



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

TAPI Administrative Order No. 018
Series of 2022

DEC 05 2022

Subject: **REVISED GUIDELINES ON THE INTELLECTUAL PROPERTY RIGHTS ASSISTANCE PROGRAM (iPRAP)**

Section 1. Purpose

1.1. This Order provides the guidelines for the Intellectual Property Rights Assistance Program (iPRAP) of the Department of Science and Technology - Technology Application and Promotion Institute (DOST-TAPI).

Section 2. Program Description

2.1. This Program was devised through Executive Order (E.O.) No. 128 creating the Technology Application and Promotion Institute (TAPI) under the Department of Science and Technology (DOST) as reinforced by Republic Act (RA) No. 7459, otherwise known as the "Inventors and Invention Incentives Act of the Philippines". Assistance coverage provides advisory, technical and financial services in securing intellectual property (IP) protection from the Intellectual Property Office of the Philippines (IPOPHL).

2.2. The Program offers a holistic package of assistance for patent, utility model, industrial design, copyright and trademark applications for private individual inventors, various institutions, researcher with privately funded Research and Development (R&D), DOST Research and Development Institutions (RDIs), other public RDIs, private RDIs and State Universities and Colleges (SUCs) which acquired funding for its research/es from DOST System.

Section 3. Objectives

3.1. DOST-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, innovators and researchers in protecting IP assets. This Program promotes detailed disclosure of features of technologies as such disclosure lays the basis for IP protection and to further advance Science and Technology (S&T) in the country and boost economic development.

3.2. On Gender Equality Goals and Outcomes

3.2.1. Enhanced gender responsiveness in the entire operation of the Institute to ensure that services are participatory, fair, empowering and sustainable; and

3.2.2. Enhanced equal opportunity principles of men and women inventors, innovators, and research beneficiaries of the Program for attaining their

full potential and enable them to become effective contributors to development.

3.3. On the Program Proper

- 3.3.1. To provide quality service to male and female Filipino inventors and entities in their application for IP protection by assisting them in the filing of IP applications for Patent, Utility Model, Industrial Design, Copyright and Trademark;
- 3.3.2. To provide financial, technical and consultancy services relative to IP protection;
- 3.3.3. To encourage protection of IPs and IPRs awareness; and
- 3.3.4. To augment IP filings and IP protection in the Philippines.

Section 4. Definition of Terms

- 4.1. **Intellectual Property Rights (IPR)** - refers to the territorial and exclusive rights regulated under the IP Code of the Philippines and of other jurisdictions, if applicable, and consist of:
 - Patents (P);
 - Utility Model (UM);
 - Industrial Designs (ID);
 - Copyrights;
 - Trademark.
- 4.2. **Intellectual Property Rights Assistance Program (iPRAP)** – refers to the program of assistance of DOST-TAPI which provides technical and funding assistance in securing appropriate IP protection of completed R&D projects generated/funded by private individual inventors, various institutions, researcher with privately funded Research and Development (R&D), DOST Research and Development Institutions (RDIs), other public RDIs, private RDIs and State Universities and Colleges (SUCs) which acquired funding for its research/es from DOST System. It offers a holistic package of assistance for patent, utility model, industrial design, copyright and trademark applications.
- 4.3. **Intellectual Property Office of the Philippines (IPOP HL)** – refers to the government agency attached to the Department of Trade and Industry in charge of registration of intellectual property and conflict resolution of intellectual property rights in the Philippines.
- 4.4. **Disclosure** – refers to all relevant data or information of the proposed technology, which must be enough to explain the workability of the technology and to allow a skilled person to perform such to arrive at the same technology.
- 4.5. **Novelty** – refers to new or not resembling something formerly known or used anywhere in the world. The term denotes global novelty based on the IP Code

and shall not have been disclosed within twelve (12) months from the date of filing. For IP protection being eyed in foreign markets, novelty may be absolute (never been disclosed in whatever form and wherever in the world) or of varying non-prejudicial disclosure periods (i.e., six (6) months or one (1) year).

- 4.6. **Inventive step** – refers to having regard to prior art, it is something not obvious to a person skilled in the art at the time of the filing date or priority date of the application. It is only tested once a feature is found to be novel.
- 4.7. **Industrial applicability** – refers to applicability of the technology in any industry.
- 4.8. **Prototype** – refers to a sample or a working model of the proposed concept for invention.
- 4.9. **Letter (Conforme)** – refers to the agreement between DOST-TAPI and the applicant containing the terms and conditions relative to the assistance needed and the obligations of the parties. The types of Conforme Letters in this Guidelines are:
 - 4.9.1. Conforme for approved iPRAP request (in particular for Patent, Utility Model, Industrial Design, Trademark or Copyright application); and
 - 4.9.2. Conforme for reimbursement of filing fees
- 4.10. **Program Manager (PM)** – refers to a permanent employee who leads or takes charge in the implementation of this Guidelines. He or she must possess the necessary administrative and technical skills as a manager and is ideally a registered patent agent in the Philippines.

