



**PHILIPPINE COUNCIL FOR  
INDUSTRY, ENERGY AND EMERGING  
TECHNOLOGY RESEARCH AND DEVELOPMENT  
(PCIEERD)**

**CITIZEN'S CHARTER**

## ABOUT US

The Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD) is the consolidation of the Philippine Council for Advanced Science and Technology Research and Development (PCASTRD) and the Philippine Council for Industry and Energy Research and Development (PCIERD) following the approval of the Rationalization Plan by the Department of Budget and Management on 29 June 2010. The consolidation is in compliance with the provisions of Executive Order No. 366 and its Implementing Rules and Regulations. The approved Rationalization Plan was published in the Official Gazette last 13 September 2010.

## MANDATE

The PCIEERD performs the following functions to develop national R&D competence in strategic areas of industry, energy and emerging technology:

- Formulate national policies, plans, programs and implementing strategies for advanced science, industry and energy sectors;
  - Program and allocate government and other external funds earmarked for advanced science, industry and energy sectors;
  - Provide the mechanism for assessment, evaluation and monitoring of R&D programs and updating of the national R&D plan; Develop and implement resource generating strategies to implement and sustain programs for the sectors;
  - Provide support for the development of institutions and R&D human resource pool; Establish, develop and maintain local and international technical cooperation and linkages;
- Develop and implement programs for the optimal utilization, transfer, and commercialization of technologies and other research outputs;  
and  
Establish, develop and maintain an effective system for the acquisition and dissemination of research information

## **OUR VISION**

The PCIEERD envisions to be recognized for the quality of its people, leadership and performance and contribute to the nation's productivity and competitiveness.

Towards this end, the PCIEERD commits to pursue and make available S&T solutions and innovations to help create and sustain competitive industries, attain energy self-sufficiency, and ensure the efficient and effective use of emerging technologies for the inclusive growth and development of the country, through:

- “ a well-defined Research and Development (R&D) thrust from innovative idea to technology development and knowledge generation to technology transfer and utilization;
- “ active engagement of scientists, researchers and engineers in R&D activities;
- “ strengthened partnerships and significant collaborations with industry, academe and government agencies to complement resources and expertise.

## **OUR MISSION**

To lead and partner with the public and private institutions in generating S&T policies, strategies and technologies that will contribute significantly to national economic development.

## OUR SECTORAL COVERAGE

- Food Processing
- Process
- Mining/Minerals
- Metals and Engineering
- Electronics/ICT/Semiconductor
- Energy
- Transport
- Construction
- Materials Science
- Nanotechnology
- Biotechnology
- Genomics
- Space Technology Applications
- Photonics
- Environment
- Climate Change Adaptation
- Disaster Risk Reduction & Management

## OUR CORE VALUES

The PCIEERD Core Values describe who we are and the way we conduct ourselves. While the Council's goals and strategies may evolve to adapt to the changing times, our core values remain the bedrock of our existence.

**C**ommitment – Having faith in the system, we are passionate at what we do. We take the extra mile and make things happen.

**R**espect: We demonstrate integrity and fairness in all we say and do. We treat everybody with respect.

**E**xcellence: Innovative and competitive change agent... that is what we are. We do our best where we are the best.

**S**ense of Urgency: Time is of the element. What we do today is always a priority.

**T**eamwork: Our success is characterized by our collective energy and intelligence. We grow, prosper and celebrate success together.

## LIST OF FRONTLINE SERVICES

### Human Resource and Institution Development Division (HRIDD)

#### 1. Graduate Scholarship Grants

- This graduate scholarship program supports individuals pursuing MS and PHD studies in the Council's priority areas.

#### 2. Thesis and Dissertation Grants

- This is a grant in the form of research allowance given to MS/PHD students who will be doing their thesis/dissertation in a local graduate program supported by DOST and PCIEERD.

#### 3. Postgraduate Research Fellowship

- This research grant is offered to MS and PHD scholars who have completed their degrees and will be conducting research in their sending institution/network institution.

