



**St. Michael's College**  
Quezon Avenue, Iligan City, 9200, Philippines

# **INTELLECTUAL PROPERTY RIGHTS MANUAL OPERATION**

## **OPERATION'S MANUAL**

Prepared by:


**JUVAN M. QUINDALA**

Reviewed by:

**KORSINEY CABASIS, DBA**

Approved by:

**S. MA. RODINA BONGOC, RVM**  
President

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## Intellectual Property Policy and Guidelines

### Part 1. General Statement


St. Michael's College of Iligan, Inc. (SMC) is committed to fostering a culture of creativity, innovation, and academic excellence while ensuring the protection of intellectual property (IP) rights for faculty, students, researchers, and staff. This policy serves as a framework to govern the ownership, use, and commercialization of intellectual property generated within the institution, whether in the form of research outputs, scholarly works, creative expressions, inventions, or technological innovations. SMC recognizes the contributions of its academic community and seeks to provide an environment that supports knowledge creation while upholding ethical and legal standards. The institution upholds the principles of fairness, transparency, and accountability in the recognition and distribution of IP rights, ensuring that all stakeholders are informed of their responsibilities and entitlements. Any intellectual property developed using SMC resources, facilities, or funding shall be subject to institutional review, and its ownership and commercialization shall be managed in accordance with relevant laws and institutional policies. Additionally, the college encourages collaborative research and industry partnerships while safeguarding the rights and interests of all parties involved. This policy aims to balance the protection of intellectual property with the need for academic freedom, open access to knowledge, and the dissemination of research for the greater benefit of society.

### Part 2. Guiding Principles

The Intellectual Property (IP) Policy of St. Michael's College of Iligan, Inc. (SMC) is guided by principles that align with the Intellectual Property Code of the Philippines (RA 8293) and the standards set by the Intellectual Property Office of the Philippines (IPOPHL). These principles ensure the protection, management, and utilization of intellectual property within the institution while promoting innovation, creativity, and ethical responsibility.

#### 1. Ownership of Intellectual Property

- Intellectual property created by faculty, students, researchers, and staff using institutional resources, funding, or facilities shall be co-owned by the creator(s) and SMC, unless otherwise stipulated in a written agreement.
- Any work created independently without substantial use of the institution's resources shall remain the sole property of the creator(s).
- Collaborative works with external organizations shall follow contractual agreements defining IP ownership and usage rights.

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## 2. Rights and Responsibilities of Creators

- Faculty, students, and staff shall have the right to be recognized as the rightful creators of their intellectual property.
- Creators must disclose any IP developed under institutional support to the designated IP office or committee for proper documentation and protection.
- IP creators are responsible for ensuring that their works do not infringe on existing intellectual property rights of others.

## 3. Use of Institutional Resources and Support

- SMC provides an environment that fosters research and innovation, offering resources such as funding, research facilities, and academic mentorship.
- Any intellectual property developed using substantial institutional support shall be subject to institutional IP policies regarding ownership and commercialization.
- Researchers and students must acknowledge the institution's contribution in any published or commercialized work derived from institutional resources.

## 4. Commercialization and Benefit Sharing


- Intellectual property with commercial potential shall be subject to institutional review for possible technology transfer, licensing, or commercialization.
- Revenue generated from commercialized IP shall be distributed equitably among the creator(s), the institution, and relevant stakeholders as per institutional agreements and IPOPHL guidelines.
- Any agreement related to commercialization shall be formalized through contracts ensuring fair distribution of benefits and compliance with legal requirements.

## 5. Protection and Registration of Intellectual Property

- SMC encourages the registration and protection of intellectual property through IPOPHL and other relevant agencies.
- The institution may assist in securing patents, trademarks, copyrights, or other forms of IP protection as deemed necessary.
- All registered IP shall be cataloged and monitored to prevent unauthorized use or infringement.

## 6. Academic Freedom and Open Access

- While intellectual property rights are upheld, SMC values academic freedom and supports open access to knowledge in alignment with ethical and educational goals.

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- The institution encourages responsible sharing of research findings for the benefit of the academic community and society.
- In cases where confidentiality is required, proper agreements shall be established to protect sensitive information.

#### 7. Ethical Considerations and Compliance

- All stakeholders must adhere to ethical research practices, ensuring that intellectual property is developed with integrity and respect for others' rights.
- The institution prohibits plagiarism, unauthorized use of copyrighted materials, and unethical exploitation of intellectual property.
- Violations of the IP policy shall be subject to institutional disciplinary procedures and legal actions as prescribed by IPOPHL and RA 8293.

#### 8. Dispute Resolution and Conflict Management


- Any dispute regarding IP ownership, commercialization, or ethical concerns shall be addressed through the institution's designated IP committee or legal office.
- Mediation and arbitration mechanisms shall be provided to resolve conflicts fairly and efficiently.
- SMC shall ensure transparency and due process in all matters concerning intellectual property disputes.

