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

**ADMINISTRATIVE ORDER NO. 028**  
Series of 2020

Subject: **GUIDELINES ON INTELLECTUAL PROPERTY RIGHTS ASSISTANCE PROGRAM (IPRAP)**

**Section 1. Title** This Order provides the guidelines for the "Intellectual Property Rights Assistance Program" of the DOST-TAPI.

**Section 2. Program Description** – This Program was devised through E.O. No. 128 creating TAPI as reinforced by RA No. 7459 otherwise known as the "Inventors and Invention Incentives Act of the Philippines". Assistance coverage provides advisory, technical and financial services in securing intellectual property (IP) protection from the Intellectual Property Office of the Philippines (IPOPHL).

The Program offers a holistic package of assistance for patent, utility model, industrial design, copyright and trademark applications for private individual inventors, various institutions and researcher with privately funded R&D.

**Section 3. Objectives** - 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. This Program promotes detailed disclosure of features of technologies as such disclosure lays basis for IP protection and to further advance S&T in the country and boost economic development.

**On Gender Equality Goals and Outcomes**

- 3.1 Enhanced gender responsiveness in the entire operation of the Institute to ensure that services are participatory, fair, empowering and sustainable; and
- 3.2 Enhanced 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 provide quality service to male and female Filipino inventors and entities in their application for Intellectual Property (IP) protection by assisting them in the filing of IP applications for Patent, Utility Model, Industrial Design, Copyright and Trademark;
- 3.4 To provide financial, technical and consultancy services relative to IP protection;



- 3.5 To encourage protection of Intellectual Properties and awareness Intellectual Property Rights; and
- 3.6 To augment IP filings and IP protection in the Philippines.

#### **Section 4. Definition of Terms**

- 4.1 "Intellectual property rights" are territorial and exclusive rights regulated under the IP Code of the Philippines and of other jurisdictions, if applicable, and consist of:
- Patents (P);
  - Utility Model (UM);
  - Industrial Designs (ID);
  - Copyrights;
  - Trademark.
- 4.2 "IPRAP" refers to the "Intellectual Property Rights Assistance Program" of the DOST-TAPI under its Invention Development Division.
- 4.3 "IPOPHL" refers to the Intellectual Property Office of the Philippines, the sole regulatory agency in the Philippines that grants IP protection.
- 4.4 "IDF" refers to the Invention Disclosure Form, the form used to formally present and explain the disclosure of the Applicant.
- 4.5 "Disclosure" refers to all relevant data or information of the proposed technology, which must be enough to explain the workability of the technology and to allow a skilled person to perform such to arrive at the same technology.
- 4.6 "Novelty" means new or not resembling something formerly known or used anywhere in the world. The term denotes global novelty based on the IP Code and shall not have been disclosed within 12 months from the date of filing. For IP protection being eyed in foreign markets, novelty may be absolute (never been disclosed in whatever form and wherever in the world) or of varying non-prejudicial disclosure periods (i.e., six months or one year).
- 4.7 "Inventive step" means having regard to prior-art, it is something not obvious to a person skilled in the art at the time of the filing date or priority date of the application. It is only tested once a feature is found to be novel.
- 4.8 "Industrial applicability" means applicability of the technology in any industry.
- 4.9 "Prototype" means a sample or a working model of the proposed concept for invention

- 4.10 The term "Conforme" or "Conforme Letter" refers to the agreement between TAPI and the applicant containing the terms and conditions relative to IP protection
- 4.11 Types of conforme letters in this Guidelines are:
- a. Conforme for approved IPRAP request (in particular for Patent, Utility Model, Industrial Design, Trademark or Copyright application)
  - b. Conforme for reimbursement of filing fees
- 4.12 "Program Manager" or PM refers to a permanent employee who leads or takes charge in the implementation of this Guidelines. He/she must possess the necessary administrative and technical skills as a manager and is ideally a registered patent agent in the Philippines.

