



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
Office of the University and Board Secretary  
Normal Road, Baliwasan, Zamboanga City 7000  
Tel. No. (062) 993-5857 Fax No. (062) 955-3065



**EXCERPTS FROM THE MINUTES OF THE 70<sup>th</sup> SPECIAL BOARD MEETING (3<sup>rd</sup> SPECIAL BOARD MEETING, C.Y. 2023) OF THE WESTERN MINDANAO STATE UNIVERSITY BOARD OF REGENTS HELD AT THE CONFERENCE ROOM, DIPOLOG MEDICAL CENTER COLLEGE FOUNDATION, INC., DIPOLOG CITY, ZAMBOANGA DEL NORTE ON AUGUST 10, 2023, AT 9:00 A.M.**

**RESOLUTION NO. 118**  
**Series of 2023**

**A RESOLUTION APPROVING THE PROPOSED REVISION OF WESTERN MINDANAO STATE UNIVERSITY TECHNOLOGY BUSINESS INCUBATION (WMSU-TBI) MANUAL**

**WHEREAS**, Engr. Arvic S. Francisco, WMSU-TBI Coordinator, presented to the Board of Regents the proposed revision of WMSU Technology Business Incubation (WMSU-TBI) Manual, with the following rationale and proposed revisions:

**RATIONALE**

Institutional Unit since 2017  
under VPRESSEL-RDEC  
(BOR Res. No. 126, s. 2017)

DOST-PCAARRD-WMSU  
AFTBI  
Basic Incubation Phase  
August 2018- July 2021

DOST-PCAARRD-WMSU ATBI  
Advance Incubation Phase  
May 2021- June 2023



ATBI Operations Manual  
Approved since 2020  
(BOR Res. No. 102, s.2020)

DOST-PCAARRD-RAISE Program  
in Western Mindanao:  
Project 3: Regional ATBI  
Subcomponent: WMSU ATBI  
(Acceleration Phase)  
July 2023-June 2025

Total Incubatees Served: 36  
Total Technologies Deployed: 11

Total Jobs Created (ATBI and Incubatees): 67  
Total Gross Revenues of Incubatees: Php2,035,941.00

Resolution No. 118, Series of 2023  
3<sup>rd</sup> Special Board Meeting (CY 2023)  
August 10, 2023



