	Document Type:	FORM ISO 9001:2015	Document Code	IPMO-F03
	Document Title:	INVENTION DISCLOSURE	Revision No.	00
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1. Title of Invention: _____
The title should be as short and as specific as possible. It should clearly and concisely state the technical designation on the invention and exclude all fancy names which do not define the technical subject the invention is concerned (Per Rule 410 of IPO’s Manual for Substantive Examination Procedure).

2. Inventors (as needed, separate sheet may be used but follow same format)
 Name (*with title i.e. Ms., Mr. Engr., Dr.*):
 Gender:
 Agency/School/Company:
 Mailing Address:
 E-mail:
 Cellphone No.:
 Tel./Fax No.:

3. Class of Invention (please check):

<input type="checkbox"/> a useful machine	<input type="checkbox"/> an improvement of any of the foregoing
<input type="checkbox"/> a product	<input type="checkbox"/> microorganism
<input type="checkbox"/> a process	<input type="checkbox"/> non-biological and microbiological process


4. Disclosure and Technical Description of the Invention.

The application shall disclose the invention in a manner sufficiently clear and complete for it to be carried out by a person skilled in the art (Per Rule 405 IPO’s Rules and Regulations on Invention).

- If the invention is a machine, the technical description must be in conjunction with the accompanying drawings/sketches. Provide a clear description of:
 - a) the positive structural relationships of the essential elements of your device by which it could perform the desired function (*What are the basic components or parts of your machine/apparatus? How are they related and connected to each other to work as a whole? You may submit picture of your prototype or drawing of proposed invention labeling each part.*); and
 - b) the manner and process of making, constructing and compounding and using the machine (*How was it made? How does it work?*).
- If the invention is a chemical or food product or process, please provide the following:
 - a) the description of the step by step procedure on how to formulate the product and the conditions being observed in each step (*i.e. what are the raw materials, preparation of the raw materials, temperature/pressure being observed during the process*);
 - b) the chemical compositions in percent weight or volume; and
 - c) the concentrations of the reagents used.

Please also provide information covering the following (Please use separate sheet).

- Purpose/objective of the invention;
- Technical solution(s) being offered to solve a technical problem (i.e. climate change chepare alternatives social/political/economic problems, NOT a technical problems)
- Improvements and advantages over existing similar inventions (*Please cite specific references. You may use the links enumerated in the Preliminary Search Report Format*); and
- Potential commercial application of the invention (*Who are the user of the technology*).

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5. Status of Development

- ☐ Concept only
- ☐ Laboratory tested
- ☐ Computer programs available
- ☐ With prototype
- ☐ With stable product
- ☐ Others

- a. For machines/device/apparatus, please attach clear photos or drawings showing different views of the invention.
- b. For software, please provide screenshots of GUI, programs flowchart, encryption, safety marks used, if any.

6. Publication/Public Disclosure

Has the invention/utility model been described in any publication or discussed in seminars, for a, public demonstration and similar activities? ☐ Yes ☐ No
If so, where and when? Please provide details. _____

7. Sale

Has the invention been offered for sale to the public or has sale ever been made?
☐ Yes ☐ No

If so, where and when? Please provide details.

For DOST-generated technologies, if trademark protection is requested:


<div>Paste Logo if applicable</div>	Preferred mark: _____
	Products/Services where mark will appear: _____

8. Funding of the Invention

Source of funds used for the development of the technology
____ personal
____ government funding (specific agency): _____
____ DOST funded (specific DOST agency): _____
____ other entity

If funded by the government or other entity, please specify the terms of the formal agreement/contract with regard to intellectual property rights. A copy of the document may be attached hereto.

It is understood by submitting this accomplished invention disclosure form, the inventor/s is/are seeking the assistance of TAPI in patenting the above-identified invention and TAPI will treat the submitted information with utmost confidentiality. The inventor/s further authorize/s TAPI to conduct evaluations including prior art search, assessment of novelty, industrial applicability and inventive step to determine its patentability merits. Where appropriate, TAPI may also evaluate the market potential/commercial prospects of the invention. It is understood that these evaluations are geared toward the preparation of patent application papers including specification/description, claims and drawings (where applicable), filing and prosecution of the corresponding patent application at IPO Philippines.

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The inventor/s further certify that:

- 1. The above invention is our own work and not copied from others;
- 2. All names appearing in the list above and below are true and actual inventors for said invention; and
- 3. All inventors of said invention are listed with nobody is either excluded or inappropriately included (i.e., anyone who did not contribute to the technical features of the invention).

I/We declare that I/We is/are Filipino citizen/s and under the pain of fraud or perjury, the above information is true and correct to the best of my/our knowledge.

INVENTOR/S	SIGNATURE/S
_____	_____
_____	_____
_____	_____

Please submit the duly accomplished Form together with your request letter, a valid government issued ID, preliminary search report and full disclosure to the following address:

ENGR. EDGAR I. GARCIA
Director
Technology Application and Promotion Institute
DOST Complex, Gen. Santos Avenue
Bicutan, Taguig City
Email: tapi.dost@yahoo.com, tapi.itso@yahoo.com

For more inquiry you may contact us at:
Telephone nos.: (02) 837-2071 up to 82 local 2150 /2166
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Attn: Program Manager, IPR Assistance Program