#### 9. Collaboration and Industry Engagement

- The institution supports partnerships with industries, government agencies, and international organizations for knowledge transfer and technological advancement.
- Any IP-related agreements with external partners shall undergo institutional review to safeguard the interests of both the creators and the institution.
- Collaborations shall align with national and international IP laws and ethical standards.

#### 10. Policy Implementation and Review

- The IP policy shall be reviewed periodically to align with changes in national and global IP regulations.
- The institution shall establish an IP office or designate a committee to oversee the implementation, education, and enforcement of the policy.
- Continuous capacity-building initiatives shall be conducted to raise awareness and educate stakeholders on intellectual property rights and responsibilities.

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This Intellectual Property Policy and Guidelines serve as a foundation for innovation, knowledge dissemination, and responsible IP management at St. Michael's College of Iligan, Inc., ensuring compliance with IPOPHL regulations while fostering a dynamic academic and research environment.

### Part 3. Objectives


The Intellectual Property Policy and Guidelines of St. Michael's College of Iligan, Inc. intends to:

1. Ensure the Protection of Intellectual Property Rights – Safeguard and uphold the rights of faculty, students, researchers, and staff over their intellectual creations, including but not limited to copyrights, trademarks, patents, utility models, and layout designs, in accordance with the Intellectual Property Code of the Philippines (RA 8293) and IPOPHL regulations.
2. Establish Clear Ownership and Usage Policies – Define and regulate the ownership, use, and distribution of intellectual property developed using institutional resources, funding, and facilities, ensuring fair recognition of contributions while maintaining academic freedom and ethical responsibility.
3. Support Innovation, Commercialization, and Knowledge Transfer – Encourage research and technological advancements by providing a framework for the protection, licensing, and commercialization of intellectual property, allowing for responsible knowledge transfer and societal impact.
4. Promote Awareness and Compliance with Intellectual Property Laws – Educate and guide faculty, students, and staff on their intellectual property rights and responsibilities through training, workshops, and policy dissemination, ensuring alignment with IPOPHL and other relevant national and international intellectual property standards.

This policy fosters an environment that nurtures innovation, protects intellectual creations, and promotes ethical and legal compliance within St. Michael's College of Iligan, Inc.

#### Part 4.1 Key Roles and Responsibilities of the Intellectual Property Officer (IPO)

- a) Policy Implementation and Oversight
  - Enforce the IP Policy in line with RA 8293 (IP Code of the Philippines) and IPOPHL regulations.

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- Coordinate with the IP Review Committee in reviewing disclosures, ownership, and commercialization proposals.
- Ensure compliance of all stakeholders (faculty, students, staff) with the IP policy.

b) Intellectual Property Disclosure Management

- Receive and process IP Disclosure Forms from faculty, students, or researchers who developed IP using institutional resources.
- Maintain confidentiality of disclosures until legal protections (e.g., patent, copyright) are secured.
- Evaluate ownership classification (creator-owned, institution-owned, or joint) and ensure legal documentation is in place.

c) Protection and Registration of IP

- Assist creators in filing applications for patents, copyrights, trademarks, utility models, industrial designs, and layout designs with IPOPHL.
- Ensure timely and accurate documentation and cataloging of registered IP assets.
- Monitor for IP infringement and coordinate legal actions when needed.

d) Education, Advocacy, and Capacity Building

- Promote a culture of innovation, integrity, and ethical use of IP across the institution.
- Educate stakeholders on fair use, proper citations, and avoidance of plagiarism.


e) Ethical and Legal Safeguards

- Ensure all IP developed follows ethical standards, respects prior IP rights, and does not plagiarize or infringe others.
- Require non-disclosure agreements (NDAs) when appropriate, especially in joint research or commercialization stages.

## 4.2 Key Roles and Responsibilities of the Intellectual Property Committee Members

a. Review Disclosures

Check the documents submitted by creators to decide who owns what – whether it's the school, the creator, or both.


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- b. Evaluate IP Potential  
Look at how useful or valuable the work is. Does it have market potential? Can it be patented or sold?
- c. Give Legal and Ethical Advice  
Help the IPO determine if the work follows IP laws and whether it was made ethically (e.g., no plagiarism or copying).
- d. Approve or Deny Commercialization Plans  
Assess whether proposals to sell or share the IP with companies or the public are good for the school and the creator.
- e. Facilitate Dispute Resolution  
Help mediate when there are ownership problems or arguments over revenue sharing between creators and the school.
- f. Support Policy Implementation  
Work with the IPO to make sure everyone in the school understands and follows IP rules.
- g. Participate in Training  
Help plan and lead educational sessions on IP to raise awareness and prevent violations.

## Part 5. Definition of Terms

- a) Commercialization – The process of bringing intellectual property (IP) to the market for financial gain or public use. This includes but is not limited to licensing, selling, or distributing innovations, research outputs, patented inventions, copyrighted works, or other protected intellectual property for economic or societal benefit.