## Proposed Revisions/Comparison

| Original Version                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Revised Version                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contents</b><br>Acknowledgment ..... 3<br>Brief History of Division of Science and Technology (DOST) Technology Business Incubation Unit (TBI) ..... 4<br><b>EXECUTIVE SUMMARY</b> ..... 5<br><b>WMSU TBI ORGANIZATION AND MANAGEMENT</b> ..... 6<br>Vision, Mission, Goals and Objectives ..... 6<br>WMSU TBI Framework ..... 8<br>Organizational Management Structure ..... 9<br>Security ..... 11<br>Agreements ..... 11<br>Policy on Conflict of Interest and Confidentiality ..... 11<br><b>ENTERPRISE DEVELOPMENT AND SUPPORT SERVICES</b> ..... 12<br>Range of Services ..... 12<br>Operations and Occupancy Schedule ..... 12<br><b>FINANCIAL AND FINANCING</b> ..... 14<br>Financial Framework ..... 14<br>Pricing Policy and Cost for usage of Land, Equipment, and Facilities ..... 14<br>Pricing Policies and Costing of WMSU TBI Services ..... 16<br><b>CLIENT MANAGEMENT</b> ..... 16<br>Pre-incubation/Incubation Eligibility Criteria ..... 16<br>Pre-incubation/Incubation Selection Criteria ..... 16<br>Pre-incubation/Incubation Entry Criteria ..... 17<br>Incubation Requirements ..... 17<br>Pre-incubation application and selection process ..... 17<br>Exit Criteria ..... 18<br>Incubation Policy and Services ..... 18<br><b>MONITORING AND EVALUATION</b> ..... 21<br>Monitoring and Evaluation of Pre-Incubation ..... 21<br>Monitoring and Evaluation of Incubation ..... 21<br>Monitoring and Evaluation of WMSU TBI Unit ..... 21<br>References ..... 24<br>Agreements ..... 24<br>WMSU R&D Resolution ..... 25<br>Sample Memorandum of Agreement with Incubatee ..... 27<br>TBI Assessment Tool ..... 30<br>Training Needs Assessment Tool ..... 30<br>Scoring Guide for Incubatee Selection Assessment Tool ..... 40<br>Sample TBI Curriculum: Cyber Mathman Production ..... 40<br>Sample TBI Curriculum: Vegetable Production ..... 41<br>Sample TBI Curriculum: Semiconductors Production ..... 41<br>Sample TBI Curriculum: ZambPar Insect Chicken Production ..... 41<br>List of IP Technologies Available ..... 48<br>List of Available Service Facility (SFI) Project Equipment, its Function and Corresponding Charges for Utilization ..... 48 | <b>Table of Contents</b><br>Acknowledgment ..... 3<br>General Provision ..... 3<br><b>WMSU TBI ORGANIZATION AND MANAGEMENT</b> ..... 6<br>Vision, Mission, Goals, and Objectives ..... 6<br>The TBI Logo ..... 8<br>Legal Basis ..... 10<br><b>WMSU TBI Framework</b> ..... 11<br>Management of the Council ..... 11<br>Composition and Membership of the TBI Council ..... 11<br>Management of the Council ..... 11<br>Management of the TBI Council Members ..... 11<br>Management of the Council ..... 11<br><b>DESIGNATED ADMINISTRATIVE SUPPORT POSITIONS</b> ..... 12<br>The TBI Manager ..... 12<br>The TBI Secretary/Assistant Secretary ..... 12<br>The TBI Training/Development Officer ..... 12<br>The TBI Training/Development Officer ..... 12<br>The TBI Training/Development Officer ..... 12<br><b>REQUEST-BASED TBI</b> ..... 13<br>TBI Request/Proposal ..... 13<br>TBI Request/Proposal ..... 13<br>TBI Request/Proposal ..... 13<br><b>ENTERPRISE DEVELOPMENT AND SUPPORT SERVICES</b> ..... 14<br>Range of Services ..... 14<br>The TBI Council ..... 14<br>The TBI Council ..... 14<br>The TBI Council ..... 14<br><b>MONITORING AND EVALUATION</b> ..... 21<br>Monitoring and Evaluation of Pre-Incubation ..... 21<br>Monitoring and Evaluation of Incubation ..... 21<br>Monitoring and Evaluation of WMSU TBI Unit ..... 21<br>References ..... 24<br>Agreements ..... 24<br>WMSU R&D Resolution ..... 25<br>Sample Memorandum of Agreement with Incubatee ..... 27<br>TBI Assessment Tool ..... 30<br>Training Needs Assessment Tool ..... 30<br>Scoring Guide for Incubatee Selection Assessment Tool ..... 40<br>Sample TBI Curriculum: Cyber Mathman Production ..... 40<br>Sample TBI Curriculum: Vegetable Production ..... 41<br>Sample TBI Curriculum: Semiconductors Production ..... 41<br>Sample TBI Curriculum: ZambPar Insect Chicken Production ..... 41<br>List of IP Technologies Available ..... 48<br>List of Available Service Facility (SFI) Project Equipment, its Function and Corresponding Charges for Utilization ..... 48 |

| Original Version                    | Revision                                                                               | Reference                                 |
|-------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------|
| WMSU TBI Profile: Phase 1 Rationale | Inclusion of Phase 2 Rationale (Pg. 8-9)                                               | WMSU-ATBI Phase 2 Proposal                |
| No introduction page                | Added Introduction Page with General Provision (Document title & Coverage) (Pg. 13-15) | DOST-BuISU BARAS TBI Manual of Operations |

### CHAPTER: Preliminaries

| Original Version           | Revision                                                                                           | Reference                        |
|----------------------------|----------------------------------------------------------------------------------------------------|----------------------------------|
| Vision                     | Added term "...technology innovation, transfer, and commercialization." (Pg. 16)                   |                                  |
| Objectives: 10             | Summarized to 5 objectives. (Pg. 16)                                                               |                                  |
| No Logo description        | Added logo with its elements and description (Pg. 17)                                              |                                  |
| WMSU TBI Framework present | Added: figure iii. The DOST-PCAARRD-WMSU ATBI General Incubation Framework with narration (Pg. 19) | WMSU-ATBI Phase 2 Proposal       |
|                            | Added WMSU R&D Cycle (2021) and description. (Pg. 20)                                              | RDEC Manual                      |
|                            | Added legal bases for TBI establishment and operations (Pg. 21-22)                                 | National and University policies |

