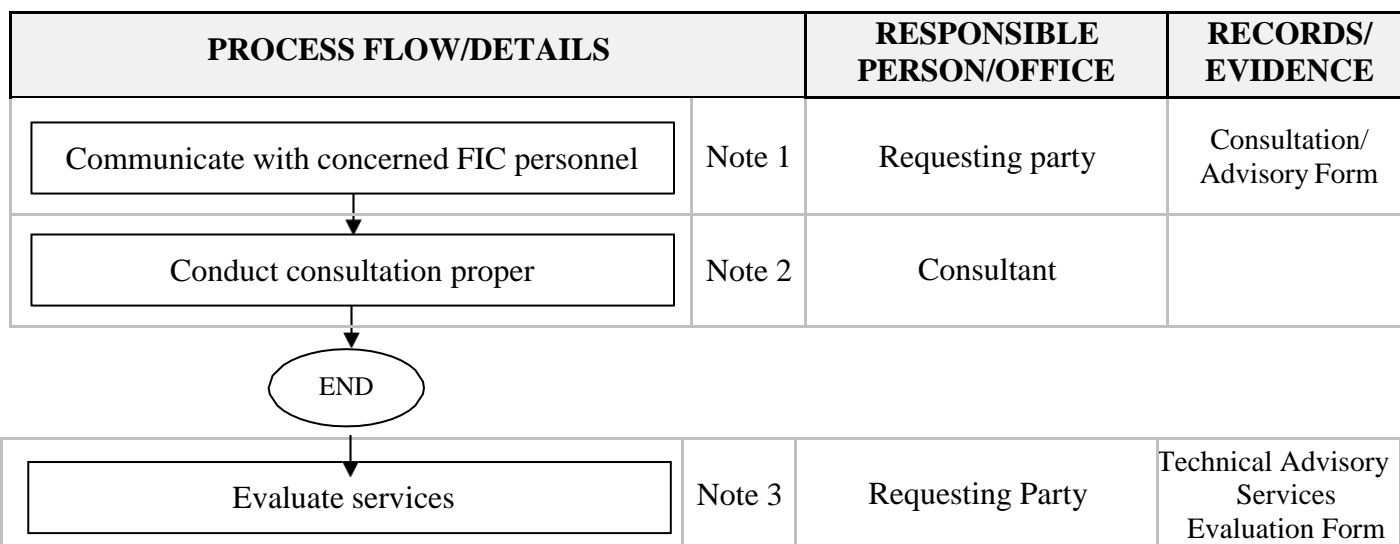
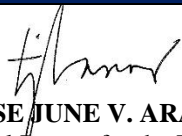
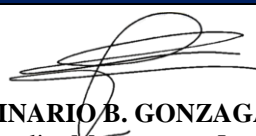
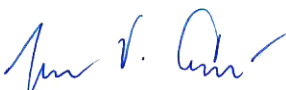



PROCESS TITLE	CONDUCT OF EXTERNALLY REQUESTED CONSULTATION	
PROCESS OBJECTIVES	<ul style="list-style-type: none"> To ensure that the schedule, activities, personnel, and documents pertaining to the consultation are all organized. To ensure that activities are supported with the necessary documents and conducted as scheduled. To ensure that schedule, activities, and personnel involved in the consultancy have the complete and necessary documents and appropriate funding, as agreed by both parties, i.e., client and consultant. 	
SCOPE	<ul style="list-style-type: none"> The procedure begins with the receipt of the request and concludes with the submission of pertinent documents after the consultation. 	
RELATED RISK/S	<ul style="list-style-type: none"> Activities related to the consultation are not completed and not conducted on the appointed time. 	
PROCESS OWNER/S	<ul style="list-style-type: none"> Northern Mindanao Food Innovation Center (NMFIC, sometimes abbreviated as FIC) 	
FORMS	<ul style="list-style-type: none"> Consultation/ Advisory Form Technical Advisory Services Evaluation Form 	FM-USTP-FIC-002 FM-USTP-FIC-003



PREPARED BY:	REVIEWED BY:
 THERESE JUNE V. ARANAS, PhD Focal Person for the Process	 APOLINARIO B. GONZAGA JR., PhD Deputy Quality Management Leader- Research
RECOMMENDED BY:	APPROVED BY:
 VANESSA V. ASCAÑO, DPA Quality Management Leader	 AMBROSIO B. CULTURA II, PhD USTP System President

MASTER COPY

CONTROLLED E-COPY
Date: December 01, 2022

NOTE 1:

1. The FIC Office receives a letter of intent, phone call /text, or any form of communication indicating the scope of consultation.
2. The FIC Office searches for a consultant (FIC-designated faculty) with expertise and time availability that matches the concerns and the schedule of the requesting party, respectively.
3. The FIC Office schedules the appointment between the consultant and requesting party.
4. Upon finalizing the arrangements, the request is then considered accepted.
5. If the request is received through a drop-by visit, the Consultancy/Advisory Form will be immediately filled-out and submitted.
6. If request is received thru letter, call or text, the Consultancy/Advisory Form will be filled-out and submitted prior to the consultation proper.

NOTE 2:

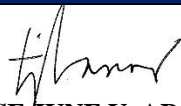

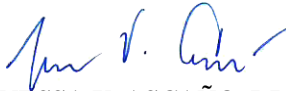

1. The consultant or FIC staff will accommodate the client upon arrival at the FIC building.
2. After the meeting venue is prepared, the concerns of the client will be addressed by the consultant.

NOTE 3:

1. After the consultation, the requesting party will fill-out the Technical Advisory Services Evaluation form.
2. The FIC personnel will record the evaluation form and keep it in the FIC files

RECORDS/ EVIDENCE:

- Consultation/ Advisory Form FM-USTP-FIC-02
- Technical Advisory Services Evaluation Form FM-USTP-FIC-03

PREPARED BY:	REVIEWED BY:
 THERESE JUNE V. ARANAS, PhD Focal Person for the Process	 APOLINARIO B. GONZAGA JR., PhD Deputy Quality Management Leader- Research
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