



ADMINISTRATIVE ORDER NO. 029
Series of 2020



**GUIDELINES ON TRAVEL ASSISTANCE TO INVENTORS
UNDER R.A. No. 7459**

1. Program Description

The Program provides financial support for travel of men and women winners of Presidential Awards for Inventions (Article II, Section 4 of R.A. No. 7459) to participate in recognized international events where their winning inventions or areas of interest are advanced.

TAPI recognizes the principles that fairness and equity demands that everyone in society whether male or female has the right to achieve his/her full potential, realizes the need to provide varying support to men and women inventors to promote their winning inventions in recognized international events.

Gender Equality Goals and Outcomes:

1. Enhanced gender responsiveness in the entire operation of the Institute to ensure that the services are participatory, fair, empowering and sustainable; and
2. Enhanced equal opportunity principles of men and women inventor beneficiaries of the Program for attaining their full potential and enable them to become effective contributors to development.

2. Assistance Coverage

- 2.1 Participation to prestigious and recognized international invention-related expositions. The international invention contest/exhibition must be prestigious as determined by the Philippine Government (TAPI) and duly recognized by the World Intellectual Property Office (WIPO).
- 2.2 The assistance shall be limited to the following:
 - a. Round trip economy air fare; and
 - b. Daily Subsistence Allowance during the event based on UNDP rates;
- 2.3 TAPI shall only fund travels duly recommended by the Screening Committee (SC) for R.A. No. 7459.
- 2.4 In case several men and women inventors are recommended to participate in an international exhibition/contest, TAPI shall provide a travel coordinator/supervisor to head the Philippine delegation.



3. Eligibility

Men and women inventors with winning inventions in the National Invention Contest organized by DOST-TAPI subject to the following conditions:

- 3.1 Must be a Filipino citizen, in good health and has not been convicted of any case involving moral turpitude;
- 3.2 Travel assistance must be availed of within two (2) years after winning;
- 3.3 The inventor has not availed of any travel assistance from TAPI for his winning invention. A winner in several categories of the National Invention Contest may avail of only one travel assistance for all his/her winning inventions for a particular year within the prescribed period.
- 3.4 In case of several inventors for one winning invention, only one inventor will be sent.
- 3.5 The winning invention must not be an output of government-funded projects.
- 3.6 Non-transferable.

4. Checklist of Requirements

- 4.1 Request/application letter from concerned inventor/s;
- 4.2 Official invitation with confirmation/acceptance from the event's organizers that the inventor is qualified to join or participate in the international event;
- 4.3 Complete set of exhibition announcement/information packages;
- 4.4 Three (3) quotations from airline companies or travel agencies for the plane fare;
- 4.5 Copy of Letters Patent/Registration Certificate;
- 4.6 Documents indicating that the event is prestigious and participation is beneficial to our country; and
- 4.7 Duly accomplished/signed Data Privacy Consent Form (ANNEX "C").

5. Operating Procedures

- 5.1 The inventor submits a letter addressed to the TAPI Director or to the Screening Committee for RA 7459 (SC) Chairperson thru the SC Secretariat (TAPI) requesting for travel assistance with complete requirements (as specified in Section 5) to TAPI Records Section at least four months prior to the travel date. 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 its SC Secretariat Officer (SSO) within two (2) working days from receipt of the request.

5.2 SSO, acting on behalf of the SC Secretariat, checks the completeness of the documents submitted and communicates to the applicant his/her feedback in accordance with the provisions below:

5.2.1 If the documentary requirements are incomplete, SSO sends an acknowledgment letter to the Applicant within one (1) working day from the receipt of the request by the SSO with an instruction to submit lacking requirements within thirty (30) calendar days to complete the list of requirements as specified in Section 4 hereof. If no response/formal letter is received within the said period, the proposal shall be deemed withdrawn/dropped without prejudice to its re-filing. TAPI notifies the Applicant of its decision to deny the request in writing within five (5) working days after the expiration of the 30-day period.

