



## **DOST-ACADEME TECHNOLOGY-BASED ENTERPRISE DEVELOPMENT (DATBED) PROGRAM**

### **DATBED IMPLEMENTING PLAN FORMAT**

#### **I. Background**

##### **A. History**

##### **B. Organizational Structure**

##### **C. Manpower Complement (management and staff)**

##### **D. Resources and Facilities**

##### **E. Academic Programs (S&T Thrust)**

#### **II. Core Team of Advisers**

*Authority, Loads, Composition, S&T, Economics, Marketing*

The Core Team of Advisers is composed of faculty and administrative staff of the University who is technically knowledgeable and has access and ready contact with the students. The University President and/or the Campus Director appoint the faculty and administrative staff as members of the Core Team of Advisers through a Memorandum / Office Order. The Faculty Members assigned as Advisers will be given lesser loads to give them enough time to supervise the student recipients. The Adviser shall directly supervise the project implementation of the student-recipients. The Faculty Members are technically equipped with the agriculture, fishery, food technology, entrepreneurship and business management areas and any related fields specialization of the school and they can demonstrate the technical aspects of handling projects from production to marketing.

#### **Functions of the Core Team of Advisers:**

1. Accepts and evaluate all documents of the student-applicants
2. Screens the project proposals
3. Endorses the approved proposal to the Technical Advisory and Management Board
4. Monitors and evaluates the projects of the student-beneficiaries
5. Ensure that only qualified students are entitled to the financial and technical assistance

The **Project Adviser** who comes from the Core Team of Advisers shall:

- a. Assist the student in preparing the project proposal
- b. Assist the student in project implementation and reporting
- c. Supervise the daily activity of the student-beneficiary

- d. Maintain rapport with the group of Advisers and the Technical and Management Advisory Board; and
- e. Endorses the progress, terminal and financial report of the student-recipient.

The following are the faculty and administrative staff who will be directly tapped for the DATBED Program of DOST.

Name / Designation	Areas of Specialization	Function

### III. Project Management Plan

*Structures and Functions, Approval/Monitoring Systems*

#### **The Technical and Management Advisory Board & Their Functions**

The Technical and Management Advisory Board shall be composed of the faculty with technical expertise and specialization in **economics, marketing, business management, entrepreneurship, agriculture, fishery, food technology, ICT, and industrial technology or any related fields of specialization of the school.** They shall be designated by the University President through an Administrative/ Office / Memorandum Order.

The Technical Advisory Board of the school's DOST's DATBED Program shall be composed of the following:

Name / Designation	Areas of Specialization	Function

The \_\_\_\_\_ shall approve the project proposals of the student beneficiaries for financing for endorsement to DOST Regional Office. He/She shall directly report and be responsible to the President of the University. He/She is the University Coordinators for the DATBED Program and shall be responsible in the overall DATBED Program implementation. He/She shall links with the Business Affairs Office or the Administrative Department of the University for matters pertaining in the use of schools resources and facilities.

The \_\_\_\_\_ is the head/ chair of the Core Team of Advisers. He/She shall recommend all project proposals for approval and financial assistance to the Chair of the Technical Advisory Board. The head of the Core Team of Advisers will appoint his/her alternate in case that he/she will be assigned to other responsibilities, on-leave or no longer connected to the school.:

