

DOST TNA Form 01

APPLICATION FOR TECHNOLOGICAL NEEDS ASSESSMENT


Name of Partner: Local Government Unit of Bataraza		
Contact Person: Gracela A. Corpuz	Position: MEEDO	
Office Address: Municipal Hall, Brgy. Marangas, Bataraza, Palawan	Tel. No.:	Fax No.:
	E-mail Address:	
Factory Address: N/A	Tel. No.: N/A	Fax No.:
	E-mail Address:	
Website:		

GENERAL AGREEMENTS:

1. The applicant shall, at the earliest opportunity, make available to the DOST Regional Office No. IVB (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 has 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 standard vis-à-vis existing practices;
4. When the DOST MIMAROPA has completed the technology assessment, a report will be prepared in 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 ensuring from the recommendations of the report will be reviewed 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. IVB.


GRACELA A. CORPUZ
 Signature over Printed Name
MEEDO, LGU-BATARAZA
 Position

November 22, 2022
 Date

Attachment A

Partner Profile

Name of Partner: Local Government Unit of Bataraza

Production Site/Location: Municipal Hall, Brgy. Marangas, Bataraza, Palawan

Business Permit No. N/A Year Registered: N/A

Brief Background:

One of the municipalities in the southern Palawan, Bataraza is a 1st class municipality comprising of twenty-two (22) barangays and has a population of 85,439 people, with 49,375 registered voters as of July 2021. The said municipality is dominated by the Molbog people and is also the pineapple capital of Palawan.

The local government unit of Bataraza has an income-generating project that is under the Municipal Economic Enterprise Development Office (MEEDO). The IGP uses the Bataraza Town Complex (BTC) for rental services to the business owners and residents of Bataraza. Tenants are allowed to use the rental spaces in forms of stalls and building units to sell a variety of products to the market. Each tenant has a contract with the LGU, stating the period and amount of space rentals. The MEEDO is the unit of LGU Bataraza that is in charge of managing the transactions and operations of the Bataraza Town Complex.

This project aims to aid the Municipal Economic Enterprise Development Office (MEEDO) of LGU Bataraza Palawan by developing an efficient and reliable web-based system that will serve as management and monitoring platform for the MEEDO-Bataraza Town Center's tenants-related records and transactions. The web-based management information system will serve as the main platform for the MEEDO-BTC in the long run to serve as its secured central storage of digital data, facilitator of transaction procedures and generator of real-time reports.

This project is a collaboration of three (3) government entities: DOST MIMAROPA, PSU, and LGU-Bataraza. The faculty members of PSU will serve as the system developers and the personnel of LGU Bataraza as the system administrators and end users.

Transactions involved in the proposed system includes: 1) Migration of existing data into the proposed system's database, 2) automation of rentals and bills computations, 3) automation of reports generations, and 4) real-time monitoring consolidated and computed financial data.

Year enterprise was established: _____ Initial capitalization: _____

Type of Organization:

- ☐ Single proprietorship
- ☐ Cooperative
- ☐ Partnership
- ☐ Corporation
- ☐ Profit
- ☐ Non-profit

Enterprise Registration No. _____ Year Registered: _____

☐ Food Processing (please specify specific sector): _____

☐ Furniture (please specify specific sector)

☐ Natural fibers, gifts and home decors and fashion accessories
(please specify specification)

☐ Metals and engineering (please specify specific sector)

☐ Aquatic and marine resources (please specify specific sector)

☐ Horticulture/Agriculture (please specify specific sector)

☒ Others, please specify: Government

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

= N/A

2. Reasons why assistance is being sought:

= Development of Bataraza Town Center Tenant Management System

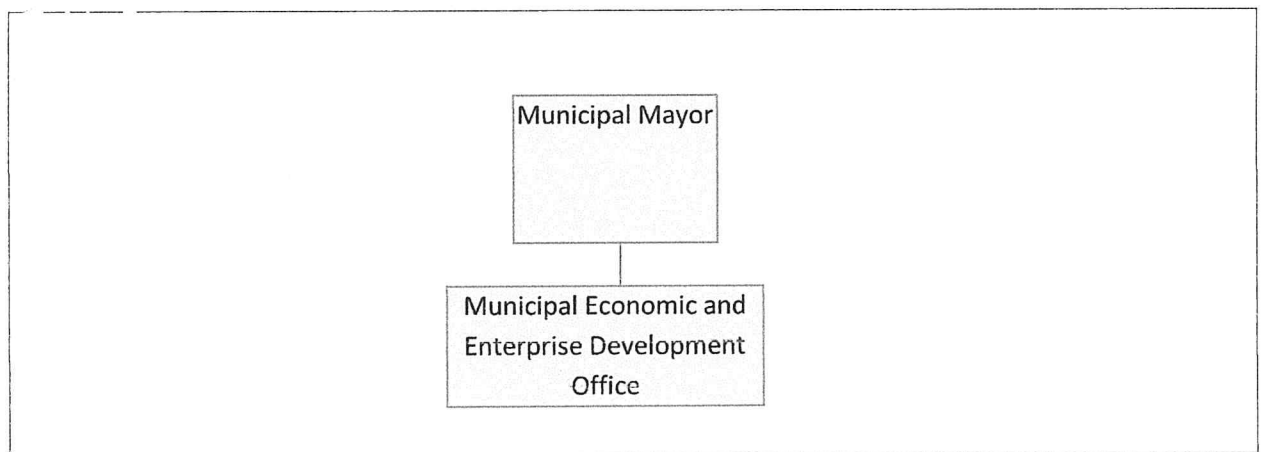
Have you consulted any other individuals/organization on any assistance?

