



Republic of the Philippines
North Eastern Mindanao State University

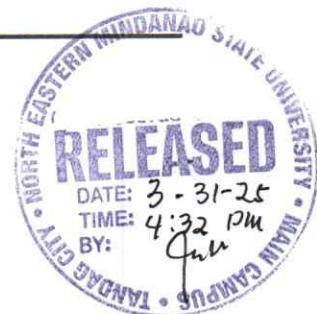
MEMORANDUM FROM THE OFFICE OF THE PRESIDENT

No. 0170, s. 2025

TO: **Campus Directors**

DATE: **March 31, 2025**

SUBJECT: **STRENGTHENING ITSO: CAPACITY BUILDING AND STRATEGIC MANAGEMENT OF NEMSU INTELLECTUAL PROPERTY**



Greetings of peace and solidarity.

The annual program and initiatives of Innovation and Technology Support Office (ITSO) aim to enhance the skills in patent searching, writing search reports, and drafting claims for research outputs that require intellectual property protection, particularly those with inventive and novel contributions.

The ITSO training workshop will be conducted in both virtual and face-to-face platforms, depending on the needs and objectives of each session.

Thus, the conduct of Strengthening ITSO: Capacity Building and Strategic Management of NEMSU Intellectual Property as follows:

- April 14-16, 2025 - Advanced Skills Training in Patent Search, Invention Spotting, and Claim Drafting and Drawing in Bislig City
- May 7-9, 2025 - Blended Patent Search, Invention Spotting, Claim Drafting and Drawing

Attached is the list of participants from ITSO for your reference.

Expenses incurred in this activity including transportation expenses shall be charged GAA- Research –ITSO funds subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

Padayon sa pag-ALPAS NEMSU!

For the grassroots and in the spirit of vibrant leadership,


NEMESIO G. LOAYON, PhD
SUC President III

📍 Rosario, Tandag City, Surigao del Sur 8300

☎ 086-211-4221

🌐 www.nemsu.edu.ph



List of Participants

Total Population: 63 participants	
Faculty	Students
<ol style="list-style-type: none"> 1. Anastacio G. Pantaleon, Jr. 2. Adam C. Macapili 3. Alberto E. Lastimado, Jr. 4. Randy Lou P. Ebarle 5. Lorenzo L. Moricho, Jr. 6. Susie Marie Kindle G. Urdaneta 7. Christopher F. Potenciando 8. Franco C. Pantaleon 9. Jhonrey S. Simugan 10. Christian T. Coquilla 11. Hendon D. Lamaniiao 12. John Rey Manuel 13. Rae Genevive S. Plaza 14. Hannah G. Pantaleon 15. Virgilio T. Ombao, Jr. 16. Krizelle Tracy T. Paulmitan 17. Roland O. Nocete 18. Charry Mae S. Numeron 19. Genevieve A. Vergara 20. Catherine Hope M. Bustillo 	<ol style="list-style-type: none"> 25. Francis O. Dolog 26. Rextther John S. Lapuhapo 27. Cel John D. Soberano 28. Alejandro P. Viray 29. Jomari Z. Cataluna 30. Kenejay M. Tangcaag 31. Adrian C. Iligan 32. Harold John E. Caluscusan 33. Jan Ruben M. Birad 34. Javie B. Cabalhin 35. Jerome B. Rodriguez 36. Jastine May G. Gozon 37. Judith G. Taway 38. Jerick E. Planas 39. Mike E. Suan 40. Rovic Jhon B. Maturan 41. Mairalyn F. Temario 42. John Riel T. Royales 43. Richard P. Tanque 44. Hyacinth Jane Suan 45. Jestonie Galdiano 46. Shaina J. Ebuña 47. Edilun R. Baro 48. Bevian C. Lupiba 49. Adlawan, James C. 50. Albino, Geraldine H. 51. Alvar, Benjie 52. Castillo, Charles Jandy 53. Cerbas, Tom Jim G. 54. Dacoseo, Ira 55. Gutierrez, Rojay Z. 56. Lariosa, Jerold D. 57. Letim, Nelson III N. 58. Murio, Caesar Ian G. 59. Namit, Imee 60. Omane, John Christian M. 61. Peramide, Marc C. 62. Plaza, Ray Albert B. 63. Rojas, Joshua A.
<p>Campus Director</p> <p>21. Whelson C. Pasos</p>	
<p>Committees</p> <p>22. Engr. Luzminda S. Bacquial</p> <p>23. Joyjoy Montenegro</p> <p>24. Khenn Temporosa</p>	

List of Participants

Total Population: 35 participants

Faculties who will attend face to face

Cagwait:

1. Betchie Claire E. Duero
2. Grace Love M. Tidalgo
3. Clarence C. Basa

Lianga:

4. Jename R. Tadlip
5. Lowella E. Lao-ay
6. Jobert S. Palacio
7. Ryan A. Aguirre

Cantilan:

8. Joel Gracia
9. Breig Denise Cantila
10. Sharon Bucalon
11. Clyde Tiu
12. Dione Duero
13. Franklin Ganancias

Tandag:

14. Virgilio Tuga
15. Coravil Joy C. Avila
16. Jhon Mark Palen
17. Vincent C. Estrada
18. Anthony Yanto
19. Catherine Alimbuyong

Tagbina:

20. Joel Trillo
21. Angel Abellanosa
22. Ethel Declaro
23. Emmer Ruaya
24. Myelinda Baldelovar

Tandag:

25. Dr Alex Ladaga
26. Mr Michael Estal
27. Engr. Luzminda S. Bacquial
28. Engr Aljohn Languing
29. Ivy S. Diaz
30. Khenn D. Temporosa

