



TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE
UNIVERSITY OF THE PHILIPPINES MANILA

2/F UP Manila Main Building, Joaquin Gonzales Compound, Padre Faura Street, Ermita, Manila, 1000
Tel No: (632) 88141293 Email: ttbd@up.edu.ph

REQUEST TO USE UP/UPM TRADEMARKS (INTERNAL USE)

Requesting to Use UP/UPM Trademarks for Internal Use (official functions of offices of UP Manila)

Office or Division:	Technology Transfer and Business Development Office
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	Undergraduate and Graduate Students, Faculty, REPS, Administrative Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter	Client
Request to Use UP Trademark Form	TTBDO
Copy of Identification Card of Client	UPMLO
Copy of Designs to be Approved	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
Submit Request Letter either physically or via email.	Acknowledge request and give list of requirements.	None	10 mins.	Administrative Staff
	Record Request to Use in Monitoring and Assign a Reference Number	None	10 mins.	Administrative Staff
Submit the completed Request to Use Trademark Form along with the Copy of the Designs, and a copy of the Identification Card of the Client physically or via email.	Acknowledge submission and check completeness of requirements.	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Evaluate and Determine the Type of License to be issued, if any.	None	60 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Inform client of the type of license to be issued and the respective procedure	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Draft Certification allowing use of UP/UPM trademarks.	None	30 mins	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Routing for Signature to UPM TTBDO Director and Vice Chancellor for Research	None	1 day (paused-clock)	Administrative Staff
	Send signed certification to client	None	30 mins	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
Total		None	1 day and 200 minutes	

REQUEST TO USE UP/UPM TRADEMARKS (FUNDRAISING/NON-PROFIT)

Requesting to Use UP/UPM Trademarks for Fundraising/Non-Profit Use

Office or Division:	Technology Transfer and Business Development Office
Classification:	Complex
Type of Transaction:	Government to Client
Who may avail:	Undergraduate and Graduate Students, Faculty, REPS, Administrative Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter	Client
Request to Use UP Trademark Form	TTBDO
Copy of Identification Card of Client	UPMLO
Copy of Designs to be Approved	Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Request Letter either physically or via email.	Acknowledge request and give list of requirements.	None	10 mins.	Administrative Staff
	Record Request to Use in Monitoring and Assign a Reference Number	None	10 mins.	Administrative Staff

Submit the completed Request to Use Trademark Form along with the Copy of the Designs, and a copy of the Identification Card of the Client physically or via email.	Acknowledge submission and check completeness of requirements.	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Evaluate and Determine the Type of License to be issued, if any.	None	60 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Inform client of the type of license to be issued and the respective procedure	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Draft UP/UPM Trademark Licensing Agreement (if applicable)	None	7 days (paused-clock)	Legal Compliance Officer UPM Legal Office
	Send drafted UP/UPM Trademark Licensing Agreement to client for signature (if applicable)	None	1 day	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
Review and Sign UP/UPM Trademark Licensing Agreement and send back to TTBD0 staff (if applicable)	Receive and check completeness of signed UP/UPM Trademark Licensing Agreement (if applicable)	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Route UP/UPM Trademark Licensing Agreement for Signature (if applicable)	None	20 days (paused-clock)	Administrative Staff Legal Compliance Officer UPM Legal Office Office of the Vice Chancellor for Research Office of the Chancellor
	Notarization of UP/UPM Trademark Licensing Agreement (if applicable)	None	1 day	Administrative Staff
	Draft Certification allowing use of UP/UPM trademarks.	None	30 mins	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Routing for Signature to UPM TTBD0 Director and Vice Chancellor for Research	None	1 day (paused-clock)	Administrative Staff
	Send signed certification to client along with the notarized licensing UP/UPM Trademark Licensing Agreement if applicable	None	30 mins	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
Total			30 days and 230 minutes	



