



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

Administrative Order. 016
Series of 2020

Subject: INVENTION TESTING AND LABORATORY ANALYSES ASSISTANCE PROGRAM

Section 1. Program Description

The program aims to assist male and female technologists, inventors, and researchers avail of laboratories and the facilities of Research and Development institute (RDIs), including regional offices and other government agencies, offices and instrumentalities, in order to test, verify, evaluate the functionality of the invention, the suitability of its materials, components and design and the safety and conduciveness of the product for public use (Article IV, Sec. 8 of RA 7459).

Section 2. Objectives based on Gender Equality Goals and Outcomes:

1. Increase access of women to all programs and services of the institute;
2. Enhanced gender responsiveness in the entire operation of the institute to ensure that services are participatory, fair, empowering and sustainable; and
3. Enhanced equal opportunity principles of men and women beneficiaries of Invention Testing and Laboratory Analyses Assistance Program in their employment process.

Section 3. Assistance Coverage. This program provides financial assistance in the form of a grant to cover the cost of laboratory testing analyses including performance testing to be undertaken by the DOST RDIs or other accredited testing laboratories/institutions for product/device/technology that either have letters patent, pending patent application or with due endorsement from TAPI IPR Assistance Program; the program shall NOT cover pre-clinical tests (using test animal) and clinical tests (using live humans) on requests involving plant drugs/medicines. The financial assistance will depend on the status of the invention/technology:

1. First Stage (P50,000 and below) - Final stage of R&D, e.g. validation of claims on the invention/technology and request for testing from the IPR Program.
2. Second Stage (maximum of P100,000 or 50% of the cost of test, whichever is lower) - Technology/invention is already in the commercialization stage.

Section 4. Eligibility for Financial Assistance.

1. Filipino man/woman, technologist, inventor and researcher actually residing in the Philippines;

2. He/She must be of good moral character and has not been convicted of any case involving moral turpitude;
3. Must have no delinquent account with TAPI.
4. A product/device/technology is endorsed for testing assistance by the intellectual Property Rights Assistance Program (IPRAP), Industry-Based Invention Development (IBID), and Invention-Based Enterprise Development (IBED) Programs.

Section 5. Criteria for Evaluation. To qualify for the assistance, the proposal must garner at least 80% of the total score following the criteria below:

Criteria	Score
1. Technical soundness of the technology/invention based on existing engineering principles: Will the technology/invention work as designed?	35
2. Stage of development of the technology/invention: Technology/Invention passed the R&D stage.	35
3. Advanced features of the technology/invention over existing product with the same functions.	30
Total	100

Section 6. Exclusive Checklist of Requirements:

1. Letter request addressed to TAPI Director involving an amount within the coverage of this program as stated under Section 3 above;
2. Highlights of project study/proposal indicating the purpose(s) for which such analyses are needed;
3. Copy of Letters Patent, or copy of patent application. If none yet, an endorsement from the Program Manager of IPR Assistance that the product/device/technology was assisted by the IPRAP and/or was already filed at the IPOPhil for patent or utility model registration;
4. Brief inventor and/or business profile;
5. Proof of sales, if applicable, and;
6. Samples for testing to be submitted (upon request of the institutes in-charge for the testing).
7. Duly executed Data Privacy Consent Form (**ANNEX "A"**)

Section 7. Operating Procedures

1. Applicant shall submit through TAPI Records Section letter request with complete documentary requirements as stated under Section 6 above and 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 the proper DM within two (2) working days from receipt of the request.

2. Upon receipt, DM checks whether the proposal fall within the Invention Testing and Laboratory Analyses Assistance Program (TAP). If in the negative, the DM shall forward the same to the PM of the proper program within one (1) working day from receipt. If the Proposal falls within TAP, DM forwards within one (1) working day from receipt of the request to TAP Unit. The latter checks the completeness of the documents and communicates to the applicant its feedback in accordance with the provision below:
 - a. If the request is incomplete, Testing Assistance Unit will send within one (1) working day from receipt an acknowledgement letter to the applicant with request to submit lacking requirements within forty-five (45) calendar days together with the list of requirements as indicated under Section 6. 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 applicant of its decision to drop the project in writing within five (5) working days from the expiration of the 45-day period.
 - b. If the request complete, Testing Assistance Unit will send an acknowledgment letter to the applicant within one (1) working day from the receipt of the proposal, informing the applicant that the proposal is complete and is now being evaluated.
3. Within nineteen (19) working days from the receipt of the complete documentary requirements, TAP Unit evaluates the request based on the criteria under Section 5 above and identify/coordinate with available Research and Development entity or with applicant's pre-determined RDIs/testing laboratories/institute for testing for a quotation on the amount needed for the request of the applicant. Within three (3) working days from the receipt of the R&D quotation, TAP Unit shall submit an executive summary with recommendation to the Director or Execom for approval/disapproval pursuant to the provisions of Policy Resolution No. 2019-05 or its amendment(s), if any. The said executive summary shall be accompanied by draft Conformé Letter for signature of the Director indicating the details of the assistance; Provided that, the approval/disapproval and the signed Conformé Letter (in case of approval) shall be issued within ten (10) working days from receipt of TAP Unit's recommendation.
4. TAPI, thru TAP Unit, informs the applicant of the decision of the Director/Execom in accordance with the provisions below:
 - i. If the project proposal is disapproved, TAPI shall inform the applicant accordingly in writing within three (3) working days from the issuance of the above-mentioned decision.
 - ii. If the proposal is approved, TAPI shall inform the applicant in writing within three (3) working days from the issuance of the

above-mentioned decision with attached Conformé Letter and an instruction to coordinate with TAP Unit on other pertinent matters.

5. TAPI pays directly the RDIs/testing laboratories/institutions upon billing.
6. TAPI may approve a request for reimbursement of testing expenses subject to compliance with the checklist of requirements and submission of test result/s and official receipts. In which case, the procedure above will be followed but without identifying/coordinating with R&D in securing quotation on the amount needed for the request of the applicant.

Section 8. 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, FEB 27 2020


EDGAR I. GARCIA
Director