Research Staff

31. Joyjoy Montenegro
32. El Dixon Plazo
33. Kenth Novo

Faculty Tandag

34. Born Christian Isip
35. Engr Divina Loren



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ACTIVITY PROPOSAL

TITLE OF PROPOSAL : Strengthening ITSO: Capacity Building and Strategic Management of NEMSU Intellectual Property
 DATE : March to December 2025
 VENUE : NEMSU Campus Wide
 ESTIMATED BUDGET : **Php 1,066,200.00**
 SOURCE OF FUND : GAA – Research-ITSO
 PARTICIPANTS : Faculty Innovators, Staff, Students and other Stakeholders
 RESOURCE SPEAKERS : ITSO Manager, ITSO Staffs, ITSO coordinators , TTLO & IP Specialist

RATIONALE

The University stakeholders, including faculty, staff, and students, will be empowered through the University Innovation and Technology Support Office (ITSO) programs and initiatives. These annual activities aim to enhance skills in patent searching, writing search reports, and drafting claims for research outputs that require intellectual property protection, particularly those with inventive and novel contributions. As part of its mandate, ITSO is committed to spearhead training sessions for all university stakeholders while overseeing intellectual property management. This year, the training sessions will be delivered in a blended format, with a combination of virtual and face-to-face workshops. This approach aligns with the requirements of the Intellectual Property Office of the Philippines (IPOPHL) as part of the ITSO Network and its ITSO 2.0 clustering program.

DESCRIPTION OF THE ACTIVITY

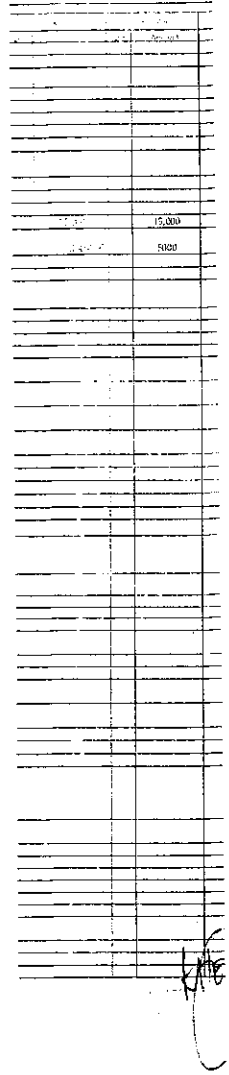
The training-workshop activities in ITSO is both virtual and face to face according to the necessity and appropriateness of the outcomes of the training that will be described in each table below, these are IP Education and awareness on IP system, patent search, invention spotting, claims drafting, drawing using AUTOCAD program and finalization of patent documents shall be done face to face in the identified participants with technology ready for drafting an IP protection. These will be in coordination with the research heads in each campus, ITSO coordinator and staffs. In the conduct of the said activities meals and snacks will be served, and certificate of the speakers and participants are to be provided too. These are the following activities to be conducted.

The ITSO training workshops will be conducted in both virtual and face-to-face platforms, depending on the needs and objectives of each session. The key activities include IP education, patent search, invention spotting, claims drafting, AUTOCAD-assisted drawing, and patent document preparation finalization and Responding office action. Face-to-face sessions will be held for participants with technology-ready innovations for IP protection. These activities will be coordinated with campus research heads, the ITSO coordinator, and staff with invited technical experts. Meals, snacks, and certificates for speakers and participants will be provided. The following are the scheduled activities.

1. Intellectual Property (IP) Education : Understanding the Intellectual Property System and Its Procedures

Objectives

By the end of the session, participants will be able to:





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April 14-16, 2025 - Advanced Skills Training in Patent Search, Invention Spotting, and Claim Drafting and Drawing in Bislig City

	General Description	Unit of Issue	QTY/ Size	Unit Cost	Total Cost
Professional Service	Honorarium of the Plenary Speaker for 3days	Pax	1	P5,000.00/day	P15,000.00
Representation of working committees and participants	Snacks AM /PM for 3 days	Pax	390	80.00	31,200.00
	Breakfast for 3 days (10 pax/day)	pax	30	200.00	6,000.00
	Lunch for 3 days	Pax	195	250.00	48,750.00
	Dinner for 2 days	pax	30	250.00	7,500.00
Electronic load	Cell cards	cards	6	100.00	600.00
Token for 2 speakers	Customized Bath towel with NEMSU Logo Embroidery	pc	2	600.00	1,200.00
Transportation	NEMSU to Venue	pax	5	600.00	3,000.00
Venue with wifi , projector and Sound system	For 3 days	days	3	5000.00	15,000.00
Accommodation	Rooms good for 3 pax for 3 nights	rooms	3	2,500.00	7,500.00
Tarpaulin	5x6 Tarpaulin	pc	1	600.00	600.00
Total Budget					P136,350.00

3. Blended Patent Search , Invention Spotting , Claim Drafting and Drawing April 23-25, 2025

3. Blended Patent Search, Invention Spotting and Claim Drafting & Drawing

2025 Search to Draft with IP Awareness for Computer Implemented Invention For CITE & CET Faculty with selected Students across campuses in Tandag City Group 1

	General Description	Unit of Issue	QTY/ Size	Unit Cost	Total Cost
Professional Service	Honorarium of the Plenary Speaker for 3days	Pax	1	P5,000.00/day	15,000.00
Representation of the working committee participants	Snacks AM /PM for 3 days	Pax	390	80.00	31,200.00
	Breakfast (5 pax in first dat, 35 pax for 2 nd & 3 rd days)	pax	75	250.00	18,750.00
	Lunch for 3 days (65 pax every session)	Pax	105	250.00	26,250.00
	Dinner	pax	75	250.00	18,750.00
Communication Expenses	Cell cards	6	100	600.00	600.00

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