#### 4. Support for Seminars / Workshops

- The support program is offered for the conduct of seminars / conferences / workshops. The topics / scope of the seminar/trainings to be conducted must be supportive of national R&D thrusts with priority given to PCIEERD's R&D areas of concern.

HRIDD List of Frontline Services

What Services do we offer?	Who are responsible?	Who are our clients?
Graduate Scholarship Grants	Consuelo Andres, Jonathan Muñoz, Ermie Bacarra	Students
Thesis / Dissertation Grants	Consuelo Andres, Ermie Bacarra	Students
Postgraduate Research Fellowship	Jonathan Muñoz, Ermie Bacarra, Arnel Bisnar	MS/PHD Scholar Graduates
Support for Seminars / Workshops	Christie Santos, Ermie Bacarra	Academic Institutions, GOs and NGOs

## **LIST OF FRONTLINE SERVICES**

EMERGING TECHNOLOGY DEVELOPMENT DIVISION (ETDD)

ENERGY, UTILITIES AND SYSTEMS TECHNOLOGY DEVELOPMENT DIVISION (EUSTDD)

INDUSTRIAL TECHNOLOGY DEVELOPMENT DIVISION (ITDD)

### 1. R & D Support Grants

- The Research and Development (R&D) Support Program provides financial support to research projects consistent with the priorities identified in the national research agenda for industry, energy and emerging technology sectors. Research grants may be availed of by government research and academic institutions as well as private companies.

#### R & D Related Services:

- a. Budget Programming and Reprogramming/Realignment
- b. Deferment / Suspension/ Change of Implementation date
- c. Change in Project Leader
- d. Project Extension
- e. Modification of Objectives / Activities



ETDD, EUSTDD, ITDD List of Frontline Services

What Services do we offer?	Who are responsible?	Who are our clients?
R&D Support Grants	Emerging Technology: Nelson Beniabon Energy, Utilities, Transport: Nonilo Peña (OIC) Industrial Technology: Niñaliza Escorial * Concerned Sectoral Focal Person	Scientists, Researchers
R&D Related Services:		
a. Budget Programming and Reprogramming/Realignment	-do-	Scientists, Researchers
b. Deferment/Suspension/Change of Implementation date	-do-	-do-
c. Change in Project Leader	-do-	-do-
d. Project Extension	-do-	-do-
e. Modification of Objectives/Activities	-do-	-do-

**\* Emerging Technology Sectoral Focal Persons:**

Materials Science - Edna Nacienceno

Biotechnology/Genomics - Meraida Reyes

ICT/Electronics - Darwin Santos

Nanotechnology - Desiree Vera

Space Technology Applications & Photonics - Clarinda Reyes

**\* Industrial Technology Sectoral Focal Persons:**

Food Processing - Grace F. Estillore

Process - Russell M. Pili

Environment - Laarni M. Piloton

Metals and Engineering - Ronaldo Q. Dominguez

Mining and Minerals - Katrina B. Landicho

**\* Energy, Utilities, and Systems Technology Sector Focal Persons:**

Renewable Energy - Nonilo A. Pena

Transport and Utilities - Loreto C. Carasi

Construction - Raymundo H. Habal

Climate Change Adaptation and Disaster Risk Reduction - Ryan Christopher P. Viado

## **LIST OF FRONTLINE SERVICES**

### Research Information and Technology Transfer Division (RITTD)

#### 1. Support for Information Project

- This service is a means to popularize literacy and promote the advanced S&T field through the conduct of or support for S&T literacy fora, publication, and/or other information dissemination activities in partnership with PCIEERD network institutions and other institutional partners/stakeholder.

#### 2. Support for Technology Commercialization / Technology Business Incubation (TBI)

- This service is a means to help accelerate transfer and commercialization of advanced technologies generated from PCIEERD/DOST-supported projects and/or developed by network institutions. Further, this service aims to coordinate and facilitate conduct of training as well as promotion and advocacy activities for successful Technology Business Incubation.

