

APPLICATION FOR TECHNOLOGY NEEDS ASSESSMENT

| | | |
|---|---|---------|
| Name of Enterprise: Marinduque State College | | |
| Contact Person: Paloma D. De Chavez | Position in the Enterprise: Department Head (Fisheries) Marinduque State College | |
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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 DOST MIMAROPA.


PALOMA D. DE CHAVEZ

Signature over Printed Name

Department Head (Fisheries) Marinduque State College

Position in the Enterprise

Date

Enterprise Profile

Name of Enterprise Marinduque State College- Department of Fisheries

Production Site/Location Bognuyan, Gasan, Marinduque

Business Permit No. _____ Year Registered _____

Brief Enterprise Background _____

Marinduque State College (MSC) is committed to maintaining the highest degree of excellence in the field of Instruction, Research, Extension and Production towards meeting customer satisfaction by adhering to globally-adopted quality standards. MSC envisioned an advanced and adaptive university pursuing quality education, lifelong gender-sensitive learning environment, transparent governance with sustainable resource generation by 2025 and their mission is to provide excellence in instruction, research, extension and production that magnifies W.I.S.D.O.M. in leadership through a total quality management system responsive to the challenges of 21st century education. Their Core Values, is to Educating People, Enriching Lives, and Expanding Opportunities with:

Wisdom for Truth and Knowledge

Ingenuity in Research, Extension, and Production

Sustainbality of Good Deeds

Dexterity in Management of Resources

Orchestrator of Good Practices in Achieving Goals, and

Magnanimity in Dealing with People and God's Creation

The role of Marinduque State College (MSC) in promoting innovation and value creation as well as achieving socioeconomic development is vital. Through research, development, and innovation (RDI), MSC helps the sector meet its needs in a rising economy. MSC has the skills and knowledge to assure the various project's long-term viability by maximizing the usage of different technology and raw materials available in the province.

The College supports any action and collaboration from public and private sectors in developing scientific solutions to the needs and problems in the communities. MSC and DOST-PSTC Marinduque has a strong collaboration in different projects that aims to develop products and help the lives of people in the province of Marinduque.

Year enterprise was established: _____ Initial capitalization: _____

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

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) Sea Cucumber
- ☐ Health products and pharmaceuticals (please specify commodity) _____
- _____

☐ Information and Communications Technology (ICT) products
(please specify commodity)

☐ Others, please specify

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

Research, Development & Extension Services

2. Reasons why assistance is being sought:

Technical Assistance needed in form of equipment and materials for the establishment of
Sea cucumber hatchery in Marinduque.

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

☐ If Yes, which company/ agency?

Please specify the type of assistance sought

☐ If No, why not?

Organizational Structure

See Attached Organizational Structure

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

Established a sustainable source of sea cucumber for the fisherfolks

Next 10 years?

Additional research will be conducted to support continuous innovation.

5. Current agreements and alliances undertaken

N/A

BENCHMARK INFORMATION

■ Production and Supply Chain

➤ Raw Material

Wild stocks of sea cucumber for hatchery will be utilize by the project.

| Raw Material | Source | Unit Cost (₱) | Volume Used/Year |
|-----------------------------|-------------------|---------------|------------------|
| Wild stocks of sea cucumber | Gasán, Buenavista | | |
| | | | |
| | | | |

➤ 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

Limited funds for the acquisition of equipment and materials for the establishment of sea
Cucumber hatchery

Absence of project management knowledge on sea cucumber hatchery and hatchery
protocol for high value sea cucumber.