### DOST-BuISU BARAS TBI Manual of Operations

### CHAPTER: Organization and Management

Resolution No. 118, Series of 2023  
3<sup>rd</sup> Special Board Meeting (CY 2023)  
August 10, 2023



| Original Version         | Revision                                                                                                                                            | Reference |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Organizational Structure | Revised to facilitate proper flow and chain of command. (Pg. 23)                                                                                    |           |
| TBI Council              | Revised to include target members of the TBI advisory council with guidelines on meetings, responsibilities, honorarium and evaluation. (Pg. 23-26) |           |

#### CHAPTER: Organization and Management

| Original Version                                   | Revision                                                                                                         | Reference                                 |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Designated Positions and Responsibilities for TBI: | <u>Designated Positions and Responsibilities for TBI: (Pg. 26-39)</u>                                            | DOST-BuISU BARAS TBI Manual of Operations |
| RDEC Director                                      | *RDEC Director *RDEC Associate Director *Support Staff *ITSO/IPU Manager                                         |                                           |
| Project Staff                                      | *TBIU Manager (restructured responsibilities, formerly the "TBIU Coordinator" with recommended RT or equivalent) |                                           |
| Project Support Staff                              | *TBI Business Innovation Technical Associate                                                                     |                                           |
| IPU Coordinator                                    | *TBI Technology Innovation Technical Associate                                                                   |                                           |
| TBI Coordinators                                   | *TBI Training Development Associate                                                                              |                                           |
| TBI Manager                                        | *TBI College-based Technology Coordinators                                                                       |                                           |
| Research Assistant                                 | *TBI External TBI Experts/Advisers                                                                               |                                           |
| Administrative Assistant                           | *TBI Administrative Aide/Clerk                                                                                   |                                           |
| SSF Project Manager                                | <u>Project-based Staff</u>                                                                                       |                                           |
| SSF Coordinator                                    | *TBI Project Development Officer (with revised responsibilities)                                                 |                                           |
|                                                    | *TBI Project Assistant (enhanced responsibilities of previous Research Assistant)                                |                                           |
|                                                    | *TBI Information Officer (Additional staff with key responsibilities indicated)                                  |                                           |
|                                                    | <u>Other TBI-related Designations</u>                                                                            |                                           |
|                                                    | *SSF Manager *SSF Coordinator                                                                                    |                                           |

#### CHAPTER: Organization and Management

| Original Version                                   | Revision                                               | Reference |
|----------------------------------------------------|--------------------------------------------------------|-----------|
| Security Agreements                                | Transferred to Client Management (chapter) (Pg. 65-66) |           |
| Policy on Conflict of Interest and Confidentiality |                                                        |           |

#### CHAPTER: Organization and Management

Resolution No. 118, Series of 2023  
3<sup>rd</sup> Special Board Meeting (CY 2023)  
August 10, 2023



| Original Version                                  | Revision                                                                                                                                       | Reference                                                           |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Range of services:<br>Enumerated service offering | Range of services: Enumerated service offering (Physical support and Business assistance) in relation to the stages of incubation: (Pg. 40-43) | Operations Manual<br>Production Years<br>2017-2019 (BSU<br>ATBI/IC) |
| *Advisory services                                | *Pre-Incubation                                                                                                                                |                                                                     |
| *Technical services                               | *Incubation                                                                                                                                    |                                                                     |
| *Administrative services                          | *Advance Incubation/Acceleration                                                                                                               |                                                                     |
| *Facilities                                       | *Post-Incubation                                                                                                                               |                                                                     |
|                                                   | *Outreach Services                                                                                                                             |                                                                     |

CHAPTER: Enterprise Development and Support Service

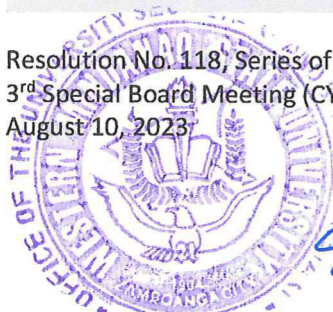
| Original Version | Revision                                                 | Reference                                                           |
|------------------|----------------------------------------------------------|---------------------------------------------------------------------|
| none             | Incubation curriculum discussed (Pg. 43-44)              |                                                                     |
| none             | Service processing discussed: (Pg. 44-46)                | DOST-BuISU BARAS<br>TBI Manual of<br>Operations                     |
|                  | Incubation                                               |                                                                     |
|                  | Consultation                                             |                                                                     |
|                  | Facility Rental                                          |                                                                     |
|                  | <u>Other services</u>                                    | Operations Manual<br>Production Years<br>2017-2019 (BSU<br>ATBI/IC) |
|                  | Research                                                 |                                                                     |
|                  | Business shadowing/mentoring                             |                                                                     |
|                  | Product development/Market research                      |                                                                     |
|                  | Networking and Expositions                               |                                                                     |
|                  | Virtual Presence (Online marketing promotions)           |                                                                     |
| None             | (request for) Conduct of activity guidelines (Pg. 47-48) |                                                                     |
| None             | Intellectual Property (provision) (Pg. 50)               |                                                                     |

