to National Library and submit the documents	None	7 WD 4 HRS	IDD IPRAP PM
7. Receives notification of the assigned Agent (1 WD)				
	7.1 Informs client of the filed Copyright application at NLP	None	1 WD	IDD IPRAP PM
Total - Disapproved based on Formality Evaluation		None	7 WD	
Total - Disapproved by the Director		None	12 WD	
Total - Approved for Copyright		None	30 WD	

* 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 (™) /Patent/Utility Model (UM)/Industrial Design (ID) Registration - In-House

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:	G2G - Government to Government	
Who may avail:	<ul style="list-style-type: none"> ● 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. Proposal/Request Submission and Preliminary Assessment (7 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	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 Checks the completeness of the submission using Prepares Formality Assessment Form (FAF)	None	4 HRS	IDD IPRAP Program Manager (PM)
	If complete/ incomplete 1.5.a Drafts acknowledgement letter	None	1 WD	IDD IPRAP PM
	1.6.a Reviews and clears letter of acknowledgement	None	4 HRS	IDD Supervising SRS/ DM
	1.7.a Signs acknowledgement and notification letter to be sent by the Program	None	1 WD	IDD DM/ Director IV
	2. Technical Evaluation (15 WD)			
Evaluation and Preparation of Preliminary Search Report (PSR)	2.1 Conducts evaluation and preliminary search and drafts letter/Conforme letter	None	13 WD	IDD IPRAP PM
	2.2 Reviews and clears the evaluation report	None	1 WD	IDD Supervising SRS

	2.3 Reviews and endorses to OD	None	1 WD	IDD Supervising DM
3.A Recommendation to OD (If not recommended by the Program) (5 WD)				
	3.A.1 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	3.A.2 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	3.A.3 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	3.A.4 Signs letter of disapproval	None	1 WD	OD Director IV
	3.A.5 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
3.B Recommendation to OD (If recommended by the Program) (9 WD)				
	3.B.1 Drafts letter of approval/Conforme	None	1 WD	IDD IPRAP PM
	3.B.2 Review draft letter of approval/Conforme	None	1 WD	IDD Supervising SRS
	3.B.3 Review and endorse draft letter of approval/Conforme to OD	None	1 WD	IDD DM
	3.B.4 Approves/ Disapproves the request based on the recommendation of the Program	None	5 WD	OD Director IV
	3.B.4 Notifies/Send letter of approval/Conforme	None	1 WD	IDD IPRAP PM
4.A Director's Decision (If Disapproved by the Director) (5 WD)				
	4.A.1 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	4.A.2 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS

	4.A.3 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	4.A.4 Signs letter of disapproval	None	1 WD	OD Director IV
	4.A.5 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
5. Processing of the Duly Signed Conforme (2 WD, 4 HRS)				
For client within NCR: Returns the signed Conforme Letter to DOST-TAPI Records.	5.1 Forwards the Conformé Letter to IPRAP	None	1 WD	FAD Records Section Records Officer
For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	5.2 Facilitates the signing of the Conforme letter	None	1 WD	IDD IPRAP PM
	5.3 Notarizes the Conforme letter	None	4 HRS	Legal Unit Legal Officer
6. Assignment of Agents (If In-House) (-6 WD)				
	6.1 Identification and Preparation of Special Order (SO) authorizing the in-house Agent	None	3 WD	IDD IPRAP PM
	6.2 Review of SO	None	1 WD	IDD Supervising SRS
	6.3 Review and endorse SO to OD	None	1 WD	IDD DM
	6.4 Signs the SO	None	1 WD	OD Director IV
7. Receives notification of the assigned Agent (1 WD)				
	7.1 Informs client of the assigned Patent Agent	None	1 WD	IDD IPRAP PM
Total - Disapproved based on Formality Evaluation		None	7 WD	
Total - Disapproved based on Evaluation and PSR		None	27 WD	
Total - Disapproved by the Director		None	27 WD	

Total - Approved for P/UM/ID/TM (In-House)	None	40 WD	
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*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 Trademark (™) /Patent/Utility Model (UM)/Industrial Design (ID) Registration - Outsourced

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 	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (7 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	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 Checks the completeness of the submission using Prepares Formality Assessment Form (FAF)	None	4 HRS	IDD IPRAP Program Manager (PM)
	If complete/ incomplete 1.5.a Drafts acknowledgement letter	None	1 WD	IDD IPRAP Program Manager (PM)
	1.6.a Reviews and clears letter of acknowledgement	None	4 HRS	IDD Supervising SRS/ DM
	1.7.a Signs acknowledgement and notification letter to be sent by the Program	None	1 WD	IDD DM/ Director IV
2. Technical Evaluation (15 WD)				
Evaluation and Preparation of Preliminary Search Report (PSR)	2.1 Conducts evaluation and preliminary search and drafts letter/Conforme letter	None	13 WD	IDD IPRAP PM
	2.2 Reviews and clears the evaluation report	None	1 WD	IDD Supervising SRS
	2.3 Reviews and endorses to OD	None	1 WD	IDD Supervising DM

2.A Recommendation to OD (If not recommended by the Program) (5 WD)				
	3.A.1 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	3.A.2 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	3.A.3 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	3.A.4 Signs letter of disapproval	None	1 WD	OD Director IV
	3.A.5 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
2.B Recommendation to OD (If recommended by the Program) (9 WD)				
	3.B.1 Drafts letter of approval/Conforme	None	1 WD	IDD IPRAP PM
	3.B.2 Review draft letter of approval/Conforme	None	1 WD	IDD Supervising SRS
	3.B.3 Review and endorse draft letter of approval/Conforme to OD	None	1 WD	IDD DM
	3.B.4 Approves/ Disapproves the request based on the recommendation of the Program	None	5 WD	OD Director IV
	3.B.5 Notifies/Send letter of approval/Conforme	None	1 WD	IDD IPRAP PM
3.A Director's Decision (If Disapproved by the Director) (5 WD)				
	4.1 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	4.2 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	4.3 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	4.4 Signs letter of disapproval	None	1 WD	OD

				Director IV
	4.5 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
3.B Director's Decision (If Approved by the Director) (5 WD)				
	3.A.1 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. If the client is outside NCR, request the client to facilitate counterpart notarization	None	3 WD	IDD IPRAP PM
5. Processing of the Duly Signed Conforme (2 WD, 4 HRS)				
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	5.1 Forwards the Conformé Letter to IPRAP	None	1 WD	FAD Records Section Records Officer
	5.2 Facilitates the signing of the Conforme letter	None	1 WD	IDD IPRAP PM
	5.3 Notarizes the Conforme letter	None	4 HRS	Legal Unit Legal Officer
6. Assignment of Agents - BAC Process (If External) (46 WD, 2 HRS)				
Bids and Awards Committee Process				
	6.1 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	2 WD	IDD IPRAP PM
	6.2 Conducts BAC processes for Goods and Services thru Alternative Mode of Procurement (under 2016 Revised Implementing Rules and Regulations of RA 9184)	None	31 WD	BAC Chairperson

	6.3 Facilitate the approval and sending of Contract /Purchase Order (PO) / Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of the RA 9184)	None	12 WD, 2 HRS	FAD, Procurement Section Procurement Officer
	6.4 Coordinates with the winning contractor	None	1 WD	IDD IPRAP PM
7. Receives notification of the assigned Agent (1 WD)				
	7.1 Informs client of the assigned Patent Agent	None	1 WD	IDD IPRAP PM
Total - Disapproved based on Formality Evaluation		None	6 WD	
Total - Disapproved based on Evaluation and PSR		None	27 WD	
Total - Disapproved by the Director		None	35 WD	
Total - Approved for P/UM/ID/TM (Outsourced)		None	91 WD, 2 HRS	

* 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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (7 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	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 Checks the completeness of the submission using Prepares Formality Assessment Form (FAF)	None	4 HRS	IDD IPRAP Program Manager (PM)
	If complete / incomplete 1.5.a Drafts acknowledgement letter	None	1 WD	IDD IPRAP Program Manager (PM)
	1.6.a Reviews and clears letter of acknowledgement	None	4 HRS	IDD Supervising SRS/ DM
	1.7.a Signs acknowledgement and notification letter to be sent by the Program	None	1 WD	IDD DM/ Director IV
	2.A Recommendation to OD (If recommended by the Program) (8 WD)			
	2.A.1 Drafts letter of approval/Conforme	None	1 WD	IDD IPRAP PM
	2.A.2 Review draft letter of approval/Conforme	None	1 WD	IDD Supervising SRS

	2.A.3 Review and endorse draft letter of approval/Conforme to OD	None	1 WD	IDD DM
	2.A.4 Approves/ Disapproves the request based on the recommendation of the Program	None	5 WD	OD Director IV
	2.A.5 Notifies/Send letter of approval/Conforme	None	1 WD	IDD IPRAP PM
3. Director's Decision (If Disapproved by the Director) (5 WD)				
	3.A.1 Drafts letter of disapproval	None	1 WD	IDD IPRAP PM
	3.A.2 Review draft letter of disapproval	None	1 WD	IDD Supervising SRS
	3.A.3 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	4.A.4 Signs letter of disapproval	None	1 WD	OD Director IV
	5.A.5 Notifies/Send letter of disapproval	None	1 WD	IDD IPRAP PM
4. Processing of the Duly Signed Conforme (2 WD, 4 HRS)				
For client within NCR: Returns the signed Conforme Letter to DOST-TAPI Records.	4.1 Forwards the Conformé Letter to IPRAP	None	1 WD	FAD Records Section Records Officer
For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	4.2 Facilitates the signing of the Conforme letter	None	1 WD	IDD IPRAP PM
	4.3 Notarizes the Conforme letter	None	4 HRS	Legal Unit Legal Officer
5. Fund Release (9WD, 4 HRS)				
	5.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	IDD IPRAP PM

	5.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	5.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	5.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD Division Manager
	5.5 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	5.6 Approves the ADA or Check	None	4 HRS	OD Director IV
	5.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier
	5.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
	5.9 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
6. Receives notification of the assigned Agent (1 WD)				
	6.1 Informs client on the reimbursement	None	1 WD	IDD IPRAP PM
Total - Disapproved based on Formality Evaluation		None	7 WD	
Total - Disapproved by the Director		None	12 WD	
Total - Approved for Reimbursement		None	28 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	Required for the proponents who are 65 years old and above.
5. One (1) original/scanned copy of Concept Paper with complete specifications	TechTrans website https://techtrans.gov.ph/dost-tapi-inventor-program/concept-prototyping-program
6. One (1) original/scanned copy of Project Proposal Format	TechTrans website https://techtrans.gov.ph/dost-tapi-inventor-program/concept-prototyping-program or DOST-TAPI website (www.tapi.dost.gov.ph), or TechTrans website https://techtrans.gov.ph/dost-tapi-inventor-program/concept-prototyping-program#no-back)
7. One (1) original/scanned copy of Personal bio-data	Client
8. One (1) original/scanned copy of Data Privacy Consent Form.	DOST-TAPI website (www.tapi.dost.gov.ph), or TechTrans website https://techtrans.gov.ph/dost-tapi-inventor-program/concept-prototyping-program#no-back) Note: for new proponents only; Required for first time proponents of DOST-TAPI's programs of assistance.

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (5 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	None	2 WD	OD Director IV
	1.3 Checks if the request falls within the Concept Prototyping (CP) Program and forwards the same to the Program Manager (PM).	None	1 WD	Invention Development Division (IDD) DM
	Include if applicable 1.4 Assesses completeness of documentary requirements	None	1 WD	IDD CP Program Staff (PS)
	If complete: 1.5.a Notifies the requesting party.			IDD CP PM
	If incomplete: 1.5.b Notifies the requesting party.			Supervising (Supv) Science Research Specialist (SRS) DM
2. Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) (7 WD)				
Creation of TEC/IATEC	2.1. Identifies and recommends to OD Inter-Agency Technical Evaluation Committee (IATEC) thru a Special Order (SO), in case of favorable recommendation	None	1 WD	IDD CP PS CP PM

	2.2. Reviews and clears the recommendation and SO to the DM.	None	1 WD	IDD Supv SRS
	2.3. Reviews and endorses recommendation and SO to OD.	None	1 WD	IDD DM
	2.4. Reviews the recommendation and acts on the issuance of SO for the IATEC.	None	1WD	IDD Supv. SRS
	2.5. Coordinates with IATEC for the schedule of the Inventor's Forum	None	3WD	IDD CP PS CP PM
3. Technical Viability Evaluation (TVE) (6 WD)				
	3.1. Conducts Inventor's Forum, prepares and submits report	None	1 WD	IATEC
	3.2. Prepares and submits the Evaluation Report to OD or DOST-TAPI Execom with his/her recommendation	None	2 WD	IDD CP PM
	3.3. Coordinates with SUC/RDI for the cost of fabrication of prototype, if applicable	None	2 WD	IDD CP PM
	3.4. Reviews and clears the evaluation report	None	4 HRS	IDD Supv SRS
	3.5. Reviews and endorses to OD	None	4 HRS	IDD DM
4. TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	4.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	IDD CP PS CP PM
	4.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	1 WD	TAPI EXECOM Secretariat Chairperson
	4.3 Facilitates the deliberation of the proposal and the signing of Resolution by the TAPI EXECOM members, in case recommended	None	2 WD	OD Planning Unit Planning Officer

	for approval			
	4.4 Approves / Disapproves the proposal.	None	1 WD	TAPI EXECOM
	4.5 Notifies the client of TAPI's decision, if disapproval	None	1 WD	IDD CP PM
5. MOA Preparation, Signing, and notarization (12 WD)				
	5.1 Drafts Memorandum of Agreement (MOA) and transmits the same to the Legal Unit (LU) for review, in case of approval	None	1 WD	IDD CP PS CP PM
	5.2 Reviews and clears MOA and submits to OD for clearance	None	3 WD	LU Legal Officer
	5.3 Reviews and clears MOA and submits to IDD for sending to the Client	None	1 WD	OD Director IV
	5.4 Prepares draft letter of approval with request for availability for the MOA Orientation	None	1 WD	IDD CP PS CP PM
	5.5 Reviews and clears the draft letter of approval	None	4 HRS	IDD Supv SRS
	5.6 Review and endorse the draft letter of approval to OD	None	4 HRS	IDD DM
	5.7 Signs the approval letter which will be sent to the Client	None	1 WD	OD Director IV
	5.8 Prepares request for MOA Orientation	None	4 HRS	IDD CP PS CP PM
	5.9 Conducts MOA Orientation	None	4 HRS	LU Legal Officer
	5.10 Facilitates signing and coordinates with the Legal Unit for the notarization of MOA	None	1 WD	IDD CP PS
	5.11 Notarizes the Conforme Letter.	None	4 HRS	LU Legal Officer
	5.12 Sends copy of notarized MOA to client	None	4HRS	IDD CP PS CP PM

6. Fund Release (9 WD, 4 HRS)				
	6.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	IDD CP PS CP PM
	6.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	6.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	6.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD DM
	6.5 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD DM for signature	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	6.6 Approves the ADA	None	4 HRS	OD Director IV
	6.7 Delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier
	6.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	LBP
	6.9 Notifies the payee that the validated LDDAP-ADA is 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 based on Technical Evaluation		None	18 WD	
Total - For Approval / Disapproval based on TAPI-EXECOM Deliberation		None	24 WD	
Total - For Signing and Notarization of MOA		None	35 WD	

*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. Proposal/Request Submission and Preliminary Assessment (4 WD)				
Submits application letter to DOST-TAPI Records, with	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

the 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 GALING and forwards the same to the Program Manager (PM)	None	1 WD	Invention Development Division (IDD) Division Manager (DM)
2. Formality and Substantive Evaluation (2 WD)				
	2.1. Checks the completeness of the submission	None	1 WD	IDD GALING Program Manager (PM)
	If complete 2.1.a. Notifies the requesting party that the request is under evaluation	None	1 WD	IDD GALING Program Manager (PM)
	If incomplete 2.1.b. Notifies the requesting party	None	1 WD	IDD GALING Program Manager (PM)
3. Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) (14 WD)				
Creation of TEC/IATEC	3.1. Identifies and recommends to OD Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) thru a Special Order (SO), in case of favorable recommendation	None	1 WD	IDD GALING Program Manager (PM)
	3.2. Reviews and clears the recommendation and SO to the DM	None	1 WD	IDD Supervising SRS
	3.3. Reviews and endorses recommendation and SO to OD	None	1 WD	IDD Division Manager
	3.4. Reviews the recommendation and acts on the issuance of special order for the TEC or IATEC	None	1 WD	OD Director IV
	3.5. Coordinates with TEC or IATEC for the schedule of the IATEC evaluation	None	7 WD	IDD GALING Program Manager (PM)

Preparation of TEC/IATEC Reports for EXECOM Evaluation	If disapproved 3.6.a Notifies the proponent and transmittal of the regret letter signed by the Division Manager	None	1 WD	IDD
	If approved 3.6.b Prepares and submits Evaluation to OD/Execom With recommendation, in coordination with IATEC	None	1 WD	IDD GALING Program Manager (PM)
	3.7 Reviews and clears the evaluation report	None	1 WD	IDD Supervising SRS
	3.8 Reviews and endorses to OD	None	1 WD	IDD Division Manager
4. TAPI - Executive Committee (EXECOM) Evaluation (9 WD)				
Provide the necessary details and documents during the TAPI-EXECOM evaluation.	4.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	GALING Program Manager (PM)
	4.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	1 WD	TAPI-EXECOM Secretariat Chairperson
	4.3 Conducts the TAPI-EXECOM evaluation of the proposal	None	1 WD	Planning Unit and TAPI-EXECOM
	4.4 Reviews and coordinates recommendations of TAPI-EXECOM to the proponent	None	2 WD	GALING Program Manager (PM)
	4.5 Reviews rejoinder for final deliberation to TAPI-EXECOM	None	2 WD	GALING Program Manager (PM)
	4.6 Conducts TAPI-EXECOM rejoinder review for final disposition on the proposal	None	1 WD	Planning Unit and TAPI-EXECOM
	If approved: 4.7.a Notifies the proponent and reviews and signs the TAPI-EXECOM resolution	None	1 WD	OD, TAPI-EXECOM, and IDD GALING Program
	If disapproved: 4.7.b Notifies the proponent and	None	1 WD	OD and GALING Program

	transmittal of the regret letter signed by the Director			Manager (PM)
5. Conforme/MOA Preparation, Signing, and notarization (10 WD, 4 HRS)				
	5.1 Drafts MOA/Conforme and transmits the same for review of parties involved	None	2 WD	IDD GALING Program Manager (PM)
	5.2 Reviews and clears the draft letter of Approval/ Conforme	None	4 HRS	IDD Supervising SRS Division Manager
	5.3 Reviews and endorses the MOA and approval letter to Legal Unit (LU)	None	1 WD	IDD Division Manager
	5.4 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	Legal Unit
	5.5 Review and signs the approval letter/ Conforme Letter which will be sent to the Client	None	1 WD	OD Director IV
	5.6 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	Legal Unit and IDD
	5.7 Notarizes the Conforme Letter.	None	4 HRS	Legal Unit Legal Officer
	5.8 Sends copy of notarized MOA to client	None	4 HRS	IDD GALING Program
5. Fund Release (9WD, 4 HRS)				
	5.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	IDD GALING Program Manager (PM)
	5.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	5.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	5.4 Approves the payment of the	None	4 HRS	FAD

	Disbursement package.			Division Manager
	5.5 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	5.6 Approves the ADA or Check	None	4 HRS	OD Director IV
	5.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier
	5.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
	5.9 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
Total - For Disapproval based on Formality and Substantive Evaluation		None	6 WD	
Total - Disapproval based on IATEC Evaluation		None	20 WD	
Total - Approval/Disapproval based on TAPI-EXECOM Deliberation		None	29 WD	
Total - For Signing and Notarization of MOA		None	39 WD, 4 HRS	

*The financial assistance for Grants and Assistance to Leverage Innovations for National Growth (GALING) Program is approved for multi-stage process by the Anti-Red Tape Authority

**If an identified expert is not part of the pool of experts, steps in identifying a new expert shall be included in the process.

