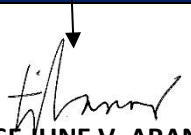

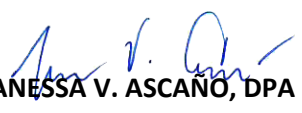

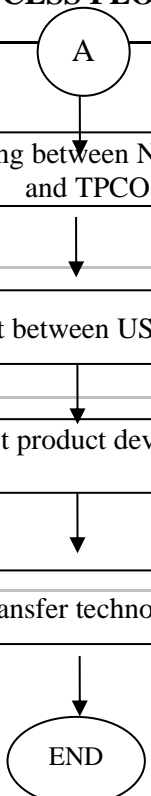


PROCESS TITLE	CONDUCT OF CLIENT-INITIATED FOOD PRODUCT DEVELOPMENT
<b>PROCESS OBJECTIVES</b>	<ul style="list-style-type: none"> <li>To ensure that all phases of product development (from request to technology transfer) are covered with the necessary documentation</li> <li>To facilitate smooth processes and allocation of resources (personnel, raw materials, supplies) and other aspects of the scope of the product development as agreed between the client and researcher(s)</li> </ul>
<b>SCOPE</b>	<ul style="list-style-type: none"> <li>The procedure begins from the submission of the letter of intent up to the transfer of the technology / product developed.</li> </ul>
<b>RELATED RISK/S</b>	<ul style="list-style-type: none"> <li>Delay in the delivery of product developed caused by internal problems such as the availability of raw materials and supplies (which results from delays in the processing of procurement and purchase documents) and unexpected equipment breakdown</li> </ul>
<b>PROCESS OWNER</b>	<ul style="list-style-type: none"> <li>Northern Mindanao Food Innovation Center (NMFIC, sometimes abbreviated as FIC)</li> </ul>
<b>FORM/S</b>	<ul style="list-style-type: none"> <li>Food Product Development (FPD) Request Form: FM-USTP-FIC-001</li> </ul>

PROCESS FLOW/DETAILS	RESPONSIBLE PERSON/OFFICE	OUTPUT RECORDS/ EVIDENCES
<div>Request product development</div> <div>↓</div>	Note 1 Requesting party/ client Office of the Chancellor	<ul style="list-style-type: none"> <li>Letter of Intent from client</li> <li>FM-USTP-FIC-001</li> </ul>
<div>Conduct meeting between NMFIC, the client, and the ITS Director</div> <div>↓</div>	Note 2 NMFIC Requesting party/ client	<ul style="list-style-type: none"> <li>Product Development Proposal (PDP)</li> </ul>
<div>Submit accomplished FPD Form and Product Development Proposal</div> <div>↓</div> <div>A</div>	Note 3 NMFIC	<ul style="list-style-type: none"> <li>FM-USTP-FIC-001</li> <li>Product Development Proposal (PDP)</li> </ul>

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<b>RECOMMENDED BY:</b>	<b>APPROVED BY:</b>
 <b>VANESSA V. ASCANO, DPA</b> Quality Management Leader	 <b>AMBROSIO B. CULTURA II, PhD</b> USTP System President

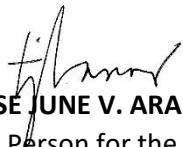



PROCESS FLOW/DETAILS		RESPONSIBLE PERSON/OFFICE	OUTPUT RECORDS/ EVIDENCES
	Note 4	TPCO	<ul style="list-style-type: none"> <li>Minutes of Meeting</li> <li>Draft of MOA</li> </ul>
	Note 5	TPCO	<ul style="list-style-type: none"> <li>Signed MOA or Research Agreement</li> </ul>
	Note 6	NMFIC	<ul style="list-style-type: none"> <li>Terminal Report</li> <li>Package of Technology</li> <li>Utility Model Application</li> </ul>
	Note 7	TPCO, NMFIC	<ul style="list-style-type: none"> <li>Certificate of Completed FPD</li> <li>Technology Transfer Contract/ Agreement</li> </ul>

**NOTE 1:**

- The requesting party or client sends a letter of intent to the Chancellor who, in turn, writes down his/her directions on the document (as a marginal notation).
- The client is then required to accomplish the Food Product Development (FPD) Form coded as FM-USTP-FIC-001.

**NOTE 2:**

- The NMFIC manager calls the client for a meeting to discuss details of the request as specified in the FPD Form request (specifications, scope, materials, etc.).
- Other attendees to the meeting include the researcher(s) assigned to conduct the R&D as well as the head of the Research Unit, and the ITS Director.
- At this point, there would be initial agreements as to the product and process desired.

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# DOCUMENTED PROCEDURES MANUAL

## UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Document Code No.		
<b>DPM-USTP-FIC-002</b>		
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### NOTE 3:

1. NMFIC writes a product development proposal and submits this together with the accomplished documents (Letter of Intent and FPD Request Form) to TPCO.
2. The submission, either physically or through email, will be acknowledged by the TPCO.

### NOTE 4:

1. TPCO sets a meeting with NMFIC and the requesting party/ client to further discuss the details, terms, and process of FPD.
2. TPCO also discusses the flow, documentation, and other requirements of the technology transfer.
3. TPCO presents to the requesting party (with NMFIC present) the draft MOA or Research Agreement for consideration.

### NOTE 5:

1. TPCO processes and finalizes the documentary requirements to facilitate the start of research activities.

### NOTE 6:



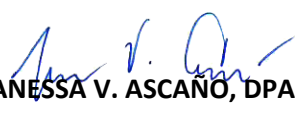

1. Upon the signing of the agreement, the research activity officially begins.
2. The NMFIC follows the University documented procedures for procurement of materials and supplies, for the processing of contracts for personnel honoraria (as applicable), and other documentary requirements as applicable, according to the terms specified in the agreement or contract.
3. The outputs of this phase are the following: Certificate of Completed FPD; Package of Technology or POT, which specifies the technology description, list of raw materials, process description, product description, and market analysis; and status of UM (utility model) application.

### NOTE 7:

1. With the completion of the research, the client receives training from NMFIC on the technology developed.
2. Following the training is the documentation for the transfer of the technology.

### RECORDS/EVIDENCES:

- FPD Request form, FM-USTP-FIC-001
- Letter of Intent from client (noted by the Chancellor)
- Product Development Proposal
- Minutes of Meeting
- Memorandum of Agreement or Research Agreement
- Terminal Report
- Package of Technology
- Utility Model Application
- Certificate of Completed FPD
- Technology Transfer Contract/Agreement

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