REQUEST TO USE UP/UPM TRADEMARKS (FUNDRAISING/NON-PROFIT)				
Requesting to Use UP/UPM Trademarks for Fundraising/Non-Profit Use				
Office or Division:	Technology Transfer and Business Development Office			
Classification:	Complex			
Type of Transaction:	Government to Client			
Who may avail:	Undergraduate and Graduate Students, Faculty, REPS, Adminsitrative Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Request to Use UP Trademark Form		TTBDO		
Copy of Identification Card of Client		UPMLO		
Copy of Designs to be Approved		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Request Letter either physically or via email.	Acknowledge request and give list of requirements.	None	10 mins.	Administrative Staff
	Record Request to Use in Monitoring and Assign a Reference Number	None	10 mins.	Administrative Staff
Submit the completed Request to Use Trademark Form along with the Copy of the Designs, and a copy of the Identification Card of the Client physically or via email.	Acknowledge submission and check completeness of requirements.	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Evaluate and Determine the Type of License to be issued, if any.	None	60 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Inform client of the type of license to be issued and the respective procedure	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Draft UP/UPM Trademark Licensing Agreement (if applicable)	None	7 days (paused-clock)	Legal Compliance Officer UPM Legal Office
	Send drafted UP/UPM Trademark Licensing Agreement to client for signature (if applicable)	None	1 day	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
Review and Sign UP/UPM Trademark Licensing Agreement and send back to TTBDO staff (if applicable)	Receive and check completeness of signed UP/UPM Trademark Licensing Agreement (if applicable)	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Route UP/UPM Trademark Licensing Agreement for Signature (if applicable)	None	20 days (paused-clock)	Administrative Staff Legal Compliance Officer UPM Legal Office Office of the Vice Chancellor for Research Office of the Chancellor
	Notarization of UP/UPM Trademark Licensing Agreement (if applicable)	None	1 day	Administrative Staff
	Draft Certification allowing use of UP/UPM trademarks.	None	30 mins	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Routing for Signature to UPM TTBDO Director and Vice Chancellor for Research	None	1 day (paused-clock)	Administrative Staff
	Send signed certification to client along with the notarized licensing UP/UPM Trademark Licensing Agreement if applicable	None	30 mins	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
Total			30 days and 230 minutes	



REQUEST TO USE UP/UPM TRADEMARKS (COMMERCIAL USE)				
Requesting to Use UP/UPM Trademarks for Commercial Use of Non-UPM affiliated clients				
Office or Division:	Technology Transfer and Business Development Office			
Clasification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Non-UPM Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Request to Use UP Trademark Form		TTBDO		
Copy of Identification Card of Client		UPMLO		
Copy of Designs to be Approved		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Request Letter either physically or via email.	Acknowledge request and give list of requirements.	None	10 mins.	Administrative Staff
	Record Request to Use in Monitoring and Assign a Reference Number	None	10 mins.	Administrative Staff
Submit the completed Request to Use Trademark Form along with the Copy of the Designs, and a copy of the Identification Card of the Client physically or via email.	Acknowledge submission and check completeness of requirements.	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Evaluate and Determine the Type of License to be issued, if any.	None	60 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Inform client of the type of license to be issued and the respective procedure	None	30 mins.	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
	Refer application to UP System TTBDO	None	1 day	Administrative Staff/ Technology Transfer Officer/ Legal Compliance Officer
Total			1 day and 140 minutes	