**Section 5. Coverage of Assistance** – Under IPRAP, assistance may cover technical, financial, and consultancy services in the Philippines

- 5.1 Technical assistance covers:
- a. Pre-screening and pre-evaluation of the proposed technology submitted by clients for IP protection and
  - b. Pre-screening and pre-evaluation of the technologies gathered by TAPI through IP Audit.
- 5.2 Subject to availability of funds, financial assistance covers:
- a. Patent / Utility Model / Industrial Design / Trademark
    - For IP applications where pre-evaluated and filed through TAPI's IPRAP assistance:
      - i. Payment for professional services of patent agents and/or government fees from filing until grant or final determination of the IP application by government office concerned.
      - ii. Payment of annuity fees. Once granted, the applicant will now shoulder the annuity fees.
    - For IP applications where claims were drafted and filed by the applicant:
      - i. Reimbursement for payment of the government fees paid by the applicant at Intellectual Property Office of the Philippines (IPOPHL) which includes the filing fee and publication fee, within 30 days from the date of the receipt.

The documents submitted by the applicant to IPOPHL shall be assessed by TAPI within five (5) working days upon receipt of the complete documents subject of reimbursement.



If approved, the applicant will be informed of the reimbursement. Provided, a conforme letter will be executed and duly signed by the applicant and TAPI. Provided further, original official receipts issued by the IPOPHL must be submitted upon claiming of the reimbursement. Provided, however, that claim of reimbursement must be made within a period of one (1) month from payment but not later than the third quarter of the year. Provided, finally, that the application must be active.

The payment for reimbursement shall be deposited in the bank account of the applicant.

b. Copyright

- Payment of the filing fee and notarial fee

5.3 Consultancy assistance covers:

- a. assistance through TAPI's contracted IP service provider;
- b. rules of practice in patent cases;
- c. preparation of application documents including specification, claims and drawings;
- d. prosecution of patent application, utility model and industrial registration;
- e. advisory services which include responding to inquiries for walk-in clients, e-mails, phone calls and letters.

**Section 6. Who May Avail** – Applicant may be either of the following:

- 6.1 A male or female Filipino citizen. Preference is given to members of TAPI-accredited inventor's organization and female applicants pursuant to Republic Act 7192 on Women in Development and Nation Building Act.
- 6.2 A duly recognized academic, research institution or legitimate juridical entities owned by Filipino citizens.

**Section 7. Eligibility Requirements** –

- 7.1 For individual applicants, Applicant must:
  - a. be able to provide duly recognized proof of identity, postal address and full contact details;
  - b. be of good moral character and has not been convicted of any case involving moral turpitude;



- c. be of legal age who can be capable, eligible and willing to carry out the requirements of the assistance. For applicants below 18 years of age (a minor), a guardian or parents' consent shall be required in the Conforme;
- d. be the owner of the technology or innovation being requested for assistance under this Program;
- e. be willing to be covered by policies and promotional activities of the DOST-TAPI and of the DOST in general;
- f. be willing to refund all expenses in case of breach of Conforme Letter or any provision of this Program; and
- g. be able to commercialize or show proof of commercialization for the technology or innovation being requested for assistance when required by the Program Manager or DOST-TAPI.

7.2 For group of applicants, and in addition to all items under 7.1 above, must:

- a. assign a focal person who will represent the group in all dealings under this Program and with the DOST-TAPI. All actions of the focal person shall be binding to all other applicants;
- b. vouch that no other person who contributed to the development of the technology or innovation was excluded; and
- c. vouch that no person who did not contribute to the development of the technology or innovation was included in the group as one of the applicants.

7.3 For academic, research institution and juridical entities, Applicant must:

- a. be a registered entity with legal capacity to do business in the Philippines;
- b. be able to show proof of commercialization or intent thereto when required by the Program Manager or the DOST-TAPI;
- c. be able to provide the following documents when required by the Program Manager:
  - ii. IP policy stating clearly ownership of the IP being applied for,
  - iii. Research funding agreements, which would allow the Program Manager to determine the ownership of the IP, and
  - iv. Commercialization plan,
- d. assign a focal person who will represent the entity in all dealings under this Program and with the DOST-TAPI. All actions of the said focal person shall be binding to the Applicant, unless a formal

advice is received by DOST-TAPI within 30 days from the said action;

- e. be willing to refund all expenses in case of breach of Conforme Letter or any provision of this Program; and
- f. be willing to be covered by policies and promotional activities of the DOST-TAPI and of the DOST in general.