Section 5. Coverage of Assistance – Under iPRAP, assistance may cover technical, financial, and consultancy services in the Philippines

- 5.1. Technical assistance covers:
 - 5.1.1. Pre-screening and pre-evaluation of the proposed technology submitted by clients for IP protection; and
 - 5.1.2. Pre-screening and pre-evaluation of the technologies gathered by DOST-TAPI through IP Audit.
- 5.2. Full financial assistance, subject to availability of funds, covers:
 - 5.2.1. For privately-funded technologies - Patent / Utility Model (UM) / Industrial Design (ID) / Copyright.
 - 5.2.2. For DOST-funded technologies - Patent / Utility Model (UM) / Industrial Design (ID) / Copyright/ Trademark / Patent Cooperation Treaty (PCT) route with National Phase Entry.

5.2.3. For IP applications pre-evaluated and filed through DOST-TAPI's iPRAP assistance:

5.2.3.1. Payment for professional services of patent agents and/or government fees from filing until grant or final determination of the IP application by the government office concerned.

5.2.3.2. Once granted, the applicant will now shoulder the annuity fees.

5.2.4. For IP applications drafted and filed by the applicant:

5.2.4.1. Reimbursement for payment of the government fees paid by the applicant at IPOPHL which includes the filing fee and publication fee, within three (3) months from the date of the issuance of the official receipt by IPOPHL.

5.2.4.2. The documents submitted by the applicant to IPOPHL shall be assessed by DOST-TAPI upon receipt of the complete documents subject to reimbursement. If approved, the applicant will be informed of the reimbursement. Provided, a Conformé Letter will be executed and duly signed by the applicant and DOST-TAPI. Provided, further, that the original official receipts issued by the IPOPHL must be submitted upon claiming of the reimbursement. Provided, however, that claim of reimbursement must be made within a period of three (3) months from payment but not later than the third quarter of the year. Provided, further that the application must be active. Provided, finally, that the fees for prosecution up to grant of the filed application shall be borne by the applicant.

5.2.4.3. The payment for reimbursement shall be deposited in the bank account of the applicant.

5.2.5. Copyright

5.2.5.1. Payment of the filing fee and notarial fee.

5.3. Consultancy assistance covers:

5.3.1. Assistance through DOST-TAPI's contracted IP service provider; and

5.3.2. Advisory services which include responding to inquiries for walk-in clients, e-mails, phone calls and letters.

Section 6. Who May Avail – Applicant may be one of the following:

6.1. Male or female, Filipino citizen. Preference is given to members of DOST-TAPI-accredited inventor's organization and female applicants pursuant to RA 7192

on Women in Development and Nation Building Act. A group of individuals may also avail of the iPRAP assistance subject to additional documentary requirements; or

- 6.2. A duly recognized academic, research institution or legitimate juridical entities without DOST Funding; or
- 6.3. Entities which utilized DOST funding for research and development of the technology being filed for IP application.

Section 7. Eligibility Requirements

- 7.1. For individual applicants, Applicant must:
 - 7.1.1. Be a Filipino citizen and a resident of the Philippines.
 - 7.1.2. Be of good moral character and has not been convicted of any case involving moral turpitude;
 - 7.1.3. Be of legal age who can be capable, eligible and willing to carry out the requirements of the assistance. For applicants below eighteen (18) years of age (a minor), a guardian or parents' consent shall be required in the Conforme;
 - 7.1.4. Be the owner of the technology or innovation being requested for assistance under this Program;
 - 7.1.5. For at least two individual applicants, assignment of a focal person to whom all correspondences related to this Program will be addressed.
- 7.2. For academic, research institutions and other juridical entities, Applicant must be the owner of the technology or innovation being requested for assistance under this Program.

Section 8. General Criteria for Assistance:

- 8.1. The work being applied for IP protection:
 - 8.1.1. Is the original work of the applicants or researchers and owned by the Applicant (i.e., not assigned nor considered as "commissioned work");
 - 8.1.2. Shall be fully disclosed in order to appropriately comply with the requirements of the law. If the disclosure is not enabling, the applicant shall submit the requirements within fifteen (15) working days from receipt of the notice from DOST-TAPI. Otherwise, the application will be deemed withdrawn and the documents submitted shall be returned to the applicant without prejudice to re-filing or re-application.