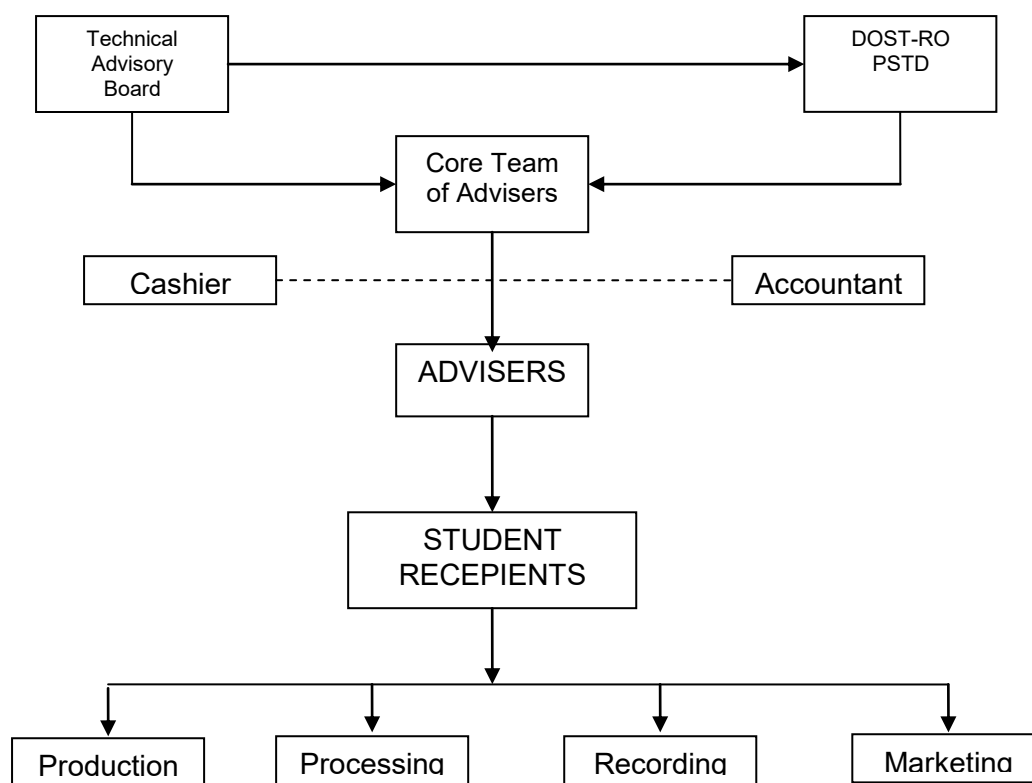
The **Core Team of Advisers (faculty members)** shall act as Members of the Board. They Core Team of Advisers shall be designated by the University President through an Administrative/ Office / Memorandum Order. They shall assist the students in the preparation of project proposals, supervise the students in the conduct of their hands-on activities and recommend the condemnation, termination of the project if deemed necessary.

The **University/ Campus Accountant** shall be the bookkeeper of the project. He/She shall prepare the financial statement of the individual student beneficiary and submit financial report to TAPI-DOST.

The **University / Campus Cashier** shall prepare and issue checks to the student recipients with the faculty advisers as guarantors.

The **DOST Provincial Director** as a member of the Advisory Board shall assist in the evaluation and approval of student-recipients as well as projects for implementation.

The **student-beneficiary** shall submit their proposals to the advisers for review, evaluation and endorsement to the Technical Advisory Board.



**Figure 1. Organizational Structure of the School's DATBED Program**

### Management Plan

In coordination with DOST-RO, an orientation program will be conducted to discuss the concept of DOST's DATBED Program. Students from different fields of specialization are encouraged to attend and participate, however, only those found interested are determined.

Students who will participate in the program shall be willing and qualified. Upon submission and approval of student's projects, they shall be provided with fund for capital and operating expenses to start the project.

In the process, **the selected faculty member from the College assigned as Adviser** shall supervise the hands-on activities of student beneficiaries for successful endeavors. The Project Advisers shall recommend to the Technical Advisory Board the approval or termination of the project. The **net income** derived from the project shall be deposited in the name of the student-beneficiary to sustain his/her entrepreneurship endeavor when they will be out of college or when they will graduate.

### ***Entry into the Program***

The student applicant must prepare the following requirement to avail of the DATBED assistance:

1. Application Form
2. Project Proposal
3. Biodata with picture
4. Parent's Consent
5. Adviser's Endorsement and Consent
6. Certificate of Enrolment from the Registrar
7. Certification of good moral character from three external references

### ***Signing of Contract***

Upon DOST-TAPI's approval of student-projects, a Memorandum of Agreement shall be signed among DOST-TAPI, DOST-Regional Office to facilitate release of financial assistance for project implementation. The school shall also prepare a contract / memorandum of agreement among the student-beneficiaries, his/her parents, and the Adviser/s for the loan approval and fund release. The parents shall act as the co-makers of the student-beneficiaries who shall be liable in paying back the loan in case the students will not be able to pay. The contract stipulates the terms and condition of the project implementation including the payment amortization schedule.

