

DOST TNA Form 01**APPLICATION FOR TECHNOLOGY NEEDS ASSESSMENT**

Name of Enterprise: Local Government Unit of San Jose		
Contact Person: ROLANDO R. LADAO III	Position in the Enterprise: Manager – Public Employment Service Office	
Office Address : Public Employment Service Office Municipal Bldg, San Jose, Occidental Mindoro	Tel. No.:	Fax No.:
	E-mail Address:	
Factory Address: Public Employment Service Office Municipal Bldg, San Jose, Occidental Mindoro	Tel. No.	Fax No.
	E-mail Address:	
Website: None		

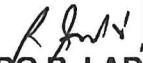
GENERAL AGREEMENTS:

1. The applicant shall, at the earliest opportunity, make available to the DOST Regional Office No. IVB-MIMAROPA all information (manuals, procedures, etc.) required to establish the technology status of the selected core business functions and management systems;
2. If DOST IVB-MIMAROPA is not satisfied that all the requirements for business registration are complied with, it shall inform the applicant of the observed deficiencies before starting the assessment;
3. When the required inputs to the assessment are already supplied by the applicant, including Attachment A, the DOST IVB-MIMAROPA will assess the firm through the core business functions and management systems, whichever is applicable to identify technology needs and verify compliance to standards vis-à-vis existing practices;
4. When the DOST IVB-MIMAROPA has completed the technology assessment, a report will be prepared on the results of the assessment with accompanying recommendations and opportunities for improvement. The report prepared will define the scope of activities, functions, management practices and locations assessed. The applicant shall not claim or otherwise imply that the report applies to other locations, product or activities not covered by the report;
5. The applicant agrees that the report will not be used until permission has been granted by the DOST IVB-MIMAROPA;

6. The applicant agrees that the receipt and acceptance or acknowledgment of the report ends the assessment stage; any technical assistance ensuing from the recommendations of the report will be viewed as a separate project.

UNDERTAKING

I agree to undertake and observe the above General Agreements as stipulated by the Department of Science and Technology Regional Office No. IV-B-MIMAROPA.



ROLANDO R. LADAO III
Manager
15 November 2022

Attachment A.

Enterprise Profile

Name of Enterprise:	Local Government of San Jose	
Production Site/Location:	Municipal Compound, San Jose, Occidental Mindoro	
Business Permit No.:	N/A	Year Registered:

Brief Background:

According to the International Journal of Environmental Research and Public Health, the underlying causes of food-borne diseases may be attributed to unsafe water used for the cleaning and processing of food, poor food-production processes, inadequate storage, and food-handling practices including infected food workers and cross-contamination of food and can be coupled with inadequate or poorly enforced regulatory standards and industry compliance.

Notwithstanding such conclusions, the workstations of San Jose street vendors more often are improvised using galvanized iron sheets and metals and light materials which are disposed to micro-organisms. Thus, it becomes a major health risks particularly among school children and students. In addition, food sold are not regularly monitored by the Local Government if these foods are compliant with FNRI standards on safety measures such as handling, preparation, etc. In fact, as far as Sangguniang Bayan Chair on Committee on Health of LGU San Jose, no local ordinance has been legislated or being enforced or other measures to initiate assessment on non-compliants. The Municipal Sanitary Inspection Office attest that majority of the street/street vendors are not food-safety conforming.

It is noteworthy that DOST-CARAGA has institutionalized a Food Establishment Inspection and Grading System (FEIGS) aimed to reduce incidence of food-borne diseases. This will help the Local Government of San Jose, evaluate by grading the food workstations of street vendors.