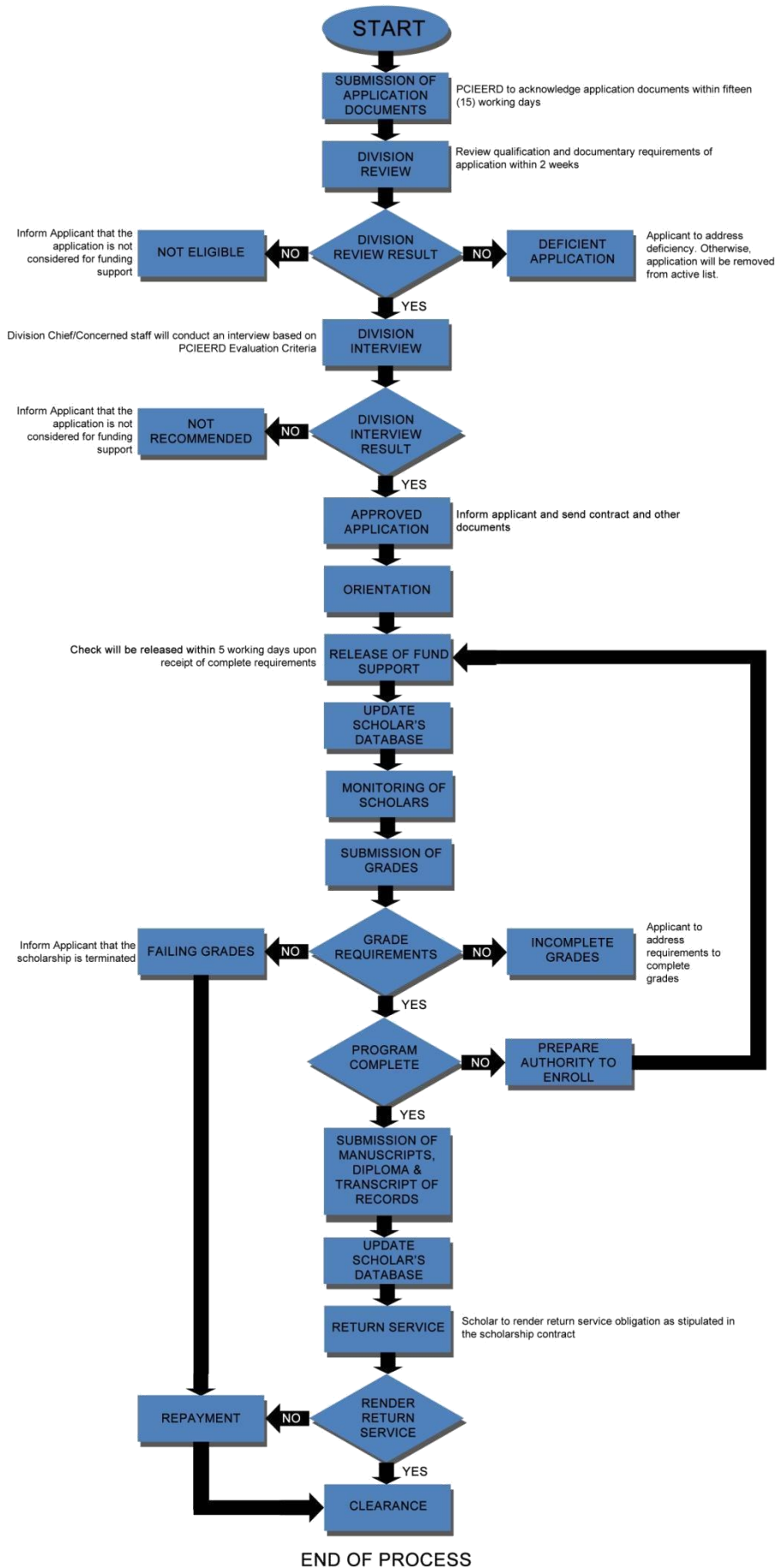
RITTD List of Frontline Services

What Services do we offer?	Who are responsible?	Who are our clients?
Support for Information Project	Division Chief, Assigned Staff	Network Institutions, Academic Institutions, Partner Organizations, School Organization
Support for Technology Commercialization/Technology Business Incubation	Division Chief, Assigned Staff	Network Institutions, Academic Institutions, Partner Organizations