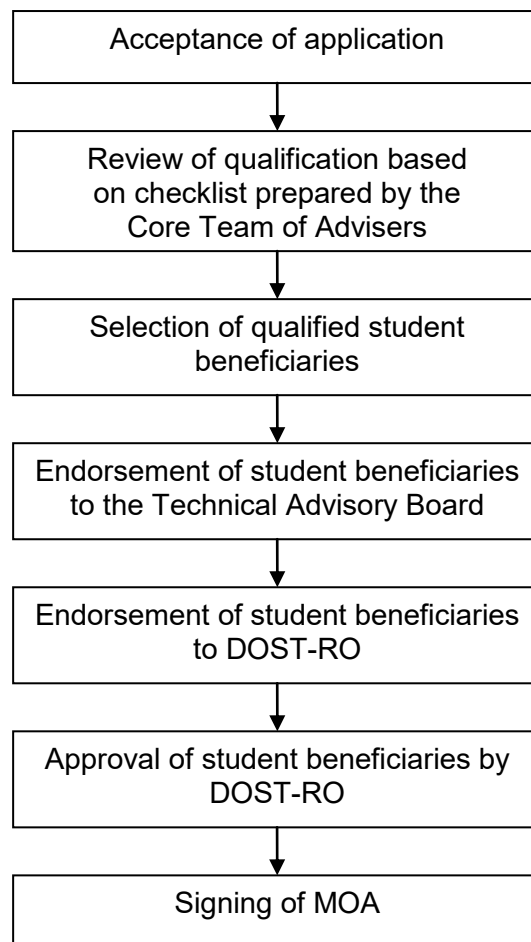
### ***Selection of Student-beneficiaries***

The student-beneficiaries will be selected based on the following criteria. A balance between the technical skills and his attitude towards responsibilities will contribute to ensure a greater chance of project success.

- a. Must be a third year or fourth year student, currently enrolled and with good scholastic records.
- b. Must attend briefing on the concept paper presentation of DOST's DATBED Program conducted by DOST-RO.
- c. Must possess appropriate entrepreneurial values and production competencies as certified by his/her Project Adviser.
- d. Must display interest by submitting letter of intent duly signed by his/her parents.
- e. Must be willing to abide and follow the policies set by DOST and the school for project implementation.
- f. Must be interested to continue the project even after graduation from the University.
- g. Must have the capacity to pay the amount of loan granted.

### ***Responsibility of the Student-Beneficiary***

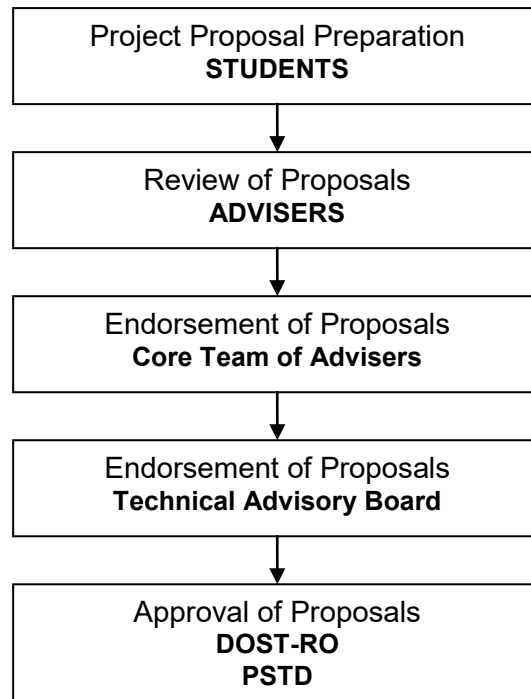
- a. He/she must submit letter of intent and other related documents
- b. He/She must prepare a viable project proposal duly endorsed by the Project Adviser
- c. He/She must keep accurate and up-to-date record of his/her project
- d. He/She must ensure security of the project
- e. He/She must be able to pay in full the amount granted to him/her.



