



Republic of the Philippines

Department of Science and Technology

**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**

DOST cpd., General Santos Ave., Bicutan, Taguig City

Tel. Nos.: (632) 88372071 to 82 (DOST Trunklines) Telefax No.: (632) 88373167

<https://www.THE DOST-ITDI.dost.gov.ph>

# **DATA PRIVACY MANUAL**

### MANUAL REVISION RECORD TRACKING

| PROCESS               | NAME                     | DESIGNATION                                    | SIGNATURE | DATE |
|-----------------------|--------------------------|--|-----------|------|
| Drafted               | GENNIE A. ORDOÑA         | Sr. SRS / Alternate DPO                        |           |      |
| Reviewed              | JOSE MARI B. MANALO      | Sup. SRS / DPO                                 |           |      |
| Recommending Approval | DR. ZORAYDA V. ANG       | Chief, PMISD / OIC,<br>Deputy Director for ATS |           |      |
|                       | NELIA ELISA C. FLORENDO  | Chief, PMISD                                   |           |      |
| Approved              | DR. ANNABELLE V. BRIONES | Director / DM                                  |           |      |

[illegible]

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## Acronyms and Definition of Terms

1. **Customer** – refers to any individual, group or organization both public and private who avail of the DOST-ITDI services.
2. **Data Privacy Act (DPA)** – Republic Act No. 10173, also known as the Data Privacy Act is a law that seeks to protect all forms of personal information, be it private, personal, or sensitive.
3. **Data Subject** – refers to an individual whose personal, sensitive personal or privileged information is processed by the organization.
4. **FOI** – Freedom of Information Bill
5. **Personal Information** – refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
6. **Processing** – refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.
7. **Stakeholders** – refers to the collaborative partners of the DOST-ITDI in conducting R&D projects and implementing R&D outputs



## Introduction

Republic Act No. 10173, also known as the Data Privacy Act (DPA) of 2012 took effect on September 9, 2016 mandating all organizations, both public and private, to protect all forms of information, be it private, personal, or sensitive. This act serves as precaution nowadays that digital information is handy, easy to duplicate and disseminate. Organizations will be held accountable on the data protection of the personal information of their employees as well as the customer records under their custody. Unauthorized processing, negligent handling, or improper disposal of personal information is punishable by law with imprisonment and financial charges, depending on the nature and degree of violation.

Pursuant to the mandate of the National Privacy Commission (NPC) to administer and implement the DPA of 2012, the NPC reiterates the law through the following Advisory and Memorandum Circular (MC):

- NPC Advisory No. 2017 – 01 – Designation of Data Protection Officers (DPO)
- NPC Circular No. 2016-01, Sec. 4(a) – Security of Personal Data in Government Agencies
- NPC Circular No. 16-02 – Data sharing Agreements Involving Government Agencies
- NPC Circular No. 16-03 – Personal Data Breach Management
- NPC Circular No. 16-04 – Rules of Procedure

In compliance with the DPA of 2012, the DOST- Industrial Technology Development Institute (DOST-ITDI) created a committee who will closely monitor the implementation of the DPA law. The DOST-ITDI also created this Data Privacy Manual ("Manual") to ensure that the personal information of employees and customers are processed and maintained with utmost respect and confidentiality. It aims to protect the individual's personal information against misuse and unauthorized dissemination. This Manual also gives legal rights to individuals who have entrusted their personal information to the DOST-ITDI. It contains policies and guidelines in processing, maintaining and accessing personal data of the DOST-ITDI employees as well as the data collected from the customers. All personal data being collected and processed are for official and legitimate purposes only.

## Scope

The policies and guidelines in this Manual apply to all the DOST-ITDI employees including current and previous regular, contractual and job order status of employment; job applicants; and customers. The DPA, however, explicitly states in Section 4 - Scope that its provisions are not applicable in the following cases, to wit:

- (a) Information about any individual who is or was an officer or employee of a government institution that relates to the position or functions of the individual, including:
  - (1) The fact that the individual is or was an officer or employee of the government institution;
  - (2) The title, business address and office telephone number of the individual;
  - (3) The classification, salary range and responsibilities of the position held by the individual; and
  - (4) The name of the individual on a document prepared by the individual in the course of employment with the government;
- (b) Information about an individual who is or was performing service under contract for a government institution that relates to the services performed, including the terms of the contract, and the name of the individual given in the course of the performance of those services;
- (c) Information relating to any discretionary benefit of a financial nature such as the granting of a license or permit given by the government to an individual, including the name of the individual and the exact nature of the benefit;
- (d) Personal information processed for journalistic, artistic, literary or research purposes;
- (e) Information necessary in order to carry out the functions of public authority...

The scope of the policy includes data held in any format or medium.



## Processing of Personal Data

Data subjects must be informed that their personal data is or will be collected and processed. They have the right to access their own personal data; correct any inaccuracy and error in their personal data; right to suspend or block; and destruct their personal data; provided that it is outside the retention period policy of the DOST-ITDI.

### A. Data Collection

The DOST-ITDI collects personal information from its applicants, employees and customers. Collection of the DOST-ITDI employee's profile starts in the submission of documents during the application for vacant position. In availing the technical services, the DOST-ITDI collects personal information from customers. Refer to **Annex A – The DOST-ITDI Forms that Collect Personal Information**

### B. Use of Data

The DOST-ITDI collects information from its employee for profiling purposes. Employee profile is use to manage the DOST-ITDI Human Resources, process employee's payroll and benefits and for future references. Information collected from customer will be used for MOA, MOU, identification of request for technical services, use of facilities and request for training.

### C. Storage and Retention of Data

| Document                                  | Format / Medium      | Retention Period   |
|---|----------------------|--|
| The DOST-ITDI employee's record 201 files | Hard and soft copies | The DOST-ITDI follows the guidelines provided by the National Archives of the Philippines and the retention period stated in the DOST-ITDI ISO 9001:2015 and ISO/IEC 17025 Policy Manual |
| PMISD Project Monitoring Files            | Hard and soft copies |  |
| NMD, STD and TSD Customer Profile         | Hard and soft copies |  |

### D. Disposal of Data

Data shall be disposed after the retention period (employees no longer connected with the DOST-ITDI through retirement, resignation or dismissal; unaccepted job applicants; end of MOA or MOU with customers; and TSR Form and Technical Service Report). Refer to **Annex J – Retention and Disposal Procedure of ITDI Documents**.

## Security Measures

To maintain the security of personal information of employees and customers, the DOST-ITDI established reasonable procedures, created policies and formed FOI and DPA Committees to protect personal information from loss, misuse, modification, unauthorized access, disclosure, alteration, or destruction. Personal information will be kept within retention or necessary period and will destroy or permanently de-identify personal information. The DOST-ITDI Data Privacy Manual will be reviewed and evaluated annually or as the need arises to update procedures, policies, including committees and to maintain its security and integrity.

*Refer to Annex B - Summary of the DOST-ITDI Documents which Contains Personal Information*

*Refer to Annex C - FOI and DPA Harmonized steps in disclosing the DOST-ITDI Documents*

*Refer to Annex D - FOI and DPA Committee and Its Responsibilities Service Order (SO)*

*Refer to Annex E - FOI and DPA Memo Releases*

*Refer to Annex F - Privacy Impact Assessment (PIA) Output*

*Refer to Annex G - The DOST-ITDI Quarterly and Yearly Summary Log of Data Processing Activities*

*Refer to Annex H - The DOST-ITDI Quarterly and Yearly Summary of FOI Disclosure of Documents*

*Refer to Annex I - Non-Disclosure Agreement of Employees Who Process and Access Personal Data*

*Refer to Annex J - Retention and Disposal Procedure of ITDI Documents*

## Data Breach Prevention

The DOST-ITDI collects, processes, shares, and maintains personal data from employees and customers' profile. Such data shall be protected from incidents either accidentally or deliberately to avoid data breach and information leakage. In the event of data breach and security incidents, the DOST-ITDI have Data Breach Response Team who shall investigate the incidents. *See Annex K – Data Breach Response Team*. In the occurrence of breach and security incidents, the DOST-ITDI shall review Privacy Impact Assessment (PIA) and re-conduct PIA to identify risks in the system. In the case of data loss, the DOST-ITDI has a procedure for recovery and restoration of data. Each data breach incident shall be thoroughly and properly documented.

## Inquiries and Complaints

Data subjects have the right to request for their personal information generated from the DOST-ITDI data collection process as well as the right to know the policies and security measures of the DOST-ITDI in handling their personal data. Data subjects may also complain if there is a violation of DPA against their right. THE DOST-ITDI shall review, document and investigate every complaint that an individual or an organization may file. *See Annex L – DPA Inquiries and Complaints Form and Annex M – Process Flow of Filing Inquiries and Complaints*.

## Effectivity

The policies and guidelines outlined in this DOST-ITDI Data Privacy Manual shall take effect immediately upon approval and shall remain in full force and effect until revoked by the undersigned and/or competent authority.

  
ANNABELLE V. BRIONES, PhD.  
Director 



# PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes ☐ and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

## PERSONAL INFORMATION

|                               |  |   |   |
|-------------------------------|--|---|---|
| 2. SURNAME                    |  |   |   |
| FIRST NAME                    |  | NAME EXTENSION (JR., SR.)                                   |   |
| MIDDLE NAME                   |  |   |   |
| 3. DATE OF BIRTH (mm/dd/yyyy) |  | 16. CITIZENSHIP   | <input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship<br><input type="checkbox"/> by birth <input type="checkbox"/> by naturalization<br>Pls. indicate country: |
| 4. PLACE OF BIRTH             |  | If holder of dual citizenship, please indicate the details. |   |
| 5. SEX                        | <input type="checkbox"/> Male <input type="checkbox"/> Female  |   |   |
| 6. CIVIL STATUS               | <input type="checkbox"/> Single <input type="checkbox"/> Married<br><input type="checkbox"/> Widowed <input type="checkbox"/> Separated<br><input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS                                     | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality Province  |
| 7. HEIGHT (m)                 |  | ZIP CODE  |   |
| 8. WEIGHT (kg)                |  |   |   |
| 9. BLOOD TYPE                 |  | 18. PERMANENT ADDRESS                                       | House/Block/Lot No. Street<br>Subdivision/Village Barangay<br>City/Municipality Province  |
| 10. CBS ID NO.                |  | ZIP CODE  |   |
| 11. PAG-IBIG ID NO.           |  |   |   |
| 12. PHILHEALTH NO.            |  | 19. TELEPHONE NO.   |   |
| 13. BSS NO.                   |  | 20. MOBILE NO.  |   |
| 14. TIN NO.                   |  | 21. E-MAIL ADDRESS (if any)                                 |   |
| 15. AGENCY EMPLOYEE NO.       |  |   |   |

|                          |                           |   |                            |
|--------------------------|---------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME     |                           | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME               | NAME EXTENSION (JR., SR.) |   |                            |
| MIDDLE NAME              |                           |   |                            |
| OCCUPATION               |                           |   |                            |
| EMPLOYER/BUSINESS NAME   |                           |   |                            |
| BUSINESS ADDRESS         |                           |   |                            |
| TELEPHONE NO.            |                           |   |                            |
| 24. FATHER'S SURNAME     |                           |   |                            |
| FIRST NAME               | NAME EXTENSION (JR., SR.) |   |                            |
| MIDDLE NAME              |                           |   |                            |
| 25. MOTHER'S MAIDEN NAME |                           |   |                            |
| SURNAME                  |                           |   |                            |
| FIRST NAME               |                           |   |                            |
| MIDDLE NAME              |                           |   |                            |

(Continue on separate sheet if necessary)

| 26. LEVEL                 | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE (Write in full) | PERIOD OF ATTENDANCE |    | HIGHEST LEVEL/ UNITS EARNED (If not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|---------------------------|--------------------------------|---|----------------------|----|--|----------------|---------------------------------------|
|                           |                                |   | From                 | To |  |                |                                       |
| ELEMENTARY                |                                |   |                      |    |  |                |                                       |
| SECONDARY                 |                                |   |                      |    |  |                |                                       |
| VOCATIONAL / TRADE COURSE |                                |   |                      |    |  |                |                                       |
| COLLEGE                   |                                |   |                      |    |  |                |                                       |
| GRADUATE STUDIES          |                                |   |                      |    |  |                |                                       |

