

## TECHNOLOGY NEED ASSESSMENT FORM

Date of Assessment: \_\_\_\_\_

TNA No.: \_\_\_\_\_

Sector: \_\_\_\_\_

### PART I: ENTERPRISE PROFILE

|  |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|--|-------------|--|--------|--------|--|---------------------|--------|-------------|--------|----------------------|---|-------------|--------|--------------------|
| Name of Enterprise   |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Present Address  |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Contact Person   |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Tel/CP No.   |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| e-mail Address   |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Website/FB Account   |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Year Established   |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Current Capitalization   |             |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Type of Organization<br>(Please check appropriate box in each row) | ✓           | Single Proprietorship                    |        |        | Partnership                                  |                     |        | Cooperative |        |                      | Corporation                                     |             |        | Others:((Specify): |
|  | ✓           | Profit                                   |        |        | Non-Profit                                   |                     |        |             |        |                      |   |             |        |                    |
|  | ✓           | Micro<br>(P3M Total Asset Value or less) |        |        | Small<br>(P3,000,001-P15M Total Asset Value) |                     |        |             |        |                      | Medium<br>(P15,000,001-P100M Total Asset Value) |             |        |                    |
| Employee Profile   |             | NUMBER OF WORKERS / AGE/ SPECIAL SECTOR  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|  |             | Under 18                                 |        | 18- 35 |  | 36- 59              |        | 60 & Above  |        | PWD                  |   | Solo Parent |        |                    |
|  |             | Male                                     | Female | Male   | Female                                       | Male                | Female | Male        | Female | Male                 | Female  | Male        | Female |                    |
| Direct In Production   | Regular     |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|  | Contractual |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Non-Production   | Regular     |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|  | Contractual |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| TOTAL  | Regular     |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|  | Contractual |  |        |        |  |                     |        |             |        |                      |   |             |        |                    |
| Registration   |             | Office                                   |        |        |  | Registration Number |        |             |        | Date of Registration |   |             |        |                    |
|  |             | DTI                                      |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|  |             | SEC                                      |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|  |             | CDA                                      |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|  |             | BIR                                      |        |        |  |                     |        |             |        |                      |   |             |        |                    |
|  |             | Mayor's Permit                           |        |        |  |                     |        |             |        |                      |   |             |        |                    |

Specific product or service the enterprise offers to its customers:

**PART II: ASSESSMENT**

**A. COMPANY BACKGROUND AND STRATEGIC DIRECTION**

- Brief Enterprise History
  
  
  
  
  
  
  
  
  
  
- Vision, Mission and Values
  
  
  
  
  
  
  
  
  
  
- Plans for the next 5 to 10 years?
  
  
  
  
  
  
  
  
  
  
- Partnerships and Collaborations

***Major Deficiencies and Potential Risks Identified***

| <i>Major Deficiencies</i> | <i>Potential Risks Identified</i> | <i>Recommendations and Opportunities for Improvements</i> |
|---------------------------|-----------------------------------|---|
|                           |                                   |   |
|                           |                                   |   |
|                           |                                   |   |