Request for Assistance in Patent/Utility Model/Industrial Design Application				
Request for Assistance in Patent/Utility Model/Industrial Design Application				
Office or Division:	Technology Transfer and Business Development Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Client			
Who may avail:	Undergraduate and Graduate Students, Faculty, REPS, Administrative Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Intellectual Property Disclosure Form		TTBDO		
Deed of Assignment		UPMLO		
Copies of Identification Cards (for Deed of Assignment)		Client		
Drawings (if applicable)		Client		
Project MOA/MOU (if applicable)		Client		
Technical Reports/Publications (if applicable)		Client		
Disclosure Documents (Supplementary)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request and requirements.	Receive, acknowledge, and log request.	None	5 mins	Administrative Staff
	Request forwarded to the Director.	None	5 mins	Administrative Staff
	Request received and reviewed by the Director.	None	0.5 day	Director
	Forward request to concerned Unit Manager.	None	30 mins	Director
	Assign Technology Transfer officer to assess completeness of requirements and evaluate submitted disclosure documents.	None	30 mins	Technology and IP Manager
	Assess completeness of requirements and evaluate submitted disclosure documents.	None	0.5 day	Technology Transfer Officer
	Conduct a prior art search.	None	7 days (paused-clock)	Technology Transfer Officer
	Review and sign completed prior art search.	None	1 day	Technology Transfer Officer & Technology and Intellectual Property Manager
	Request meeting with client to discuss evaluation and recommendation based on prior art search.	None	10 mins	Technology Transfer Officer
Meet with TTBDO to discuss evaluation of disclosure and prior art search results.	Present findings of prior art search and recommendations to client. Request additional disclosures if necessary.	None	0.5 day	Technology Transfer Officer/ Technology and Intellectual Property Manager
	Prepare IP Committee Report containing the Prior Art Search and Marketability Assessment.	None	7 days (paused-clock)	Technology Transfer Officer
	Present Prior Art Search and Marketability Assessment Reports to IP Committee for Approval.	None	20 days (paused-clock)	Technology Transfer Officer Technology and Intellectual Property Manager TTBDO Director IP Committee
	Process approval of Filing of Application by the IP Committee.	None	3 days (paused-clock)	Technology Transfer Officer IP Committee
	Inform Client of IP Committee Approval.	None	30 mins	Technology Transfer Officer
	Prepare Procurement Request for Services of Patent Agent (if applicable).	None	3 days	Administrative Staff Technology Transfer Officer
	Procure Services of Patent Agent (if applicable).	None	20 days (paused-clock)	Administrative Staff Procurement Management Office

	Prepare Contract of Service, Notice of Award, Notice to Proceed (if applicable).	None	3 days	Administrative Staff Technology Transfer Officer Legal Compliance Officer
	Route for approval the Contract of Service, Notice of Award, and Notice to Proceed (if applicable).	None	20 days (paused-clock)	Administrative Staff UPM Legal Office
	Transmit Contract of Service, Notice of Award, and Notice to Proceed to contracted Agent (if applicable).	None	3 days	Technology Transfer Officer
	Transmit Complete Disclosure Documents and Drawings to Agent (if applicable).	None	3 days	Technology Transfer Officer
Submit accomplished Deed of Assignment and copies of identification cards of proponents.	Check completeness of Deed of Assignment and copies of identification cards of proponents. Prepare for routing.	None	1 day	Technology Transfer Officer Legal Compliance Officer
	Route Deed of Assignment for signature.	None	20 days (paused-clock)	Legal Compliance Officer Administrative Staff UPM Legal Office
	Draft initial set of claims.	None	7 days (paused-clock)	Technology Transfer Officer Patent Agent
	Review the drafted initial set of claims.	None	3 days (paused-clock)	Technology & Intellectual Property Manager
Approve drafted initial set of claims	Present the drafted initial set of claims.	None	0.5 day	Technology Transfer Officer Technology and Intellectual Property Manager/ Patent Agent
	Revise the drafted initial set of claims.	None	3 days (paused-clock)	Technology Transfer Officer Patent Agent
	Review the revised drafted initial set of claims.	None	3 days (paused-clock)	Technology & Intellectual Property Manager
Approve final set of claims	Present the revised claims.	None	0.5 day	Technology Transfer Officer Technology and Intellectual Property Manager/ Patent Agent
	Draft the patent description.	None	7 days (paused-clock)	Technology Transfer Officer Patent Agent
	Review the drafted patent description.	None	3 days (paused-clock)	Technology & Intellectual Property Manager
Approve drafted patent description.	Present the drafted patent description.	None	0.5 day	Technology Transfer Officer/ Technology and Intellectual Property Manager/ Patent Agent
	Revise the drafted patent description.	None	7 days (paused-clock)	Technology Transfer Officer Patent Agent
	Review the revised patent description.	None	3 days (paused-clock)	Technology & Intellectual Property Manager
Approve the revise patent description.	Present the revised patent description.	None	0.5 day	Technology Transfer Officer Technology and Intellectual Property Manager/ Patent Agent
	Draft the abstract of the patent.	None	0.5 day	Technology Transfer Officer Patent Agent
	Review and check the drawings of the patent.	None	0.5 day	Technology Transfer Officer Patent Agent
	Review all the final versions of the requirements and parts of the patent (Claims, Abstract, Description, Drawings).	None	3 days	Technology & Intellectual Property Manager
	Revise and prepare all the final versions of the requirements and parts of the patent (Claims, Abstract, Description, Drawings), if necessary.	None	1 day	Technology Transfer Officer Patent Agent
	Prepare the documents for processing of payment of filing fees.	None	3 days	Technology Transfer Officer Administrative Staff
	Submit and route the documents for processing of payment of filing fees.	None	20 days (paused-clock)	Administrative staff Accounting Office

