	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM FOS-SET 05-01
	PROCEDURES MANUAL	REVISION NUMBER	6
		PAGE NUMBER	1 of 4
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	PROVISION OF TECHNOLOGY TRANSFER ASSISTANCE		

1.0 OBJECTIVE

To serve as a guide in providing technology transfer services to *customers* particularly those intending to establish new technology-based enterprises or upgrade existing ones.

2.0 SCOPE



This procedure *covers provision of technology transfer assistance* from project identification to monitoring and evaluation of the assisted project including the risks and opportunities associated with the process.


3.0 ACCESS

This procedures manual has been uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.

4.0 DEFINITION OF TERMS

- | | |
|-------------------------------------|---|
| Technology Transfer | - refers to the process of transferring information, knowledge, and skills that lead to adoption, utilization, and commercialization of technological innovations. |
| S&T Intervention | - refers to any scientific and technological processes or activities to support technology transfer. |
| Project Proposal | - is a document indicating planned activities to request for support such as project fund, capacity building and technical trainings, consultancy and technical advisory services, and other related functions. Generally, the document includes a justification or rationale, objectives, technical description, financial, management, and marketing aspects (as needed). |
| Project Appraisal/Assessment | - reviews and confirms the feasibility and readiness of the project for implementation. This covers the discussions with appropriate authorities, project description, cost, financing scheme and schedule, implementation arrangement and conditions to be made before final implementation of the project. |
| Project Implementation | - refers to the conduct of activities or strategies in attaining the goal and objectives of the project. |
| Monitoring and Evaluation | - refers to the conduct of activities where the project is measured in terms of its status, impact, weaknesses, strengths, gaps, and other key indicators. |

Prepared by:  ARD, Field Operations Services	Approved by:  Quality Management Representative
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iFUND

- also referred to as innovation-enabling fund to acquire technology in order to increase production capacity, improve productivity, adopt innovation, enhance product quality or facilitate product and process development to address market and regulatory requirements.

PSTDs

- Provincial Science and Technology Directors

PM

- Program Manager

ARD



- Assistant Regional Director


5.0 RECORDS

- Customer's Request Letter/*Manifestation of Intent*
- *Customers Profile Form*
- Project Proposal and requirements
- DOST IX Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE)
- DOST IX reply letter/ recommendation

6.0 REFERENCES

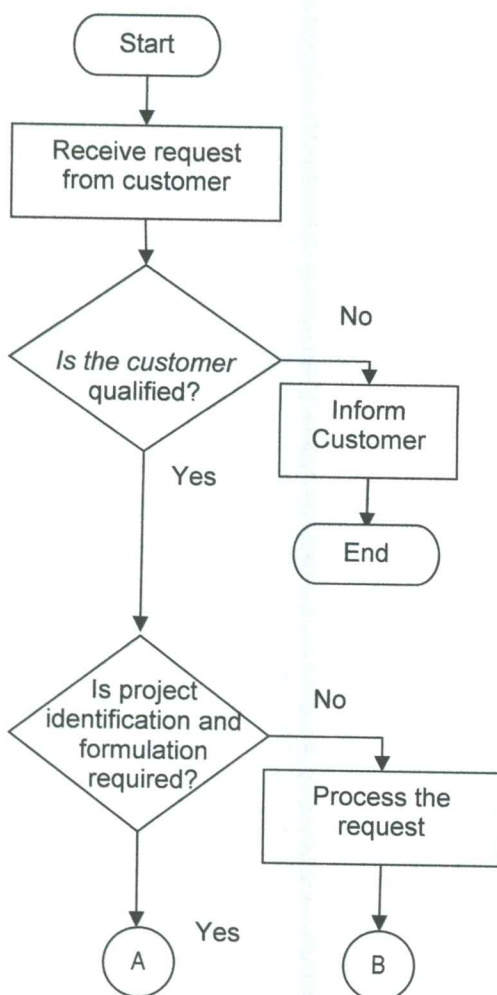
- PM FOS-SET-05-03, Appraisal / Assessment of Project Proposal
- PM FOS-SET-05-04, Project Identification and Formulation
- PM FOS-SET-05-05, Innovation System Support
- PM FOS-SET-05-06, Technology Training Assistance
- PM FOS-SET 05-09, Project Monitoring and Evaluation
- GIA Guidelines- AO 006 Series of 2004
- *SETUP Guidelines*

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7.0 PROCEDURE

FLOW



PERSON RESPONSIBLE

DETAILS

C/PSTD / ARD
for FOS/ PMs
concerned



- DOST-IX receives request from customers.


C/PSTD / ARD
for FOS/ PM for
SETUP

- Initial review of the request is done to determine if it is within DOST mandate and priorities, among others.

C/PSTD / ARD
for FOS/ PMs
concerned

C/PSTD / ARD
for FOS/ PMs
concerned

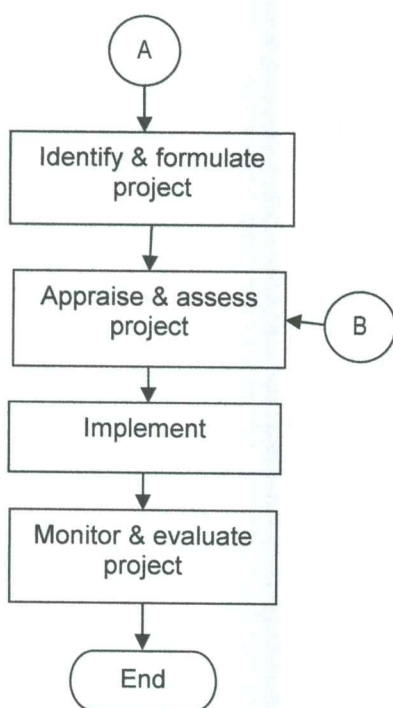
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FLOW

PERSON RESPONSIBLE

DETAILS



C/PSTD/ ARD for
FOS/ PMs
concerned

- Refer to PM FOS-SET 05-04 Project Identification and Formulation

C/PSTD/ RTEC

- Refer to PM FOS-SET 05-03, Appraisal and Assessment of Project Proposals

C/PSTD/ ARD for
FOS/ PMs
concerned/
Budget Officer

- For project fund request, refer to PM FOS-SET 05-05, Provision of Project Fund
- For training request, refer to PM FOS-SET 05-06, Technology Training Assistance
- Refer to PM FOS-SET 05-09, Project Monitoring and Evaluation

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