- 8.1.3. Is not a mere abstract or concept that cannot be reduced into a tangible form, nor against public order or morality, and is a patentable subject matter; and
 - 8.1.4. Is developed using S&T tools, or categorized as an S&T product, and must be in line with the existing thrusts and programs of the DOST.
 - 8.2. For technologies or innovations that may be protected as patent or UM, claimed features must be:
 - 8.2.1. At least novel and with industrial application and falls in any statutory classes of inventions. For the purpose of administrative processes that DOST-TAPI will perform in compliance with applicable rules and regulations, the claimed features must have not been disclosed more than ten (10) months from the date of receipt of request if IP applications will only be filed in the Philippines. For requests eyeing for international patent applications thru the Patent Cooperation Treaty, the novelty must be absolute for countries that require such;
 - 8.2.2. A technical solution to a technical problem, which shall be evidenced and described by the disclosures of the technical features in the application. Proof must sufficiently disclose the technical features that provide the technical effects of the solution being offered by the technology, and shall be accompanied by drawings, illustrations, flowcharts, research data to support the claim;
 - 8.2.3. Supported by a working model or prototype for non-chemical inventions or technologies, or a proof of concept for chemical inventions or technologies, as proof that the machine, product, process or service being sought for protection is working, feasible, and reproducible especially in cases where the said machine, product, process, or service goes against the accepted scientific theories and principles, as determined by the Institute.
 - 8.2.4. Computer programs shall require hardware where the program is used, screenshots of graphical user interface which shall be accompanied by flowchart of operations with detailed description.
 - 8.3. For technologies or innovations that may be protected as industrial design, the aesthetic features of industrial design applications, and not the technical features of a device, gadget, or apparatus shall be covered as industrial designs and must be accompanied by:
 - 8.3.1. Pictures or illustrations of the actual device, gadget, or apparatus that effectively provide different views to explain the design;
 - 8.3.2. Screenshots for computer-related designs; and
 - 8.4. Application for copyright must be a work developed using S&T tools, or categorized as an S&T product and must be in line with the existing thrusts and

programs of the DOST. Mere artistic works shall not be covered by this Program.

8.5. Application for trademark must:

- 8.5.1. Have actual use in business/services provided for a technology or research product that will be commercialized and developed thru at least one DOST-funded research project;
- 8.5.2. Be accompanied by a list of goods and services where such mark shall be stamped; and
- 8.5.3. Include an explanation why certain colors are needed for the mark if color shall be claimed in the application.

Section 9. Checklist of Documentary Requirements in Availing Funding Support for IP

9.1. General Documentary Requirements:

- 9.1.1. Duly accomplished letter request form (ANNEX "A1-A3"), or any equivalent document that formally requests assistance and is addressed to the director of DOST-TAPI;
- 9.1.2. Intellectual Property Disclosure Form (IPDF) (ANNEX "B1" (for patent/utility model/industrial design, "B2" (for Copyright) or "B3" (for Trademark), or any equivalent document provided that such form comprises the following minimum contents:
- 9.1.3. Duly accomplished and original signed Data Privacy Consent Form (Annex "D");
- 9.1.4. Photocopy or scanned copy of the valid government-issued ID of the researchers/inventors; and
- 9.1.5. Photocopy or scanned copy of the valid government-issued ID of the head of the Institute.

9.2. Technical Disclosure for IP assistance package

Whenever applicable, electronic copies are preferred to be submitted to fast-track the processing of the application and to reduce carbon footprint of the environment.

9.2.1. Patent/Utility Model application:

- 9.2.1.1. *For a Non-Chemical Technology, such as Machine, Device, Apparatus, or Article of Manufacture:*

- 9.2.1.1.1. Complete technical description with parts/elements and exact construction particularly internal details of the machine/device/apparatus;
 - 9.2.1.1.2. Manner of operation of the machine/device/ apparatus (i.e. describe how the efficiency of the device was tested. This refers to the step-by-step operation on how the device works);
 - 9.2.1.1.3. Drawings and sketches that significantly present all angles and/or views of the "device" as well as all of its parts;
 - 9.2.1.1.4. Pictures or videos of the actual device, product, or working model of prototype. Actual device, working model or prototype should be available for inspection, if required by the Institute;
 - 9.2.1.1.5. Preliminary search report (Annex "C");
 - 9.2.1.1.6. Test Results (i.e. efficiency).
- 9.2.1.2. If the technology is a computer program, software, or a digital platform:
- 9.2.1.2.1. Screenshots of GUI (Graphical User Interface);
 - 9.2.1.2.2. Program Flowchart;
 - 9.2.1.2.3. Preliminary Search Report (Annex "C"); and
 - 9.2.1.2.4. Encryption.
- 9.2.1.3. For Product/Process or a Chemical Technology:
- 9.2.1.3.1. Complete disclosure on the step-by-step procedure on how to formulate the product and the conditions being observed in each step;
 - 9.2.1.3.2. The chemical compositions in percentage, weight or volume;
 - 9.2.1.3.3. The concentrations of the reagents used;
 - 9.2.1.3.4. Test Results (if available); and
 - 9.2.1.3.5. Raw materials preparation (if applicable).
- 9.2.2. For Industrial Design application:
- 9.2.2.1. Full disclosure of the design with electronic copy;

9.2.2.2. Drawings or illustrations of the design in the following views: isometric, top, bottom, left, right, front, and back. In the absence of such, clear photos and video clips showing the said views must be submitted;

9.2.2.3. Pictures or videos of the actual device, product, or prototype. Actual device, working model or prototype should be available for inspection, if required by the Institute.