***Separate steps for the technical evaluation of the proposal.

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"> • Any of the local Research and Development Institutes (RDIs), Private Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), with no outstanding obligation with DOST-TAPI, may submit a proposal to support the pre-commercialization of its developed research products or services given that its Research and Development (R&D) phase were either funded by the proponent institution itself, DOST Regional Offices (ROs), DOST RDIs, DOST Service Institutes, or DOST Collegial Bodies. • Developed research products or services by RDIs, HEIs, or SUCs whose R&D phase were funded, managed, or monitored by the DOST Sectoral Councils are not eligible for assistance and should be referred to the appropriate Councils for funding consideration unless duly endorsed by the same Council for assistance; or • Any start-ups / spin-offs / cooperatives duly registered with the Department of Trade and Industry (DTI), Cooperative Development Authority (CDA) or Security and Exchange Commission (SEC), operating within a period of one (1) to seven (7) years and has no current outstanding obligation with DOST-TAPI. Qualified start-ups that received funding from a DOST Sectoral Council for the R&D phase of their subject technology shall secure endorsement from the same Council. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><u>General requirements:</u></p> <p>1. One (1) original and/or scanned copy of Proponent's letter request to avail the financial assistance addressed to the TAPI Director;</p>		Proponent

<p>2. One (1) original and/or scanned copy of Endorsement Letter from Proponent's Agency Head;</p>	<p>Proponent</p>
<p>3. One (1) original and/or scanned copy of Endorsement Letter from concerned DOST Sectoral Council, if applicable;</p>	<p>DOST Sectoral Council</p>
<p>4. One (1) original and/or scanned copy of Full-blown proposal in accordance with the TECHNiCOM Format (DOST Form No. 2), including the necessary supporting documents;</p> <p>a. One (1) original and/or scanned copy of Line-Item Budget (DOST Form No. 4);</p> <p>b. One (1) original and/or scanned copy of Work Plan of the Project / Gantt Chart (DOST Form No. 5);</p> <p>c. One (1) original and/or scanned copy of Monthly Cash Program;</p> <p>d. One (1) original and/or scanned copy of Gender and Development Score Sheet.</p>	<p>Proponent</p>
<p>5. Original and/or scanned copy of Letters of Interest from Cooperating Agencies to participate in the project as collaborator or adopter of the technology; and</p>	<p>Cooperating Agencies</p>
<p>6. One (1) original and/or scanned copy of Curriculum Vitae of the Project Leader and Project Management Team.</p>	<p>Proponent</p>
<p><u>Additional Requirements for Start-ups:</u></p>	
<p>1. One (1) set of business registration and compliance documents comprising of:</p> <p>a. One (1) original and/or scanned copy of registration at either DTI, CDA or SEC (whichever is applicable);</p> <p>b. One (1) original and/or scanned copy of Authenticated Articles of Incorporation / Cooperation when applicable; and</p> <p>c. One (1) original and/or scanned copy of the Mayor's / Business permit where the business is located.</p>	<p>Proponent</p>
<p>2. One (1) original and/or scanned copy of Latest Audited Financial Statements, reflecting the current equity structure, and Latest Income Tax Returns;</p>	<p>Proponent</p>
<p>3. One (1) original and/or scanned copy of Board Resolution indicating the authorized person to transact and sign documents for SEC registered entities;</p>	<p>Proponent</p>
<p>4. One (1) Affidavit reflecting the following; (1) Authenticity (stating all documents submitted are valid and not falsified), (2) Disclosure of Other Business, and (3)</p>	<p>Proponent</p>

<p>Sworn Affidavit that all of the start-up owners/ incorporators/ stockholders/ organizers/ partners, directors and/ or officers 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</p> <p>5. One (1) original and/or scanned copy of Endorsement Letter from the business incubation facility where the start-up is incubated, if applicable.</p>	<p>Technology Incubation Facility</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (5 WD)				
Submit the proposal through the DOST Project Management Information System (DPMIS) with complete Documentary Requirements.	1.1 SPD transmits the submission to the TAPI Records via DPMIS Portal	None	1 WD	Special Project Division (SPD) DOST-Central
	1.2 Records and transmits the submission to the Office of the Director (OD)	None	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.3 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
	1.4 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)
2. Formality and Substantive Evaluation (4 WD)				
Attend, present, and defend the proposal in the formality and substantive evaluation.	2.1 Schedules and conducts formality and substantive evaluation	None	1 WD	IDD TECHNiCOM Program
	2.2 Counter-checks for the veracity of legal documents submitted	None	1 WD	Legal Unit (LU) Attorney IV

	2.3 Counter-checks for the outstanding obligation with DOST-TAPI	None	1 WD	FAD Division Manager (DM)
	If endorsed: 2.4.a Notifies the proponent on the schedule of the Commercial Viability Evaluation	None	1 WD	IDD TECHNiCOM Program
	If disapproved: 2.4.b Notifies the proponent and transmittal of regret letter	None	1 WD	IDD TECHNiCOM Program - DM
3. Commercial Viability Evaluation (CVE) (6 WD)				
Attend, present, and defend the proposal in the commercial viability evaluation.	3.1 Identifies and coordinates with CVE panel for the evaluation of the proposal	None	2 WD	IDD TECHNiCOM Program
	3.2 Conducts commercial viability evaluation of the proposal	None	1 WD	CVE Panel IDD
	3.3 Reviews and coordinates recommendations of CVE panel to the proponent	None	1 WD	IDD TECHNiCOM Program
	3.4 Reviews rejoinder for final disposition of the CVE Panel	None	1 WD	CVE Panel IDD
	If endorsed: 3.5.a Notifies the proponent on the schedule of the Technical Viability Evaluation	None	1 WD	IDD TECHNiCOM Program
	If disapproved: 3.5.b Notifies the proponent and transmittal of regret letter	None	1 WD	IDD TECHNiCOM Program - DM
4. Technical Viability Evaluation (TVE) (6 WD)				
Attend, present, and defend the proposal in the technical viability evaluation.	4.1 Identifies and coordinates with TVE Panel for the next level of evaluation	None	2 WD	IDD TECHNiCOM Program

	4.2 Conducts technical viability evaluation of the proposal	None	1 WD	TVE Panel IDD
	4.3 Reviews and coordinates recommendations of TVE Panel to the proponent	None	1 WD	IDD TECHNiCOM Program
	4.4 Reviews rejoinder for final disposition of the TVE Panel	None	1 WD	TVE Panel IDD
	If endorsed: 4.5.a Notifies the proponent on the schedule of the TAPI-EXECOM Evaluation	None	1 WD	IDD TECHNiCOM Program
	If disapproved: 4.5.b Notifies the proponent and transmittal of regret letter	None	1 WD	IDD TECHNiCOM Program - DM
5. TAPI - Executive Committee (EXECOM) Evaluation (9 WD)				
Provide the necessary details and documents during the TAPI-EXECOM evaluation.	5.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	IDD TECHNiCOM Program
	5.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	1 WD	TAPI-EXECOM Secretariat Chairperson
	5.3 Conducts the TAPI-EXECOM evaluation of the proposal	None	1 WD	Planning Unit and TAPI-EXECOM
	5.4 Reviews and coordinates recommendations of TAPI-EXECOM to the proponent	None	2 WD	IDD TECHNiCOM Program
	5.5 Reviews rejoinder for final deliberation to TAPI-EXECOM	None	2 WD	IDD TECHNiCOM Program

	5.6 Conducts TAPI-EXECOM rejoinder review for final disposition on the proposal	None	1 WD	Planning Unit and TAPI-EXECOM
	If approved and below 5 million: 5.7.a Notifies the proponent and reviews and signs the TAPI-EXECOM resolution	None	1 WD	OD, TAPI-EXECOM, and IDD TECHNICAL Program
	If endorsed and above 5 million: 5.7.b Notifies the proponent on the schedule of the PAC Evaluation	None	1 WD	OD and IDD TECHNICAL Program
	If disapproved: 5.7.c Notifies the proponent and transmittal of the regret letter signed by the Director	None	1 WD	OD and IDD TECHNICAL Program
6. Program Advisory Committee (PAC) Evaluation (4 WD)				
Provide the necessary details and documents during the PAC evaluation.	6.1 Prepares report and recommendation to the PAC	None	1 WD	IDD TECHNICAL Program
	6.2 Facilitates the approval of agenda and routing of documents to PAC members for their review	None	1 WD	PAC Secretariat
	6.3 Conducts the PAC evaluation	None	1 WD	PAC
	If approved: 6.4.a Notifies the proponent and reviews and signs the PAC resolution	None	1 WD	PAC Chairperson and IDD TECHNICAL Program
	If disapproved: 6.4.b Notifies the proponent and transmittal of the regret letter signed by the PAC Chairperson	None	1 WD	PAC Chairperson and IDD TECHNICAL Program

7. MOA Preparation, Signing, and Notarization (6 WD)				
	7.1 Drafts MOA and approval letter and transmits the same for review of parties involved	None	1 WD	IDD TECHNiCOM Program
	7.2 Reviews and clears the MOA and approval letter	None	4 HRS	IDD Supervising SRS
	7.3 Reviews and endorses the MOA and approval letter to Legal Unit (LU)	None	4 HRS	IDD DM
	7.4 Reviews and endorses the MOA and approval letter to OD	None	1 WD	LU
	7.5 Signs the MOA and approval letter which will be sent to the proponent	None	1 WD	OD Director IV
	7.6 Facilitates signing and coordinates with LU for the notarization of MOA	None	1 WD	IDD TECHNiCOM Program
	7.6 Notarizes the MOA	None	4 HRS	LU
	7.7 Sends copy of notarized MOA to the proponent	None	4 HRS	IDD TECHNiCOM Program
Total - For Disapproval based on Formality and Substantive Evaluation		None	9 WD	
Total - For Disapproval based on CVE		None	15 WD	
Total - For Disapproval based on TVE		None	21 WD	
Total - For Approval / Disapproval based on TAPI-EXECOM Evaluation		None	30 WD	
Total - For Approval / Disapproval based on PAC Evaluation		None	34 WD	
Total - For Signing and Notarization of MOA		None	40 WD	

Note: Fund release shall be based on the prioritization of approved projects and availability of funds. All approved proposals without fund release will be accommodated in the next earliest funding cycle.

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

8. 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 website (www.tapi.dost.gov.ph), or TechTrans website (www.techtrans.gov.ph) Note: For new proponents only; Required for first-time proponents of DOST-TAPI's programs of assistance.</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (6 WD, 4 HRS)				

Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within the Invent School Program (ISP) and forwards the same to the Program Manager (PM).	None	1 WD	Invention Development Division (IDD) DM
	Include if applicable 1.4 Assesses completeness of documentary requirements	None	1 WD	IDD ISP PM
	If complete: 1.5.a Notifies the requesting party.			IDD ISP PM DM
	If incomplete: 1.5.b Notifies the requesting party.			
	1.6 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising (Supv) Science Research Specialist (SRS)	None	1 WD	IDD ISP Program Staff (PS) ISP PM
	1.7 Reviews recommended action and forwards to DM	None	4 HRS	IDD Supv SRS
2. TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	2.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	IDD ISP PS ISP PM
	2.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	1 WD	TAPI EXECOM Secretariat Chairperson
	2.3 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

	2.4 Approves / disapproves the proposal.	None	1 WD	TAPI EXECOM
	2.5 Notifies the client of TAPI's decision, in case of disapproval	None	1 WD	IDD ISP PM
3. Conforme/MOA Preparation, Signing, and notarization (11 WD, 4 HRS)				
	3.1 Drafts Memorandum of Agreement (MOA)/Conforme and transmits the same to the Legal Unit (LU) for review, in case of approval	None	2 WD	PM
	3.2 Reviews and clears MOA/Conforme and submits to OD for clearance	None	3 WD	LU Legal Officer
	3.3 Reviews and clears MOA/Conforme and submits to IDD for sending to the Client	None	1 WD	OD Director IV
	3.4 Prepares draft letter of approval with request for availability for the MOA/Conforme Orientation	None	1 WD	IDD ISP PS ISP PM
	3.5 Reviews and clears the draft letter of Approval/ Conforme	None	4 HRS	IDD Supv SRS
	3.6 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	IDD DM
	3.7 Signs the approval letter/ Conforme Letter which will be sent to the Client	None	1 WD	OD Director IV
	3.8 Conducts MOA/Conforme Orientation and Pre-Activity Orientation to the Client	None	4 HRS	IDD ISP PM
	3.9 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	IDD ISP PS
	3.10 Notarizes the Conforme Letter.	None	4 HRS	Legal Unit Legal Officer
	3.11 Sends copy of notarized MOA to client		4HRS	IDD ISP PS
4. Fund Release (9 WD, 4 HRS)				

	4.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	IDD ISP PM
	4.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	4.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	4.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD Division Manager
	4.5 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Division Manager for signature	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	4.6 Approves the ADA	None	4 HRS	OD Director IV
	4.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier
	4.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	LBP
	4.9 Notifies the payee that the validated LDDAP-ADA is available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
	Total - Disapproved based on Preliminary Assessment	None	5 WD	
	Total - For Approval / Disapproval based on TAPI-EXECOM Deliberation	None	12 WD 4 HRS	
	Total - For Signing and Notarization of MOA	None	31 WD	

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

9. 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 website (www.tapi.dost.gov.ph), or TechTrans website (www.techtrans.gov.ph) Note: For new proponents only; Required for first-time proponents of DOST-TAPI's programs of assistance.</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (6 WD, 4 HRS)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within Invent School Program (ISP) and forwards the same to the Program Manager (PM).	None	1 WD	Invention Development Division (IDD) DM
	Include if applicable 1.4 Assesses completeness of documentary requirements	None	1 WD	IDD ISP PM
	If complete: 1.5.a Notifies the requesting party.			IDD ISP PM DM
	If incomplete: 1.5.b Notifies the requesting party.			
	1.6 Prepares executive summary and necessary documents needed for approval / disapproval and forwards to the Supervising (Supv) Science Research Specialist (SRS)	None	1 WD	IDD ISP Program Staff (PS) ISP PM
	1.7 Reviews recommended action and forwards to DM	None	4 HRS	IDD Supv SRS
2. TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	3.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	IDD ISP PS ISP PM

	3.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	1 WD	TAPI EXECOM Secretariat Chairperson
	3.3 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
	3.4 Approves / disapproves the proposal.	None	1 WD	TAPI EXECOM
	3.5 Notifies the client of TAPI's decision, in case of disapproval	None	1 WD	IDD ISP PM
3. Conforme/MOA Preparation, Signing, and notarization (11 WD, 4 HRS)				
	4.1 Drafts Memorandum of Agreement (MOA)/Conforme and transmits the same to the Legal Unit (LU) for review, in case of approval	None	2 WD	PM
	Reviews and clears MOA/Conforme and submits to OD for clearance	None	3 WD	LU Legal Officer
	Reviews and clears MOA/Conforme and submits to IDD for sending to the Client	None	1 WD	OD Director IV
	Prepares draft letter of approval with request for availability for the MOA/Conforme Orientation	None	1 WD	IDD CP PS CP PM
	4.2 Reviews and clears the draft letter of Approval/ Conforme	None	4 HRS	IDD Supv SRS
	4.3 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	IDD DM
	4.4 Signs the approval letter/ Conforme Letter which will be sent to the Client	None	1 WD	OD Director IV
	Conducts MOA/Conforme Orientation and Pre-Activity Orientation to the Client	None	4 HRS	IDD CP PM

	4.4 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA	None	1 WD	IDD ISP PS
	4.5 Notarizes the Conforme Letter.	None	4 HRS	Legal Unit Legal Officer
	4.6 Sends copy of notarized MOA to client		4HRS	IDD ISP PS
5. Fund Release (9WD, 4 HRS)				
	5.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	PM
	5.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	5.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	5.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD Division Manager
	5.5 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Division Manager for signature	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	5.6 Approves the ADA	None	4 HRS	OD Director IV
	5.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier
	5.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	LBP

	5.9 Notifies the payee that the validated LDDAP-ADA is available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
Total - Disapproved based on Preliminary Assessment		None	5 WD	
Total - For Approval / Disapproval based on TAPI-EXECOM Deliberation		None	12 WD 4 HRS	
Total - For Signing and Notarization of MOA		None	31 WD	

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

10. 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.

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		
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. Proposal/Request Submission and Preliminary Assessment (9 WD)				
1. Submits endorsement letter to DOST-TAPI with the documentary requirements	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/incomplete: 1.6 Drafts acknowledgement letter and notifies the endorsing party that the submission is complete and subject to the monthly TWG Deliberation or incomplete and to return the application to applicant and furnish the lacking documents to qualify for deliberation.	None	1 WD	IDD SciTech Program Staff
	1.7. Reviews and clears letter of acknowledgement.	None	1 WD	IDD DM
	1.8 Signs acknowledgement and notification letter to be sent by the	None	1 WD	OD Director IV

	Program.			
2. Technical Evaluation (15 WD)				
	2.1 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	13WD	IDD SciTech Project Staff
	2.2 Reviews and clears the evaluation report	None	1 WD	IDD Supervising SRS
	2.3 Reviews and endorses to OD	None	1 WD	IDD Supervising DM
3.A Recommendation to OD (If not recommended by the Program) (3 WD)				
	3.A.1 Draft letter of disapproval	None	1 WD	IDD SciTech Program Staff
	3.A.2 Reviews and clears letter of disapproval	None	1 WD	OD Director IV
	3.A.3 Signs letter of disapproval	None	1 WD	IDD SciTech Program Staff
3.B Recommendation to IPOPHL (If recommended by the Program) (8 WD)				
	3.B.1 Forwards the applications with complete documentary requirements to IPOPHL Secretariat	None	7 WD	
	3.B.2 Coordinates with the IPOPHL Secretariat updates on the TWG members evaluation for the preparation for TWG Deliberation	None	1 WD	IDD SciTech Program Staff
4. TWG Deliberation (1 WD)				
	4.1 Facilitates the deliberation with the TWG members and applicant(s)	None	1 WD	IDD SciTech Program Staff

5. Transmittal of the Deliberation Result (5WD)				
	5.1 Transmit the signed Non-Binding Opinion of TWG Examiners to the DOST Secretariat	None	4 WD	IPOPHL Secretariat
	5.2 Transmit the results of evaluation (PFAR and Non-binding Opinion) to the applicants	None	1 WD	IDD SciTech Program Staff
Total - Disapproved based on the Formality Evaluation		None	9 WD	
Total - Disapproved based on the Program Evaluation		None	27 WD	
Total - Approved based on the Program Evaluation		None	38 WD	

11. Financial Assistance under the Expanded Intellectual Property Rights Assistance Program (E-IPRAP) for Project-based Assistance

This Service involves extending funds to DOST Research and Development Institutes (RDIs) allowing them to independently manage their IP-related activities as support for international IP filing.

Office or Division:	Invention Development Division (IDD)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	<ul style="list-style-type: none"> DOST Research and Development Institutes (RDIs)
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) and Client
2. One (1) duly accomplished and signed original/scanned copy of Project Proposal	DOST-TAPI (www.tapi.dost.gov.ph) and Client
3. One (1) duly accomplished and signed original/scanned copy of Work Plan	Client
4. One (1) duly accomplished and signed original/scanned copy of Line-item	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (4 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within E-IPRAP and forwards the same to the PM.	None	1 WD	Invention Development Division (IDD) Division Manager (DM)

2. Documentary Checking and Formality Evaluation (16 WD)				
2.1 Conducts documentary checklist and notifies the applicant	2.1 Checks the completeness of the submitted documents	None	1 WD	E-IPRAP Program Manager (PM)
	If complete/incomplete 2.1.1. Drafts acknowledgement letter	None	2 WD	E-IPRAP PM
	2.1.2. Reviews and clears acknowledgement letter	None	1 WD	E-IPRAP PM IDD Supervising IDD DM
	2.1.3. Signs acknowledgement letter to be sent by the Program	None	1 WD	OD
	2.1.4. Forwards the acknowledgement letter to the client	None	1 WD	E-IPRAP PM
Conducts Formality Evaluation	2.2. Conducts evaluation and validity checks and checks for the proposal	None	6 WD	E-IPRAP PM
	2.2.1. Prepares recommendations and evaluation report	None	1 WD	E-IPRAP PM
	2.2.2. Reviews and clears recommendation and evaluation report	None	1 WD	E-IPRAP PM
	2.2.3. Reviews and endorses to OD for TAPI-EXECOM Deliberation	None	2 WD	IDD Supervising IDD DM
3. Approval / Disapproval based on TAPI-EXECOM Deliberation (8 WD)				
	Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	PM
	Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	None	1 WD	TAPI-EXECOM Secretariat Chairperson

	Conducts the TAPI-EXECOM evaluation of the proposal	None	1 WD	Planning Unit and TAPI EXECOM
	Reviews and coordinates recommendations of TAPI-EXECOM to the proponent	None	2 WD	PM
	If Approved/Disapproved 3.1.1. Drafts a Notification Letter that 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	E-IPRAP PM
	3.1.2. Reviews and clears the Notification Letter	None	1 WD	IDD Supervising IDD Division Manager
	3.1.3. Forwards the Notification letter to the client	None	1 WD	E-IPRAP PM
4. Processing of MOA Orientation and Contract Signing (10 WD)				
Conducts MOA Orientation and Contract Signing	4.1 Upon receipt of the Schedule from the Client, coordinates with the IDD E-IPRAP PM for the MOA Orientation and contract signing.	None	1 WD	E-IPRAP PM
	4.1.1. Prepares the draft MOA/Contract for signing	None	1 WD	E-IPRAP PM
	4.1.2. Reviews and endorses MOA/Contract to Legal Unit	None	1 WD	IDD Supervising IDD DM
	4.1.3. Reviews and clears the prepared MOA/Contract; and forwards to IDD	None	1 WD	Legal Unit (LU) Attorney IV
	4.1.4. Forwards the MOA/Contract to OD for clearance	None	1 WD	E-IPRAP PM

	4.1.5. Receives clearance to OD and forwards the MOA/Contract to Client for review and approval	None	2 WD	E-IPRAP PM
Received the client's review and approval.	4.2. Conducts MOA Orientation and contract signing as scheduled, in coordination with TAPI Legal Unit.	None	1 WD	OD Legal Unit Legal Officer
	4.2.1. Completes the execution of the MOA and processes notarization of the same.	None	1 WD	E-IPRAP PM
	4.2.2. Prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of the release of funds to client.	None	1 WD	E-IPRAP PM
5. Fund Release (9WD, 4 HRS)				
	5.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	PM
	5.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	5.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	5.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD Division Manager

	5.5 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	5.6 Approves the ADA or Check	None	4 HRS	OD Director IV
	5.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier
	5.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
	5.9 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
Total - Disapproved based on Documentary Checklist and Formality Evaluation		None	20 WD	
Total - For Approval / Disapproval based on TAPI-EXECOM Deliberation		None	30 WD	
Total - For Signing and Notarization of MOA		None	38 WD 4 HRS	

*The financial assistance for the Expanded Intellectual Property Rights Assistance Program (E-IPRAP) is approved for multi-stage process by the Anti-Red Tape Authority

12. Technical Assistance Service under the Expanded Intellectual Property Rights Assistance Program (E-IPRAP) as Support for International Filing

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 conducting a Freedom to Operate (FTO) search in a Foreign Jurisdiction, Intellectual Property (IP) Audit, technology assessment, IP Valuation, conducting initial market search or intelligence for possible entry in foreign countries, conducting initial business model canvas or commercialization plan in the target countries of interest, and other types of activities that would justify or support an international IP filing.

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) and Client
2. One (1) duly accomplished and signed original/scanned copy of Technology Disclosure Form (TDF)	DOST-TAPI (www.tapi.dost.gov.ph) and Client
3. One (1) duly accomplished original/scanned signed Data Privacy Consent Form	DOST-TAPI (www.tapi.dost.gov.ph) and Client
4. One (1) duly accomplished original/scanned Market Research Canvas	Client
5. One (1) photocopy/scanned copy of the valid government-issued ID of the applicant(s)/inventor(s)/head of the Institute, if applicable.	Client
6. One (1) original/scanned/photocopy of Patent Application (i.e. Filing particulars; and Specification and Claims on file)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (4 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within E-IPRAP and forwards the same to the PM.	None	1 WD	Invention Development Division (IDD) Division Manager (DM)
2. Formality and Technical Evaluation, Recommended and Approved (31 WD)				
	Formality Evaluation 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	3 WD	IDD E-IPRAP Program Manager (PM)
	Technical Evaluation 1.6 Conducts evaluation on the validity of the submitted documents and prepares recommendations.	None	15 WD	IDD E-IPRAP PM/
	If not recommended by the Program: 1.7 Drafts letter of disapproval	None	1 WD	IDD E-IPRAP PM
	1.8 Reviews draft letter and clears of	None	1 WD	IDD

	disapproval			Supervising SRS
	1.9 Review and endorse draft letter of disapproval to OD	None	1 WD	IDD DM
	1.10 Review and signs letter of disapproval	None	1 WD	OD Director IV
	1.11 Notifies/Send letter of disapproval	None	1 WD	IDD E-IPRAP PM
	If recommended by the Program: 1.7 Drafts letter of approval/ Conforme	None	1 WD	IDD E-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
	Director's Decision If disapproved by the Director: 1.11 Drafts letter of disapproval	None	1 WD	IDD E-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/Sent letter of disapproval	None	1 WD	IDD E-IPRAP PM

	<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>	None	3 WD	IDD E-IPRAP PM
3. Conforme Preparation and Transmittal (2 WD, 4 Hrs)				
Forwards Conforme to TAPI	2.1 Forwards the Conformé Letter to E-IPRAP.	None	1 WD	FAD Records Section Records Officer
	2.2 Facilitates the signing of the Conforme letter	None	1 WD	IDD E-IPRAP PM
For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	2.3 Notarizes the Conforme letter	None	4 HRS	Legal Unit Legal Officer
4. Assignment of Patent Agent under BAC (53 WD, 2 HRS)				
	If in-house Patent Agents: (For PCT only)	None	3 WD	IDD E-IPRAP Program Manager
	2.4 Identification and Preparation of Special Order (SO) authorizing the in-house Patent Agent.			
	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 Patent Agents: 2.4 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	2 WD	IDD E-IPRAP Program Manager
	2.5 Conducts BAC processes for Negotiation of IP services until awarding of contract (under Section 53.6 of 2016 IRR of RA 9184)	None	31 WD	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	12 WD 2 HRS	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	1 WD	IDD E-IPRAP Program Manager
3. Receives notification of the assigned Patent Agent	3.1 Informs client of the assigned Patent Agent	None	1 WD	IDD E-IPRAP Program Manager
Total - Disapproved based on Formality Evaluation		None	7 WD	
Total - Disapproved based on Technical Evaluation		None	27 WD	
Total - Disapproved based on TAPI Director's Decision		None	35 WD	
Total - Approved for External Patent Agents / Contractor		None	90 WD, 6 HRS	

* The Technical Assistance Service under Expanded Intellectual Property Rights Assistance Program (E-IPRAP) as Support for International Filing, 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.