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b) Creator or Author – An individual or group of individuals who develop, invent, or produce intellectual property, including but not limited to literary works, research studies, artistic creations, patented inventions, and technological innovations. A creator or author may include faculty, students, researchers, or staff responsible for the original work.

c) Intellectual Property (IP) – Any creation of the mind that is legally recognized and protected under the Intellectual Property Code of the Philippines (RA 8293). This includes but is not limited to copyrights, trademarks, patents, utility models, and layout designs, covering literary and artistic works, inventions, symbols, names, images, designs, and proprietary business methods.

d) Intellectual Property Rights (IPR) – The legal rights granted to creators or owners of intellectual property that allow them to control the use, reproduction, distribution, and commercialization of their works. These rights provide protection against unauthorized use and ensure fair recognition and compensation for the intellectual property owner.


e) Owner – The individual, institution, or entity that holds the legal rights to an intellectual property. Ownership may be assigned to the creator, St. Michael's College of Iligan, Inc., or shared among multiple stakeholders, depending on agreements related to the creation, funding, and use of institutional resources.

f) Significant and Substantial Use of Resources – The extensive or essential utilization of institutional facilities, funding, equipment, personnel, or services in the development of intellectual property. This includes the use of laboratories, computing resources, financial grants, research assistance, or any support that substantially contributes to the creation and realization of intellectual property. If intellectual property is created using significant institutional resources, ownership and commercialization terms shall be governed by the institution's IP policy.

## Part 6. Scope and Policy

The Intellectual Property Policy and Guidelines of St. Michael's College of Iligan, Inc. apply to all individuals and groups involved in the creation, use, and management of intellectual property within the institution. The following people are expected to abide by this policy as part of their employment, study, or affiliation with the college:




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1. Faculty Members – Full-time and part-time faculty who engage in teaching, research, scholarly work, creative projects, or any activity that results in the creation of intellectual property using institutional resources.
2. Students – Undergraduate and graduate students who develop intellectual property as part of their coursework, research, capstone projects, thesis/dissertation, or any academic activity that utilizes institutional facilities, funding, or faculty supervision.
3. Researchers – Individuals, including faculty, staff, or students, who conduct research, develop innovations, or create scholarly works under institutional support, funding, or collaboration.
4. Administrative Staff and Employees – Personnel who contribute to the development, management, or support of intellectual property through administrative, technical, or financial assistance within the institution.
5. Visiting Scholars and Collaborators – External researchers, visiting faculty, and industry partners who engage in joint research projects, knowledge transfer, or other intellectual property-related activities in collaboration with the institution.
6. Institutional and External Partners – Organizations, companies, funding agencies, and institutions that collaborate with St. Michael's College of Iligan, Inc. in research, innovation, commercialization, or technology transfer activities.

### Policy Implementation

- All individuals covered under this policy must comply with the Intellectual Property Code of the Philippines (RA 8293) and IPOPHL regulations in developing, protecting, and commercializing intellectual property.
- Intellectual property developed using significant institutional resources shall be subject to ownership and benefit-sharing agreements between the institution and the creator(s).
- Unauthorized use, reproduction, or distribution of intellectual property owned by the institution or its affiliates is prohibited and may result in disciplinary actions.
- The institution reserves the right to review, manage, and protect intellectual property in alignment with ethical, academic, and commercial interests.
- Disputes regarding ownership, commercialization, or ethical concerns shall be resolved through the institution's designated Intellectual Property Committee or other appropriate channels.

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This policy ensures that St. Michael's College of Iligan, Inc. fosters a culture of innovation while protecting the rights of creators and promoting responsible intellectual property management.

## Ownership and Disclosure

### Ownership of Intellectual Property

#### A. Guidelines on Research Ownership and Presentation Rights

##### 1. Research Ownership

The research output is the intellectual property of the student researcher/s who conducted the study. The Adviser serves as a mentor and academic guide but does not hold ownership rights over the research paper unless otherwise agreed upon in writing.

##### 2. Presentation and Publication Rights

If the Adviser intends to present or publish the research paper without the presence or participation of the student researcher/s, the student/s must provide written consent authorizing such presentation or publication. No adviser, faculty member, or researcher is allowed to present, publish, or use a student's paper – whether in full or in part – without proper acknowledgment and the written permission of the student researcher/s.

##### 3. Recognition and Authorship


In cases where the adviser contributes significantly to the improvement of the research (such as major revision, analysis enhancement, or publication preparation), co-authorship may be granted, provided both parties agree and the student remains the primary author. Proper credit and institutional acknowledgment must be reflected in all forms of dissemination, including conferences, publications, and online repositories.

##### 4. Ethical Responsibility

Any unauthorized use, presentation, or publication of student research by an adviser or any faculty member shall be considered an ethical violation and may be subject to institutional disciplinary action. The Research Office reserves the right to mediate or investigate such cases to protect the academic and intellectual property rights of all parties.