9.2.3. For Copyright

9.2.3.1 Five (5) original copies of the signed and duly accomplished copyright application form and Affidavit of Ownership in legal size bond paper;

9.2.3.2 Deed of Assignment (if the copyright belongs to the institution per their existing IP policy); and

9.2.3.3 Two (2) electronic copies in CD format or two (2) printed copies of the work.

9.2.4. For Trademark

9.2.4.1. Electronic copy of the logo or mark being applied for trademark application;

9.2.4.2. List of goods and/or services where such mark will be used; and

9.2.4.3. Proof of commercialization for the technology or innovation being requested for assistance when required by the Institute.

9.3. In addition to each respective IP's specific requirements, the following must also be submitted:

9.3.1. For individual applicants:

9.3.1.1. Duly recognized proof of identity, postal address, and full contact details

9.3.2. For group of individual applicants:

9.3.2.1. Special Power of Attorney authoring the focal person who will represent the group in all dealings under this Program and with the DOST-TAPI. All actions of the focal person shall be binding to all other applicants;

9.3.2.2. Undertaking that no other person who contributed to the development of the technology or innovation was excluded;

9.3.2.3. Undertaking that no person who did not contribute to the development of the technology or innovation was included in the group as one of the applicants;

9.3.3. For academic, research institution and other juridical entities:

9.3.3.1. IP policy stating clearly the ownership of the IP being applied for assistance when required by the Institute;

9.3.3.2. Research funding agreements, which would allow the Program Manager to determine the ownership of the IP;

9.3.3.3. Deed of Assignment, if applicable, assigning the technology or IP being applied for in favor of the entity;

9.3.3.4. Proof of commercialization for the technology or innovation being requested for assistance when required by the Institute.

Section 11. Withdrawal of support – Financial or technical services may be withdrawn anytime during the period of assistance due to any of the following reasons:

11.1. Lack of Funds;

11.2. Applicant ceases to be a Filipino citizen or Filipino entity;

11.3. Claimed IP was found to be non-compliant to any of the criteria of this Program;

11.4. Falsification of documents, claims, or supporting data;

11.5. Deliberate submission of erroneous information by the applicant;

11.6. Non-submission of any required document or information, such as sufficient disclosures for enablement purposes of the claimed technology as required by DOST-TAPI or its authorized agent, within fifteen (15) working days from receipt of the earliest official communication for this purpose;

11.7. Lack of cooperation of the applicant or grantee to DOST-TAPI or its authorized agent, subject to a formal report of iPRAP Program Manager or the agent;

11.8. Withdrawal of the IP application by the applicant without valid reason and without DOST-TAPI's approval.

11.9. Applicant initiated self-filing pending its application to DOST-TAPI;

11.10. Upon request of the applicant; and

11.11. Conduct prejudicial to the mandates of DOST-TAPI.

Depending on the gravity of the reason, DOST-TAPI may consider requiring the applicant to refund the costs of the assistance, institute legal action, and may deny the applicant of any assistance under any of its programs in the future.

Section 12. Return of Investment for the Government

12.1. If the technology or technologies assisted under this Program eventually become(s) successful through commercialization or technology transfer, the inventor shall donate to DOST-TAPI at least one unit or component of the technology which will be showcased at DOST-TAPI's exhibit area that may be utilized by the DOST or any of its attached agencies as the need arises.

Section 13. Effectivity

13.1. This Order shall supersede previously issued guidelines and shall take effect fifteen (15) days after publication in the Official Gazette or newspaper of general circulation.

Taguig City, Philippines, _____, 2022


ATTY. MARION W. D. DECENA
Director

Date: _____

ATTY. MARION IVY D. DECENA
Director
Technology Application and Promotion Institute
DOST Complex, Gen. Santos Avenue
Bicutan, Taguig City

Dear **Atty. Decena**:

I/We would like to avail of your IPR Assistance to secure IP of my/our technology/ies entitled _____.

Attached are the following requirements for your evaluation:

- Duly accomplished Invention Disclosure Form
- Preliminary Search Report
- Drawings/Sketches of the technology
- Test Results
- Technical Report/Thesis
- Photocopies of identification (ID) of Inventors/Researchers

Thank you.

Yours truly,

Address: _____

Contact info: _____

Email: _____

Date: _____

ATTY. MARION IVY D. DECENA

Director

Technology Application and Promotion Institute

DOST Complex, Gen. Santos Avenue

Bicutan, Taguig City

Dear **Atty. Decena**:

I/We would like to avail of your IPR Assistance to secure IP of my/our work/s entitled

_____.

Attached are the following requirements for your evaluation:

- Five (5) copies of the duly accomplished application form
- Five (5) copies of Deed of Assignment
- Two (2) electronic copies in CDs and one (1) printed copy for materials applied for copyright protection (*Please see the attached page for the guidelines for samples to be submitted.*)
- Photocopies of identification (ID) of Inventors/Researchers

Thank you.