(Continue on separate sheet if necessary)

|           |  |      |  |
|-----------|--|------|--|
| SIGNATURE |  | DATE |  |
|-----------|--|------|--|







| <p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>   | <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>  |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
|---|---|--|-----------------------------|--------------------------------|-------------------------------|--|---------------------------------|--------------------------|--|--|--|--|--|
| <p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>   | <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>   | <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>  | <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>   | <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>   | <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>  | <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <p>41. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">NAME</th> <th style="width: 40%;">ADDRESS</th> <th style="width: 20%;">TEL. NO.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>  |   | NAME   | ADDRESS                     | TEL. NO.                       |                               |  |                                 |                          |  |  |  |  |  |
| NAME  | ADDRESS   | TEL. NO.                                       |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
|   |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
|   |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
|   |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>                 |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Government Issued ID (e.g. Passport, CGS, SES, PRC, Driver's License, etc.)</td> </tr> <tr> <td style="padding: 2px;">PLEASE INDICATE ID Number and Date of Issuance</td> </tr> <tr> <td style="padding: 2px;">Government Issued ID: _____</td> </tr> <tr> <td style="padding: 2px;">ID/License/Passport No.: _____</td> </tr> <tr> <td style="padding: 2px;">Date/Place of Issuance: _____</td> </tr> </table>           | Government Issued ID (e.g. Passport, CGS, SES, PRC, Driver's License, etc.)   | PLEASE INDICATE ID Number and Date of Issuance | Government Issued ID: _____ | ID/License/Passport No.: _____ | Date/Place of Issuance: _____ | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 60px; vertical-align: bottom; padding: 2px;">Signature (Sign inside the box)</td> </tr> <tr> <td style="padding: 2px;">Date Accomplished: _____</td> </tr> </table> | Signature (Sign inside the box) | Date Accomplished: _____ |  |  |  |  |  |
| Government Issued ID (e.g. Passport, CGS, SES, PRC, Driver's License, etc.)   |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| PLEASE INDICATE ID Number and Date of Issuance  |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| Government Issued ID: _____   |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| ID/License/Passport No.: _____  |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| Date/Place of Issuance: _____   |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| Signature (Sign inside the box)   |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| Date Accomplished: _____  |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)</p> <p>With full and handwritten name tag and signature over printed name</p> <p>Computer generated or photocopied picture is not acceptable</p> </div> <p style="text-align: center; margin-bottom: 10px;">PHOTO</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: center; margin-top: 5px;">Right Thumbprint</p> |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |
| <p>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 10px;"></div> <p style="text-align: center; margin-top: 5px;">Person Administering Oath</p>  |   |  |                             |                                |                               |  |                                 |                          |  |  |  |  |  |

## FORM II: APPLICANT'S DATA SHEET

(This Form II serves as your guide in presenting your personal information and performance outputs in the last five (5) years, in the order indicated below. You may use additional sheets, if necessary).

CANDIDATE: \_\_\_\_\_

PRESENT POSITION: \_\_\_\_\_ ITEM NO.: \_\_\_\_\_

SECTION: \_\_\_\_\_ DIVISION: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_ ITEM NO.: \_\_\_\_\_

SECTION: \_\_\_\_\_ DIVISION: \_\_\_\_\_

### A. EDUCATION AND TRAINING

#### 1) COMPLETED EDUCATION

| Course            | School Attended | Inclusive Dates |
|-------------------|-----------------|-----------------|
| High School:      |                 |                 |
| College:          |                 |                 |
| Graduate Diploma: |                 |                 |
| Master's Degree:  |                 |                 |
| Doctorate Degree: |                 |                 |

#### 2) INCOMPLETE DEGREES



| Course | School Attended | Total Units Required | Units Earned | Inclusive Dates |
|--------|-----------------|----------------------|--------------|-----------------|
| BS     |                 |                      |              |                 |
| MS     |                 |                      |              |                 |
| Ph.D.  |                 |                      |              |                 |

### 3) OTHER INDICATORS

a. Top-notch (Rank 1-10)

Rank: \_\_\_\_\_

Board Exam Taken: \_\_\_\_\_

Inclusive Date(s): \_\_\_\_\_

b. Honor Graduate (e.g. Cum laude)

c. Additional degree(s) taken:

| Course          | School Attended | Inclusive Dates |
|-----------------|-----------------|-----------------|
| Master's Degree |                 |                 |
| Ph.D.           |                 |                 |

**TRAINING/WORKSHOP ATTENDED:** (Pls. attach proof of attendance (certificates, certificate of appearance, attendance sheet, etc.)

| Title | Venue and Inclusive Dates | Conducted by: |
|-------|---------------------------|---------------|
| 1.    |                           |               |
| 2.    |                           |               |
| 3.    |                           |               |
| 4.    |                           |               |

**SEMINAR/FORUM/CONVENTION/CONFERENCE ATTENDED:** (Pls. attach proof of attendance (certificates, certificate of appearance, attendance sheet, etc.)

| Title | Venue and Inclusive Dates | Conducted by: |
|-------|---------------------------|---------------|
| 1.    |                           |               |
| 2.    |                           |               |
| 3.    |                           |               |
| 4.    |                           |               |

**B. RELEVANT EXPERIENCE (For ITDI employees, pls. attach service record)**

| Position | Company/Agency | Section/Division | Inclusive Dates |
|----------|----------------|------------------|-----------------|
| 1.       |                |                  |                 |
| 2.       |                |                  |                 |
| 3.       |                |                  |                 |
| 4.       |                |                  |                 |

**C. PERFORMANCE (last 5-year Satisfactory Outputs, attach supporting documents, and use additional sheets if necessary)**

**1. Approved Project Proposals (not more than 5 authors)**

| Title of Project    | Year Proposed | Project Cost | Involvement<br>(e.g., author, co-author, or mentor *) |
|---------------------|---------------|--------------|---|
| A. Regular Projects |               |              |   |
| 1.                  |               |              |   |
| 2.                  |               |              |   |
| 3.                  |               |              |   |
| 4.                  |               |              |   |
| 5.                  |               |              |   |

\* For regular projects, supervisors will get credit points for mentoring research staff

| Title of Project     | Year Proposed | Project Cost | Involvement<br>(e.g., author, co-author) |
|----------------------|---------------|--------------|--|
| B. Assisted Projects |               |              |  |
| 1.                   |               |              |  |
| 2.                   |               |              |  |
| 3.                   |               |              |  |
| 4.                   |               |              |  |
| 5.                   |               |              |  |

**2. Completed Research Projects**

| Title of Project | Project Duration<br>(inclusive dates) | Involvement<br>(%) |
|------------------|---------------------------------------|--------------------|
|                  |                                       |                    |

|                            |  |  |
|----------------------------|--|--|
| A. As Project Leader       |  |  |
| 1.                         |  |  |
| 2.                         |  |  |
| 3.                         |  |  |
| 4.                         |  |  |
| 5.                         |  |  |
| B. As Project Staff/Member |  |  |
| 1.                         |  |  |
| 2.                         |  |  |
| 3.                         |  |  |
| 4.                         |  |  |
| 5.                         |  |  |

### 3. Research Outputs (Scientific / Technical Paper)

| Title of Paper | Name of Technical Journal | Year Published |
|----------------|---------------------------|----------------|
| Individual     |                           |                |
| 1.             |                           |                |
| 2.             |                           |                |
| 3.             |                           |                |
| Group          |                           |                |
| Main Author    |                           |                |
| 1.             |                           |                |
| 2.             |                           |                |
| 3.             |                           |                |
| Co-Author      |                           |                |
| 1.             |                           |                |
| 2.             |                           |                |
| 3.             |                           |                |

### 4. Technical Services

| Output                                      | Number |
|---|--------|
| Test and Analyses (man-months)              |        |
| Method Validation                           |        |
| Proficiency Testing                         |        |
| Certified Reference Material Production     |        |
| Capability Building of New Testing Services |        |
| Formula of Conversion                       |        |
| Technical Test Procedure (man-months)       |        |

|  |  |
|--|--|
| Calibration / Measurement (man-months)             |  |
| Packaging  |  |
| Label Design                                       |  |
| Nutrition Facts Evaluation                         |  |
| Identification of Plastic                          |  |
| Transport Packaging Test                           |  |
| Migration Tests                                    |  |
| Film   |  |
| Finished Packages                                  |  |
| Oxygen Transmission/ Water Vapor Transmission Rate |  |
| Environmental Technology Verification              |  |
| Test Plan Preparation                              |  |
| Test Plan Implementation                           |  |
| Cleaner Production                                 |  |
| Energy Audit                                       |  |
| Review of Project Proposal                         |  |
| Special Projects (under CL, MOA, MOU, etc.)        |  |
| Short Term (3 months & below)                      |  |
| Long Term (over 3 months)                          |  |

#### 5. Technology Diffusion and Transfer

| Output  | Number |
|---|--------|
| Speaker (research output and other relevant topics) |        |
| Training  |        |
| 1. Lecture / Demonstrations                         |        |
| 2. Training Organized / Coordinated                 |        |
| 3. Production of Training Modules                   |        |
| Technical Service Organized/ Coordinated/ Rendered  |        |
| 1. Use of facilities / Consultancy (man-months)     |        |
| 2. BOP/Techno and IP Valuation                      |        |
| 3. Feasibility                                      |        |
| 4. TLA / MOA  |        |
| 5. Layout Design                                    |        |
| 6. Technical Inquiry                                |        |
| Social Marketing                                    |        |
| 1. Exhibit  |        |
| 2. Press Release                                    |        |
| 3. Radio / TV Interview                             |        |
| 4. Technology Fora/Consultative Meeting with        |        |
| Industry  |        |

#### 6. ISO (Process, Documentation, Internal Audit)

|                | Duration | Inclusive Dates |
|----------------|----------|-----------------|
| Process        |          |                 |
| Documentation  |          |                 |
| Internal Audit |          |                 |



## 7. Other Performance Points

### a. Awards and Honors Received (indicate title and rank)

| Level         | Group        |      | Individual   |      |
|---------------|--------------|------|--------------|------|
|               | Title & Rank | Year | Title & Rank | Year |
| International | 1.           |      | 1.           |      |
|               | 2.           |      | 2.           |      |
|               | 3.           |      | 3.           |      |
| National      | 1.           |      | 1.           |      |
|               | 2.           |      | 2.           |      |
|               | 3.           |      | 3.           |      |
| Department    | 1.           |      | 1.           |      |
|               | 2.           |      | 2.           |      |
|               | 3.           |      | 3.           |      |
| Agency        | 1.           |      | 1.           |      |
|               | 2.           |      | 2.           |      |
|               | 3.           |      | 3.           |      |
| Division      | 1.           |      | 1.           |      |
|               | 2.           |      | 2.           |      |
|               | 3.           |      | 3.           |      |

### b. Commercialized Technology

| Technology | Nature of Commercialization<br>(e.g., licensing, outright sale, or spin-off) | Name of Adopting Company | Year Commercialized |
|------------|--|--------------------------|---------------------|
|            |  |                          |                     |
|            |  |                          |                     |

### c. Intellectual Property (IP)

| Patent            | Name of Technology | Patentee(s) | Year Granted |
|-------------------|--------------------|-------------|--------------|
| Invention         |                    |             |              |
| Utility Model     |                    |             |              |
| Industrial Design |                    |             |              |




d. Special Assignments

| Assignment                                  | Specifics               | Duration<br>(Inclusive<br>Dates) |
|---|-------------------------|----------------------------------|
| OIC   | Position & Unit         |                                  |
| SDO   | Amount per Disbursement |                                  |
| Committees (Refer to List of<br>Committees) |                         |                                  |
| 1. Chair                                    | Name of Committee(s)    |                                  |
| 2. Member                                   | Name of Committee(s)    |                                  |
| Others                                      | Describe Details        |                                  |

8. For Administrative Division, Finance Management Division, Planning and Management Information Services Division, and units/non-technical R&D personnel such as Science Aide, Science Research Assistant, and Technicians whose work volumes are primarily determined by outside sources like clients, superiors, etc., submit accomplishment reports, copy of IPCR, and other supporting documents.

