

TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE (TAPI)
DOST ACADEME TECHNOLOGY-BASED ENTERPRISE DEVELOPMENT
(DATBED) PROGRAM

STAGE I: ENTREPRENEURIAL CAPABILITY-BUILDING
OF STUDENTS

s. 2014

I. PROGRAM DESCRIPTION

DATBED develops entrepreneurial competencies among students in selected academic institutions. **DATBED** supports income generating projects with technological innovation that are not yet tested in the market but with market potential and technically viable when commercialized.

II. BACKGROUND

In 1994, TAPI recognizes the establishment of critical mass in entrepreneurship. The future of entrepreneurship starts through education and mentoring of students during their academic years. Educating and mentoring students in entrepreneurship can create knowledge and expose the students on how to establish and effectively operate an enterprise. Thus, TAPI realizes the need to offer varying supports to assist students at each level of enterprise development.

III. OBJECTIVES

1. To train students in enterprise development by providing them financial assistance for the establishment of technology-based enterprises.

IV. ASSISTANCE COVERAGE

All science and technology-based and innovated technologies developed by the students and universities subject to implementing guidelines of the school.

V. QUALIFICATION REQUIREMENTS

1. Academic Institution

- a. Private and public academic institution that offers science and technology courses and/or entrepreneurship development program at tertiary level;
- b. Private academic institutions that offer courses within the DOST priority areas but not limited to engineering and ICT projects with technological innovations and not yet tested in the market.
- c. Public academic institutions that offer courses within the DOST priority areas but not limited to agriculture and aquatic projects with technological advantages over the existing products in the market.
- d. Has a student-faculty ratio of at most 25:1 in the S & T courses and entrepreneurship development program;

- e. Existing facilities/resources available for use of the proposed technology-based projects; and
- f. Availability of core team of advisers and school management support.

VI. OPERATING PROCEDURES

1. ACCREDITATION

a. Academic Institution

- (1) Submit a comprehensive implementing plan for **DATBED** to the **DOST Regional Office (RO)** for submission to **TAPI** which must include the following:
 - (a) School background;
 - (b) Core team of advisers with specialization/ expertise on the following:
 - i. Science and Tecnology;
 - ii. Marketing;
 - iii. Finance; and
 - iv. Business/ Entrepreneurship.
 - (c) Project management plan;
 - (d) Fund management plan;
 - (e) Selection of student-beneficiaries;
 - (f) Project monitoring scheme;
 - (g) Repayment scheme; and
 - (h) Project sharing mechanism.
- (2) **TAPI** conducts an accreditation process of the **school** to assess its capability and availability of resources and facilities to support program implementation.
- (3) Requirements for Accreditation:
 - (a) Data on the school's resources, particularly in terms of physical, technical and human components that can be made available to students;
 - (b) Commitment of the school in terms of availability of a core team of advisers and program management support;
 - (c) Student-teacher ratio;
 - (d) School's existing curriculum especially related to S&T courses and enterprise development; and

2. PROJECT PROPOSAL APPROVAL

- a. Once accredited by **TAPI**, the **school** identifies the student- beneficiaries who prepare a complete business plan/feasibility study for each enterprise with the assistance of the advisers. The school's **DATBED** management team screens and refines the business plan/feasibility study.
- b. The school endorses viable project proposals to **DOST's RO** for evaluation and endorsement to **TAPI**.

- c. **DATBED Program Manager (PM)** conducts initial evaluation on the project proposals. If viable, DATBED PM submits recommendation to **TAPI's Executive Committee** for consideration.
- d. If approved, **TAPI** prepares **Memorandum of Agreement (MOA)** between **school, TAPI** and **RO** covering full fund release to the **RO**. **RO** releases funds to the **school** while the **school** releases funds to student- beneficiaries in tranches based on the project's requirements.
- e. TAPI provides a maximum of 7.5% of the Total Project Cost to the DOST RO for managing the funds and monitoring the project.
- f. The **school** must prepare a **MOA** between the school and student-beneficiaries indicating among others, the refund schedule for each enterprise.
- g. If denied, **TAPI** informs **school** and the **DOST RO**.

