



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

ADMINISTRATIVE ORDER NO. 024
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.

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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.**

3. 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").**

4. 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 twenty (20) working days, SC deliberates, issues a resolution recommending approval/disapproval of the request, and sends the same to the SSO;

5.5 Within two (2) 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, _____.

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Director

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