EXTERNAL SERVICES

Investment and Business Operations Division
(IBOD)

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

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

The program covers the cost of raw materials and packaging materials required in the submitted unserved 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; -adopter of DOST- generated or funded technologies; -with previous and/or on-going DOST assistance; and -technology licensee.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to DOST-TAPI Director	DOST-TAPI - download application letter template
2. One (1) photocopy/scanned copy of latest Mayor's/business permit	Local Government Unit
3. One (1) original copy or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form	DOST-TAPI download Data Privacy Form
4. One (1) photocopy/scanned copy of a valid and unserved Purchase Order(s) for local and/or foreign market at the time the application is accepted as the basis for funding	Client
5. 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 ✓ Financial Aspect. 	DOST-TAPI - download Project Proposal Template
6. 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
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 Technology-Licensing Agreement/ MOA between technology generator and technology adaptors (if applicable)	Client/ RDI
9. One (1) photocopy/scanned copy of Deed of assignment, if applicable	Client

10. One (1) photocopy/scanned copy of latest Quotations from certifying body (for request of certification fees)	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
<p>For Cooperatives:</p> <p>13. One (1) photocopy/scanned copy of Certificate of registration of business name with Cooperative Development Authority (CDA)</p> <p>14. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>15. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>	<p>Client through Cooperative Development Authority (CDA)</p> <p>DOST-TAPI - download Notarized Secretary's Certificate template</p>
<p>For Partnerships and Corporations:</p> <p>13. One (1) photocopy/scanned copy of Certificate of registration of business name with Securities and Exchange Commission (SEC)</p> <p>14. One (1) original or photocopy/scanned copy of latest General Information Sheet (GIS)</p> <p>15. One (1) original or photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance</p>	<p>Client through Securities and Exchange Commission (SEC)</p> <p>DOST-TAPI - download Notarized Secretary's Certificate template</p>

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (5WD)				
1. Submits application letter to DOST-TAPI Record Section with complete	1.1 Records and transmits the submission to the Office of the Director (OD)	NONE	1 Working Day (WD)	Finance and Administrative Division (FAD) Records

documentary requirements				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 VFP and forwards the same to the PM.	NONE	1 WD	IBOD Division Manager
	1.4 Assesses completeness of documentary requirements <i>If complete:</i> 1.4.a Notifies the requesting party. <i>If incomplete:</i> 1.4.b Notifies the requesting party.	NONE	1 WD	IBOD VFP Program Manager (PM)
Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) (24 WD)				
	1.5 Identifies and recommends to OD Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) thru a Special Order (SO), in case of favorable recommendation	NONE	1 WD	IBOD VFP Program Manager (PM)

	1.6.Reviews and clears the recommendation and SO to the DM.	NONE	1 WD	IBOD VFP Program Manager (PM)
	1.7 Reviews and endorses recommendation and SO to OD.		1 WD	IBOD Division Manager (DM)
	1.8 Reviews the recommendation and acts on the issuance of special order for the TEC or IATEC.	NONE	1 WD	OD Director IV
	1.9 Facilitates the approval of agenda and routing of documents to TAPI Execom members for their review	NONE	1 WD	TAPI Execom Secretariat Chairperson
	1.10 Coordinates with TEC or IATEC for the schedule of meetings/visits	NONE	3 WD	IBOD VFP Program Manager (PM)
	1.11 Coordinates with client and DOST Regional Offices (RO) for the site visit (if possible/necessary), validation, meeting, and conducts evaluation of the proposal; prepares and submits recommendation for approval/disapproval.	NONE	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) Chairperson, as designated
	1.12 Prepares and submits Evaluation to OD/Execom With recommendation, in coordination with IATEC	NONE	1 WD	IBOD VFP Program Manager (PM)

	1.13 Reviews and clears the evaluation report	NONE	1 WD	IBOD Supervising SRS
	1.14 Reviews and endorses to OD	NONE	2 WD	IBOD Division Manager (DM)
TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	1.15 Prepares report and recommendation to the TAPI-EXECOM	NONE	1 WD	IBOD VFP Program Manager (PM)
	1.16 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	NONE	1 WD	TAPI EXECOM Secretariat Chairperson
	1.17 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
	1.18 Approves / disapproves the proposal. Drafts letter of approval or disapproval for signature of DM or Director depending on the following of recommendation of PM	NONE	1 WD	OD Director IV
	1.19 Notifies the client of TAPI's decision	NONE	1 WD	IBOD VFP Program Manager

MOA Preparation, Orientation, Signing, and notarization (6 WD & 4 HRS)				
	1.20 Drafts MOA and transmits the same for review of parties involved	NONE	2 WD	IBOD VFP Program Manager
	1.21 Reviews and clears the draft letter of Approval	NONE	4 HRS	IBOD Supervising SRS
	1.22 Signs the approval letter which will be sent to the Client	NONE	1 WD	OD Director IV
	1.23 Coordinates with the Legal Unit and the client for the conduct of MOA orientation and signing	NONE	1 WD	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 (PM)
	3.2 Notarizes the MOA	NONE	4 HRS	Legal Unit Legal Officer
Fund Release - check payment (6 WD) , LDDAP-ADA (9 WD & 4 HRS)				
	3.3 Prepares the vouchers and other documents for the release of fund and forwards to FAD	NONE	4 HRS	IBOD VFP Program Manager (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 and completeness of documents	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 Chief OD Director IV
	Facilitates the processing of applicable payment: If for Check/s payment: 3.7 Prepares and signs the check/s, attaches Tax Certificate (if any) If for payment LDDAP-ADA: 3.7 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	NONE NONE	1 WD 1WD, 4 HRS	FAD Cashier Section AOV - Cashier

	3.8 Approves the LDDAP-ADA or Check	NONE	4 HRS	OD Director IV
	<p>Prepares the documents for bank processing:</p> <p><i>If for Check/s payment:</i></p> <p>3.9 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p><i>If for payment LDDAP-ADA:</i></p> <p>3.9 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank-Philippines (LBP) for uploading and validation.</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. Receives 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.		2HRS	FAD Cashier Section AOV - Cashier
Total – For Disapproval based on Formality evaluation		NONE	5 WD	
Total – For Disapproval based on Execom Deliberation		NONE	35 WD	

Total - For check payment	NONE	47 WD & 2 HRS	
Total - For LDDAP -ADA	NONE	51 WD	

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

14. 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, -funded and -assisted technologies, or Technology generators, researchers, research teams, or technology transfer officers from any RDIs interested in putting-up their own spin-off companies of DOST-generated, -funded and -assisted technologies 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) original or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form	DOST-TAPI - download Data Privacy Consent Form at https://docs.google.com/document/d/1FenVGuP659gN9OOkI0l_Xx0L8nRDqSgJ/edit	
2. One (1) original or photocopy/scanned copy of Endorsement of concerned RDI	DOST-TAPI – download Endorsement Letter Format at https://docs.google.com/document/d/1--prx6lzR8nINHcenADHVAWIAWfMJMvgC4dCqzqRyl/edit?usp=sharing	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proposal/Request Submission and Preliminary Assessment (6 WD)				
1. Submits <i>Endorsement</i> letter to DOST-TAPI's Record Section with complete documentary requirements	1.01 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.02 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
	1.03 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
	1.04 Checks the completeness of the submission <i>If complete:</i> 1.05 Notifies the client that the request is under evaluation. <i>If incomplete:</i> 1.05 Notifies the requesting Party in writing.	NONE	1 WD	IBOD HIRANG 2.0 Program Manager

	<p><i>If recommended for approval:</i></p> <p>1.06 Recommends the approval of the client's request for assistance</p> <p><i>If not recommended for approval:</i></p> <p>1.06 Drafts letter of disapproval</p> <p>1.07 Signs letter of disapproval</p>	NONE	1 WD	<p>IBOD HIRANG 2.0 Program Manager</p> <p>IBOD HIRANG 2.0 Program Manager</p> <p>OD Director IV</p>
Technical Evaluation and Director's Decision (2 WD)				
	1.07 Reviews the recommendation of the HIRANG 2.0 Program Manager	NONE	1 WD	OD Director IV
	<p><i>In case of approval:</i></p> <p>1.08 Drafts letter notifying the client of DOST-TAPI's decision and transmits copy of Conforme Letter to be signed by client, as well as, Affidavit of Undertaking to be signed by the participating researcher-employees employed by the client</p> <p>1.09 Signs letter of approval</p>	NONE	1 WD	<p>HIRANG 2.0 Program Manager</p> <p>OD Director IV</p>

	<p><i>In case of disapproval:</i></p> <p>1.08 Drafts letter of disapproval</p> <p>1.09 Signs letter of disapproval</p>			<p>IBOD</p> <p>HIRANG 2.0 Program Manager</p> <p>OD</p> <p>Director IV</p>
Processing of the Duly Signed Conforme (3 WD)				
2. Client submits notarized signed Conforme Letter and signed Affidavit of Undertaking to the DOST-TAPI Records	2.01 Facilitates signature of the Conforme and Affidavit of Undertaking of the TAPI signatories	NONE	1 WD	<p>IBOD</p> <p>HIRANG 2.0 Program Manager</p>
	2.02 Notarizes the Conforme Letter and signed Affidavit of Undertaking	NONE	1 WD	<p>Legal Unit</p> <p>Legal Officer</p>
	2.03 Informs client in writing on the schedule of activities (i.e., capacity building, consultancy, seminar, etc.) and transmits original copy of notarized Conforme Letter and Affidavit of Undertaking	NONE	1 WD	<p>IBOD</p> <p>HIRANG 2.0 Program Manager</p>
Facilitate the Conduct of the Training Program and Consultancy Services (29 WD)				
	2.04 Endorses the names of the client to third party service provider of consultancy services and	NONE	1 WD	<p>IBOD</p> <p>HIRANG 2.0 Program Manager</p>

	includes in the list of participants			
	2.05 Facilitates conduct of capacity building, seminar, and consultancy services for clients in coordination with the third party service provider	NONE	20 WD	IBOD HIRANG 2.0 Program Manager Third party service provider
	<p><i>In case client was able to finish the program:</i></p> <p>2.06 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></p> <p>2.06 Drafts letter of disqualification from the program</p> <p>2.07 Signs letter of disqualification from the program</p>	NONE	1 WD	<p>IBOD HIRANG 2.0 Program Manager</p> <p>IBOD HIRANG 2.0 Program Manager</p> <p>OD Director IV</p>
3. Client participated in the training activities and submits output/program completion requirements	3.01 Acknowledges receipt of client's output in writing.	NONE	1 WD	IBOD HIRANG 2.0 Program Manager

	<p>3.02 Reviews output of client and checks for completeness</p> <p><i>If complete:</i></p> <p>3.03 Prepares recommendation for graduation</p> <p><i>If incomplete:</i></p> <p>3.03 Coordinate with client in order to complete lacking requirements</p>	NONE	2 WD	<p>IBOD</p> <p>HIRANG 2.0 Program Manager</p>
	<p>3.04 Endorses the client for approval/disapproval for graduation</p> <p><i>If requirements are complete:</i></p>	NONE	1 WD	<p>IBOD</p> <p>HIRANG 2.0 Program Manager</p>
	<p>3.04a Recommends the client for graduation/completion and drafts letter of approval</p> <p><i>If requirements are incomplete:</i></p> <p>3.04b Recommends the disqualification of the client and drafts letter of disapproval</p>			
	<p>3.05 Reviews recommendation and signs the letter of approval/disapproval for graduation</p>	NONE	1 WD	<p>OD</p> <p>Director IV</p>

	3.06 Notifies the client in writing of DOST-TAPI's decision and informs client regarding the graduation ceremony	NONE	1 WD	IBOD HIRANG 2.0 Program Manager
4. Client confirms attendance to the graduation ceremony	4.01 Facilitates conduct of graduation ceremony	NONE	1 WD	IBOD HIRANG 2.0 Program Manager
Total - For Disqualification based on HIRANG 2.0 Program Manager's Evaluation after the Capacity Building and Mentoring		NONE	WD	
Total - For Disqualification based on HIRANG 2.0 Program Manager's Evaluation of Final Output		NONE	WD	
Total - For Graduation		NONE	WD	

15. Financial Assistance Service - 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:	<ol style="list-style-type: none"> 1. Spin-off companies of DOST-generated, -funded and -assisted technologies, or 2. Technology generators, researchers, research teams, or technology transfer officers from any RDIs interested in putting-up their own spin-off companies of DOST-generated, -funded and -assisted 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	
3. One (1) photocopy/scanned copy of business-related documents (DTI Registration or SEC Registration)	Client	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/ Request Submission and Preliminary Assessment (5 WD)				
1. Client participated 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	1.01 Records and transmits the submission to Office of the Director	NONE	1 WD	Finance and Administrative Division (FAD) Records Section Records Officer
	1.02 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
	1.03 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
	1.04 Acknowledges receipt of client's output and request in writing.	NONE	1 WD	IBOD HIRANG 2.0 Program Manager

2. Formality and Substantive Evaluation (3 WD)				
	<p>2.1 Reviews the client's output and request and checks for completeness</p> <p><i>If complete:</i></p> <p>2.1.a Prepares technical report with recommendation to approve/disapprove for funding and requests for TAPI EXECOM Deliberation</p> <p><i>If incomplete:</i></p> <p>2.1.b Coordinate with client in order to complete lacking requirements</p>	NONE	3 WD	<p>IBOD</p> <p>HIRANG 2.0 Program Manager</p>
3. TAPI-Executive Committee (EXECOM) Evaluation (4 WD)				
	<p>3.1 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review</p>	NONE	1 WD	<p>TAPI EXECOM</p> <p>Secretariat Chairperson</p>
	<p>3.2 Facilitates the deliberation of the recommendation and the signing of Resolution by the TAPI Execom members, in case recommended for approval</p>	NONE	2 WD	<p>OD</p> <p>Planning Unit</p> <p>Planning Officer</p>
	<p><i>In case of approval:</i></p> <p>3.3 Notifies the client in writing of DOST-TAPI's decision with request for schedule and coordination for MOA</p>	NONE	1 WD	<p>IBOD</p> <p>HIRANG 2.0 Program Manager</p>

	<p>Orientation and contract signing.</p> <p><i>In case of disapproval:</i></p> <p>3.3.a Drafts letter of disapproval</p> <p>3.3.b Signs letter of disapproval</p>			<p>OD Director IV</p>
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4. MOA Orientation, Signing and notarization (2 WD)				
Client confirms MOA Orientation and contract signing schedule.	4.1 Conducts MOA and GAD Orientation and contract signing as scheduled	NONE	4 HRS	Legal Unit Legal Officer
Client confirms MOA Orientation and contract signing schedule.	4.2 Facilitates execution of the MOA	NONE	1 WD	IBOD HIRANG 2.0 Program Manager
	4.3 Notarizes the MOA	NONE	4 HRS	Legal Unit Legal Officer
5. Fund Release - (Check- 5 WD, LDDAP-ADA- 6 WD & 4 HRS)				
	5.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	NONE	4 HRS	IBOD HIRANG 2.0 Program Manager
	5.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	NONE	4 HRS	FAD Budget Section Budget Officer V

	5.3 Process the Disbursement Package and certifies funds availability	NONE	1 WD, 4 HRS	FAD Accounting Section Accountant III
	5.4 Approves the payment of the Disbursement package	NONE	4 HRS	FAD Division Chief
	5.5 Facilitates the processing of applicable payment: <i>If for Check/s payment:</i> 5.5.a Prepares and signs the check/s, attaches Tax Certificate (if any) <i>If for payment LDDAP-ADA:</i> 5.5.b Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)	NONE	4 HRS	FAD Cashier Section AOV - Cashier
	5.6 Approves the LDDAP-ADA or Check	NONE	1 WD, 4 HRS	FAD Cashier Section AOV - Cashier
	5.7 Approves the LDDAP-ADA or Check	NONE	4 HRS	OD Director IV
	5.7 Prepares the documents for bank processing: <i>If for Check/s payment:</i>	NONE	4 HRS	FAD

	<p>5.7.a Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p><i>If for payment LDDAP-ADA:</i></p> <p>5.7.b Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank-Philippines (LBP) for uploading and validation.</p> <p>5.8 Validates the LDDAP- ADA after receipt of transmittal of LDDAP-ADA</p>	NONE	1 WD	Cashier Section AOV - Cashier
		NONE	2 WD	FAD Cashier Section AOV - Cashier
Receives notification of release of Financial Assistance	5.9 Notifies the client that the check/s or validated LDDAP- ADA and Tax Certificates are available and payment was credited to their account.	NONE	2 HRS	FAD Cashier Section AOV - Cashier
Total - Acknowledged receipt of output (Client not requesting for funding)		NONE	5 WD	
Total - For check payment		NONE	19 WD	
Total - For LDDAP -ADA		NONE	22 WD, 2 HRS	Landbank of the Philippines

16. Financial Assistance Service for Expanded Venture Financing Program (EVFP)

This service extends funds to clients to accelerate commercialization and utilization of technologies and inventions by providing the necessary financial support to start-up, spin-off and graduates of TECHNICOM program and Startup Grant Fund (SGF).

The program covers the cost of pre-operating expenses, provides the needed tools and equipment and working capital requirements of the start-ups to establish and scale-up the operations of the spin-off and innovative start-up companies.

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. Technology-based company which falling under any of the following: <ol style="list-style-type: none"> a) start-up graduate of Start-up Grant Fund (SGF); b) start-up graduate of TECHNICOM Program; c) spin-off company DOST-RDI who owns the technology subject of commercialization through a deed of assignment, original owner, TLA, or otherwise; and d) spin-off company from DOST-funded/supported SUC/HEI who owns the technology subject of commercialization through a deed of assignment, original owner, TLA or otherwise. 2. Duly registered Corporation, the full ownership and control of which belongs to Filipino citizens; and 3. Start-up/ spin-off companies that have successfully implemented projects previously assisted by DOST, which have been fully-liquidated and without any outstanding financial obligations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) original or photocopy/scanned copy of Proponent's application letter of interest to avail financial assistance and expression of commitment addressed to DOST-TAPI Director	DOST-TAPI - download application letter template
2. One (1) photocopy/scanned copy of latest Mayor's/business permit – not required for DOST-RDI spin-off company	Local Government Unit
3. One (1) original copy or photocopy/scanned copy of Duly Accomplished Data Privacy Consent Form	DOST-TAPI download Data Privacy 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 ✓ Financial Aspect. 	DOST-TAPI - download Project Proposal Template
5. One (1) original or photocopy/scanned copy of Endorsement of concerned Agency Head with Status/background of previous assistance provided to the company.	DOST Councils/ DOST- Research and Development Institute (RDI) concerned Higher Education Institution (HEIs)/ State Colleges and Universities (SUCs) DOST-TAPI - download Endorsement Template
6. One (1) photocopy/scanned copy of the projected financial statements for the next five (5) years	Client
7. One (1) photocopy/scanned copy of latest Audited Financial Statement for at least one (1) year, if applicable	Client
8. One (1) photocopy/scanned copy of Proof of Ownership by the proponent of the subject technology sought to be commercialized, such as IP Documents/IP Certificates, Deed of assignment/ Spin-off Agreement Technology-Licensing Agreement/ MOA between	Client/ RDI

technology generator and technology adaptors (whichever is applicable)	
9. One (1) photocopy/scanned copy of Business Model Canvass	DOST-TAPI - download BMC Template
10. One (1) photocopy/scanned copy of Two (2) valid government issued ID of the proponent	Client
11. One (1) photocopy/scanned copy of Certificate of registration of business name with Securities and Exchange Commission (SEC)	Client through Securities and Exchange Commission (SEC)
12. One (1) photocopy/scanned copy of latest General Information Sheet (GIS)	Client
13. One (1) photocopy/scanned copy of Notarized Secretary's Certificate authorizing the borrowing and designating authorized signatories for the financial assistance	DOST-TAPI - download Secretary's Certificate Template
14. Quotations/ Contracts, purchase orders and other documents as proof of the actual cost of the items requested	Client
15. For Pre-operating Expenses Requirement (whichever is applicable) a.) Quotation for legal expenses and accounting costs b.) Quotation for consultancy fee in securing FDA license c.) Quotation in securing FDA related expenses d.) Quotation for other related expenses in securing other similar permits and licenses needed by the company	Client
16. For Working Capital Requirement (whichever is applicable) a.) Three (3) quotations from suppliers/fabricators for all the equipment to be purchased/fabricated b.) Quotation/billings for laboratory testing expenses and utilities c.) Quotation for leasehold agreement/rent for the use of space d.) Quotation for ICT software and subscription e.) Copies of delivery receipts or sales invoice for raw and packaging materials requirement	Client

<p>f.) Copy of payroll/contract of services for labor expenses requirement</p> <p>g.) Quotations for other indirect expenses needed by the company</p>	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proposal/Request Submission and Preliminary Assessment (5 WD)				
1. Submits application letter to DOST-TAPI Records, with the documentary requirements	1.1 Records and transmits 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 if the request falls within EVFP and forwards the same to the PM.	NONE	1 WD	IBOD Division Manager
	1.4 Assesses completeness of documentary requirements <i>If complete:</i> 1.5. a Notifies the requesting party. <i>If incomplete:</i> 1.5.b Notified the requesting party	NONE	1 WD	IBOD EVFP Program Manager (PM)

2. Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) (23 WD)				
	2.1. Identifies and recommends to OD Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) thru a Special Order (SO), in case of favorable recommendation	NONE	1 WD	IBOD EVFP Program Manager (PM)
	2.2 Reviews and clears the recommendation and SO to the DM.	NONE	1 WD	IBOD EVFP Program Manager (PM)
	2.3 Reviews and endorses recommendation and SO to OD.	NONE	1 WD	IBOD Division Manager (DM)
	2.4 Reviews the recommendation and acts on the issuance of special order for the TEC or IATEC.	NONE	1 WD	OD Director IV
	2.5 Coordinates with TEC or IATEC for the schedule of meetings/visits	NONE	3 WD	IBOD EVFP Program Manager (PM)
	2.6 Coordinates with client and DOST Regional Offices (RO) for the site visit (if possible/necessary), validation, meeting, and conducts evaluation of the proposal; prepares and submits recommendation for approval/disapproval.	NONE	12 WD	Inter-Agency Technical Evaluation Committee (IATEC) Chairperson, as designated
Preparation of TEC/IATEC Reports for EXECOM Evaluation	2.7 Prepares and submits Evaluation to OD/Execom With recommendation, in coordination with IATEC	NONE	1 WD	IBOD EVFP Program Manager (PM)
	2.8 Reviews and clears the evaluation report	NONE	1 WD	IBOD Supervising SRS

	2.9 Reviews and endorses to OD	NONE	2 WD	IBOD Division Manager (DM)
3. TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	3.1 Prepares report and recommendation to the TAPI-EXECOM	NONE	1 WD	IBOD EVFP Program Manager (PM)
	3.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	NONE	1 WD	TAPI EXECOM Secretariat Chairperson
	3.3 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
	3.4 Approves / disapproves the proposal. Drafts letter of approval or disapproval for signature of DM or Director depending on the following of recommendation of PM	NONE	1 WD	OD Director IV IBOD EVFP Program Manager (PM)
	3.5 Notifies the client of TAPI's decision	NONE	1 WD	IBOD EVFP Program Manager (PM)
4. MOA Preparation, Signing, and notarization (6 WD)				
	4.1 Drafts MOA and and transmits the same for review of parties involved	NONE	2 WD	IBOD EVFP Program Manager (PM)
	4.2 Reviews and clears the draft letter of Approval/ MOA	NONE	4 HRS	IBOD Supervising SRS
	4.3 Review and endorse the draft letter of Approval/MOA to OD	NONE	4 HRS	IBOD Division Manager

