

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

Name of Enterprise: Samahang Gumagawa Tungong Tagumpay Multi-Purpose Cooperative (SAGUTT MPC)		
Contact Person: LIVELYN F. CASTILLO	Position in the Enterprise: CHAIRPERSON	
Office Address : Brgy. Paetan, Sablayan, Occidental Mindoro	Tel. No.: 0926-995-9841	Fax No.:
	E-mail Address: sagutt_mpc@yahoo.com	
Factory Address: Brgy. Paetan, Sablayan, Occidental Mindoro	Tel. No.	Fax No.
	E-mail Address: N/A	
Website:		

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.



LIVELYN F. CASTILLO
Chairperson

September 25, 2021
Date

Attachment A.

Enterprise Profile

Name of Enterprise: **Samahang Gumagawa Tungong Tagumpay Multi-Purpose Cooperative (SAGUTT MPC)**

Production Site/Location: Brgy. Paetan, Sablayan, Occidental Mindoro

Business Permit No.: 2022-0106-0057 Year Registered: 2022

Brief Enterprise Background:

SAMAHANG GUMAGAWA TUNGONG TAGUMPAY MULTI-PURPOSE COOPERATIVE (SAGUTT MPC), established in October 19, 2005 at Barangay Paetan, Sablayan, Occidental Mindoro, is engaged in the following: Relending for Palay and Corn Production; buying and selling of agricultural products such as rice, corn and agricultural inputs; providing services of Pre and Post-harvest facilities; hog and poultry production; Hollow Blocks making; consumer store; and Trucking Services.

The cooperative has 218 members which consist of 122 males and 96 females. 155 of the members are farmers with total farm area of 335.7 hectares which are planted with corn. SAGUTT MPC is among the most active cooperatives in the municipality of Sablayan.

SAGUTT MPC recorded corn production at an average of 2,752.74 MT which are being sold to Soro-soro Ibaba Development Cooperative (SIDC) and Limcoma MPC at a maximum price of Php 16.50 per kilogram. These are processed by these cooperatives into animal feeds which are being sold to SAGUTT MPC at relatively high prices ranging from Php 1,300.00 – Php 1,500.00 per bag.

Year enterprise was established: 2005

Initial capitalization: 200.00

Type of Organization:

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

Enterprise Registration No.: CDA 9520-04003711 Year Registered: 2009

Classification according to capital Present Capitalization: 64,000,000.00

- 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:	M	F
Direct Workers		
Production	2	5
Non-production	2	6
Indirect/Contract Workers		
TOTAL	4	11

Business Activity:

- 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) Livestock _____
- Health products & pharmaceuticals (please specify specific commodity) _____
- ICT products (please specify specific commodity) _____
- Others, please specify _____

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

- a. Grains Trading, General Merchandise, Agricultural Services, Re-lending
- b. Hog and poultry

2. Reason why assistance is being sought:

SAGUTT MPC is not able to produce their own animal feeds due to lack of appropriate equipment. Animal feeds are being outsourced from Soro-soro Ibaba Development Cooperative (SIDC) and Limcoma MPC at the following prices:

Pre-Starter – 1,500 per bag
 Grower-1,300 per bag
 Finisher – 1,300 per bag

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

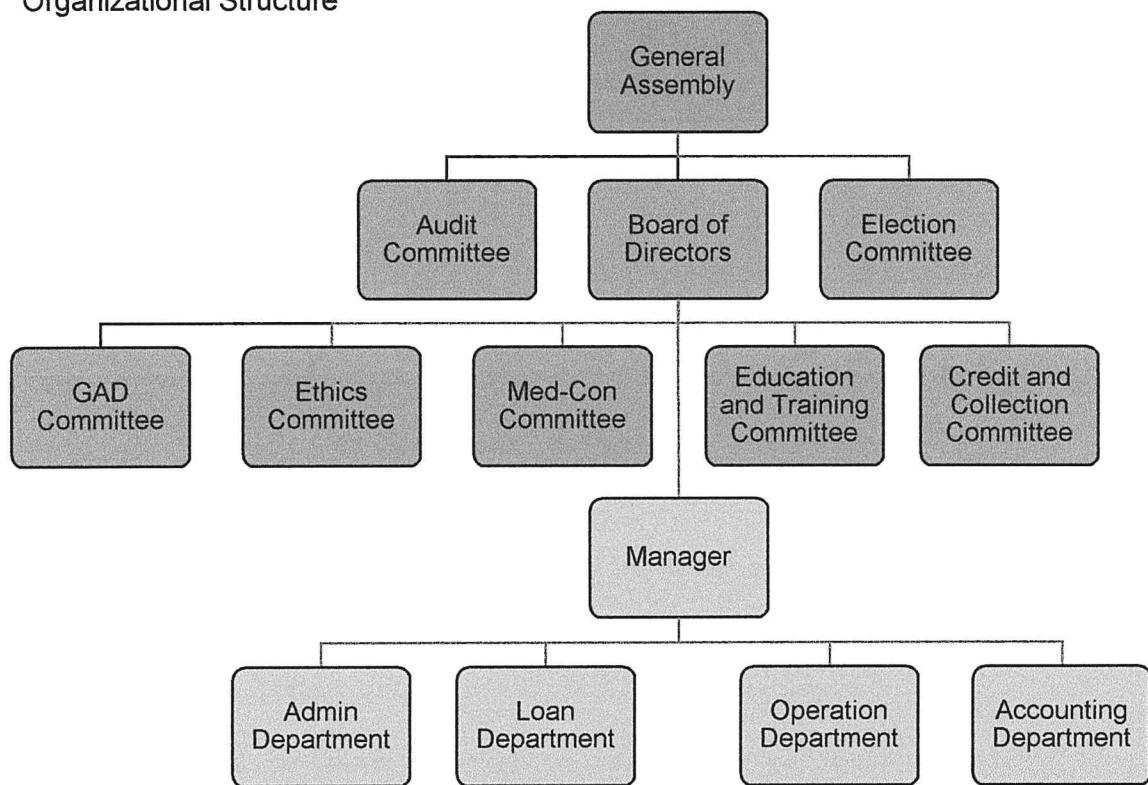
- Yes, from what company/agency?

Department of Agrarian Reform's (DAR), Department of Agriculture (DA),
 Agricultural Credit Policy Council (ACPC) under the Production Loan Easy Access
 (PLEA) and Survival and Recovery Assistance Program (SURE Aid)
 Department of Trade and Industry's (DTI) P3 (Pondo para sa Pag-asenso at Pagbabago)

- No, why not?

- a. _____
- b. _____
- c. _____

Organizational Structure



4. Enterprise's plan for the next 5 years

In the next 5 years, SAGUTT MPC plans to continuously provide extension services through the conduct of GAP training, FFS, demo farm varietal trials, feeds formulation, and R&D.

Next 10 years?

In the next 10 years, SAGUTT MPS plans to strengthen and empower its members through management trainings and financial management training.

5. Current agreements and alliances undertaken

None

BENCHMARK INFORMATION

- **Production and Supply Chain**
 - ❖ SAGUTT MPC produces an average of 8.2 metric tons of corn per cropping per hectare.
 - ❖ A total of 182 fatteners, 30 sows, and 1,400 heads of poultry are being produced by the members of the cooperative.
 - ❖ Currently, the cooperative is not able to produce their own animal feeds due to lack of appropriate equipment. Harvested corn are being dried and sold to Soro-soro Ibaba Development Cooperative (SIDC) and Limcoma MPC at Php 16.50 per kilogram.

- ❖ Animal feeds are being outsourced from Soro-soro Ibaba Development Cooperative (SIDC) and Limcoma MPC at the following prices:

Pre-Starter – 1,500 per bag
 Grower-1,300 per bag
 Finisher – 1,300 per bag

- ❖ Hogs and poultry, on the other hand, are being dispatched to the local market with live weight selling price valued at Php 165.00 and Php 130.00 per kilogram, respectively.