#### B. Institution-Owned Intellectual Property

St. Michael's College of Iligan, Inc. (SMC) shall own intellectual property (IP) created using significant and substantial institutional resources, including

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but not limited to financial funding, research facilities, specialized equipment, administrative support, and technical assistance.

Intellectual property developed under externally funded research or collaborations with industry partners shall be subject to ownership agreements outlined in research contracts or memoranda of understanding (MOUs).

The institution shall retain ownership of any work created as part of institutional projects, commissioned research, administrative duties, or employment-related functions unless otherwise specified in a written agreement.

### C. Creator-Owned Intellectual Property

Faculty, students, researchers, and staff shall own intellectual property created independently without significant institutional resources. This includes personal research, self-funded inventions, and creative works developed without institutional financial support or specialized facilities.

Copyrighted materials such as books, articles, musical compositions, and artistic works produced outside institutional mandates shall be the sole property of the creator unless the work was commissioned or developed under an institutional agreement.

Student-generated intellectual property (e.g., thesis, dissertations, projects) shall generally be owned by the student, with the institution having a non-exclusive license for educational and research purposes.

### D. Joint Ownership


Intellectual property created through collaboration between faculty, students, staff, and the institution may be subject to joint ownership, where ownership rights and benefit-sharing shall be determined through agreements that consider contributions, funding sources, and institutional involvement. In cases where multiple creators contribute to intellectual property, the division of ownership rights shall be based on the relative intellectual and creative contributions of each party.

### E. Sponsored Research and Third-Party Agreements

Intellectual property developed through externally funded research, government grants, industry partnerships, or contractual agreements shall be subject to the terms stipulated in the funding or collaboration agreements. If no prior agreement exists, the institution and the creator shall negotiate ownership, commercialization rights, and benefit-sharing arrangements.

## Disclosure of Intellectual Property

### 1. Mandatory Disclosure

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- o Faculty, students, researchers, and staff must disclose any intellectual property created using institutional resources to the Intellectual Property Office (IPO) or designated institutional authority for review, documentation, and protection.

- o Disclosure must be made before seeking external commercialization, publication, or patent applications to ensure proper evaluation of ownership rights and institutional interests.

## 2. Disclosure Process

- o Creators must complete and submit an Intellectual Property Disclosure Form, providing details about the invention, research, software, or creative work.

- o the institution's IP Committee or Technology Transfer Office (TTO) shall evaluate the disclosure to determine ownership, potential commercialization, and the necessary legal protections.

- o the institution may assist in patent applications, trademark registrations, copyright protection, and licensing agreements as necessary.

## 3. Confidentiality and Protection

- o Intellectual property disclosures shall remain confidential during the evaluation and protection process.

- o Any premature disclosure (e.g., publishing results, presenting in conferences, or public sharing of innovations) without prior institutional review may affect ownership rights and potential commercialization.

- o Creators are advised to coordinate with the institution before public dissemination to ensure that legal protections, such as patent filing, are secured.


## 4. Failure to Disclose

- o Failure to disclose intellectual property developed using institutional resources may lead to disputes over ownership and loss of protection or commercialization opportunities.

- o the institution reserves the right to review, claim, or enforce intellectual property rights if a creator fails to disclose IP developed with significant institutional support.

This Ownership and Disclosure Policy ensures that intellectual property at St. Michael's College of Iligan, Inc. is managed efficiently, balancing the rights of creators with the institution's commitment to fostering innovation, protecting intellectual assets, and complying with IPOPHL regulations and the Intellectual Property Code of the Philippines (RA 8293).

## Part 7. Intellectual Properties

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## ARTICLE I – COPYRIGHTS

1. Definition – Copyright refers to the legal protection granted to creators of original literary, artistic, musical, and scholarly works, including but not limited to books, research papers, software, instructional materials, and audiovisual productions.
2. Ownership – Copyright ownership belongs to the creator(s) unless the work was created under an institutional mandate, funded research, or as part of employment responsibilities, in which case ownership may be shared with or fully assigned to St. Michael's College of Iligan, Inc.
3. Rights of the Institution and Creators – Creators retain moral rights over their copyrighted works, including the right to attribution. The institution has the right to use student and faculty-generated works for academic, research, and institutional promotion purposes.
4. Fair Use and Reproduction – Copyrighted works may be used for educational purposes under the fair use principle, provided they do not violate the Intellectual Property Code of the Philippines (RA 8293) and IPOPHL regulations.
5. Commercialization and Licensing – If a copyrighted work is commercialized, the revenue-sharing arrangement between the creator and the institution shall be determined through institutional agreements.