Year enterprise was established: _____

Initial capitalization: N/A _____

Type of Organization:

- Single Proprietorship
- Cooperative
- Partnership
- Corporation
 - Profit
 - Non-Profit
- LGU - Municipal

Enterprise Registration No.: N/A _____ Year Registered: _____

Classification according to capital Present Capitalization: N/A _____

- Micro (less than 1.5 M)
- Small (1.5 – 15 M)

- Medium (15- 100 M)

Classification according to employment (number of employees) N/A

- Micro (1-9)
 Small (10-99)
 Medium (100-199)

Number of Employees:	M	F
Direct Workers	_____	_____
Production	_____	_____
Non-production	_____	_____
Indirect/Contract Workers	_____	_____
TOTAL	_____	_____

Business Activity: N/A

- Food processing (please specify specific commodity) _____
 Furniture (please specify specific commodity) _____
 Gifts, decors, handicrafts (please specify specific commodity) _____
 Metal and engineering (please specify specific commodity) _____
 Agriculture/ Marine/ Aquaculture (please specify specific commodity) _____
 Health products & pharmaceuticals (please specify specific commodity) _____
 ICT products (please specify specific commodity) _____
 Others, please specify Local Government _____

1. Specific product or service the enterprise offers its customers:

N/A

2. Reason why assistance is being sought: N/A

- a. _____
b. _____
c. _____

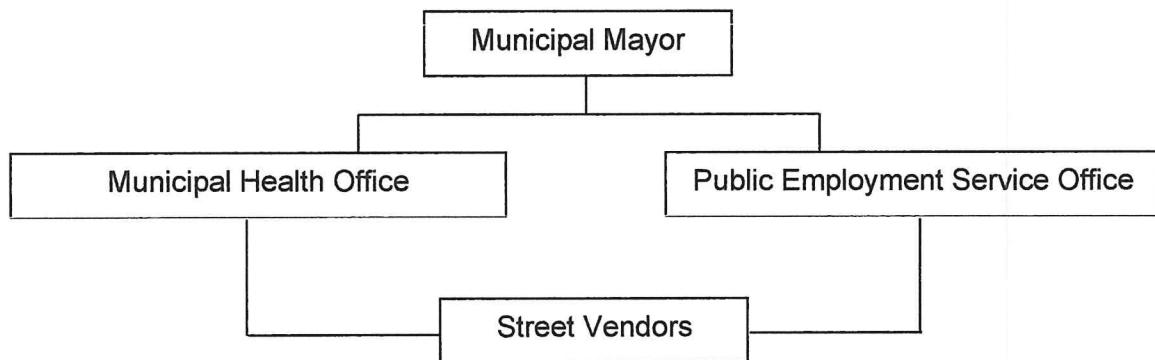
3. Have you consulted any other individual/organization on any assistance?

Yes, from what company/agency? N/A _____

_____ (Please specify the type of assistance sought)

- No, why not?
a. _____
b. _____

c.
Organizational Structure



4. Enterprise's plan for the next 5 years

Ensure that street vendors use food safety compliant food carts

Next 10 years?

Ensure that all street vendors are using food safety compliant food carts

5. Current agreements and alliances undertaken

None

BENCHMARK INFORMATION

All items below are not applicable

▪ Production and Supply Chain

➤ Raw Materials

Primary Raw Materials	Volume of Primary Raw Materials Used per Month		Unit Cost (PhP.)	Value of Primary Raw Materials Used per Month (PhP.)	Annual Cost of Raw Materials (PhP)
	Quantity	Unit			
Not Applicable					
TOTAL					

- Production Not applicable

Product	Annual Volume of Production	Unit Cost of Production (P)	Annual Cost of Production (P)	Production Capacity	Product Selling Price

- Existing Functional Production Equipment

Type of Equipment	Specifications	Capacity	No. Of Units	Year Acquired

- Production Problems and Concerns

Labor intensive in planting paddy rice.
Labor and seed requirement is costly

- Production Waste Management System

Not applicable

- Production Plan

Not applicable

- Plant Lay-Out

Not applicable since the equipment will be operated in the ricefields.