Yours truly,

Address: _____

Contact info: _____

Email: _____

Note: Copies of the work being registered as deposit:

- **For books and other related printed works:** Two printed copies of the work (if the work is still unpublished, the copies submitted should be bound (soft bound or ring bound).
- **For musical compositions, sound recordings, audiovisual works, or e-books:** Two electronic copies saved in separate CDs or USB flash drives.
- **For works of drawings, paintings, architectural works, sculpture, engraving, prints, lithography or other works of art, models or designs for works of art and photographic works:** Two photographs of the works (for sculptures, photographs should be all sides of the work being registered).
- **For Original Ornamental Design or Models for Articles of Manufacture and Industrial Objects, and Other Works of Applied Art:** Two copies of the drawing of the design with the corresponding technical description.
- **For Computer Programs:** Two electronic copies saved in separate CDs or USB flash drives OR printed copies of the first 25 and last 25 pages of the source code (must be ring bound or soft bound).

ANNEX "A3"
(For Trademark)

Date: _____

ATTY. MARION IVY D. DECENA
Director
Technology Application and Promotion Institute
DOST Complex, Gen. Santos Avenue
Bicutan, Taguig City

Dear **Atty. Decena**:

I/We would like to avail of your IPR Assistance to secure IP of my/our trademark(s) entitled _____.

Attached are the following requirements for your evaluation:

- Duly accomplished Intellectual Property Disclosure Form (IPDF)
- Electronic copy of the logo or mark(s) being applied for trademark application
- Description of the mark(s)
- List of goods and/or services where such mark(s) will be used*
- Photocopies of identification (ID) of Applicant(s)/Researcher(s)

Thank you.

Yours truly,

Address: _____

Contact info: _____

Email: _____

Note: Please check this link for reference on the classification and description of goods/services:
<https://drive.google.com/file/d/1DPcPvwPE674cMi3wI4MtJT65cDzz8v8/view?usp=sharing>
For DOST-funded technologies only

INTELLECTUAL PROPERTY DISCLOSURE FORM (IPDF) PATENT, UTILITY MODEL AND INDUSTRIAL DESIGN

This IPDF is the primary requirement of the Technology Application and Promotion Institute (DOST-TAPI) to evaluate requests for financial and/or technical assistance in applying for intellectual property rights (IPR) protection, in particular, patents, utility models, and industrial designs. Please tick the appropriate boxes and fill all information in block and legible letters. If there is a need for reference to fill this form, a concise guide is available for use. This Form may be reproduced but not modified.