Approve the final version of the patent application.	Submit the final version of the patent application to the client for approval.	None	1 day	Technology Transfer Officer Patent Agent
	File the patent application through IPOPHL eDocFile.	None	1 day	Technology Transfer Officer Patent Agent
	Inform the client of the successful filing of application and orient on timeline of processing of the Intellectual Property Office of the Philippines.	None	10 mins	Technology Transfer Officer Patent Agent
Total			180.5 days and 120 minutes	



Request for Assistance in Trademark Registration				
Request for Assistance in Trademark Registration				
Office or Division:	Technology Transfer and Business Development Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Client			
Who may avail:	Undergraduate and Graduate Students, Faculty, REPS, Administrative Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Copy of Mark/s to be registered for trademark		Client		
Trademark Information Form		TTBDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request and requirements.	Receive, acknowledge, and log request.	None	5 mins	Administrative Staff
	Request forwarded to the Director.	None	5 mins	Administrative Staff
	Request received and reviewed by the Director.	None	0.5 day	Director
	Forward request to concerned Technology and IP Manager.	None	30 mins	Director
	Assign Technology Transfer Officer to assess completeness of requirements and evaluate submitted disclosure documents.	None	30 mins	Technology and IP Manager
	Assess completeness of requirements and evaluate submitted disclosure documents.	None	0.5 day	Technology Transfer Officer
	Conduct trademark assessment and search report.	None	1 day	Technology Transfer Officer
	Review and sign trademark assessment and search report.	None	1 day	Technology Transfer Officer & Technology and Intellectual Property Manager
	Send Trademark Assessment and Search Report to client.	None	1 hr	Technology Transfer Officer
	Prepare IP Committee Report containing the results of trademark search and assessment of registrability.	None	7 days (paused-clock)	Technology Transfer Officer
	Present Report to IP Committee for Approval.	None	20 days (paused-clock)	Technology Transfer Officer Technology and Intellectual Property Manager TTBDO Director IP Committee
	Process approval of Filing of Application by the IP Committee.	None	3 days	IP Committee
	Inform Client of IP Committee Approval.	None	30 mins	Technology Transfer Officer
	Prepare and file trademark application through IPOPHL eTMFile.	None	0.5 day	Technology Transfer Officer
	Prepare documents for processing of payment of filing fees.	None	0.5 day	Technology Transfer Officer/ Administrative Staff
	Submit and route documents for processing of payment of filing fees.	None	20 days (paused-clock)	Administrative staff Accounting Office
	Inform client of the successful filing of application and orient on timeline of processing of the Intellectual Property Office of the Philippines.	None	10 mins	Assigned Technology Transfer Officer
Total			54 days, 1 hr, and 110 mins	