## ARTICLE II – TRADEMARKS AND SERVICE MARKS

1. Definition – A trademark is a recognizable sign, design, or expression that distinguishes products, while a service mark identifies services offered by an entity.
2. Ownership – Any trademark or service mark developed and registered under St. Michael's College of Iligan, Inc., including institutional logos, academic program brands, and event names, shall be owned by the institution.
3. Use and Protection – Unauthorized use of institutional trademarks and service marks by external parties or individuals without written permission is prohibited.
4. Registration – The institution reserves the right to register and enforce trademarks through the Intellectual Property Office of the Philippines (IPOPHL) to ensure legal protection and prevent misuse.
5. Infringement and Compliance – Any unauthorized use, reproduction, or modification of registered trademarks and service marks shall be subject to legal action under RA 8293.

## ARTICLE III – PATENTS

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1. Definition – A patent grants exclusive rights to inventors for new and useful inventions that involve an innovative step and are industrially applicable.
2. Ownership – Patents developed using institutional resources shall be co-owned by the inventor and St. Michael's College of Iligan, Inc. unless otherwise stipulated in funding agreements or employment contracts.
3. Disclosure Requirement – Inventors must disclose patentable inventions to the institution's Intellectual Property Office (IPO) before applying for a patent or seeking commercialization.
4. Patent Filing and Protection – The institution may assist in patent registration through IPOPHL and other relevant agencies to ensure legal protection and prevent unauthorized exploitation.
5. Commercialization and Benefit Sharing – Revenue generated from patented inventions shall be shared between the inventor(s) and the institution based on agreed terms.


#### ARTICLE IV - INCENTIVES GUIDELINES AND CONDITIONS

To support innovation and the protection of intellectual property, the following incentive structure shall be observed:

- a) Creators who successfully register their IP (patents, copyrights, trademarks) with recognized agencies (e.g., IPOPHL) will receive monetary incentives, based on the type and value of protection granted.
- b) No incentives shall be awarded to IPs that are not registered or officially recognized by national or international IP authorities.
- c) No incentives will be granted for IPs developed solely as part of classroom activities or without any original, protectable innovation.
- d) Incentives will be awarded based on the type of intellectual property registered:

| Intellectual Property Type       | Incentive Amount (PHP) |
|----------------------------------|------------------------|
| Patent (Utility or Invention)    | 50,000                 |
| Copyright (e.g., books, modules) | 2,500                  |
| Trademark (e.g., logos, brands)  | 2,500                  |



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## ARTICLE V - INDUSTRIAL DESIGN

1. Definition – Industrial design refers to the aesthetic and functional aspects of a product, including shapes, patterns, and configurations that enhance visual appeal and usability.
2. Ownership – Industrial designs created using institutional resources or under an institutional mandate shall be owned by St. Michael's College of Iligan, Inc. unless otherwise agreed upon by the designer(s) and the institution.
3. Protection and Registration – Industrial designs shall be registered with IPOPHL to protect against unauthorized reproduction and use.
4. Usage and Licensing – The institution reserves the right to license or commercialize industrial designs developed within its academic and research programs.


## ARTICLE VI - UTILITY MODELS

1. Definition – A utility model is an intellectual property right that protects new and useful technical solutions with a lower inventive threshold than patents.
2. Ownership – Utility models developed using institutional resources shall be co-owned by the creator(s) and St. Michael's College of Iligan, Inc. unless an agreement specifies otherwise.
3. Registration and Duration – Utility models may be registered with IPOPHL, with protection lasting up to seven (7) years without the possibility of renewal.
4. Technology Transfer and Commercialization – The institution may assist in transferring utility models to industries for commercialization and societal benefit.

## ARTICLE VII - LAYOUT DESIGN

1. Definition – Layout design refers to the three-dimensional configuration of electronic circuits in semiconductor devices, including integrated circuits.
2. Ownership – Any layout design developed within the institution using significant resources shall be subject to institutional ownership or joint ownership agreements.
3. Protection and Registration – Layout designs shall be registered with IPOPHL to ensure protection and prevent unauthorized replication.



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4. Industry Collaboration – The institution may engage in partnerships for the commercialization and application of registered layout designs.

## ARTICLE VIII – OTHER RELATED INTELLECTUAL CREATIONS


1. Definition – Other intellectual creations include innovations and proprietary knowledge that do not fall under the categories of copyright, patents, trademarks, industrial designs, utility models, or layout designs but require protection.
2. Examples – This may include databases, trade secrets, traditional knowledge, indigenous intellectual property, software, business models, and non-traditional intellectual property assets.
3. Ownership and Rights – Intellectual property rights for these creations shall be determined based on the level of institutional contribution, funding, and agreements between the creator(s) and the institution.
4. Protection and Commercialization – The institution shall facilitate the protection and commercialization of other intellectual creations as necessary, ensuring compliance with national and international IP laws.

This Intellectual Property Policy ensures the protection, management, and ethical use of intellectual assets within St. Michael's College of Iligan, Inc., fostering an innovative academic and research environment while adhering to IOPHL regulations and RA 8293.

