



ADMINISTRATIVE ORDER NO. 005  
Series of 2020

**SUBJECT: GUIDELINES FOR THE IMPLEMENTATION OF INDUSTRY BASED  
INVENTION DEVELOPMENT (IBID) PROGRAM**

### **1.0 BACKGROUND**

The Department of Science and Technology through the *Technology Application and Promotion Institute (TAPI)* implements the Republic Act No. 7459 otherwise known as "Inventors and Invention Incentives Act of the Philippines" which provides various assistance to Filipino Inventors. In recognition of the indispensability and ingenuity of the Filipino Inventors in the development of technology, TAPI implements a program for the development of the invention through the fabrication of a commercial prototype.

### **2.0 PROGRAM DESCRIPTION**

The Program involves technical and financial assistance for the fabrication of a commercial prototype model for adoption, demonstration, instruction and testing purposes of inventions, utility models and industrial designs. The assistance shall include the following:

- 2.1 Provision of technical assistance for the fabrication of a commercial prototype in collaboration with experts from the industry, DOST-RDIs and SUCs/HEIs; and
- 2.2 Provision of financial assistance to cover the raw materials, equipment, tools, and labor expenses for the fabrication of a commercial prototype that will be used in the testing, debugging and other refinements of the invention as placed in a real working environment.

### **3.0 PROGRAM OBJECTIVES**

The Industry-Based Invention Development (IBID) Program aims to:

- 3.1 Encourage the development of new and working technologies by providing technical and financial assistance in the fabrication of a commercial prototype;
- 3.2 Hasten technology transfer of inventor-generated technologies;
- 3.3 Address gaps that inhibit the translation of invention into economic and social benefits;
- 3.4 Promote the utilization of locally-developed technologies and innovations.

TAPI, recognizing the principles that fairness and equity demand that everyone in society whether male or female has the right to achieve their full potential, realizes the need to provide varying support to men and women inventors, innovators to commercialize their inventions and research outputs.

## Gender Equality Goals and Outcomes

- 3.5 Enhanced gender responsiveness in the entire operation of the Institute to ensure that the services are participatory, fair, empowering and sustainable; and
- 3.6 Enhanced equal opportunity principles of men and women inventors, innovators, entrepreneurs, and researchers beneficiaries of the Unit for attaining their full potential and enable them to become effective contributors to development.

## 4.0 DEFINITION OF TERMS

- 4.1 **Adoptor** refers to the end-user or test customer identified by the proponent for the commercial prototype.
- 4.2 **Affidavit of Undertaking** refers to the legal document that states the responsibility of the co-implementor on the approved IBID project.
- 4.3 **Co-Implementor** refers to the person assigned by the individual proponent as indicated in the letter request and who will execute the Affidavit of Undertaking once the project is approved and will have equal responsibility on the project. The co-implementor could be any immediate member of the family of legal age or any person of his or her choice.
- 4.4 **Commercial Prototype** refers to a model wherein development efforts of the machine / equipment is designed and built; said model was tested by one or more adoptors in actual field conditions.
- 4.5 **Deed of Assignment** refers to a legal document where the Owner / Applicant of the IPR assigns its rights to another individual/ juridical entity.
- 4.6 **Delinquent Account** refers to projects which the proponent failed to comply with at least three (3) written demands/instructions which include the non-exclusive list below:
  - 4.6.1 Failure to submit financial/status report / liquidation documents within the prescribed period;
  - 4.6.2 Failure to complete the project within the prescribed period; and
  - 4.6.3 Failure to return the financial assistance for repayment.
- 4.7 **Department of Science and Technology (DOST)** is the premiere science and technology body in the country charged with the twin mandate of providing central direction, leadership and coordination of all scientific and technological activities, and of formulating policies, programs and projects to support national development.