[1] Applicant's Information: <input type="checkbox"/> Natural Person (Individual inventor as owner of IP) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;">Name:</td><td colspan="2"></td></tr> <tr><td>Complete Address:</td><td colspan="2"></td></tr> <tr><td>Phone:</td><td>Email:</td><td>Website:</td></tr> </table>			Name:			Complete Address:			Phone:	Email:	Website:									
Name:																				
Complete Address:																				
Phone:	Email:	Website:																		
<input type="checkbox"/> Juridical person (___ School ___ Company/Corporation ___ Private RDI ___ Government) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;">Name of Institution:</td><td colspan="2"></td></tr> <tr><td>Focal person:</td><td colspan="2"></td></tr> <tr><td>Complete Address:</td><td colspan="2"></td></tr> <tr><td>Phone:</td><td>Email:</td><td>Website:</td></tr> </table>			Name of Institution:			Focal person:			Complete Address:			Phone:	Email:	Website:						
Name of Institution:																				
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<p style="text-align: center;">Researcher/s (use separate sheet if space is not enough): _____</p>																				
[2] Intellectual Property Information: Title: _____ Field: <input type="checkbox"/> Chemical <input type="checkbox"/> Non-Chemical																				
[3] Status of development: <input type="checkbox"/> Concept only <input type="checkbox"/> Laboratory-tested <input type="checkbox"/> With prototype <input type="checkbox"/> With stable product <input type="checkbox"/> With trade mark/name <input type="checkbox"/> Others (specify): _____ <input type="checkbox"/> With computer program Please note that if "Concept only" is ticked, the request for this assistance shall not be processed.	[4] Funding Source: <input type="checkbox"/> Personal <input type="checkbox"/> Contract research: _____ <input type="checkbox"/> Government, please specify: <input type="checkbox"/> DOST: _____ <input type="checkbox"/> Non-DOST: _____ <input type="checkbox"/> Others: _____																			
[5] Status of disclosure: <input type="checkbox"/> Completely undisclosed. <input type="checkbox"/> Already disclosed (see details below and attach documents) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"><u>Means of disclosure</u></th> <th style="width: 30%;"><u>Earliest Date</u></th> <th style="width: 40%;"><u>Where?</u></th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Oral presentation</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Publication</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Public demonstration</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Offered for sale</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Others (specify):</td><td>_____</td><td>_____</td></tr> </tbody> </table>			<u>Means of disclosure</u>	<u>Earliest Date</u>	<u>Where?</u>	<input type="checkbox"/> Oral presentation	_____	_____	<input type="checkbox"/> Publication	_____	_____	<input type="checkbox"/> Public demonstration	_____	_____	<input type="checkbox"/> Offered for sale	_____	_____	<input type="checkbox"/> Others (specify):	_____	_____
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<input type="checkbox"/> Offered for sale	_____	_____																		
<input type="checkbox"/> Others (specify):	_____	_____																		
[6] In your own words, what <u>features</u> make your machine, product or service new or novel <u>anywhere in the world</u>? _____ _____																				
[7] In your own words, identify at least one <u>technical</u> problem that is being solved by the new or novel features. _____ _____																				
[8] Supporting documents (please attach to this Form): <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> 8.1 Mandatory attachments: <input type="checkbox"/> Full explanation, if Box [6] and/or [7] is/are insufficient. <input type="checkbox"/> Complete technical description of the IP <input type="checkbox"/> Proofs of disclosure (i.e., websites, news, publications) <input type="checkbox"/> Pictures, drawings, illustrations of working model, product, or GUI and flowcharts for computer programs </td> <td style="width: 50%; vertical-align: top;"> 8.2 Supporting documents, if applicable: <input type="checkbox"/> Complete list of Researchers and/or Applicants <input type="checkbox"/> Research paper (i.e., Journal article) <input type="checkbox"/> Funding-related documents (Box [4]) <input type="checkbox"/> Commercialization plan <input type="checkbox"/> Others </td> </tr> </table>			8.1 Mandatory attachments: <input type="checkbox"/> Full explanation, if Box [6] and/or [7] is/are insufficient. <input type="checkbox"/> Complete technical description of the IP <input type="checkbox"/> Proofs of disclosure (i.e., websites, news, publications) <input type="checkbox"/> Pictures, drawings, illustrations of working model, product, or GUI and flowcharts for computer programs	8.2 Supporting documents, if applicable: <input type="checkbox"/> Complete list of Researchers and/or Applicants <input type="checkbox"/> Research paper (i.e., Journal article) <input type="checkbox"/> Funding-related documents (Box [4]) <input type="checkbox"/> Commercialization plan <input type="checkbox"/> Others																
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[9] Certification of Applicant or Applicant's Representative (for team or juridical person): (a) Under the pain of fraud or perjury, the above information and attached documents are true and correct to the best of my knowledge; (b) All names appearing in the list are true and are the actual inventors, makers, or designers, and that nobody is either excluded or inappropriately included (i.e., anyone who did not contribute to the technical features of the invention, utility model, or design) for this application; (c) The claimed new machine, product or process is the work of the above-named researchers and not copied from others; (d) The guidelines of DOST-TAPI's Intellectual Property Rights Assistance Program shall be fully respected and shall be fully agreed that this application may be rejected if found to be not novel or industrially applicable, or is a non-patentable subject matter (i.e., abstract, against public order or morality, against known scientific laws such as claims for perpetual motion), or may be withdrawn due to lack of cooperation of the researchers/applicant. Applicant(s) shall also abide by all policies of the TAPI.																				
Name: _____ Designation: _____ Affiliation: _____		Signature: _____ Date: _____																		

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INTELLECTUAL PROPERTY DISCLOSURE FORM (IPDF) COPYRIGHT

This IPDF is the primary requirement of the Technology Application and Promotion Institute (DOST-TAPI) to evaluate requests for financial and/or technical assistance in applying for intellectual property rights (IPR) protection, in particular, copyrights. Please tick the appropriate boxes and fill all information in block and legible letters. If there is a need for reference to fill this form, a concise guide is available for use. This Form may be reproduced but not modified.

[1] Applicant's Information:

- Natural Person (Individual inventor as owner of IP)

Name:		
Complete Address:		
Phone:	Email:	Website:

- Juridical person (___ School ___ Company/Corporation ___ Private RDI ___ Government)

Name of Institution:		
Focal person:		
Complete Address:		
Phone:	Email:	Website:

Author/Researcher/s (use separate sheet if space is not enough):

[2] Intellectual Property Information:

Title of the Copyrightable work:

[3] Class Designations of Copyrightable Works Under R.A 8293 (please tick only one box)