5.2.2 If the documentary requirements are complete, SSO sends an acknowledgment letter to the Applicant within one (1) working day from the receipt of the request, informing the Applicant that the documentary requirements are complete and that the request is being evaluated.

Provided that, if the inventor is not included in the list of winners in the National Invention Contest, SSO informs the Applicant in writing within one (1) working day from receipt of the request by the SSO, that the same is denied indicating the reason(s) therefor;

5.3 SSO prepares and sends a SC Secretariat Report to SC via email within two (2) working days from receipt of the complete documentary requirements;

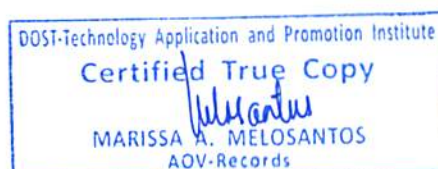
5.4 Within **eighteen (18)** working days, SC deliberates, issues a resolution recommending approval/disapproval of the request, and sends the same to the SSO;

5.5 Within **three (3)** working days from receipt of the recommendation, the SSO prepares an Executive Summary and sends the same to TAPI Execom for approval/disapproval; Provided that, the approval/disapproval shall be issued by the TAPI Execom within ten (10) working days from the receipt of the Executive Summary;

5.6 SC Secretariat informs the proponent of the decision in accordance to the provisions below:

5.6.1 If the request is disapproved, TAPI shall accordingly inform the applicant in writing within three (3) working days from the issuance of the above-mentioned resolution;

5.6.2 If the request is approved, TAPI shall inform the applicant in writing within three (3) working days from the issuance of the above-mentioned resolution with instructions to coordinate with the SC Secretariat, thru the SSO, regarding the execution of a MOA and other pertinent matters.



5.7 For an approved request/s, the SSO facilitates a request for the bank holding the IGF to release the funds to the inventor through a letter signed by the Director of TAPI.

6 Requirements after Travel

The inventor must submit the following to TAPI within a month upon return to the Philippines:

- 6.1 Travel Report;
- 6.2 Used tickets and boarding passes;
- 6.3 Pictures for the participation; and
- 6.4 Certificate of Participation from the organizer.

Failure to submit any of the post-travel requirements shall not clear the inventor of his/her accountability and shall restrain TAPI from extending any form of assistance to the inventor (except IP assistance) in the future.

7. 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, _____.


EDGAR I. GARCIA
Director



ANNEX "A"

**REQUEST FOR SC FOR RA 7459 CERTIFICATE OF CONFIRMATION
FOR APPLICATION OF TAX EXEMPTION INCENTIVES UNDER RA NO. 7459**

1. Invention / UM / ID

1.1 Title: _____

1.2 Patent / Registration No.: _____

1.3 Date Issued: _____

2. Capitalization / Capacity / Volume required to attain commercial scale:

3. Date of First Commercial Sale: _____

4. Monthly Production of Invention / Products:

4.1 Daily/Monthly Production Capacity: _____

4.2 No. of Shifts per day _____

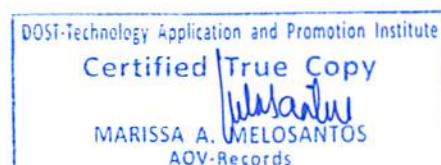
4.3 No. of days per month production: _____

5. Please attach the following requirements:

- ☐ 5.1 FIS Certification
 - ☐ 5.1.1 that the invention is NEW and ORIGINAL and the technology is newly developed by local researcher or adopted locally from foreign sources
 - ☐ 5.1.2 that the manufacture and/or sale of the invention products from technology developed is made on a commercial scale
- ☐ 5.2 Complete photocopy of Letters Patent / Utility Model Registration / Industrial Design Registration
- ☐ 5.3 Recent Business Permit
- ☐ 5.4 Proof of First Commercial Sale
- ☐ 5.5 Deed of Assignment (if there is any)
- ☐ 5.6 Tax Identification Number and registration as non-VAT tax payer
- ☐ 5.7 Latest Income tax return
- ☐ 5.8 Certificate of registration of business name / SEC Registration papers / mayor's permit
- ☐ 5.9 Supporting documents showing that his product/s is produced on a commercial scale
- ☐ 5.10 Brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years
- ☐ 5.11 Duly accomplished/signed Data Privacy Consent Form (ANNEX "C")

