

**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**Consolidated FY 2020 Proposed Budget - Special Trust Fund (STF) - per CAMPUS**  
(in Thousand Pesos)

Particulars	INSTRUCTION (80%)						Mandatory Reserves (10%)	Total Tuition Fee (100%)	Other Misc Fees	Faculty Salary	Grand Total
	Facility Dev (17%)	Curriculum Dev (18%)	Student Dev (7.5%)	Facilities Dev (7.5%)	Research Services (10%)	Extension Services (10%)					
<b>Surigao City Campus</b>											
MOOE	9,000	9,500	2,300	2,400	4,000	4,080	3,800	3,900		1,000	48,990
Capital Outlay			1,450	1,350	1,000	990	1,200	1,100		2,000	10,000
Sub-total	9,000	9,500	3,750	3,750	5,000	5,000	5,000	5,000		3,000	20,000
<b>Mallinona Campus</b>											
MOOE	112	413	112	70	150	100	180	110			83,000
Capital Outlay				43	80	80	180	40		130	2,223
Sub-total	112	413	112	113	180	180	180	150		130	2,807
<b>Melnila Campus</b>											
MOOE	285	1,048	285	220	330	320	331	351		445	6,113
Capital Outlay				88	91	81	50	30		195	2,800
Sub-total	285	1,048	285	288	381	381	381	381		600	7,908
<b>Del Carmen Campus</b>											
MOOE	291	1,089	281	201	340	314	288	328		340	4,887
Capital Outlay			40	60	48	75	100	60		160	1,987
Sub-total	291	1,089	281	281	388	389	388	388		600	6,874
<b>Total</b>	9,888	11,028	4,438	4,438	6,920	5,920	5,920	5,920	5,911	4,230	101,200
<b>Graduate Programs</b>											
MOOE	1,375	375	375	200	440	400	490	480			4,985
Capital Outlay				175	60	100	50	50			800
Total	1,375	375	375	375	500	500	500	500			5,785
<b>GRAND TOTAL</b>	11,083	11,403	4,813	4,814	8,420	7,420	7,420	7,420	7,421	4,230	107,000

Prepared by:

**FELIX T. CACHO**  
Budget Officer III

**GREGORIO S. MALIBRO, JR. Ed. D.**  
College President III

**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**Consolidated FY 2019 Proposed Budget - Special Trust Fund (STF) - SUMMARY**  
(In Thousand Pesos)

Particulars	INSTRUCTION (50%)				Research Services (10%)	Extension Services (10%)	Production Services (10%)	Administrative Services (10%)	Inventory Reserves (10%)	Total Tuition Fee (100%)	Other Misc Fees	Fiduciary Fees	Grand Total
	Faculty Dev (17%)	Curriculum Dev (18%)	Student Dev (7.5%)	Facilities Dev (7.5%)									
<b>Surigao City Campus</b>													
MOOE	9,453	8,928	2,633	2,433	3,928	3,398	3,946	4,530		39,248	3,280	20,104	62,809
Capital Outlay			1,304	1,504	1,328	1,855	1,305	721		13,268	2,300	15,000	30,868
Sub-total	9,453	8,928	3,937	3,937	5,251	5,251	5,251	5,251		52,510	5,580	35,104	93,174
<b>Malibyam Campus</b>													
MOOE			112	80	160	100	150	110		1,239	131	1,000	2,370
Capital Outlay				22		60		40		262		517	779
Sub-total			112	112	160	160	150	150		1,501	131	1,517	3,149
<b>Maitum Campus</b>													
MOOE	285	1,046	255	186	331	321	331	361		3,108	800	2,007	6,912
Capital Outlay			30	100	80	60	50	30		701	127	1,500	2,328
Sub-total	285	1,046	285	286	381	381	381	381		3,809	927	3,507	7,940
<b>Del Carmen Campus</b>													
MOOE	291	1,089	241	211	339	309	299	329		3,088	368	1,685	6,139
Capital Outlay			50	80	90	80	90	60		798	150	1,500	2,448
Sub-total	291	1,089	291	291	389	389	389	389		3,887	518	3,185	7,589
<b>Total</b>	10,289	11,343	4,828	4,928	6,171	6,171	6,171	6,171		61,704	6,834	43,313	111,861
<b>Graduate Programs</b>													
MOOE	1,475	402	402	260	456	436	336	478		4,233		635	4,868
Capital Outlay				152	80	100	200	60		1,128		200	1,328
Total	1,475	402	402	402	536	536	536	536		5,361		835	6,196
<b>GRAND TOTAL</b>	11,731	11,745	5,027	5,027	6,707	6,707	6,707	6,707		67,065	6,834	44,148	118,047

