



## SOUTHERN TAGALOG ISLANDS RESEARCH AND DEVELOPMENT CONSORTIUM

WESTERN PHILIPPINES UNIVERSITY

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February 15, 2017

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Dear Dr. De Luna,

Greetings!

The Southern Tagalog Islands Research and Development Consortium (STIRDC) through the Knowledge Management Committee(KMC) would like to invite two representatives from your institution's Intellectual Property Office for a **Knowledge Sharing on Intellectual Property** on **February 21, 2017**, at **Occidental Mindoro State College (OMSC) Hostel, Occidental Mindoro State College (OMSC) – Labangan Campus, Occidental Mindoro**. This exploratory discussion is as per agreement during the 26<sup>th</sup> STIRDC CEC Meeting held last January 5, 2017.

Specifically, the following will be discussed:

- How to go about Intellectual Property registration;
- Assessment of member institution's level of IP readiness (a self-survey questionnaire will be sent)
- Plan for operationalization of the IPU;
- Plan for capacity building of the IPU; and
- Plan for Intermediate and Advanced IP training.

The Occidental Mindoro State College (OMSC) will shoulder your accommodation during your stay at Occidental Mindoro. For inquiry, you may coordinate with Ms. Rizzi Angelica Dagos at 09982485154.

May we then request **confirmation** of the attendance of your representatives to the said activity thru email at [stirdc09@gmail.com](mailto:stirdc09@gmail.com) and/or call or text to mobile number 09989708799 . Best regards and God bless!

Very truly yours,

  
**ELSA P. MANARPAAC, Ph. D.**  
President, Western

SOUTHERN TAGALOG ISLANDS RESEARCH AND DEVELOPMENT CONSORTIUM  
INTELLECTUAL PROPERTY UNIT (IPU)  
Knowledge Sharing Meeting  
February 21, 2017  
OMSC, San Jose, Occidental Mindoro

9:00 AM	<b>PRELIMINARIES</b>	
	<b>WELCOME REMARKS</b>	<b>DR. ARNOLD VENTURINA</b> President, OMSC
9:30 AM	Knowledge sharing proper	
	Presentation of the STIRDC IPU Operational Plan and the Work and Financial Plan of the STIRDC-IPU	<b>ENGR. JERREL REYES</b> ITSO Coordinator, MinSCAT IPU Head
	Presentation of the objectives of the Knowledge Sharing Meeting	<b>IPU Head</b>
	Sharing of Experience/s	<b>MS. VERONICA PASION</b> Associate Professor College of Agriculture Occidental Mindoro State College  <b>OTHERS</b>
	Synthesis of Learning	
	<b>WRITESHOP 1: 3-year Strategic Plan</b>	
12:00	LUNCH	
	<b>WRITESHOP 2:</b> Program of Work for 2017 ( <i>based on the updated list of trainings and commerciable technologies; budget based on approved WFP</i> )	
	<b>WRITESHOP 3:</b> Policy Guidelines on a. Monitoring and evaluation b. System of recognition c. Resource sharing (database, etc. NOTE: application fees will be shouldered by individual SUCs) d. Etc.	

Documentor: Ms. Karen



**Plan of Operations of the**  
**Intellectual Property Unit of the**  
**Southern Tagalog Islands Research and Development Consortium**

*(Approved during the 25<sup>th</sup> CEC Meeting at Orchid Garden Suites, Malate,  
Manila, on Sept. 16, 2016)*

**Rationale**

At its core, the STIRDC's SUC member-agencies work to advance researches and translate the results of these researches to various clienteles, including industries and communities that can make best use of the research outputs. To get attuned to the world's knowledge-based economy, new ideas, innovations and technologies are continually produced from researches by these SUCs. Such outputs from research need be properly managed in ways that would benefit society while at the same time enabling researchers to get the right type of protection for their intellectual outputs.

Currently, each of the MIMAROPA SUCs has already Intellectual Property Policy approved by their respective Governing Boards that provide guidelines for the intellectual property generated in the institutions. These SUCs' respective sets of IP Policy guide them in dealing with IP issues and concerns relating to the conduct of research, technology transfer and commercialization in their institutions. Moreover, each of these SUCs has put up its own IP enabling office to take care of all various IP-related matters. Also, an Innovation and Technology Support Office (ITSO) has recently been locally set up in each SUC under the network of the Intellectual Property Office (IPO) Phils. in pursuit of local capacity to propel technological development through usage of patent information, filing of patents and commercialization of potential inventions.