## B. MANAGEMENT ASPECT

- Human Resource Management
  - **Organizational Structure**

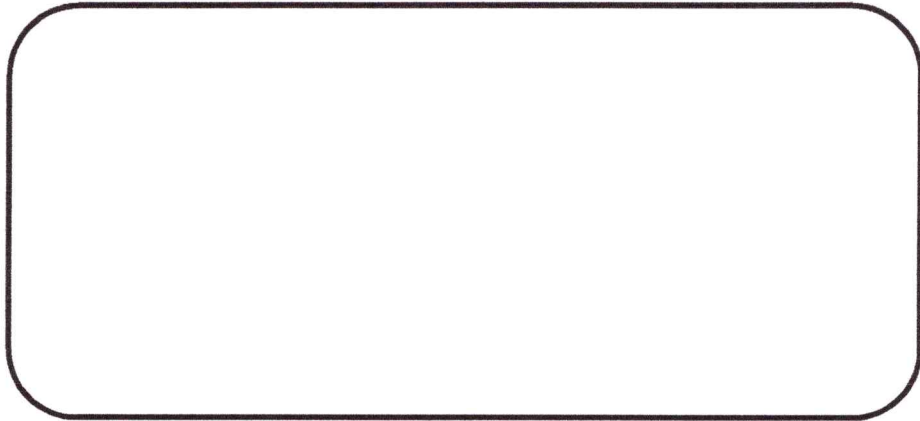


Figure 1. Organization Structure

- Job descriptions:
  - 
  - 
  -
- Hiring and Criteria
- Incentives to Employees
- Training and Development Program
- Safety Measures Practiced:
- Supplies/ Purchasing System:

➤ Buildings and Facilities:

| Existing Building and Facilities | STATUS<br>(Owned, Rented, Mortgage) | Compliance to Regulations<br>(GAD, PWD, Senior Citizen ETC) |
|----------------------------------|-------------------------------------|---|
|                                  |                                     |   |

\* With plan to relocate the production area (500 sq m. with two levels)

- Hazards
- Maintenance

➤ Business Ethics and Social Responsibility

- Existing CSR Program

- Compliance to GAD

➤ Occupational Health and Safety Management

➤ ICT Management

**Major Deficiencies and Potential Risks Identified**

| <b>Major Deficiencies</b> | <b>Potential Risks<br/>Identified</b> | <b>Recommendations and<br/>Opportunities for Improvements</b> |
|---------------------------|---------------------------------------|---|
|                           |                                       |   |

C. TECHNICAL ASPECT

➤ Production

| Product /Service | Description | Volume of Production/Year | Unit Cost of Production (P) | Selling Price/Unit |
|------------------|-------------|---------------------------|-----------------------------|--------------------|
|                  |             |                           |                             |                    |
|                  |             |                           |                             |                    |
|                  |             |                           |                             |                    |
|                  |             |                           |                             |                    |
|                  |             |                           |                             |                    |
|                  |             |                           |                             |                    |
|                  |             |                           |                             |                    |

➤ Raw Material

| Kind / Type | Suppliers | Unit Cost (P) | Volume Used/ Year |
|-------------|-----------|---------------|-------------------|
|             |           |               |                   |
|             |           |               |                   |
|             |           |               |                   |
|             |           |               |                   |
|             |           |               |                   |
|             |           |               |                   |
|             |           |               |                   |
|             |           |               |                   |
|             |           |               |                   |
|             |           |               |                   |

➤ Process Flow (Key Products)

**Production Process**

| Step | operation | transport | Inspect | Delay | Storage | Description of Process | Ingredients/<br>Materials | Time<br>(minutes) | Distance<br>(meter) |
|------|-----------|-----------|---------|-------|---------|------------------------|---------------------------|-------------------|---------------------|
| 1    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 2    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 3    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 4    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 5    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 6    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 7    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 8    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 9    | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 10   | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 11   | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 12   | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 13   | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 14   | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 15   | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 16   | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |
| 17   | ○         | ⇄         | □       | ●     | ▽       |                        |                           |                   |                     |