Prepared by:

**FELIPE T. CACHO**  
Budget Officer III

Approved by:

**GREGORIO T. GAMBOA, JR., Ed.D.**  
College President II

SURIGAO STATE COLLEGE OF TECHNOLOGY  
Surigao City

Consolidated FY 2021 Proposed Budget -Special Trust Fund (STF) - per CAMPUS  
(In Thousand Pesos)

Particulars	INSTRUCTION				Research Program	Extension Program	Production	Administrative Services	Mandatory Reserves	Total Tuition Fee	Other Misc. Fees	Fiduciary Fees	Grand Total
	Faculty Dev	Curriculum Dev	Student Dev	Facilities Dev									
<b>Surigao City Campus</b>													
MOOE	4,293	5,152	1,298	1,592	2,210	2,261	2,247	2,357		21,410	2,895	18,422	42,727
Capital Outlay	9,279	8,256	9,988	10,527	10,985	10,065	9,206	9,022	35,732	113,060	3,838	27,366	144,264
<b>Sub-total</b>	<b>13,572</b>	<b>13,408</b>	<b>11,276</b>	<b>12,029</b>	<b>13,195</b>	<b>12,326</b>	<b>11,453</b>	<b>11,379</b>	<b>35,732</b>	<b>134,470</b>	<b>6,733</b>	<b>45,788</b>	<b>186,991</b>
<b>Malinao Campus</b>													
MOOE	698	537	112	70	291	241	291	251		2,491		1,851	4,342
Capital Outlay				43		50		40	251	424		1,619	1,443
<b>Sub-total</b>	<b>698</b>	<b>537</b>	<b>112</b>	<b>113</b>	<b>291</b>	<b>291</b>	<b>291</b>	<b>291</b>	<b>291</b>	<b>2,915</b>		<b>2,670</b>	<b>5,785</b>
<b>Mainit Campus</b>													
MOOE	895	1,046	300	190	375	396	331	351		3,885		2,949	6,834
Capital Outlay				50	120	100	165	145	499	1,076		1,934	3,010
<b>Sub-total</b>	<b>895</b>	<b>1,046</b>	<b>300</b>	<b>240</b>	<b>495</b>	<b>496</b>	<b>496</b>	<b>496</b>	<b>499</b>	<b>4,961</b>		<b>4,883</b>	<b>9,844</b>
<b>Del Carmen Campus</b>													
MOOE	670	922	142	190	240	330	310	350		3,154		1,439	4,593
Capital Outlay			40	90	170	80	100	60	410	950		2,601	3,551
<b>Sub-total</b>	<b>670</b>	<b>922</b>	<b>182</b>	<b>280</b>	<b>410</b>	<b>410</b>	<b>410</b>	<b>410</b>	<b>410</b>	<b>4,104</b>		<b>4,040</b>	<b>8,144</b>
<b>Total</b>	<b>15,835</b>	<b>15,913</b>	<b>11,870</b>	<b>12,662</b>	<b>14,392</b>	<b>13,623</b>	<b>12,650</b>	<b>12,576</b>	<b>36,929</b>	<b>146,450</b>	<b>6,733</b>	<b>57,581</b>	<b>210,764</b>
<b>Graduate Programs</b>													
MOOE												1,000	1,000
Capital Outlay												1,236	1,236
<b>Total</b>												<b>2,236</b>	<b>2,236</b>
<b>Income Generating Projects</b>													
MOOE												10,890	10,890
Capital Outlay												1,110	1,110
<b>Total</b>												<b>12,000</b>	<b>12,000</b>
<b>GRAND TOTAL</b>	<b>15,835</b>	<b>15,913</b>	<b>11,870</b>	<b>12,662</b>	<b>14,392</b>	<b>13,623</b>	<b>12,650</b>	<b>12,576</b>	<b>36,929</b>	<b>146,450</b>	<b>6,733</b>	<b>71,817</b>	<b>225,000</b>

Prepared by:

FELIPE T. CACHO  
Budget Officer III

Approved by:

GREGORIO Z. GAMBOA, JR., Ed. D.  
College President III



**ACTIVITY DESIGN**

**Title of Activity:** Faculty Orientation on SSCT's Intellectual Property Manual and its provisions on Disclosure, Registration, Commercialization and Royalties  
**Date of Activity:** February 17-19, 2021  
**Venue :** SSCT's Learning Resource Center  
**Rationale :** Surigao State College of Technology – Research, Development and Extension Office aims to strengthen the value of Innovation Technology and Support Office. In this regard, a seminar-workshop will be conducted for the faculty members and students of College of Arts and Science to support creativity and to cause a robust innovation ecosystem in the institution by strengthening the policies regarding Intellectual property, accessing and appropriating the tools of the Patent System, thus helping the institution to attain its vision in becoming an innovative and technologically-advanced state university through solution value research and innovation initiatives that yield high value technology solutions.

