

APPLICATION FOR TECHNOLOGY NEEDS ASSESSMENT

Name of Community: bLGU-Pinamihagan		
Contact Person: Hon. Teodoro Zacarias	Position in the Enterprise: Brgy. Captain	
Office Address: Brgy. Pinamihagan, San Jose, Romblon	Tel. No. 09460971472	Fax No.
	E-mail Address:	
Factory Address: Brgy. Pinamihagan, San Jose, Romblon	Tel. No. 09460971472	Fax No.
	E-mail Address:	
Website:		

GENERAL AGREEMENTS:

1. The applicant shall, at the earliest opportunity, make available to the DOST Regional Office No. 4B (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 No. 4B.


HON. TEODORO ZACARIAS

Signature over Printed Name

Baranggay Captain

Position in the Enterprise

January 28, 2021

Date

Enterprise Profile

Name of Enterprise LGU-San Jose/bLGU-PinamihaganProduction Site/Location Brgy. Pinamihagan, San Jose, RomblonBusiness Permit No. N/A Year Registered N/A

Brief Enterprise Background _____

San Jose, Romblon is an island municipality in Romblon. Despite the surge in its tourism sector, a significant portion of its population made up of Ati natives and migrants from Panay remain marginalized. These tribal communities are disconnected from the mainland with mountainous terrain making it more difficult for them to access necessary resources like food stocks, water, power, and even education. Among its old customs that enable them to survive the grips of hunger is small scale agriculture. For the in-focus community of Brgy. Pinamihagan, a total of 1,232 indigenous people (IP) engage in small scale agriculture. Most of them depend on cultivation of corn and cassava for food. Drying these commodities and pounding them into small particles are their old ways to store and convert these crops into more palatable food to substitute for rice. Some of the IPs also sell these ground corn and cassava in the main barangay as animal feeds, and as raw materials used by small-scale kakanin, and suman producers in the island in return for meager income. Pounding on the other hand is hard work and time-consuming resulting to low productivity of residents. They spend a lot of time on pounding corn and cassava and could not allot more time to other income generating activities. Mechanizing this process would mean more time for other chores and livelihood opportunities for IPs.

Year enterprise was established: N/A Initial Capitalization: N/AType of Organization: ☐ Single proprietorship☐ Association☐ Partnership☐ Corporation☐ Profit☐ Non-profit☒ LGU/bLGUEnterprise Registration No. N/A Year Registered N/AClassification according to capital (PhP) Present capitalization N/A☐ 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 _____ CEST

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

The Local Government of San Jose is the primary implementer of laws, rules, programs, and projects in the municipality of San Jose to include its island barangays such as Brgy. Pinamihagan.

2. Reasons why assistance is being sought:

The LGU signifies its interest for the CEST program to address the needs of the IP Communities in its island in terms of enterprise development and economic activities.

