

### CHECKLIST OF SETUP NONCORE DOCUMENTS

(as attachment to Project Proposal and SETUP NONCORE supporting documents)

Project Title: Packaging Development for Marble Novelty Products: Part 2-Branding

Proponent/Beneficiary: **Romblon State University-CiLearnED c/o Dr. Bilshan F. Servañez**

Amount: **PhP720,000.00**

#### DOCUMENTARY REQUIREMENTS (For SUCs and LGUs)

- A. ☒ Letter of Intent and LGU/Board Resolution
- B. ☒ Customer Profile
- C. ☒ Curriculum Vitae (CV) or PDS of the Project Leader and other co-researchers/implementers (including track record)
- D. ☒ TNA Forms 1 and 4
- E. ☒ Project Proposal (including Business Model Canvass, if applicable)
- F. ☒ RTEC Evaluation and Reply to RTEC Comments
- G. ☒ Revised Project Proposal (if necessary)
- H. ☒ Photos of the equipment, location of the equipment and project site
- I. ☒ ~~N/A~~ Layout of the facility
- J. ☒ Equipment Quotations
- K. ☒ Approval Letter
- L. ☒ Memorandum of Agreement
- M. ☒ Customer Satisfaction Feedback
- N. ☐ Certification of successfully implemented project or proof of previous implementation of similar projects (if necessary)
- O. ☐ List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation (if necessary)

Remarks/s:

Prepared by: Christine F. Diwata / December 26, 2024

PSTO Staff/Date

Received by: Arian Jane T. Marquez 12/30/24

RO Staff/Date

Noted by: Marcelina V. Servañez / December 26, 2024

PSTD/Date

Validated by: [Signature] 12/30/24

GIA Coordinator/Date