However, cognizant of the existing R&D consortium arrangement within the MIMAROPA Region which is designed to facilitate exchange of research information, promoting cooperation among members, sharing resources, preventing duplication of efforts and saving time and resources for R&D, the formulation of a unified regional Intellectual Property Unit within the STIRDC to serve as the governing and controlling body among the researchers within the Region becomes imperative. Such unified body would ensure that any resultant intellectual property within the Region is equitably administered and protected in the public interest while at the same time facilitate the promotion of the progress of science and technology arising from researches. This Regional IP Unit would therefore harmonize all of the STIRDC member-agencies' R&D efforts, facilitate collaboration and synergy among them for a stronger R&D system in MIMAROPA. This would then redound to benefiting the community and industry sector by laying a strong foundation for a knowledge-based economy.

**Objectives**

Generally, it would be the aim of the Intellectual Property Unit of the STIRDC to harmonize all efforts of all member-agencies in the administration of the various intellectual property concerns and issues in MIMAROPA.

Specifically, it would:

1. promote the access to, and use of research for attainment of regional development goals;
2. ensure proper implementation of the Regional Intellectual Property Policy

3. implement monitoring and evaluation mechanisms for innovation and technology support services in the member-institutions
4. facilitate the establishment and maintenance of good reputation of the MIMAROPA R&D system and network through the growth and recognition of researchers, including faculty, staff and students and institutional partners;
5. foster recognition of intellectual work of researchers by the wider society for the contributions made to industry;
6. provide mechanisms for judicious use of fund for R&D;
7. facilitate appropriate return for resources and services provided by member-institutions and other R&D sponsoring agencies;
8. support the independence of indigenous peoples in the Region over their own intellectual work and culture; and
9. resolve conflicts on IP-related issues

### **Strategies of Operation**

1. The Intellectual Property Unit (IPU) shall operate as a governing and controlling arm of the STIRDC for the administration of all IP-related concerns and issues through implementation of an overarching region-wide policy for intellectual property.
2. The Intellectual Property Office Head of each SUC member-agency shall represent the respective SUCs in the organizational structure of the Regional IPU. The IP Head/representative from the base agency of the Knowledge Management Committee (KMC) shall be designated by the Consortium Executive Council as the IP Focal Person who shall head the Unit. The other representatives shall act as staff members to perform officially designated functions.
3. The IPU shall hold office in the base agency of the IPU Focal Person which is the base agency of the STIRDC KMC.
4. The designated IPU Focal Person shall serve on a continuing basis non-coterminous with the designation of the different official representatives to the Consortium Executive Council and the Consortium's Working Committees.
5. One staff shall be assigned by the KMC's base agency to work in the IPU Office the direct guidance and supervision of the IP Focal Person
6. For the attainment of each of the objectives set forth in the operation of the IPU, as cited in the foregoing section, specific sets of policy guidelines shall be formulated by the officially constituted organization of the IPU.
7. Operations of the IPU shall be strictly guided by the principle of free and open sharing of knowledge, information and ideas and delivery of required legal, protective and commercial services for intellectual property.
8. Respect and support for the traditions, knowledge, culture and sensitivities of indigenous communities in the Region have to be cultivated.
9. Continuous relevant capability-building activities of IPU personnel and stakeholders from different sectors has to be fostered
10. Regular reporting mechanisms need be implemented to enable validation of accomplishments and outputs as planned. Such reporting would be part of the regular reporting done on a quarterly basis and transpiring during CEC meetings

### **Structural and Functional Set-up of the Unit**

Shown in the following figure is the proposed organizational structure of the IPU. It is headed by the Regional IP Focal Person who would be reporting directly to the Head of the KMC. Directly in support of the functions of the IPU Focal Person are the other designated IP officers who come from the SUC member-institutions and who are thus referred to as IP representatives. The Regional IP Focal Person and his/her five assisting IP Representatives would be working on a part-time basis following an

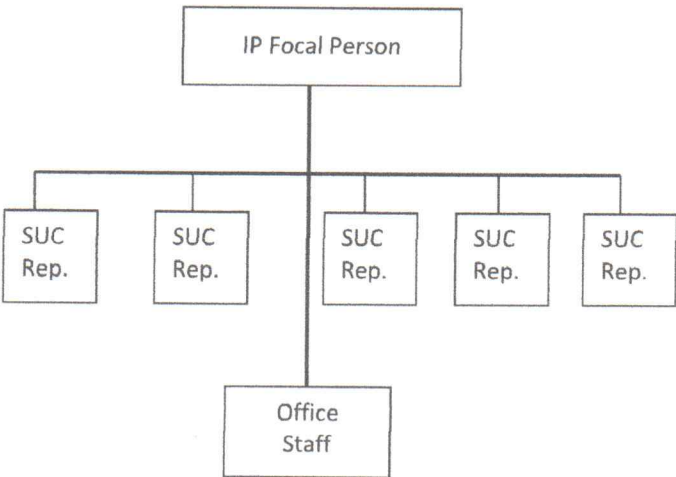


approved program of work. They would regularly convene each quarter for work consolidations, assessment and reporting of accomplishments. Preferably, this quarterly activity need be done prior to the holding of the regular quarterly meeting of the CEC in order for the status or major concerns of the IPU be reported or brought to the attention of the CEC. In addition to the regular quarterly meetings the IP Focal Person and IP Representatives may need to coordinate among each other consonant to the discharge of their duties and functions as indicated in their official designation paper and as provided for in their approved Action Plan.