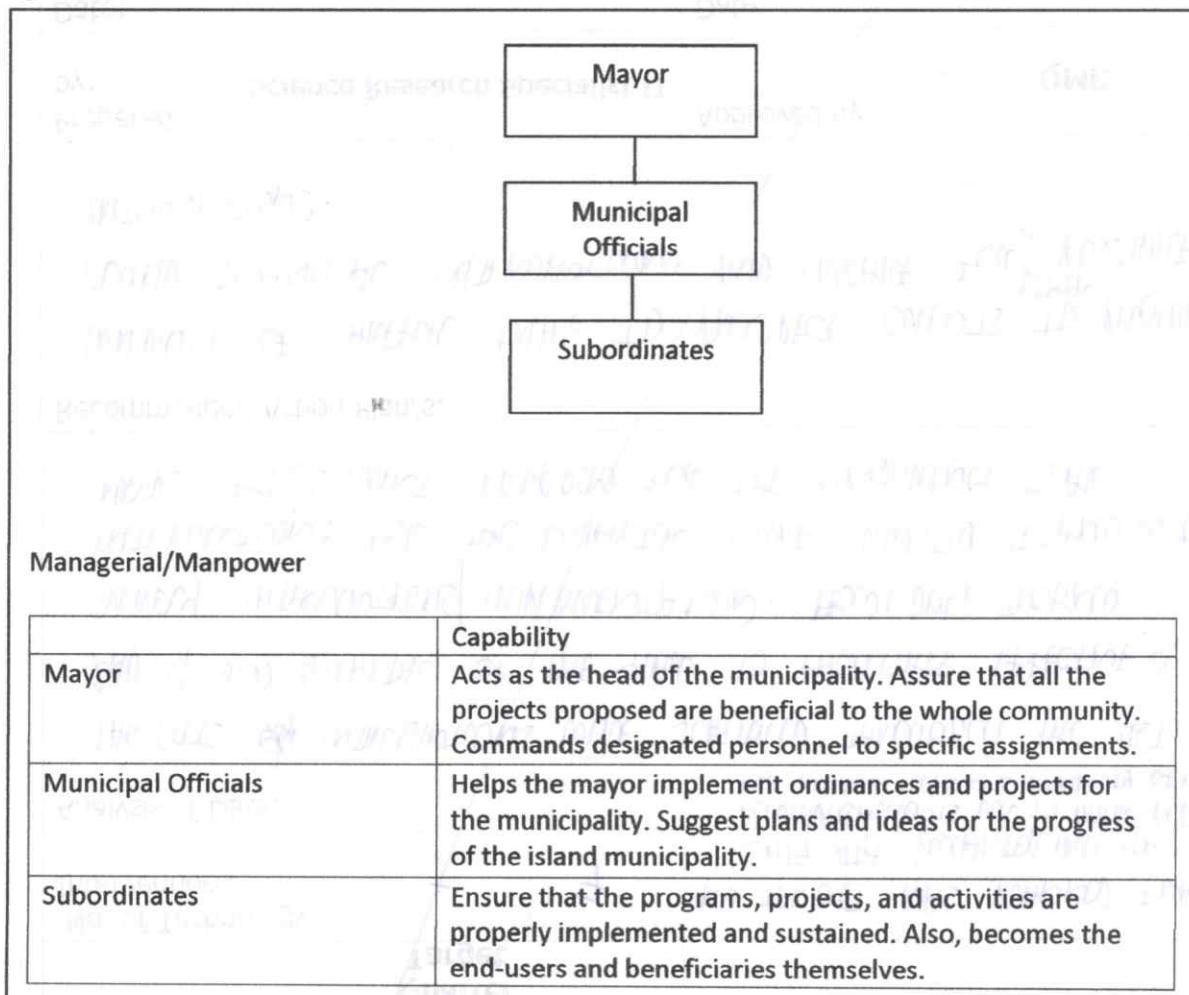
3. Have you consulted any other individual/organization for any assistance?

- ☒ If Yes, which company/ agency? Please specify the type of assistance sought

Yes, together with the DOST, the LGU have consulted various experts from different government and non-government stakeholders for water generation, livelihood, environmental conservation, and more.

☐ If No, why not?

Organizational Structure



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

The local government is determined to have a stable source of electricity and water as well as a progressive economy in which its constituents especially those who are most vulnerable such as IPs will benefit from. Also, the mayor dreams to have additional establishments like airports, and tourism stations and hubs more employment opportunities for its constituents.

Next 10 years?

The mayor envisions its island to become one of the renowned tourist attractions of the province, capitalizing on its economic potential and island beauty. Having this in mind, the mayor also envisions more developed establishments and more active economic activities.

5. Current agreements and alliances undertaken

The local government is currently allied with all the national government agencies and non-government agencies for planning and implementing its programs, projects, and activities

BENCHMARK INFORMATION

■ Production and Supply Chain

➤ Raw Material

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

➤ Production

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

➤ Production Equipment

Type of Equipment	Specifications	Capacity
N/A		

➤ Problems and Concerns

Most of IPs in the island depend on cultivation of corn and cassava for food. Drying these commodities and pounding them into small particles are their old ways to store and convert these crops into more palatable food to substitute for rice. Some of the IPs also sell these ground corn and cassava in the main barangay as animal feeds, and as raw materials used by small-scale kakanin, and suman producers in the island in return for meager income. Pounding on the other hand is hard work and time-consuming resulting to low productivity of residents. They spend a lot of time on pounding corn and cassava and could not allot more time to other income generating activities. Mechanizing this process would mean more time for other chores and livelihood opportunities for IPs.

