



TAPI Administrative Order No. 011
Series of 2021

**GUIDELINES FOR THE TECHNOLOGY APPLICATION AND PROMOTION
INSTITUTE – ONLINE SYSTEMS ADMINISTRATION AND MANAGEMENT (TAPI-
OSAM) PROGRAM**

Section 1. Title

This Guidelines shall be known as the “Online Systems Administration and Management Program” or “OSAM”.

Section 2. Program Description

The program is about the administration and management of all incoming documents of the Technology Application and Promotion Institute of the Department of Science and Technology (DOST-TAPI) primarily on requests for protection of intellectual property rights from private inventors, State Universities and Colleges (SUCs), Higher Educational Institutions (HEIs), and Research Development Institutes (RDIs) of the DOST.

The program provides assistance in securing file managing databases and developing sub-systems. These systems aid to improve the file service through online accessibility, convenience, ease in handling files, and online monitoring among internal and external clients. For internal clients who are TAPI employees, a separate manual procedure is provided for their reference.

Under OSAM, the System for Intellectual Property Applications and Grants (SIPAG) is an offline tool used to manage, evaluate, and monitor thousands of Intellectual Property (IP) granted or filed. The management of these technologies includes the scanning, sorting, and uploading of all the technologies with attachments contained in a designated folder. A paperless routing of all incoming documents in the Invention Development Division (IDD) as well as online filing of IP application requests are some developments introduced under this system.

On the other hand, the Inventors’ System for Intellectual Property Applications and Grants (iSIPAG) is the online version of SIPAG system that enables online monitoring

for easier access of clients on their IP applications to DOST-TAPI. The online filing for IP request is under this system that enables the applicant to file their applications online. This system will soon cater to all other IDD programs.

Section 3. Objectives

DOST-TAPI, recognizing the principles that fairness and equity, demands 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 and researchers in protecting IP assets.

On Gender Equality Goals and Outcomes

3.1 To enhance gender responsiveness in the entire operation of the Institute to ensure that services are participatory, fair, empowering and sustainable; and

3.2 To enhance equal opportunity principles of men and women inventors, innovators, and research beneficiaries of the Program for attaining their full potential and enable them to become effective contributors to development.

On the Program Proper

3.3 To develop database system for storing/recording of documents related to IP for IDD personnel's use;

3.4 To develop Database and monitoring system for stakeholders requesting IP rights assistance via online submission;

3.5 To develop online system for monitoring status of accounts from the RDIs, SUCs, private inventors, and other legal entities relative to their technologies applied to DOST-TAPI for IP assistance requests and pending/granted IP rights;

3.6 To develop document routing and monitoring system forwarded to IDD for action from the Office of the Director;

3.7 To assist in the provision of statistics regarding the influx/outflow of documents of IDD; and

3.8 To develop monitoring with alarm system of office actions for in-house patent agents.

Section 4. Definition of Terms

For purposes of this Guidelines, the following terms are defined as follows:

- 4.1 **IPRAP** – refers to the Intellectual Property Rights Assistance Program of the Invention Development Division (IDD) that provides assistance to inventors and other entities for IP protection.
- 4.2 **ITSO** – refers to the Innovation and Technology Support Office (ITSO) of the Invention Development Division (IDD) that provides assistance to DOST generated technologies for IP protection.
- 4.3 **Intellectual Property Rights (IPR)** - refers to the rights attached to an Intellectual Property.
- 4.4 **System for Intellectual Property Applications and Grants (SIPAG)** - refers to the system use to manage, evaluate, and monitor thousands of Intellectual Property (IP) granted or filed.
- 4.5 **Inventors' System for Intellectual Property Applications and Grants (iSIPAG)** – refers to the online version of SIPAG system that enables online monitoring for easier access of clients on their IP applications to DOST-TAPI.
- 4.6 **Online Document Routing System (ODRS)** – refers to the system developed for paperless routing of all incoming documents to TAPI.
- 4.7 **Office Action Notification System (OANS)** – refers to the system developed to notify in-house patent agents on the deadlines for office actions.
- 4.8 **Online Filing System (OFS)** – refers to the system developed for the filing of IP assistance request online.
- 4.9 **Office of the Director (OD)** – refers to the head of the agency.
- 4.10 **Division Manager (DM)** – refers to the chief of the Invention Development Division.
- 4.11 **Program Manager (PM)** – refers to the program manager of IPRAP, OSAM and ITSO.
- 4.12 **Management Information System (MIS)** – refers to the technical group in charge of the systems of TAPI.

Section 5. Requirements for online monitoring of filed IP application and online filing of request for IP protection assistance

- 5.1 Pursuant to Republic Act (R.A.) No. 7459 on providing incentives to Filipino inventors and expanding the functions of the DOST-TAPI and R.A. 10055 or the Technology Transfer Act of 2009, any natural person, male or female pre-registered to the iSIPAG system at <https://isipag.techtrans.gov.ph> for account creation;
- 5.2 A duly recognized academic, research institution and legitimate juridical entities pre-registered to the iSIPAG system at <https://isipag.techtrans.gov.ph> for account creation;
- 5.3 Applicant must be knowledgeable in basic computer and must fill out all the needed information required by the system;

5.4 Applicant must provide true and correct information about his/her self; fictitious name can be detected by the system and will be denied access for security reasons;

5.5 For group or team of persons/researchers, academic, research institutions and juridical entities must clearly indicate the name of the institution or juridical entity in the application form. Each shall be allowed access using the registered account of their designated focal person attaching proof of the person's designation;

5.7 For group or team of persons/researchers, academic, research institutions and juridical entities must be represented by the head of the Institute or other duly authorized representative who will represent the latter in all transactions with DOST-TAPI.

Section 6. Program Beneficiaries

The program in its current form shall benefit the following:

- a. Technology Application and Promotion Institute – Invention Development Division (TAPI-IDD);
- b. Department of Science and Technology – Research and Development Institutes (DOST-RDIs);
- c. Department of Science and Technology Regional Offices (DOST-ROs)
- d. Higher Educational Institutes (HEIs);
- e. State Universities and Colleges (SUCs); and
- f. Private Applicants/Inventors with pending and/or granted patent applications with DOST-TAPI-IDD.

Section 7. Other Provisions

7.1 Registered users will also provide unconditional permission for DOST-TAPI to use the information for promotional purposes that can be visible in their access pages, provided that such information is already available in the public domain, and provided further that registered users will:

- a. Prioritize checking the status in iSIPAG before calling up or sending email inquiries to DOST-TAPI; and
- b. Ensure that their respective personal information (name, address, contact information, etc.) will remain up to date.

7.2 Applicant found to be intentionally submitting false information or using dummy account will be blocked from using the system.

7.3 Duplication of user accounts will not be tolerated. Institutional accounts will only have one (1) account that will be accessed by the designated focal persons. Reassignments or new designations of focal persons must be immediately communicated to DOST-TAPI.

7.4 All the information contained in the SIPAG/iSIPAG system are considered confidential. Any transmittal of information without seeking the administrator's permission is strictly prohibited.

7.5 Appropriate legal action shall be taken against any person, natural or juridical, who will use the System in the commission of a crime or any act that will cause damage of another or to the government.

Section 8. Effectivity

All previous guidelines inconsistent with the foregoing provisions are hereby amended/modified accordingly. This order shall take effect after fifteen (15) calendar days from its submission to the UP Law Center and posting in the official website of the Institute.

Taguig City, Philippines, _____, 2021


ATTY. MARION IVY DECENA
OIC, Office of the Director