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Books, Pamphlets, articles and other writings
<input type="checkbox"/> Periodicals and newspaper
<input type="checkbox"/> Lectures, sermons, addresses, dissertations for oral delivery, whether or not reduced in writing or other material form
<input type="checkbox"/> Letters
<input type="checkbox"/> Dramatic or dramatico-musical compositions choreographic works or entertainment in dumb shows
<input type="checkbox"/> Musical compositions with or without words
<input type="checkbox"/> Works of drawing, painting, architecture, sculpture, engraving, lithography or other works of arts, model or design for works of arts
<input type="checkbox"/> Original ornamental designs, or models for articles of manufacture, whether or not registrable as an industrial designs and other works of applied art | <input type="checkbox"/> Illustrations maps, plans, sketches, charts and three-dimensional works relative to geography, topography, architecture or science
<input type="checkbox"/> drawings or plastic works of a scientific or technical character
<input type="checkbox"/> Photographic works including works produced by a process analogous to photography, lantern slide
<input type="checkbox"/> Audiovisual works and cinematographic works produced by a process analogous to cinematography or any process for making audio-visual recordings
<input type="checkbox"/> Pictorial illustrations and advertisements
<input type="checkbox"/> Computer Programs
<input type="checkbox"/> Other literary; scholarly, scientific and artistic works
<input type="checkbox"/> Sound recordings
<input type="checkbox"/> Broadcast recordings |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

[4] From the above selected class designation of copyrightable work, please state the specific technology to which the copyrightable material emanated from.

[5] Funding Source:

- Personal Contract research: _____
- Government, please specify:
- DOST: _____
- Non-DOST: _____
- Others: _____

[6] Mandatory attachments (please attach to this Form):

- Five (5) copies of the duly accomplished Application Form and Affidavit of Ownership in legal size bond paper
- Five (5) copies of Deed of Assignment (if the copyright belongs to the institution per their existing IP policy)
- Two (2) electronic copies in CDs and one (1) printed copy for materials applied for copyright protection
- Others: _____

[7] Certification of Applicant or Applicant's Representative (for team or juridical person):

- (e) Under the pain of fraud or perjury, the above information and attached documents are true and correct to the best of my knowledge;
- (f) All names appearing in the list are true and are the actual inventors, makers, or designers, and that nobody is either excluded or inappropriately included (i.e., anyone who did not contribute to the technical features of the invention, utility model, or design) for this application;
- (g) The claimed new machine, product or process is the work of the above-named researchers and not copied from others;
- (h) The guidelines of DOST-TAPI's Intellectual Property Rights Assistance Program shall be fully respected and shall be fully agreed that this application may be rejected if found to be not novel or industrially applicable, or is a non-patentable subject matter (i.e., abstract, against public order or morality, against known scientific laws such as claims for perpetual motion), or may be withdrawn due to lack of cooperation of the researchers/applicant. Applicant(s) shall also abide by all policies of the TAPI.

Name: _____
 Designation: _____
 Affiliation: _____

Signature: _____

Date: _____

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INTELLECTUAL PROPERTY DISCLOSURE FORM (IPDF)

TRADEMARK

This IPDF is the primary requirement of the Technology Application and Promotion Institute (DOST-TAPI) to evaluate requests for financial and/or technical assistance in applying for intellectual property rights (IPR) protection, in particular, trademarks. Please tick the appropriate boxes and fill all information in block and legible letters. If there is a need for reference to fill this form, a concise guide is available for use. This Form may be reproduced but not modified.