# STD Customer Information Sheet

|   |                                |  |
|---|--------------------------------|--|
|  | STANDARDS AND TESTING DIVISION | GP 4.4-01-F01                                      |
|   | CUSTOMER INFORMATION SHEET     | Page 1 of 1<br>Revision No.: 0<br>22 February 2016 |

BACK PAGE

| TEST REQUEST DETAILS   |   |
|--|---|
| Sample Description (Required)                                      |   |
| Date and Time Collected/ Manufactured/ Packaged                    |   |
| Quantity of Sample (Required)                                      |   |
| Test(s) Requested (Required)                                       |   |
| Purpose of Test (Required)   |   |
| Other relevant information about the samples/ special instructions |   |
| Preferred Mode of Release of Test Report (Required)                | <div> <input type="checkbox"/> Pick-up           <input type="checkbox"/> Email Transmittal         </div> <div> <input type="checkbox"/> Courier           <input type="checkbox"/> Fax Transmittal         </div> If Courier, address to: |

| To be filled up by the Validator |                 |
|----------------------------------|-----------------|
| TSR No.                          | Date Validated  |
| Validator's Name and Signature   | Report Due Date |



Department of Science and Technology - Industrial Technology Development Institute  
**STANDARDS AND TESTING DIVISION**  
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City  
Contact No. (02)837-2071 loc. 2188, 2189 (Receiving and Releasing Unit)  
loc. 2198 (Office of the Chief); std@itdi.dost.gov.ph



### Technical Service Request

GP 4.4-01-F03  
Rev 04 | 20 Sep 2019

|          |
|----------|
| TSR No.: |
| Date:    |
| Time:    |

|                       |                                   |
|-----------------------|-----------------------------------|
| CUSTOMER:<br>ADDRESS: | TEL NO.:<br>EMAIL:<br>MOBILE NO.: |
|-----------------------|-----------------------------------|

#### 1. TESTING SERVICES

| SAMPLE | SAMPLE CODE | TEST REQUESTED | TEST METHOD | TEST FEE | NO. OF SAMPLES/ UNITS | TOTAL |
|--------|-------------|----------------|-------------|----------|-----------------------|-------|
|        |             |                |             |          |                       |       |
|        |             |                |             |          |                       |       |
|        |             |                |             |          | Sub-Total             |       |
|        |             |                |             |          | Discount              |       |
|        |             |                |             |          | TOTAL                 |       |

#### 2. DESCRIPTION OF SAMPLE

|  |
|--|
|  |
|--|

#### 3. REMARKS

|          |                  |                                  |           |
|----------|------------------|----------------------------------|-----------|
| OR. NO.: | AMOUNT RECEIVED: | Discount Details(if applicable): | Validity: |
| DATE:    |                  | ID Presented:                    | ID No:    |

|                  |                         |
|------------------|-------------------------|
| REPORT DUE ON:   | If Courier, address to: |
| MODE OF RELEASE: |                         |

#### DISCUSSED WITH CUSTOMER

None payment of this Technical Service Request shall be considered cancelled on the due date given. "NO PAY NO TEST" policy. The Customer read and understood the "TERMS AND CONDITIONS", at the back of this page.

Return sample after testing: YES [ / ] NO [ ]

I have agreed to the details including the Terms and Conditions (please see back page) stated in this Technical Service Request.

|                                    |                       |                                     |
|------------------------------------|-----------------------|-------------------------------------|
| CONFORME:                          | Sample/s Received by: | Sample/s Reviewed by:               |
| Customer/Authorized Representative | Validator             | Laboratory/Section Head (or Deputy) |


**NATIONAL METROLOGY LABORATORY  
OF THE PHILIPPINES**
*Providing International Traceability to Measurements in the Country*


A division of ITDI under DOST

Date: \_\_\_\_\_

|         |              |          |            |             |         |
|---------|--------------|----------|------------|-------------|---------|
| Section | Validated by | Due Date | Encoded by | Released by | TSR No. |
|---------|--------------|----------|------------|-------------|---------|

|  |  |   |  |
|--|--|---|--|
| 1. Name of Requesting Individual/Institution |  | 4. Type of Industry   |  |
|  |  | Product/Service Line  |  |
| 2. Address                                   |  | 5. Requesting Official (signature over printed name)  |  |
| Contact No.                                  |  | Position  |  |
| 3. Purpose of Technical Service Request      |  | 6. Sample brought by (signature over printed name)<br>if different from Requesting Official |  |

**IMPORTANT NOTICE TO THE CUSTOMER**

Samples submitted for calibration and their Certificate of Calibration will be released only:

- to the person who brought the sample otherwise authorization is required
- upon presentation of **originals** (not photocopies) of Customer's copy (green copy) of the *Technical Services Request Form (F5.8.1 v2)* bearing the particulars of payment made, Customer's copy of the *Control Pass for Customer's Property (F5.8.3)* verified and signed by ITDI's Guard-On-Duty, and a valid identification.

**A duly notarized Affidavit of Loss must be presented if any of the above forms is lost**
**7. Equipment/Sample Description** (MUST include relevant information such as manufacturer, model, serial #s, quantity, etc., wherever applicable)

**8. Special Request or Instructions, if any**

**9. Conformance** I understand that the NML will carry out the services on the basis set out in this request. I also understand that the above mentioned equipment/sample(s) are still subject to further evaluation for any non-conformance or defect and that NML reserves the right to return the equipment/sample(s) if found unsuitable for calibration and to refuse its release if the customer lacks proper documentation.

(Customer signature over printed name)

To be filled out by NML Staff

**A. Particulars of Services Offered** (Test or calibration, test points, test methods, etc.)

**Payment Particulars (in PhP):**

|                      |       |
|----------------------|-------|
| Service Fee          | _____ |
| Surcharge            | _____ |
| Amount Due           | _____ |
| Amount Paid          | _____ |
| Balance              | _____ |
| Date of Payment      | _____ |
| Official Receipt No. | _____ |
| Cashier              | _____ |

**Task Particulars:**

|                         |       |
|-------------------------|-------|
| Man-Hours               | _____ |
| Travel Hours            | _____ |
| No. of Services         | _____ |
| Performed by            | _____ |
| Date Started/Calibrated | _____ |
| Date Reported           | _____ |

Type of Service: ( ) On Site ( ) Base Laboratory

**B. Task Assigned to** (printed name and section)

**C. Task Assigned by** (signature over printed name)

Date



INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE  
TECHNOLOGICAL SERVICES DIVISION  
DOST COMPOUND, BICUTAN, TAGUIG CITY  
Tel. Nos. 837-2071 to Local 2270/2269  
Telefax No. 837-8156  
E-mail address: [tdl\\_training@itdi.dost.gov.ph](mailto:tdl_training@itdi.dost.gov.ph)



TRAINING RESERVATION FORM

NAME : \_\_\_\_\_  
NICKNAME : \_\_\_\_\_  
COMPANY : \_\_\_\_\_  
COMPANY ADDRESS : \_\_\_\_\_  
COMPANY TEL./FAX NO. : \_\_\_\_\_ MOBILE NO. : \_\_\_\_\_  
HOME ADDRESS : \_\_\_\_\_  
EDUCATIONAL ATTAINMENT : \_\_\_\_\_  
POSITION/DESIGNATION : \_\_\_\_\_ E-MAIL ADD.: \_\_\_\_\_  
TITLE OF TRAINING : \_\_\_\_\_  
DATE OF TRAINING : \_\_\_\_\_  
PURPOSE OF ATTENDING : \_\_\_\_\_

Registration Information:

- ❖ TRAINING RESERVATIONS WILL BE ON A "FIRST-COME, FIRST-SERVED BASIS".
- ❖ PARTICIPANT WILL BE CALLED FOR CONFIRMATION AND FULL PAYMENT SHOULD BE DONE THEREAFTER.
- ❖ FULL PAYMENT MUST BE MADE TO:
  - ANY LANDBANK BRANCH, ONE WEEK BEFORE THE TRAINING DATE.  
ACCOUNT NAME: ITDI TRAINING  
ACCOUNT NUMBER: 1822-1028-63  
BRANCH: LAND BANK BICUTAN
    - OFFICIAL RECEIPT WILL BE ISSUED UPON REGISTRATION ON THE 1<sup>ST</sup> DAY OF TRAINING
  - ITDI CASHIER
    - OFFICIAL RECEIPT WILL BE ISSUED UPON PAYMENT
- ❖ WALK-IN PARTICIPANT IS NOT ALLOWED DURING TRAINING.
- ❖ TRAINING FEE COVERS EXPENSES FOR SUPPLIES AND MATERIALS, USE OF FACILITIES, MEALS, HAND-OUTS AND CERTIFICATES.
- ❖ CERTIFICATES WILL BE GIVEN TO THE PARTICIPANTS.
- ❖ ITDI RESERVES THE RIGHT TO CANCEL ANY OF ITS TRAINING PROGRAMS DUE TO UNFORESEEN CIRCUMSTANCES.





Republic of the Philippines  
Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
DOST Compound, Gen. Santos Ave., Bicutan, Taguig City, Metro Manila  
Tel. Nos. 837-2071 to 82; Telefax Nos. 837-3167; 837-6150  
<http://www.itdi.dost.gov.ph>



Management  
System  
ISO 9001:2015  
[www.itdi.dost.gov.ph](http://www.itdi.dost.gov.ph)  
ID 310803719



MOA/CL Ref. No.: \_\_\_\_\_

### LETTER OF REQUEST FOR TECHNICAL SERVICES

Date: \_\_\_\_\_

**Dr. ANNABELLE V. BRIONES**  
Office of the Director

Madam:

I would like to request for ITDI technical service/s (pls. specify/describe) \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Printed Name & Signature of Customer

=====

### REQUEST FOR TECHNICAL SERVICES

#### A. CUSTOMER DATA

(to be filled up by the requesting party)

Name/Company/School: \_\_\_\_\_

Classification: ( ) Government ( ) Private ( ) Academic ( ) Others, specify \_\_\_\_\_

Industry: \_\_\_\_\_ Sub-sector: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Year started: \_\_\_\_\_

Requesting Party \_\_\_\_\_ Designation: \_\_\_\_\_

Office/School Address: \_\_\_\_\_

Plant Address (if any): \_\_\_\_\_

Title of Thesis (if applicable): \_\_\_\_\_ Course: \_\_\_\_\_ Level: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Website: \_\_\_\_\_ Email Address: \_\_\_\_\_

Printed Name & Signature of Customer: \_\_\_\_\_ Date of Request: \_\_\_\_\_

#### Notes:

1. Fill up this form for every request for Technical Service with Conforme Letter (CL) or Memorandum of Agreement (MOA).
2. Fill up applicable data for walk in / telephone / internet inquiries.

Form: ITDI F1  
Issue: Nov. 2011



### FOI REQUEST FORM (Customer Copy)

Date: \_\_\_\_\_ Request Reference No.: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

ID Presented: \_\_\_\_\_ ID No.: \_\_\_\_\_

Document Requested: \_\_\_\_\_  
\_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_  
*FOI Receiving Officer*

### FOI REQUEST FORM (ITDI Copy)

Date: \_\_\_\_\_ Request Reference No.: \_\_\_\_\_

Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

ID Presented: \_\_\_\_\_ ID No.: \_\_\_\_\_

Document Requested: \_\_\_\_\_  
\_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

#### ***For FOI Receiving Officer Only***

Type of Document: \_\_\_\_\_

Mode of Request: \_\_\_\_\_

Request Forwarded to: \_\_\_\_\_

Remarks: \_\_\_\_\_

Received by: \_\_\_\_\_  
*FOI Receiving Officer*



Republic of the Philippines  
Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
DOST Compound, General Santos Ave., Bicutan, Taguig City  
Tel. Nos. : 837-2071 to 82; Telefax No.: 837-3167; 837-6150  
<http://www.itdi.dost.gov.ph>

**REQUEST FOR TECHNICAL SERVICES**  
(with standardized fees)

**Clearance box**

|            |                |       |         |          |                          |
|------------|----------------|-------|---------|----------|--------------------------|
| RESEARCHER | DIVISION CHIEF | TSD   | CASHIER | DUE DATE | REQUEST REFERENCE NUMBER |
| Date:      | Date:          | Date: | Date:   | Date:    | Date:                    |

This block to be filled up by the Customer:

|   |                  |
|---|------------------|
| Company / Institution _____   |                  |
| Address and Telephone No. _____   |                  |
| Requesting Official, name in print: _____   |                  |
| Designation: _____  | Signature: _____ |
| Sample brought by: _____  | Signature: _____ |
| Sample:<br>Description: (Exclude those not evident on sample submitted)   |                  |
| Identifying Marks:  |                  |
| Quantity: _____   |                  |
| Other supplies/materials/chemicals submitted:   |                  |
| Description   | Quantity         |
| Specific test/analysis/service required   |                  |
| Customer Profile: ( ) Government ( ) NGO ( ) Academic<br>( ) Private Mfr ( ) Private Service Company<br>( ) Individual ( ) Others (specify) _____ |                  |
| Purpose of requested service:   |                  |

REMARKS

This block to be filled up by ITDI

|  |       |                      |                      |       |
|--|-------|----------------------|----------------------|-------|
| Amount Due   |       | Amount Paid          | Official Receipt No. | Date  |
| Fees/Charges:  | _____ | _____                | _____                | _____ |
| Job assigned to: (Pls. List down names of all personnel) |       |                      |                      |       |
| 1 _____  |       |                      |                      |       |
| 2 _____  |       |                      |                      |       |
| 3 _____  |       |                      |                      |       |
| 4 _____  |       |                      |                      |       |
| Signature of Activity Leader: _____                      |       | Date received: _____ |                      |       |

**Notes:**

1. To be accomplished in 4 copies (1-Cashier, 2-Customer, 3-Division, 4-TSD)  
CUSTOMER'S COPY must be presented in claiming reports together with the filled up Customer Satisfaction Survey Form (QMS-F2)
2. Blank forms may be reproduced by the customer.