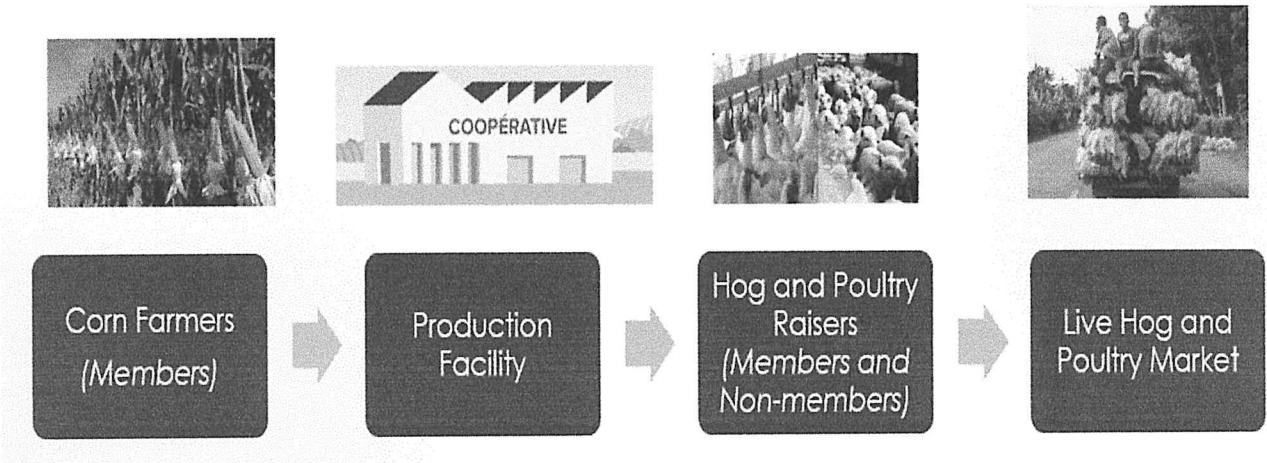
- Existing Functional Production Equipment
 - No appropriate equipment for animal feed production.
- Production Problems and Concerns

Due to lack of feed production facility, produced corn are being sold directly (*at a maximum price of Php 16.50 per kilogram*) to Soro-soro Ibaba Development Cooperative (SIDC) and Limcoma MPC who produces animal feeds which are sold at relatively high prices ranging from Php 1,400.00 – Php 1,500.00 per bag.

- Production Waste Management System

Common wastes produced in corn and rice farming are the stalks and straws which are also used as soil conditioners.

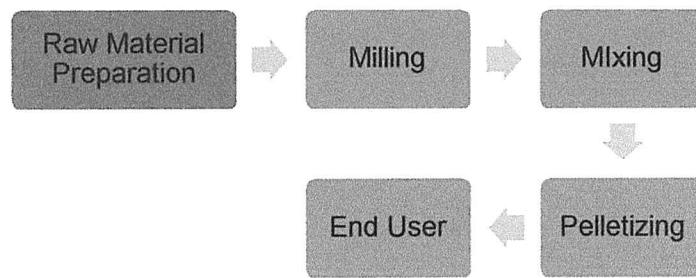
- Production Plan



- Plant Lay-Out

SAGUTT MPC has no existing layout for feed production.

➤ **Process Flow**



- **Inventory System**
Inventory is being conducted by the Audit and Inventory Committee
- **Maintenance Program**
All equipment and machineries are being scheduled for maintenance based on the manufacturers' maintenance manual.
- **cGMP/HACCP Activities**
None
- **Supplies/Purchasing System**
Animal feed supplies are being outsourced from Soro-soro Ibaba Development Cooperative (SIDC) and Limcoma MPC.

▪ **Marketing**

➤ **Marketing Plan**

SAGUTT MPC will encourage members to support the developed product by developing policies and guidelines. Corn-based feeds will be sold by SAGUTT MPC to members and non-members at Php 1,300.00 per 50-kg bag and Php 1,400.00 per 50-kg bag, respectively. SAGUTT MPC will also continue hog raising program for members and produce approximately 9,000 bags of feeds to sustain the program.