Request for Assistance in Copyright Deposit				
Request for Assistance in Copyright Deposit				
Office or Division:	Technology Transfer and Business Development Office			
Clasification:	Highly Technical			
Type of Transaction:	Government to Client			
Who may avail:	Undergraduate and Graduate Students, Faculty, REPS, Adminisitrative Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Copyright Information Form		TTBDO		
Copies of work to be deposited		Client		
IDs of Authors		Client		
Notarized Deed of Assignment (DOA) and/or Memorandum of Agreement (for IP ownership provisions)		UPMLO/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request and requirements.	Receive, acknowledge, and log request.	None	5 mins	Administrative Staff
	Request forwarded to the Director.	None	5 mins	Administrative Staff
	Request received and reviewed by the Director.	None	0.5 day	Director
	Forward request to concerned Technology and IP Manager.	None	30 mins	Director
	Assign Technology Transfer Officer to assess completeness of requirements and evaluate submitted disclosure documents.	None	30 mins	Technology and IP Manager
	Assess completeness of requirements and evaluate submitted disclosure documents.	None	0.5 day	Technology Transfer Officer
	Prepare and route of Authorization and Appointment of Agent (AAA) for Signature.	None	20 days (paused-clock)	Technology Transfer Officer
	Receive signed AAA.	None	5 mins	Technology Transfer Officer
	Prepare and accomplish BCRR Transaction Forms.	None	1 hour	Technology Transfer Officer
	Review requirements (BCRR Transaction Forms, Deed Of Assignment, Copies of Works, & Authorization and Appointment of Agent) for submission to IPOPHL.	None	1 hour	Technology Transfer Officer
	Facilitate the submission of the copyright deposit to IPOPHL.	None	10 mins	Technology Transfer Officer
	Prepare and route documents (including SOA from IPOPHL) for processing of payment of filing fees.	None	20 days (paused-clock)	Technology Transfer Officer Administrative staff Accounting Office
	Receive instruction from IPOPHL to submit physical copies of copyright documents to IPOPHL.	None	3 days	Bureau of Copyright and Related Rights, IPOPHL
	Submit physical copies of copyright documents to IPOPHL for processing of Certificate of Copyright Registration.	None	1 day	Administrative Staff/ Technology Transfer Officer
	Inform client of the successful filing of application and orient on timeline of processing of the Intellectual Property Office of the Philippines.	None	10 mins	Technology Transfer Officer
Total			45 days, 2 hrs and 95 minutes	



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Request for Assistance in Copyright Deposit				
Request for Assistance in Copyright Deposit				
Office or Division:	Technology Transfer and Business Development Office			
Clasification:	Highly Technical			
Type of Transaction:	Government to Client			
Who may avail:	Undergraduate and Graduate Students, Faculty, REPS, Adminisitrative Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Copyright Information Form		TTBDO		
Copies of work to be deposited		Client		
IDs of Authors		Client		
Notarized Deed of Assignment (DOA) and/or Memorandum of Agreement (for IP ownership provisions)		UPMLO/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request and requirements.	Receive, acknowledge, and log request.	None	5 mins	Administrative Staff
	Request forwarded to the Director.	None	5 mins	Administrative Staff
	Request received and reviewed by the Director.	None	0.5 day	Director
	Forward request to concerned Technology and IP Manager.	None	30 mins	Director
	Assign Technology Transfer Officer to assess completeness of requirements and evaluate submitted disclosure documents.	None	30 mins	Technology and IP Manager
	Assess completeness of requirements and evaluate submitted disclosure documents.	None	0.5 day	Technology Transfer Officer
	Prepare and route of Authorization and Appointment of Agent (AAA) for Signature.	None	20 days (paused-clock)	Technology Transfer Officer
	Receive signed AAA.	None	5 mins	Technology Transfer Officer
	Prepare and accomplish BCRR Transaction Forms.	None	1 hour	Technology Transfer Officer
	Review requirements (BCRR Transaction Forms, Deed Of Assignment, Copies of Works, & Authorization and Appointment of Agent) for submission to IPOPHL.	None	1 hour	Technology Transfer Officer
	Facilitate the submission of the copyright deposit to IPOPHL.	None	10 mins	Technology Transfer Officer
	Prepare and route documents (including SOA from IPOPHL) for processing of payment of filing fees.	None	20 days (paused-clock)	Technology Transfer Officer Administrative staff Accounting Office
	Receive instruction from IPOPHL to submit physical copies of copyright documents to IPOPHL.	None	3 days	Bureau of Copyright and Related Rights, IPOPHL
	Submit physical copies of copyright documents to IPOPHL for processing of Certificate of Copyright Registration.	None	1 day	Administrative Staff/ Technology Transfer Officer
	Inform client of the successful filing of application and orient on timeline of processing of the Intellectual Property Office of the Philippines.	None	10 mins	Technology Transfer Officer

