	DEPARTMENT OF SCIENCE AND TECHNOLOGY  DOST Regional Office No. IX	DOCUMENT CODE	PM-FOS-SET 05-05
	PROCEDURES MANUAL	REVISION NUMBER	9
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SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	PROVISION OF PROJECT FUND		

### 1.0 OBJECTIVE

To provide a guide on implementing S&T projects in the region, specifically, in providing *i-Fund and local GIA*.

### 2.0 SCOPE

This will cover all processes involved in providing *i-Fund and local GIA* from the preparation and signing of MOA up to the release/withdrawal of project fund 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

- 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.

MOA - Memorandum of Agreement is a document that legally binds the fund provider,

project implementer, and project beneficiaries to achieve the objectives of the project. Specific roles and responsibilities of the implementers and

beneficiaries are defined and stated in the MOA.

Local GIA - refers to Grants-in-Aid sourced from DOST-IX local fund

Cooperator - refers to the recipient of iFund

**Beneficiaries** - refers to the recipient of local GIA non-R&D funding assistance refers to the recipient of local GIA R&D funding assistance

ORS/DV - refers to Obligation Request and Status and Disbursements Voucher

SETUP - Small Enterprise Technology Upgrading Program

RPMO - Regional Program Management Office

FASTS - Finance, Administrative Support and Technical Services

PSTD - Provincial Science and Technology Director
CSTD - City Science and Technology Director

PM - Program Manager

ARD for FOS - Assistant Regional Director for Field Operations Services

RD - Regional Director

# 5.0 RECORD

Memorandum of Agreement (MOA), notarized

## 6.0 REFERENCE

WI FOS-SET 05-14, MOA Preparation

Prepared by:

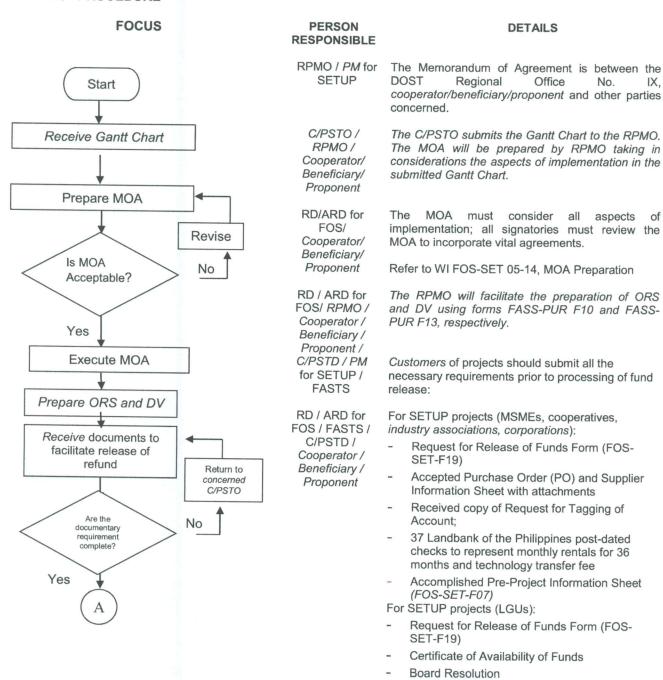
ARD for Field Operations Services

Approved by:

Quality Management Representative

<b>3</b>	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	PM-FOS-SET 05-05
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## 7.0 PROCEDURE



ARD for Field Operations Services

Approved by:

Quality Management Representative

For GIA projects

Certificates (if applicable)

**Board Resolution** 

F01)

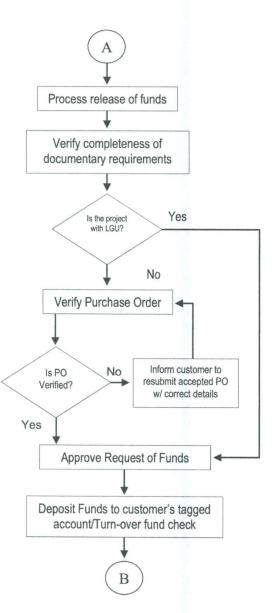
Request for Release of Funds Form (FOS-GIA-

<b>33</b>	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	PM-FOS-SET 05-05
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## PERSON RESPONSIBLE

### **DETAILS**



C/PSTO/ RPMO / PM for SETUP C/PSTD requests for the release of funds by accomplishing form FOS-SET-F19 for SETUP and FOS-GIA-F01 for GIA, and pertinent documentary requirements to the RPMO.

Cooperator/ Beneficiary/ Proponent/ Supply Officer/ C/PSTD For SETUP projects (MSMEs, cooperatives, industry associations, corporations):

Supply Officer will verify the submitted accepted Purchase Order with supplier for specifications and quoted price

If the supplier has not been verified, Supply Officer, through the *C/PSTO*, will inform *cooperator* to resubmit Purchase Order with correct details.

RD /ARD for FOS/ C/PSTD

ARD for FOS recommends for approval. RD approves the Request for Release of Funds.

Cashier/ RPMO / C/PSTD For SETUP projects (MSMEs, cooperatives, industry associations, corporations):

Copy of FOS-SET-F19 for SETUP and FOS-GIA-F01 for GIA will be provided to the cashiering unit to process the deposit of funds to cooperator's tagged account. RPMO will secure the copy of accomplished bank deposit slip which will be provided to the C/PSTO/cooperator beneficiary/proponent/ to serve as proof of fund deposit.

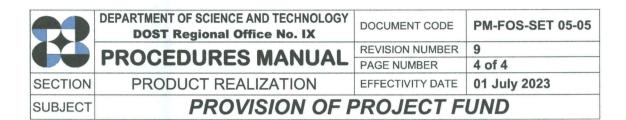
For SETUP (LGU) and GIA projects: Fund check will be turned over to the beneficiary/ proponent.

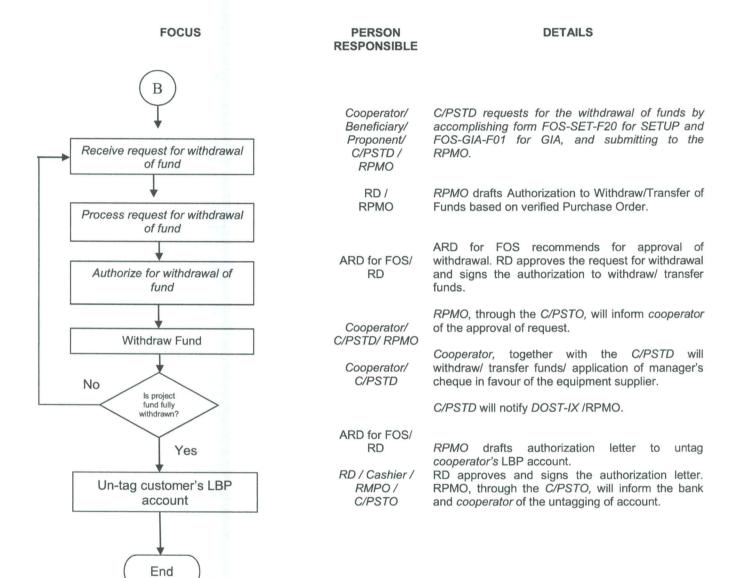
RPMO, through the C/PSTO, will inform the cooperator of the deposited funds.

ARD for Field Operations Services

Approved by:

Quality Management Representative





Prepared by:	Approved by:	0
ARD for Field Operations Services	Quality Managem	ent Representative