- 4.8 **Financial Grant** refers to the funds provided to the proponent on a particular project for a specified period that does not require repayment.
- 4.9 **Industrial Designs (ID)** may be three-dimensional features, such as the shape of the surface of an article, or of two-dimensional features, such as patterns, lines or color. Industrial designs are applied to a wide-variety of products of industry and handicraft: from technical and medical instruments to watches, jewelry and other luxury items; from housewares and electrical appliances to vehicles; from textile designs to leisure goods. An industrial design is non-functional; it is primarily of an aesthetic nature and any technical features of which it is applied are not protected (source: [www.ipophl.gov.ph](http://www.ipophl.gov.ph)).
- 4.10 **Inter-Agency Technical Evaluation Committee (IATEC)** composed of experts from the DOST, other departments such as the Department of Energy (DOE), Department of Health (DOH), Intellectual Property Office of the Philippines (IPOP HL), academe, industry or organizations whose technical expertise and/or background is relevant to the technology being applied for IBID assistance.
- 4.11 **Intellectual Property (IP)** refers to anything created by or product of the human mind and intellect that is fixed in tangible form and thus capable of expression, communication, application, reproduction and distribution (e.g. inventions, machine, device, creative works, etc.)
- 4.12 **Intellectual Property Rights (IPR)** refers to the rights attached to IP (e.g. patent, utility model, industrial design, trademark, copyright and related rights, etc.)
- 4.13 **Intellectual Property Office of the Philippines (IPOP HL)** is the government agency in charge with the implementation of the law protecting intellectual property rights in the Philippines as provided for under R.A. 8293, or the Intellectual Property Code of the Philippines.
- 4.14 **Invention Patent** or **Patent** is a government-issued grant, bestowing an exclusive right to an inventor over a product or process that provides any technical solution to a problem in any field of human activity which is new, inventive, and industrially applicable (source: [www.ipophl.gov.ph](http://www.ipophl.gov.ph))
- 4.15 **Line-Item Budget (LIB)** refers to the detailed breakdown of financial assistance requested which may include the counterpart of the proponent;
- 4.16 **Proponent** refers to the individual who is the Owner / Applicant stated in the IP application filed at the IPOP HL and applying for IBID assistance; it may also refer to the individual whom the P/UM/ID was assigned through a Deed of Assignment.

- 4.17 **Technical Evaluation Committee (TEC)** refers to the committee whose primary function is to review/evaluate the merits of the proposal based on the criteria stated under Item 8 hereof; the Committee is created through a Special Order (SO) and will be composed of the following TAPI employees:
- 4.17.1 one (1) chairperson, normally the Supervising Science Research Specialist of IBID Unit
  - 4.17.2 Three (3) members who, preferably, are knowledgeable on the submitted technology; and
  - 4.17.3 One member/secretariat, normally the IBID Program Manager.
- 4.18 **Utility Model (UM)** may be a useful machine, implement, tools, product, composition, process, improvement or part of the same that is of practical utility, novelty and industrial applicability. A utility model is entitled to seven (7) years of protection from the date of filing with no possibility of renewal (source: [www.ipophil.gov.ph](http://www.ipophil.gov.ph));
- 4.19 **Working Prototype** refers to first unit(s) of a product / device / machine or preliminary version of the technology or innovative idea that can clearly demonstrate the value and functionality of the concept. Working prototypes are tested so that the design or working parameters can be changed if necessary prior to commercial production or fabrication.

## 5.0 PROGRAM COVERAGE

Subject to availability of funds, the Program shall provide financial assistance in the form of grant amounting to up to ₱350,000 to cover the raw materials, devices, tools, and fabrication services for one (1) unit of the commercial prototype. Any amount in excess of ₱350,000.00 shall be the proponent's counterpart.

## 6.0 ELIGIBILITY

The proponent shall satisfy the following:

- 6.1 Any male or female Filipino citizen pursuant to Republic Act 7192 on Women in Development and Nation Building Act
- 6.2 Permanently residing in the Philippines
- 6.3 Must have P/UM/ID that has valid patent/registration one (1) year from the time of the submission of the proposal and at least one (1) year from the time of approval for P/UM/ID with certificates issued by the IPOPHL
- 6.4 Must have P/UM/ID with active status (i.e not withdrawn or forfeited) at the time of the submission of the proposal for P/UM/ID with pending registration at the IPOPHL
- 6.5 Of good moral character or has not been convicted of any case involving moral turpitude
- 6.6 With no delinquent account with TAPI