	Total		45 days, 2 hrs and 95 minutes	
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Tel No: (632) 88141293 Email: ttbd.o.upm@up.edu.ph

Request for IP and/or Technology Transfer Seminar/Training

Request for IP and/or Technology Transfer Seminar/Training

Office or Division: Technology Transfer and Business Development Office

Classification: Simple

Type of Transaction: Government to Government

Who may avail: Undergraduate and Graduate Students, Faculty, REPS, Administrative Staff

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter or Email Request, containing:		c/o Requesting Party		
a. topic/s				
b. attendees, and number of attendees				
c. proposed date				
d. proposed venue (if not zoom)				
e. purpose and other training requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request and requirements.	Receive, acknowledge, and log request.	None	5 mins	Administrative Staff
	Request forwarded to the Director	None	5 mins	Administrative Staff
	Request received and reviewed by the Director	None	0.5 day	Director
	Forward request to concerned Unit Manager	None	30 mins	Director
	Assign TTBD O officer to draft program proposal for the requested training/seminar	None	30 mins	Technology and IP Manager or Technology Licensing and Business Development Manager
	Draft and submit program proposal for the requested training/seminar	None	1 day	Technology Transfer Officer or Business Development Officer
	Review program proposal for the requested training/seminar	None	2 hrs	Technology and IP Manager or Technology Licensing and Business Development Manager
	Revise and submit to Director the program proposal for the requested training/seminar	None	0.5 day	Technology Transfer Officer or Business Development Officer
	Approval of the program proposal for the requested training/seminar	None	1 hr	Director
	Send to requesting party the program proposal for the requested training/seminar	None	10 mins	Technology Transfer Officer or Business Development Officer
Total			2 days, 4 hrs and 20 minutes	



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Licensing of UP Manila Technology				
Licensing of UP Manila Technology				
Office or Division:	Technology Transfer and Business Development Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Industry Partner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Intent		Client		
Term Sheet		TTBDO		
IP-related Document		TTBDO		
IP Valuation		TTBDO		
Technology Commercialization Plan		TTBDO		
Terminal Report		TTBDO		
Audited Financial Reports		TTBDO		
Draft of Technology Licensing Agreement (TLA)		TTBDO		
Business Plan		Client		
Business Model Canvas (BMC)		Client		
Deed of Assignment		UPMLO		
All Technology/Project Related Agreements (MOA, RSA, CRA, etc.)		Client		
Business Registrations/Permits, etc. (Legal Documents)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Letter of Intent to License together with Licensing Requirements (Listed in Checklist of Requirements above)	Receive, record and forward the request to Staff In-charge	None	5 mins.	Admin Officer
	Prepare an evaluation on the potential licensee (due diligence)	None	5 days	Business Development Officer
	Draft Term sheet	None	3 days	Business Development Officer
	Review Term Sheet	None	20 days (paused-clock)	Business Development Manager TTBDO Director UPM Legal Office
	Send approved Term Sheet to Licensee	None	5 mins	Business Development Officer
Submit Term Sheet comments to TTBDO for revision, if any.	Receives comments and revise Term sheet	None	5 days	Business Development Officer
	Review revised Term Sheet	None	20 days (paused-clock)	Business Development Manager TTBDO Director UPM Legal Office
	Send revised Term Sheet to Licensee	None	5 mins	Business Development Officer
Submit signed Term Sheet to TTBDO.	Receive signed Term Sheet and secure a softcopy of the signed document	None	15 mins	Business Development Officer
	Route document softcopy and draft cover letter	None	1 day	Business Development Officer Legal Compliance Officer
	Submission and routing of cover letter for approval and signature	None	20 days (paused-clock)	Admin Officer Legal Compliance Officer TTBDO director UPM Legal Office
	Receive fully signed Term Sheet and Cover Letter, and Draft Licensing Agreement	None	5 days	Legal Compliance Officer
	Review of Licensing Agreement	None	20 days (paused-clock)	Business Development Manager TTBDO Director UPM Legal Office
	Send approved LA to Licensee	None	10 mins	Business Development Officer
Submit LA comments to TTBDO for revision	Receive comments and revise Licensing agreement	None	5 days	Business Development Officer Legal Compliance Officer