**Objectives :** To generate IP awareness particularly on the provisions of disclosure of IP, registration, commercialization, and royalties for the faculty members of different colleges and campuses, to increase the number of patents, utility models, trademarks, and other IP related concepts produced by the students and faculty, and use patent documents for Scientific Research of the Faculty and Students.

**Summary of Expenses:**

Meals (lunch) P 150.00 x 40 Faculty and RDE Personnel x 3 days-----	18,000.00
Snacks (AM and PM) P 30.00 x 40 Faculty and RDE Personnel x 3 days -----	7,200.00
Office Supplies:	
Computer Ink (L3110- 2 bot Black,1 bottle Yellow,1 bot Cyan,1 bot Magenta) ----	1,500.00
U.S. Bond Paper A4 @ P 200.00 x 10 reams -----	2,000.00
U.S. Bond Paper Long @ P 210.00 x 10 reams -----	2,100.00
Canon Paper 20 packs @ 80.00 -----	1,600.00
Document Scanner -----	35,000.00
Desktop Computer Speaker -----	3,000.00
Desktop High Definition Camera -----	2,500.00

**TOTAL EXPENSES**

**P 72,900.00**

Prepared by:

**ADRIANO V. PATAC, JR., PhD**  
 ITSO - Officer

Recommending Approval:

**GIDEON A. EBARSABAL, PhD**  
 VP- RDE

CHARGED TO RESEARCH  
 FUND: \_\_\_\_\_

Certified as to availability of funds:

**FELIPE T. CACHO, MBA**  
 Budget Officer III

**GAYROSE M. SEGUERA, CPA**  
 Accountant III

Approved:

**GREGORIO Z. GAMBOA, Jr. EdD**  
 College President III

## LIST OF PARTICIPANTS

1. BABAS, RHEA MAE C.
2. BERTULFO, ROSELLE E.
3. BUBA, RUEL T.
4. BUENAFLO, GHELEENE S.
5. BUSTAMANTE, PRUDENCE PEACE V.
6. CABITANA, GRACELINO A.
7. CANDA, MERDOLYN B.
8. CUADRADO, JERRY T.
9. DIAZ, ANNABELLE N.
10. DOCOY, LUCHIDA M.
11. ECHIN, ELMA C.
12. ESCULTOR, GEMMA R.
13. ESPAÑOLA, RAYMON P.
14. GINGO, VERNA L.
15. GOMEZ, VENCHITA B.
16. HUGO, ROSAUA L.
17. LEONG, GRACE H.
18. MACABODBOD, JONATHAN C.
19. MADELO, CRISTINE P.
20. MAGNO, PERLITA S.
21. MIRANDA, JONAS ROBERT L.
22. NEMENZO, ALNIE E.
23. NGLIANGIL, KRISTOPHER M.
24. ODTOJAN, MEDIELYN M.
25. OSORIO, RICKY T.
26. OXTERO, IRISH A.
27. PAGLINAWAN, ESPERANZA
28. PALMEJAR, HANNAH T.
29. PANGANDUYON, MICHELLE T.
30. PAREDES, JUDEL D.
31. PATAC, LOUIDA P.
32. PAYMALAN, IRMALYN B.
33. RETITA, PRINCES GRACE
34. RUAYA, RANDEL B.
35. SINACA, MATI B.
36. SULIMA, FLORENCIA T.
37. VELARDE, VANISSA E.
38. YANGSON, CATHERINE L.
39. ARCAYA, ROSEMARIE
40. PATAC, ADRIANO
41. DUMAGUIT, JAMES
42. TAN, JULITO
43. APOLE, JESSEL MAE S.

Prepared By:

  
**ADRIANO V. PATAC**  
ITSO Director



Republic of the Philippines  
SURIGAO STATE COLLEGE OF TECHNOLOGY  
Narciso Street, Surigao City



Innovation Technology Support Office

January 15, 2021

GREGORIO Z. GAMBOA, JR., EDD  
SUC President III  
This College

Sir:

Greetings of SSCTian Peace and Joy!