	4.4 Signs the approval letter/ Conformance Letter which will be sent to the Client	NONE	1 WD	OD Director IV
Client confirms MOA Orientation and contract signing schedule.	4.5 Conducts MOA and GAD Orientation and contract signing as scheduled.	NONE	4 HRS	Legal Unit Legal Officer
Returns the signed MOA to DOST-TAPI Records	4.6 Facilitates signature of the MOA of the TAPI signatories	NONE	1 WD	IBOD EVFP Program Manager (PM)
	4.7 Notarizes the MOA	NONE	4 HRS	Legal Unit Legal Officer
5. Fund Release - for grant portion(Check payment 5 WD & 4 HRS, LDDAP-ADA-10 WD)				
	5.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	NONE	4 HRS	IBOD EVFP Program Manager (PM)
	5.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	NONE	4 HRS	FAD Budget Section Budget Officer V
	5.3 Process the Disbursement Package and certifies funds availability and completeness of documents	NONE	1 WD, 4 HRS	FAD Accounting Section Accountant III
	5.4 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 Chief OD Director IV

	<p>5.5 Facilitates the processing of applicable payment:</p> <p><i>If for Check/s payment:</i></p> <p>5.5.a Prepares and signs the check/s, attaches Tax Certificate (if any)</p> <p><i>If for payment LDDAP-ADA:</i></p> <p>5.5.b Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and Chief FAD for signature, attaches Tax Certificate (if any)</p>	<p>NONE</p> <p>NONE</p>	<p>1 WD</p> <p>1WD, 4 HRS</p>	<p>FAD</p> <p>Cashier Section</p> <p>AOV - Cashier</p>
	<p>5.6 Approves the LDDAP-ADA or Check</p>	<p>NONE</p>	<p>4 HRS</p>	<p>OD</p> <p>Director IV</p>
	<p>5.7 Prepares the documents for bank processing:</p> <p><i>If for Check/s payment:</i></p> <p>5.7.a Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p><i>If for payment LDDAP-ADA:</i></p> <p>5.7.b 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>NONE</p>	<p>4 HRS</p> <p>1WD</p>	<p>FAD</p> <p>Cashier Section</p> <p>AOV - Cashier</p> <p>FAD</p> <p>Cashier Section</p> <p>AOV - Cashier</p>

	5.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	NONE	3 WD	Landbank of the Philippines
Receives notification of release of Financial Assistance	5.9 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	NONE	2 HRS	FAD Cashier Section AOV - Cashier
6. Fund Release for loan portion (3 WD - TAPI)				
	6.1 Prepares letter of instruction for Land Bank of the Philippines and forwards the same to the IBOD DM for comments	NONE	4 HRS	IBOD EVFP Program Manager
	6.2 Reviews and forwards the same to the Office of the Director	NONE	4 HRS	IBOD Division Manager
	6.3 Signs the letter of instruction which will be sent to the LBP	NONE	2 WD	OD Director IV
	6.4 LBP will process the release of funds and will release the same directly to the proponent	NONE		Landbank of the Philippines
Total – For Disapproval based on Formality evaluation		NONE	5 WD	
Total – For Disapproval based on Execom Deliberation		NONE	33 WD	
Total - For check payment (GRANT PORTION)		NONE	44 WD, 2 HRS	
Total - For LDDAP -ADA (GRANT PORTION)		NONE	49 WD	

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

17. TECHNICAL ASSISTANCE SERVICE - LANDBANK-TAPI INNOVATION AND TECHNOLOGY (I-TECH) LENDING PROGRAM

This service involves technical support for the evaluation of credit-worthy Filipino inventors in the commercialization of their patented inventions in the Philippines

Office or Division:	Investment and Business Operations Division (IBOD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	<ol style="list-style-type: none"> The borrower must be a corporation or partnership that is at least 60% Filipino-owned and controlled. The inventor(s) must be a major stockholder of the corporation or the managing partner of the partnership, regardless of the type of partnership. The borrower must be seeking to commercialize technology that qualifies as Filipino technology and hold active intellectual property (IP) registration. The intellectual property rights (IPR) must have at least one (1) year remaining in their validity at the time of application the application with the Screening Committee The inventor and the company must have no outstanding obligation with DOST-TAPI
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Application Letter addressed to DOST-TAPI Director	Client DOST-TAPI- download Letter of Intent
1. Project Proposal with Business Plan	Client DOST-TAPI- download Project Proposal
1. Valid and active certificate of IP registration from the Intellectual Property Office of the Philippines (IPOP HL)	IPOP HL
1. Duly signed Data Privacy Consent Form	DOST-TAPI- download Data Privacy Form
1. If Borrower is an Assignee of an IP registration, IPOP HL Notice of Recordal of Deed of assignment, if applicable	IPOP HL
4. Business registration papers (i.e. <i>Mayor's/Business Permit, BIR registration, SEC Registration</i>)	Local Government Unit (LGU) concerned BIR SEC

4. Valid certificates/permits/licenses/clearances from concerned government agencies	Concerned government agencies
4. SC Certification*	Screening Committee of RA 7459
1. LANDBANK Endorsement*	LANDBANK Lending Centers/Units

- to be issued after the respective units own evaluation

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proposal/Request Submission and Preliminary Assessment (6 WD)				
1. Submits application letter to DOST-TAPI Records, with the documentary requirements	1.1 Records and transmits 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 if the request falls within I-TECH and forwards the same to the PM.	NONE	1 WD	IBOD Division Manager (DM)
	1.4 Assesses completeness of documentary requirements	NONE	1 WD	IBOD I-TECH Program Manager (PM)
	If Complete: 1.5.a. Notifies the requesting party If Incomplete: 1.5.b Notifies the requesting party	NONE	1 WD	IBOD I-TECH Program Manager (PM)

2. Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) (25 WD)				
Creation of TEC/IATEC	2.1. Identifies and recommends to OD Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation Committee (IATEC) thru a Special Order (SO), in case of favorable recommendation	NONE	1 WD	IBOD I-TECH Program Manager (PM)
	2.2 Prepares Endorsement Letter to Screening Committee for RA 7459 and LANDBANK Lending Centers/Lending Units (LC/LU) and forwards pertinent documents	NONE	2 WD	IBOD I-TECH Program Manager (PM) Office of the Director Director IV
	2.3 Reviews and clears the recommendation and SO to the DM.	NONE	1 WD	IBOD I-TECH Program Manager (PM)
	2.4 Reviews and endorses recommendation and SO to OD	NONE	1 WD	IBOD Division Manager (DM)
	2.5 Reviews the recommendation and acts on the issuance of special order for the TEC or IATEC.	NONE	1 WD	OD Director IV
	2.6 Coordinates with TEC or IATEC for the schedule of meetings/visits	NONE	3 WD	IBOD Technical Staff/ Secretariat (as designated)
TEC/IATEC Evaluation	2.7 Coordinates with client and DOST Regional Offices (RO) for the site visit (if possible/necessary), validation, meeting, and conducts evaluation of the proposal; prepares and	NONE	12 WD	Technical Evaluation Committee (TEC) or Inter-Agency Technical Evaluation

	submits recommendation for approval/disapproval.			Committee (IATEC) Chairperson, as designated
Preparation of TEC/IATEC Reports for EXECOM Evaluation	2.8 Prepares and submits Evaluation to OD/Execom With recommendation, in coordination with IATEC	NONE	1 WD	IBOD I-TECH Program Manager (PM)
	2.9 Reviews and clears the evaluation report	NONE	1 WD	IBOD Supervising SRS
	2.10 Reviews and endorses to OD	NONE	2 WD	IBOD Division Manager
3. Screening Committee (SC) Evaluation (30 CD based on their Guidelines)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	3.1 Coordinates with client for the site visit (if possible/necessary), validation, meeting, and conducts evaluation of the proposal; issues SC Certification .	NONE	30 CD	SC for RA 7459 Chairperson, as designated SC Secretariat, as designated
4. LANDBANK Evaluation (45 Banking Days based on their Citizen's Charter)				
Submits application with the documentary requirements	4.1 Coordinates with client for the site visit (if possible/necessary), validation, meeting, and conducts evaluation of the proposal; prepares and submits recommendation for approval/disapproval.	% LANDBANK CITIZEN'S CHARTER	45 BD	LANDBANK Lending Centers/ Lending Units (LC/LU)
5. TAPI-Executive Committee (EXECOM) Evaluation (7 WD)				
	5.1 Prepares report and recommendation to the TAPI-EXECOM	NONE	1 WD	IBOD I-TECH Program Manager (PM)

	5.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review	NONE	1 WD	TAPI EXECOM Secretariat Chairperson
	5.3 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
	5.4 Approves / disapproves the proposal. Drafts letter of approval or disapproval for signature of DM or Director depending on the following of recommendation of PM	NONE	1 WD	OD Director IV
	5.5 Notifies the client of TAPI's decision	NONE	1 WD	IBOD I-TECH Program Manager (PM)
	5.6 Notifies LANDBANK of TAPI's Decision	NONE	1 WD	IBOD I-TECH Program Manager (PM)
6. MOA Preparation, Signing, and notarization (6 WD)				
	6.1 Drafts MOA and transmits the same for review of parties involved	NONE	2 WD	IBOD I-TECH Program Manager (PM)
	6.2 Reviews and clears the draft letter of Approval/ MOA	NONE	4 HRS	IBOD Supervising SRS
	6.3 Review and endorse the draft letter of Approval/Conforme to OD	NONE	4 HRS	IBOD Division Manager

	6.4 Signs the approval letter/ Conforme Letter which will be sent to the Client	NONE	1 WD	OD Director IV
	6.5 Facilitates signing and coordinates with the Legal Unit for the notarization of MOA	NONE	1 WD	IBOD I-TECH Program Manager
	6.6 Notarizes the Conforme Letter.	NONE	4 HRS	Legal Unit Legal Officer
	6.7 Sends copy of notarized MOA to client	NONE	4 HRS	IBOD I-TECH Program Manager (PM)
7. Fund Release (6 WD)				
	7.1 Prepares letter of instruction and forwards to LANDBANK Trust Banking Group (TBG)	NONE	1 WD	IBOD I-TECH Program Manager (PM)
	7.2 Approves LOI	NONE	1 WD	OD Director IV
	7.3 Forwards the LOI to LANDBANK Trust Banking Group (TBG)	NONE	1 WD	IBOD I-TECH Program Manager (PM)
	7.4 LANDBANK releases loan proceeds	NONE	2 WD	LANDBANK- TBG
	7.5 Notifies the payee that payment was credited to their account.	NONE	1 WD	IBOD I-TECH Program Manager (PM)
Total - Disapproved based on Formality Evaluation			6 WD	
Total - For Approval /Disapproval based on TAPI-EXECOM Deliberation			38 WD	
Total - Fund Release			50 WD - TAPI 30 CD - SC 45 BD- LBP	

18. Conduct of Consultancy Services, Initial Negotiation and Other Forms of Technical Assistance through the Technology Transfer Unit

This service aims to provide assistance through consultancy services, initial negotiations and other forms of technical assistance to possible spin-offs, technology adoptors, investors together with the inventors, technology generators, researchers, research teams, or technology transfer officers of the DOST-generated and funded technologies in order to provide assistance through consultancy services, and/or technical assistance to facilitate the transfer of the technologies.

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. Technology Adoptors, Spin-off Firms, Technology Investors
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. One (1) original or photocopy/scanned copy of request letter or letter of inquiry	Client TechHub Portal: https://techub.dost.gov.ph/ TAPI social media accounts

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (6 WD)				
1. Submits <i>Inquiry</i> letter / request letter to DOST-TAPI	<p><i>If the inquiry was coursed thru the Records Section</i> 1.01 Records and transmits the submission to Office of the Director</p> <p><i>If the inquiry was coursed thru TechHub or TAPI Social Media Account</i> 1.01 TAPI-TIPD prepares a memo and transmits the inquiry to TAPI-IBOD, copy furnished TAPI-OD</p>	NONE	1 WD	<p>Finance and Administrative Division (FAD) Records Section Records Officer</p> <p>Technology Information and Promotion</p>

				Division Marketing Assistance Program Staff Public Assistance Office Staff
	<i>If the inquiry was coursed thru the Records Section, otherwise, proceed to Agency Action 1.03</i> 1.02 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
	1.03 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
	1.04 Checks if the request is within the function of the Unit.	NONE	1 WD	Technology Transfer Unit Program Manager
	<i>If within the function of the unit:</i> 1.06 Prepares an acknowledgement letter, outlining initial information about the inquired technology and proposing a schedule for an initial meeting. A separate letter is also prepared and addressed to the relevant agency to formally request and schedule the meeting. <i>If not within the function of the unit:</i> 1.06 Drafts reply letter, endorsing the proper division or other agencies, as needed.	NONE	2 WD	Technology Transfer Unit Program Manager Technology Transfer Unit Program Manager OD

	1.07 Signs letter			Director IV or IBOD Division Manager
2. Conduct of the Meeting / Initial Negotiation (7 WD)				
2. Client submits a reply letter confirming their attendance at the initial meeting	2.01 Coordinates and finalizes the meeting schedule and prepares all necessary meeting materials, including Zoom links for online meetings, presentation materials, term sheets, and any other relevant documents	NONE	3 WD	Technology Transfer Unit Program Staff
	2.02 Conducts the actual meeting with the client together with the technology generators, technology transfer officers, and representatives from other agencies or regional offices, as needed.	NONE	1 WD	Technology Transfer Unit Program Manager
	2.03 Prepares the highlights of the meeting with details on follow-through actions/recommendations and a transmittal letter to be confirmed by the client and concerned agencies or offices.	NONE	3 WD	Technology Transfer Unit Program Manager
3. Endorsement of the transaction to concern agency (2 WD)				
3. Client submits signed Highlights of the Meeting confirming initial agreements, if any.	3.01 Acknowledges the receipt of the signed Highlights of the Meeting and other initial agreement documents <i>If the client failed to respond to communications within 15 days, the inquiry will be dropped from the list for action of the Unit.</i>	NONE	1 WD	Technology Transfer Unit Program Manager

	<p><i>If the negotiation is successful:</i></p> <p>4.01 Prepares a report detailing the development of the transaction and submits a letter of endorsement to the concerned agency to expedite the technology transfer process.</p> <p><i>If the client decided not to proceed with the adoption of the technology:</i></p> <p>4.01 Prepares a letter notifying the client and the concerned agency of the termination of the transaction.</p>	NONE	1 WD	Technology Transfer Unit Program Manager
Total - Disapproved based on Formality / Endorsement of proper division/ agency		NONE	6 WD	
Total - For endorsement to concern agency for technology adoption			16 WD	

EXTERNAL SERVICES
TECHNOLOGY INFORMATION AND PROMOTION
DIVISION (TIPD)

19. 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) 		<p>Client</p> <p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p>

<ul style="list-style-type: none"> • 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 <p>3. One (1) original signed Data Privacy Consent Form</p>	<p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (5 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within ISTE and forwards the same to the	None	1 WD	Technology Information and Promotion

	PM.			Division (TIPD) Division Manager (DM)
	Include if applicable 1.4 Assesses completeness of documentary requirements	None	1 WD	TIPD ISTE Program Manager (PM)
	If complete: 1.5.a Notifies the requesting party.			
	If incomplete: 1.5.b Notifies the requesting party.			
2. Formality and Substantive Evaluation (1 WD)				
	2.1. Checks the completeness of the submission	None	1 WD	TIPD ISTE Program Manager (PM)
	If complete 2.1.a. Notifies the requesting party that the request is under evaluation			
	If incomplete 2.1.b. Notifies the requesting party			
3. TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	3.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	ISTE PM
	3.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review		1 WD	TAPI EXECOM Secretariat Chairperson

	3.3 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
	3.4 Approves / disapproves the proposal. Drafts letter of approval or disapproval for signature of DM or Director depending on the following of recommendation of PM		1 WD	OD Director IV
	3.5 Notifies the client of TAPI's decision		1 WD	ISTE PM
4. Conforme/MOA Preparation, Signing, and notarization (6WD)				
	4.1 Drafts MOA/Conforme and transmits the same for review of parties involved	None	2 WD	ISTE PM
	4.2 Reviews and clears the draft letter of Approval/ Conforme	None	4 HRS	TIPD Supervising SRS
	4.3 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	TIPD DM
	4.4 Signs the approval letter/ Conforme Letter which will be sent to the Client – adopt if applicable	None	1 WD	OD Director IV

5. Fund Release (9WD, 4 HRS)				
	5.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	ISTE PM
	5.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	5.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	5.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD Division Manager
	5.5 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	5.6 Approves the ADA or Check	None	4 HRS	OD Director IV
	5.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier

	5.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
	5.9 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
Total - Disapproved based on Formality Evaluation			6 WD	
Total - For Approval / Disapproval based on TAPI-EXECOM Deliberation			12 WD	
Total - Fund Release			27 WD, 2 HRS	

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

20. Financial Assistance 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
<ol style="list-style-type: none"> 1. One (1) original 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 		<p>Client</p> <p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p>

<ul style="list-style-type: none"> • Objectives • Strategies for Implementation/Activities to be undertaken • Expected Output • Programme of Activities • Line Item Budget <p>3. One (1) original signed Data Privacy Consent Form</p>	<p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (5 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within ISTE and forwards the same to the PM.	None	1 WD	Technology Information and Promotion Division (TIPD) Division Manager (DM)
	Include if applicable 1.4 Assesses completeness of	None	1 WD	TIPD ISTE Program

	documentary requirements			Manager (PM)
	If complete: 1.5.a Notifies the requesting party.			
	If incomplete: 1.5.b Notifies the requesting party.			
2. Formality and Substantive Evaluation (1 WD)				
	2.1. Checks the completeness of the submission	None	1 WD	TIPD ISTE Program Manager (PM)
	If complete 2.1.a. Notifies the requesting party that the request is under evaluation			
	If incomplete 2.1.b. Notifies the requesting party			
3. TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	3.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	ISTE PM
	3.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review		1 WD	TAPI EXECOM Secretariat Chairperson
	3.3 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
	3.4 Approves / disapproves the proposal. Drafts letter of approval or disapproval for		1 WD	OD Director IV

	signature of DM or Director depending on the following of recommendation of PM			
	3.5 Notifies the client of TAPI's decision		1 WD	ISTE PM
4. Conforme/MOA Preparation, Signing, and notarization (6WD)				
	4.1 Drafts MOA/Conforme and and transmits the same for review of parties involved	None	2 WD	ISTE PM
	4.2 Reviews and clears the draft letter of Approval/ Conforme	None	4 HRS	TIPD Supervising SRS
	4.3 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	TIPD DM
	4.4 Signs the approval letter/ Conforme Letter which will be sent to the Client – adopt if applicable	None	1 WD	OD Director IV
5. Fund Release (9WD, 4 HRS)				
	5.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	ISTE PM
	5.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	5.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	5.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD Division Manager

	5.5 Prepares LDDAP-ADA & SLIIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	5.6 Approves the ADA or Check	None	4 HRS	OD Director IV
	5.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier
	5.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
	5.9 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
Total - Disapproved based on Formality Evaluation			6 WD	
Total - For Approval / Disapproval based on TAPI-EXECOM Deliberation			12 WD	
Total - Fund Release			27 WD, 2 HRS	

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

21. Financial Assistance 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 (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 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 		<p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p> <p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p>

<ul style="list-style-type: none"> • Program of activities • Detailed Line-Item Budget 	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/Request Submission and Preliminary Assessment (5 WD)				
Submits application letter to DOST-TAPI Records, with the documentary requirements	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)	None	2 WD	Office of the Director (OD) Director IV
	1.3 Checks if the request falls within ISTE and forwards the same to the PM.	None	1 WD	Technology Information and Promotion Division (TIPD) Division Manager (DM)
	Include if applicable 1.4 Assesses completeness of documentary requirements	None	1 WD	TIPD ISTE Program Manager (PM)
	If complete: 1.5.a Notifies the requesting party.			
	If incomplete: 1.5.b Notifies the			

	requesting party.			
2. Formality and Substantive Evaluation (1 WD)				
	2.1. Checks the completeness of the submission	None	1 WD	TIPD ISTE Program Manager (PM)
	If complete 2.1.a. Notifies the requesting party that the request is under evaluation			
	If incomplete 2.1.b. Notifies the requesting party			
3. TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	3.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	ISTE PM
	3.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review		1 WD	TAPI EXECOM Secretariat Chairperson
	3.3 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

	3.4 Approves / disapproves the proposal. Drafts letter of approval or disapproval for signature of DM or Director depending on the following of recommendation of PM		1 WD	OD Director IV
	3.5 Notifies the client of TAPI's decision		1 WD	ISTE PM
4. Conforme/MOA Preparation, Signing, and notarization (6WD)				
	4.1 Drafts MOA/Conforme and transmits the same for review of parties involved	None	2 WD	ISTE PM
	4.2 Reviews and clears the draft letter of Approval/Conforme	None	4 HRS	TIPD Supervising SRS
	4.3 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	TIPD DM
	4.4 Signs the approval letter/Conforme Letter which will be sent to the Client – adopt if applicable	None	1 WD	OD Director IV
	4.4 Facilitates signing and coordinates with the Legal Unit for the notarization of		1 WD	

	Conforme letter / MOA- adopt if applicable			
	4.5 Notarizes the Conforme Letter.	None	4 HRS	Legal Unit Legal Officer
	4.6 Sends copy of notarized MOA to client		4HRS	
5. Bids and Awards Committee Process (46 WD , 2 HRS)				
	5.1 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	2 WD	PM
	5.2 Conducts BAC processes for Goods and Services thru Alternative Mode of Procurement (under 2016 Revised Implementing Rules and Regulations of RA 9184)	None	31 WD	BAC Chairperson
	5.3 Facilitate the approval and sending of Contract /Purchase Order (PO) / Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of the RA 9184)	None	12 WD 2 HRS	FAD, Procurement Section Procurement Officer
	5.4 Coordinates with the winning contractor for the venue rental or booth rental and other rental expense under this service.	None	1 WD	PM
6. Fund Release (9WD, 4 HRS)				

	6.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	ISTE PM
	6.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	6.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	6.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD Division Manager
	6.5 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	6.6 Approves the ADA or Check	None	4 HRS	OD Director IV
	6.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank	None	1 WD	FAD Cashier Section AOV - Cashier

	Philippines (LBP) for uploading and validation.			
	6.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
	6.9 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
Total - Disapproved based on Formality Evaluation			6 WD	
Total - For Approval / Disapproval based on TAPI-EXECOM Deliberation			12 WD	
Total - Fund Release			72 WD, 6 HRS	

* 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.