## **7.0 CHECKLIST OF REQUIREMENTS**

- 7.1 Application letter with template in "Annex A" duly signed by the proponent addressed to the TAPI Director with postal address and full contact details preferably with active email address
- 7.2 Signed Data Privacy Consent Form (Annex "B")
- 7.3 Photos and/or videos of a crude working prototype
- 7.4 Copy of the active and valid P/UM/ID application/registration papers
  - 7.4.1 for P/UM/ID with pending registration at the IPOPHL – copy of the P/UM/ID application with IPOPHL stamp and a copy of the most recent office action from the IPOPHL, if applicable
  - 7.4.2 for P/UM/ID with issued certificate from the IPOPHL – copy of the P/UM/ID certificate
- 7.5 Copy of the Deed of assignment filed at the IPOPHL in favor of the individual Project if the proponent is not the applicant per IP application
- 7.6 Duly signed Proposal following the prescribed format (Annex "C")
- 7.7 Quotations for items in the line-item budget (LIB)
- 7.8 Certification of Residency and/or Barangay Clearance
- 7.9 Personal bio-data
- 7.10 Valid government-issued ID

## **8.0 CRITERIA FOR EVALUATION**

The invention shall be evaluated using the IBID Program Evaluation Sheet (Annex "D") based on the following criteria :

- 8.1 Technical Viability
  - 8.1.1 Technical soundness of the invention – workability, sustainability of materials, availability and cost of fabrication, significant improvements, performance efficiency, etc.;
  - 8.1.2 Availability of a working model in accordance to the filed P/UM/ID;
  - 8.1.3 Has completed the R&D stage;
  - 8.1.4 Advance features of the invention over existing comparable product/invention in the market
- 8.2 Market Potential
  - 8.2.1 Capability of the adoptor to assess the commercial project;
  - 8.2.2 Potential market
- 8.3 Compliance to any regulatory bodies i.e DENR, FDA, LTO, etc., environmental and/or any applicable laws and standards, if applicable;
- 8.4 Socio-economic benefits, if applicable.

## **9.0 OPERATING PROCEDURES**

- 9.1 Proponent shall submit through TAPI Records Sections proposal with attached documentary requirements pursuant to Item 7 above addressed to the Director. The Records Section forwards the

request/proposal to the Office of the Director (OD) within one (1) working day from receipt. OD forwards the request to the appropriate Division Manager (DM) within two (2) working days from receipt of the request;

- 9.2 Upon receipt, DM checks whether the proposal falls within IBID Program. If in the negative, the DM shall forward the same to the appropriate Program Manager (PM) within one (1) working day from receipt. If the proposal falls within IBID, DM forwards within the one (1) working day from receipt of the request to IBID Unit who will check the completeness of the documents based on Item 7 above and communicates to the proponent its feedback in accordance with the provisions below:
  - 9.2.1 If the proposal is incomplete, IBID Unit will send within three (3) working days from receipt an acknowledgment letter to the proponent with request to submit lacking requirements within forty-five (45) calendar days together with the complete list of requirements as indicated under Section 6 above. If no response/formal letter is received within the said period, the request shall be deemed withdrawn/dropped without prejudice to its re-filing. TAPI, through its Director, notifies proponent of its decision to drop the project in writing within five (5) working days from the expiration of the 45-day period.
  - 9.2.2 If the proposal is complete, IBID Unit will send an acknowledgment letter to the proponent within three (3) working days from the receipt of the proposal, informing the proponent that the proposal is complete and is now being evaluated. IBID Unit shall submit to OD a recommendation of TEC members through a draft of Special Order creating the TEC for the Director's signature.
- 9.3 OD, after finding the proposal to be acceptable, creates a TEC within three (3) working days from the receipt of the proposed.
- 9.4 The Director shall have the sole discretion in the selection and appointment of TEC members upon due recommendation of IBID Unit.
- 9.5 As an alternative, TAPI may form an Inter-Agency Technical Evaluation Committee (IATEC) depending on the nature of the proposal and expertise needed; Provided that, no additional period shall be consumed other than those mentioned in these Guidelines;
- 9.6 Within fourteen (14) working days from the issuance of the SO, TEC or IATEC conducts evaluation based on the criteria provided under Item 8 hereof and validates the proposal through calls, emails, letters and other appropriate and efficient means. If necessary and upon due issuance of Travel Order/Pass Slip, TEC may conduct site visit together with the DOST Regional Office (RO) or Provincial Science and