The undersigned would like to ask consent from your end to allow us to conduct "Faculty and Students Orientation on SSCT's Intellectual Property Manual and its provision on Disclosure, Registration, Commercialization and Royalties for the College of Arts and Sciences" thru Webinar on February 17-19, 2021, 8:00 A.M. to 5:00 P.M. at the SSCT's Learning Resource Center.

This activity aims to generate IP awareness particularly on the provisions of disclosure of IP, registration, commercialization, and royalties for the faculty members of the College of Arts and Sciences. This will help increase the number of patents, utility models, trademarks, and other IP related concepts produced by the students and faculty.

Your approval on this request is highly appreciated.

Very truly yours,

ADRIANO V. PATAC, JR., PHD  
Director, ITSO

Recommending Approval:

GIDEON A. EBARSABAL, Ph.D  
VP-RDE

GREGORIO Z. GAMBOA, JR., EDD  
SUC President III

Approved by:



**COLLEGE OF ARTS AND SCIENCES**

REFERENCE NO. : SSCT-CAS-02-04, S.21  
DATE : February 14, 2021  
TO : ALL REGULAR CAS FACULTY  
FROM : Dean, CAS  
SUBJECT : ATTENDANCE TO FACULTY ORIENTATION ON SSCT'S  
INTELLECTUAL PROPERTY MANUAL AND ITS PROVISIONS  
ON DISCLOSURE, REGISTRATION, COMMERCIALIZATION AND  
ROYALTIES

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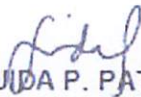
You are hereby advised to attend the said Webinar-Workshop on February 17-19, 2021 via zoom. Please see the attached program.

Please take note of the following below:

Meeting ID: 854 7525 9120

Password: 36912

Attendance is a must. Thank you.

  
LOUIDA P. PATAC, PhD  
Dean, College of Arts and Sciences

**PROGRAM OF ACTIVITIES**

**Day 1—February 17, 2021**

8:30—9:00	<b>OPENING PROGRAM</b>	10:45- 12:00	Open Forum
Invocation	Multimedia Presentation		<b>Ms. Vanessa Velarde</b> Moderator
National Anthem	Multimedia Presentation	12:00-1:00	Lunch Break
Opening Remarks	<b>Dr. Louida P. Patac</b> Dean, Cas	1:00-1:30	<b>Basic Patent Search</b>
Inspirational Message	<b>Dr. Gideon A. Ebarsabal</b> VP, RDE		<b>Dr. Adriano Patac</b> Director, ITSO Workshop
Acknowledgment of Participants	<b>Ms. Irish A. Ortero</b> Area Coordinator, Soc Sci	1:30-2:30	
Introduction of Resource Speakers	<b>Ms. Vanessa Velarde</b> Area Coordinator, Languages	2:30-3:00	Presentation of Output
	<b>SEMINAR WORKSHOP PROPER</b>	3:00-3:15	Break
9:00-10:30	<b>SSCT IPR Manual and its Provisions</b>	3:15-4:00	<b>Utility Model</b>
	<b>Dr. Adriano Patac</b> Director, ITSO		<b>Mr. Julito Tan</b> ITSO Officer
10:30- 10:45	Break		
		Emcee and Moderator	<b>Ms. Vanessa Velarde</b> Area Coordinator, Languages

**Day 2—February 18, 2021**

8:30-9:30	<b>Trade Mark</b>	2:00-2:30	<b>Industrial Design</b>
	<b>Mr. Julito Tan</b> ITSO Officer		<b>Dr. James Dumaguit</b> ITSO Officer
9:30-10:30	Workshop	2:30-3:00	Open Forum
10:30-10:45	Break		<b>Ms. Vanessa Velarde</b> Moderator
10:45-11:30	Presentation of Output	3:00-3:15	Break
11:30-12:00	<b>Copyright</b>	3:15-4:00	<b>Patents</b>
	<b>Dr. James Dumaguit</b> ITSO Officer		<b>Dr. James Dumaguit</b> ITSO Officer
12:00-1:00	Lunch Break		
1:00-1:30	<b>Continuation of Copyright</b>	Emcee and Moderator	<b>Ms. Vanessa Velarde</b> Area Coordinator, Languages
	<b>Dr. James Dumaguit</b> ITSO Officer		
1:30-2:00	Open Forum		
	<b>Ms. Vanessa Velarde</b> Moderator		