## PART 8. DISCLOSURE, EVALUATION, AND COMMERCIALIZATION

### 1. Disclosure of Intellectual Property

- 1.1. Mandatory Disclosure – All faculty, students, researchers, and staff of St. Michael's College of Iligan, Inc. who develop intellectual property (IP) using institutional resources, funding, or facilities must disclose their work to the Intellectual Property Office (IPO) or designated institutional authority.
- 1.2. Disclosure Process – The creator(s) must complete and submit an Intellectual Property Disclosure Form detailing the nature of the intellectual property, the contributors involved, institutional resources used, and potential applications.
- 1.3. Confidentiality of Disclosure – All disclosed intellectual property shall be kept confidential until proper evaluation, registration, and protection measures are taken. The institution may require non-disclosure agreements (NDAs) in cases involving potential commercialization.

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1.4. Failure to Disclose – Non-disclosure of intellectual property developed using institutional resources may lead to disputes over ownership, loss of protection, or disciplinary actions in accordance with institutional policies.

## 2. Evaluation of Intellectual Property

2.1. Assessment of Ownership and Protection – Upon disclosure, the institution's IP Committee or Technology Transfer Office (TTO) shall review the intellectual property to determine:

- Ownership rights (institution-owned, creator-owned, or joint ownership).
- Eligibility for protection under IPOPHL regulations, such as patents, trademarks, copyrights, utility models, or industrial designs.
- Potential for commercialization or public dissemination.

2.2. Technical and Commercial Feasibility Review – The institution shall assess the technical viability and commercial potential of disclosed IP to determine its market value, industry application, and possible commercialization strategies.

2.3. Legal and Ethical Compliance – The institution shall ensure that the disclosed intellectual property does not infringe upon existing IP rights and adheres to ethical research and innovation standards.


## 3. Commercialization of Intellectual Property

3.1. Commercialization Pathways – Intellectual property developed at St. Michael's College of Iligan, Inc. may be commercialized through various means, including but not limited to:

- Licensing agreements – Granting rights to third parties to use the IP in exchange for royalties or fees.
- Technology transfer – Partnering with industries, startups, or government agencies for further development and application.
- Spin-off companies – Establishing new businesses based on institution-owned intellectual property.
- Product development and sales – Direct commercialization of innovations through institutional ventures.

3.2. Revenue Sharing and Benefit Distribution – If an intellectual property generates revenue, the institution and the creator(s) shall enter into an agreement outlining the equitable distribution of financial benefits based on the level of contribution and institutional involvement.

3.3. Intellectual Property Licensing and Agreements – The institution shall formalize all commercial agreements through legally binding contracts, ensuring that intellectual property is protected, and all parties receive fair compensation.

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3.4. Support for Commercialization – The institution may provide support in patent filing, prototype development, industry linkages, and funding opportunities to facilitate the commercialization of intellectual property.

#### 4. Rights and Responsibilities in Commercialization

4.1. Creator's Role – Creators of intellectual property are encouraged to participate in the commercialization process, whether through direct involvement, advisory roles, or industry partnerships.

4.2. Institutional Oversight – The institution retains the right to oversee and regulate the commercialization of intellectual property to ensure alignment with academic, ethical, and business standards.

4.3. Third-Party Engagements – Any third-party collaboration, licensing, or commercialization agreement must undergo institutional approval to safeguard the interests of both the creator and the institution.

This section ensures that the disclosure, evaluation, and commercialization of intellectual property at St. Michael's College of Iligan, Inc. are conducted in a structured, ethical, and legally compliant manner, fostering innovation while protecting the rights of all stakeholders involved.

### PART 9. ADMINISTRATION OF INTELLECTUAL PROPERTY

Alignment with the Vision, Mission, Goals, and Core Values of St. Michael's College of Iligan, Inc.

The administration of Intellectual Property (IP) at St. Michael's College of Iligan, Inc. (SMCII) is structured to uphold the institution's Vision, Mission, Goals, and Core Values, ensuring that intellectual assets contribute to academic excellence, ethical leadership, innovation, and societal development.


#### 1. Vision, Mission, and Goals Alignment

1.1. Vision – SMCII envisions itself as a center of academic excellence and innovation, where knowledge creation and intellectual property management foster holistic development and social transformation.

- IP Administration Contribution: Encourages a culture of research, creativity, and technological advancement that benefits the local and global community.

1.2. Mission – To provide quality education that integrates faith, knowledge, and service, promoting ethical and socially responsible leadership.

- IP Administration Contribution: Ensures that intellectual property policies support the responsible and ethical creation, dissemination, and

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commercialization of knowledge in ways that align with Christian values and social responsibility.

1.3. Goals – SMCII aims to:

- Promote research and innovation that address societal and industry needs.
- Encourage faculty, students, and staff to develop intellectual property that contributes to academic and economic progress.
- Strengthen partnerships with government, industry, and other institutions for knowledge transfer and commercialization.
- Provide a structured system for protecting and managing intellectual property rights.
- IP Administration Contribution: Implements clear policies for the protection, ownership, and ethical commercialization of intellectual property while fostering collaboration for real-world applications.