➤ Plant Layout

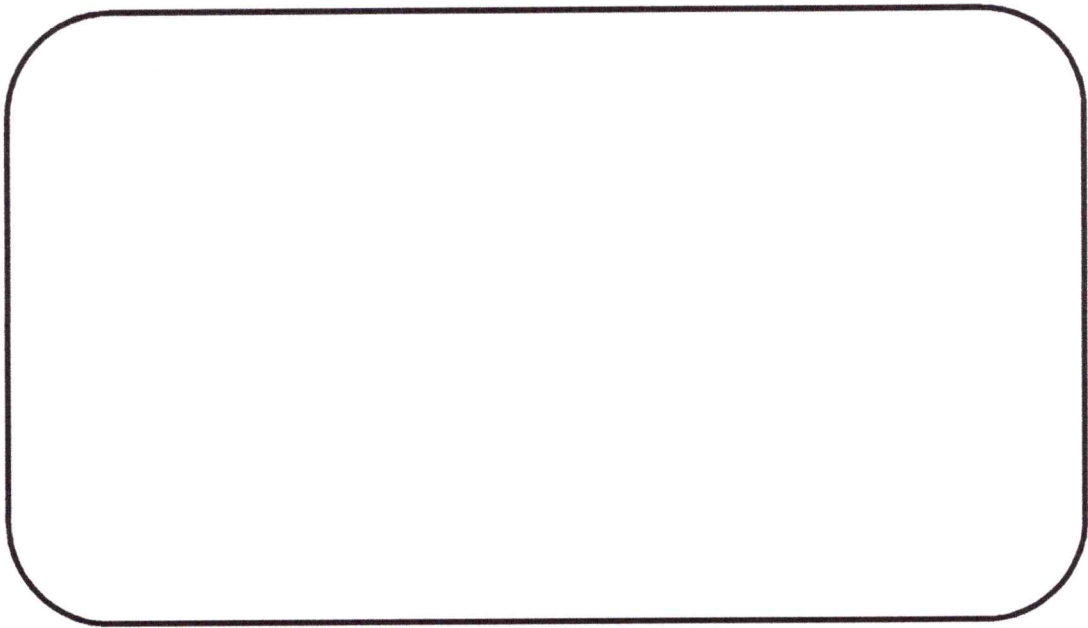


Figure 4. Existing Production Lay Out of the Company



➤ List of Production Equipment

[illegible]

➤ Maintenance Program (Production)

### ➤ Production Problems and Concerns

➤ Quality Assurance System

➤ Inventory System

➤ Production Waste Management System

| Waste | Volume per month | Disposal |
|-------|------------------|----------|
|       |                  |          |

### Major Deficiencies and Potential Risks Identified

| <b>Major Deficiencies</b> | <b>Potential Risks Identified</b> | <b>Recommendations and Opportunities for Improvements</b> |
|---------------------------|-----------------------------------|---|
|                           |                                   |   |
|                           |                                   |   |
|                           |                                   |   |

#### D. MARKETING ASPECT

- Marketing Plan
- Market Outlets and Number
- Key Strategies
- Market Competitors
  - Local
  - Foreign
- Packaging and Labels



**Major Deficiencies and Potential Risks Identified**

| <b>Major Deficiencies</b> | <b>Potential Risks Identified</b> | <b>Recommendations and Opportunities for Improvements</b> |
|---------------------------|-----------------------------------|---|
|                           |                                   |   |
|                           |                                   |   |
|                           |                                   |   |

**E. FINANCIAL ASPECT**

- Financial documents (Cash Flow, Income Statement, Balance Sheet for the past 3-years)

Please see attached financial statement

- Source (s) of capital/ credit

- 
- 

- Accounting System

- 
- 

**Major Deficiencies and Potential Risks Identified**

| <b>Major Deficiencies</b> | <b>Potential Risks Identified</b> | <b>Recommendations and Opportunities for Improvements</b> |
|---------------------------|-----------------------------------|---|
|                           |                                   |   |
|                           |                                   |   |
|                           |                                   |   |

**SUMMARY OF FINDINGS:**

**RECOMMENDATIONS:**

**INNOVATION SYSTEM SUPPORT FUND (i-FUND)**

| Existing<br>Practice/ Problems | Proposed S&T Support<br><i>(Equipment, Packaging/Label, Lab fee, CPR Registration)</i> |
|--------------------------------|--|
|                                |  |

**EXPECTED IMPACT:**

Name of Interviewee:

Name:

Position in the Enterprise

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TNA Team:

Team Leader:

Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by:

Reviewed by:

\_\_\_\_\_  
Staff

\_\_\_\_\_  
PSTD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I agree to the observations stipulated in this TNA report and that I will abide to the recommendations stipulated herein. Furthermore, I will not held liable the DOST Office No. \_\_\_\_ to the data gathered with respect to the data privacy law.

Conformed by :

\_\_\_\_\_  
CUSTOMER

Date: \_\_\_\_\_