**Day 3—February 19, 2021**

8:30-9:30	<b>Patent Prosecution</b>	1:00-4:00	<b>CLOSING PROGRAM</b>
	<b>Dr. Adriano Patac</b> Director, ITSO	Message	<b>Dr. Ronita E. Talingting</b> Director, City Campus
9:30-10:00	Break	Awarding of Certificate of Commendation to the Speakers	
10:00-11:00	Open Forum	Message	<b>Dr. Emmylou A. Borja</b> VP, Academic Affairs
10:45-11:30	<b>Ms. Vanessa Velarde</b> Moderator	Awarding of Certificate of Participation	
11:30-1:00	Lunch Break	Closing Remarks	<b>Jerry T. Cuadrado</b> Coordinator, Research and ITSO-CAS
		Emcee and Moderator	<b>Ms. Vanessa Velarde</b> Area Coordinator, Languages



**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
 Research, Development, Extension, and Innovation  
 Innovation and Technology Support Office  
 College of Arts and Sciences

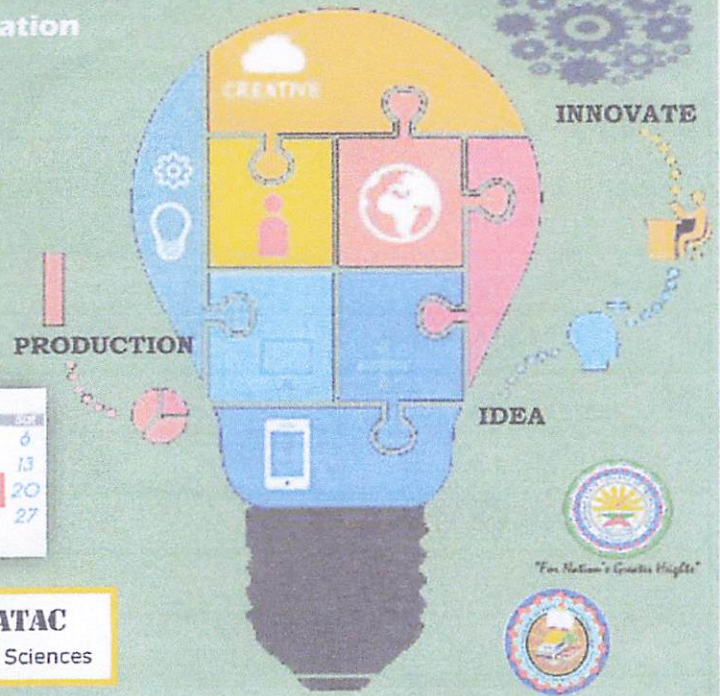
**Faculty Orientation on SSCT's Intellectual Property Manual and Its Provisions on Disclosure, Registration, Commercialization, and Royalties**



ID: 854-7525-9120  
 PW: 36912

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**DR. LOUIDA P. PATAC**  
 Dean, College of Arts and Sciences



*"For Nation's Greater Heights"*



Republic of the Philippines  
**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
 Narciso Street, Surigao City

**PHILOSOPHY**

The Surigao State College of Technology (SSCT) is a community of lifelong learners who believe in the worth and total development of every individual. It adheres to the pursuit of excellence and to the democratic tenets of freedom, human dignity, wholesome work ethics, equality of opportunity and sustainable progress.

**VISION**

An innovative and technologically-advanced State College in Caraga.

**MISSION**

To provide relevant, high quality and sustainable instruction, research production and extension programs and services within a culture of credible and responsive institutional governance.

**GOALS AND OBJECTIVES**

SSCT aims to produce quality graduates that respond to the dynamics of national and international standards. Its goals and objectives are focused on the 5-point agenda: Instruction, Research Development and Extension (RDE), Resources Generation, Policy Implementation and Good Governance.

**Instruction.** To provide enhanced quality instruction that is responsive to the needs of the local, regional, national and global communities.

**Research, Development and Extension (RDE).** To develop researches that can provide operative solutions and intensify research-based extension programs to its beneficiaries.

**Resources Generation.** To increase productivity level in all entrepreneurial center of the College.

**Policy Implementation.** To efficiently and effectively implement policies based on approved institutional manuals and guidelines from CHED, DBM and COA.

**Good Governance.** To strictly implement reforms in order to sustain good governance and operations.

**QUALITY POLICY**

Surigao State College of Technology provides quality instruction, research, extension, and production services to satisfy its customers by responding to their needs and expectations and continually improving its quality management system.