## **Section 8. General Criteria for Assistance:**

### **8.1 The work being applied for IP protection:**

- a. is the original work of the applicants or researchers and owned by the Applicant (i.e., not assigned nor considered as "commissioned work");
- b. shall be fully disclosed as required by the Program Manager or by the DOST-TAPI in order to appropriately comply with the requirements of the law;
- c. is not a mere abstract or concept that cannot be reduced into a tangible form, nor against public order or morality, and neither is a non-patentable subject matter.

### **8.2 For technologies or innovations that may be protected as patent or utility model (UM), claimed features must be:**

- a. at least novel and with industrial application and falls in any statutory classes of inventions. For the purpose of administrative processes that DOST-TAPI will perform in compliance with applicable rules and regulations, the claimed features must have not been disclosed more than 10 months from the date of receipt of request if IP applications will only be filed in the Philippines. For requests eyeing for international patent applications thru the Patent Cooperation Treaty, the novelty must be absolute for countries that require such.
- b. a technical solution to a technical problem, which shall be evidenced and described by the disclosures of the technical features in the application. Proof must sufficiently disclose the technical features that provide the technical effects of the solution being offered by the technology, and shall be accompanied by drawings, illustrations, flowcharts, research data to support the claim;
- c. supported by a working model or prototype for non-chemical inventions or technologies, or a proof of concept for chemical inventions or technologies, as proof that the machine, product, process or service being sought for protection is working, feasible, and reproducible especially in cases where the said machine,



product, process, or service goes against the accepted scientific theories and principles, as determined by the Institute.

- 8.3 Computer programs shall be required screenshots of graphical user interface, which shall be accompanied by flowchart of operations with detailed description.
- 8.4 For technologies or innovations that may be protected as industrial design, the aesthetic features of industrial design applications, and not the technical features, of a device, gadget, or apparatus shall be covered as industrial designs and must be accompanied by:
  - a. pictures or illustrations that effectively provide different views to explain the design;
  - b. screenshots for computer-related designs;
  - c. a working model or prototype when required by the Program Manager or DOST-TAPI.
- 8.5 Application for copyright must be a work developed using S&T tools, or categorized as an S&T product. Mere artistic works shall not be covered by this Program and must be in line with the existing thrusts and programs of the DOST.
- 8.6 Application for trademark must:
  - a. have actual use in business/services provided for a technology or research product that will be commercialized or developed thru at least one DOST-funded research project;
  - b. be accompanied by a list of goods and services where such mark shall be stamped;
  - c. include an explanation why certain colors are needed for the mark if color shall be claimed in the application.

## **Section 9. Checklist of Documentary Requirements in Availing Funding Support for IP**

- 9.1 For IP assistance package:
  - a. Patent/Utility Model application:
    - *For a Non-Chemical Technology, such as Machine, Device, Apparatus, or Article of Manufacture:*
      - i. Complete technical description with parts/elements and exact construction particularly internal details of the machine/device/apparatus;

- ii. Manner of operation of the machine/device/apparatus (i.e. describe how the efficiency of the device was tested. This refers to the step-by-step operation on how the device works);
  - iii. Drawings and sketches that significantly present all angles and/or views of the "device" as well as all of its parts;
  - iv. Test Results (i.e. efficiency); and
  - v. Working Model
- *If the technology is a computer program, software, or a digital platform:*
  - i. Screenshots of GUI (Graphical User Interface);
  - ii. Program Flowchart;
  - iii. Preliminary Search Report; and
  - iv. Encryption.
- *For Product/Process or a Chemical Technology:*
  - i. Complete step-by-step procedure on how to formulate the product and the conditions being observed in each step;
  - ii. The chemical compositions in percentage, weight or volume;
  - iii. The concentrations of the reagents used;
  - iv. Test Results (if available); and
  - v. Raw materials preparation (if applicable).
- b. *For Industrial Design application:*
  - i. Full disclosure of the design with electronic copy;
  - ii. Working model that is available for inspection, if required by the Program Manager or the DOST-TAPI;
  - iii. A working model should be available for inspection;
  - iv. Application must be accompanied by drawings or illustrations of the design in the following views: isometric, top, bottom, left, right, front, and back. In the absence of such, clear photos and video clips showing the said views must be submitted; and
  - v. Applicants may be required to provide proof of working model, such as pictures or videos, of the actual device, product, or prototype.