23. 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. Proposal/Request Submission and Preliminary Assessment (5 WD)				
	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	None	2 WD	Office of the Director (OD) Director IV

	the same to the appropriate Division Manager (DM)			
	1.3 Checks if the request falls within ISTE and forwards the same to the PM.	None	1 WD	Technology Information and Promotion Division (TIPD) Division Manager (DM)
	Include if applicable 1.4 Assesses completeness of documentary requirements	None	1 WD	TIPD ISTE Program Manager (PM)
	If complete: 1.5.a Notifies the requesting party.			
	If incomplete: 1.5.b Notifies the requesting party.			
2. Formality and Substantive Evaluation (1 WD)				
	2.1. Checks the completeness of the submission	None	1 WD	TIPD ISTE Program Manager (PM)
	If complete 2.1.a. Notifies the requesting party that the request is under evaluation			
	If incomplete 2.1.b. Notifies the requesting party			
3. TAPI - Executive Committee (EXECOM) Evaluation (6 WD)				
	3.1 Prepares report and recommendation to the TAPI-EXECOM	None	1 WD	ISTE PM

	3.2 Facilitates the approval of agenda and routing of documents to TAPI EXECOM members for their review		1 WD	TAPI EXECOM Secretariat Chairperson
	3.3 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
	3.4 Approves / disapproves the proposal. Drafts letter of approval or disapproval for signature of DM or Director depending on the following of recommendation of PM		1 WD	OD Director IV
	3.5 Notifies the client of TAPI's decision		1 WD	ISTE PM
4. Conforme/MOA Preparation, Signing, and notarization (6WD)				
	4.1 Drafts MOA/Conforme and transmits the same for review of parties involved	None	2 WD	ISTE PM
	4.2 Reviews and clears the draft letter of Approval/ Conforme	None	4 HRS	TIPD Supervising SRS

	4.3 Review and endorse the draft letter of Approval/Conforme to OD	None	4 HRS	TIPD DM
	4.4 Signs the approval letter/ Conforme Letter which will be sent to the Client – adopt if applicable	None	1 WD	OD Director IV
	4.4 Facilitates signing and coordinates with the Legal Unit for the notarization of Conforme letter / MOA- adopt if applicable		1 WD	
	4.5 Notarizes the Conforme Letter.	None	4 HRS	Legal Unit Legal Officer
	4.6 Sends copy of notarized MOA to client		4HRS	
5. Bids and Awards Committee Process (46 WD, 2 HRS)				
	5.1 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	2 WD	PM
	5.2 Conducts BAC processes for Goods and Services thru Alternative Mode of Procurement (under 2016 Revised Implementing Rules and Regulations of RA 9184)	None	31 WD	BAC Chairperson
	5.3 Facilitate the	None	12 WD, 2 HRS	FAD,

	approval and sending of Contract /Purchase Order (PO) / Job Order (JO) and Notice to Proceed (NTP) to the winning contractor (Under Section 37 of 2016 IRR of the RA 9184)			Procurement Section Procurement Officer
	5.4 Coordinates with the winning contractor for the printing and production of promotional collaterals under this service.	None	1 WD	PM
6. Fund Release (9WD, 4 HRS)				
	6.1 Prepares the vouchers and other documents for the release of fund and forwards to FAD	None	4 HRS	ISTE PM
	6.2 Obligates the payment, checks and evaluates attached documents and certification of funds.	None	4 HRS	FAD Budget Section Budget Officer V
	6.3 Process the Disbursement Package and certifies funds availability and completeness of documents	None	1 WD, 4 HRS	FAD Accounting Section Accountant III
	6.4 Approves the payment of the Disbursement package.	None	4 HRS	FAD Division Manager

	6.5 Prepares LDDAP-ADA & SLIAE, forwards to Accounting Section and FAD Division Manager for signature, attaches Tax Certificate (if any)	None	1WD, 4 HRS	FAD Cashier Section AOV - Cashier
	6.6 Approves the ADA or Check	None	4 HRS	OD Director IV
	6.7 Prepares the advice of approved Check/s through eMDS, delivers the approved LDDAP ADA & SLIAE to Land Bank Philippines (LBP) for uploading and validation.	None	1 WD	FAD Cashier Section AOV - Cashier
	6.8 Validates the LDDAP-ADA after receipt of transmittal of LDDAP-ADA	None	3 WD	Landbank of the Philippines
	6.9 Notifies the payee that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 HRS	FAD Cashier Section AOV - Cashier
Total - Disapproved based on Formality Evaluation			6 WD	

Total - For Approval / Disapproval based on TAPI-EXECOM Deliberation		12 WD	
Total - Fund Release		72 WD, 6 HRS	

* 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.

24. Technical Assistance Service for the Request for Orientation on DOST-TAPI's Programs

This service refers to the conduct of orientation on the DOST-TAPI's Programs included in the Call for Proposal. The conduct may be face-to-face, virtual, or hybrid.

Office or Division:	Technology Information and Promotion Division (TIPD-IMPAKT)	
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
<p>Conduct of Orientation</p> <p>1. One (1) hard copy or electronic copy of letter request for the conduct of program orientation</p>		Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Submission and Preliminary Assessment (5 WD)				
Submits application letter to DOST-TAPI Records	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	None	2 WD	Office of the Director (OD) Director IV

	Division Manager (DM)			
	1.3 Checks if the request falls within the services of the Division and forwards the same to the Senior Program Manager of IMPAKT Unit.	None	1 WD	Technology Information and Promotion Division (TIPD) Division Manager
	1.4 Assesses completeness of documentary requirement and forwards the request to the Junior Program manager for initial coordination.	None	1 WD	TIPD Innovation, Marketing, Promotion and Knowledge Transfer (IMPAKT) Unit Senior Program Manager
2.A Recommendation to OD (If not recommended by the Program) (7 WD)				
	2.A.1 Drafts the regret letter and forwards to the Senior Program Manager	None	1 WD	TIPD IMPAKT Unit Junior Program Manager
	2.A.2 Reviews the recommended action and forwards to DM	None	1 WD	TIPD IMPAKT Unit Senior Program Manager
	2.A.3 Reviews the actions taken and forwards the document to the OD.	None	1 WD	TIPD Division Manager
	2.A.4 Review the letter and signs the document	None	2 WD	OD Director IV
	2.A.5 Notifies the proponent of the status of his/her request by send the regret letter.	None	2 WD	FAD Records Section Record Officer

2.B Recommendation to OD (If recommended by the Program) (9 WD)				
	2.B.1 Drafts the approval letter and forwards to the Senior Program Manager	None	1 WD	TIPD IMPAKT Unit Junior Program Manager
	2.B.2 Reviews the recommended action and forwards to DM	None	1 WD	TIPD IMPAKT Unit Senior Program Manager
	2.B.3 Reviews the actions taken and forwards the approval letter to the OD.	None	1 WD	TIPD Division Manager
	2.B.4 Review the approval letter and signs the document	None	2 WD	OD Director IV
	2.B.5 Notifies the proponent of the status of his/her request by sending the signed letter and coordinating the details of the activities.	None	2 WD	TIPD IMPAKT Unit Junior Program Manager
	2.B.6 Prepares materials and conducts the program orientation based on schedule	None	2 WD	TIPD IMPAKT Unit Senior or Junior Program Manager
Total - if the request is disapproved		None	12 WD	
Total - if the request is approved		None	14 WD	

25. 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	
<ol style="list-style-type: none"> 1. One (1) original or electronic copy of duly signed request letter to avail the assistance 2. One (1) original or electronic copy of duly accomplished and signed Technology Profile Form (TPF) with Data Privacy Consent Form 	<p>Client</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. Request Submission and Preliminary Assessment (5WD)				
Submits application letter to DOST-TAPI Record Section with complete documentary requirements (Can	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

be submitted through DOST-TAPI's official email address at info@tapi.dost.gov.ph				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)
	Assigns a transaction reference number. If complete: 1.4 Notifies the client that the request is under evaluation, and schedules a meeting with the inventor, if needed, via written communication signed by the Division Manager. If incomplete: 1.4 Notifies the requesting party.	None	1 WD	TIPD PM
2. Formality Assessment and Substantive Evaluation (5 WD)				
Acknowledges receipt of notification and attends the meeting.	2.1 Evaluates the request and prepares formality assessment report.	None	2 WD	TIPD IMPAKT 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.	None	2 WD	OD Director
3.A. A Director's Decision (If approved by the Director)(4 WD)				
	3.A.1 Drafts letter of approval/Conforme	None	1 WD	TIPD IMPAKT PM
	3.A.2 Review draft letter of approval/Conforme	None	4 HRS	TIPD Supervising SRS
	3.A.3 Review and endorse draft letter of approval/Conforme to OD	None	4 HRS	TIPD DM
	3.A.4 Approves/ Disapproves the request based on the recommendation of the Program	None	1 WD	OD Director IV
	3.A.5 Facilitate sending of conforme letter through the Records	None	1 WD	TIPD IMPAKT PM
3.B. A Director's Decision (If disapproved by the Director)(4 WD)				
	3.B.1 Drafts letter of disapproval	None	1 WD	TIPD IMPAKT PM
	3.B.2 Review draft letter of disapproval	None	4 HRS	TIPD Supervising SRS
	3.B.3 Review and endorse draft letter of disapproval to OD	None	4 HRS	TIPD DM
	3.B.4 Signs letter of disapproval	None	1 WD	OD Director IV
	3.B.5 Facilitate sending of letter through the Records	None	1 WD	TIPD IMPAKT PM
4. Processing of Conforme (2 WD)				
Returns the	4.1 Forwards the Conforme Letter to TIPD	None	4 HRS	FAD

signed Conformé Letter to DOST-TAPI Records.				Records Officer
For client outside NCR: Returns the signed Conforme Letter with counterpart notarization to DOST-TAPI Records	4.2 Facilitates the signing of the conforme letter	None	1 WD	TIPD IMPAKT PM
	4.3 Notarizes the conforme letter	None	4 HRS	Legal Unit Legal Officer
5. Preparation of Marketing Plan (if in-house - 23WD) (if external service provider - 95WD 7 HRS 50 min)				
Coordinates with the third party contractor or in-house experts to facilitate the development of marketing plan and / or intelligence report	If in-house provider: 5.1 Conducts market research, analyzes data, prepares market intelligence report and marketing plan. Prepares transmittal letter of report/s to the external market consultant(s) for review and validation.	None	10 WD	TIPD IMPAKT PM
	5.2 Reviews the marketing plan, executive summary and transmittal letter. Forwards the same to the DM.	None	1 WD	TIPD Supervising SRS
	5.3 Reviews and recommends approval/disapproval of the marketing plan, and clears transmittal letter. Forwards the same to the OD.	None	1 WD	TIPD DM
	5.4 Reviews and approves/disapproves marketing plan with executive	None	2 WD	OD Director

	brief, and signs transmittal letter			
	5.5 Facilitate sending of market report/s to external market evaluator/ consultant thru the Records Section	None	1 WD	TIPD PM
	5.6 Reviews and validates market report	None	3 WD	External Evaluator/ Consultant
	5.7 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	3 WD	TIPD PM
	5.8 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:			
	5.1 Prepares market scan and submit to the Bids and Awards Committee (BAC)	None	2 WD	TIPD IMPAKT PM
	5.2 Conducts BAC processes for Negotiation of consultancy services until awarding of contract (<i>under Section 53.6 of 2016 IRR of RA 9184</i>)	None	31 WD, 12 WD , 2 HRS	BAC Chairperson
	5.3 Facilitates the approval and sending of Contract/ Purchase Order (PO)/Job Order (JO) and Notice to	None		FAD

	Proceed (NTP) to the winning contractor (<i>Under Section 37 of 2016 IRR of RA 9184</i>)			Procurement Section Procurement Officer
	5.4 Coordinates with the winning service provider for forwarding of materials and linking with the client. Ensures the development and approval / acceptance of marketing plan and / or intelligence report by the third-party contractor	None	20 WD	TIPD IMPAKT PM
	5.5 Approves transmittal of requested reports to the client.	None	2 WD	OD Director
6. Release of Marketing Plan to Client (1WD)				
	6.1 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	10 WD	
Total - Approved for In-house Development of Marketing Plan		None	43 WD	
Total - Approved for External Development of Marketing Plan		None	97 WD, 2 HRS	

* 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 providers undergoes BAC processes and is covered by RA 9184 otherwise known as Government Procurement Reform Act.

26. Technical Assistance Service for DOST-TAPI Walk-in Clients under the Public Assistance Office (PAO)

This Service provides assistance to walk-in clients 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 Customer/Client Satisfaction Survey (CCSS)		Public Assistance Office (PAO)

1. Submission of request/form and Preliminary Assessment (1 HR 50 MINS)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs-in the Guard's logbook	1.1 Informs/reminds the visitors of the security measures/protocol undertaken by the Institute	None	5 Minutes (MINS)	DOST-TAPI Security Officer
2. Proceeds to PAO and fill-up PAO Information Sheet and Customer/Client Satisfaction Survey (CCSS)	2.1 Accepts the form and address concern of client	None	10 MINS	TIPD PAO PM

	<p><i>If queries are related to the programs of DOST-TAPI:</i></p> <p>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></p> <p>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	1 HOUR (HR)	TIPD PAO PM DOST-TAPI Concerned Staff Requested by Client
	2.4 Provides and requests client to accomplish the CCSS	None	15 Mins	TIPD PAO PM
3. Submits the duly accomplished CCSS to PAO PM or guard on duty	3.1 Receives accomplished CCSS	None	10 Mins	TIPD PAO PM or DOST-TAPI Security Officer

	3.2 Records data of submitted CCSS and maintain database		10 Mins	PAO PM
Total		None	1 HR and 50 MINS	

27. 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

Proposal/Request Submission and Preliminary Assessment (5 WD 32 HRS)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send email inquiry or follow-up email to DOST-TAPI's official email, info@tapi.dost.gov.ph	1.1 Acknowledges the Email, provided reference number, and forwards it to the Office of the Director (OD) printed copy or via DTORS	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 Receives the email and forward to Division Manager for instruction	None	4 Hours (HRS)	TIPD Clerk
	1.4 Checks and forwards the same to the PAO PM	None	4 HRS	TIPD Supervising SRS/ Acting Head
	<p>1.5 Review the content of the email.</p> <p>If queries are related to DOST-TAPI programs:</p> <p>Drafts response and forwards to the Supervising SRS/Acting Head for review</p> <p>If the purpose is to follow up a specific request or look for a particular DOST-TAPI staff:</p> <p>Refer the same to the appropriate person</p>	None	2 WD	TIPD PAO PM
	1.6 Forwards the draft response letter to Supervising SRS/Acting Head for review	None	4 HRS	TIPD PAO PM
	1.8 Finalize and forwards to Supervising SRS/Acting Head	None	2 HRS	TIPD PAO PM
	1.9 Forwards finalize letter for clearance to Supervising SRS	None	2 HRS	TIPD PAO PM

	1.10 Forwards to clerk for emailing	None	2 HRS	TIPD PAO PM
	1.11 Finalized and cleared letter to be email thru Records Section	None	4 HRS	TIPD Clerk
	1.12 Records section to send proof of email sent to clerk	None	4 HRS	TAPI Records
	1.13 Clerk to forward proof to PAO PM	None	2 HRS	TIPD TIPD Clerk
	1.14 PAO PM to note and close the DTORS thread	None	4 HRS	TIPD PAO PM
Total		None	5 WD and 32 HRS	

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)
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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

Proposal/Request Submission and Preliminary Assessment (3 WD)

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 and services of DOST-TAPI:</p> <p>1.1 Answers / discuss with them directly and provide link for the DOST programs</p> <p>If queries are not related to programs of DOST-TAPI:</p> <p>1.1. Research for possible answer to queries</p>	None	2 Working Days (WD)	TIPD Public Assistance Office Program Manager (PAO PM)

	<p>If the purpose of the inquiry is to follow up a specific request or asking clarifications on DOST-TAPI Programs of assistance</p> <p>1.1 Provides status of request/updates on request, provide other details being required.</p> <p>If queries could not be attended right away:</p> <p>1.1 An automatic response is received by client with this note <i>“Thanks for getting in touch with us. We will get back to you as soon as we can. You may visit our website at http://www.tapi.dost.gov.ph/ for information on our programs of assistance.”</i></p>			
2. Receives response to the inquiry	2.1 Sends response through messenger	None	1 WD	TIPD PAO PM
Total		None	3 WD	

30. Financial Assistance Service -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
<ul style="list-style-type: none"> One (1) duly signed original / scanned letter requesting assistance 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 One (1) scanned copy of the complete set of exhibition announcement/information packages Three (3) scanned copy of quotations from airline companies or travel agencies for the plane fare 		<p>Client</p> <p>Event's organizer</p> <p>Client</p> <p>Airline companies or travel agencies</p>

<ul style="list-style-type: none"> • One (1) scanned copy of Letters Patent/Registration Certificate • One (1) scanned copy of documents indicating that the event is prestigious and participation is beneficial to our country • One (1) original signed Data Privacy Consent Form 	<p>Intellectual Property Office of the Philippines (IPOP HL)</p> <p>Event's organizer</p> <p>DOST-TAPI website (http://www.tapi.dost.gov.ph/)</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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Proposal/request submission and preliminary assessment (5 WD)				
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	None	1 WD	TIPD SSO

	If complete and ineligible: 1.4 Notifies the requesting party.			
	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	None	2 WD	OD Planning Unit Planning Officer

	EXECOM members, in case recommended for approval			
	1.12 Approves / disapproves the proposal	None	1 WD	OD Director
	Notifies client of the results of deliberation: If disapproved: 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	None	1 WD	TIPD SSO Member
<p>2. If disapproved, receives DOST-TAPI's notification.</p> <p>If approved, receives DOST-TAPI's notification, facilitates contract signing or 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</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	1 WD	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

signed Conforme Letter with counterpart notarization to DOST-TAPI Records	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 1million and below or 2.10 If more than Php 1million	None	4 HRS	FAD Division Chief OD Director
	2.11 Facilitates the processing of check/s payment	None	1 WD	FAD Cashier Section Cashier
	2.12 Approves the check	None	4 HRS	OD Director
	2.13 Prepares the documents for check/s payment. Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS)	None	4 HRS	FAD Cashier Section Cashier
	3. Receives notification of release of Financial Assistance	3.1 Notifies the payee that the check is available.	None	4 HRS
Total if Disapproved:		None	23 WD 4 HRS	
Total if Approved:		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

EXTERNAL SERVICES

OFFICE OF THE DIRECTOR - LEGAL UNIT (OD-LU)

31. 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 researchers or adopted from foreign sources; 2) that the manufacture and/or sale of the invention products from technology developed is made on a 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 the 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 the Certification of registration of business name or SEC registration;	<p>Department of Trade and Industry (DTI) if Certificate of Registration will be submitted</p> <p>Securities and Exchange Commission (SEC) if SEC Registration will be submitted</p>

8. One (1) original duly signed supporting document showing that his/her product/s was produced on a commercial scale (Official Receipt, Purchase Order, Invoice, etc.);	Client
9. One (1) original duly signed brief company profile which includes number of employees, recent company sales, and expected growth rate of the company within five (5) years; and	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. Submit an 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/	None	1 WD	OD-LU

	<p>If complete:</p> <p>1.5 Notifies the client of the same and that the request is under evaluation.</p> <p>If incomplete:</p> <p>1.5 Notifies the requesting party</p>			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 recommendations.	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.

32. 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
<ol style="list-style-type: none"> 1. One (1) Original request/application letter including one (1) certified true copy the following import documents: <ol style="list-style-type: none"> a. bill of lading, airway bill. Parcel post notice or shipping documents; b. TIN, commercial invoice and packing list; and c. other relevant document concerning shipment. 2. One (1) certified photocopy of complete Letters Patent/Utility Model Registration/Industrial Design Registration 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; 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; 5. One (1) Certified true copy of Recent Business Permit; 6. One (1) Certified true copy of Certification of registration of business name/SEC registration 	<p>Client</p> <p>Client</p> <p>Client</p> <p>DTI-Bureau of Investments (DTI-BOI)</p> <p>Concerned Local Government Unit (LGU)</p> <p>Securities and Exchange Commission (SEC)/Department of Trade and Industry (DTI)</p> <p>Client</p>

<p>7. One (1) Duly signed information as to the quantity, technical specification and end-uses of proposed importation;</p> <p>8. One (1) Certified true copy Detailed material balance to justify the quantity of equipment/raw materials needed to produce his/her invention/s;</p> <p>9. One (1) Certified true copy of supporting documents showing that his/her product/s is produces on a commercial scale (ORs, POs, Invoice, etc);</p> <p>10. One (1) Copy of Latest Income Tax Return;</p> <p>11. One (1) Duly signed (original) brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years;</p> <p>12. One (1) Original duly accomplished/signed Data Privacy Consent Form; and</p> <p>13. One (1) Certified true copy of Certification from regulatory bodies (if applicable).</p>	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>From DOST-TAPI</p> <p>From a concerned regulatory agency, ex. Department of Environment and Natural Resources (DENR), Land Transportation Office (LTO), etc.</p>
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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.</p> <p>(Can be submitted through DOST-TAPI's official email address</p>	<p>1.1 Records and transmits the submission to Office of the Director (OD)</p>	None	1 WD	<p>Finance and Administrative Division (FAD)</p> <p>Records Section</p>

at info@tapi.dost.gov.ph)				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).	None	1 WD	OD-LU DM
	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
	1.6 Coordinates with the Validation Committee (VC)/Regional Offices/other appropriate public or private entities.	None	3 WD	OD-LU 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.