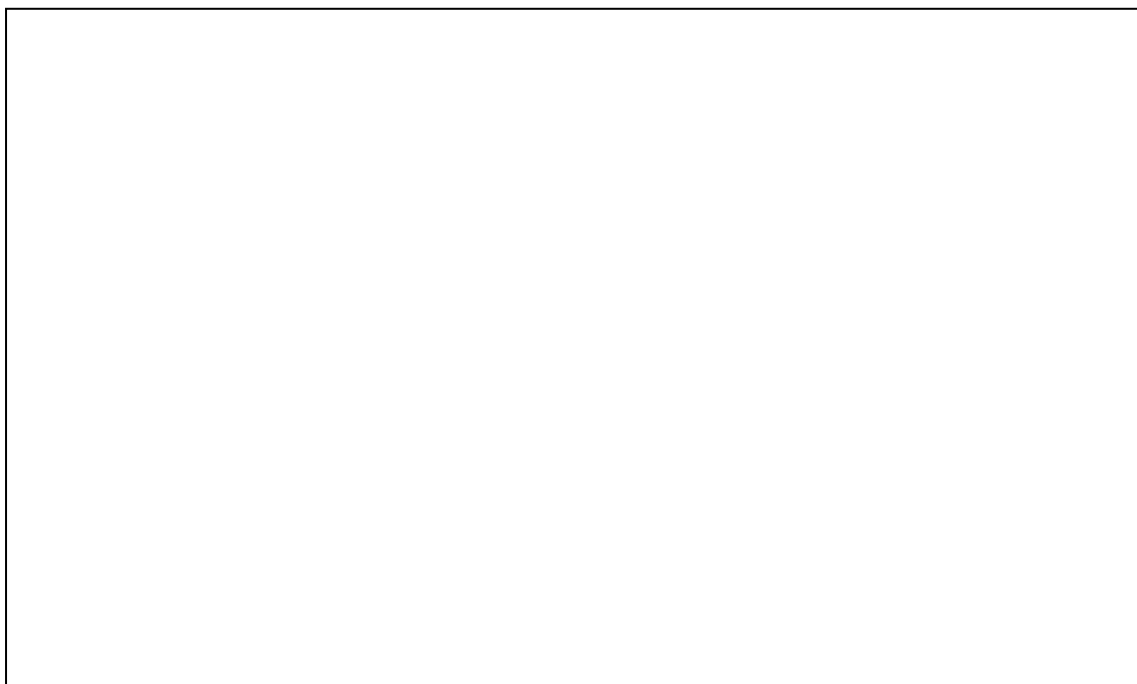
➤ Production Waste Management System

N/A

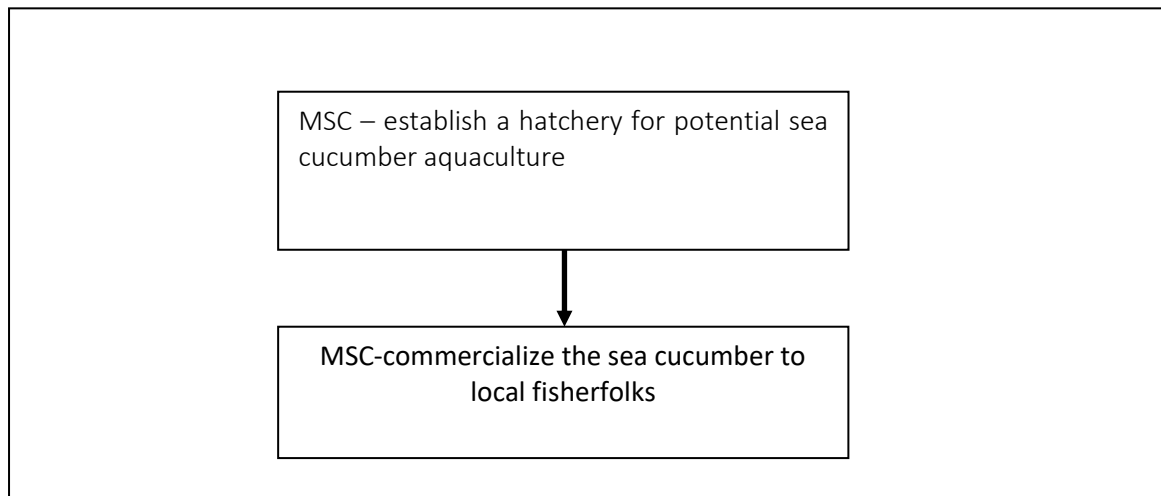
➤ Production Plan

The DOST-MIMAROPA will release technical assistance for the acquisition of necessary
equipment, supplies and materials. MSC will facilitate the procurement process, provide
production building and technical and manpower skills requirements to engage the
project.

➤ Plant Lay-Out



➤ Process Flow



➤ Inventory System

N/A

➤ Maintenance Program

N/A

➤ cGMP/HACCP Activities

N/A

➤ Supplies/Purchasing System

Raw materials (sea cucumber) will be source out in the wild

▪ **Marketing**

➤ Marketing Plan

N/A

➤ Market Outlets and Number

N/A

➤ Promotional Strategies

Results of the establishment of hatchery for sea cucumber will be promoted thru quad media. It will also be discussed by the MSC in the community.

➤ Market Competitors

N/A



Packaging

- | | |
|------------------------|-----|
| ○ Nutrition Evaluation | N/A |
| ○ Bar Code | N/A |
| ○ Product Label | N/A |
| ○ Expiry Date | N/A |

▪ **Finance**

➤ Cash Flow or other related documents

Finances from the project will be handled by the project leader

➤ Source(s) of capital/credit

MSC has the expertise to basic & applied research but has the need for technical

assistance to purchase the necessary equipment and other materials for the establishment of sea cucumber hatchery.

➤ Accounting System

There is existing budget and accounting department which ensures the proper utilization of the budget.

▪ **Human Resources**

➤ Hiring and Criteria

MSC will assign project coordinator for the management and operations of the project

➤ Incentives to Employees

N/A

➤ Training and Development

MSC staff that will be assigned in the facility is equipped with necessary skills for the conduct of basic & applied research thru the supervision of the project leader.

➤ Safety Measures Practiced

Safety standards will be strictly followed

➤ Other Employee Welfare

N/A

▪ **Other Concerns**

N/A

Prepared by:

Validated by:


PALOMA D. DE CHAVEZ

Printed Name and Signature of
Owner/Chair/Representative

Date


BERNARDO T. CARINGAL

Printed Name and Signature of
PSTD/Cluster Manager

Date