➤ **Market Outlets and Number**

SAGUTT MPC's Store at Barangay Paetan, Sablayan, Occidental Mindoro

➤ **Promotional Strategies**

Products and services are being promoted through facebook and radio advertisements.

➤ **Market Competitors**

Commercial feeds in the province such as:

- SIDC
- LIMCOMA
- PIGROLAC
- SUNJIN
- APOLLO

- | | |
|------------------------|-----|
| ➤ Packaging | |
| ○ Nutrition Evaluation | N/A |
| ○ Bar Code | N/A |
| ○ Product Label | N/A |
| ○ Expiry Date | N/A |
- Finance
- Cash Flow or other related documents
- Please see attached.
- Source(s) of capital/credit
- Revolving capital is being sourced out from generated income.
- Accounting System
- SAGUTT MPC has its own bookkeeper who ensures that all transactions are properly recoded. Services of a registered accountant are also sourced out yearly.
- Human Resources
- Hiring and Criteria
- Active member or family of SAGUTT MPC members
 - Good moral character
 - Willingness to work and communicate with different people
 - Physically and mentally fit
 - Willingness to obey all employees and rules and regulations
- Incentives to Employees
- 13th month pay
 - Performance bonus
 - PhilHealth Benefits
 - SSS Benefits
 - Pag-IBIG Benefits
- Training and Development
- Cooperative Management and Good Governance
 - Strategic Planning
 - Risk Management
- Safety Measures Practiced
- Wearing of safety gears for machinery operators is strictly required.
 - Wearing of face masks for all employees is also strictly required.
- Other Employee Welfare
- None
- Other Concerns
- None

Prepared by:


LIVELYN F. CASTILLO
Chairperson

Validated by:


GLETSER C. MALIBIRAN
Science Research Specialist II

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TECHNOLOGY NEEDS ASSESSMENT (TNA) REPORT	
COMPANY:	Samahang Gumagawa Tungong Tagumpay Multi-Purpose Cooperative (SAGUTT MPC)
ADDRESS:	Brgy. Paetan, Sablayan, 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
 - 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	GLETSER C. MALIBIRAN Name of TNA Team Leader	Signature		Date	09/30/2021
Attested by	JERRY B. MERCADO Name of ARD	Signature		Date	10/07/21

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SUMMARY OF ASSESSMENT

BACKGROUND

SAMAHANG GUMAGAWA TUNGONG TAGUMPAY MULTI-PURPOSE COOPERATIVE (SAGUTT MPC), established in October 19, 2005 at Barangay Paetan, Sablayan, Occidental Mindoro, is engaged in the following: Relending for Palay and Corn Production; buying and selling of agricultural products such as rice, corn and agricultural inputs; providing services of Pre and Post-harvest facilities; hog and poultry production; Hollow Blocks making; consumer store; and Trucking Services.

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METHODOLOGY

The technology needs assessment (TNA) was conducted through an ocular inspection of the cooperative's corn and hog production.

Summary of Findings

1. Strategic Direction

a. Vision and mission

A strong organization that responds to everyone's needs and every member has a prosperous livelihood response to their dreams and expectations. Good example to the community, participating in community projects.

To provide timely assistance and services to members in an orderly and easy manner. To help members save money and raise the level of livelihood education.

b. Plans and Objectives

SAGUTT MPC plans to continuously provide extension services through the conduct of GAP training, FFS, demo farm varietal trials, feeds formulation, and R&D. SAGUTT MPS plans to strengthen and empower its members through management trainings and financial management training.

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c. Strategic alliances and current agreements

None

2. Management Aspect

a. Human Resources

Number of Employees:	M	F
Direct Workers		
Production	2	5
Non-production	2	6
Indirect/Contract Workers		
TOTAL	4	11

b. Purchasing

Animal feed supplies are being outsourced from Soro-soro Ibaba Development Cooperative (SIDC) and Limcoma MPC.

c. Work Environment

SAGUTT MPC has adequate space for feed production. The cooperative has also established good working relationships between workers.

d. Business Ethics and Social Responsibility

SAGUTT MPC regularly pays its business licenses and taxes fairly and ensures compliance with the CDA and LGU requirements. As part of social responsibility, SAGUTT MPC treats members and customers with respect and fair pricing for their services.