INTERNALSERVICES

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
A. For document(s) received through mail / hand-delivery : Client sends/forwards the document to Records Section	1.1 Receives and review for attachments (if any), and stamp "Received" 1.2 Record and assign reference number in the Google Sheet 1.3 Scan and upload in DTORS tagging Clerk - Office of the Director for proper identification of Division for appropriate action	None	2 HRS 2 WD	FAD Records Section AO V / PAA V
B. For document(s) emailed :	1.1 Receive and acknowledge the emails	None	2 HRS	FAD Records Section

<p>Client sends the document to DOST-TAPI's official email address at info@tapi.dost.gov.ph</p>	<p>and assigns reference number</p> <p>1.2 Record in the Google Sheet; and</p> <p>1.3 Download and convert the email and attachments, if any</p> <p>1.4 Upload in the Synology; and</p> <p>1.5 Upload the document in the DTORS tagging Clerk – Office of the Director</p>		<p>2 WD</p>	<p>PA III / AA I</p>
<p>2. (For documents received via email):</p> <p>Clients receives notification that the document submitted is received by DOST – TAPI</p>	<p>2.1 Acknowledges the receipt of the document via email.</p>	<p>None</p>	<p>2 HRS</p>	<p>FAD Records Section PAA III / AA I</p>
<p>TOTAL – For document(s) received through mail / hand-delivery:</p>		<p>None</p>	<p>2 WD, 2hrs</p>	
<p>TOTAL – For document(s) received through E-Mail</p>		<p>None</p>	<p>2 WD, 4hrs</p>	

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

This service ensures that all official communications whether soft copies or printed 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
<p>For communications to be sent via email:</p> <ol style="list-style-type: none"> One (1) original softcopy of letter/document/correspondences, including attachments <p>For communication to be mailed:</p> <ol style="list-style-type: none"> One (1) original hardcopy of letter/document/correspondences, including attachments Mailing List Return Card (for those mailed at the Post Office that require proof of receipt) <p>For communication to be hand carried to DOST Agencies within Bicutan:</p> <ol style="list-style-type: none"> One (1) original hardcopy of letter/document/correspondences, including attachments 	<p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p> <p>Client</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submission of documents/ emails/forms and preliminary assessment				
A. For communications to be sent via email softcopy:	For communications to be sent via email softcopy:	None	2 HRS	FAD Records Section AA I / PAA III

<p>TAPI employees/staff shall send the outgoing document including all its attachments, if any, via DOST – TAPI Online Routine Systems (DTORS</p>	<p>1.1 Receives and carefully checks the outgoing documents</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>2 WD</p>	
<p>B .For communications to be mailed:</p> <p>Client sends/forwards the document to Records Section</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>None</p>	<p>2 HRS</p> <p>2 WD</p>	<p>FAD</p> <p>Records Section</p> <p>AO V / AA I / PAA IV</p>

<p>C. For communication to be hand carried to DOST Agencies within Bicutan:</p> <p>Client sends/forwards the document to Records Section including Mailing List, if any</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> <p>1.3 Hand carries documents to agencies concerned within DOST</p> <p>Compound when applicable</p> <p>1.4 Forwards evidence of the sent outgoing communications</p>	<p>None</p>	<p>2 HRS</p> <p>2 WD</p>	<p>FAD</p> <p>Records Section</p> <p>AA I / PAA IV</p>
<p>2 Notification of Client</p>				

2.Client receives notification that the document was sent (Sent via email)		None	2 HRS	
2.Client receives notification that the document was sent (Handcarried thru LBC/Post office)		None	2 HRS	
2.Client receives notification that the document was sent (Handcarried to DOST agecnies within DOSTCompound)		None	2 HRS	
TOTAL – For communications to be mailed via E-Mail		None	2 WD, 4hrs	
TOTAL – For communications to be mailed (LBC or POST OFFICE):		None	2 WD, 4hrs	
TOTAL – . For communication to be hand carried to DOST Agencies within Bicutan:		None	2 WD, 4hrs	

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
Submission of documents/ emails/forms and preliminary assessment				
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	2 hours	FAD Property Section Administrative Aide I
	Process the request <i>If vehicle is available:</i> 1.3 Prepare Trip Ticket (for signature/ approval) Or <i>If vehicle is unavailable:</i> 1.3 Return the disapproved form to the client	None		FAD Property Section Administrative Aide IV AD Property Section Administrative Aide IV
Notification of Client				2 hours

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		FAD Property Section Administrative Aide IV
TOTAL - For unavailable vehicle		None	4 hours	
TOTAL - For available vehicle		None	4 hours	

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
Submission of documents/ emails/forms and preliminary assessment				
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 WD	FAD Property Section Administrative Aide I
	1.2 Check if the requested repair is feasible <i>If feasible :</i>	None		FAD Property Section Administrative Officer V

	<p>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)</p> <p>If not feasible:</p> <p>1.3 Disapproves the request and returns the disapproved form to the client. If equipment, recommends for disposal</p>			
Notification of Client				
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>If outsourced:</p> <p>2.2 Forwards the approved request form to the client as attachment for the market research to facilitate the procurement process</p> <p>If inhouse:</p>	None	7 WD	<p>FAD Property Section Administrative Officer I</p> <p>FAD Property Section Administrative Officer I</p>

	2.2 Performs the corrective repair			FAD Administrative Aide VI
Total - Disapproved based on feasibility		None	1 WD	
Total - Approved for outsourcing		None	1 WD	
Total - Approved for in-house repair		None	8 WD	

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
Submission of documents/ emails/forms and preliminary assessment				
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	2 hours	FAD Property Section Admin Aide I
	1.2 Assess the availability of stock. <i>If available:</i>	None		FAD Property Section Admin Aide 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.			
Notification of Client				
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. 2.2. Delivers the supply/equipment, if available	None None	2 hours	FAD Property Section Admin Aide I
TOTAL - For unavailable supply		None	4 hours	
TOTAL - For available supply		None	4 hours	

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 iv. Market study v. Classification of technologies (for IP Services only) 2. Duly signed Request for Approved Budget for the Contract (ABC) (original in two (2) copies) 		<p>Originating Division</p> <p>BAC, Secretariat</p>

<p>3. Approved Purchase Request (original in three (3) copies)</p>	<p>Originating Division</p>
<p>4. Duly signed PPMP (one (1) certified true copy)</p>	<p>Originating Division</p>
<p>5. Justification to process PR, if applicable</p>	<p>Originating Division</p>
<p>6. MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy)</p>	<p>MIS</p>
<p>Additional requirements for Repair Services</p>	
<p>7. Fully accomplished and signed Request for Pre-Repair Inspection (original in two (2) copies)</p>	<p>Property Section</p>
<p>8. Fully accomplished and signed Request for Repair (original in two (2) copies)</p>	<p>Property Section</p>
<p>9. MIS Corrective Maintenance Form for ICT equipment/peripherals only (original in one (1) copy)</p>	<p>MIS</p>
<p>10. Cost Estimate/ Market Study/Research, as applicable (original/photocopy/scanned in one (1) copy)</p>	<p>Originating Division</p>
<p>11. Proforma invoice together with the terms and conditions of sale</p>	<p>Originating Division</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. SUBMISSION OF MARKET STUDY UP TO THE APPROVAL OF RECOMMENDED ABC AND METHOD OF PROCUREMENT</p> <p>(Processing Time: 7 WD and 2 Hrs)</p>				
<p>1. Client forwards the duly signed Request/ Memo with complete document ary requirements (see above checklist).</p>	<p>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).</p>	<p>None</p>	<p>2 Hrs</p>	<p>BAC Secretariat, BAC</p>
	<p>1.2.1 Reviews the Market Study.</p> <p>1.2.2 If there are issues/ concerns or there's a need to revise the market study, return the documents to the Originating Division.</p> <p>1.2.3 If the market study is found to be compliant with the information needed, recommends the market study to the BAC for processing.</p>	<p>None</p>	<p>3 WD</p>	<p>BAC-TWG</p>

	1.3 Upon receipt of the recommendation from the BAC-TWG, prepares the Request/ Memo for the Approved Budget for the Contract (ABC) and Mode of Procurement, then forwards to the BAC for the review and approval before endorsement to the Head of the Procuring Entity (HoPE) / OIC	None	2 WD	BAC Secretariat, BAC
	1.4 Approval/ disapproval of ABC and Mode of Procurement, then returned to the BAC Secretariat for appropriate action.	None	2 WD	HoPE / OIC
2. SUBMISSION OF PR UP TO DEADLINE OF SUBMISSION OF BIDS/DOCUMENTARY REQUIREMENTS (Processing Time: 3 WD)				
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. Only PR with complete information and complete documentary requirements shall be accepted for endorsement to the Finance and Administrative Division (FAD).	None	2 Hrs	Procurement Staff, Procurement Officer / Officer-in-Charge (OIC)

	<p>2.2 Checks and clears the PR.</p> <p>2.3 Approves the PR and forwards to the Procurement Section.</p> <ul style="list-style-type: none"> ● If Php 1M and below – Chief-FAD (CFAD) ● If above Php1M – OD / HoPE 	None	1 WD	<p>Budget Officer/ OIC</p> <p>CFAD / OIC or HoPE/OIC</p>
	<p>2.4 Receives the approved PR for appropriate action:</p> <p>i. assigns the number/series and date;</p> <p>ii. scans and files the 2nd copy of PR;</p> <p>iii. gives the 3rd copy of PR to the End-User (EU); and</p> <p>iv. forwards the first copy of the approved PR for (a) goods/services not covered by Shopping, (b) infrastructure projects, and (c) consulting services to the BAC Secretariat.</p>	None	4 Hrs	Procurement Staff

	<p>2.5 Prepares the necessary documents related to the negotiation activities.</p> <ul style="list-style-type: none"> • Draft Minutes of the Meeting (MoM) • Terms of Reference (TOR) • Affidavit of Undertaking (for IP services only) • Link of Zoom meeting (if via video conference) 	None	1 WD	BAC Secretariat
	<p>2.6 Sends of the documents related to the procurement project to the prospective Supplier / Service Provider / Contractor via email or other means of communication.</p>	None	2 Hrs	BAC Secretariat
<p>3. NEGOTIATION UP TO THE AWARDING OF CONTRACT (Processing Time: 20 WD and 6 Hrs)</p>				
<p>3. Client attend the negotiation and post-qualification.</p>	<p>3.1 Conduct of the negotiation with the supplier/service provider/contractor either through face-2-face meeting or via video conferencing.</p>	None	4 Hrs	BAC, BAC-TWG, BAC Secretariat, End-User (EU), and Prospective Supplier/ Service Provider/ Contractor

	<p>Note:</p> <ul style="list-style-type: none"> • Schedule of BAC regular meeting: Friday • EU must submit memo approved by the HoPE/OIC for request of special BAC meeting 			
	<p>3.2 Conduct of the Post-Qualification (PQ) activities and submission of report within 10 WD if necessary and required by the BAC.</p> <p>Member of PQ Team</p> <ul style="list-style-type: none"> • BAC-TWG or BAC • EU, and • BAC Representative from other DOST-RO if the Supplier / Service Provider / Contractor is based outside the NCR 	None	10 WD	Post-Qualification Team (PQT)
	<p>3.3 Prepares, reviews and routes the BAC recommendation.</p> <p>a. For successful bidding (There is a winning bidder) - Include Notice of Award (NOA)</p> <p>b. For failed bidding - Include memorandum to notify the EU about the result and BAC's recommendation</p>	None	5 WD	BAC Secretariat, EU, and BAC

	3.4 Approves/ Disapproves the BAC recommendation, and Notice of Award (NOA) if applicable, and forwards to the BAC Secretariat for appropriate action.	None	2 WD	HoPE / OIC
	3.5 Issuance of NOA to Supplier / Service Provider / Contractor for acknowledgement/ conforme	None	2 Hrs	BAC Secretariat
	3.6 Acknowledges/ conforms the NOA and sends it back to the BAC Secretariat.	None	3 WD	Supplier / Service Provider / Contractor
<p>4. PREPARATION UP TO THE APPROVAL OF CONTRACT AND SIGNING OF CONTRACT</p> <p>(Processing Time: 11 WD and 2 Hrs up to 12 WD and 2 Hrs)</p>				
4. Client reviews the agreement and approves the obligation for the procurement projects.	4.1.A For procurement of infrastructure projects, consultancy services, fabrication/contraction of exhibit materials/collaterals, and services of professional/ technical expert:	None	8 WD	

	i. Prepares the Contract of Service (COS).			Procurement Staff
	ii. Reviews and finalizes the COS			Legal Unit, EU
	iii. Review the finalized COS and send back to the Procurement Section the seven (7) originally signed COS together with the copy of valid ID.			Supplier / Service Provider / Contractor
	iv. Signs the COS If chargeable against Grant-in-Aid (GIA) Funds- prepares the Obligation Request and Status (ORS) sign the box A of ORS form; or If chargeable against General Funds - submit memo for ORS together with the documents to the Budget Section.			EU
	v. Certifies the allotment and obligates the funds - If chargeable against Grant-in-Aid (GIA) Funds- sign the box B of ORS form; or - If chargeable against General Funds – prepares the ORS for signature of EU to box A,			Budget Section

	before signing the box B of the ORS form			
	vi. Certifies the availability of funds of the procurement project.			Accounting Officer/ OIC
	vii. Clears the COS.			CFAD/ OIC, and Heads of Legal Office/ OIC
	viii. Approves and signs the COS. Note: Sub-item i to viii = 8 WD (*10 CD)			HoPE/ OIC
	ix. Facilitates the notarization of COS after receipt of cash for notarization x. Forward one notarized COS together with the copy of complete set of documents to End-User, one copy of COS to COA, and sent 1 copy to Supplier / Service Provider / Contractor		1 WD	Procurement Staff
	4.1.B For procurement of goods and other services:	None	8 WD	

	<p>i. Prepares the order agreement form.</p> <ul style="list-style-type: none"> ● Purchase Order (PO) – for readily available items such as but no limited to equipment, supplies, and materials ● Job Order (JO) - personalized / customized items, non-personal or contractual services except for general support services 			Procurement Staff, and Procurement Officer / OIC
	<p>ii. Signs the PO/JO.</p>			CFAD/ OIC
	<p>iii. Review the PO/JO</p> <ul style="list-style-type: none"> - If chargeable against Grant-in-Aid (GIA) Funds- prepares the Obligation Request and Status (ORS) sign the box A of ORS form; or - If chargeable against General Funds - submit memo for ORS together with the documents to the Budget Section. 			EU

	<p>iv. Certifies the allotment and obligates the funds</p> <ul style="list-style-type: none"> - If chargeable against Grant-in-Aid (GIA) Funds- sign the box B of ORS form; or - If chargeable against General Funds – prepares the ORS for signature of EU to box A, before signing the box B of the ORS form 			Budget Section
	<p>v. Certifies the availability of funds of the procurement project.</p>			Accounting Section
	<p>vi. Send the approved PO/JO to Supplier / Service Provider / Contractor for acknowledgement/ conforme</p>			Procurement Staff
	<p>vii. Acknowledges/ signs the conforme of the PO/JO.</p> <ul style="list-style-type: none"> - The Procurement Section will send a follow up letter if they failed to receive a sign/ conforme the PO/JO within three working days. - The winning bidder must sign/ conforme/ respond within two (2) working days after receipt of the follow up letter. If there is no response 			Supplier / Service Provider / Contractor

	<p>from the winning bidder, the Procurement Section will request for the cancellation of PO/JO and resort to corresponding legal actions.</p> <p>Note: Sub-item i to vii = 8 WD (*10 CD)</p>			
	4.2 Prepares the Notice to Proceed (NTP) for clearance of the CFAD.	None	4 Hrs	Procurement Officer / OIC
	4.3 Clears the NTP before endorsement to the HoPE/OIC for approval.			CFAD / OIC
	4.4 Approves and signs the NTP then forwards it to the Procurement Section for appropriate action.	None	2 WD	HoPE / OIC
	<p>4.5 Digitize the approved COS/Proforma Contract or approved PO/JO, and NTP, then send these documents to the Supplier/ Service Provider/ Contractor via email</p> <p>Note: NTP must be issued within **three (3) CD to the Supplier/ Service Provider/ Contractor from the date of approval of the COS/Proforma Contract/PO/JO. Copy</p>	None	4 Hrs	Procurement Staff

	furnishes the EU and/or Property Section			
	<p>4.6 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> <ul style="list-style-type: none"> • For COS/Proforma Contract - shall be effective only at the time of receipt of NTP. The NTP shall be signed immediately by the winning bidder • For PO/JO - shall be effective only at the time of receipt of NTP, and PO/JO. The NTP, and PO/JO shall be signed immediately by the winning bidder 	None		Supplier/ Service Provider/ Contractor
	<p>4.7 The PO/JO will be forwarded to the Property Section for acceptance of deliveries of goods, while the COS/Proforma Contract shall be forwarded to the EU for the acceptance of completed services.</p>	None	2 Hrs	Procurement Staff

5-6. CONTRACT IMPLEMENTATION

(Processing Time: 1 WD and 6 Hrs)

<p>5. The client participates in the inspection of the deliveries of goods/services.</p>	<p>5.1 Delivery of goods or completion of services.</p> <p>Note: Number of days depends on the approved schedule, delivery/ completion period, and/or approved extension.</p>	<p>None</p>		<p>Supplier / Service Provider / Contractor</p>
	<p>5.2 Acceptance of goods/services/other deliverables.</p>	<p>None</p>	<p>2 Hrs</p>	
	<ul style="list-style-type: none"> For procurement transaction under COS/Proforma Contract - Accepts the delivery of goods/services and coordinates with the Property Section for appropriate inspection method. 			<p>EU</p>

	<ul style="list-style-type: none"> For procurement transaction under PO/JO - Accepts the delivery of items and coordinates with the Inspection Committee, and EU for the inspection of items 			Property Section
	<p>5.3 Inspection:</p> <ul style="list-style-type: none"> If compliant - Accept If non-compliant – Don't accept and notify the supplier/service provider/contractor to comply with the requirements as stated in the PO/JO/COS 	None	2 Hrs	Property Section, EU and Inspection and Acceptance Committee (IAC) (Other committee/office that may want to be involved in the inspection)
6. The client submits/signs the documents related to the delivery and acceptance of goods and other services.	6.1 Preparation of documents for completed procurement transaction.	None	4 Hrs	

	<ul style="list-style-type: none"> · For procurement transaction under COS/Proforma Contract - Certificate of Completion, if applicable - Accomplishment Report, if applicable - Other documents to show completeness of deliverables 			EU
	<ul style="list-style-type: none"> · For procurement transaction under COS, PO/JO - Inspection and Acceptance Report (IAR) - Request Issuance Slip (RIS), if applicable - Issuance Custodian Slip (ICS), if applicable - Property Acknowledgment Receipt (PAR), if applicable 			Property Section

	6.2 Signs the IAR.		2 Hrs	IAC
	6.3 Signs the documents such as but not limited to the following: RIS, ICS/PAR		2 Hrs	EU
	6.4 Issuance or release of the tangible goods to the EU.		2 Hrs	Property Staff
TOTAL	For PO		44 Working Days (WD)	
	For JO		44 Working Days (WD)	
	For COS		45 Working Days (WD)	
	For Proforma Contract		44 Working Days (WD)	

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

<p>3. Approved Purchase Request (original in three (3) copies)</p>	<p>Originating Division</p>
<p>4. Duly signed PPMP (one (1) certified true copy)</p>	<p>Originating Division</p>
<p>5. Justification to process PR, if applicable</p>	<p>Originating Division</p>
<p>6. MIS Corrective Maintenance Form for ICT equipment/peripherals only, as applicable (original in one (1) copy)</p>	<p>MIS</p>
<p>Additional requirements for Repair Services</p>	
<p>7. Fully accomplished and signed Request for Pre-Repair Inspection (original in two (2) copies)</p>	<p>Property Section</p>
<p>8. Fully accomplished and signed Request for Repair (original in two (2) copies)</p>	<p>Property Section</p>
<p>9. MIS Corrective Maintenance Form for ICT equipment/peripherals only (original in one (1) copy)</p>	<p>MIS</p>
<p>10. Cost Estimate/ Market Study/Research, as applicable (original/photocopy/scanned in one (1) copy)</p>	<p>Originating Division</p>
<p>11. Pro-forma invoice together with the terms and conditions of sale</p>	<p>Originating Division</p>

CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. SUBMISSION OF MARKET STUDY UP TO THE APPROVAL OF RECOMMENDED ABC AND METHOD OF PROCUREMENT</p> <p>(Processing Time: 7 WD and 2 Hrs)</p>				
<p>1. Client forwards the duly signed Request/ Memo with complete documentary requirements (see above checklist).</p>	<p>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).</p>	<p>None</p>	<p>2 Hrs</p>	<p>BAC Secretariat, BAC</p>
	<p>1.2.1 Reviews the Market Study.</p> <p>1.2.2 If there are issues/ concerns or there's a need to revise the market study, return the documents to the Originating Division.</p>	<p>None</p>	<p>3 WD</p>	<p>BAC-TWG</p>

<p>1.2.3 If the market study is found to be compliant with the information needed, recommends the market study to the BAC for processing.</p>			
<p>1.3 Upon receipt of the recommendation from the BAC-TWG, prepares the Request/ Memo for the Approved Budget for the Contract (ABC) and Mode of Procurement, then forwards to the BAC for the review and approval before endorsement to the Head of the Procuring Entity (HoPE) / OIC</p>	None	2 WD	BAC Secretariat, BAC
<p>1.4 Approval/ disapproval of ABC and Mode of Procurement, then returned to the BAC Secretariat for appropriate action.</p>	None	2 WD	HoPE / OIC

2. SUBMISSION OF PR UP TO DEADLINE OF SUBMISSION OF BIDS/DOCUMENTARY REQUIREMENTS

(Processing Time: 15 WD)

<p>2. Client forwards the fully accomplished Purchase Request (PR) with complete documentary requirements.</p>	<p>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. Only PR with complete information and complete documentary requirements shall be accepted for endorsement to the Finance and Administrative Division (FAD).</p>	None	2 Hrs	Procurement Staff, Procurement Officer / Officer-in-Charge (OIC)
	<p>2.2 Checks and clears the PR.</p> <p>2.3 Approves the PR and forwards to the Procurement Section.</p> <ul style="list-style-type: none"> ● If Php 1M and below – Chief-FAD (CFAD) ● If above Php1M – OD / HoPE 	None	1 WD	Budget Officer/OIC CFAD / OIC or HoPE/OIC

<p>2.4 Receives the approved PR for appropriate action:</p> <p>i. assigns the number/series and date;</p> <p>ii. scans and files the 2nd copy of PR;</p> <p>iii. gives the 3rd copy of PR to the End-User (EU); and</p> <p>iv. forwards the first copy of the approved PR for (a) goods/services not covered by Shopping, (b) infrastructure projects, and (c) consulting services to the BAC Secretariat.</p>	None	4 Hrs	Procurement Staff
<p>2.5 Prepares the necessary documents related to the procurement activities and forwards it to the BAC and EU for review and approval.</p> <ul style="list-style-type: none"> ● Quotation (RFQ) form, ● Omnibus Sworn Statement (if applicable) <p>Note: Default delivery period: five (5) working days (but may change depending on the target delivery period/ schedule of delivery or event)</p>	None	1 WD	BAC Secretariat, BAC and EU

<p>2.6 Sends of the documents related to the procurement project to the prospective Supplier / Service Provider / Contractor via email or other means of communication.</p> <ul style="list-style-type: none"> ● For Small Value Procurement (Sec. 53.9) <ul style="list-style-type: none"> - requires posting of RFQ to PhilGEPS and TAPI website - sends the RFQ to at least three (3) possible suppliers/ service providers/ contractors ● For Lease of Real Property and Venue (Sec. 53.10) <ul style="list-style-type: none"> - sends the RFQ to at least three (3) possible suppliers/ service providers/ contractors ● Direct Contracting (Sec. 50) <ul style="list-style-type: none"> - the proforma invoice together with the terms and conditions of sale will be provided by the Property Section or supplier/ service provider, this will serve as the corresponding RFQ form. RFQ form may also be sent in the absence of the above-mentioned documents. 	None	2 Hrs	BAC Secretariat
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<p>2.7 Canvassing and/or posting period of the RFQ form.</p> <p>2.8 Receives sufficient numbers of duly accomplished RFQ form.</p> <p>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) working days.</p> <p>Minimum: 3 WD</p> <p>Extension period: 3 WD/extension</p> <p>Maximum: 12 WD</p> <p>b. If no sufficient bids receive after the third extension, the BAC and EU shall conduct the mandatory review in accordance with Section IV(K) of the Implementing Rules and regulation of the RA 9184.</p> <p>2.9 Prepares all the necessary documents related to the opening of bids.</p>	<p>None</p>	<p>12 WD</p>	<p>BAC Secretariat</p>
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	Note: AOQ is no longer necessary for the preventive maintenance/ repair of service vehicles under the mode of direct contracting.			
3. OPENING OF BIDS UP TO THE AWARDING OF CONTRACT (Processing Time: 20 WD and 6 Hrs)				
3. Client attend the opening of bids and post-qualification.	3.1 Conduct of the opening of bids (presentation and evaluation of bids) Note: <ul style="list-style-type: none"> • Schedule of BAC regular meeting: Friday • EU must submit memo approved by the HoPE/OIC for request of special BAC meeting 	None	4 Hrs	BAC, BAC-TWG, BAC Secretariat, and EU
	3.2 Conduct of the Post-Qualification (PQ) activities and submission of report within 10 WD if necessary and required by the BAC. Member of PQ Team <ul style="list-style-type: none"> • BAC-TWG or BAC • EU, and • BAC Representative from other DOST-RO if the Supplier / Service 	None	10 WD	Post-Qualification Team (PQT)

Provider / Contractor is based outside the NCR)			
<p>3.3 Prepares, reviews and routes the Abstract of Quotation (AoQ) and BAC recommendation.</p> <p>a. For successful bidding (There is a winning bidder) - Include Notice of Award (NOA)</p> <p>b. For failed bidding - Include memorandum to notify the EU about the result and BAC's recommendation</p>	None	5 WD	BAC Secretariat, EU, and BAC
<p>3.4 Approves/ Disapproves the BAC recommendation, and Notice of Award (NOA) if applicable, and forwards to the BAC Secretariat for appropriate action.</p>	None	2 WD	HoPE / OIC

	3.5 Issuance of NOA to Supplier / Service Provider / Contractor for acknowledgement/ conforme	None	2 Hrs	BAC Secretariat
	3.6 Acknowledges/ conforms the NOA and sends it back to the BAC Secretariat.	None	3 WD	Supplier / Service Provider / Contractor
4. PREPARATION UP TO THE APPROVAL OF CONTRACT AND SIGNING OF CONTRACT (Processing Time: 11 WD and 2 Hrs up to 12 WD and 2 Hrs)				
4. Client reviews the agreement and approves the obligation for the procurement projects.	4.1.A For procurement of infrastructure projects, consultancy services, fabrication/contraction of exhibit materials/collaterals, and services of professional/ technical expert: i. Prepares the Contract of Service (COS). ii. Reviews and finalizes the COS	None	8 WD	Procurement Staff Legal Unit, EU

	<p>iii. Review the finalized COS and send back to the Procurement Section the seven (7) originally signed COS together with the copy of valid ID.</p> <p>iv. Signs the COS</p> <ul style="list-style-type: none"> - If chargeable against Grant-in-Aid (GIA) Funds- prepares the Obligation Request and Status (ORS) sign the box A of ORS form; or - If chargeable against General Funds - submit memo for ORS together with the documents to the Budget Section. <p>v. Certifies the allotment and obligates the funds</p> <ul style="list-style-type: none"> - If chargeable against Grant-in-Aid (GIA) Funds- sign the box B of ORS form; or - If chargeable against General Funds – prepares the ORS for signature of EU to box A, before signing the box B of the ORS form 			<p>Supplier / Service Provider / Contractor</p> <p>EU</p> <p>Budget Section</p>
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	<p>vi. Certifies the availability of funds of the procurement project.</p> <p>vii. Clears the COS.</p> <p>viii. Approves and signs the COS.</p> <p>Note: Sub-item i to viii = 8 WD (*10 CD)</p>			<p>Accounting Officer/ OIC</p> <p>CFAD/ OIC, and Heads of Legal Office/ OIC</p> <p>HoPE/ OIC</p>
	<p>ix. Facilitates the notarization of COS after receipt of cash for notarization</p> <p>x. Forward one notarized COS together with the copy of complete set of documents to End-User, one copy of COS to COA, and sent 1 copy to Supplier / Service Provider / Contractor</p>		1 WD	Procurement Staff
4.1.B For procurement of goods and other services:	None		8 WD	

i. Prepares the order agreement form.