	Review of revised Licensing Agreement	None	20 days (paused-clock)	Business Development Manager TTBDO Director UPM Legal Office
	Preparation of requirements for FOB, if applicable.	None	10 days	Business Development Officer Licensee
	Request for Fairness Opinion Report (FOR) from DOST, if applicable.	None	32 days (paused-clock)	Business Development Officer DOST
	Receive FOR Results from DOST, if applicable.	None	5 minutes	Admin Officer Business Development Officer
	Send approved revised LA to Licensee	None	10 mins	Business Development Officer
Submit signed Licensing Agreement to TTBDO.	Receive signed LA and secure a softcopy of the signed document	None	15 mins	Business Development Officer
Secure Manager's Cheque and Request for Order of Payment from TTBDO for Upfront fee payment	Request Order of Payment from Accounting Office and sends OP to Client	None	1 day	Business Development Officer Admin Officer
Submit hardcopies of LA together with Upfront Fee Deposit Slip or Official Receipt to TTBDO	Process Official Receipt Issuance, if any, for the Licensee.	None	7 days	Business Development Officer
	Creates cover letter for Chief Legal's signature	None	1 day	Legal Compliance Officer
	Submission and routing of signed LAs to TTBDO Director, Chief Legal, and Chancellor.	None	20 days (paused-clock)	TTBDO Director UPM Legal Office Office of the Chancellor
	Notarize Licensing Agreement	None	120 mins	Legal Compliance Officer
	Attach Payment document of Licensee's Upfront Payment along with other Business Development documents requested by Legal, and the Licensee's LA Hardcopy,	None	5 mins	Business Development Officer
	Preparation of Technology Transfer Documents	None	20 days (paused-clock)	Business Development Officer Inventor
	Send Technology Transfer Documents to Licensee	None	5 mins	Business Development Office
	Send notarized harcopies to Licensee, Inventors, and LCO for filekeeping.	None	5 mins	Business Development Officer
Total			225 days & 205 mins	



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LICENSING RENEWAL				
Renewal of Licensing Agreement for UPM Technologies				
Office or Division:	Technology Transfer and Business Development Office			
Clasification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Industry Partner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Term Sheet		TTBDO		
Licensing Agreement		TTBDO		
Order of Payment		TTBDO		
Upfront Fee Deposit Slip		Client		
Business Development Documents		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Draft Term sheet 180 days before expiration	None	5 days	Business Development Officer
	Review Term Sheet	None	20 days (paused-clock)	Business Development Manager TTBDO Director UPM Legal Office
	Send approved Term Sheet to Licensee	None	5 mins	Business Development Officer
Submit Term Sheet comments to TTBDO for revision, if any.	Receives comments and revise Term sheet	None	5 days	Business Development Officer
	Review Term Sheet	None	20 days (paused-clock)	Business Development Manager TTBDO Director UPM Legal Office
	Send revised Term Sheet to Licensee	None	5 mins	Business Development Officer
Submit signed Term Sheet to TTBDO.	Receive signed Term Sheet and secure a softcopy of the signed document	None	15 mins	Business Development Officer
	Route document softcopy and draft cover letter	None	1 day	Business Development Officer Legal Compliance Officer
	Submission and routing of cover letter for approval and signature	None	20 days (paused-clock)	Admin Officer Legal Compliance Officer TTBDO director UPM Legal Office
	Receive fully signed Term Sheet and Cover Letter, and Draft Licensing Agreement	None	5 days	Legal Compliance Officer
	Review of Licensing Agreement	None	20 days (paused-clock)	Business Development Manager TTBDO Director UPM Legal Office
	Send approved LA to Licensee	None	10 mins	Business Development Officer
Submit LA comments to TTBDO for revision	Receive comments and revise Licensing agreement	None	5 days	Business Development Officer Legal Compliance Officer
	Review of revised Licensing Agreement	None	20 days (paused-clock)	Business Development Manager TTBDO Director UPM Legal Office
	Send approved revised LA to Licensee	None	10 mins	Business Development Officer
Submit signed Licensing Agreement to TTBDO.	Receive signed LA and secure a softcopy of the signed document	None	15 mins	Business Development Officer
Secure Manager's Cheque and Request for Order of Payment from TTBDO for Upfront fee payment	Request Order of Payment from Accounting Office and sends OP to Client	None	1 day	Business Development Officer Admin Officer