CHAPTER: Enterprise Development and Support Service

| Original Version | Revision                                                          | Reference                            |
|------------------|-------------------------------------------------------------------|--------------------------------------|
| none             | Technology Commercialization Benefit Sharing (provision) (Pg. 54) | WMSU Intellectual<br>Property Policy |
|                  |                                                                   | Technology Transfer<br>Protocol      |

CHAPTER: Finance and Financial Framework

Resolution No. 118, Series of 2023  
3<sup>rd</sup> Special Board Meeting (CY 2023)  
August 10, 2023



| Original Version                                                   | Revision                                                                                                                                                                                         | Reference |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| none                                                               | Type of TBI Client (Pg. 55-56)<br>Pre-Incubatees<br>Incubatees<br>Technology adopter/farmer<br>MSME Incubatees<br>Technology Generators<br>Advance Incubatees<br>Acceleratees<br>Walk-in Clients |           |
| Pre-incubation application and selection process:<br>*illustration | revised to "Admission Process": (Pg. 60-64)<br>*simplified illustration of the admission processes                                                                                               |           |

#### CHAPTER: Client Management

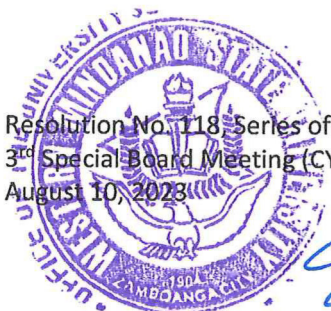
| Original Version                                                                                                                                               | Revision                                                                                                                                                             | Reference                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Incubation Agreement                                                                                                                                           | Revised Template of Memorandum of Understanding with enumerated responsibilities of both parties and expected outcomes of incubation. (Pg. 75)                       |                                              |
| Technology Business Incubation Selection Tool                                                                                                                  | Simplified the tool effectively reducing pages. (Pg. 78-79)                                                                                                          | DOST-BuISU<br>BARAS TBI Manual of Operations |
| Training Needs Assessment (tool)                                                                                                                               | Reduced items that limits choices to WMSU available and extended technologies (in consideration of co-incubation) (Pg. 80-82)                                        |                                              |
| Scoring guide of TBI selection tool                                                                                                                            | Revised based on the simplified tool. (Pg. 83)                                                                                                                       |                                              |
| Agri-preneur development curriculum:<br>Oyster Mushroom Production<br>ZamPen Native Chicken Production<br>Vermicast Production<br>Organic Vegetable Production | Revised to "General ATBI Curriculum" in consideration of the common training course in the previous curricular offerings and advance incubation courses. (Pg. 84-86) |                                              |

#### CHAPTER: Appendices

**WHEREAS**, the Board of Regents deliberated and discussed the agenda item "Proposed Revision of WMSU Technology Business Incubation (TBI) Manual" as attached in "Annex Z" of the Agenda Folder as part and parcel of this resolution;

**WHEREAS**, the Board of Regents directed the proponent to include also in the manual process charts in all the procedures and the legal bases and documents as part of the preliminaries;

Resolution No. 118, Series of 2023  
3<sup>rd</sup> Special Board Meeting (CY 2023)  
August 10, 2023



**NOW THEREFORE**, upon motion of Regent Adrian P. Semorlan and duly seconded by Regent Ronald F. Aba-a, **BE IT RESOLVED AS IT IS HEREBY RESOLVED**, that the Board of Regents hereby **APPROVES THE PROPOSED REVISION OF WESTERN MINDANAO STATE UNIVERSITY TECHNOLOGY BUSINESS INCUBATION (WMSU-TBI) MANUAL**.

**DONE** this 10<sup>th</sup> day of August 2023 in Dipolog City, Zamboanga Del Norte.

---

I hereby certify the veracity and authenticity of the foregoing.

  
**ASSO. PROF. AL-GHANI D. MOHAMMAD**  
University and Board Secretary

Attested:

  
**MA. CARLA A. OCHOTORENA, RN, Ph.D.**  
University President

Resolution No. 118, Series of 2023  
3<sup>rd</sup> Special Board Meeting (CY 2023)  
August 10, 2023