- Process Flow

Not Applicable

- Inventory System

Not Applicable

- Maintenance Program

Not Applicable

- cGMP/HACCP Activities
Not Applicable
- Supplies/Purchasing System
- Marketing – Not Applicable
 - Marketing Plan
 - Market Outlets and Number
 - Promotional Strategies
 - Market Competitors
 - Packaging NA
 - Nutrition Evaluation _____
 - Bar Code _____
 - Product Label _____
 - Expiry Date _____
- Finance – Not Applicable
 - Cash Flow or other related documents
 - Source(s) of capital/credit
 - Accounting System
 - Human Resources
 - Hiring and Criteria
 - Incentives to Employees
 - Training and Development
 - Safety Measures Practiced
 - Other Employee Welfare

▪ Other Concerns

Prepared by:


ROLANDO R. LADAO III
Manager

Validated by:


ANTONIO T. DELOS SANTOS Jr
Project Technical Assistant I

Department of Science and Technology	Report No	
	Page No.	
	Audit Date(s)	

TECHNOLOGY NEEDS ASSESSMENT (TNA) REPORT

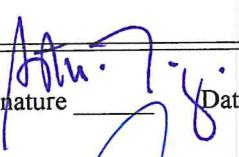
COMPANY:	Local Government Unit of San Jose
ADDRESS:	San Jose, Occidental Mindoro

SCOPE OF ASSESSMENT*

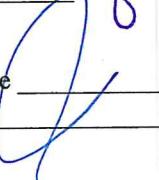
The TNA covered the following areas:

1. Strategic Direction
 - a. Vision and mission
 - b. Plans and Objectives
 - c. Strategic alliances and current agreement
2. Management Aspect
 - a. Human resource management
 - b. Purchasing
 - c. Work environment
 - d. Corporate social responsibility
 - e. Occupational health and safety management
3. Technical Aspect
 - a. Operational and outsourcing practices
 - production system
 - production planning and control
 - production lay-out
 - work improvement
 - equipment management and maintenance
 - quality assurance system
 - outsourcing practices
 - b. Product and Process Performance and Improvement
 - reengineering and Research and Development
 - Procedures for continuous improvement
 - Product Quality standards
 - c. Environmental Management System
 - Waste management
4. Marketing Aspect
 - a. Marketing plan
 - b. Market outlets and number
 - c. Promotional strategies
 - d. Market competitors
 - e. Packaging
5. Finance

Reported by ANTONIO T. DELOS SANTOS, JR.
Name of TNA Team Leader

Signature  Date 29 Nov 2022

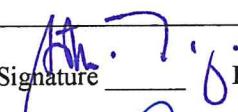
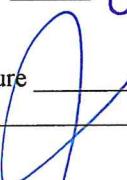
Attested by JERRY B. MERCADO
Name of ARD

Signature  Date Dec 6, 2022

Department of Science and Technology	Report No	
	Page No.	
	Audit Date(s)	

- a. Cash flow and other related documents
- b. Sources of capital
- c. Accounting system

* Scope of TNA is based on Technology Assessment Plan (TAP)

Reported by <u>ANTONIO T. DELOS SANTOS, JR.</u> Name of TNA Team Leader	Signature  Date 29 Nov 2022
Attested by <u>JERRY B. MERCADO</u> Name of ARD	Signature  Date <u>Dec 1, 2022</u>

Department of Science and Technology	Report No	
	Page No.	
	Audit Date(s)	

SUMMARY OF ASSESSMENT

BACKGROUND

According to the International Journal of Environmental Research and Public Health, the underlying causes of food-borne diseases may be attributed to unsafe water used for the cleaning and processing of food, poor food-production processes, inadequate storage, and food-handling practices including infected food workers and cross-contamination of food and can be coupled with inadequate or poorly enforced regulatory standards and industry compliance.

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It is noteworthy that DOST-CARAGA has institutionalized a Food Establishment Inspection and Grading System (FEIGS) aimed to reduce incidence of food-borne diseases. This will help the Local Government of San Jose, evaluate by grading the food workstations of street vendors.