- Purchase Order (PO) – for readily available items such as but not limited to equipment, supplies, and materials
- Job Order (JO) - personalized / customized items, non-personal or contractual services except for general support services

ii. Signs the PO/JO.

Procurement Staff, and Procurement Officer / OIC

CFAD/ OIC

	<p>v. Certifies the availability of funds of the procurement project.</p> <p>vi. Send the approved PO/JO to Supplier / Service Provider / Contractor for acknowledgement/Conformance</p> <p>vii. Acknowledges/ signs the conforme of the PO/JO.</p> <ul style="list-style-type: none"> - The Procurement Section will send a follow up letter if they failed to receive a sign/ conforme the PO/JO within three working days. - The winning bidder must sign/ conforme/ respond within two (2) working days after receipt of the follow up letter. If there is no response from the winning bidder, the Procurement Section will request for the cancellation of PO/JO and resort to corresponding legal actions. 			<p>Accounting Section</p> <p>Procurement Staff</p> <p>Supplier / Service Provider / Contractor</p>
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<p>Note: Sub-item i to vii = 8 WD (*10 CD)</p>			
<p>4.2 Prepares the Notice to Proceed (NTP) for clearance of the CFAD.</p> <p>4.3 Clears the NTP before endorsement to the HoPE/OIC for approval.</p>	<p>None</p>	<p>4 Hrs</p>	<p>Procurement Officer / OIC</p> <p>CFAD / OIC</p>
<p>4.4 Approves and signs the NTP then forwards it to the Procurement Section for appropriate action.</p>	<p>None</p>	<p>2 WD</p>	<p>HoPE / OIC</p>
<p>4.5 Digitize the approved COS/Proforma Contract or approved PO/JO, and NTP, then send these documents to the Supplier/ Service Provider/ Contractor via email</p> <p>Note: NTP must be issued within **three (3) CD to the Supplier/ Service Provider/ Contractor from the date of approval of the COS/Proforma Contract/PO/JO. Copy furnishes the EU</p>	<p>None</p>	<p>4 Hrs</p>	<p>Procurement Staff</p>

and/or Property Section			
<p>4.6 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> <ul style="list-style-type: none"> ● For COS/Proforma Contract - shall be effective only at the time of receipt of NTP. The NTP shall be signed immediately by the winning bidder ● For PO/JO - shall be effective only at the time of receipt of NTP, and PO/JO. The NTP, and PO/JO shall be signed immediately by the winning bidder 	None		Supplier/ Service Provider/ Contractor
<p>4.7 The PO/JO will be forwarded to the Property Section for acceptance of deliveries of goods, while the COS/Proforma Contract shall be forwarded to the EU for the acceptance of completed services.</p>	None	2 Hrs	Procurement Staff

5-6. CONTRACT IMPLEMENTATION

(Processing Time: 1 WD and 6 Hrs)

<p>5. The client participates in the inspection of the deliveries of goods/services.</p>	<p>5.1 Delivery of goods or completion of services.</p> <p>Note: Number of days depends on the approved schedule, delivery/ completion period, and/or approved extension.</p>	None		Supplier / Service Provider / Contractor
	<p>5.2 Acceptance of goods/services/other deliverables.</p> <ul style="list-style-type: none"> · For procurement transaction under COS/Proforma Contract - Accepts the delivery of goods/services and coordinates with the Property Section for appropriate inspection method. · For procurement transaction under PO/JO - Accepts the delivery of items and coordinates with the Inspection Committee, and EU for the inspection of items 	None	2 Hrs	EU Property Section

	<p>5.3 Inspection:</p> <ul style="list-style-type: none"> • If compliant - Accept • If non-compliant – Don't accept and notify the supplier/service provider/contractor to comply with the requirements as stated in the PO/JO/COS 	None	2 Hrs	<p>Property Section, EU and Inspection and Acceptance Committee (IAC)</p> <p>(Other committee/office that may want to be involved in the inspection)</p>
<p>6. The client submits/signs the documents related to the delivery and acceptance of goods and other services.</p>	<p>6.1 Preparation of documents for completed procurement transaction.</p> <ul style="list-style-type: none"> · For procurement transaction under COS/Proforma Contract - Certificate of Completion, if applicable - Accomplishment Report, if applicable - Other documents to show completeness of deliverables 	None	4 Hrs	EU

	<ul style="list-style-type: none"> · For procurement transaction under COS, PO/JO - Inspection and Acceptance Report (IAR) - Request Issuance Slip (RIS), if applicable - Issuance Custodian Slip (ICS), if applicable - Property Acknowledgment Receipt (PAR), if applicable 		Property Section
	6.2 Signs the IAR.	2 Hrs	IAC
	6.3 Signs the documents such as but not limited to the following: RIS, ICS/PAR	2 Hrs	EU
	6.4 Issuance or release of the tangible goods to the EU.	2 Hrs	Property Staff
TOTAL	For PO		56 Working Days (WD)
	For JO		56 Working Days (WD)
	For COS		57 Working Days (WD)
	For Proforma Contract		56 Working Days (WD)

*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 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
<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 iv. Market study (if available) 2. Approved Purchase Request (original in three (3) copies) 3. Duly signed PPMP (one (1) certified true copy) 		<p>Originating Division</p> <p>Originating Division</p> <p>Originating Division</p>

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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. SUBMISSION OF PR UP TO DEADLINE OF SUBMISSION OF BIDS/DOCUMENTARY REQUIREMENTS</p> <p>(Processing Time: 15 WD)</p>				
<p>Client forwards the fully accomplished Purchase Request (PR) with complete documentary requirements.</p>	<p>1.1 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. Only PR with complete information and complete documentary requirements shall be accepted for endorsement to the Finance and Administrative Division (FAD).</p>	<p>None</p>	<p>2 Hrs</p>	<p>Procurement Staff, Procurement Officer / Officer-in-Charge (OIC)</p>
	<p>1.2 Checks and clears the PR.</p> <p>1.3 Approves the PR and forwards to the Procurement Section.</p> <ul style="list-style-type: none"> ● If Php 1M and below – Chief-FAD (CFAD) ● If above Php1M – OD / HoPE 	<p>None</p>	<p>1 WD</p>	<p>Budget Officer/ OIC</p> <p>CFAD / OIC or HoPE/OIC</p>

<p>1.4 Receives the approved PR for appropriate action:</p> <ul style="list-style-type: none"> i. assigns the number/series and date; ii. scans and files the 2nd copy of PR; iii. gives the 3rd copy of PR to the End-User (EU); and iv. forwards the first copy of the approved PR for goods/services not covered by Shopping, infrastructure projects, and consulting services to the Procurement Staff who will serves as canvasser 	None	4 Hrs	Procurement Staff
<p>1.5 Prepares the necessary documents related to the procurement activities and forwards it to the Procurement Officer/OIC for review and approval.</p> <ul style="list-style-type: none"> ● Quotation (RFQ) form, ● Omnibus Sworn Statement (if applicable) <p>Note: Default delivery period: five (5) working days (but may change depending on the target</p>	None	1 WD	Procurement Staff and Procurement Officer / OIC

delivery period/ schedule of delivery or event)			
<p>1.6 Sends of the documents related to the procurement project to the prospective Supplier / Service Provider / Contractor via email or other means of communication.</p> <ul style="list-style-type: none"> ● For Small Value Procurement (Sec. 53.9) - sends the RFQ to at least three (3) possible suppliers/ service providers/ contractors ● For Direct Contracting (Sec. 50) - the proforma invoice together with the terms and conditions of sale will be provided by the Property Section or supplier/ service provider, this will serve as the corresponding RFQ form. RFQ form may also be sent in the absence of the above-mentioned documents. 	None	2 Hrs	Procurement Staff

<p>1.7 Canvassing and/or posting period of the RFQ form.</p> <p>1.8 Receives sufficient numbers of duly accomplished RFQ form.</p> <p>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) working days.</p> <p>Minimum: 3 WD</p> <p>Extension period: 3 WD/extension</p> <p>Maximum: 12 WD</p> <p>b. If no sufficient bids receive after the third extension, the BAC and EU shall conduct the mandatory review in accordance with Section IV(K) of the Implementing Rules and regulation of the RA 9184.</p> <p>1.9 Prepares all the necessary documents</p>	None	12 WD	Procurement Staff
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	<p>related to the opening of bids.</p> <p>Note: AOQ is no longer necessary for the preventive maintenance/ repair of service vehicles under the mode of direct contracting.</p>			
<p>2. OPENING OF BIDS UP TO THE AWARDING OF CONTRACT</p> <p>(Processing Time: 7 WD and 4 Hrs)</p>				
<p>2. Client review/check the bids</p>	<p>2.2 Prepares the Abstract of Quotation (AoQ) with recommendation.</p> <p>a. For successful bidding (There is a winning bidder) – Abstract of Quotation (AoQ) only</p> <p>b. For failed bidding - Include memorandum to notify the EU about the result and other recommendation</p>	None	4 Hrs	Procurement Staff, and Procurement Officer / OIC
	<p>2.2 Reviews and signs the Abstract of Quotation (AoQ) with recommendation.</p>	None	5 WD	BAC, EU and BAC-TWG (if necessary)

	2.3 Approves/ Disapproves the BAC recommendation and forwards to the Procurement Section for appropriate action.	None	2 WD	HoPE / OIC
3. PREPARATION UP TO THE APPROVAL OF CONTRACT AND SIGNING OF CONTRACT (Processing Time: 8 WD and 2 Hrs up to 9 WD and 2 Hrs)				
3. Client reviews the agreement and approves the obligation for the procurement projects.	3.1.A For procurement of infrastructure projects, consultancy services, fabrication/contraction of exhibit materials/collaterals, and services of professional/ technical expert: i. Prepares the Contract of Service (COS). ii. Reviews and finalizes the COS iii. Review the finalized COS and send back to the Procurement Section the seven (7) originally signed COS together with the copy of valid ID.	None	8 WD	Procurement Staff Legal Unit, EU Supplier / Service Provider / Contractor

	<p>iv. Signs the COS</p> <ul style="list-style-type: none"> - If chargeable against Grant-in-Aid (GIA) Funds- prepares the Obligation Request and Status (ORS) sign the box A of ORS form; or - If chargeable against General Funds - submit memo for ORS together with the documents to the Budget Section. <p>v. Certifies the allotment and obligates the funds</p> <ul style="list-style-type: none"> - If chargeable against Grant-in-Aid (GIA) Funds- sign the box B of ORS form; or - If chargeable against General Funds – prepares the ORS for signature of EU to box A, before signing the box B of the ORS form <p>vi. Certifies the availability of funds of the procurement project.</p>		<p>EU</p> <p>Budget Section</p> <p>Accounting Officer/ OIC</p>
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	<p>vii. Clears the COS.</p> <p>viii. Approves and signs the COS.</p> <p>Note: Sub-item i to viii = 8 WD (*10 CD)</p>			<p>CFAD/ OIC, and Heads of Legal Office/ OIC</p> <p>HoPE/ OIC</p>
	<p>ix. Facilitates the notarization of COS after receipt of cash for notarization</p> <p>x. Forward one notarized COS together with the copy of complete set of documents to End-User, one copy of COS to COA, and sent 1 copy to Supplier / Service Provider / Contractor</p>		<p>1 WD</p>	<p>Procurement Staff</p>
	<p>3.1.B For procurement of goods and other services:</p>	<p>None</p>	<p>8 WD</p>	

	<p>i. Prepares the order agreement form.</p> <ul style="list-style-type: none"> ● Purchase Order (PO) – for readily available items such as but not limited to equipment, supplies, and materials ● Job Order (JO) - personalized / customized items, non-personal or contractual services except for general support services 		Procurement Staff, and Procurement Officer / OIC
	<p>ii. Signs the PO/JO.</p>		CFAD/ OIC
	<p>iii. Review the PO/JO</p> <ul style="list-style-type: none"> - If chargeable against Grant-in-Aid (GIA) Funds- prepares the Obligation Request and Status (ORS) sign the box A of ORS form; or - If chargeable against General Funds - submit memo for ORS 		EU

	<p>together with the documents to the Budget Section.</p>	
	<p>iv. Certifies the allotment and obligates the funds</p> <ul style="list-style-type: none"> - If chargeable against Grant-in-Aid (GIA) Funds- sign the box B of ORS form; or - If chargeable against General Funds – prepares the ORS for signature of EU to box A, before signing the box B of the ORS form 	<p>Budget Section</p>
	<p>v. Certifies the availability of funds of the procurement project.</p>	<p>Accounting Section</p>
	<p>vi. Send the approved PO/JO to Supplier / Service Provider / Contractor for acknowledgement/Conformance</p>	<p>Procurement Staff</p>

	<p>vii. Acknowledges/ signs the conforme of the PO/JO.</p> <ul style="list-style-type: none">- The Procurement Section will send a follow up letter if they failed to receive a sign/ conforme the PO/JO within three working days.- The winning bidder must sign/ conforme/ respond within two (2) working days after receipt of the follow up letter. If there is no response from the winning bidder, the Procurement Section will request for the cancellation of PO/JO and resort to corresponding legal actions. <p>Note: Sub-item i to vii = 8 WD (*10 CD)</p>		Supplier / Service Provider / Contractor
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	<p>3.2 The PO/JO will be forwarded to the Property Section for acceptance of deliveries of goods, while the COS/Proforma Contract shall be forwarded to the EU for the acceptance of completed services.</p>	None	2 Hrs	Procurement Staff
<p>4-5. CONTRACT IMPLEMENTATION</p> <p>(Processing Time: 1 WD and 6 Hrs)</p>				
<p>4. The client participates in the inspection of the deliveries of goods/services.</p>	<p>4.1 Delivery of goods or completion of services.</p> <p>Note: Number of days depends on the approved schedule, delivery/ completion period, and/or approved extension.</p>	None		Supplier / Service Provider / Contractor
	<p>4.2 Acceptance of goods/services/other deliverables.</p>	None	2 Hrs	

	<ul style="list-style-type: none"> · For procurement transaction under COS/Proforma Contract - Accepts the delivery of goods/services and coordinates with the Property Section for appropriate inspection method. · For procurement transaction under PO/JO - Accepts the delivery of items and coordinates with the Inspection Committee, and EU for the inspection of items 			<p>EU</p> <p>Property Section</p>
	<p>4.3 Inspection:</p> <ul style="list-style-type: none"> ● If compliant - Accept ● If non-compliant – Don't accept and notify the supplier/service provider/contractor to comply with the requirements as stated in the PO/JO/COS 	None	2 Hrs	<p>Property Section, EU and Inspection and Acceptance Committee (IAC)</p> <p>(Other committee/office that may want to be involved in the inspection)</p>

	5.2 Signs the IAR.		2 Hrs	IAC
	5.3 Signs the documents such as but not limited to the following: RIS, ICS/PAR		2 Hrs	EU
	5.4 Issuance or release of the tangible goods to the EU.		2 Hrs	Property Staff
TOTAL	For PO		32 WD and 4 Hrs	
	For JO		32 WD and 4 Hrs	
	For COS		33 WD and 4 Hrs	
	For Proforma Contract		32 WD and 4 Hrs	

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

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 ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. SUBMISSION OF PR UP TO DEADLINE OF SUBMISSION OF BIDS/DOCUMENTARY REQUIREMENTS

(Processing Time: 15 WD)

1. Client forwards the fully accomplished Purchase Request (PR) with complete documentary requirements.	1.1 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. Only PR with complete information and complete documentary requirements shall be accepted for endorsement to the Finance and Administrative Division (FAD).	None	2 Hrs	Procurement Staff, Procurement Officer / Officer-in-Charge (OIC)
	1.2 Checks and clears the PR. 1.3 Approves the PR and forwards to the Procurement Section. <ul style="list-style-type: none"> ● If Php 1M and below – Chief-FAD (CFAD) ● If above Php1M – OD / HoPE 	None	1 WD	Budget Officer/ OIC CFAD / OIC or HoPE/OIC

<p>1.4 Receives the approved PR for appropriate action:</p> <p>i. assigns the number/series and date;</p> <p>ii. scans and files the 2nd copy of PR;</p> <p>iii. gives the 3rd copy of PR to the End-User (EU); and</p> <p>iv. forwards the first copy of the approved PR for goods covered by Shopping to the Procurement Staff who will serves as the canvasser.</p>	None	4 Hrs	Procurement Staff
<p>1.5 Prepares the necessary documents related to the procurement activities and forwards it to the Procurement Officer/OIC for review and approval.</p> <ul style="list-style-type: none"> ● Quotation (RFQ) form, ● Omnibus Sworn Statement (if applicable) <p>Note: Default delivery period: five (5) working days (but may change depending on the target delivery period/ schedule of delivery or event)</p>	None	1 WD	Procurement Staff and Procurement Officer / OIC

<p>1.6 Sends of the documents related to the procurement project to the prospective Supplier / Service Provider / Contractor via email or other means of communication.</p> <ul style="list-style-type: none"> - Requires posting of RFQ to PhilGEPS website with ABC amounting to above 50K - Sends the RFQ to at least three (3) possible suppliers 	None	2 Hrs	Procurement Staff
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<p>1.7 Canvassing and/or posting period of the RFQ form.</p> <p>1.8 Receives sufficient numbers of duly accomplished RFQ form.</p> <p style="padding-left: 40px;">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) working days.</p> <p style="padding-left: 40px;">Minimum: 3 WD</p> <p style="padding-left: 40px;">Extension period: 3 WD/extension</p> <p style="padding-left: 40px;">Maximum: 12 WD</p> <p style="padding-left: 40px;">b. If no sufficient bids receive after the third extension, the Procurement Sec. and EU shall conduct the mandatory review in accordance with Section IV(K) of the Implementing Rules and regulation of the RA 9184.</p> <p>1.9 Prepares all the necessary documents related to the opening of bids.</p>	None	12 WD	Procurement Staff
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2. OPENING OF BIDS UP TO THE AWARDING OF CONTRACT

(Processing Time: 5 WD and 4 Hrs)

2. Client review/check the bids	2.1 Prepares the Abstract of Quotation (AoQ) with recommendation. a. For successful bidding (There is a winning bidder) – Abstract of Quotation (AoQ) only b. For failed bidding - Include memorandum to notify the EU about the result and other recommendation	None	4 Hrs	Procurement Staff, and Procurement Officer / OIC
	2.2 Reviews and signs the Abstract of Quotation (AoQ) with recommendation.	None	3 WD	EU and BAC-TWG (if necessary)
	2.3 Approves/ Disapproves the recommendation and forwards to the Procurement Section for appropriate action.	None	2 WD	HoPE / OIC

3. PREPARATION UP TO THE APPROVAL OF CONTRACT AND SIGNING OF CONTRACT

(Processing Time: 8 WD)

<p>3. Client reviews the agreement and approves the obligation for the procurement projects.</p>	<p>3.1.For procurement of goods and other services:</p> <p>i. Prepares the order agreement form.</p> <ul style="list-style-type: none"> ● Purchase Order (PO) – for readily available items such as but no limited to equipment, supplies, and materials <p>ii. Signs the PO.</p>	<p>None</p>	<p>8 WD</p>	<p>Procurement Staff, and Procurement Officer / OIC</p> <p>CFAD/ OIC</p>
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	<p>v. Certifies the availability of funds of the procurement project.</p> <p>vi. Send the approved PO to Supplier for acknowledgement/Conforme</p> <p>vii. Acknowledges/ signs the conforme of the PO.</p> <ul style="list-style-type: none"> - The Procurement Section will send a follow up letter if they failed to receive a sign/ conforme the PO within three working days. - The winning bidder must sign/ conforme/ respond within two (2) working days after receipt of the follow up letter. If there is no response from the winning bidder, the Procurement Section will request for the cancellation of PO and resort to corresponding legal actions. 		<p>Accounting Section</p> <p>Procurement Staff</p> <p>Supplier</p>
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	Note: Sub-item i to vii = 8 WD (*10 CD)			
	3.2 The PO will be forwarded to the Property Section for acceptance of deliveries of goods, while the COS/Proforma Contract shall be forwarded to the EU for the acceptance of completed services.	None	2 Hrs	Procurement Staff
4-5. CONTRACT IMPLEMENTATION				
(Processing Time: 1 WD and 6 Hrs)				
4. The client participates in the inspection of the deliveries of goods/services.	4.1 Delivery of goods or completion of services. Note: Number of days depends on the approved schedule, delivery/ completion period, and/or approved extension.	None		Supplier / Service Provider / Contractor
	4.2 Acceptance of goods.	None	2 Hrs	

	<ul style="list-style-type: none"> For procurement transaction under PO Accepts the delivery of items and coordinates with the Inspection Committee, and EU for the inspection of items 			Property Section
	<p>4.3 Inspection:</p> <ul style="list-style-type: none"> If compliant - Accept If non-compliant – Don't accept and notify the supplier/service provider/contractor to comply with the requirements as stated in the PO 	None	2 Hrs	<p>Property Section, EU and Inspection and Acceptance Committee (IAC)</p> <p>(Other committee/office that may want to be involved in the inspection)</p>
5. The client submits/signs the documents related to the delivery and acceptance of goods and other services.	5.1 Preparation of documents for completed procurement transaction.	None	4 Hrs	

	<ul style="list-style-type: none"> · For procurement transaction under PO - Inspection and Acceptance Report (IAR) - Request Issuance Slip (RIS), if applicable - Issuance Custodian Slip (ICS), if applicable - Property Acknowledgment Receipt (PAR), if applicable 			Property Section
	5.2 Signs the IAR.		2 Hrs	IAC
	5.3 Signs the documents such as but not limited to the following: RIS, ICS/PAR		2 Hrs	EU
	5.4 Issuance or release of the tangible goods to the EU.		2 Hrs	Property Staff
TOTAL	For PO		30 WD and 4 Hrs	

*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 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, Payslip, etc.) Purpose of request 		HR Section / DOST TAPI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request/form and preliminary assessment (3 WD , 2 HRS				
1. Submit request form to the HR Section	1.1 Receives the Request Form and forwards to Admin Officer V for approval	None	4 HRS	FAD HR Section Admin HR Clerks

	1.2 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
	1.3 Prepares requested document	None	2 WD	FAD HR Section AO II
	1.3 4 Reviews and signs the requested document	None	4 HRS	FAD HR Section Admin Officer V
2. Notification to Client (2 HRS)				
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	3WD , 4 HRS	

11. Technical Assistance Service for Processing of Request for Certificate of Employment (Internal Client)

This service involves processing request for Certificate of Employment of all TAPI staff that are still working in TAPI.