**HRIDD SERVICES**

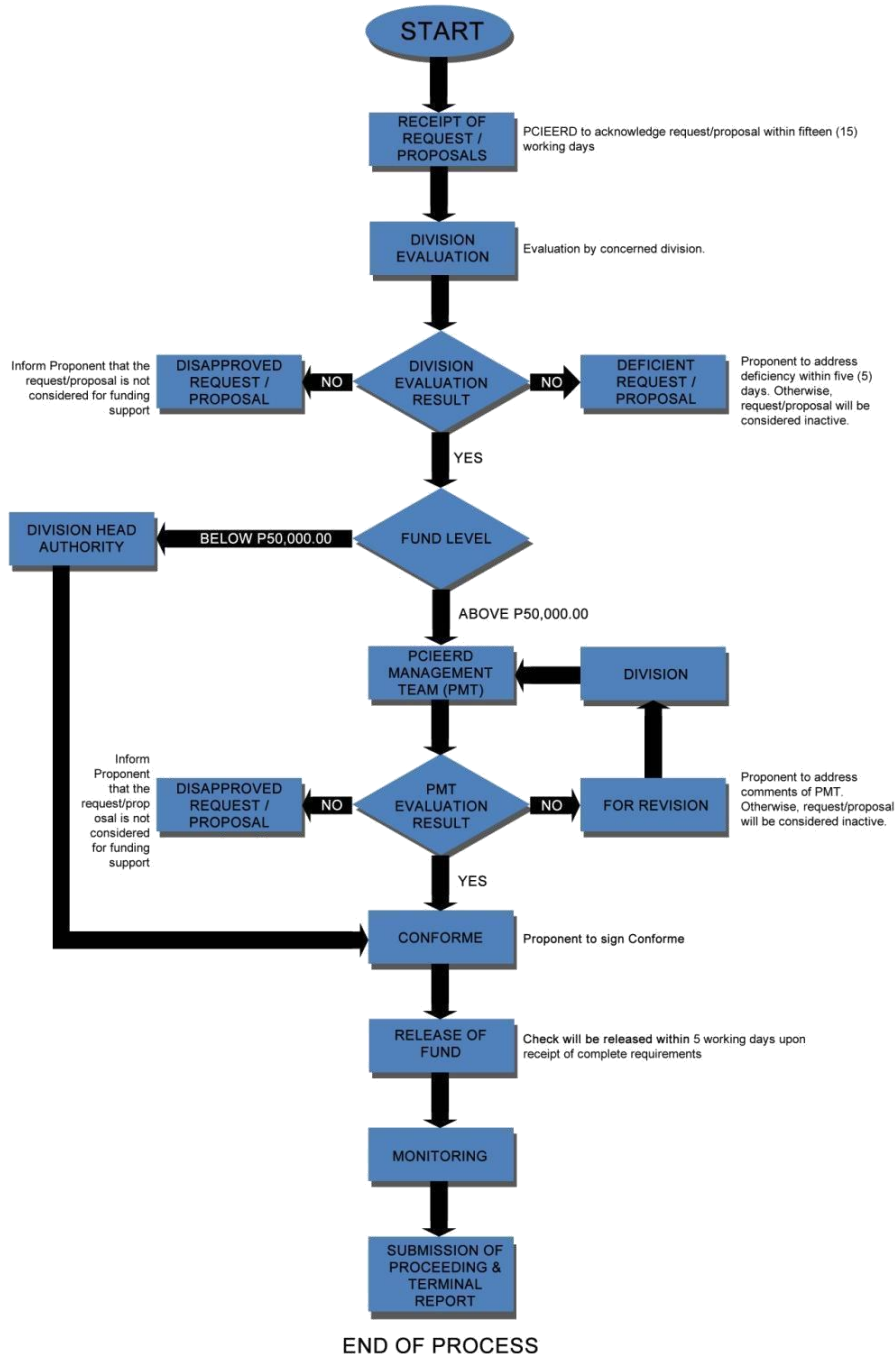


## GRADUATE DEGREE SCHOLARSHIP





SUPPORT FOR TRAININGS/SEMINARS/WORKSHOPS/CONFERENCES

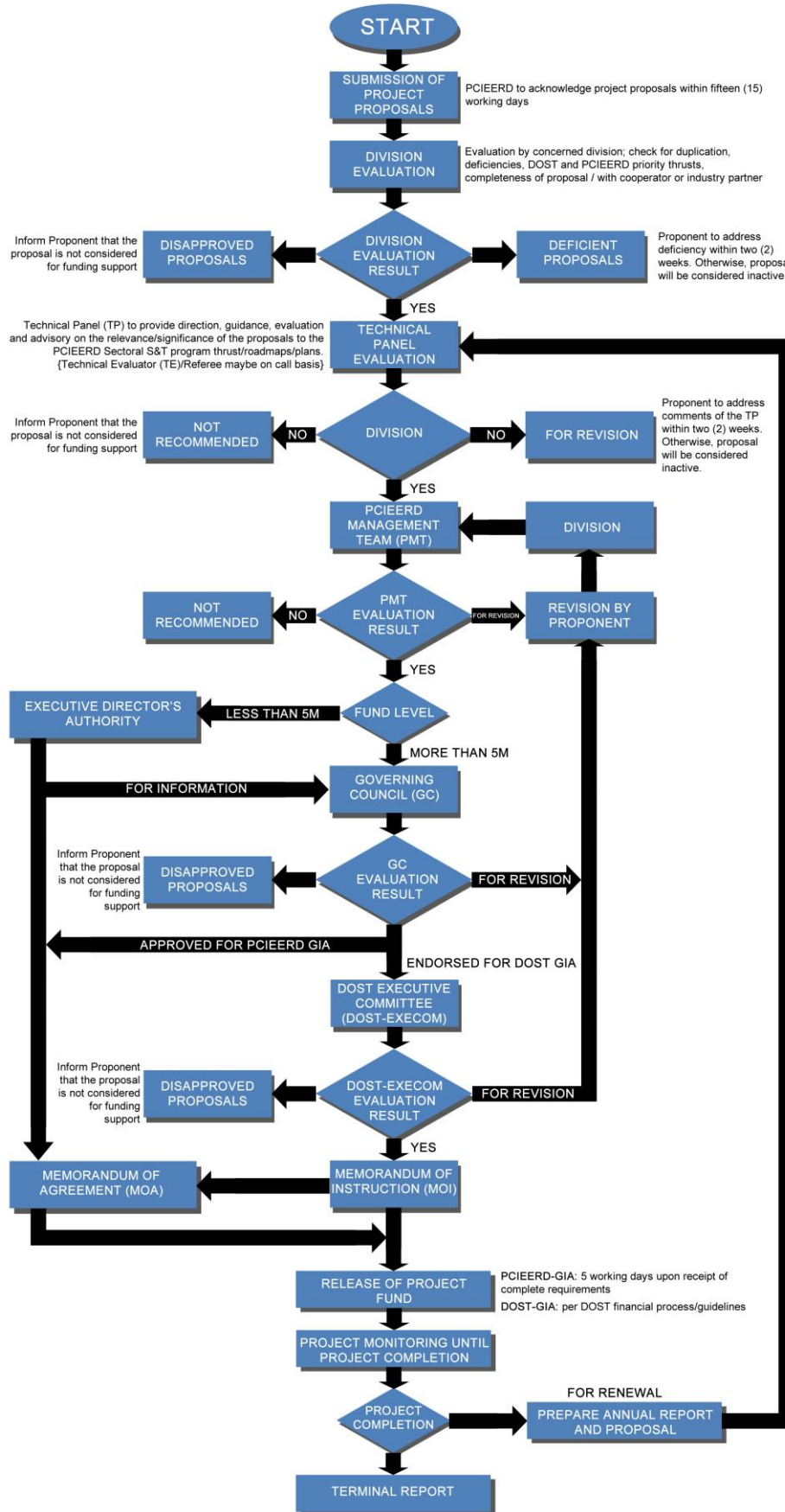


**R&D MANAGEMENT SERVICES**  
**(ETDD, EUSTDD, ITDD)**





### PROJECT PROPOSAL EVALUATION AND MONITORING CYCLE



**END OF PROCESS**  
PCIEERD project proposal evaluation process has a maximum duration of eight-one (81) working days excluding waiting time for revision from Proponent and postponement schedule of Technical Panel (TP), PCIEERD Management Team (PMT), Governing Council (GC) and DOST-Executive Committee (DOST-EXECOM) Meetings

## **OTHER R&D MANAGEMENT SERVICES**

## BUDGET REPROGRAMMING

Name of Agency: PCIEERD-DOST  
 Clients: Scientists, Researchers  
 Requirements: Detailed Research Proposal  
 Schedule of Availability: Monday to Friday, 8:00 A.M. to 5:00 P.M.  
 Fees: None  
 Total/Maximum Duration of Process: 6 days  
 How to Avail the Service: Proponent should submit a formal request together with the required documents

No.	Client Step	Agency Action	Office/Person Responsible	Maximum Duration		Document(s) Required	Document Generated	Location of Office