Form: ITDI-F2  
Issue: Nov. 20112



**ANNEX B – Summary of ITDI Documents  
which Contains Personal Information**

#### A. Technical Services Documents

| # | DOCUMENT  | DETAILS   | REQUIRED SECURITY/<br>RISK ON DISCLOSING<br>TO PUBLIC                               |
|---|---|---|---|
| 1 | Training programs conducted<br>➤ Direct clients<br>➤ Regional clients | Summary of conducted trainings, which may include customer's details and requested information / technology   | - Contains customer's personal information  |
| 2 | Trainings   | Summary of conducted trainings and list of participants, which may include customer's details and requested information / technology                          | - Contains customer's personal information  |
| 3 | Technical Assistance / Technical Services Rendered                    | Summary of conducted technical services activities, which may include customer's details and requested information / technology and Technical Services Report | - Contains customer's personal information<br>- Customers Technical Services report |
| 4 | List of Adopters  | Names of technology takers with their complete addresses/ info pertinent to their business operations   | - Contains customer's personal information  |
| 5 | Training (by regional assignments)                                    | Summary of conducted trainings, which may include customer's details and requested information / technology   | - Contains customer's personal information  |
| 6 | List of walk-in clients   | Walk-in inquiries, that includes their contact details and addresses  | - Contains customer's personal information  |

#### B. Budget and Finance Documents

| # | DOCUMENT                      | DETAILS  | REQUIRED SECURITY/<br>RISK ON DISCLOSING TO PUBLIC                |
|---|-------------------------------|--|---|
| 1 | Budget Proposal               | BP Forms A to 400-A                                  | - BP 205 may contains list of retirees and their personal profile |
| 2 | Budget Accountability Reports | SAOB, Financial Performance                          | - Contains customer's personal information                        |
| 3 | Payroll                       | ITDI Employee's payroll both contractual and regular | - Contains employee's personal profile and bank account no.       |

#### C. Research and Development Documents

| # | DOCUMENT                     | DETAILS   | REQUIRED SECURITY/<br>RISK ON DISCLOSING TO PUBLIC                     |
|---|------------------------------|---|--|
| 1 | Project Proposal             | Detailed project proposal document including its R&D staff, MOA / MOU if there is partnership with specific external stakeholders | - Contains personal information of employees and external stakeholders |
| 2 | Project Monitoring Documents |   |  |

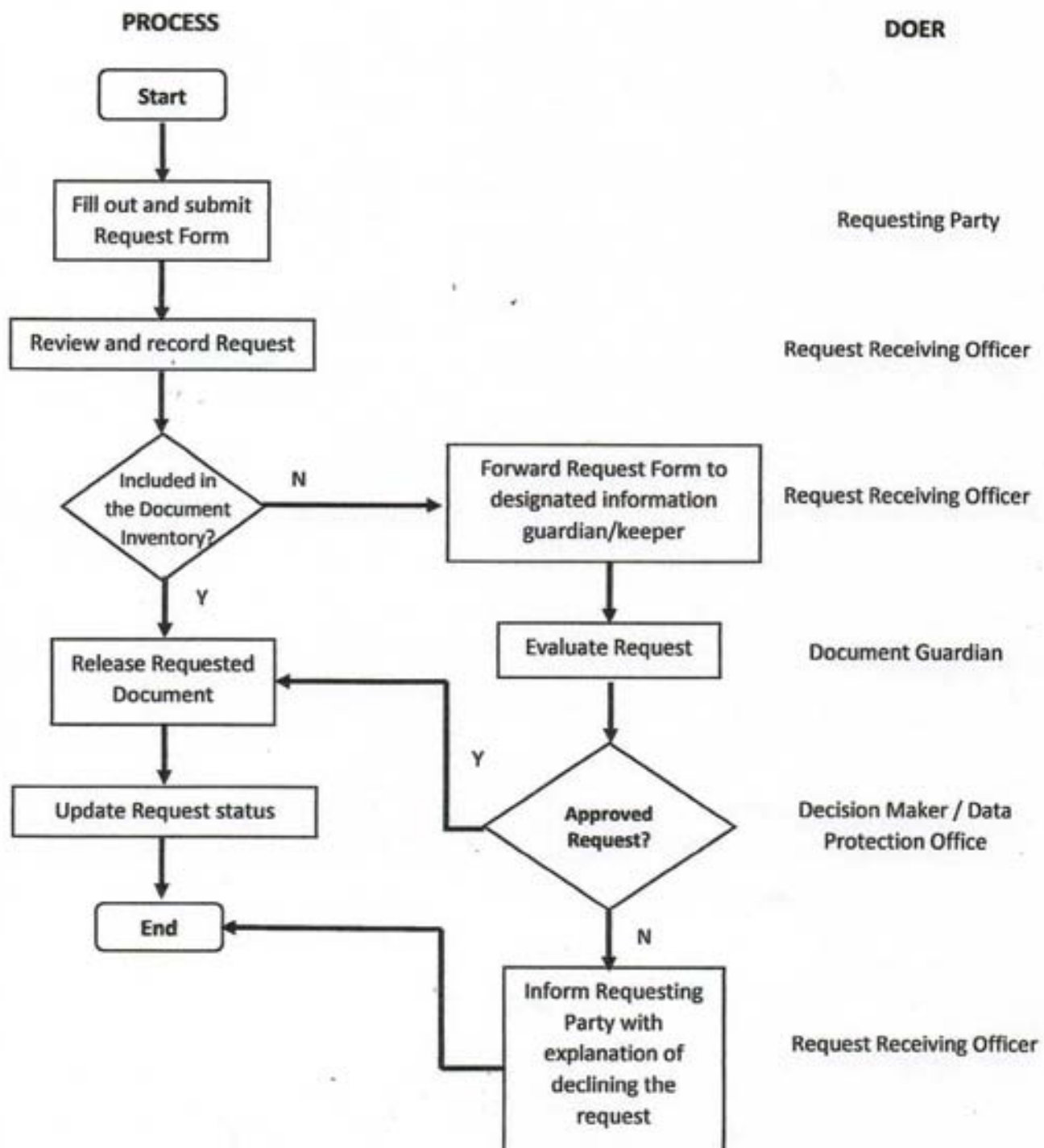
#### D. Administrative Documents

| # | DOCUMENT               | DETAILS  | REQUIRED SECURITY/<br>RISK ON DISCLOSING TO PUBLIC   |
|---|------------------------|--|--|
| 1 | Applicant's Data Sheet | HR Form that contains applicant Information including personal, community engagements, educational and employment background | - Contains personal information of employees and external stakeholders (Unselected applicants) |
| 2 | Personal Data Sheet    | CSC Forms that contains updated record of regular employees  | - Contains personal information of employees   |
| 3 | Payroll                | Contains employee's monthly compensatory benefits  | - Contains employee's financial earnings and bank account no.                                  |



**ANNEX C – FOI and DPA Harmonized  
Protocol in Disclosing ITDI Documents**

## FOI and DPA Harmonized Protocol in Disclosing ITDI Documents



**ANNEX D – FOI and DPA Committee and  
Its Responsibilities Service Order (SO)  
Documents**



Zimbra

jmbmanalo@itdi.dost.gov.ph

---

**Re: INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE - NPC Registration**

---

**From :** jmbmanalo@itdi.dost.gov.ph  
**Subject :** Re: INDUSTRIAL TECHNOLOGY DEVELOPMENT  
INSTITUTE - NPC Registration  
**To :** NPC Compliance Support  
<compliancesupport@privacy.gov.ph>

Mon, Jun 03, 2019 02:17 PM

---

**From:** "NPC Compliance Support" <compliancesupport@privacy.gov.ph>  
**To:** JMBMANALO@ITDI.DOST.GOV.PH  
**Sent:** Thursday, May 30, 2019 3:11:37 PM  
**Subject:** INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE - NPC  
Registration

Dear Mr/ Ms. Manalo,

Thank you for complying with the DPO Registration requirement of the National Privacy Commission.

We have received your submitted registration documents. However, you failed to include as supporting documents the **Appointment paper or Office Order of your DPO.**

In this regard, you are advised to scan the said document and submit it via email to [dporegistration@privacy.gov.ph](mailto:dporegistration@privacy.gov.ph) or reply to this message (send a scanned copy)

Your email should have the subject: *Name of Organization\_DPO.*

Assisting you with your compliance and answering your questions are a top priority for us. If you need immediate assistance, please contact us at:

Phone Number: (02)510-83-09 / 234-2228 loc. 118  
Mobile Number: +639451534299 TNT  
+639652863419 TM

Best regards,  
*Compliance and Monitoring Division*  
National Privacy Commission  
5th Floor, Delegation Building, PICC,  
CCP Complex, Pasay City

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February 3, 2021

**ITDI SPECIAL ORDER NO. 023**  
Series of 2021

**SUBJECT: ITDI COMMITTEES**

In the interest of the service, the following committees are hereby reconstituted:

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

Chairperson : Dr. Norberto G. Ambagan  
Co-Chair : Dr. Zorayda V. Ang  
Members : Maria Pritina A. Gamboa  
Head of the Organization Unit where vacancy exists.  
  
2<sup>nd</sup> Level Rank & File Representative : AESE Representative AESE Representative (Alternate)  
  
1<sup>st</sup> Level Rank & File Representative : AESE Representative AESE Representative (Alternate)  
  
HR Representative : Sharra Taywan

**Head of the Division where the vacancy exists:**

| Division | Principal      | Alternate              |
|----------|----------------|------------------------|
| ADM      | Chief/OIC, ADM | Merlita M. Regonda     |
| CED      | Chief/OIC, CED | Wilfredo A. Balais     |
| EBD      | Chief, EBD     | Rochelle L. Retamar    |
| FMD      | Chief, FMD     | Soledad S. Reyes       |
| FPD      | Chief/OIC, FPD | Ma. Elsa M. Falco      |
| MSD      | Chief/OIC, MSD | Marianito T. Margarito |
| NMD      | Chief/OIC, NMD | Paulo Sabino B. Leones |
| PMISD    | Chief, PMISD   | Jose Mari B. Manalo    |
| PTD      | Chief, PTD     | Cynthia M. Bihis       |
| STD      | Chief, STD     | Marlon S.A. Aguinaldo  |
| TSD      | Chief, TSD     | Lucila M. Alconera     |

*Inspired by Technology, Driven by Innovation*

**Membership:**

ASEAN Consultative Committee for Standards & Quality - Rubber-Based Product Working Group | ASEAN Rubber Testing Laboratory Committee |  
Asia Nano Forum (ANF) | Asia-Pacific Food Analysis Network (APFAN) | Asia Packaging Network (APN) | Asia Pacific Legal Metrology Forum  
(APLMF) | Asia Pacific Metrology Programme (APMP) | General Conference on Weights and Measures (CGPM) | ISTA Global and Asia Pacific |  
International Association of Packaging Research Institutes (IAPRI)

50-11-2021-22

## WRITERS POOL

Chairperson : Delia D. Gotis  
Co-Chair : Margarita V. Atienza  
Members:

ADM : Sharra Taywan/Ma. Ethel Orbita  
FMD : Haidee Merza  
CED : Wilfredo A. Balais/Christopher Bilbao/Divine Rhea Ceruma  
EBD : John Paul Matthew Guzman/Maria Christine Latosa/  
Joven Barcelo/Madelaine Ebarvia  
FPD : Maria Clarissa Manabat/Christian Niamey U. Cortado/  
Pete Maverick Nicole Estudillo  
MSD : Carlo S. Emolga/Josefina R. Celorico/Jillian Francesca Teh  
PTD : Dane Archibald Balanon / Fernan S. Victoria / Carinna Saldana  
STD : Admer Rey Dablio / Ma. Rachel V. Parcon /  
Isalah Ubando / Elyson Keith Encarnacion/Erish Daranciang  
PMISD: Roland Andrew T. Cruz/ Mertella Lenie Ysulat  
NML : Jes Andre G. Trillana / Maryness I. Salazar / Loreibelle N. Abian  
TSD : Namnama Ganotisl/Cristina B. Candelaria/Reginald Roy U. Dela  
Cruz/ Luzviminda P. Herrera / Albert Pallaya / Jose Ramon  
Cuevaz

## RECORDS MANAGEMENT IMPROVEMENT

Chair : Merlita Regonda  
Members: Rosario Brucal Judith Tejano  
Carmelita A. Umali Anthony Bauzon  
Lumen Milo Raisa Tongson  
Luzviminda Herrera Maricar Carandang

## DATA PRIVACY ACT GROUP

Decision Maker : Annabelle V. Briones  
Alternate DM for DPA : Zorayda V. Ang  
Alternate DM for FOI : Nelia Elisa C. Florendo  
Data Protection Officer (DPO)-Head : Jose Mari Manalo  
Alternate DPO-Head : Gennie A. Ordoña  
DPO-R&D Documents : Ma. Andriena Ida Ofina  
DPO-Technical Services Document : Jacqueline Dinglasan  
DPO-Administrative Document : Merlita M. Regonda  
DPO-Budget and Finance Document : Josefina Perez  
Request Receiving Officer : Albert Pallaya  
Alternate : Anthony C. Bauzon