c. For Copyright

- i. Five (5) original copies of the signed and duly accomplished copyright application form and Affidavit of Ownership in legal size bond paper;
- ii. Deed of Assignment (if the copyright belongs to the institution per their existing IP policy); and
- iii. Two (2) electronic copies in CD format or two (2) printed copies of the work.

d. For Trademark

- i. Electronic copy of the logo or mark being applied for trademark application;
- ii. List of goods and/or services where such mark will be used.

9.2 In addition to each respective IP's specific requirements, the following must also be submitted:

- a. Duly accomplished letter request form (ANNEX "A"), or any equivalent document that formally requests assistance and is addressed to the director of DOST-TAPI;
- b. Invention Disclosure Form (IDF) (ANNEX "B"), or any equivalent document provided that such form comprises the following minimum contents:
  - i. Title of the technology, device or process that briefly describes the technical aspect of the invention,
  - ii. Complete list of inventors, makers, designers, authors, or creator of the features being requested for IP protection,
  - iii. Full details of the applicant, in particular legal name of the individuals or institutions that own the IP to be protected, complete mailing and electronic address, contact information, and focal person who will correspond with the PM,
  - iv. Status of development of the technology, in particular, whether concept, with prototype, among others,
  - v. Funding sources of the research,
  - vi. Status of disclosure, stating the first date of oral presentation, publication, public demonstration, offer for sale, among others, and details such as where such type of disclosure was made,
  - vii. Identification of features that make such as novel anywhere in the world, and explanation on how such features solve technical problems,

viii. Certification of Applicant or Applicant's Representative (for team or if owner is an agency or company) that:

- a. under the pain of fraud or perjury all information submitted is true and correct,
  - b. all names appearing in the list are true and are the actual inventors, makers, or designers, and that nobody is either excluded or inappropriately included (i.e., anyone who did not contribute to the technical features of the invention, utility model, or design) for this application
  - c. the claimed new machine, product or process is the work of the above-named researchers and not copied from others
  - d. the guidelines of DOST-TAPI's Intellectual Property Rights Assistance Program shall be fully respected and shall be fully agreed that this application may be rejected if found to be not novel or industrially applicable, or is a non-patentable subject matter (i.e., abstract, against public order or morality, against known scientific laws such as claims for perpetual motion), or may be withdrawn due to lack of cooperation of the researchers/applicant. Applicant(s) shall also abide by all policies of the TAPI;
- c. Preliminary Search Report (ANNEX "C"), which is mandatory for applicants that are public or private entities but optional for private inventors, or equivalent document comprising a search pool and results, and identification of closest prior arts;
- d. Full disclosure of the technology, preferably electronic copy, figures of the proposed invention, if applicable, to substantially represent and describe the application. Depending on the application, figures may be in the form of illustrations, drawings, flowcharts, graphs, and others, which contain proper labels and description of the parts. If drawings are needed in the application but are not available from the applicant, at least photos that significantly represent and describe the application are included and properly described in the application;
- e. Photocopy / scanned copy of valid government-issued IDs of the authors or copyright owner, researchers, head of the institutions (i.e. Principal, President, Director), and inventors, as the case may be; and

9.3 Whenever applicable, electronic copies are preferred to be submitted to fast-track the processing of the application and to reduce carbon footprint of the environment.



