



Administrative Order No. 012
Series of 2020

**SUBJECT: REVISED GUIDELINES ON INVENT SCHOOL PROGRAM for
HIGH SCHOOL and COLLEGE LEVELS**

Section 1. Program Description

The Invent School Program (Invent School™) involves the conduct of a two-day seminar workshop in private and public schools in cooperation with inventors' groups, LGUs and NGOs to stimulate students' interest for creativity and inventiveness and create awareness on Intellectual Property Rights (IPR) and Protection. The Program provides an opportunity for the male and female students in High School and in College not only to develop their creativity and potentials but also to awaken their true ingenuity. Invent School™ serves as a starting ground for young Filipino inventors.

Likewise, TAPI recognizes the principles of gender fairness and equity, hence, the Program ensures to provide varying support to male and female students to promote creativity, inventiveness and awareness on IPR, achieving gender equity goals and outcomes by providing equal access to the Program and it being gender responsive in its operations.

Section 2. Objectives

- 2.1 To inculcate creative thinking and bring about inventiveness among male and female students to entice them to pursue activities leading to creativeness in solving problems in industrial applications;
- 2.2 To create students' awareness on Intellectual Property Rights and Protection;
- 2.3 To undertake a training for male and female students to awaken their creativity and inventiveness;
- 2.4 To promote and establish new young men and women inventors' associations/clubs that are expected to intensify inventive activities in the campuses; and
- 2.5 To encourage male and female students to pursue science-related courses leading to a career that would make them professional inventors and scientists in the future.

Section 3. Definition of Terms.

- 3.1 Proponent - Any public or private entity that signifies interest for the conduct of Invent School Program as stated in Section 5: Eligibility
- 3.2 OD - Office of the Director
- 3.3 DM – Division Manager or its authorized alternate
- 3.4 Unit – refers to the Invent School Program

Section 4. Assistance Coverage. Assistance that will be provided by TAPI under this program shall be limited to the following:

- 4.1 Consultancy assistance on the availment of the Program;
- 4.2 Co-sponsorship of the activity; and
- 4.3 Provision of men and women resource persons to facilitate seminar-workshop of High School and College male and female students.

Section 5. Eligibility. Proponent may be any of the following:

- 5.1 DOST-Regional Offices;
- 5.2 A duly recognized academic institution (private or public elementary schools);
- 5.3 LGUs; and
- 5.4 Men and women inventors' organizations accredited by TAPI.
- 5.5 Proponent shall have no outstanding obligations with TAPI.

Section 6. Checklist of Requirements. The following documents shall be required under this program. Absence of any shall be sufficient basis for denial of request.

- 6.1 Letter of request;
- 6.2 Proposal (Annex "A") indicating the following:
 - 6.2.1 Project Title;
 - 6.2.2 Project Date;
 - 6.2.3 Project Venue;
 - 6.2.4 Project Cost;
 - 6.2.5 Relevance to the Proponent or Region;
 - 6.2.6 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
 - 6.2.7 Budgetary Requirements indicating the counterpart of the proponent.
- 6.3 Duly executed Data Privacy Consent Form (Annex "B").

Section 7. Operating Procedures

- 7.1 Proponent shall submit through TAPI Records Section letter request with attached project proposal pursuant to Section 6 above addressed to the Director. The Records Section forwards the request/proposal to the Office of the Director (OD) within one (1) day from receipt. OD forwards the request to Invent School™ Unit thru IDD DM within two (2) working days from receipt of the request.
- 7.2 Upon receipt, DM checks whether the proposal falls within the Invent School Program. If in the negative, the DM shall forward the same to the Unit of the proper program within one (1) working day from receipt. If the proposal falls Invent School™, DM forwards within the one (1) working day from receipt of the request to Invent School™ Unit who will check the completeness of the documents and communicates to the proponent its feedback in accordance with the provisions below:
 - 7.2.1 If the proposal is incomplete, Invent School™ Unit will send within one (1) working day 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.
 - 7.2.2 If the proposal is complete, Invent School™ Unit will send an acknowledgment letter to the proponent within one (1) working day from receipt, informing the proponent that the proposal is complete and is now being evaluated.
- 7.3 Invent School™ Unit evaluates the request based on the documentary requirements submitted by the Proponent, the objectives of the program, assistance coverage and the availability of funds. If the proposal is found to be complete but is devoid of merit, the Invent School™ Unit shall inform the Proponent accordingly in writing within three (3) working days from the receipt of the request by Invent School™ Unit.

- 7.4 Within four (4) working days from receipt of the request by Invent School™ Unit, the latter shall submit the result of the evaluation with recommendation to the Director or EXECOM for approval 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 eight (8) working days from receipt of Invent School™ Unit's recommendation;
- 7.4.1 If the request is disapproved by the Director or EXECOM, whichever is applicable, Invent School™ Unit shall so notify the Proponent in writing within three (3) working days from the receipt of the disapproval.
- 7.4.2 If the request is approved by the Director or EXECOM, whichever is applicable, Invent School™ Unit shall notify the Proponent in writing within three (3) working days from receipt of the approval through Conforme Letter.
- 7.5 Withing one (1) working days from receipts of Conforme Letter from the proponent, the Records Section shall forward the same to the Invent School™ Unit .
- 7.6 Within three (3) working days from the receipt of the signed Conforme Letter by the Proponent, Invent School™ Unit shall process the notarization of the same and forwards the notarized Conforme with other necessary documents to FAD for the processing of funds.

Section 8. Project Implementation

- 8.1 The Unit will coordinate with the Proponent for the activity and set the deployment of the resource persons.
- 8.2 TAPI together with the Proponent shall implement the activity.
- 8.3 The Proponent prepares and submit reports (Activity and Financial Reports) on the conduct of the activity to TAPI two (2) months after the conduct of the Invent School™.
- 8.4 Proponent shall acknowledge TAPI's assistance in all reports, papers and press releases arising from the activity.

Section 9. Effectivity

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

Taguig City, Philippines, FEJ 27 2020.


EDGAR I. GARCIA
Director