➤ Production Waste Management System

Waste generation would be minimal for the proposed project because all part of the raw materials such as corn and cassava will be utilized in the production line.

➤ Production Plan

The project would focus on producing of corn grits, corn flour, and pulverized cassava which would be converted to animal feeds, gluten, and other snack foods. This will be realized through provision of mechanized equipment for the proponent.

➤ Inventory System

The facility will observe First-In-First-Out inventory system.

➤ Maintenance Program

Training on the facility operation and maintenance will be provided to the bLGU. However, maintenance of the facility will be the counterpart of the bLGU management. Maintenance plan will also be developed to ensure systematic and regular maintenance schedule of the facility.

➤ cGMP/HACCP Activities

N/A

➤ Supplies/Purchasing System

Raw materials for the operation of the facility will not be a problem as corn and cassava are abundant commodities in the island. IP communities are also well versed in cultivating these crops because these are one of their major sources of food.

▪ Marketing

➤ Marketing Plan

The products would be marketed with the help of bLGU-Pinamihagan to create income to the IP community. Some of the target markets of the facility is the livestock farmers in their island, and the RSU-Santa Fe Campus for their fish feed processing.

➤ Market Outlets and Number

N/A

➤ Promotional Strategies

The proponent will use word-of-mouth for promotion. The PSTC on the other hand will help them promote their products especially to the RSU feed processing.

➤ Market Competitors

Some of the competitors identified for the project are the commercialized feeds and flour sold in the market.

➤ Packaging

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

▪ Finance

➤ Cash Flow or other related documents

The bLGU has an accounting division to ensure all the cash-related transactions of the mayor and other officials in a specific project are tightly monitored and adjusted according to purpose. The accounting division also keep the municipal records of cash flow and financial capability per project.

➤ Source(s) of capital/credit

The local government send proposals to higher authority and other agencies to finance their employees' salary and other projects too.

➤ Accounting System

The bLGU employed a treasurer to oversee the financial flow of their governance. The treasurer is the one who recommends for approval for a project's financial counterpart. He also ensure systematized cash-flow on every project to ensure proper implementation.

▪ Human Resources

➤ Hiring and Criteria

The bLGU will be the one responsible to assign a person who will operate the equipment and oversee the project. The assigned operator will be given various trainings such as training on the operation and maintenance of the equipment, 5S, basic financial management, and basic bookkeeping.

➤ Incentives to Employees

Incentives and remuneration will be finalized once the operation is stable.

➤ Training and Development

Trainings will depend on needs of the proponent and the community as a whole. For the operators and managers of the facility, they will be trained on basic financial management, and bookkeeping among others.

➤ Safety Measures Practiced

Safety measures will be practiced during production. This will be ensured through lay outting the facility according to 5S and OS and through preparing health and safety kits in case of emergencies.

➤ Other Employee Welfare

Other employee welfare will be finalized once the operation is stable.

▪ Other Concerns

The barangay local government could utilize the GIA assistance to improve on its productivity and development. CEST assistance is highly recommended.

Prepared by:

Validated by:


for
HON. TEODORO ZACARIAS

Printed Name and Signature of
Owner/Chair/Representative

January 28, 2021

Date


MARCELINA V. SERVAÑEZ

Printed Name and Signature of
PSTD/Cluster Manager

January 28, 2021

Date

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TECHNOLOGY NEEDS ASSESSMENT (TNA) REPORT

COMPANY:	LGU-SAN JOSE/BLGU-PINAMIHAGAN
ADDRESS:	BRGY. PINAMIHAGAN, SAN JOSE, ROMBLON


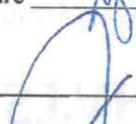
SCOPE OF ASSESSMENT

- A. Strategic Directions
 - a. Vision and Mission
 - b. Goals and Objectives
 - c. Strategic Alliances
- B. Management Aspects
- C. Technical Aspects
- D. Marketing Aspects
- E. Financial Aspects