## **Section 10. Operating Rules**

- 10.1 Applicant submits requests/application to TAPI addressed to the Director of TAPI. The Records Section receives said application and forwards it to the Office of the Director within one (1) working day. OD forwards it to the proper Division Manager (DM) within two (2) working days from receipt.
- 10.2 Upon receipt, DM checks whether the proposal falls within IPRAP. Otherwise, the DM shall forward the same to the PM of the appropriate program within one (1) working day from receipt. If the Proposal falls within IPRAP, DM gives corresponding instruction and forwards within one (1) working day from receipt of the request to IPRAP PM. Upon receipt of the request, PM shall send the applicant his/her feedback in accordance to the provision below:
  - 10.2.1 If the documentary requirements of the request is INCOMPLETE – PM notifies the Applicant within one (1) working day from the receipt of the request that documentary requirements submitted is incomplete with instruction to submit the same fifteen (15) working days from receipt. Otherwise, the application will be deemed withdrawn and the documents submitted shall be returned to the applicant without prejudice to refilling or re-application.
  - 10.2.2 If the documentary requirements of the request is COMPLETE – PM informs the Applicant that his documentary requirements are complete and that his request is under evaluation.
- 10.3 The PM evaluates the request in accordance to the pertinent provisions of this Guidelines which shall include disclosure and novelty evaluations of the technology. If the disclosure is not enabling, PM notifies the Applicant within five (5) working days from the receipt of the complete documentary requirements with the instruction to submit the same fifteen (15) working days from receipt. Otherwise, the application will be deemed withdrawn and the documents submitted shall be returned to the applicant without prejudice to refilling or re-application.
- 10.4 Upon receipt of the complete disclosure, the PM conducts prior art search to evaluate novelty within nineteen (19) working days. The PM also coordinates with appropriate DOST regional offices and other agencies for the validation and background check of the Applicant which may include site/field visits. Provided that, the evaluation and the validation/background check shall be completed within 24 working days from receipt of complete documentary requirements.
- 10.5 Within three (3) working days from the completion of the evaluation, and the technology has been found to be compliant to the requirements of the Program, PM shall submit a Conformé letter to OD for the approval/disapproval of the Director. If the technology is found NOT to be compliant to the requirements of the Program, the PM shall inform the Applicant in writing that his/her request is denied within the same period specifying the reason(s) therefor.



- 10.6 In case of the approval of the request, the Director shall sign the Conformé Letter and return the same to PM within five (5) working days from receipt. In case of disapproval, the Director shall return the unsigned Conformé Letter with corresponding annotation thereon within the same period.
- 10.7 Within three (3) working days from the receipt of the decision of the Director, the PM shall notify the Applicant in accordance with the provisions below:
- 10.7.1 If the request is approved, the Conformé Letter shall be sent to the Applicant for the latter's signature with instruction to return the same within fifteen (15) working days from receipt.
- 10.7.2 If the request is disapproved, a written notification of the denial of the request shall be sent to the Applicant specifying the reason(s) therefor.
- 10.8 The PM shall consolidate the approved applications with duly signed conforme letter taking into consideration the availability of Patent Agents / IP firms / In House Patent Agents and procurement processes of the TAPI Bids and Awards Committee.
- 10.9 In case of external patent agent – The IP Services if such patent agent shall be procured following the periods provided in RA 9184. Once a Patent Agent or IP firm is identified for a contract of IP services, the applicant will be informed of such fact within a period of three (3) working days from the determination of the said patent agent or IP firm. A contract of service between TAPI and the IP service provider will be prepared for the IP services to be rendered which will cover the prior art search, drafting of claims, filing the necessary IP application at the Intellectual Property Office of the Philippines (IPOPHL) and another contract for the subsequent prosecution of the filed applications.
- 10.9.1 The DOST-TAPI shall forward the disclosures of the technology or technologies in the batch of consolidated approved applications to the patent agent or contracted IP firm. In return, the Patent Agent / IP firm will notify TAPI within five (5) days if all disclosures submitted to them are complete upon their assessment. If complete, IP service will commence. Otherwise, IP service will only commence when the disclosures are complete.
- 10.10 In case of TAPI In-house patent agent – A Special Order shall be issued by the TAPI Director from the receipt of duly signed conformé from the applicant stating among others, that the former shall perform the task of conducting prior art search, drafting of claims, filing of necessary application, and prosecuting the IP registration or application. The patent agent may request for the services of an illustration draftsman to prepare formal drawings relevant to the IP application, if necessary. The Patent Agent is given a period of ten (10) working days to conduct prior art search, drafting of claims and filing of technology assigned to him/her.