= No

Please specify the type of assistance sought

☐ No, why not?

Organizational Structure



3. Partner's plan for the next 5 years?

= To continuously use the system to be developed and to adopt further systems that will benefit the governance of the LGU

4. Current agreements and alliances undertaken

= N/A

BENCHMARK INFORMATION

➤ Production and Supply Chain

➤ Raw Material

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

➤ Production

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

➤ Production Equipment

Type of Equipment	Specifications	Capacity
None		

➤ Production Problems and Concerns

= N/A

➤ Production Waste Management System

= N/A

➤ Production Plan

= N/A

➤ Plant Layout

=N/A

➤ Inventory System

= N/A

➤ Maintenance System

= N/A

➤ cGMP/HACCP Activities

➤ Supplies/Purchasing System

=N/A

▲ Marketing

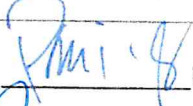
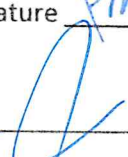
➤ Marketing Plan

= N/A

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TECHNOLOGY NEEDS ASSESSMENT (TNA) REPORT	
COMPANY:	Local Government Unit of Bataraza
ADDRESS:	Municipal Hall, Brgy. Marangas, Bataraza, Palawan
SCOPE OF ASSESSMENT*	
A. Strategic Directions	
Vision and Mission	
Plans	
Objectives	
Strategic Alliances and Current Agreements	
B. Management Aspects	
Human Resources	
Purchasing	
Work Environment	
Occupational Health and Safety Management	
Business Ethics and Social Responsibility	
C. Technical Aspects	
1. Operational & Outsourcing Practices	
Production System	
Production Planning and Control	
Production Lay-out	
Equipment Management and Maintenance	
Quality Assurance System	
Outsourcing Practices	
2. Product and Process Performance & Improvement	
Re-engineering and Research and Development	
Performance Measures and Results – Process	
Performance Measures and Results – Product	
Product Quality Standards	
3. Environmental Management System	
Waste management	

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

Reported by	<u>PACIFICO T. SARIOGO III</u>	Signature		Date	<u>NOV. 22, 2022</u>
	Name of TNA Team Leader				
Attested by	<u>JERRY B. MERCADO</u>	Signature		Date	<u>NOV. 29, 2022</u>
	Name of ARD				

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A. Strategic Directions



Vision: A progressive municipality having dynamic and efficient leaders with a stable economy, adequate infrastructure facilities, utilities and effective delivery of basic services to the constituents.

Mission: To upgrade the socio-economic condition of the people through sustainable development, efficient delivery of basic services, effective governance, and local administration.

Objectives:

- Develop a relational database as a storehouse of the Bataraza Town Center's digital data.
- Develop a user-centered interface for the authorized employees of MEEDO.
- Secure the digital data from unauthorized access using SHA-256 hash function algorithm.
- Automate the computation of stall rental fees, electricity bills, and other financial charges for the tenants of the Bataraza Town Center.
- Automate the generation of backup data from the system's database.
- Automate the generation of reports for the authorized employees of MEEDO.
- Provide an online dashboard for real-time monitoring of data.
- Test and verify the system's efficiency and reliability.
- Deploy the proposed system to an online hosting server.
- Conduct orientations and training for the end-users of the system.

Strategic Alliances: N/A

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SUMMARY OF ASSESSMENT**BACKGROUND:**

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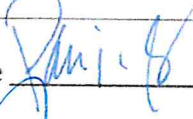
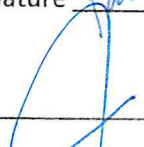
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METHODOLOGY

A one-on-one interview using a pre-assessment information sheet as a take-off point was conducted with the focal person.

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SUMMARY OF FINDINGS

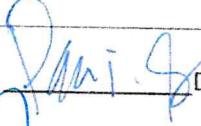
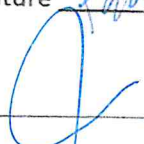
The Municipality of Bataraza is currently using Microsoft Excel program to manage the tenant information for the Bataraza Town Center. However, using such recording method, information that are needed immediately by clients are not provided real-time. Moreover, using such method, other data, files, and information are not stored in one platform only, thus, organizing of files, data, and information will be impossible.

RECOMMENDATIONS:

- Development of the Bataraza Town Center Tenant Management System
- All documents required by the DOST-SETUP Non-Core should be accomplished.

TNA Team Composition:

Team Leader: **PACIFICO T. SARIEGO III**
Member: **PHYLLICIA ANNE M. BAGUYO**

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