

APPLICATION FOR TECHNOLOGY NEEDS ASSESSMENT

Name of Enterprise: Provincial Government of Marinduque – Provincial Nutrition Office		
Contact Person: Presbitero J. Velasco Jr. / Rubi C. Apiag	Position in the Enterprise: Governor / Provincial Government Department Head	
Office Address: Bangbangalon, Boac, Marinduque	Tel. No. 311 1542	Fax No.
	E-mail Address: pno_96@yahoo.com	
Factory Address:	Tel. No.	Fax No.
	E-mail Address:	
Website:		

GENERAL AGREEMENTS:

1. The applicant shall, at the earliest opportunity, make available to the DOST Regional Office MIMAROPA (DOST MIMAROPA) all information (manuals, procedures, etc.) required to establish the technology status of the selected core business functions and management systems;
2. If DOST 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 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 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 MIMAROPA;
6. The applicant agrees that the receipt 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 MIMAROPA



RUBI C. APIAG

Signature over Printed Name

PROVINCIAL GOVERNMENT DEPARTMENT HEAD

Position in the Enterprise

Date

Proponent's ProfileName of Proponent Provincial Government of Marinduque – Provincial Nutrition OfficeProduction Site/Location Bangbangalon, Boac, Marinduque

Business Permit No. _____ Year Registered _____

Brief Enterprise Background _____

The Provincial Nutrition Office (PNO) is one of the offices under Provincial Government of Marinduque (PGM) mandated to provide leadership in the advancement of nutrition and its promotion in healthy lifestyle for Marinduque thru proper nutrition and they envisioned for a nutritionally healthy province. PNO has different programs that pushes the province to zero the cases of malnourish children, one of these is the feeding program that aims to support and provide nutritious food for the children who is suffering for malnutrition.

PGM-PNO has been so active partner of DOST-MIMAROPA in implementing programs, projects and activities (PPAs) related to health and nutrition through showcasing DOST-developed products and technologies for the entire province.

Year enterprise was established: _____ Initial capitalization: _____

Type of Organization: ☐ Single proprietorship
☐ Cooperative
☐ Partnership
☐ Corporation
☐ Profit
☐ Non-profit
☒ LGU/SUC/PGM

Enterprise Registration No. _____ Year Registered _____

Classification according to capital (Php) Present capitalization _____

☐ Micro (less than 1.5 M)☐ Small (1.5 – 15 M)☐ Medium (15 – 100 M)

Classification according to employment (number of employees)

☐ Micro (1 – 9)☐ Small (10 – 99)☐ Medium (100 – 199)

Number of Employees:

Direct Workers	M:___	F:___
Production	M:___	F:___
Non-production	M:___	F:___
Indirect/Contract Workers	M:___	F:___
Total	M:___	F:___

Business Activity:

- ☐ Food processing (please specify commodity) _____
- ☐ Furniture (please specify commodity) _____
- ☐ Gifts, decors, handicrafts (please specify commodity) _____
- ☐ Metals and engineering (please specify commodity) _____
- ☐ Agriculture/Marine/Aquaculture (please specify commodity) _____
- ☐ Health products and pharmaceuticals (please specify commodity) _____
- ☐ Information and Communications Technology (ICT) products (please specify commodity) _____
- ☐ / Others, please specify _____ Public Service

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

Public Service

2. Reasons why assistance is being sought:

To promote the rice mungo instant food blend for feeding programs of the government.

To resolve problem on malnutrition in the province of Marinduque.

To improve health status (weight) of at least 50% of the target beneficiaries.

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

☐ / If Yes, which company/ agency?

Please specify the type of assistance sought

Other National Agencies

☐ If No, why not?

Organizational Structure

See Attached Organizational Structure
(Project Management)

4. Enterprise's plan for the next 5 years?

Introduced Rice Mongo Instant Food Blend in the province of Marinduque for malnutrition mitigation.

Enhanced nutritional status of children 6 months – 3 yrs. Old

Reduced malnutrition incidence in the province of Marinduque.

Next 10 years?

To eradicate the malnutrition incidence in the province of Marinduque

5. Current agreements and alliances undertaken

PGM-PNO have existing linkages/collaborations with DOST and other National Agencies and Local Government Units.

