

How can I avail the innovation system support under the Small Enterprises Technology Upgrading Program (SETUP)?

You may send a letter of interest to avail of the SETUP assistance together with the requirements to the DOST Provincial Director's Office where the company is based. Include with the request your company's current problems, the improvements and potential technological interventions needed.

If the project is found viable, the DOST Regional Office will endorse it the National Program Management Program Office (NPMO) for evaluation and final approval. For details, you may visit SETUP website at <http://webgis.dost.gov.ph>.

What documents must be submitted?

1. Full blown proposal
  - a. Technical Aspects
  - b. Marketing Aspect
  - c. Management/Administrative Aspect
  - d. Financial Aspect
  - e. Waste Disposal
2. Endorsement of the Regional Director.
3. Review and Technical Evaluation Committee (RTEC) Executive Report completely signed by all the RTEC members duly noted by the Regional Director.
4. Proponent's letter of interest to avail financial assistance and commitment to payback including their proposed repayment schedule.
5. Copy of business permits and licenses from relevant LGUs and other government offices.
6. Financial statements of at least the past three (3) years for the company/ beneficiary duly signed by a Registered Accountant/Auditor.
7. Projected financial statements for the next five (5) years.
8. Certificate of Registration of Business Name with DTI, SEC or CDA.
9. Board resolution authorizing the borrowing and designating authorized signatories for the financial assistance (if applicable).

10. Three (3) quotations from suppliers/ fabricators of the equipment to be purchased/fabricated.
11. Complete technical design/drawing of the equipment to be purchased/fabricated.

On Junior-Level Scholarship Results / DOST-SEI Scholarship Results / Application Process/Requirements for DOST Scholarship Programs / DOST-JLAP Scholarship Results / Scholars Monthly Allowance / DOST Scholarship Clearance or Certification / DOST-JLAP Scholar's Allowance/Stipend:

Kindly call the Science Education Institute,  
Department of Science and Technology  
3rd PTRI Bldg., Bicutan, Taguig  
Metro Manila Philippines  
Tel. Nos. (632) 837-1359, (632) 839-0241  
Fax No. (632) 837-1924

On Technology and Livelihood Trainings:

Kindly call the Technology Resource Center,  
Department of Science and Technology  
Address: TRC Building #103 J. Abad Santos cor. Lopez Jaena Sts., Little Baguio, San Juan City (Near corner Wilson Street)  
Trunk line. No.: (02) 727-6205

On DNS Registration:

Kindly access <http://dns.gov.ph>