March 14, 2019

**ITDI SPECIAL ORDER NO. 078**  
Series of 2019

**SUBJECT: ITDI COMMITTEES**

In the interest of the service, the following committees are hereby reconstituted:

**SELECTION BOARD**

|  |   |   |                                 |
|--|---|---|---------------------------------|
| Chair  | : | Diana L. Ignacio                                  |                                 |
| Co-Chair   | : | Reynaldo L. Esguerra                              |                                 |
| Co-Chair   | : | Janet F. Quizon                                   |                                 |
| Members  | : | Head of Organizational Unit where vacancy exists: |                                 |
| 2 <sup>nd</sup> Level Rank & File Representative             | : | AESE Representative                               | AESE Representative (Alternate) |
| 1 <sup>st</sup> Level Rank & File Representative (Alternate) | : | AESE Representative                               | AESE Representative             |
| HR Representative  | : | Lolita Hernandez                                  |                                 |

Head of the Division where the vacancy exists:

| Division | Principal            | Alternate            |
|----------|----------------------|----------------------|
| CED      | Apollo Bawagan       | Wilfredo Balais      |
| EBD      | Reynaldo L. Esguerra | Rochelle L. Retamar  |
| FAD      | Janet F. Quizon      | Soledad S. Reyes     |
| FPD      | Norberto Ambagan     | Ma. Dolor Villaseñor |
| MSD      | Blessie Basilia      | Josefina Celorico    |
| NML      | Aurora Kimura        | Manuel Ruiz          |
| PMISD    | Zorayda Ang          | Jose Mari Manalo     |
| PTD      | Daisy Tañafranca     | Josefina Diaz        |
| STD      | Rosalinda Torres     | Marlon Aguinaldo     |
| TSD      | Nelia Elisa Florendo | Lucila Alconera      |

Secretary : Sharra Abache

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Lumen Milo  
Luzviminda Herrera


Josefina Perez  
Maricar Carandang

**DATA PRIVACY ACT GROUP**

|                      |   |                         |
|----------------------|---|-------------------------|
| Decision Maker       | : | Annabelle V. Briones    |
| Alternate DM for DPA | : | Diana L. Ignacio        |
| Alternate DM for FOI | : | Nelia Elisa C. Florendo |

|                                     |                           |
|-------------------------------------|---------------------------|
| Data Protection Officer (DPO)-Head: | Jose Manalo               |
| Alternate DPO-Head:                 | Gennie A. Ordoña          |
| DPO-R&D Documents:                  | Ma. Andriena Ida A. Ofina |
| DPO-Technical Services Document:    | Alvin B. Arante           |
| DPO-Administrative Document:        | Merlita M. Regonda        |
| DPO-Budget and Finance Document:    | Josefina T. Perez         |
| Request Receiving Officer:          | Josephine B. King         |
| Alternate:                          | Anthony C. Bauzon         |

This order shall take effect April 1, 2019 and shall remain in force until revoked by proper authority.

  
**ANNABELLE V. BRIONES, Ph.D.**  
Director



Republic of the Philippines  
Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
DOST Cpd., General Santos Ave., Bicutan, Taguig City  
Tel. Nos. : 837-2071 to 82 (DOST Trunklines) Telefax No.: 837-3167  
<http://www.itdi.dost.gov.ph>



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ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID: PH00001515



March 6, 2018

**ITDI SPECIAL ORDER NO. 067**  
Series of 2018

**SUBJECT: ITDI COMMITTEES Part II**

In the interest of the service, the following committees are hereby reconstituted:

**SELECTION BOARD**

|   |   |                                       |                              |
|---|---|---------------------------------------|------------------------------|
| Chair   | : | Diana L. Ignacio                      |                              |
| Co-Chair  | : | Janet F Quizon / Reynaldo L. Esguerra |                              |
| Members   | : |                                       |                              |
| 2 <sup>nd</sup> Level Rank & File Representative: |   | Rocheel Lee C. Deluta                 | Adora T. Ortiz (Alternate)   |
| 1 <sup>st</sup> Level Rank & File Representative: |   | Persia Ada N. De Yro                  | Charles F. Palla (Alternate) |
| HR Representative                                 | : | Divina M. Bacaltos                    | Lolita Hernandez (Alternate) |

Head of the Division where the vacancy exists:

| Division | Principal            | Alternate            |
|----------|----------------------|----------------------|
| CED      | Emelda Ongo          | Wilfredo Balais      |
| EBD      | Reynaldo L. Esguerra | Ursela Bigol         |
| FAD      | Janet F. Quizon      | Soledad S. Reyes     |
| FPD      | Norberto Ambagan     | Ma. Dolor Villaseñor |
| MSD      | Blessie Basilia      | Josefina Celorico    |
| NML      | Aurora Kimura        | Michael Jason Solis  |
| PMISD    | Zorayda Ang          | Jose Mari Manalo     |
| PTD      | Daisy Tafiafranca    | Josefina Diaz        |
| STD      | Rosalinda Torres     | Marlon Aguinaldo     |
| TSO      | Nelia Elisa Florendo | Lucila Alconera      |

Secretary : Sharra Abache

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Membership:

- General Conference on Weights and Measures (CGPM)
- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)

### PERFORMANCE MANAGEMENT TEAM

Chairperson: Deputy Director for ATS

Members: Janet F. Quizon  
Zorayda V. Ang  
Norberto Ambagan  
Rosalinda Torres  
Ms. Rocheel lee C. Deluta – AESE Representative

Secretariat: Divina M. Bacaltos/HR

### RECORDS MANAGEMENT IMPROVEMENT

Chair : Diana L. Ignacio

Co-chair: Merlita Regonda

Members: Julieta B. Brigoli  
Carmelita A. Umali  
Lumen Milo  
Luzviminda Herrera

Judith Tejano  
Anthony Bauzon  
Josefina Perez  
Maricar Carandang

### DATA PRIVACY ACT GROUP

|                      |   |                         |
|----------------------|---|-------------------------|
| Decision Maker       | : | Director/OIC            |
| Alternate DM for DPA | : | Diana L. Ignacio        |
| Alternate DM for FOI | : | Nelia Elisa C. Florendo |

|                                     |                           |
|-------------------------------------|---------------------------|
| Data Protection Officer (DPO)-Head: | Jose Manalo               |
| Alternate DPO-Head:                 | Gennie A. Ordon           |
| DPO-R&D Documents:                  | Ma. Andriena Ida A. Ofina |
| DPO-Technical Services Document:    | Alvin B. Arante           |
| DPO-Administrative Document:        | Merlita M. Regonda        |
| DPO-Budget and Finance Document:    | Josefina T. Perez         |
| Request Receiving Officer:          | Josephine B. King         |
| Alternate:                          | Anthony C. Bauzon         |





August 23, 2017

ITDI Special Order No.: 190  
Series of 2017

**Subject: Creation of the Freedom of Information (FOI) of 2016 and Data Privacy Act OF 2012 (DPA) Group**

The FOI Bill was implemented through Executive Order (EO) No. 2 on 2016 and became known as Freedom of Information Order. The FOI provides every Filipino to have the right to access to information, official records, and public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data. The DPA of 2012 is an act protecting individual personal information in Information and Communications Systems in the Government and in the Private Sector. In compliance with the FOI and DPA, the following group is hereby created as follows:

| GROUP  | DUTIES AND RESPONSIBILITIES / TERM OF REFERENCE   |
|--|---|
| Decision Maker (DM):<br>Maria Patricia V. Azanza, Ph.D.<br>Alternate DM for DPA: Diana L. Ignacio<br>Alternate DM for FOI: Nella Elisa C. Florendo | <ul style="list-style-type: none"><li>Decision Maker if the information can be disclosed or not to the requesting party</li><li>Has overall administrator level access on the organizational data</li></ul>                                       |
| Data Protection Officer (DPO) – Head:<br>Jose Mari B. Manalo<br>Alternate DPO – Head:<br>Gennie A. Ordoña  | <ul style="list-style-type: none"><li>Review and provide brief evaluation report on the document request</li><li>Has overall administrator level access on the organizational data</li></ul>  |
| DPO – R & D Documents:<br>Ma. Andriena Ida D.A. Ofina  | <ul style="list-style-type: none"><li>Document Guardian / Data Keeper of all R&amp;D Documents</li><li>Has administrator level access on R&amp;D Documents</li><li>Conduct R&amp;D Documents inventory</li></ul>                                  |
| DPO – Technical Services Document:<br>Alvin B. Arante  | <ul style="list-style-type: none"><li>Document Guardian / Data Keeper of all Technical Services Documents</li><li>Has administrator level access on Technical Services Documents</li><li>Conduct Technical Services Documents inventory</li></ul> |
| DPO – Administrative Document:<br>Merlita M. Regonda   | <ul style="list-style-type: none"><li>Document Guardian / Data Keeper of all Administrative Documents</li><li>Has administrator level access on Administrative Documents</li><li>Conduct Administrative Documents inventory</li></ul>             |

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**Membership:**

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- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)

|   |   |
|---|---|
| DPO – Budget and Finance Document:<br><b>Josefina T. Perez</b>                                | <ul style="list-style-type: none"> <li>• Document Guardian / Data Keeper of all budget and financial documents</li> <li>• Has administrator level access on Budget and Financial documents</li> <li>• Conduct Budget and Financial Documents Inventory</li> </ul> |
| Request Receiving Officer:<br><b>Josephine B. King</b><br>Alternate: <b>Anthony C. Bauzon</b> | <ul style="list-style-type: none"> <li>• Receive document request</li> <li>• Conduct initial review of the document request</li> <li>• Forward document request to designated document guardian or data keeper</li> <li>• Release requested document</li> </ul>   |
| ALL   | <ul style="list-style-type: none"> <li>• Other duties related to the FOI and DPA activities and requirements</li> </ul>   |

This order shall take effect immediately and shall remain in force until revoked by proper authority.



**MARIA PATRICIA V. AZANZA, Ph. D.**  
Director

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Membership:

- General Conference on Weights and Measures (CGPM)
- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)

**ANNEX E – FOI and DPA Copy of  
Memorandum Releases**





May 10, 2020

ITDI Administrative Order No. 005  
Series of 2020

**SUBJECT: Policy Guidelines on Information Technology Security of the Industrial Technology Development Institute for the Alternative Work Arrangements During the Period of State of National Emergency Due to COVID-19 Pandemic**

## I. RATIONALE

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 10 s. 2020, "Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of National Emergency Due to COVID-19 Pandemic", Section 3.1, e. 4 & 5, the ITDI *shall ensure appropriate measures such as Pledge of Confidentiality of Information, Data encryptions, etc. are in place to ensure protection of data used and processed by the employees pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012. Further, ITDI shall also protect and secure confidential and proprietary information.*

Anent the directive, this policy provides the security framework that will ensure the protection of ITDI information from unauthorized access, information breach, loss and damages while supporting the alternative work arrangements designed and set up during the COVID-19 pandemic by the Institute. The ITDI information may be verbal and/or digital, individually-controlled or shared, stand-alone or networked both on local and public, used for organizational administration, research and development, or other purposes.

## II. SCOPE

This guidelines shall cover all the Institute's data and information in all forms of media and applies to all ITDI employees regardless of adopted alternative work arrangement, both on-site and off-site the office premises.

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### III. DEFINITION OF TERMS

**Confidential and Proprietary Information** – information classified by ITDI as confidential and secret relative to its intrinsic value to the organization

**Data Encryptions** – way of securing data by transforming it into another form or code so that only the people with the data key could read it

**Individually-controlled or Shared Information** – type of storing data to maintain its confidentiality and security

**Local Access** – accessible information within the intranet premise of ITDI

**Networked Shared Information** – information located in a file server that allows authorized staff to access

**Public Access** – accessible information via the Internet

**Stand-alone Information** – information that resides in the local hard drive of the computer

**Verbal and / or Digital Information** – use of sounds and words to self-express the thought and information either in physical presence or in digital form of communication

### IV. ITDI CLASSIFICATION OF DATA AND INFORMATION

As identified in the **ITDI Documents Inventory** hereto attached and pursuant to the guidelines of the following laws/orders/issuances:

- a) Republic Act No. 10173 - Data Privacy Act of 2012;
- b) Republic Act No. 8293 - Intellectual Property Code of the Philippines;
- c) E.O. No. 2, s. 2016 - Freedom of Information (FOI) Program; and

including other relevant governance mechanisms, the ITDI hereby sets these three (3) classifications for modes of dissemination and security access:

1. **Public** – covers ITDI information that are publicly available and accessible.

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- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)



2. **Limited** – covers ITDI information that are classified Confidential and Only Authorized Personnel or external parties are allowed to access. Access is limited to "View Only". Copying or taking copies of documents and materials/information marked or classified as Confidential and/or with written or known prohibition will be subject to appropriate legal action.
3. **Exception** – covers ITDI Information that are classified as Strictly Prohibited for access and dissemination unless Authorized by Top Management of ITDI or ordered by the law.

