



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

Administrative Order No.: 011
Series of 2020

**Subject: GUIDELINES ON INVENT SCHOOL PROGRAM FOR
ELEMENTARY LEVEL**

Section 1: Program Description

The Technology Application and Promotion Institute (TAPI-DOST) as mandated by the Executive No. 128 series of 1987 is supporting the development of future men and women inventors among the youth through the conduct of seminar-workshops that teach them to craft inventions as solutions to solve the country's pressing concerns.

The Invent School Program (Invent School™) with its recent development involves the conduct of a half-day seminar workshop for Grade 4-6 male and female pupils in private and public Elementary schools. This is in cooperation with TAPI-accredited inventors' groups, Local Government Units (LGUs) and Non-Governmental Organization (NGOs) and DOST-Regional Offices (DOST-ROs). The program provides a platform to awaken pupils' true ingenuity by stimulating their interest for creativity, inventiveness and Intellectual Property Rights. Likewise, Invent School Program serves as a starting ground for young Filipino men and women 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:

The Invent School™ aims to inculcate creative thinking and bring about inventiveness enticing the male and female pupils to pursue activities leading to creativeness in solving problems by creating awareness and imparting knowledge giving equal opportunity for both male and female pupils to access the Program.

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 the Elementary male and female pupils.

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, Grade level (4-6 only) and number of participants (class size of homogenous level of 30 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 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