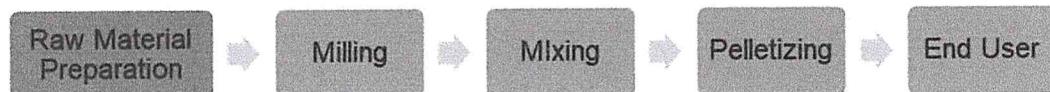
e. Occupational Health and Safety Management

Wearing of safety gears for machinery operators and face masks for all employees are strictly required.

3. Technical Aspect

a. Operational and Outsourcing Practices

Production system



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Production Planning and Control

- N/A

Plant Layout

Currently, SAGUTT MPC has no existing layout for feed production.

Work Study/Improvement

- N/A

Equipment Management and Maintenance

- All equipment and machineries are being scheduled for maintenance based on the manufacturers' maintenance manual.

Quality Assurance System

- None

Outsourcing Practices

- Animal feed supplies are being outsourced from Soro-soro Ibaba Development Cooperative (SIDC) and Limcoma MPC.

b. Product and Process Performance and Improvement**Re-engineering and Research and Development**

- None

Performance Measures and Results – Process

- None

Performance Measures and Results – Product

- None

Procedures for Continuous Improvement

- None

Product Quality Standards

- None

c. Environmental Management System**Waste Management**

Common wastes produced in corn and rice farming are the stalks and straws which are also used as soil conditioners.

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4. Marketing Aspect

a. Marketing Plan

SAGUTT MPC will encourage members to support the developed product by developing policies and guidelines. Corn-based feeds will be sold by SAGUTT MPC to members and non-members at Php 1,300.00 per 50-kg bag and Php 1,400.00 per 50-kg bag, respectively. SAGUTT MPC will also continue hog raising program for members and produce approximately 9,000 bags of feeds to sustain the program.

b. Market Outlets

SAGUTT MPC's Store at Barangay Paetan, Sablayan, Occidental Mindoro

c. Promotional Activities

Products and services are being promoted through facebook and radio advertisements.

d. Market Competitors

Commercial feeds in the province such as:

- SIDC
- LIMCOMA
- PIGROLAC
- SUNJIN
- APOLLO

5. Finance

a. Cash Flow and other related documents.

Please see attached financial statements.

b. Source of capital/credit

Revolving capital is being sourced-out from the generated income, dues, and membership fees.

c. Accounting System

SAGUTT MPC has its own bookkeeper who ensures that all transactions are properly recorded. Services of a registered accountant are also sourced out yearly.

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CONCLUSIONS

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

1. The firm has a well-organized management system, but the operational system needs further improvement, particularly outsourcing practices;
2. The needed improvement in firm's operational system will require the technology interventions for the acquisition of Hammer Mill, Feed Mixer, and Feed Pelletizer.

RECOMMENDATIONS

The following are recommended by the TNA team:

1. The DOST MIMAROPA should extend assistance to the firm by providing funds for the acquisition of Hammer Mill, Feed Mixer, and Feed Pelletizer.
2. The DOST MIMAROPA should assist the firm in:
 - a. Training on Swine and Poultry Feeding and Nutrition
 - b. Training on Organic Swine & Poultry Feed Formulation and Production;
 - c. Training on Phase-out Feeding (converting inorganic to organic);
 - d. Trainings on proper operation, maintenance, and management of corn-based feed production equipment; and
 - e. Conduct of comparative study between the existing commercial feeds and the locally-formulated one
3. The firm should submit actual operation/production data for the complete preparation of project proposal. DOST MIMAROPA to assist in the revision of submitted proposal.
4. The firm should submit other documents as attachment to the proposal. DOST MIMAROPA to endorse complete document to NPMO after RTEC review of proposal.

Reported by	GLETSER C. MALIBIRAN Name of TNA Team Leader	Signature		Date	09/30/2021
Attested by	JERRY B. MERCADO Name of ARD	Signature		Date	10/07/21