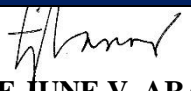

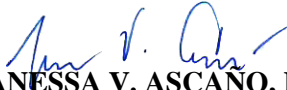



| PROCESS TITLE | CONDUCT OF RESEARCHER-INITIATED FOOD PRODUCT DEVELOPMENT |
|---------------------------|---|
| PROCESS OBJECTIVES | <ul style="list-style-type: none"> To ensure that all phases of product development are covered with the necessary documentation To facilitate smooth processes and allocation of resources (personnel, raw materials, supplies) and other aspects of product development |
| SCOPE | <ul style="list-style-type: none"> The procedure begins with concept development and ends with intellectual property rights protection |
| RELATED RISK/S | <ul style="list-style-type: none"> Delay in the delivery of product developed caused by unavailability or delayed procurement of materials & supplies, unexpected equipment breakdown, and intervening tasks |
| PROCESS OWNER | <ul style="list-style-type: none"> Northern Mindanao Food Innovation Center (NMFIC, sometimes abbreviated as FIC) |
| FORM/S | <ul style="list-style-type: none"> NMFIC Minutes of Meeting FM-USTP-FIC-04 Product Development Proposal FM-USTP-FIC-05 Package of Technology FM-USTP-FIC-06 |

| PROCESS FLOW/DETAILS | RESPONSIBLE PERSON/OFFICE | OUTPUT RECORDS/EVIDENCE |
|--|--|---|
| <div>Development of product concept</div> <div>↓</div> | Note 1 Researcher | Concept Notes |
| <div>Meeting between researcher and the NMFIC Research Unit</div> <div>↓</div> | Note 2 Researcher (s) NMFIC Research Unit | Minutes of Meeting FM-USTP-FIC-004 |
| <div>Writing of Product Development Proposal</div> <div>↓</div> | Note 3 Researcher (s) NMFIC Research Unit Head | Product Development Proposal (PDP) FM-USTP-FIC-005 |

B

| 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. ASCANO, DPA Quality Management Leader |  AMBROSIO B. CULTURA II, PhD USTP System President |

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Date: December 01, 2022

| PROCESS FLOW/DETAILS | | RESPONSIBLE PERSON/OFFICE | OUTPUT RECORDS/ EVIDENCE |
|--|--------|---|---|
| <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Approval of the Product Development Proposal (PDP)</div> <div style="text-align: center;">↓</div> | Note 4 | NMFIC Research Unit Head NMFIC Manager | Approved Product Development Proposal |
| <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Submission of PPMP and PR</div> <div style="text-align: center;">↓</div> | Note 5 | Researcher NMFIC Administrative Aide | Signed PPMP and PR (Procurement Office Forms) |
| <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Conduct of product development</div> <div style="text-align: center;">↓</div> | Note 6 | Researcher | Package of Technology FM-USTP-FIC-006 |
| <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Application for intellectual property protection</div> <div style="text-align: center;">↓</div> | Note 7 | Researcher NMFIC Research Unit Head | Utility Model Application (IOPHL Form) |
| <div style="border: 1px solid black; border-radius: 50%; width: 50px; height: 50px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> END </div> | | | |





NOTE 1:

1. The researcher designated at the Northern Mindanao Food Innovation Center conceptualizes a food product to be developed.

NOTE 2:

2. The researcher discusses his/her concept with all the members of the NMFIC Research Unit. This meeting will be presided by the Unit Head.
3. The main purpose of the meeting is to generate ideas and to coordinate project tasks with the rest of the Research Unit in terms of scheduling, use of resources, etc.
4. The NMFIC Manager may or may not be consulted at this point, depending on the circumstances

NOTE 3:

| PREPARED BY: | REVIEWED BY: |
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| RECOMMENDED BY: | APPROVED BY: |
|  VANESSA V. ASCANO, DPA Quality Management Leader |  AMBROSIO B. CULTURA II, PhD USTP System President |

5. Based on the inputs during the meeting, the researcher writes the Product Development Proposal.
6. Following the customer development model in product development, the researcher ensures that a customer discovery process is undertaken.
7. She/ He submits this proposal to the NMFIC Manager through the Research Unit Head.

NOTE 4:

8. The Research Unit Head reviews the submitted proposal and endorses the same to the NMFIC Manager for approval.
9. Revisions may be possible based on the review which considers budget, NMFIC schedule of activities, etc.

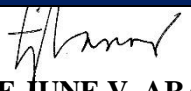

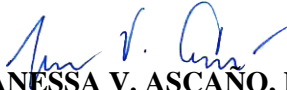

NOTE 5:

10. Upon approval, the pertinent request for supplies and materials is initiated by the NMFIC administrative unit, utilizing government forms such as the Project Procurement Management Plan and the subsequent Purchase Request form.
11. The approved Product Development Proposal is attached to this request.

NOTE 6:

12. When the necessary supplies and materials are delivered to the NMFIC, the product development activities can then start.
13. The researcher periodically apprises the Research Unit Head and the NMFIC Manager of the status of the product development.
14. Upon completion of product development, the researcher develops the Package of Technology (POT) which is submitted to the NMFIC Manager through the Research Unit Head.
15. The POT is presented to the other stakeholders of NMFIC such as the DOST and DTI for purposes of promotion as part of the search for a technology adopter.

NOTE 7:

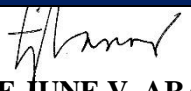

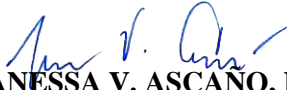

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16. Meanwhile, an application for the protection of the intellectual property rights will be submitted to the IPOPHL.

RECORDS/EVIDENCE:

- Minutes of Meeting
- Product Development Proposal
- Package of Technology
- Utility Model Application
- Project Procurement Management Plan
- Purchase Request

FM-USTP-FIC-04
FM-USTP-FIC-05
FM-USTP-FIC-06

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