



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

Administrative Order No. 017
Series of 2020

SUBJECT: **Guidelines for the Inventors' Organization Accreditation**

I. Program Description

The Program aims to accredit and recognize inventors' organizations comprising of relatively an equal number of men and women, throughout their activities pursuant to Section 8.b, Article IV of RA No. 7459

II. 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' organization:

In 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 inventors' organizations beneficiaries of the Institute for attaining their full potential and enable them to become effective contributors to development.

In Program Proper

1. To amend the Technology Application and Promotion Institute (TAPI) Memorandum Circular No. 001 S-2013 and its amendment "Revised Criteria and Documentary Requirements for the Accreditation of Inventors' Organization" for effective and efficient implementation of the provision of Section 8.b, Article IV of Republic Act No. 7459 otherwise known as "Inventors and Invention Incentives Act of the Philippines";
2. To accredit inventors' organization in preparation towards the recognition of an umbrella organization by the Department of Science and Technology (DOST) as required by law.
3. To accredit inventors' organization to define the legitimacy of the inventors' organization.
4. To accredit inventors' organization to avail and enjoy certain privileges and benefits, such as but not limited to the following:
 - 4.1 The organization will be recognized by the BIR in issuing certifications for inventors applying for tax exemptions;
 - 4.2 The organization will be receiving financial assistance during NIW for their exhibit booths;
 - 4.3 Can now join in any scheduled accredited inventors organization assembly.

III. Definition of Terms

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

- CDA – Cooperative Development Authority
- DM – Division Manager of IDD
- IDD – Invention Development Division
- OD – Office of the Director
- PM – Program Manager of the Accreditation of Inventors' Organization
- Proponent – Any private inventors' organization that signifies interest to be accredited by TAPI
- SEC – Securities and Exchange Commission
- TAPI - Technology Application and Promotion Institute

IV. Application for Accreditation

A. Accreditation Criteria

The accreditation criteria for Inventors' organizations are hereby prescribed as follows:

1. The organization must have a de jure (in law) or de facto (in fact) existence for at least one (1) year;
2. It must have at least three (3) members with active Patent/ Utility Model/ Industrial Design registration;
3. The members whose Patent/ Utility Model/ Industrial Design registration are submitted for criteria no. 2 can no longer be used by another inventors organization where they may also belong in applying for accreditation; *and*
4. No male and female member can be elected Officer and/or hold key position in more than one organization at the same time except for their own umbrella organizations.

B. Documentary Requirements for Accreditation

1. Letter of request/application for accreditation to be submitted to TAPI;
2. Copy of SEC/CDA registration papers if any or from any government regulatory body (e.g. DOLE, DTI, etc.);
3. Certified true copy of Patent/ Utility Model/ Industrial Design registration of at least three (3) members;
4. Notarized Affidavit of Undertaking executing to attest to the fact that the duplicate copy (patent and utility model certificates) given and submitted are based on their original existence and authenticity in case certified true copy of Patent/ Utility Model/ Industrial Design registration are not available;
5. Letter of consent from the three (3) members allowing the organization to use their Patent/ Utility Model/ Industrial Design registration for the application;

6. Affidavit under oath that all submitted documents, facts and information are true, correct and not falsified (Omnibus Sworn Statement);
7. Roster of active male and female members to include information on:
 - a. Name of member
 - b. Residence Address, Tel./Cellphone no.
 - c. Office Address, Tel./Cellphone no.
 - d. Title of invention
 - e. Patent/ Utility Model/ Industrial Design No./s
 - f. Date Granted
8. Barangay Certification of organization's existence;
9. Certificate of participation in any inventor-related activities to support the organization's de facto existence from any government, non-government agencies or private entities;
10. List of current male and female officers/board of directors (if applicable) and their terms of office including their brief bio-data;
11. Organizational Profile; *and*
12. Duly executed Data Privacy Consent Form (ANNEX A)