[1] Applicant's Information: <input type="checkbox"/> Natural Person (Individual inventor as owner of IP) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="3">Name:</td></tr> <tr><td colspan="3">Complete Address:</td></tr> <tr><td>Phone:</td><td>Email:</td><td>Website:</td></tr> </table> <input type="checkbox"/> Juridical person (___ School ___ Company/Corporation ___ Private RDI ___ Government) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="3">Name of Institution:</td></tr> <tr><td colspan="3">Focal person:</td></tr> <tr><td colspan="3">Complete Address:</td></tr> <tr><td>Phone:</td><td>Email:</td><td>Website:</td></tr> </table>		Name:			Complete Address:			Phone:	Email:	Website:	Name of Institution:			Focal person:			Complete Address:			Phone:	Email:	Website:
Name:																						
Complete Address:																						
Phone:	Email:	Website:																				
Name of Institution:																						
Focal person:																						
Complete Address:																						
Phone:	Email:	Website:																				
Researcher/s (use separate sheet if space is not enough): _____																						
[2] Title of the Mark: _____ <input type="checkbox"/> Check if it is a collective mark (e.g. for association, group, club, etc.)																						
[3] Type of the Mark: (What best describes your mark?) <input type="checkbox"/> Word mark - A word mark is represented using words, letters, numbers, or any other characters that can be typed. <input type="checkbox"/> Figurative mark - A figurative mark is represented using pictures, graphics, or images; a figurative mark does not contain words or letters. <input type="checkbox"/> Figurative with word mark - A figurative mark containing word elements combines the use of pictures, graphics, or images with words or letters. <input type="checkbox"/> 3D mark - A three-dimensional mark is represented using a three-dimensional shape, such as the actual product or its packaging..																						
[4] Logo (actual representation of the mark) _____	[5] Description of the Mark: (If there is a claim of color/s specify the principal parts of the mark that are in the color/s identified.) _____																					
[6] Claim of Color(s): _____																						
[7] Translation/Transliteration: _____																						
[8] Disclaimer (If any word/s or component of the mark over which no exclusive right is claimed): _____																						
[9] Mark status: <input type="checkbox"/> Concept only <input type="checkbox"/> With business name <input type="checkbox"/> With existing product <input type="checkbox"/> With existing service <input type="checkbox"/> With previous trademark registration Application No _____ and Filing Date: _____ Please note that if "Concept only" is ticked, the request for this assistance shall not be processed.	[10] Funding Source: <input type="checkbox"/> Personal <input type="checkbox"/> Contract research: _____ <input type="checkbox"/> Government, please specify: <input type="checkbox"/> DOST: _____ <input type="checkbox"/> Non-DOST: _____ <input type="checkbox"/> Others: _____																					
[11] Classification and Description of Goods and/or Services: (for reference, please check NICE CLASSIFICATION - 11 Edition, Version 2022) _____																						
[12] Supporting documents (please attach to this Form): <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> 12.1 Mandatory attachments: <input type="checkbox"/> Electronic Copy of the Trademark. <input type="checkbox"/> Complete technical description of the IP <input type="checkbox"/> Proofs of disclosure (i.e., websites, news, publications) <input type="checkbox"/> Pictures, drawings, illustrations of working model, product, or GUI and flowcharts for computer programs </td> <td style="width: 50%; vertical-align: top;"> 12.2 Supporting documents, if applicable: <input type="checkbox"/> Complete list of Researchers and/or Applicants <input type="checkbox"/> Funding-related documents (Box [6]) <input type="checkbox"/> Commercialization plan <input type="checkbox"/> Others: _____ </td> </tr> </table>		12.1 Mandatory attachments: <input type="checkbox"/> Electronic Copy of the Trademark. <input type="checkbox"/> Complete technical description of the IP <input type="checkbox"/> Proofs of disclosure (i.e., websites, news, publications) <input type="checkbox"/> Pictures, drawings, illustrations of working model, product, or GUI and flowcharts for computer programs	12.2 Supporting documents, if applicable: <input type="checkbox"/> Complete list of Researchers and/or Applicants <input type="checkbox"/> Funding-related documents (Box [6]) <input type="checkbox"/> Commercialization plan <input type="checkbox"/> Others: _____																			
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Name: _____ Designation: _____ Affiliation: _____	Signature: _____																					

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**Annex C
PRELIMINARY SEARCH REPORT**

Tentative Title	
Short Description	
Agency/Affiliation/ School/Company	
Source of funds (i.e. DOST)	
Inventor(s)	
Date search report was made	
Keywords used	

Please use the following websites to conduct your preliminary search report:

OFFICE	WEBSITE	SPECIFIC URL
US Patent and Trademark Office	www.uspto.gov	http://www.uspto.gov/patents/process/search/index.jsp
World Intellectual Property Office	www.wipo.int	http://www.wipo.int/patentscope/en/
European Patent Office	www.espacenet.com	http://worldwide.espacenet.com/?locale=en_EP
IP Philippines	www.ipophil.gov.ph	http://onlineservices.ipophil.gov.ph/ipophilsearch/patents.aspx
Google	www.google.com	https://www.google.patentsearch

RESULTS OF PRELIMINARY SEARCH:

Website <i>i.e. Google.com</i>	Key words used <i>Papaya seeds</i>	No. of hits <i>889,000</i>

Closest technology, if any: (from the search made, cite at least one)

Advantage(s) from the closest technology:

I declare that the above information is true and correct to the best of my knowledge.

Signature above Printed Name of Applicant

DATA PRIVACY CONSENT FORM

We at the Technology Application and Promotion Institute are committed to provide you with the services involving application and promotion of science and technology pursuant to Executive Order No. 128 and RA 7459 while implementing safeguards to protect your privacy and keep your personal data safe and secure.

Processing of Personal Data

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, and the like, may be used for (1) evaluation of the proposal; (2) monitoring of the approved project; (3) sending notifications/updates; and (4) other similar activities, in connection to the project _____ and the succeeding projects that the Data Subject may have with TAPI. Said information will also be shared within DOST System for the purpose of informing and/or inviting the data subject to any other events, promotions, proposals, and other activities of DOST System. Further, said information will be shared within and used by DOST System for statistics purposes.

Data Protection

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected.

Only authorized personnel are permitted and have access to the collected information who will treat any confidential

information under strict confidentiality. In case of breach, TAPI shall notify you and inform the National Privacy Commission (NPC) in accordance to the NPC Circular 16-03 or Personal Data Breach Management.

Personal information collected are stored and later on disposed of via shredding and permanently deleted in our electronic files in accordance to R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by TAPI as well as to access, object, rectify, and block the same. For questions or concerns, you may contact our Data Protection Officer through the following details:

(02) 837 2071 local 2162
info@tapi.dost.gov.ph

I have read this form, understood its contents, and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

(Date)