**STIRDC**

**Knowledge Management Committee**

**Intellectual Property Unit**



**Organizational Structure of the Intellectual Property Unit (IPU)**

All documents pertinent to IPU functions shall be kept in order in the IPU Office which is to be properly attended by the hired office staff who would be working under the direction of the Regional IPU Focal Person. Said staff would be directly reporting to the Regional IPU Focal Person and coordinate as well with the other IP representatives and pertinent people in the different member-institutions of the Consortium on matters pertaining to IP.

The following are the duties of each of the designated personnel of the IPU:

1. **Regional IP Focal Person** - Responsible for performing managerial tasks as planning, directing and controlling over all IP matters in the Region and officially accruing within the Consortium. Specific duties and responsibilities are:
  - 1.1 Spearhead planning activities in accordance with prescribed major output requirements;
  - 1.2 Direct the various operations of the Unit;
  - 1.3 Formulate procedural guidelines and implement other enabling mechanisms for effective operations of the IPU and in compliance with standards;
  - 1.4 Ensure provision of assistance and technical support to IP-related needs of member-institutions and other clientele groups in the Region
  - 1.5 Provide leadership in establishing and maintenance of linkages with industries and the public and private sectors for enhanced utilization of R&D outputs;

- 1.6 Evaluate and report to higher authorities in the Consortium IP performance measures of the Region and recommend viable solutions to identified problems and constraints;
  - 1.7 Ensure provision of assistance and technical support to IP-related needs of member-institutions and other clientele groups in the Region
  - 1.8 Initiate IP capability-building projects and activities and tap, coordinate and establish pool of IP technical experts;
  - 1.9 Preside over regular and special meetings of IPU personnel; and
  - 1.10 Represent the Consortium for all IP coordination and liaison to higher administrative bodies such as the IPO Phils., CHED, and other partners, clients and stakeholders;
2. **IP Representatives** – Responsible for:
- 2.1 Providing assistance to the Regional IP Focal Person on all matters concerning IPU operations and in support for the smooth implementation of the functions of the Unit;
  - 2.2 Performing relevant tasks as directed by the Regional IP Focal Person; and
  - 2.3 Recommending strategies for improving systems and operations
3. **Office Staff** – Under the direct supervision of the Regional IP Focal Person, perform the following administrative and support functions:
- 3.1 Take charge of various documentation and clerical works;
  - 3.2 Maintain office records and develops data systems for utilization;
  - 3.3 Data collection from member-institutions and other relevant data and information sources;
  - 3.4 Prepare data or material for presentation, analysis, evaluation/assessment by direct supervisor;
  - 3.5 Coordinate meetings, visits, trainings and other related activities which include scheduling and data recording;
  - 3.6 Assist in facilitation of document processing, transacting fiscal matters and other vital administrative concerns;
  - 3.7 Attends internal and external meetings as needed and cultivate wholesome relationship with officers/representatives of Consortium member-institutions and outside stakeholders;
  - 3.8 Assess and respond to requests from Consortium members and outside stakeholders; and
  - 3.9 Perform other duties as may be directed by superiors

## **Expected Outputs**

### **Preliminary Outputs**

As a newly created office under the STIRDC-KMC, the following initial outputs of the IPU are expected to be delivered:

1. Approved filled-up organizational structure
2. Approved 3-year Regional IP Strategic Plan
3. Approved Plan for the initial/first year, including Program of Work in Gantt chart
4. Reviewed/Approved Regional IP Policy
5. Approved specific sets of Policy Guidelines for matters such as, among others, monitoring and evaluation, system of recognition, resource sharing, funding requirements, resolving conflicts, etc.

6. Report of consolidated regional data benchmarks for IP indicators

### **Outputs of Regular Operations**

After a year of actual operation and every year thereafter, the following IPU outputs shall be delivered:

1. Annual accomplishment report viz a viz targets
2. Quarterly monitoring and evaluation reports
3. Updated data and information (quarterly basis) on IP indicators for the Region
4. Reports/Proceedings of IPU-organized capability-building activities
5. Minutes of meetings
6. Consolidated regional annual report of IP outputs, innovations and technology support services delivered
7. Fund allocation, utilization and liquidation reports

### **References:**

STIRDC Memorandum of Agreement, 2009  
STIRDC Manual of Operations, 2011