## 2. Core Values Integration in IP Administration

2.1. Faith – Upholding integrity and ethical responsibility in intellectual property creation and management.

- Implementation: Ensuring that all research and innovations align with moral and ethical standards, preventing plagiarism, unauthorized use, or infringement of existing intellectual property rights.

2.2. Excellence – Promoting high-quality, innovative, and impactful intellectual property.

- Implementation: Establishing mechanisms to recognize, support, and reward outstanding research and creative works through IP protection and commercialization opportunities.

2.3. Service – Using knowledge and innovation for the betterment of society.


- Implementation: Encouraging the development of intellectual property that addresses social, environmental, and economic challenges, including community-based innovations and public service technologies.

2.4. Integrity – Ensuring transparency, fairness, and accountability in intellectual property policies.

- Implementation: Providing clear guidelines on ownership, benefit-sharing, and ethical use of institutional resources to prevent disputes and uphold academic honesty.

2.5. Stewardship – Responsibly managing institutional resources and intellectual assets for long-term sustainability.

- Implementation: Establishing a dedicated Intellectual Property Office (IPO) or committee to oversee the proper documentation, protection, and commercialization of IP, ensuring fair use of institutional resources.

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### 3. Intellectual Property Administration Framework

3.1. Intellectual Property Office (IPO) – The institution shall establish or designate an office responsible for managing, protecting, and commercializing intellectual property.

3.2. IP Review Committee – A specialized body composed of legal, academic, and research representatives to assess, evaluate, and mediate intellectual property concerns.

3.3. Policy Implementation and Monitoring – Regular review and updating of IP policies to ensure alignment with institutional goals, government regulations, and emerging trends in research and innovation.

3.4. Education and Awareness – Conducting training, workshops, and seminars to educate faculty, students, and staff on intellectual property rights, responsibilities, and commercialization strategies.

### Conclusion

The administration of intellectual property at St. Michael's College of Iligan, Inc. is deeply rooted in its Vision, Mission, Goals, and Core Values, ensuring that research, innovation, and knowledge creation serve not just institutional and economic interests but also the greater good of society. By fostering a culture of faith-driven excellence, ethical stewardship, and service-oriented innovation, the institution strengthens its role as a leader in education and intellectual advancement.


## PART 10. COMMERCIALIZATION

The commercialization of intellectual property (IP) at St. Michael's College of Iligan, Inc. (SMCII) is designed to translate innovations, research outputs, and creative works into practical applications that benefit society while ensuring fair recognition and compensation for creators and the institution. This process aligns with SMCII's Vision, Mission, Goals, and Core Values, promoting ethical, responsible, and sustainable knowledge transfer.

### 1. Objectives of Commercialization

1.1. To maximize the societal and economic impact of innovations and intellectual property developed within the institution.

1.2. To support faculty, students, and researchers in the commercialization process through mentorship, legal protection, and industry linkages.

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1.3. To generate resources for further research and institutional development through revenue-sharing mechanisms.

1.4. To foster industry-academic partnerships that facilitate the application of institutional knowledge in real-world settings.

## 2. Commercialization Pathways

Commercialization of IP may take different forms, including but not limited to:

2.1. Licensing Agreements – The institution may license intellectual property rights to external entities (e.g., companies, organizations) in exchange for royalties or licensing fees.

2.2. Technology Transfer – IP may be transferred to industry partners, government agencies, or startups for further development and mass production.

2.3. Spin-Off and Start-Up Companies – Creators may establish businesses or entrepreneurial ventures based on their intellectual property, with institutional support where applicable.

2.4. Product Development and Sales – The institution may engage in direct commercialization of IP-based products, software, or services, subject to institutional guidelines.

2.5. Public-Private Partnerships (PPPs) – Collaborations with government and private sectors to implement and apply innovations for public benefit.

2.6. Open Innovation Models – Controlled sharing of research outputs and intellectual property for public access while maintaining legal protections.

## 3. Revenue Sharing and Benefit Distribution

3.1. Fair Compensation for Creators – Revenue generated from commercialized intellectual property shall be distributed equitably between the creator(s), the institution, and other stakeholders based on agreed terms.


3.2. Institutional Share – A percentage of the income generated shall be allocated to SMCII for research funding, academic development, and infrastructure improvement.

3.3. Creator's Share – The primary innovator(s) shall receive a portion of the revenue based on institutional guidelines and the level of contribution.

3.4. Reinvestment in Research – A portion of the revenue shall be reinvested in research programs, intellectual property protection, and innovation incubation.

3.5. Legal and Ethical Compliance – All commercialization agreements shall comply with IPOPHL regulations, RA 8293 (Intellectual Property Code of the Philippines), and institutional policies.