Office or Division:	Finance and Administrative Division – Human Resource (HR) Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may Avail:	<ul style="list-style-type: none"> · TAPI Permanent Employee that are still in the service · TAPI Contract of Service / Job Order that are still in the service
Checklist of Requirements	Where to Secure
<ul style="list-style-type: none"> · One (1) original copy or Request Form 	HR Section / DOT TAPI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request/form and preliminary assessment (4 WD, 4 HRS)				
1. Submit Request Form to the Records Section	1.1 Receives and approves the Request Form and forward to the HR Section for the preparation of the certificate	None	2 WD	OD

	1.2 Prepares requested document	None	2 WD	FAD HR Section Admin Officer IV
	1.3 Reviews and signs the requested document	None	4 HRS	FAD HR Section Admin Officer V
2. Notification to Client (2 HRS)				
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	4 WD, 4 HRS	

12. Technical Assistance Service for Processing of Request for Certificate of Employment (External Client)

This service involves processing request for Certificate of Employment of all TAPI staff that are not working in TAPI anymore.

Office or Division:	Finance and Administrative Division – Human Resource (HR) Section
Classification:	Simple
Type of Transaction:	Government to Client (G2C)
Who may Avail:	· Separated / Resigned / Retired TAPI Employee
Checklist of Requirements	Where to Secure
· One (1) original copy or Request Form	HR Section / DOT TAPI

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request/form and preliminary assessment (3 WD , 1 HRS				
1. Submit Request Form to the Records Section	1.1 Receives the Request Form and forwards to the Chief FAD for approval	None	4 HRS	FAD Records Section Admin Officer V
	1.2 Approves the Request Form and forward the HR Section for	None	1 HR	Chief FAD

	the preparation of the certificate			
	1.3 Prepares requested document	None	2 WD	FAD HR Section Admin Officer IV
	1.4 Reviews and signs the requested document	None	4 HRS	FAD HR Section Admin Officer V
2. Notification to Client (2 HRS)				
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, 3 HR	

13. 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. Submission of request/form and preliminary assessment (11 WD , 2 HRS				

1. Files clearance form to his/her immediate supervisor	1.1 Receives the Clearance Form and forwards to the HR Section Head	None	2 HR	FAD HR Section Clerk III
	1.1 Signs clearance. Forwards the clearance to the Property Section	None	2 WD	Concerned Division Immediate Supervisor and Division Chief
	1.2 Clears/ signs the clearance form. Forwards the request to the HR Section	None	1 WD	FAD Property Section Admin. Officer V
	1.4 Clears /signs the clearance. Forwards to Record Section	None	1 WD	FAD HR Section Admin. Officer V
	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. Notification to Client (2 HRS)				
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	

14. 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 		Downloadable Form/HR Section		
		Downloadable Form/HR Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request/form and preliminary assessment (2 WD)				
1.Files application for leave to the HR Section	1.1 Receives the Application for Leave Form and	None	2 HRS	FAD HR Section

	forwards to Admin Officer V for signature/certification			Clerk III
	1.1 Certifies leave credits and forwards application to concerned Division Chief	None	2 HRS	FAD HR Section Admin. Officer V
	1.2 Forwards recommendation to the Office of the Director	None	4 HRS	Concerned Division Chief
	1.3 Approves/ Disapproves of the request for Leave and Forwards the form to the HR Section	None	1 WD	Office of the Director Director IV
2. Notification to client (2 HRS)				
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	

15. 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	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request/form and preliminary assessment (1 WD , 4 HRS				
1.Files application of leave to the HR Section	1. 1.1 Receives the Application for Leave Form and forwards to Admin Officer V for	None	2 HRS	FAD HR Section Clerk III

	signature/certification			
	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 Chief
2. Notification to Client (2 HRS)				
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, 6 HRS	

16. 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. Submission of request/form and preliminary assessment (1 WD , 6 HRS				
1.Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1.1 Receives the Application for Leave Form and forwards to Admin Officer V for signature/certification	None	2 HRS	FAD HR Section Clerk III
	1.1 Validates attached documents, certifies leave credits and forwards application to concerned Division Chief	None	4 hours	FAD-HR Admin. Officer V
	<p>For 1-2 days SL:</p> 1.2 Approves/ Disapproves and forwards to the HR Section	None	4 hours	Concerned Division Chief
	<p>For 3 days or more SL:</p> 1.2 Recommends and forwards to the Office of the Director	None	4 hours	Office of the Director Director IV

	1.3 Approves/ Disapproves request for leave and forward the signed application to the HR Section			
2. Notification to Client (2 HRS)				
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 Chief		None	1WD, 2 HRS	
Total - if approval is with the Director		None	1WD , 6 HRS	

17. 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 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 One (1) Original and one (1) photocopy of Medical Certificate indicating due of Pregnancy or Proof of Expected Delivery Date One (1) Photocopy of original marriage contract/certificate of male married employee Four (4) original copies of Clearance Form (CSC Form No. 7 Revised 2018) 		<p>Downloadable Form/HR Section</p> <p>Downloadable Form/HR Section</p> <p>Physician</p> <p>Philippine Statistics Authority/Local Civil Registry</p> <p>Downloadable Form/HR Section</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request/form and preliminary assessment (1 WD , 4 HRS				
1.Files application of leave to the HR Section	1.1 Receives the Application for Leave Form and forwards to Admin Officer V for signature/certification	None	2 HRS	FAD HR Section Clerk III
	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 Chief
	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. Notification to Client (2 HRS)				
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, 6 HRS	

18. 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. Submission of request/form and preliminary assessment (1 WD , 4 HRS				
1.Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1.1 Receives the Application for Leave Form and forwards to Admin Officer V for signature/certification	None	2 HRS	FAD HR Section Clerk III

	1.1 Validates attached document and certifies leave credits and forwards application to concerned Division Manager	None	2 hours	FAD HR Section Admin. Officer V
	1.2 Forwards recommendation to the Office of the Director	None	4 hours	Concerned Division Chief
	1.3 Signs request for leave and forward the signed application to the HR Section	None	4 hours	Office of the Director Director IV
2. Notification to Client (2 HRS)				
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, 6 HRS	

19. 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. Submission of request/form and preliminary assessment (1 WD , 4 HRS				
1.Files application of leave in duplicate using CSC Form No. 6 to the HR Section	1.1 Receives the Application for Leave Form and forwards to Admin Officer V for signature/certification	None	2 HRS	FAD HR Section Clerk III

	1.1 Validates attached document and certifies leave credits and forwards application to concerned Division Manager	None	2 hours	FAD HR Section Admin. Officer V
	1.2 Forwards recommendation to the Office of the Director	None	4 hours	Concerned Division Chief
	1.3 Signs request for leave and forward the signed application to the HR Section	None	4 hours	Office of the Director Director IV
2. Notification to Client (2 HRS)				
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, 6 HRS	

20. 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) 	<p>FAD, Budget Section</p> <p>FAD, Accounting Section</p> <p>Originating Division/FAD,Procurement Section</p> <p>Originating Division/FAD,Property Section</p> <p>FAD,Property Section</p> <p>FAD,Procurement Section</p> <p>Originating Division/FAD,Procurement Section</p>

<p>8. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy)</p>	<p>FAD,Procurement Section</p>
<p>9. Canvass form/Request for quotation (original/photocopy/scanned one (1) copy for each supplier</p>	<p>FAD,Procurement Section</p>
<p>10. Inspection & Acceptance Report (duly accomplished and signed by Inspection Committee Chairperson and Property Section Head) (original in one (1) copy)</p>	<p>FAD,Property Section</p>
<p>11. Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) (original in one (1) copy)</p>	<p>FAD,Property Section</p>
<p>12. Official Receipts (original in one (1) copy)</p>	<p>Originating Division/FAD,Property Section</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>Originating Division</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>BAC/FAD,Procurement Section</p>

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	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 Chief Office of the Director Director
	1.5. Receives the approved DP, check the applicable payment: : For Check/s payment 1.6 Prepares and signs the check/s , attaches Tax Certificate (if any).	None	1WD	FAD Cashier Section AOV

	<p>For payment LDDAP-ADA</p> <p>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>	None	1WD	FAD Cashier Section AOV
		None	4 hrs	Office of the Director
	<p>Encodes to the bank system:</p> <p>For Check/s payment</p> <p>1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>For payment LDDAP-ADA</p> <p>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	4 hrs	FAD Cashier Section AOV
		None	1WD	FAD Cashier Section AOV
		None	3 WD	LBP

2. Cashier secures copy of payment transaction for file	2.1 Digitization of copy of validated LDDAP -ADA and DV for file copy and attachment for payment notification to client	None	2 hrs	FAD Cashier Section AOV
3. Client receives notification for payment of supplies and equipment.	3.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 hrs	FAD Cashier Section AOV
Total - For check payment		None	4 WD & 4 hrs	
Total - For LDDAP -ADA		None	8 WD and 4 hrs	

21. 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	
1. Fully accomplished and signed Obligation Request Status form (original in three (3) copies)	FAD, Budget Section	
2. Fully accomplished and signed Disbursement Voucher (original in four (4) copies)	FAD, Accounting Section Originating Division/FAD, Procurement Section	
3. Bank Details (Account. Name, Account Number, Account Type, Name of the Bank & Branch) (scanned/emailed/photocopy in one(1) copy)	FAD, Property Section Originating Division/FAD, Procurement Section	
4. Sales/Billing Invoice (original in one (1) copy)	Originating Division/FAD, Procurement Section	
5. Duly signed Job Order/Contract Agreement (original in one (1) copy)	FAD, Procurement Section	
6. Approved Purchase Request/Food Request(original for one time purchase/ certified true copy for more than once in one (1) copy)	FAD, Procurement Section	
7. Abstract of Canvass of Prices (original for one time purchase/ certified true	FAD, Procurement Section	

<p>copy for more than once in one (1) copy)</p> <p>8. Canvass form/Request for quotation (original/photocopy/scanned one (1) copy for each supplier</p> <p>9. For transaction purchase through Bids and Awards Committee (BAC), copy of Notice of Award, Notice to Proceed and BAC Resolution and original contract shall be attached in one(1) copy</p> <p>10. Attendance Sheet (original in one (1) copy</p> <p>11. Activity Report and or Program, Special Order if applicable (original/scanned/photocopy in one (1) copy)</p>	<p>BAC/FAD,Procurement Section</p> <p>Originating Division</p> <p>Originating Division</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Client submits the Disbursement Package for processing of payment</p>	<p>1.1 Receives the complete documentary requirements and obligates the payment.</p>	<p>None</p>	<p>4 hrs</p>	<p>FAD Budget Section Budget Officer V</p>
	<p>1.2 Receives and process the Disbursement Package (DP) for payment and performs pre-audit of DP</p>	<p>None</p>	<p>1 WD</p>	<p>FAD Accounting Section Senior Admin Assistant II</p>
	<p>1.3 Receives and certifies funds availability :and completeness of documents</p>	<p>None</p>	<p>4 hrs</p>	<p>FAD Accounting Section Accountant III</p>

	<p>Approves the payment of the Disbursement package:</p> <p>1.4 If Php 1 million and below</p> <p>or</p> <p>1.4 If more than Php 1 million</p>	None	4 hrs	<p>FAD Division Chief</p> <p>Office of the Director</p>
	<p>1.5. Receives the approved DP, check the applicable payment: :</p> <p>For Check/s payment</p> <p>1.6 Prepares and signs the check/s , attaches Tax Certificate (if any).</p> <p>For payment LDDAP-ADA</p> <p>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>	None	1 WD	<p>FAD Cashier Section AOV</p>
		None	<p>1 WD</p> <p>4 hrs</p>	<p>FAD Cashier Section AOV</p> <p>Office of the Director Director</p>

	<p>Encodes to the bank system:</p> <p>For Check/s payment</p> <p>1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>For payment LDDAP-ADA</p> <p>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>None</p>	<p></p> <p>4 hrs</p> <p>1 WD</p> <p>3 WD</p>	<p></p> <p>FAD Cashier Section AOV</p> <p>FAD Cashier Section AOV</p> <p>LBP</p>
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2. Cashier secures copy of payment transaction for file	2.1 Digitization of copy of validated LDDAP -ADA and DV for file copy and attachment for payment notification to client	None	2 hrs	FAD Cashier Section AOV
3. Client receives notification for payment of food and venue.	3.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 hrs	FAD Cashier Section AOV
Total - For check payment		None	4 WD & 4 hrs	
Total - For LDDAP -ADA		None	8 WD & 4 hrs	

22. 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) 	<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>7. One (1) Duly signed and notarized Original copy Contract of Service or Memorandum of Agreement</p> <p>8. Abstract of Canvass of Prices (original for one time purchase/ certified true copy for more than once in one (1) copy), if applicable</p> <p>9. Canvass form/Request for quotation (original/photocopy/scanned one (1) copy for each supplier, if applicable</p> <p>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> <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,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>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	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	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 Chief Office of the Director
	1.5. Receives the approved DP, check the applicable payment: : For Check/s payment 1.6 Prepares and signs the check/s , attaches Tax Certificate (if any). For payment through LDDAP-ADA 1.6 Prepares LDDAP ADA & SLIAE, forwards to Accounting Section and CFAD for signature, attaches Tax Certificate (if any) 1.7 Approves the ADA	None None	1WD 1WD 4 hrs	FAD Cashier Section AOV FAD Cashier Section AOV Office of the Director Director

	<p>Encodes to the bank system:</p> <p>For Check/s payment</p> <p>1.8 Prepares the advice of approved Check/s through Electronic Modified Disbursement System (eMDS); and</p> <p>For payment through LDDAP-ADA</p> <p>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>	None	4 hrs	FAD Cashier Section AOV
		None	1WD	FAD Cashier Section AOV
		None	3 WD	LBP
2. Cashier secures copy of payment transaction for file	2.1 Digitization of copy of validated LDDAP -ADA and DV for file copy and attachment for payment notification to client	None	2 hrs	FAD Cashier Section AO V
3. Client receives notification for payment of contract of service.	3.1 Notifies the client that the check/s or validated LDDAP-ADA and Tax Certificates are available and payment was credited to their account.	None	2 hrs	FAD Cashier Section AO V
Total - For check payment		None	4 WD & 4 hrs	
Total - For LDDAP -ADA		None	8 WD & 4 hrs	

23. 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 STORE
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
Submission of request/form and remedial action				
1. Corrective Maintenance TAPI staff shall request for corrective maintenance by submitting to MIS	1.1 MIS staff shall inspect and assess computers, laptop, and/or peripherals indicated in the request.	NONE	4 HRS	MIS Unit Staff

staff two (2) copies of completely filled out MIS Corrective Maintenance Form.	1.2 MIS staff shall identify if the problem requires remedial or full repair and provide recommendation	NONE	4 HRS	MIS Unit Staff
	1.3 If findings require remedial repairs , MIS staff shall perform corrective maintenance needed.	NONE	1 WD	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
	1.6 MIS Head shall take note of the action and recommendations provided.	NONE	2 HRS	MIS Unit Head
	1.7 MIS staff shall update its MIS Equipment Maintenance Record accordingly.	NONE	2 HRS	MIS Unit Staff

TOTAL - For remedial repair	None	2 WD, 4 HRS	
TOTAL - For full repair	None	3 WD, 4 HRS	

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
Submission of request/form and notification to clients (4 HRS)				
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		FAD Property Section Administrative Aide I

	<p>1.2 Check the availability of the requested facility</p> <p><i>If available:</i></p> <p>1.3 Calendar the request to the Property Section Bulletin Board</p> <p><i>If unavailable:</i></p> <p>1.3 Return the disapproved form to the client</p>	None	4 HRS	<p>FAD Property Section Administrative Officer I</p> <p>FAD Property Section Administrative Officer I</p>
2. Client receives notification on the requested service	2.1 Notifies the client of the approval/ disapproval of the request	None		FAD Property Section Administrative Officer I
TOTAL - For unavailable facility		None	4 HRS	
TOTAL - For available facility		None	4 HRS	

25. Technical Assistance Service for Processing of Request for Authority to Use of Compensatory Overtime Credits (COC)

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

Office or Division:	Human Resource (HR) Section	
Classification:	Simple	
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"> • Two (2) original copies of Request to Use Compensatory Overtime Credits (COC) 		Downloadable Form/HR Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request/ forms and preliminary assessment (3 WD, 6 HRS)				
Files Application for use of COC/Offsetting	1.1 Determines the number of COC earned by the concerned employee	None	4 HRS	FAD HR Section Admin. Officer I
	1.2 Validates/clears COC and forwards application to the Division Chief concerned	None	2 HRS	FAD HR Section Admin. Officer v

	<p><i>If the COC is for one (1) day:</i></p> <p>1.3 Approves/disapproves request for COC for one (1) day</p> <p><i>If the COC is for two to three (2-3) days or if it falls outside WFH Schedule:</i></p> <p>1.3. Recommends for approval of the Director</p> <p>1.4 Approves/ Disapproves request for COC with reason indicated, in case of disapproval</p>	None	1 WD	Division Chief concerned
			1 WD	Division Chief concerned
			1 WD	Office of the Director Director IV
2. Notification of Client (2 HRS)				
2. Client is notified of the result of the request for offsetting	2.1 Releases the signed request to the client and provides the HR Section a copy of the signed COC	None	2 HRS	Office of the Director Admin. Assistant
Total - Approved/disapproved by Director		None	3 WD	
Total - Approved/disapproved by Division Chief		None	2 WD	

2. One (1) scanned copy of signed Confirmation Letter from Proponent's Institution's Head	Client
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proposal/request submission and preliminary assessment (3 WD)				
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	2 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		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		Finance and Administrative Division (FAD) Division Manager (DM)

	1.4 Check the validity of the registration and forward to OSAM Staff for account evaluation	None		FAD OSAM Program Manager
	1.5 Communicate with the applicant	None		FAD 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	1 WD	FAD OSAM Staff
	2.2 Coordinates with IPRAP PM for the approval of the account and OSAM staff approves in the System	None		FAD OSAM Staff
	2.3 Approves / Disapproves the Account.	None		FAD OSAM Staff
3. Notification to Client (4 HRS)				
3. Receives notification of the registration	3.1 Notifies the applicant of registration	None	4 HRS	FAD OSAM Staff
TOTAL		None	3 WD, 4 HRS	

INTERNAL SERVICES
OFFICE OF THE DIRECTOR (OD)

27. 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. Submission of forms and preliminary assessment (4 HRS)				
1. Files the Application form to the Division concerned	1.1 Determines the urgency of the request for overtime service	None	1 HR	Division Division Chief concerned

	<p><i>If With Overtime Pay:</i></p> <p>1.2 Forwards recommendation to the Budget Section</p> <p>1.3 Budget Officer signs availability of funds and forwards to the Office of the Director</p> <p><i>If Without Overtime Pay:</i></p> <p>1.2 Forwards recommendation to the Office of the Director</p>	None	<p>1 HR</p> <p>1 HR</p> <p>1 HR</p>	<p>Division Division Chief concerned</p> <p>FAD Budget Section AOV</p> <p>Division Division Chief concerned</p>
2. Approval/Disapproval (4 HRS)				
	2.4 Approves/Disapproves request for overtime service	None	4 HRS	Office of the Director (OD) Director IV
3. Notification of Client (30 mins)				
Client is notified of the release of requested overtime	3.1 Releases the signed request to the client	None	30 Mins	OD Admin Assistant
T No. of Days, for request with OT Pay		None	7 HRS and 30 Mins	
TOTAL No. of Days, for request without OT Pay		None	6 HRS and 30 Mins	

INTERNAL SERVICES
OFFICE OF THE DIRECTOR - LEGAL
UNIT (OD-LU)

28. 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. Proposal/Request submission and preliminary assessment (2 WD, 4 HRS)				
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	4 HRS	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	4 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	1WD, 4 HRS	OD-LU HLU (Attorney-IV)
2. Notification of Client (4 HRS)				
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	4 HRS	OD-LU LU - DS
TOTAL		None	3 WD	

29. 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. Proposal/Request/Documents submission and Preliminary Assessment (19 WD)				
The client physically and/or digitally via DTORS, submits document for	1.1. Physically and/or digitally via DTORS receives the document, logs it and forwards the same to Legal Assistant I	None	4 HRS	Legal Unit Division Secretary (LU-DS)

comment, review and/or evaluation	and/or Legal Assistant III (LA I and/or LA III).			
	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	4 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	18 WD	OD-LU HLU (Attorney-IV)
2. Notification of Client (1WD)				
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	20 WD	

INTERNAL SERVICES
Technology Information and Promotion
Division (TIPD)

30. 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:	TIPD – Media and External Engagement (MEE)	
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 MEE Request Form	TIPD-MEE
	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
	4. One (1) photocopy of screenshot/proof of email sent to ccu@tapi.dost.gov.ph attachments	Client - DOST-TAPI Divisions

such as the digital copy of the social media caption, date, time, and link for the photos (with DOST-TAPI watermark).	
5. One (1) photocopy of screenshot/proof of email sent to ccu@tapi.dost.gov.ph attachments such as the digital copy of the article and link for the photos.	Client - DOST-TAPI Divisions

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of request form (7 WD)				
Accomplishes MEE Request Form with relevant documents attached and submits to the TIPD-MEE	1.1 Receives duly accomplished MEE Request Form with relevant attachments	None	2 HRS	Technology Information and Promotion Division (TIPD) - Media and External Engagement (MEE) Sr. SRS
	1.2 Forwards the request form for clearance and approval or disapproval to the DOST-TAPI Director and TIPD Division Chief/Supervising SRS	None	2 HRS	TIPD - MEE Sr. SRS

	1.3 Approves/ disapproves the request	None		Office of the Director
	<p><i>If the request is disapproved,</i></p> <p>1.4 MEE returns the request form to the requesting PM citing the reason for disapproval</p> <p><i>If the request is approved</i></p> <p>1.4 Informs the requesting PM by providing a photocopy of the approved MEE request form and reviews relevant documents attached</p>	None	4 HRS	TIPD-MEE Sr. SRS
		None	3 WD	TIPD-MEE Sr. SRS
	1.5 Write a message or speech until finalized.	None	3 WD	TIPD-MEE Sr. SRS
2. Notification of Client (1 WD)				
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	TIPD-MEE Sr. SRS
Total - Disapproved		None	1 WD	
Total - Approved		None	8 WD	

FEEDBACK AND COMPLAINTS

LIST OF OFFICES