SUMMARY OF ASSESSMENT

BACKGROUND:

San Jose, Romblon is an island municipality in Romblon. Despite the surge in its tourism sector, a significant portion of its population made up of Ati natives and migrants from Panay remain marginalized. These tribal communities are disconnected from the mainland with mountainous terrain making it more difficult for them to access necessary resources like food stocks, water, power, and even education. Among its old customs that enable them to survive the grips of hunger is small scale agriculture. For the in-focus community of Brgy. Pinamihagan, a total of 1,232 indigenous people (IP) engage in small scale agriculture. Most of them depend on cultivation of corn and cassava for food. Drying these commodities and pounding them into small particles are their old ways to store and convert these crops into more palatable food to substitute for rice. Some of the IPs also sell these ground corn and cassava in the main barangay as animal feeds, and as raw materials used by small-scale kakanin, and suman producers in the island in return for meager income. Pounding on the other hand is hard work and time-consuming resulting to low productivity of residents. They spend a lot of time on pounding corn and cassava and could not allot more time to other income generating activities. Mechanizing this process would mean more time for other chores and livelihood opportunities for IPs.

Reported by <u>MARCELINA V. SERVAÑEZ</u>	Signature <u></u>	Date <u>January 28, 2021</u>
Name of TNA Team Leader		
Attested by <u>JERRY B. MERCADO</u>	Signature <u></u>	Date <u>Feb. 5, 2021</u>
ARD		

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METHODOLOGY

Once the project has been approved and funding has been allocated, the Regional Office, with the help of the PSTC, would facilitate the purchase of the proposed equipment. The baseline data would then be established through a meeting with the IP community and the bLGU of Pinamihagan. When all the equipment has been delivered and tested, training on the operation of equipment would be provided to the operators assigned by the proponent. Training on corn grits and cassava flour production would be requested from provincial office of the Department of Agriculture.

The proponent would produce corn grits, corn flour, and pulverized cassava which would be converted to animal feeds, gluten, and other snack foods. The products would be marketed with the help of bLGU-Pinamihagan to create income to the IP community. The equipment, on the other hand, would be housed at the barangay hall of Pinamihagan, San Jose to ensure the safety of the equipment. The bLGU-Pinamihagan would be responsible for the operation and schedule of maintenance of the equipment. Also, the bLGU will be the one responsible to assign a person who will operate the equipment and oversee the project. The assigned operator will be given various trainings such as training on the operation and maintenance of the equipment, 5S, basic financial management, and basic bookkeeping.

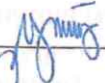
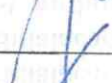
In a year, the project is expected to be properly implemented and stable. The PSTC and its program partners would monitor the project for the next two years after establishing all the necessary input.

SUMMARY OF FINDINGS**1. Strategic Direction****a. Vision and mission**

Industrialization is the major goal of the LGU. It aims to improve the lives of its people through developing more livelihood, business opportunities and employment.

b. Plans and Objectives

The local government is determined to have a stable source of electricity and water as well as a progressive economy in which its constituents especially those who are most vulnerable such as IPs will benefit from. Also, the mayor dreams to have additional establishments like airports, and tourism stations and hubs more employment opportunities for its constituents. The mayor also

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envision its island to become one of the renowned tourist attractions of the province, capitalizing on its economic potential and island beauty. Having this in mind, the mayor also envisions more developed establishments and more active economic activities.

c. Strategic alliances and current agreements

The local government is currently allied with all the national government agencies and non-government agencies for planning and implementing its programs, projects, and activities

2. Management Aspect

a. Human resources

The bLGU will be the one responsible to assign a person who will operate the equipment and oversee the project. The assigned operator will be given various trainings such as training on the operation and maintenance of the equipment, 5S, basic financial management, and basic bookkeeping.