BENCHMARK INFORMATION

■ Production and Supply Chain

➤ Raw Material

Raw Material	Source	Unit Cost (₱)	Volume Used/Year
N/A			

➤ Production

Product	Volume of Production/Year	Unit Cost of Production (₱)	Annual Cost of Production (₱)
N/A			

➤ Existing Functional Production Equipment

Type of Equipment	Specifications	Capacity	No. of Units	Year Acquired
N/A				

➤ Production Problems and Concerns

N/A

➤ Production Waste Management System

N/A

➤ Production Plan

Through the assistance of DOST MIMAROPA, Rice Mongo Instant Food Blend from Diocesan Social Action Commission (DSAC) will be purchased.

Provincial Government of Marinduque and other LGU's will provide necessary counterpart on the project.

➤ Plant Lay-Out

• N/A

➤ Process Flow

- N/A

➤ Inventory System

None

➤ Maintenance Program

No existing equipment to be maintained.

➤ cGMP/HACCP Activities

None

➤ Supplies/Purchasing System

The product will be purchased to the Diocesan Social Action Commission

▪ **Marketing**

➤ Marketing Plan

No existing marketing

➤ Market Outlets and Number

None

➤ Promotional Strategies

The Provincial Nutrition Office will be the one to introduce and promote the Rice Mongo Instant Food Blend to all LGUs in the province.

➤ Market Competitors

None



Packaging

○ Nutrition Evaluation

N/A

○ Bar Code

N/A

○ Product Label

N/A

○ Expiry Date

N/A

▪ Finance

➤ Cash Flow or other related documents

N/A

➤ Source(s) of capital/credit

Funds that will be used in the project will be coming from DOST-MIMAROPA and PGM.

➤ Accounting System

N/A

▪ Human Resources

➤ Hiring and Criteria

N/A

➤ Incentives to Employees

N/A

➤ Training and Development

N/A

➤ Safety Measures Practiced

N/A

➤ Other Employee Welfare

None

▪ Other Concerns

N/A

Prepared by:

Validated by:



RUBI C. APIAG

Printed Name and Signature of
Owner/Chair/Representative

Date





BERNARDO T. CARINGAL

Printed Name and Signature of
PSTD/Cluster Manager

Date

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TECHNOLOGY NEEDS ASSESSMENT (TNA) REPORT	
COMPANY:	Provincial Government of Marinduque – Provincial Nutrition Office
ADDRESS:	Bangbangalon, Boac, Marinduque
SCOPE OF ASSESSMENT*	
<p>The TNA covered the following areas:</p> <ol style="list-style-type: none"> 1. Strategic Direction <ol style="list-style-type: none"> a. Vision and mission b. Plans and Objectives c. Strategic alliances and current agreement 2. Management Aspect <ol style="list-style-type: none"> a. Human resource management b. Purchasing c. Work environment d. Corporate social responsibility e. Occupational health and safety management 3. Technical Aspect <ol style="list-style-type: none"> a. Operational and outsourcing practices <ul style="list-style-type: none"> -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 <ul style="list-style-type: none"> -reengineering and Research and Development -Procedures for continuous improvement -Product Quality standards c. Environmental Management System <ul style="list-style-type: none"> -Waste management 4. Marketing Aspect <ol style="list-style-type: none"> a. Marketing plan b. Market outlets and number c. Promotional strategies 	

Reported by	<u>BERNARDO T. CARINGAL</u>	Signature	<u></u>	Date	<u>02/08/22</u>
	Name of TNA Team Leader				
Attested by	<u>JERRY MERCADO</u>	Signature	<u></u>	Date	<u>02/15/22</u>
	Name of ARD				


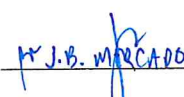
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- d. Market competitors
- e. Packaging

5. Finance

- 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>BERNARDO T. CARINGAL</u> Name of TNA Team Leader	Signature <u></u>	Date <u>02/08/22</u>
Attested by <u>JERRY MERCADO</u> Name of ARD	Signature <u></u>	Date <u>02/15/22</u>

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Summary of Assessment

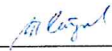
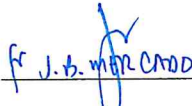
Background

The Provincial Nutrition Office (PNO) is one of the offices under Provincial Government of Marinduque (PGM) mandated to provide leadership in the advancement of nutrition and its promotion in healthy lifestyle for Marinduque thru proper nutrition and they envisioned for a nutritionally healthy province. PNO has different programs that pushes the province to zero the cases of malnourish children, one of these is the feeding program that aims to support and provide nutritious food for the children who is suffering for malnutrition.