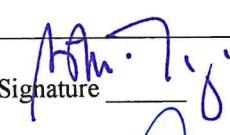
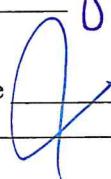
METHODOLOGY

Summary of Findings

1. Strategic Direction

- a. **Vision and Mission**
- b. **Plans and Objectives**

To ensure that the public's health and safety are attended to through the Local Government's health programs and services.

Reported by <u>ANTONIO T. DELOS SANTOS, JR.</u> Name of TNA Team Leader	Signature 	Date 29 Nov2022
Attested by <u>JERRY B. MERCADO</u> Name of ARD	Signature 	Date <u>Dec 6, 2022</u>

Department of Science and Technology	Report No	
	Page No.	
	Audit Date(s)	

c. Strategic alliances and current agreements

Collaboration and partnerships with National Government Agencies as well as with Private Agencies are established

2. Management Aspect

a. Human Resources

Health programs and services are delivered to the public through the Municipal Health Office's competent personnel.

b. Purchasing

Systems and procedures following Government guidelines are established.

c. Work Environment

The Local Government has established various units to efficiently deliver its programs and services to the public. Qualified staff are hired and provided with benefits and privileges.

d. Business Ethics and Social Responsibility

Constant coordination and collaboration with National Government Agencies as well as with Private Agencies for partnership on programs or projects. Logistical support such use of facilities and vehicles are extended. Social welfare assistance are ensured.

e. Occupational Health and Safety Management

Personnel assigned in different units are equipped with knowledge and skills on occupational health and safety management.

3. Technical Aspect Not applicable

a. Operational and Outsourcing Practices

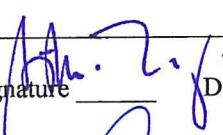
Production system

Production Planning and Control

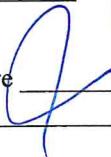
Production Layout

Not applicable

Reported by ANTONIO T. DELOS SANTOS, JR.
Name of TNA Team Leader

Signature  Date 29 Nov2022

Attested by JERRY B. MERCADO
Name of ARD

Signature  Date Dec, 2022

Department of Science and Technology	Report No	
	Page No.	
	Audit Date(s)	

Work Study/Improvement

Not applicable

Equipment Management and Maintenance**Quality Assurance System****Outsourcing Practices**

- b. **Product and Process Performance and Improvement** NA

Re-engineering and Research and Development**Performance Measures and Results – Process****Performance Measures and Results – Product****Procedures for Continuous Improvement****Product Quality Standards**

- c. **Environmental Management System**

Waste Management

4. **Marketing Aspect** Not applicable

- a. **Marketing Plan**
- b. **Market Outlets**
- c. **Promotional Activities**

No need for promotional activities

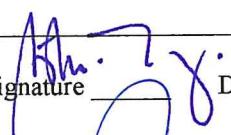
- d. **Market Competitors**

5. Finance

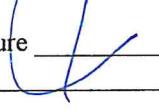
- a. **Cash Flow and other related documents**
- b. **Source of capital/credit**
- c. **Accounting System**

CONCLUSIONSReported by ANTONIO T. DELOS SANTOS, JR.

Name of TNA Team Leader

Signature  Date 29 Nov 2022Attested by JERRY B. MERCADO

Name of ARD

Signature  Date Dec 4, 2022

Department of Science and Technology	Report No	
	Page No.	
	Audit Date(s)	

Based on the technology needs assessment (TNA) conducted through preliminary consultation and validation with the Sanitary Office, the Local Government has the capacity to implement and manage the proposed food safety compliant food carts.

RECOMMENDATIONS

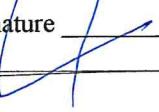
The following are recommended:

1. Grant the proposed food cart to pre-selected street food vendors.
2. Constantly monitor the implementation in coordination with the stakeholders based on the set parameters and component indicators of the project.

Reported by ANTONIO T. DELOS SANTOS, JR.
Name of TNA Team Leader

Signature  Date 29 Nov 2022

Attested by JERRY B. MERCADO
Name of ARD

Signature  Date Dec 1, 2022