				Client	Agency			
1	Submit Request	Forward to Concerned Division	OED		Within the day	Letter of Request and supporting documents		5th Floor Science Heritage Bldg.
2		Acknowledge Receipt and inform client of deficiencies, if any	Sectoral Focal Person		Within 1 day		Acknowledgement Receipt, List of Deficiencies	
3	Submit lacking documents, if applicable			Within 5 days			Required documents	-do-
4		Review and Evaluate Request	Sectoral Focal Person		Within 2 days		Letter of Recommendation	-do-

5		Approval/Disapproval	For the PMT approval (PCIEERD-funded) or for Endorsement to DOST (for DOST funded)		Within 1 day		Letter of Approval/ Disapproval	
6		Inform Client of Action	Sectoral Focal Person		Within 1 day			

## DEFERMENT/CHANGE OF IMPLEMENTATION DATE

Name of Agency: PCIEERD-DOST  
 Clients: Scientists, Researchers  
 Requirements:  
 Schedule of Availability: Monday to Friday, 8:00 A.M. to 5:00 P.M.  
 Fees: None  
 Total/Maximum Duration of Process: 6 days  
 How to Avail the Service: Proponent should submit a formal request together with the required documents

No.	Client Step	Agency Action	Office/Person Responsible	Maximum Duration		Document(s) Required	Document Generated	Location of Office
				Client	Agency			
1	Submit Request	Forward to Concerned Div	OED		Within the day	Letter of Request and supporting documents		5th Floor Science Heritage Bldg.
2		Acknowledge Receipt and inform client of deficiencies, if any	Sectoral Focal Person		Within 1 day		Acknowledgement Receipt, List of Deficiencies	
3	Submit lacking documents, if applicable			Within 5 days			Required documents	-do-
4		Review and Evaluate Request	Sectoral Focal Person		Within 2 days		Letter of Recommendation	-do-

5		Approval/Disapproval	Executive Director		Within 1 day		Letter of Approval/Disapproval	
6		Inform Client of Action	Sectoral Focal Person		Within 1 day			

## CHANGE OF PROGRAM/PROJECT LEADER

Name of Agency: PCIEERD-DOST  
 Clients: Scientists, Researchers  
 Requirements:  
 Schedule of Availability: Monday to Friday, 8:00 A.M. to 5:00 P.M.  
 Fees: None  
 Total/Maximum Duration of Process: 6 days  
 How to Avail the Service: Proponent should submit a formal request together with the required documents