Technology Center (PSTC) staff to check, verify and validate the information indicated in the project proposal provided that such visit shall be within the 14-working day period mentioned above. In cases where RO or PSTC will not attend the site visit upon valid written justification, TEC shall proceed with the visit. The following shall be conducted during the site visit:

- 9.6.1 validating the existence and due execution of documents submitted by the proponent;
- 9.6.2 validating the existence of the company/entity declared in the proposal as well as their operations and processes;
- 9.6.3 gathering of data or information from the proponent and the surrounding community; and
- 9.6.4 other related activities as TEC may deem necessary.

At the conclusion of the visit, TEC shall accomplish and sign the Site Visit Form (ANNEX "D").

- 9.7 In highly meritorious cases and subject to the approval of the Director, TEC may conduct other site visits in order to confirm/verify other critical information on the proponent and the proposal.
- 9.8 In case TEC cannot personally conduct site visits due to various constraints, TEC shall immediately send a written request to the concerned RO/PSTC Staff to perform the site visits and other validation activities. TEC shall request that RO/PSTC Staff accomplish and sign the Site Visit Form. TEC shall secure from RO/PSTC Staff the Site Visit Form and shall consider the same in their evaluation. An advance copy of the Site Visit Form may be sent via email to TEC to expedite the procedure.
- 9.9 The IBID Unit shall submit the TEC Report for the project with a rating of below 70% per filled up Evaluation Sheet (Annex "E") of the TEC Members to the Director or Execom for their information and inform the proponent within three (3) working days.
- 9.10 The IBID Unit shall submit the TEC Report for the project with a rating of at least 70% per filled up Evaluation Sheet (Annex "E") of the TEC Members to the Director or Execom for approval/disapproval pursuant to the provisions of Policy Resolution No. 2019-05 or its amendment(s), if any; Provided that, the approval/disapproval shall be issued within ten (10) working days from receipt of IBID Unit's recommendation; the TEC Evaluation Report indicates the following (1) highlights of evaluation based on the said activities, (2) documents submitted by the proponent, and (3) the recommended LIB.
- 9.11 TAPI, through IBID Unit, informs the proponent of the decision in accordance with the provisions below:

- 9.11.1 If the request is disapproved by the Director or EXECOM, whichever is applicable, PM shall so notify the Proponent in writing within three (3) working days from the receipt of the disapproval.
- 9.11.2 If the request is approved by the Director or EXECOM, whichever is applicable, PM shall notify the Proponent in writing within three (3) working days from receipt of the approval via Memorandum of Agreement (MOA) for signature of the Proponent.
- 9.12 IBID Unit in coordination with the Legal Unit shall facilitate the MOA orientation within one (1) working day and the signing of the Memorandum of Agreement (MOA).
- 9.13 Within three (3) working days from the receipt of the signed MOA, IBID Unit shall process the notarization of the same. IBID Unit prepares and forwards the notarized MOA with complete documentary requirements to TAPI Finance and Administrative Division (FAD) for the processing of release of funds to the Proponent.

## **10.0 MONITORING OF PROJECTS**

- 10.1 DOST-TAPI shall conduct project monitoring on a regular basis, at least once a year. The proponent shall submit liquidation documents to include financial and accomplishment report following the prescribed TAPI format. In pursuit to gender-responsive DOST-TAPI, basic GAD orientation will be included during the event proper and/or project monitoring.
- 10.2 The Program proponent/beneficiaries may be endorsed to other programs for further improvement of their technologies and/or business.

## **11.0 EFFECTIVITY**

This Order shall take effect immediately after its posting in TAPI Official Website and shall supersede all contrary provisions of any previously issued guidelines for the Program.