**Figure 4. Selection of Student Beneficiaries**

### ***Selection/Evaluation of Proposals***

The proposal and the required documents shall be submitted to the Core Team of Advisers. The Team reviews the proposal, only applicants with complete documents will be acted upon. The Team reviews the proposal for technical viability and product marketability. The project proposal that passed the evaluation shall be endorsed to the Advisory Board for approval and endorsement to DOST Regional Office.



**Figure 2. Project Proposal Flow**

### **Project Monitoring**

The projects shall be monitored **daily/ weekly/ monthly** by the Project Adviser to determine the status/ progress of the project. This is to properly keep track of the operations of the project and to reduce risks of controllable factors affecting the project.

The projects of the students shall be implemented either in the school premises or outside the school. Daily production record of all activities of the projects shall be prepared by the student-beneficiaries, as a requisite for succeeding fund releases or payment of loan assistance. On a periodic basis, the school shall submit a progress/status report to the DOST Regional Office. The DOST-RO and the Advisory Board shall monitor the project implementation. They will conduct project visit at least twice of the project cycle – *start-up phase, production stage and harvest/ marketing stage*. Project visit from DOST-TAPI shall be conducted with the assistance of the DOST-Regional Office. The student-recipient shall submit a progress report on a periodic basis depending on the project cycle and a Terminal and Financial Report upon project completion.

### **Marketing Assistance**

The Advisory Board shall ensure that the project proposal includes a functional marketing plan. They shall assist the student-recipient in the promotion and marketing of the products of the students. The University’s Business Affairs Office if any, will be tapped as an outlet of the marketable products of the student.

## **Program/ Project Sustainability**

The University-TAPI DATBED Program shall use the funds collected from the students to finance other student projects. The funds will serve as a revolving fund for the program operation.

The student recipient shall be encouraged to continue the operation of their project even after graduation. Once the project is successfully implemented, the student shall be endorsed to DOST for the Stage II of the DATBED Program. DOST shall provide financial assistance for the full commercialization of the project.

## **IV. Fund Management Plan**

DOST-TAPI shall provide financial assistance for implementation of student's project. The project fund shall be deposited in a **TRUST FUND** in the name of the University-DATBED Program separate from the school's fund for easy disbursement. The funds shall be subjected to appropriate accounting and auditing procedures of the school and DOST. The disbursement and collection shall be made by the University Cashier. The Core Team of Advisers shall monitor the disbursement of funds and collection of payment from the student-recipients.

### **Repayment Mechanism**

Repayment of loans must be done within a maximum period of two years so that at the time the project ends the loan will be paid in full. The student-recipient shall follow the loan amortization schedule provided in the contract / memorandum of agreement.

### **Profit Sharing**

The University shall implement a profit sharing mechanism to gain income for the schools. The suggested income-sharing scheme of: *students – 85%; Project Adviser – 10%; school - 5% shall be adopted.*

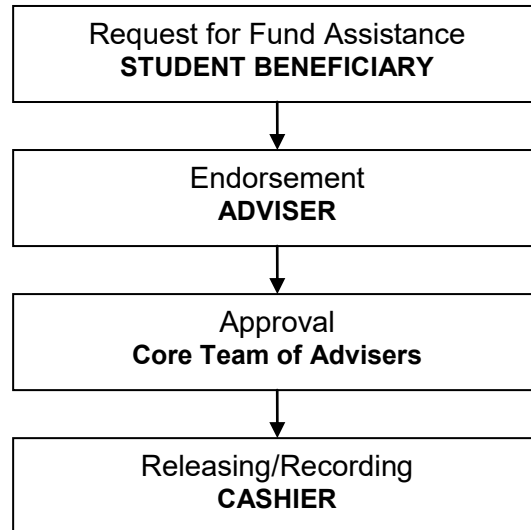
### **Loan Administration**

The amount requested for assistance shall be stated in the project proposal submitted. The payback period of the loan depend on the type of the project. For projects with short gestation period, the loan is payable within \_\_\_months. For projects with longer gestation, the payback period will be computed. An interest rate of \_\_\_ per cent per month will be charged upon release of the loan. The loan will be paid based on the loan amortization schedule. In case, the student fails to pay, a one-month grace period is given to allow more time to gain an income and market/ sell the products.