I hereby certify to the best of my knowledge that the above information are true and correct and that I further submit that any fraud or misrepresentation may be a ground for disqualification or revocation of tax and duty exemption under R.A. No. 7459 and/or subject to any applicable laws in the Philippines.

(SIGNATURE OVER PRINTED NAME)
INVENTOR / MAKER / DESIGNER



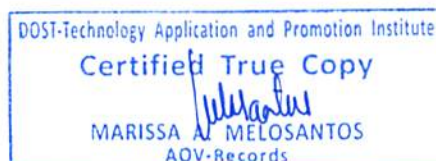
ANNEX "B"

REQUEST FOR SC & DOST CERTIFICATION
FOR APPLICATION OF DUTY EXEMPTION UNDER RA NO. 7459

1. Inventor: _____
2. Address: _____
3. Prod. Site: _____
4. Contact Nos.: _____
5. Invention / UM / ID
 1.1 Title: _____
 1.2 Patent / Registration No.: _____
 1.3 Date Issued: _____
6. Monthly Production of Invention / Products:
 4.1 Daily/Monthly Production Capacity: _____
 4.2 No. of Shifts per day _____
7. Please attach the following requirements:
 ☐ 7.1 A letter application signed by the inventor or his/her duly authorized representative including the following import documents:
 ☐ 7.1.1 bill of lading, airway bill. Parcel post notice or shipping documents;
 ☐ 7.1.1 TIN, commercial invoice and packing list;
 ☐ 7.1.2 other relevant document concerning shipment.
 ☐ 7.2 Complete photocopy of Letters Patent / Utility Model Registration / Industrial Design Registration
 ☐ 7.3 Sworn statement of the inventor that the imported articles are actually, directly and exclusively needed in his/her invention/s and they are not for sale, hire or barter;
 ☐ 7.4 Certification from Department of Trade and Industry (DTI) that the proposed importation (machinery, equipment, raw materials and spare parts) are not locally available in sufficient quantity, comparable quality and reasonable price;
 ☐ 7.5 Certificate of registration of business name / SEC Registration papers / mayor's/business permit
 ☐ 7.6 Quantity, technical specification and end-uses of proposed importation;
 ☐ 7.7 Detailed material balance to justify the quantity of equipment/raw materials needed to produce his/her invention/s;
 ☐ 7.8 Supporting documents showing that his product/s is produced on a commercial scale;
 ☐ 7.9 Tax Identification Number and registration as non-VAT tax payer
 ☐ 7.10 Latest Income tax return
 ☐ 7.11 Brief company profile which include number of employees, recent company sales, expected growth rate of the company within five (5) years
 ☐ 7.12 Duly accomplished/signed Data Privacy Consent Form (ANNEX "C")
 ☐ 7.13 Certification from regulatory bodies (if applicable).
 ☐ 7.14 Deed of Assignment (if there is any)

I hereby certify to the best of my knowledge that the above information are true and correct and that I further submit that any fraud or misrepresentation may be a ground for disqualification or revocation of tax and duty exemption under R.A. No. 7459 and/or subject to any applicable laws in the Philippines.

(SIGNATURE OVER PRINTED NAME)
INVENTOR / MAKER / DESIGNER



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 proposal; (2) monitoring of the approved project; (3) sending notifications/updates; and (4) other similar activities, in connection to your request for "Tax/Duty Exemption" and the succeeding projects 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.

(Signature over Printed Name)

(Date)