Taguig City, Philippines, February 27, 2020

  
**EDGAR I. GARCIA**  
Director



**ANNEX A  
Letter Request**

Date: \_\_\_\_\_

**ENGR. EDGAR I. GARCIA**

Director  
Technology Application and Promotion Institute (TAPI)  
DOST Compound Gen. Santos Ave.  
Bicutan, Taguig City

Dear **Engr. Garcia**:

I, \_\_\_\_\_, inventor/maker/designer of patented/  
patent-pending invention / utility model (UM) / industrial design (ID)  
\_\_\_\_\_, would like to  
request for financial assistance in the form of a grant/loan amounting to  
P\_\_\_\_\_ for the fabrication of commercial prototype of my technology that  
will be adapted/used/tested by \_\_\_\_\_.

I am assigning \_\_\_\_\_, residing at  
\_\_\_\_\_, of legal age, and of best ability to be  
my co-implementor.

Attached herewith are the following to comply with the requirements of the Industry-  
Based Invention Development (IBID) Program:

- ( ) Signed Data Privacy Consent Form (Annex B)
- ( ) Duly-signed Project Proposal (Annex C)
- ( ) Photos and/or videos of a crude working prototype
- ( ) Copy of IP application papers of the valid and active P/UM/ID
- ( ) Deed of Assignment filed at the IPOPHL, if applicable
- ( ) Personal bio-data
- ( ) Valid government-issued ID
- ( ) Certification of Residency and/or Barangay Clearance
- ( ) Quotations

Thank you.

Respectfully yours,

\_\_\_\_\_  
Signature over printed name

Address: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
contact number(s): \_\_\_\_\_

## **ANNEX B DATA PRIVACY CONSENT FORM**

We at the Technology Application and Promotion Institute are committed to provide you with the services involving application and promotion of science and technology pursuant to Executive Order No. 128 and RA 7459 while implementing safeguards to protect your privacy and keep your personal data safe and secure.

### **Processing of Personal Data**

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, and the like, may be used for (1) evaluation of the request/proposal; (2) monitoring of the approved project; (3) sending notifications/updates; and (4) other similar activities, in connection to the Data Subject's present proposal or request for assistance and the succeeding projects/requests that the Data Subject may have with TAPI. Said information will also be shared within DOST System for the purpose of informing and/or inviting the data subject to any other events, promotions, proposals, and other activities of DOST System. Further, said information will be shared within and used by DOST System for statistics purposes.

### **Data Protection**

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected.

Only authorized personnel are permitted and have access to the collected

information who will treat any confidential information under strict confidentiality. In case of breach, TAPI shall notify you and inform the National Privacy Commission (NPC) in accordance to the NPC Circular 16-03 or Personal Data Breach Management.

Personal information collected are stored and later on disposed of via shredding and permanently deleted in our electronic files in accordance to R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

### **Rights of the Data Subject**

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by TAPI as well as to access, object, rectify, and block the same. For questions or concerns, you may contact our Data Protection Officer through the following details:

(02) 837 2071 local 2162  
info@tapi.dost.gov.ph

*I have read this form, understood its contents, and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.*

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(Signature over Printed Name)

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(Date)

**ANNEX C**

**PROJECT PROPOSAL  
Industry-Based Invention Development (IBID) Program**

Project Title: \_\_\_\_\_

Proponent : \_\_\_\_\_

Co-Implementor /  
Project Implementor: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**A. Proponent**

<b>Current Address</b>	
<b>Permanent Address</b>	
<b>Contact Number</b>	
Active Email Address	
<b>Present occupation</b>	
<b>Educational Attainment</b>	
<b>Assistance previously availed of from DOST-TAPI and/or other DOST agencies</b>	
<b>Do you own a business?</b> (If YES, proceed to the succeeding questions. If NO, proceed to letter B. Patent/ UM/ ID)	
• Name and address of owned company	
• Line of business and product lines	
• Year established	
• No. of existing employees/workers	

<ul style="list-style-type: none"> <li>Existing equipment/facilities</li> </ul>	
<b>Source of knowledge on the proposed technology</b> (i.e. education, work experience, seminars/trainings attended)	