**INSTITUTIONAL CORE VALUES**

SSCT is guided by its institutional core values:

- Service Oriented,
- Socially Responsive,
- Committed, and
- Transformational.

Faculty Orientation on SSCT's  
Intellectual Property Manual and Its  
Provisions on Disclosure, Registration,  
Commercialization, and Royalties  
February 17, 18 & 19, 2021

NARRATIVE REPORT  
ON

RESEARCH, DEVELOPMENT  
EXTENSION, AND INNOVATION  
TECHNOLOGY SUPPORT  
OFFICE  
COLLEGE OF ARTS AND  
SCIENCES

SURIGAO STATE COLLEGE OF  
TECHNOLOGY

"For Nation's Greater Heights"





**LOUIDA P. PATAc, PhD**  
Dean, College of Arts and Sciences

#### Day 1 February 17,2021

The College of Arts and Sciences has successfully conducted the day 1 webinar on “faculty Orientation on SSCT’s Intellectual Property Manual and Its Provision on Disclosure, Registration, Commercialization and Royalties.” It started with a doxology that was immediately followed with the singing of the Philippine National Anthem. The opening remarks was delivered by **Dr. Louida P. Patac Dean CAS.**



**Dr. Adriano Patac**, director for Innovative and Technology Support Office is the speaker for today. He talked about “SSCT IPR: Manual and its Provision”. He elaborated the topic very well.

This webinar was attended by the faculty members and selected students of the College of Arts and Sciences of Surigao State College of Technology City Campus and highly supported by the school administration headed by the college President Dr. Gregorio Z. Gamboa Jr.

## **Day 2 February 18, 2021**

There were 2 speakers for today, Mr. Julito Tan, the ITSO officer for the morning session the topic he talked is all about "Trade Mark". In the afternoon session we all had fun as we comfortably listened to his Fun Creativity Quiz. He shared his knowledge about the "Copyright, Industrial Design, and Patent", the second speaker was Dr. James Dumaguit is also an ITSO officer.



**MR. JULITO TAN**

Resource Speaker



**Dr. James Dumaguit**

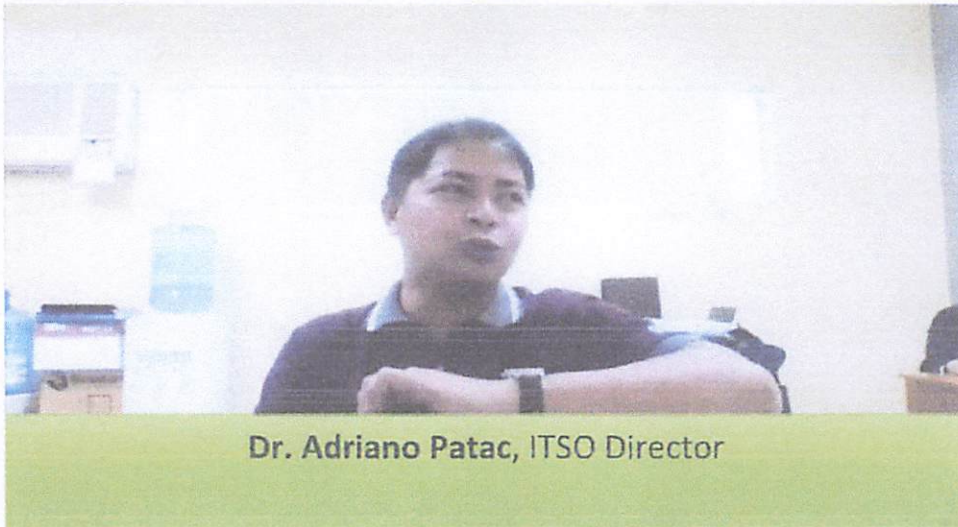
Resource Speaker

**Day 3 February 19, 2021**

Dr. Adriano Patac was again the speaker for this session, "Patent Prosecution" had been discussed clearly and all the topics that has been presented are all interesting that we get new ideas from all the speakers. Student representatives from the BS Environmental Science, BS Mathematics, and BA English Language also presented their innovations ideas for patent or utility models.

After a long webinar, we also get a chance to do picture takings virtually with the speakers, and the highly respected city campus director Dr. Ronita Talingting, and Dr. Emmylou Borja, the Vice President for Academic Affairs.

This webinar is in partnership with the Innovation and Technology Support Office (ITSO)





Moderator  
Ms. Vanisa Velarde  
Area Coordinator, Languages

### THE PARTICIPANTS