Refer to attached Annex D - ITDI Documents Inventory.

#### V. AUTHORIZED COMMUNICATIONS MEDIA IN RELATION TO ITDI DATA AND INFORMATION CLASSIFICATION

| Data and Information Classification | Authorized Communication Media  |
|-------------------------------------|---|
| Public                              | Any communication media   |
| Limited                             | Email account both personal and official; Google Hangouts and Meet    |
| Exception                           | ITDI Official Email; Google Hangouts using ITDI official account only |

#### VI. AUTHORIZED DATA STORAGE AND ACCESSIBILITY IN RELATION TO ITDI DATA AND INFORMATION CLASSIFICATION

| Data and Information Classification | Authorized Storage and Accessibility   |
|-------------------------------------|--|
| Public                              | Any storage; Any location and mode of access   |
| Limited                             | ITDI Public Network Attached Storage (NAS); Google Drive using ITDI Official Email account or personal account |
| Exception                           | ITDI Private File Servers; Accessibility within ITDI Local Area Network or physical location                   |

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- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)





## VII. DATA COLLECTION IN RELATION TO ITDI DATA AND INFORMATION CLASSIFICATION

| Data and Information Classification | Authorized Mode of Data Collection  |
|-------------------------------------|---|
| Public                              | Any data collecting media   |
| Limited                             | ITDI in-house developed information system accessible in public; Email using ITDI Official Email account or personal account; Telephone interview |
| Exception                           | ITDI in-house developed information system accessible on ITDI Local Area Network only; ITDI hardcopy form   |

## VIII. POLICY KEYPOINTS

- PMISD-MIS Section Head is given the authority to revise and update this policy as needed, subject to the endorsement and approval of the PMISD Chief and higher ITDI authorities, respectively.
- Non-compliance to this AO by employees may expose valuable data of and pose risk to the Institute and therefore shall be dealt with accordingly by the ITDI Management and is punishable by law.

## IX. EFFECTIVITY

This policy guidelines shall take effect immediately.

**DR. ANNABELLE V. BRIONES**  
Director

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Membership:

- General Conference on Weights and Measures (CGPM)
- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)

## ANNEX D - ITDI DOCUMENTS INVENTORY

| agency_abbrev | agency_name                                 | title                         | description   | file_format           | online_publication | location_or_url                                    | disclosure | original_data_owner | data_maintainer         | date_released<br>(for coverage) | frequency_of_update          |
|---------------|---|-------------------------------|---|-----------------------|--------------------|--|------------|---------------------|-------------------------|---------------------------------|------------------------------|
| ITDI          | Industrial Technology Development Institute | Training Programs             | List of yearly training programs of ITDI  | Softcopy and Hardcopy | ITDI Website       | www.itdi.dost.gov.ph and TSD File                  | Public     | ITDI                | TSD                     | Yearly                          | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | List of Conducted Training    | Summary of conducted activities, which may include client details and requested information/ technology; including action taken by ITDI | Softcopy and Hardcopy | None               | TSD Files and PHISD Accomplishment Report File     | Limited    | ITDI                | TSD / PHISD             | Monthly / Quarterly / Yearly    | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | ITDI Technical Services       | List of available Technical Services provided by ITDI   | Softcopy and Hardcopy | ITDI Website       | www.itdi.dost.gov.ph and TSD File                  | Public     | ITDI                | TSD / STD / NMD         | Yearly                          | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | Provided Technical Services   | List of technical services provided by ITDI   | Softcopy and Hardcopy | None               | TSD, NMD, STD and PHISD Accomplishment Report File | Limited    | ITDI                | TSD / STD / NMD / PHISD | Monthly / Quarterly / Yearly    | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | Technology Adopters           | List ITDI technology adopters   | Softcopy and Hardcopy | None               | TSD and PHISD Accomplishment Report File           | Limited    | ITDI                | TSD / PHISD             | Monthly / Quarterly / Yearly    | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | ITDI Clients                  | List of ITDI clients including walk-in and phone and email inquiry  | Softcopy and Hardcopy | None               | TSD, NMD, STD and PHISD Accomplishment Report File | Limited    | ITDI                | TSD / STD / NMD / PHISD | Monthly / Quarterly / Yearly    | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | Budget Accountability Reports | ITDI Financial Report like SACOB and financial performance  | Softcopy and Hardcopy | ITDI Website       | www.itdi.dost.gov.ph and FAD File                  | Public     | ITDI                | FAD                     | Monthly / Quarterly / Yearly    | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | Budget Proposal               | BIP Forms A to 400-A  | Softcopy and Hardcopy | None               | FAD File   | Limited    | ITDI                | FAD                     | Yearly                          | Yearly                       |
| ITDI          | Industrial Technology Development Institute | Payroll                       | ITDI Employee's payroll both contractual and regular  | Softcopy and Hardcopy | None               | FAD File   | Exception  | ITDI                | FAD                     | Monthly                         | Monthly                      |
| ITDI          | Industrial Technology Development Institute | Capsule Proposal              | Project Proposal  | Softcopy and Hardcopy | None               | Project Leader, PHISD and TRC                      | Exception  | ITDI                | Project Leader / PHISD  | Monthly                         | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | Detailed Project Proposal     | Detailed Project Proposal   | Softcopy and Hardcopy | None               | Project Leader, PHISD and TRC                      | Exception  | ITDI                | Project Leader / PHISD  | Monthly                         | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | Research Agreement            | Research Agreement with customer  | Hardcopy              | None               | Customer, TSD and PHISD                            | Limited    | ITDI                | PHISD and TSD           | Monthly                         | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | Project Progress Report       | Progress Report of Projects   | Softcopy and Hardcopy | None               | Project Leader and PHISD                           | Exception  | ITDI                | Project Leader / PHISD  | Monthly / Quarterly / Yearly    | Monthly / Quarterly / Yearly |
| ITDI          | Industrial Technology Development Institute | Terminal Report               | Project Terminal Report   | Softcopy and Hardcopy | None               | Project Leader and PHISD                           | Exception  | ITDI                | Project Leader / PHISD  | Yearly                          | Yearly                       |



ANNEX D - ITDI DOCUMENTS INVENTORY

| ITDI | Industrial Technology Development Institute | Summary of Observation      | Summary of Project Monitoring Report   | Softcopy and Hardcopy | None         | PMESD                             | Limited   | ITDI | PMESD                         | Quarterly                    | Quarterly / Yearly           |
|------|---|-----------------------------|--|-----------------------|--------------|-----------------------------------|-----------|------|-------------------------------|------------------------------|------------------------------|
| ITDI | Industrial Technology Development Institute | Summary of Accomplishment   | Summary of ITDI Accomplishments  | Softcopy and Hardcopy | None         | PMESD                             | Limited   | ITDI | PMESD                         | Quarterly                    | Quarterly / Yearly           |
| ITDI | Industrial Technology Development Institute | Commercialized Technology   | List of ITDI technology for commercialization  | Softcopy and Hardcopy | ITDI Website | www.itdi.dost.gov.ph and TSD File | Public    | ITDI | TSD                           | Monthly / Quarterly / Yearly | Monthly / Quarterly / Yearly |
| ITDI | Industrial Technology Development Institute | Training Record Master List | Training Schedule and Participants Profile   | Softcopy and Hardcopy | None         | TSD File                          | Limited   | ITDI | TSD                           | Monthly / Quarterly / Yearly | Monthly / Quarterly / Yearly |
| ITDI | Industrial Technology Development Institute | Research Output             | Patent, IP/PIR, Publication, Report, Maps, Design and Fabrication, Process, Tool Kit, Chemical Formulation, Software, Demonstration, Prototype | Softcopy and Hardcopy | None         | Project Leader and TSD File       | Exception | ITDI | Project Leader / TSD          | Monthly / Quarterly / Yearly | Monthly / Quarterly / Yearly |
| ITDI | Industrial Technology Development Institute | Research Data               | Experiment Data Logbook  | Softcopy and Hardcopy | None         | Project Leader and Researcher     | Exception | ITDI | Project Leader and Researcher | Based on Research Activity   | Based on Research Activity   |
| ITDI | Industrial Technology Development Institute | Scientific Papers           | Scientific Papers  | Softcopy and Hardcopy | None         | Researcher                        | Limited   | ITDI | Researcher / TSD              | Based on Research Activity   | Based on Research Activity   |
| ITDI | Industrial Technology Development Institute | Techno Package              | Material Balance, Return of Investment, Flow Chart   | Softcopy and Hardcopy | None         | TSD File                          | Limited   | ITDI | TSD                           | Monthly / Quarterly / Yearly | Monthly / Quarterly / Yearly |
| ITDI | Industrial Technology Development Institute | ITDI Kit                    | Brochure, Flyers, annual Report, ITDI Primer, A/P, Press Release, Flash Report   | Softcopy and Hardcopy | ITDI Website | www.itdi.dost.gov.ph and TSD File | Public    | ITDI | TSD                           | Monthly / Quarterly / Yearly | Monthly / Quarterly / Yearly |
| ITDI | Industrial Technology Development Institute | PDS                         | Employee's Personal Data Sheet   | Hardcopy              | None         | HR - FAD                          | Limited   | ITDI | HR                            | Yearly                       | Yearly                       |
| ITDI | Industrial Technology Development Institute | 201 Files                   | Records of all ITDI Employees  | Hardcopy              | None         | HR - FAD                          | Limited   | ITDI | HR                            | Based on employee's update   | Based on employee's update   |
| ITDI | Industrial Technology Development Institute | Service Record              | Employee's Service Records   | Softcopy and Hardcopy | None         | HR - FAD                          | Limited   | ITDI | HR                            | Based on employee's update   | Based on employee's update   |
| ITDI | Industrial Technology Development Institute | Customer Profile            | ITDI Customer Information  | Softcopy and Hardcopy | None         | NMD, TSD, STD                     | Exception | ITDI | NMD, TSD, STD                 | Monthly / Quarterly / Yearly | Monthly / Quarterly / Yearly |
| ITDI | Industrial Technology Development Institute | ITDI Inventory              | List of ITDI asset including equipment, supplies and facilities  | Softcopy and Hardcopy | None         | FAD File                          | Limited   | ITDI | FAD                           | Based on acquisition update  | Based on acquisition update  |

# ANNEX D - ITDI DOCUMENTS INVENTORY

|      |   |                  |  |                       |      |  |           |      |                                   |                    |  |
|------|---|------------------|--|-----------------------|------|--|-----------|------|-----------------------------------|--------------------|--|
| ITDI | Industrial Technology Development Institute | Raw Data         | Any single and dependent component of information and unprocessed data that might lead to conclusive information such as audio and video recording, individual notes during the meeting. | Softcopy and Handcopy | None | Staff / divisional secretariat custody | Exception | ITDI | FAD                               | Meeting proper     | Based on date of meeting                       |
| ITDI | Industrial Technology Development Institute | Committee Report | Sensitive committee Report that has legal and social governance such as Preliminary Investigation Report, complaints, etc....  | Softcopy and Handcopy | None | Committee Document Custodian, FAD      | Exception | ITDI | Committee Document Custodian, FAD | Committee meetings | Based on schedule and necessity of the meeting |



## MEMORANDUM

**TO :** ALL ITDI EMPLOYEES

**FROM :** DR. ZORAYDA V. ANG  
OIC Deputy Director for ATS and Chief, PMISD

**CC :** DR. ANNABELLE V. BRIONES  
Director

**SUBJECT :** Use of ITDI Online File Server

**DATE :** June 1, 2020

Pursuant to the CSC Memorandum Circular 10, s. 2020 issued last May 7, 2020, the DOST-ITDI adopted the combination of the Work-from-Home (WFH) and Skeleton (Skeletal) Workforce (SW) as alternative work arrangements in order to maintain and ensure continuous delivery of public service. A "Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanism for Workers in ITDI during the Period of State of National Emergency Due to Covid-19 Pandemic" was issued through a Memorandum by the Director dated May 25, 2020 that provides the parameters for the adopted alternative work arrangements.

To facilitate the implementation of the work-from-home arrangement, ITDI are providing an online file server to ensure file exchange and accessibility outside and within ITDI premises. Initially, account folder is empty to prevent sensitive data (R&D researches, customer information, etc.) to be uploaded in the internet. We are requesting to re-upload files guided with the ITDI AO "Policy Guidelines on Information Technology Security of the Industrial Technology Development Institute for the Alternative Work Arrangements during the Period of State of National Emergency Due to COVID-19 Pandemic". All files to be uploaded in the file server should be properly reviewed by the Account holder accordingly.

Please refer to attached Instruction Manual on how to access the ITDI File Server. In the event that staff cannot go to the office to upload their files and for technical difficulties on accessing the server, you may reach MIS technical support staff 632-8372071 loc. 2275 or send us an email [atpmismis@itdi.dost.gov.ph](mailto:atpmismis@itdi.dost.gov.ph).

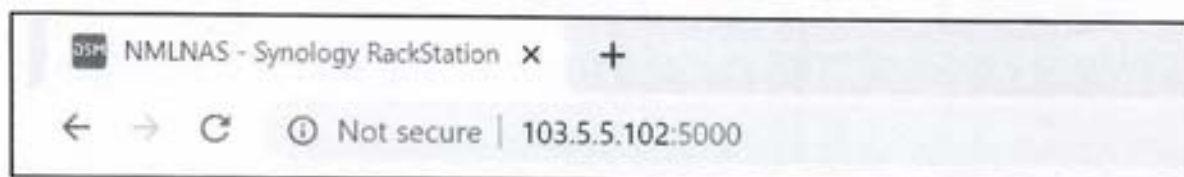
Thank you and stay safe.



## Accessing ITDI File Server Instruction Manual

- I. In your computer or smart phone, open an internet browser such as Mozilla, Internet Explorer, Google Chrome, Safari, Opera, Konqueror or Lynx.
- II. Type 103.5.5.102 or 103.5.5.103 in the address bar. Kindly check the File Server IP address where your account is included.

| Division  | File Server IP Address |
|---|------------------------|
| ADM, CED, EBD, FPD, FMD, OD/ODD, PMISD, MSD, NMD, PTD and TSD | 103.5.5.102            |
| STD   | 103.5.5.103            |



- III. In the Login Page, input your login account the press enter or click Sign In Button



**Login Name:** First name initial +Middle Name Initial + Last Name

Example:

Complete Name: Jose Mari R. Delacruz

Username will be: jmrdelacruz

For those no provided middle name:

Example:

Complete Name: Jose Mari Delacruz

Username will be: jmdelacruz (First Name Initial + Surname)

**Default Password:** 1st name initial + 2nd name initial+ Middle Initial + Last Name Initial followed by @12345

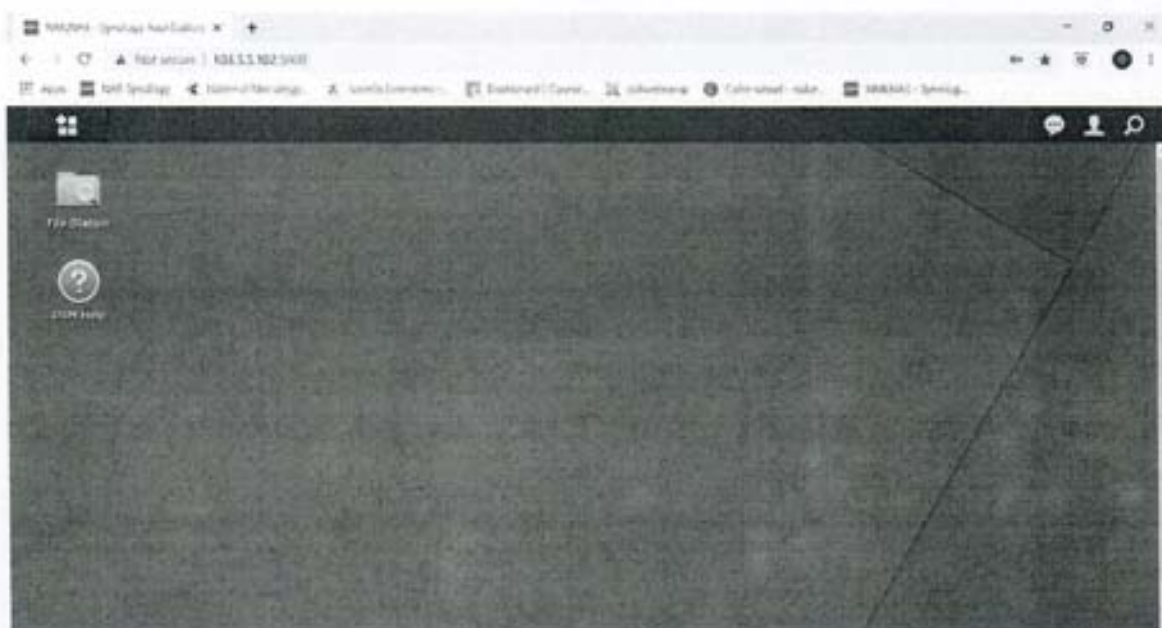
Example: Jose R. Delacruz

Password: jrd@12345

***\*Change your password upon login to secure your account.***



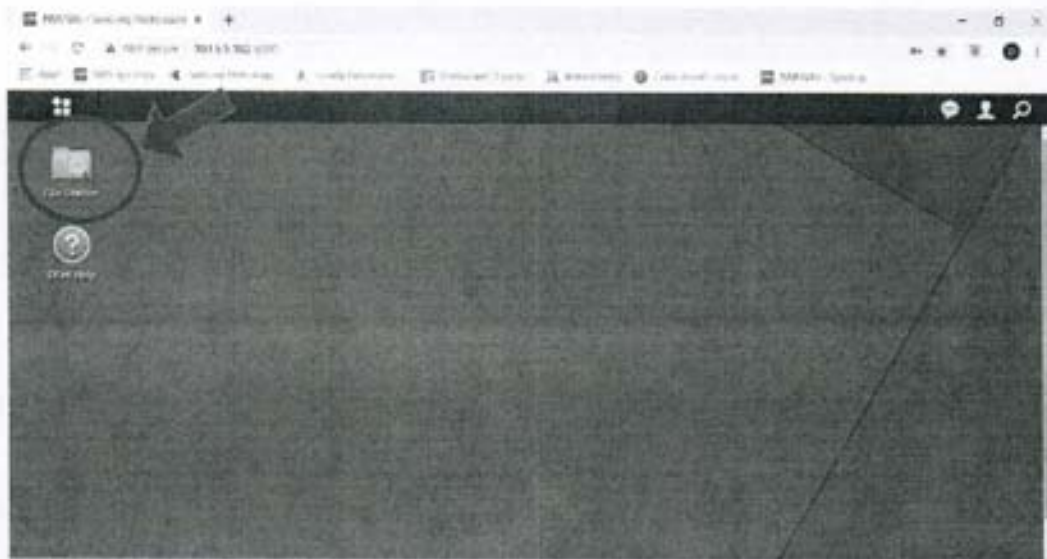
IV. Successful login will be redirected to the file server home page.



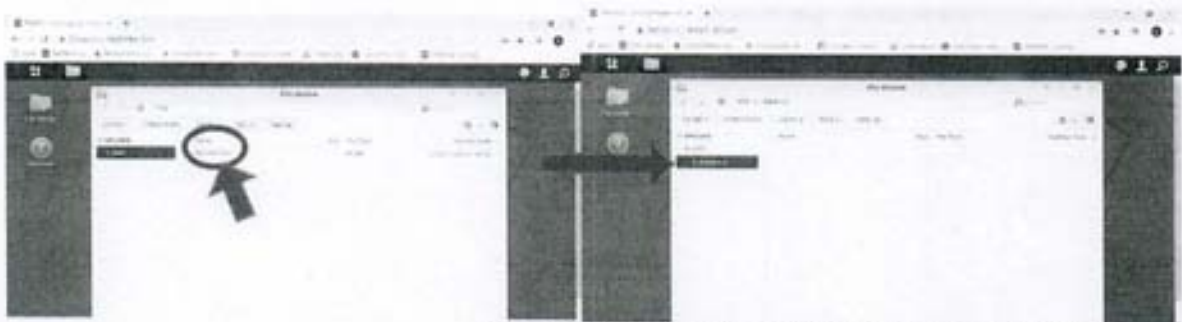
**Note:** Make sure to logout the account after use. In case the user forgot to logout, for security purpose PMISD-MIS set it to auto logout after 15 minutes of idle time.

## UPLOADING FILES

- I. Upon login, click the File Station



- II. Double click your Personal Folder to open.



*Your personal folder should appear in the left column.*

- III. Click Upload.



Choose between the two modes which are applicable to the file to be uploaded:

**Upload – Skip:** if the file already exists at the destination, it will not overwrite the file.

**Upload – Overwrite:** if the file already exists it will overwrite the file.

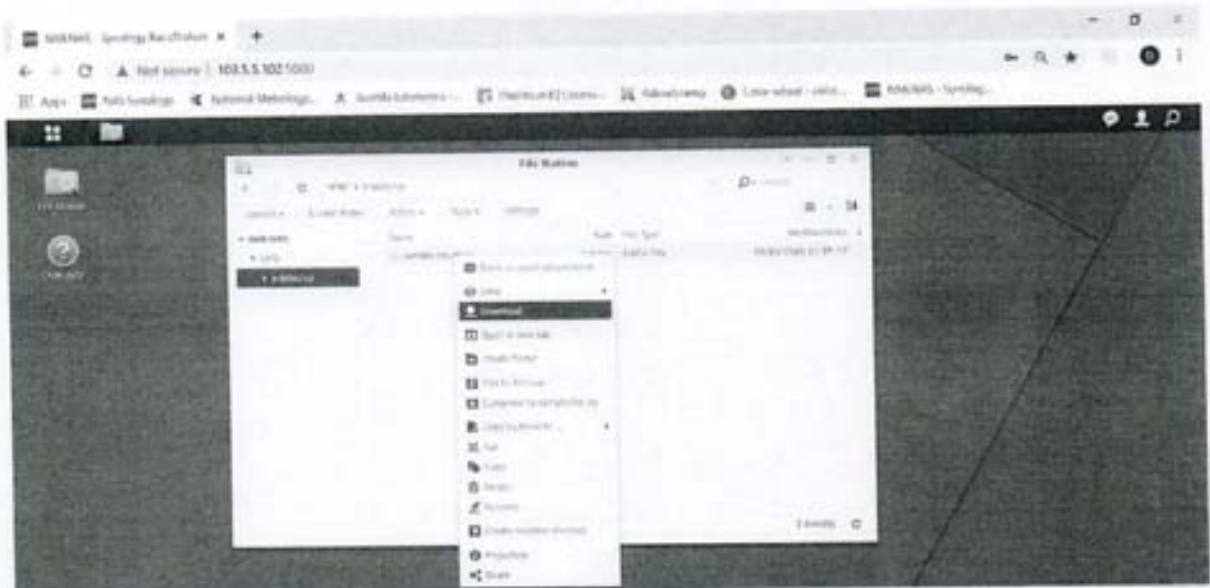
- IV. Select the file you wish to upload then click Open to start upload



- V. Check if the file is successfully uploaded.

## DOWNLOADING FILES

- I. Upon login, click the File Station
- II. Select the file you wish to download
- III. Two ways to download the file:
  - Double click the file to automatically start downloading.
  - Click the file to be downloaded using the right button of the mouse then select the option 'download'.



- IV. Check if the file is successfully downloaded.



**ANNEX F – Privacy Impact Assessment (PIA)  
Output**



## PRIVACY IMPACT ASSESSMENT

### I. GENERAL DESCRIPTION

|                                      |  |       |                   |
|--------------------------------------|--|-------|-------------------|
| Name of Organization                 | Industrial Technology Development Institute (ITDI) |       |                   |
| Name of Program, Process, or Measure | Processing of Payroll                              |       |                   |
| Date                                 | November 4, 2019                                   |       |                   |
| PIA Drafter                          | Gennie A. Ordon                                    |       |                   |
| Email                                | gaordona@itdi.dost.gov.ph                          | Phone | 8372071 loc. 2275 |
| Program Manager                      |  |       |                   |
| Email                                |  | Phone | 8372071 loc. 2275 |

#### 1. Description of Program, Process or Measure Involving Personal Data

ITDI processes payroll of its employees every last week of the month. The payroll processing contains employee's information such as name, position, basic salary and other compensations, deductions and the bank account number.

#### 2. Scope of PIA and Related Privacy Impact Assessments

There are three divisions involved in processing payroll. The Administrative Division (ADM) indicate the attendance aspect, salary deductions and benefits of the each employee. The FMD validates the employee's benefits, computes the tax, input the PAGIBIG, Philhealth and GSIS deductions and verify the computation implemented. The HRM section of ADM runs the automatic computation of the salary of each employee.