**B. Patent / Utility Model / Industrial Design**

<b>Title of the P/ UM/ ID as filed in IPOPHL</b>	
<b>Patent / Registration No.</b>	
<b>Filing Date</b>	
<b>Applicant (Owner) as indicated in the P/UM/ID</b>	
<b>Product Name or Trade Name, <i>if applicable</i></b>	
<b>Technical description of the P/UM/ID</b> <ul style="list-style-type: none"> <li>manner of operation</li> <li>manner of construction</li> </ul>	
<b>Problem or need the P/ UM/ID is addressing</b>	
<b>Existing similar products found in the market/ Internet, etc.</b>	
<b>Technical advantages over existing products</b>	

<b>Performance/ Test(s) Results</b>	

### C. IMPLEMENTATION

<b>Production/project timeline</b> Indicate the specific activities needed in the fabrication of the prototype and the length of time required (example: procurement - 2 weeks, fabrication of parts - 4 weeks, assembly - 2 weeks, testing - 1 week, etc.)	
<b>Production area and existing equipment, tools, etc.</b>	
<b>Fabricator/contractor that will be tapped, if applicable</b>	
<b>Supplier of raw materials and equipment</b>	
<b>Specific Adoptor/ End-user/ Test customer or testing center of the commercial prototype</b>	

<b>Identified potential market</b>	
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**D. PROJECT BUDGET**

<b>Amount of Financial Assistance Requested to DOST-TAPI</b>	
<b>Amount of Proponent's Counterpart</b>	

**Detailed Line-Item Budget (LIB)**

Provide estimated cost of production per unit showing itemized materials, tools, devices to be purchased

Unit	Particular/Description	Quantity	Unit Cost	Cost
<b>TOTAL</b>				

**PREPARED BY:**

\_\_\_\_\_  
**Proponent/ Project Implementor**  
 Signature over printed name  
 Date Prepared: \_\_\_\_\_

## ANNEX D SITE VISIT FORM

Program:  
Proposed Project:

Proponent:  
Date of site visit:

Address of the site visited:

**A. Inspection Documentary Requirements.** The Technical Evaluation Committee (TEC) inspected the following documents for the purpose validating their existence:

	Required Document	Document Submitted (Original, CTC*, Photocopy, etc.)	Had seen the Original (Y/N)	Remarks
1				
2				
3				
4				
5				
6				
...				

*\*For purposes of this form, Certified True Copy shall mean a document certified by the agency or company which originally issued the same and is still in custody of the original document.*

**B. Other Activities, if any.** TEC conducted the following activities in order to evaluate the project proposal and/or validate the statements provided therein.

Activity Conducted	Remarks

The undersigned confirms the veracity of the foregoing.

TEC Members:

Signature above printed name  
Date:

Signature above printed name  
Date:

Signature above printed name  
Date:

Signature above printed name  
Date:

**ANNEX D**

**INDUSTRY-BASED INVENTION DEVELOPMENT (IBID) PROGRAM PROPOSAL  
EVALUATION SHEET**

CRITERIA	SCORE	STATUS / REMARKS
<b>1. Technical Viability – 70%</b> 1.1 Technical soundness of the invention based on existing scientific principles: 30% <ul style="list-style-type: none"> <li>• <i>Will the invention work as designed and claimed in the IP?</i></li> <li>• <i>Are the specific parts of the invention made of materials suited for the design?</i></li> </ul> 1.2 Availability of a working model in accordance to its filed IP: 20%  1.3 Stage of development of the invention: 20% <ul style="list-style-type: none"> <li>• <i>Invention must have passed the R&amp;D stage.</i></li> <li>• <i>Does it need further testing?</i></li> </ul>		
<b>2. Market Potential – 20%</b> 2.1 Advanced features of the invention over existing product with the same functions: 10% 2.2 Reasonable fabrication cost 10%		
<b>3. Compliance to any regulatory bodies i.e DENR, FDA, LTO, etc., environmental and/or any applicable laws and standards – 5%</b>		
<b>4. Socio-economic benefits - 5%</b>		
<b>TOTAL SCORE</b>		

*\* To qualify for the assistance the proposal must garner at least 70% of the total score.*

Prepared by:

\_\_\_\_\_ Member, TEC

Date Evaluated: \_\_\_\_\_