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#### 4. Roles and Responsibilities in Commercialization

- 4.1. Creators/Innovators – Responsible for developing intellectual property, engaging in commercialization efforts, and maintaining ethical integrity in research and business dealings.
- 4.2. Intellectual Property Office (IPO)/Technology Transfer Office (TTO) – Oversees IP protection, licensing, negotiation of commercialization agreements, and ensuring compliance with policies.
- 4.3. Institutional Administration – Provides support, funding opportunities, and oversight to ensure fair commercialization practices that align with the mission and values of SMCII.
- 4.4. Industry and Government Partners – Collaborate with the institution to develop and implement intellectual property in commercial and public sectors.


#### 5. Commercialization Approval Process

- 5.1. Submission of Commercialization Proposal – Creators must submit a detailed proposal outlining the commercialization strategy, potential market impact, and required institutional support.
- 5.2. Evaluation by the IP Committee – The institution's IP Committee shall assess the feasibility, ownership rights, and ethical considerations before approving commercialization.
- 5.3. Legal Agreement Drafting – Contracts shall be created to define terms of commercialization, revenue-sharing, licensing rights, and compliance with IPOPHL and institutional regulations.
- 5.4. Implementation and Market Introduction – The institution shall support the initial implementation of commercialized intellectual property, including industry linkages and promotional activities.
- 5.5. Monitoring and Compliance – The institution shall oversee ongoing commercialization activities to ensure compliance, revenue accountability, and long-term sustainability.

#### 6. Ethical Considerations in Commercialization

- 6.1. Social Responsibility – Commercialized intellectual property should align with the ethical standards and social mission of SMCII, contributing to community development and public welfare.
- 6.2. Sustainability – All commercialization efforts should promote sustainable innovation, ensuring minimal environmental impact and long-term usability.
- 6.3. Transparency and Integrity – Commercial transactions, licensing agreements, and revenue-sharing processes shall be handled with full transparency and accountability.



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6.4. Non-Exclusivity for Educational Use – While commercialization is encouraged, educational and research use of intellectual property shall remain accessible within the institution.

## 7. Institutional Support for Commercialization

7.1. Intellectual Property Protection Assistance – The institution shall provide legal support for patent, trademark, and copyright applications.

7.2. Business Development Support – Mentorship and training in entrepreneurship and commercialization strategies.

7.3. Industry Networking and Partnership Opportunities – Connecting creators with businesses, investors, and government agencies for funding and collaboration.

7.4. Funding and Grants – Providing seed funding for research projects with high commercialization potential.

7.5. Innovation Hubs and Incubators – Establishing facilities that support the development and scaling of innovative products and solutions.

## PART 11. POLICY AND GUIDELINES IMPLEMENTATION

The implementation of the Intellectual Property Policy and Guidelines at St. Michael's College of Iligan, Inc. (SMCII) ensures effective management, protection, and commercialization of intellectual property in alignment with national and international laws.

1. Institutional Oversight – The Intellectual Property Office (IPO) shall oversee IP protection, licensing, and commercialization, while an IP Review Committee will assess disclosures, ownership, and commercialization proposals.


2. Compliance and Monitoring – Regular audits, reports, and reviews shall ensure adherence to IPOPHL regulations and institutional policies.

3. Education and Awareness – Workshops, seminars, and training sessions shall be conducted to educate faculty, students, and staff on their IP rights and responsibilities.

4. Dispute Resolution – A structured mediation process shall be established for resolving IP ownership conflicts and commercialization disputes.

5. Policy Review and Updates – The policy shall be reviewed periodically to remain relevant with evolving IP laws, technological advancements, and institutional goals.

## PART 12. AMENDMENT


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This Intellectual Property Policy and Guidelines may be amended as necessary to align with changes in intellectual property laws, institutional priorities, and technological advancements. Any proposed amendments shall undergo review by the Intellectual Property Office (IPO) and approval by the institution's governing body. Updates shall be communicated to all stakeholders to ensure compliance and continued protection of intellectual property rights.

### **PART 13. EFFECTIVITY CLAUSE**

This Intellectual Property Policy and Guidelines shall take effect immediately upon approval by the governing body of St. Michael's College of Iligan, Inc. (SMCII) and shall remain in force unless amended or repealed. All faculty, students, researchers, and staff are expected to comply with its provisions. Copies of this policy shall be made available through official institutional channels for awareness and implementation.

### **KITTO OFFICER AND COMMITTEE MEMBERS**

|   | PERIOD         | NAME                           |
|---|----------------|--------------------------------|
|  | 2025 - Present | Juvan M. Quindala -<br>Officer |


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|---|----------------|--|
|    | 2025 – Present | Ernie C. Gabayan -<br>Officer                                  |
|   | 2025 – Present | Paul Arman A.<br>Durango – Committee,<br>Patent, Utility Model |
|  | 2025 – Present | Honey V P. Alutaya –<br>Committee, Trademark                   |
|  | 2025 – Present | Pacita C. Loberanes,<br>PhD – Committee,<br>Copyright          |

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