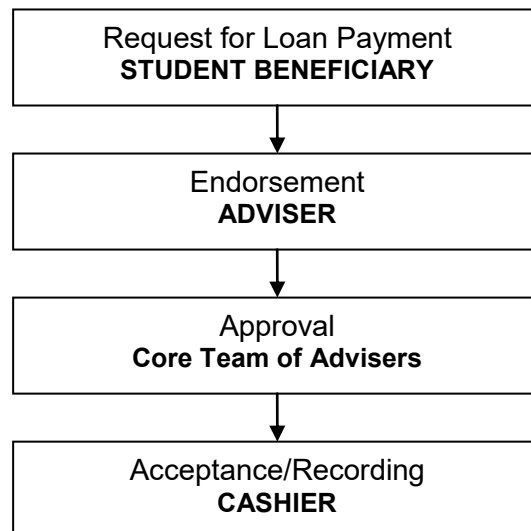
### **Fund Collection / Payment Mechanism**

1. The student shall submit an income statement duly endorsed by the Adviser
2. The Core Team of Advisers will endorse the report to the University Accountant for recording purposes, and to the Advisory Board for submission to DOST.

3. Payment shall be endorsed to the University Cashier. The Cashier will provide and official receipt to the student recipient
4. Upon completion of payment, the Advisory Board shall issue clearance of credit worthiness of the student, duly signed by the Head of the Advisory Board.



**Figure 3. Cash Disbursement Flow**



**Figure 4. Students' Loan Repayment Flow**



**UNIVERSITY – DOST-TAPI DATBED PROGRAM**

**APPLICATION FORM**

Date:

The Head

Technical and Management Advisory Board

Name of the University

Location

Attention: The Core Team of Advisers

Dear **Sir/Madam**:

I, (your Name), a 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> year student of the (College/Department),  
of the (your University), currently enrolled in (your Course / Program),  
would like to avail of the technical and financial assistance offered by the **University –  
DOST-TAPI DATBED Program** for the implementation of my business project / enterprise.

Attached herewith are the documentary requirements for your reference. Should you have  
any queries, you may contact me at telephone no/s. \_\_\_\_\_,

Thank you and I hope for your kind consideration.

Very truly yours,

**Name /Signature of the Student**

**CONFORME:**

Name/Signature of the Parent

Name/Signature of the Project Adviser

**UNIVERSITY – DOST-TAPI DATBED PROGRAM**

**PARENTS' CONSENT**

Date:

The Head

Technical and Management Advisory Board

Name of the University

Location

Attention: The Core Team of Advisers

Dear **Sir/Madam**:

I wish to express my support and approval to my son's / daughter's application as a beneficiary of the **University –DOST-TAPI DATBED Program**.

I understand the benefits that accrue to my son/ daughter, (Student's Name), a 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> year student of the (College/Department), of the University.

I am also aware of the accompanying responsibility of his/ her engagement to this project and we willingly bind ourselves to it.

Thank you for your support in providing my son/daughter the opportunity to develop him/herself as an entrepreneur.

Thank you.

Very truly yours,

**Name /Signature of the Parent/s**

Address:

Contact Number:

**UNIVERSITY – DOST-TAPI DATBED PROGRAM**

**ADVISER'S CERTIFICATION**

Date:

The Head

Technical and Management Advisory Board

Name of the University

Location

Attention: The Core Team of Advisers

Dear **Sir/Madam:**

I wish to signify my interest to be the **Project Adviser** of           **(Student's Name)**          , a 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> year student of the           **(College/Department)**          , of the University for the implementation of his/her business project / enterprise entitled \_\_\_\_\_  
\_\_\_\_\_.

I understand the responsibilities expected to me as Adviser and I commit myself to this joint venture with the student. I know I am held accountable to this commitment.

Thank you.

Very truly yours,

**Name /Signature of the Adviser**

Address:

Contact Number: