



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

5.2. The institution has a policy on Intellectual Property Rights (IPR)



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Lifted from the University Research & Development Manual (pp. 44-46).....

Chapter 7

PROTECTION OF INTELLECTUAL PROPERTY

The University is committed to providing an environment that supports the research and teaching activities of its faculty, student and staff. It recognize its obligation to transfer new property, the rights and obligation of the University, its faculty, administrative personnel and students, and other third parties shall be governed by the revised PUP Intellectual Property (IP) Policy, pertinent provision of R.A. 8292 (higher Education Modernization Act of 1997), R.A. 10055 (Philippine Technology Transfer Act of 2009) and R.A. 8293 (Intellectual Property Code of the Philippines). The University IP Policy is intended to promote and encourage excellence and innovation in scholarly research and teaching by identifying and protecting the rights of the University, its faculty, administrative staff, and student.

To the extent permitted by this policy, individuals may enter into contract with the University to address issues regarding intellectual property, in which case the contract entered into a manner consistent with the policy.

Protection for Copyright

All works referred in Article 4 Section 1 of the University Intellectual Property Policy such as manuscript of research outputs, research journals, theses, dissertations, etc. must be applied for copyright protection.

Protection for Patent and other Intellectual Property Rights

All patentable inventions referred in Article 5 Section 1 of the University Intellectual Property Policy must be applied for patent as early as possible for protection. Likewise, all utility models, industrials designs and the like shall also be registered as soon as possible. The "first to file rule" stated in the Intellectual Property Code of the Philippines should be taken in consideration of protecting all inventions of the University.

All fees related to intellectual property rights under the name of PUP shall be borne by the University.

Nondisclosure Agreement

In case where research is patentable, researchers and all persons involved should sign a nondisclosure agreement in order to prevent premature disclosure until patent applications has been field. It is also advised that patent application should be filed first before any paper presentation, publication or exhibit is made.

All patenting and copyrighting activities and protection of other IP-related rights should be coordinated with the Intellectual Property management Office (IPMO).

Procedure for Copyright Application

1. Secure the Copyright Application Form from the Intellectual property Management Office (IPMO). The form can also be downloaded from the PUP website through the IPMO link. (See Appendix G-1)
2. Fill-out the Application Form. For these/dissertations and other work authored by students which are being submitted to the University in partial fulfillment of any course requirements, the authors must accomplish/sign the affidavit of Copyright Co-ownership with the Polytechnic University of the Philippines. Copy of temple of this Affidavit can also be obtained from the IPMO or through the PUP website. (See Appendices G-2 and G-3)
3. Have the accomplishment Application Form and Affidavit on Copyright Co-ownership duly notarized.
4. Proceed to the Accounting Office for the order of Payment.
5. Pay the Copyright application fee at the Cashier's Office.



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6. Submit to IPMO triplicate copies of the notarized application form and affidavit of Copyright Co-ownership, and the document/s applied for copyright (hard or soft copy), together with the official receipt.
7. Return to IPMO triplicate specified date to get the Certificate of Copyright Registration to be issued by the National Library of the Philippines.

Procedure for Patent Application

1. Inventor/creator must write a letter to OVPRED about his/her new invention.
2. If found valuable, OVPRED request IPMO for the evaluation of preventability and potential commercial success of the invention.
3. Inventors talk to IPMO for patentability and fill up the Invention Disclosure Form (See Appendix G-4 Invention Disclosure Form)
- 4 The Innovation and Technology Support Office (ITSO) conducts patent search to check for novelty. Check if it involves inventive step and verify for its industrial applicability.
5. The Center for Technology Transfer and Enterprise Developments (CTTED) conducts preliminary study for commercialization.
6. If the invention is found patentable and has potential commercial success, both the ITSO and the CTTED shall provide their recommendations to the Director of IPMO, who will in turn endorse the invention to OVPREPD for the application for patent.
7. The inventor/creator, with the assistance of ITSO will fill-up the Request for the Grant of Patent Form (See Appendix G-5 Request for Grand of Patent Form)
8. The inventor/creator together with ITSO will draft the Description of the Invention (includes Specifications and claims) and Drawings necessary for the invention (if any).
9. ITSO will file the application to the Intellectual Property Office of the Philippines.

(please refer to the flowchart presented in the succeeding pages)



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The flowchart (Figure 3) below shows the procedures from filing to grant/refusal of patent application at the Intellectual Property of the Philippines.