V. Operating Procedures

1. Proponent shall submit through TAPI Records Section letter request/application with attached documentary requirements as stated above under Item IV.B addressed to the Director. Records Section receives the request/application then forwards it to the Office of the Director (OD) within one (1) day from receipt. OD forwards the request/application to the appropriate Division Manager (DM) within two (2) working days from receipt of the request/application.
2. Upon receipt, DM checks whether the request/application fall under the Program. 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 request/application falls under the Inventors' Organization Accreditation (IOA) Program, DM forwards the request/application within one (1) working day from receipt of the request to IOA Unit. The latter checks the completeness of the documents and communicates to the Applicant its feedback in accordance with the provisions below:
 - 2.1. If the request/application is incomplete, IOA Unit will send, within one (1) working day from receipt, an acknowledgement letter to the Applicant with instruction to submit lacking requirements within forty-five (45) calendar days together with the list of requirements as indicated under Item IV.B 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.
 - 2.2. If the request/application is complete, IOA Unit will send an acknowledgment letter to the Applicant within one (1) working

day from the receipt of the request/application, informing the Applicant that the request/application is complete and is now being evaluated.

3. The Program evaluates and validates the request/application based on the documentary requirements submitted, the criteria provided under Section IV (A), and other pertinent provisions of these Guidelines. Within four (4) working days after the acknowledgement letter by the IOA Unit, the latter submits to OD its recommendation (with attached draft Certificate of Accreditation in case of favorable recommendation by IOA Unit for signature of the Director); Provided that, the OD shall return to IOA Unit within eight (8) working days its decision to approve or disapprove the request/application (with the signed Certificate of Accreditation in case of approval).
4. Within three (3) working days from receipt of Director's decision (with signed Certificate of Accreditation in case of approval), IOA Unit notifies the Applicant in accordance to the provisions below:
 - 4411 If the request/application is disapproved IOA Unit shall so notify the Applicant in writing of the disapproval and the reason(s) therefor;
 - 4422 If the request/application is approved IOA Unit shall notify the Applicant in writing with attached Certificate of Accreditation.

VI. Renewal for Accreditation

Renewal of accreditation shall be made three (3) years from the date of issuance of accreditation. Request for renewal must be submitted to TAPI three (3) months before expiration.

A. Criteria

1. Must be registered with SEC or CDA and complies with all current requirements (for de facto organization only);
2. Increase in membership with active or pending Patent/ Utility Model/ Industrial Design registration;
3. Updated list of current officers/board of directors (if applicable) and their terms of office including their brief bio-data; *and*
4. Must participate in any inventor-related activities (local and international).

B. Documentary Requirements

1. Copy of certification from SEC/CDA that the organization has complied with all requirements for the current period and General Information Sheet (GIS) for the current year;
2. Amendments in the Articles of Incorporation, if applicable;
3. Certified copy of Patent/ Utility Model/ Industrial Design registration for new member(s);

4. Updated roster of active male and female members;
5. Annual Report of the organization's participation or involvement in any government or private organized inventors' activities (local or international);
6. List of members provided assistance by TAPI and DOST system, if any;
7. Audited Financial Statements for the current year, if any; *and*
8. List of members with pending account with TAPI and DOST system, if any.

VII. Grounds for Suspension of Accreditation

1. Suspension for six (6) months or more as may be determined by the TAPI Director for an act of threat, violence or intimidation committed by its members towards DOST & TAPI employees or officers;
2. Suspension of six (6) months or more as may be determined by the TAPI Director if found to be involved in fraudulent activities;
3. Suspension until unsettled liabilities in any government agencies or instrumentalities is resolved; *and*
4. Suspension until compliance for failure to provide a permanent office address or providing a non-existent office address.; *and*
5. Suspension until compliance for failure to submit activity or liquidation report for any organization's event funded and granted by TAPI.

VIII. Grounds for Revocation

1. Automatic revocation for failure to renew accreditation within the prescribed period. Application thereafter will be treated as new application; *and*
2. Conviction of any crime involving moral turpitude. Application from said/same organization will be forever barred.

IX. 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, **FE 27 2020**


EDGAR I. GARCIA
Director