- 10.11 Once filed at IPOPHL, the patent agent or contracted IP firm must submit a proof of filing and issue their statement of account. The patent agent or IP firm will proceed in the prosecution stage of the application wherein a new written agreement will be executed covering such stage.
- 10.12 The PM shall coordinate and monitor the progress of each IPR assistance until completed. The PM shall process the payment of professional fees and applicable government fees once due.
- 10.13 Once the issued certificate is received by TAPI, it shall have it delivered to the applicant within three (3) days from receipt thereof or schedule a mass awarding of granted certificates along with other successful applicants.

**Section 11. Withdrawal of support** – Financial or technical services may be withdrawn anytime during the period of assistance due to any of the following reasons:

- 11.1 Lack of Funds;
- 11.2 Applicant ceases to be a Filipino citizen or Filipino entity;
- 11.3 Claimed IP was found to be non-compliant to any of the criteria of this Program;
- 11.4 Falsification of documents, claims, or supporting data;
- 11.5 Deliberate submission of erroneous information by the applicant;
- 11.6 Non-submission of any required document of information, such as sufficient disclosures for enablement purposes of the claimed technology as required by TAPI or its authorized agent, within fifteen (15) working days from receipt of the earliest official communication for this purpose;
- 11.7 Lack of cooperation of the applicant or grantee to TAPI or its authorized agent, subject to a formal report of IPRAP Program Manager or the agent;
- 11.8 Withdrawal of the IP application by the applicant without valid reason and without TAPI's approval.
- 11.9 Applicant initiated self-filing pending its application to TAPI; and
- 11.10 Upon request of the applicant.
- 11.11 Conduct prejudicial to the mandates of TAPI;

Depending on the gravity of the reason, TAPI may consider requiring the applicant to reimburse the costs of the assistance, institute legal action, and may deny the applicant of any assistance under any of its programs in the future.

**Section 12. Return of Investment for the Government –**

If the technology or technologies assisted under this Program eventually become(s) successful through commercialization or technology transfer, the inventor shall donate to TAPI at least one unit or component of the technology which will be showcased at TAPI's exhibit area that may be utilized by the DOST or any of its attached agencies as the need arises.

**Section 13. Effectivity** – This Order shall supersede previously issued guidelines and shall take effect fifteen (15) days after publication in the Official Gazette or newspaper of general circulation.

Taguig City, Philippines, \_\_\_\_\_, 2020

  
**EDGAR I. GARCIA**  
Director



**ANNEX "A"**

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

**ENGR. EDGAR I. GARCIA**

Director

**Technology Application and Promotion Institute**

DOST Complex, Gen. Santos Avenue

Bicutan, Taguig City

Dear **Engr. Garcia**:

I/We would like to avail of your IPR Assistance to secure IP of my/our technology/ies  
entitled \_\_\_\_\_.

Attached are the following requirements for your evaluation:

- ☐ Duly accomplished Invention Disclosure Form
- ☐ Preliminary Search Report
- ☐ Drawings/Sketches of the technology
- ☐ Test Results
- ☐ Technical Report/Thesis
- ☐ Photocopies of identification (ID) of Inventors/Researchers

Thank you.

Yours truly,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact info: \_\_\_\_\_

Email: \_\_\_\_\_

## INVENTION DISCLOSURE FORM (IDF)

This IDF is the primary requirement of the Technology Application and Promotion Institute (DOST-TAPI) to evaluate requests for financial and/or technical assistance in applying for intellectual property rights (IPR) protection, in particular, patents, utility models, and industrial designs. Please tick the appropriate boxes and fill all information in block and legible letters. If there is a need for reference to fill this form, a concise guide is available for use. This Form may be reproduced but not modified.

[1] Title:

[2] Researcher/s:

[3] Applicant: ☐ Researcher/s☐ Institution

[4] Applicant's Contact Information:

Focal Person:

Complete Address:

Phone:

Email:

Website:

[5] Status of development:

☐ Concept only☐ Laboratory-tested☐ With prototype☐ With stable product☐ With trade mark/name☐ Others (specify):☐ With computer program

Please note that if "Concept only" is ticked, the request for this assistance shall not be processed.