Submit hardcopies of LA together with Upfront Fee Deposit Slip or Official Receipt to TTBD0	Process Official Receipt Issuance, if any, for the Licensee.	None	7 days	Business Development Officer
	Creates cover letter for Chief Legal's signature	None	1 day	Legal Compliance Officer
	Submission and routing of signed LAs to TTBD0 Director, Chief Legal, and Chancellor.	None	20 days (paused-clock)	TTBD0 Director UPM Legal Office Office of the Chancellor
	Notarize Licensing Agreement	None	120 mins	Legal Compliance Officer
	Attach Payment document of Licensee's Upfront Payment along with other Business Development documents requested by Legal, and the Licensee's LA Hardcopy,	None	5 mins	Business Development Officer
	Send notarized harcopies to Licensee, Inventors, and LCO for filekeeping.	None	5 mins	Business Development Officer
Total		None	120 days & 190 mins	



TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE
UNIVERSITY OF THE PHILIPPINES MANILA

2/F UP Manila Main Building, Joaquin Gonzales Compound, Padre Faura Street, Ermita, Manila, 1000
Tel No: (632) 88141293 Email: ttbdo.upm@up.edu.ph

ROYALTY COLLECTION AND REMITTANCE PROCESS				
Royalty Collection and Remittance Process				
Office or Division:	Technology Transfer and Business Development Office			
Clasification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Industry Partner			
CHECKLIST OF REQUIREMENTS				
Cover Letter with Summary of Sales		Client		
Manager's Check (Photocopy)		Client		
Gross Sales Report (Summary)		Client		
Order of Payment		TTBDO		
Proof of Payment		Client		
Official Receipt of Royalty Payment		UPM Cash Office		
Royalty Remittance Requirements (Royalty Breakdown, OR, Ro		TTBDO		
Disbursement Voucher (UP Manila, UP System)		TTBDO		
Obligation Request (UP Manila, UP System)		TTBDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Royalty Payment Requirements	Receive and forward submitted requirements to Accounting Office	None	10 mins	Business Development Officer UPM Accounting Office
	Request for Order of Payment	None	1 day (paused clock)	Business Development Officer UPM Accounting Office
	Forward Order of Payment to Client	None	5 mins	Business Development Officer
Payment of Royalty and submit Proof of payment	Receive and Submit Proof of transaction for OR Issuance		14 days (paused clock)	Business Development Officer UPM Cash Office
	Forward Original Copy of OR to Client and Secure OR photocopies for safekeeping	None	10 minutes	Business Development Office
	Submission of Royalty Remittance Requirements	None	2 days	Business Development Officer
	Creation and Routing of Disbursement Voucher and Obligation Request Form	None	2 days	Admin Officer TTBDO Director Office of the Vice Chancellor for Research
	Scanning and Uploading Documents to UIS for DV Processing	None	1 days	Admin Officer
	Submission and Routing of Accomplished and Signed documents to Accounting office	None	11 days	Admin Officer UPM Accounting Office
	Receive Audit Comments and Revise Submitted Documents accordingly	None	1 day	Admin Officer Business Development Officer
	Scanning and Uploading revised Documents to UIS for DV Processing	None	3 days (Paused clock)	Admin Officer
	Submission and Routing of Accomplished and Signed documents to Accounting office	None	14 days (Paused clock)	Admin Officer UPM Accounting Office UPM Cash Office
	Notify UPM INVENTORS that cheque is ready for pick-up	None	1 day	Admin Officer
Total			50 days and 25 mins	