3. MANNER OF REFUND

- a. Academic Institution

The financial assistance should be refunded by the student-beneficiaries through the **school** that determines the terms of refund.

4. MONITORING AND ASSESSMENT

- a. Midterm Assessment

After 1 ½ year of project implementation, TAPI will conduct a midterm assessment by visiting the **school** to determine the progress of the project/s. Issues and concerns related to program and project details shall be the main agenda of the visit to ensure the successful implementation of the projects.

- b. End-of-Program Assessment

After three (3) years of implementation, **TAPI** will conduct an end-of-program assessment to determine whether the **school** has successfully implemented the Program. If **TAPI's** assessment of the **school's** ability to manage the program is satisfactory, financial assistance to the **school** may be converted into a grant and the **school** is given the responsibility to approve subsequent technology-based projects for **DATBED Program**. Upon completion of the Program, TAPI will award a Certificate of Completion to the **school**. If the Program fails, the school must refund all unexpended balance of the project to **TAPI**.

The following success indicators will be submitted by the **school** to determine if the objectives of the DATBED Program were achieved:

- (1) No. of cycles completed for each project
- (2) No. of student-beneficiaries trained
- (3) Income generated for each cycle
- (4) Interest gained from the seed fund provided by TAPI
- (5) Employment generated
- (6) No. of enterprises established
- (7) No. of student-beneficiaries turned full-time entrepreneurs

5. RESPONSIBILITY AND ACCOUNTABILITY OF THE SCHOOL

The school will administer the financial assistance provided and collect payments of the student-beneficiaries' amortization. For requests of change of projects, the school must submit letter of request with justifications together with the new project proposals subject to approval by **TAPI** thru the endorsement of **DOST RO**.

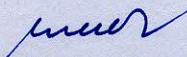
In case of failure of project implementation due to force majeure or fortuitous event and the financial assistance for the project has unexpended balance, the school shall refund to **TAPI** thru **DOST RO** the unexpended balance of the financial assistance provided.

In case of failure of project implementation due to mismanagement of the project, the **school** shall refund to **TAPI** thru **DOST RO** the full amount of the financial assistance provided.

VII. EFFECTIVITY

This Order shall supersede the previously issued guidelines and shall take effect immediately.

Taguig City, Philippines, 23 October, 2014


EDGAR I. GARCIA
Director

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PROJECT PROPOSAL FORMAT for DATBED

Section 1. TECHNICAL ASPECT

This aspect identifies the technology involved in producing a certain product. The items that are taken into consideration are the product itself and its advantages over existing products with similar use. This will also identify the source of technology and its commercial viability. Processes in production must be presented in this aspect.

Section 2. MANAGEMENT ASPECT

This includes how the project shall be managed before and during the operating periods, the type of business organization, organizational chart and functions of each unit personnel, skills and numbers of labor required specifying the duties and the time devoted to the project, qualifications, compensations, fringe benefits and facilities. The names of the advisers and student/young professional beneficiaries are to be included in this aspect.

Section 3. MARKETING ASPECT

This section should emphasize the acceptability of the product to both local and foreign markets. The proposal should identify and discuss any safety issues and standard requirements to enhance the project's competitiveness. This should also state how the proposed project will overcome commercialization problems/pitfalls. Estimated selling price in comparison with the price of existing/competitive products should be discussed. If proposed product will be more expensive than current products, a discussion on why the end-user would buy the product should be included in the proposal. This will include a demand and supply analyses for the past two (2) years as well as the projected production schedule of the project for the next two (2) years. This shall also include the marketing strategy to adapt to position products to achieve market penetration.

Section 4. FINANCIAL ASPECT

This portion covers detailed information on the total project cost, initial capital requirements, sources of financing, financial statements (projected income statement and cash flow statement for 2 years) and assumptions as bases for the financial analysis. It shall also include detailed Line-Item-Budget indicating items to be financed by TAPI and the expenses that indicate the proponent's counterpart.

Section 5. SOCIO-ECONOMIC IMPACT

Discuss in detail the socio-economic impact that would be derived from the project and the expected output of the project's objectives. Indicators of performance should be clearly specified to serve basis for monitoring the project.