No.	Client Step	Agency Action	Office/Person Responsible	Maximum Duration		Document(s) Required	Document Generated	Location of Office
				Client	Agency			
1	Submit Request	Forward to Concerned Div	OED		Within the day	Letter of Request and supporting documents		5th Floor Science Heritage Bldg.
2		Acknowledge Receipt and inform client of deficiencies, if any	Sectoral Focal Person		Within 1 day		Acknowledgement Receipt, List of Deficiencies	
3	Submit lacking documents, if applicable			Within 5 days			Required documents	-do-
4		Review and Evaluate Request	Sectoral Focal Person		Within 2 days		Letter of Recommendation	-do-

5		Approval/Disapproval	Executive Director		Within 1 day		Letter of Approval/ Disapproval	
6		Inform Client of Action	Sectoral Focal Person		Within 1 day			



## PROJECT EXTENSION

Name of Agency: PCIEERD-DOST  
 Clients: Scientists, Researchers  
 Requirements:  
 Schedule of Availability: Monday to Friday, 8:00 A.M. to 5:00 P.M.  
 Fees: None  
 Total/Maximum Duration of Process: 6 days  
 How to Avail the Service: Proponent should submit a formal request together with the required documents

No.	Client Step	Agency Action	Office/Person Responsible	Maximum Duration		Document(s) Required	Document Generated	Location of Office
				Client	Agency			
1	Submit Request	Forward to Concerned Div	OED		Within the day	Letter of Request and supporting documents		5th Floor Science Heritage Bldg.
2		Acknowledge Receipt and inform client of deficiencies, if any	Sectoral Focal Person		Within 1 day		Acknowledgement Receipt, List of Deficiencies	
3	Submit lacking documents, if applicable			Within 5 days			Required documents	-do-
4		Review and Evaluate Request	Sectoral Focal Person		Within 2 days		Letter of Recommendation	-do-

5		Approval/Disapproval	PMT approval		Within 1 day		Letter of Approval/ Disapproval	
6		Inform Client of Action	Sectoral Focal Person		Within 1 day			

## MODIFICATION OF OBJECTIVES/ACTIVITIES

Name of Agency: PCIEERD-DOST  
 Clients: Scientists, Researchers  
 Requirements:  
 Schedule of Availability: Monday to Friday, 8:00 A.M. to 5:00 P.M.  
 Fees: None  
 Total/Maximum Duration of Process: 10 days  
 How to Avail the Service: Proponent should submit a formal request together with the required documents

No.	Client Step	Agency Action	Office/Person Responsible	Maximum Duration		Document(s) Required	Document Generated	Location of Office
				Client	Agency			
1	Submit Request	Forward to Concerned Div	OED		Within the day	Letter of Request and supporting documents		5th Floor Science Heritage Bldg.
2		Acknowledge Receipt and inform client of deficiencies, if any	Sectoral Focal Person		Within 1 day		Acknowledgement Receipt, List of Deficiencies	
3	Submit lacking documents, if applicable			Within 5 days			Required documents	-do-

4		Send to TP Members	Sectoral Focal Person		Within 1 day	Letter of Request and supporting documents		
5		Review and Evaluate Request	Technical Panel		Within 7 days		Comments/ Observations/ Suggestions of TP Members	-do-
6		Consolidate TP Comments and Inform Client	Sectoral Focal Person		2 hours	Comments/ Observations/ Suggestions of TP Members	Consolidated Comments	
7	Respond to/comply with the consolidated comments	Endorse for approval	Sectoral Focal Person	Within 5 days	5 mins.			
8		Approval/Disapproval	PMT approval (PCIEERD-funded); PMT endorsement to DOST for approval (DOST-GIA funded)		Within 1 day	Endorsement Letter	Letter of Approval/ Disapproval	
9		Inform Client of Action	Sectoral Focal Person		Within 1 day			

## **FEEDBACK AND REDRESS MECHANISM**

**For comments, suggestions and inquiries please feel free to contact us at <http://www.pcieerd.dost.gov.ph/index.php/contact-us/pcieerd> and our team will be more than glad to assist you!**