[6] Funding Source:

☐ Personal ☐ Contract research:☐ Government, please specify:☐ DOST:☐ Non-DOST:☐ Others:[7] Status of disclosure: ☐ Completely undisclosed. ☐ Already disclosed (see details below and attached documents)**Means of disclosure****Earliest Date****Where?**☐ Oral presentation☐ Publication☐ Public demonstration☐ Offered for sale☐ Others (specify):[8] In your own words, what **features** make your machine, product or service new or novel **anywhere in the world**?[9] In your own words, identify at least one **technical** problem that is being solved by the new or novel features.

[10] Supporting documents (please attach to this Form):

**10.1 Mandatory attachments:**

- ☐ Full explanation, if Box [8] and/or [9] is/are insufficient.  
☐ Complete technical description (for Box [5] and [6])  
☐ Proofs of disclosure (i.e., websites, news, publications)  
☐ Pictures, drawings, illustrations of working model, product, or GUI and flowcharts for computer programs

**10.2 Supporting documents, if applicable:**

- ☐ Complete list of Researchers and/or Applicants  
☐ Research paper (i.e., Journal article)  
☐ Funding-related documents (Box [6])  
☐ Commercialization plan  
☐ Others:

[11] Certification of Applicant or Applicant's Representative (for team or if owner is an agency or company):

- (a) Under the pain of fraud or perjury, the above information and attached documents are true and correct to the best of my knowledge;  
 (b) All names appearing in the list are true and are the actual inventors, makers, or designers, and that nobody is either excluded or inappropriately included (i.e., anyone who did not contribute to the technical features of the invention, utility model, or design) for this application;  
 (c) The claimed new machine, product or process is the work of the above-named researchers and not copied from others;  
 (d) The guidelines of DOST-TAPI's Intellectual Property Rights Assistance Program shall be fully respected and shall be fully agreed that this application may be rejected if found to be not novel or industrially applicable, or is a non-patentable subject matter (i.e., abstract, against public order or morality, against known scientific laws such as claims for perpetual motion), or may be withdrawn due to lack of cooperation of the researchers/applicant. Applicant(s) shall also abide by all policies of the TAPI.

Name:

Designation:

Affiliation:

Signature:

CONFIDENTIAL



## PRELIMINARY SEARCH REPORT

TENTATIVE TITLE	
SHORT DESCRIPTION	
AGENCY/AFFILIATION/ SCHOOL/COMPANY	
SOURCE OF FUNDS (i.e. DOST)	
INVENTOR(S)	
DATE SEARCH REPORT WAS MADE	
KEYWORDS USED	

Please use the following websites to conduct your preliminary search report:

OFFICE	WEBSITE	SPECIFIC URL
US Patent and Trademark Office	<a href="http://www.uspto.gov">www.uspto.gov</a>	<a href="http://www.uspto.gov/patents/process/search/index.jsp">http://www.uspto.gov/patents/process/search/index.jsp</a>
World Intellectual Property Office	<a href="http://www.wipo.int">www.wipo.int</a>	<a href="http://www.wipo.int/patentscope/en/">http://www.wipo.int/patentscope/en/</a>
European Patent Office	<a href="http://www.espacenet.com">www.espacenet.com</a>	<a href="http://worldwide.espacenet.com/?locale=en_EP">http://worldwide.espacenet.com/?locale=en_EP</a>
IP Philippines	<a href="http://www.ipophil.gov.ph">www.ipophil.gov.ph</a>	<a href="http://onlineservices.ipophil.gov.ph/ipophilsearch/patents.aspx">http://onlineservices.ipophil.gov.ph/ipophilsearch/patents.aspx</a>
Google	<a href="http://www.google.com">www.google.com</a>	<a href="https://www.google.patentsearch">https://www.google.patentsearch</a>

## RESULTS OF PRELIMINARY SEARCH:

Website i.e. Google.com	Key words used Papaya seeds	No. of hits 889,000

Closest technology, if any: (from the search made, cite at least one)

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Advantage(s) from the closest technology: \_\_\_\_\_

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I declare that the above information is true and correct to the best of my knowledge.

Signature above Printed Name of Evaluator