PGM-PNO has been so active partner of DOST-MIMAROPA in implementing programs, projects and activities (PPAs) related to health and nutrition through showcasing DOST-developed products and technologies for the entire province.

Methodology

The technology needs assessment (TNA) was conducted through a meeting with the department head of Provincial Nutrition Office (PNO), Rubi C. Apiag and the Municipal Nutrition Action Officers (MNAO) of all LGUs in the province of Marinduque.

Reported by <u>BERNARDO T. CARINGAL</u> Name of TNA Team Leader	Signature <u></u>	Date <u>02/09/22</u>
Attested by <u>JERRY MERCADO</u> Name of ARD	Signature <u></u>	Date <u>02/15/22</u>

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Summary of Findings

1. Strategic Direction

a. Vision and mission

The PNO is mandated to provide "Leadership in the advancement of nutrition and its promotion in healthy lifestyle for Marinduque thru proper nutrition."

It envisioned for "A Nutritionally Healthy Marinduque".

b. Plans and Objectives

- To promote the rice mongo instant food blend for feeding programs of the government.
- To provide nutritional value through complementary feeding of at least 862 children from 6 months to 3 years of age for growth and development.
- To improve the health status (weight) of at least 50% of the target beneficiaries.

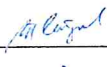
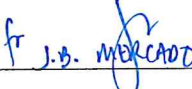
c. Strategic alliances and current agreements

PGM-PNO have existing linkages/collaborations with DOST and other National and Local Government units.

2. Management Aspect

a. Human resources

The PNO and MNAO will designate its personnel who will handle the said project.

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b. Purchasing

DOST-MIMAROPA will be provided the fund and in charge for the procurement of Rice-Mongo Instant Food Blend.

c. Business Ethics and Social Responsibility

PGM-PNO plans to provide the children of the province a sustainable supply of nutritious food thru tapping DOST-MIMAROPA's technical assistance on GIA program.

3. Technical Aspect

a. Operational and Outsourcing Practices

Production system

The target project will purchase the Rice Mongo instant Food Blend from DSAC and planned to provide the target children in the province and PGM-PNO ensures that the project will become successful.

Production Planning and Control

N/A

Production Layout


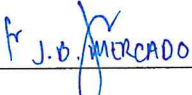
N/A

Work Study/Improvement

N/A

Equipment Management and Maintenance

N/A

Reported by	<u>BERNARDO T. CARINGAL</u> Name of TNA Team Leader	Signature		Date	<u>02/08/22</u>
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Quality Assurance System

N/A

*b. Product and Process Performance and Improvement*Performance Measures and Results – Process

Standard operating procedures based on the recommended process will be followed and monitored.

Performance Measures and Results – Product

N/A

*c. Environmental Management System*Waste Management

N/A

4. Marketing Aspect*a. Marketing Plan*


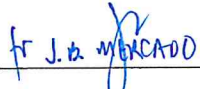
N/A

b. Market Outlets

N/A

c. Promotional Activities

The purchased Rice-Mongo Instant Food Blend will be promoted by PGM-PNO during forums and meetings to all LGUs in the province.

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d. Market Competitors


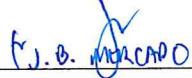
N/A

5. Finance*a. Source of capital/credit*

DOST-MIMAROPA will provide the fund for the procurement of the Rice Mongo instant Food Blend from Diocesan Social Action Commission while the PGM-PNO will provide its counterpart funds.

b. Accounting System

N/A

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CONCLUSIONS:


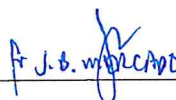
Based on the interview and ocular inspection, the TNA team concludes the following:

1. There is a challenge on the nutrition status of the province.
2. There is a need for the provision of technical assistance that will address the issue on nutrition of children in the province.
3. The needed technical assistance is timely and would enable the PGM-PNO to meet their vision and mission.

RECOMMENDATIONS:

The following are recommended by the TNA team:

1. The DOST-MIMAROPA should extend assistance to the PGM-PNO through the GIA program to address the province's nutritional needs for the children.
2. DOST-MIMAROPA will provide required project to minimize malnutrition incidence in the province of Marinduque through the PSTC-Marinduque.

Reported by <u>BERNARDO T. CARINGAL</u> Name of TNA Team Leader	Signature <u></u>	Date <u>02/08/22</u>
Attested by <u>JERRY MERCADO</u> Name of ARD	Signature <u></u>	Date <u>02/05/22</u>