b. Purchasing

Raw materials for the operation of the facility will not be a problem as corn and cassava are abundant commodities in the island. IP communities are also well versed in cultivating these crops because these are one of their major sources of food.

c. Work environment

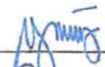

The target work environment will be prepared ahead of time. This will be ensured through lay outting the facility according to 5S and OS and through preparing health and safety kits in case of emergencies.

d. Business ethics and social responsibility

The bLGU is committed to organizing and facilitating several of civic activities to develop and improve the welfare of its people.

e. Occupational health and safety management

The bLGU observes occupational health and safety during its operation and processes. It has safety kits, and first-aid kits on standby, as well as emergency gears to minimize risks during untoward incidents.

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3. Technical Aspect**a. Operational and outsourcing practices****Production system**

N/A

Production planning and control

The project would focus on producing of corn grits, corn flour, and pulverized cassava which would be converted to animal feeds, gluten, and other snack foods. This will be realized through provision of mechanized equipment for the proponent. The facility will observe First-In-First-Out inventory system. Training on the facility operation and maintenance will be provided to the bLGU. However, maintenance of the facility will be the counterpart of the bLGU management. Maintenance plan will also be developed to ensure systematic and regular maintenance schedule of the facility.

Production layout

N/A

Work Study/Improvement

N/A

Equipment management and maintenance

Training on the facility operation and maintenance will be provided to the bLGU. However, maintenance of the facility will be the counterpart of the bLGU management. Maintenance plan will also be developed to ensure systematic and regular maintenance schedule of the facility.

Quality assurance system



N/A

Outsourcing practices

N/A

b. Product and process performance and improvement**Re-engineering and research development**

The bLGU will engage in research and development for operation

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improvement and production line efficiency. This also will be done in partnership with DOST-MIMAROPA, and the academe.

Performance measures and results – Process

N/A

Performance measures and results – Product

N/A

Procedures for continuous improvement

N/A

Product quality standards

N/A

c. Environmental management system

Waste management

Waste generation would be minimal for the proposed project because all part of the raw materials such as corn and cassava will be utilized in the production line.

4. Marketing Aspect

a. Marketing plan

The products would be marketed with the help of bLGU-Pinamihagan to create income to the IP community. Some of the target markets of the facility is the livestock farmers in their island, and the RSU-Santa Fe Campus for their fish feed processing.

b. Market outlets

N/A

c. Promotional activities

The proponent will use word-of-mouth for promotion. The PSTC on the other hand will help them promote their products especially to the RSU feed processing.

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d. Market competitors

Some of the competitors identified for the project are the commercialized feeds and flour sold in the market.

5. Finance**a. Cash flow and other related documents**

The bLGU has an accounting division to ensure all the cash-related transactions of the mayor and other officials in a specific project are tightly monitored and adjusted according to purpose. The accounting division also keep the municipal records of cash flow and financial capability per project.

b. Source of capital/credit

The local government send proposals to higher authority and other agencies to finance their employees' salary and other projects too.


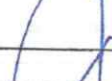
c. Accounting system

The bLGU employed a treasurer to oversee the financial flow of their governance. The treasurer is the one who recommends for approval for a project's financial counterpart. He also ensure systematized cash-flow on every project to ensure proper implementation.

CONCLUSIONS:

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

1. The proponent has an organized management that is willing to implement projects under DOST-MIMAROPA'S CEST program. The proposed community could carry additional equipment, workforce movement, and new processes.
2. The proponent has good management skills. However, its manufacturing processes still needs further improvement. Trainings and other interventions are needed.
3. The needed intervention applied under CEST would establish a corn and cassava common service facility for the Pinamihagan IP Community.

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RECOMMENDATIONS:

The following are recommended by the TNA team:

1. DOST MIMAROPA should extend assistance to the firm to establish a corn and cassava common service facility for the Pinamihagan IP Community equipped with corn mill and cassava pulverizer.
2. If needed the DOST MIMAROPA should assist the community in training and other necessary interventions.
3. The proponents should submit additional requirements to go with the proposal.

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