

I.C. Technical Consultancy Services (TCS)

The Technical Consultancy Services covers the following: a) Manufacturing Productivity Extension Program, b) Consultancy for Agricultural Productivity Enhancement Program, c) Food Safety Program, d) Cleaner Production Program and e) Energy Audit Program. The Technical Consultancy Services involves the conduct of a one-on-one or group discussions and assessment/appraisal of the product/process/firm's present conditions, needs or problems towards a development or improvement of a better product or more efficient process/production/technology.

Office or Division:	Regional Office-Technical Services Division-TCS Unit
Classification:	Complex
Type of Transaction:	G2C - for services whose client is the transacting public G2B - for services whose client is a business entity G2G - for services whose client is another government agency, government employee or official
Who may avail:	Micro, Small, and Medium Enterprises (MSMEs), Local Government Units (LGUs), State Universities and Colleges (SUCs),Non-Government Organizations (NGOs), Cooperatives, and other interested parties

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Proponent's Letter of Interest	
Filled out Customer's Profile and Qualifying Form	Provincial Science and Technology Centers

Handling of Application for Technical Consultancy Services (MPEX, CAPE, FS, EA, CP)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits and fills-out customer's profile and qualifying form	1. Receipt and recording of filled out customer's profile and qualifying form	None	2 minutes	Provincial Science and Technology Director or Staff
2. Allows the Provincial Science and Technology and Regional Office Technical Representatives to visit the site of business operations	2. Evaluation of customer's profile and qualifications (including site visit)		4 days	Provincial Science and Technology Director and Staff, and Regional Office TCS staff
	3. Matching of customer and consultant based on appropriate consultancy program		1 day	
	4. Endorsement and submission of the Technical Consultancy Services Beneficiary to the Regional Office		1 day	Provincial Science and Technology Director
	4. Regional Director's Appropriate Action		1 day	Regional Director
	5. Inform customer on the Regional Director's final action		1 day	Regional Office TCS staff and Provincial Science and Technology Director