### II. THRESHOLD ANALYSIS

| Personal Information |  | Y | N |
|----------------------|--|---|---|
| 1                    | Name   | ✓ |   |
| 2                    | Home Address                                 |   |   |
| 3                    | Business Address                             |   |   |
| 4                    | Email Address                                |   |   |
| 5                    | Telephone Number – Work                      |   |   |
| 6                    | Telephone Number – Home                      |   |   |
| 7                    | Age  |   |   |
| 8                    | Date of Birth                                |   |   |
| 9                    | Marital Status                               |   |   |
| 10                   | Color, Race or Ethnic Origin                 |   |   |
| 11                   | Religion (Religious beliefs or affiliations) |   |   |
| 12                   | Education                                    |   |   |
| 13                   | Photo  |   |   |
| 14                   | Biometrics                                   |   |   |
| 15                   | Political Association                        |   |   |
| 16                   | Philosophical Beliefs / Orientation          |   |   |
| 17                   | Health                                       |   |   |

|    |   |   |  |
|----|---|---|--|
| 18 | Sexual Life / Preference / Practice   |   |  |
| 19 | Offense committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings  |   |  |
| 20 | Issued by government agencies peculiar to an individual<br>A. Unique identifiers (TIN, UMID ID No., GSIS/SSS No., Pag-ibig Account No.) | ✓ |  |
| 21 | Specifically established by an executive order or an act of Congress to be kept classified  |   |  |
| 22 | Others: Loan Record, Account Number   | ✓ |  |

|  | Y/N | Explanation / Comments  |
|--|-----|---|
| Will the project involve the collection of new information about individuals?  | Y   | Monthly income; Account No. for first-time enrollee in Payroll  |
| Is the information about individuals likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private? | Y   | Financial Status and Account Number   |
| Will you be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?  | N   |   |
| Will the initiative require you to contact individuals in ways which they may find intrusive?  | N   |   |
| Will information about individuals be disclosed to organizations or people who have not previously had routine access to the information?  | N   |   |
| Does the initiative involve you using new technology which might be perceived as being privacy intrusive e.g. biometrics or facial recognition?  | Y   | Land Bank account number could be used to purchase online without validating the actual account owner |
| Will the initiative result in you making decisions or taking action against individuals in ways which can have significant impact on them?   | Y   | Possibility of unauthorized use of financial account of an individual                                 |

### III. STAKEHOLDER ENGAGEMENT

#### Internal Stakeholders

| Internal Stakeholders                          | Engagement  |
|--|---|
| Individual Employee                            | Data Subject  |
| Finance Management Division                    | Salary computation / Auditing                                       |
| Administrative Division                        | Attendance and Benefits Certification                               |
| Management Information System Section of PMISD | Attendance auto-generation, Payroll System and database maintenance |
| Deputy Director – ATS                          | Payroll Signatories   |



## External Stakeholders

| External Stakeholders              | Engagement                |
|------------------------------------|---------------------------|
| Land Bank of the Philippines (LBP) | Bank / Payroll Remittance |

## IV. DATA PRIVACY ANALYSIS

Processing of payroll involved employee's name, TIN, Pag-ibig ID No., GSIS ID No., Philhealth Account No., LBP Bank Account No. and the corresponding salary for the given period. The process start from auto-generation of attendance, computation of benefits and deductions, validation and checking, payroll printing, routing of payroll in authorized signatories until all documents are complete for bank deposit in employees bank account.

| Process                                  | Document / Personal Data  | Doer             |
|--|---|------------------|
| Start                                    |   |                  |
| Generate Attendance                      | Biometric Time In and Out Record / Individual Fingerprint   | MIS Staff        |
| Compute Deductions and Identify Benefits | Summary of Deductions and Benefits / Attendance, loan and benefits record, GSIS ID, Pag-ibig ID, Philhealth ID, TIN | HRMS Staff       |
| Checking and Validation                  | Computed Salary   | Accounting Staff |
| Printing of Payroll                      | Payroll   | HRMS Staff       |
| Sign Payroll Document                    | Printed Payroll   | Top Management   |
| Deposit to Employee's Bank Account       | Signed Payroll  | Cashier          |
| End                                      |   |                  |

All data being collected, used, shared and transferred are stored in digital and hardcopy format. Accessibility of the said documents will be subject to the FOI and DPA Harmonized Protocol in disclosing ITDI documents. Deletion and disposal is based on the guidelines of the National Archives of the Philippines.



## V. PRIVACY IMPACT ANALYSIS

| Transparency   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Are data subjects aware of the nature, purpose, and extent of the processing of his or her personal data?   | ✓   |    |                |
| 2. Are data subjects aware of the risks and safeguards involved in the processing of his or her personal data?   | ✓   |    |                |
| 3. Are data subjects aware of his or her rights as a data subject and how these can be exercised?<br>Below are the rights of the data subjects:<br>- Right to be informed<br>- Right to object<br>- Right to access<br>- Right to correct<br>- Right for erasure or blocking<br>- Right to file a complaint<br>- Right to damages<br>- Right to data portability | ✓   |    |                |
| 4. Is there a document available for public review that sets out the policies for the management of personal data?   |     |    | ✓              |
| 5. Are there steps in place to allow an individual to know what personal data it holds about them and its purpose of collection, usage and disclosure?   |     |    | ✓              |
| 6. Are the data subjects aware of the identity of the personal information controller or the organization/entity processing their personal data?   | ✓   |    |                |
| 7. Are the data subjects provided information about how to contact the organization's Data Protection Officer (DPO)?   | ✓   |    |                |

| Legitimate Purpose  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Is the processing of personal data compatible with a declared and specified purpose which are not contrary to law, morals, or public policy? | ✓   |    |                |
| 2. Is the processing of personal data authorized by a specific law or regulation, or by the individual through express consent?                 | ✓   |    |                |

| Proportionality  | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Is the processing of personal data adequate, relevant, suitable, necessary and not excessive in relation to a declared and specified purpose? | ✓   |    |                |
| 2. Is the processing of personal data necessary to fulfill the purpose of the processing and no other means are available?                       | ✓   |    |                |

| Collection  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Is the collection of personal data for a declared, specified and legitimate purpose?   | ✓   |    |                |
| 2. Is individual consent secured prior to the collection and processing of personal data? | ✓   |    |                |

|  |   |   |   |
|--|---|---|---|
| If no, specify the reason<br>_____<br>_____  |   |   |   |
| 3. Is consent time-bound in relation to the declared, specified and legitimate purpose?  |   |   | ✓ |
| 4. Can consent be withdrawn?   |   |   | ✓ |
| 5. Are all the personal data collected necessary for the program?  | ✓ |   |   |
| 6. Are the personal data anonymized or de-identified?  |   | ✓ |   |
| 7. Is the collection of personal data directly from the individual?  |   | ✓ |   |
| 8. Is there authority for collecting personal data about the individual from other sources?                                      | ✓ |   |   |
| 9. Is it necessary to assign or collect a unique identifier to individuals to enable your organization to carry out the program? | ✓ |   |   |
| 10. Is it necessary to collect a unique identifier, of another agency? e.g. SSS number, PhilHealth, TIN, Pag-IBIG, etc.,         | ✓ |   |   |

| Use and Disclosure  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Will Personal data only be used or disclosed for the primary purpose?                                      | ✓   |    |                |
| 2. Are the uses and disclosures of personal data for a secondary purpose authorized by law or the individual? | ✓   |    |                |

| Data Quality   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date:   |     |    | ✓              |
| 1.1 *Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date: |     |    | ✓              |
| 1.2 *The system is regularly tested for accuracy   | ✓   |    |                |
| 1.3 *Periodic reviews of the information   | ✓   |    |                |
| 1.4 *A disposal schedule in place that deletes information that is over the retention period   | ✓   |    |                |
| 1.5 *Staff are trained in the use of the tools and receive periodic updates  | ✓   |    |                |
| 1.6 *Reviews of audit trails are undertaken regularly  |     |    | ✓              |
| 1.7 *Independent oversight   |     |    | ✓              |
| 1.8 *Incidents are reviewed for lessons learnt and systems / processes updated appropriately   |     |    | ✓              |

| Data Security   | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Do you have appropriate and reasonable organizational, physical and technical security measures in place? Organizational measures - refer to the system's environment, particularly to the individuals carrying them out. Implementing | ✓   |    |                |



|   |  |  |  |
|---|--|--|--|
| the organizational data protection policies aim to maintain the availability, integrity, and confidentiality of personal data against any accidental or unlawful processing (i.e. access control policy, employee training, surveillance, etc.) physical measures – refers to policies and procedures shall be implemented to monitor and limit access to and activities in the room, workstation or facility, including guidelines that specify the proper use of and access to electronic media (i.e. locks, backup protection, workstation protection, etc.) technical measures - involves the technological aspect of security in protecting personal information (i.e. encryption, data center policies, data transfer policies, etc.) |  |  |  |
|---|--|--|--|

| Organizational Security   | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Have you appointed a data protection officer or compliance officer?  | ✓   |    |                |
| 2. Are there any data protection and security measure policies in place?  | ✓   |    |                |
| 3. Do you have an inventory of processing systems? Will you include this project/system?  |     |    | ✓              |
| 4. Are the users/staffs that will process personal data through this project/system under strict confidentiality if the personal data are not intended for public disclosure? | ✓   |    |                |
| 5. If the processing is delegated to a Personal Information Processor, have you reviewed the contract with the personal information processor?                                |     |    | ✓              |

| Physical Security  | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Are there policies and procedures to monitor and limit the access to this project/system?                                       | ✓   |    |                |
| 2. Are the duties, responsibilities and schedule of the individuals that will handle the personal data processing clearly defined? | ✓   |    |                |
| 3. Do you have an inventory of processing systems? Will you include this project/system?   |     |    | ✓              |

| Technical Security   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Is there a security policy with respect to the processing of personal data?   |     |    | ✓              |
| 2. Do you have policies and procedures to restore the availability and access to personal data when an incident happens?                                       | ✓   |    |                |
| 3. Do/Will you regularly test, assess and evaluate the effectiveness of the security measures of this project / system?  |     |    | ✓              |
| 4. Are the personal data processed by this project/system encrypted while in transit or at rest?   |     |    | ✓              |
| 5. The program has taken reasonable steps to protect the personal data it holds from misuse and loss and from unauthorized access, modification or disclosure? |     |    | ✓              |
| 6. If yes, which of the following has the program undertaken to protect personal data across the information lifecycle:  |     |    | ✓              |

|   |  |  |   |
|---|--|--|---|
| 6.1 * Identifying and understanding information types       |  |  | ✓ |
| 6.2 *Assessing and determining the value of the information |  |  | ✓ |
| 6.3 * Identifying the security risks to the information     |  |  | ✓ |
| 6.4 * Applying security measures to protect the information |  |  | ✓ |
| 6.5 * Managing the information risks                        |  |  | ✓ |

| Disposal  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. The program will take reasonable steps to destroy or de-identify personal data if it is no longer needed for any purpose.<br>If YES, please list the steps<br>- Refer to HRMS and FMD retention and disposal procedure | ✓   |    |                |

## VI. PRIVACY RISK MANAGEMENT

Processing of payroll may disclose part of the financial aspect of an individual. There is a high risk on exposing the employee's bank account number during preparation of payroll.

| Ref #      | Threats / Vulnerability  | Impact | Probability | Risk Rating |             |
|------------|--|--------|-------------|-------------|-------------|
|            |  |        |             | Rating      | Type        |
| Payroll-01 | Exposure of Bank biometric fingerprint, Account Number, income, TIN GSIS, Philhealth and Pag-ibig ID | 3      | 2           | 6           | Medium Risk |

## VII. Recommended Privacy Solutions

| Recommended Solution  | Justification  |
|---|--|
| 1. Password protected access on computers used in processing payroll        | To limit the accessibility to authorized staff only  |
| 2. Non-Disclosure Agreement to all staff who are part of Payroll processing | To ensure accountability and sense of responsibility |



## PRIVACY IMPACT ASSESSMENT

### I. GENERAL DESCRIPTION

|                                      |  |       |                   |
|--------------------------------------|--|-------|-------------------|
| Name of Organization                 | Industrial Technology Development Institute (ITDI) |       |                   |
| Name of Program, Process, or Measure | ITDI Training Services                             |       |                   |
| Date                                 | November 8, 2019                                   |       |                   |
| PIA Drafter                          | Gennie A. Ordona                                   |       |                   |
| Email                                | gaordona@itdi.dost.gov.ph                          | Phone | 8372071 loc. 2275 |
| Program Manager                      |  |       |                   |
| Email                                |  | Phone | 8372071 loc. 2275 |

#### 1. Description of Program, Process or Measure Involving Personal Data

To maximize the capabilities and facilities, ITDI offers different technical trainings on food processing, standards of measurements, food packaging and even awareness seminar with training on food safety, energy and technology valuation.

#### 2. Scope of PIA and Related Privacy Impact Assessments

ITDI trainings is being facilitated by the Technical Services Division (TSD). TSD handles from creation of training modules to preparation of training outcome report. TSD is also the record keeper of all the documents that involves in the trainings. They collect and process the information of training participants from inquiry up to creation of training certificates.

### II. THRESHOLD ANALYSIS

| Personal Information |  | Y | N |
|----------------------|--|---|---|
| 1                    | Name   | ✓ |   |
| 2                    | Home Address                                 | ✓ |   |
| 3                    | Business Address                             | ✓ |   |
| 4                    | Email Address                                | ✓ |   |
| 5                    | Telephone Number – Work                      | ✓ |   |
| 6                    | Telephone Number – Home                      | ✓ |   |
| 7                    | Age  | ✓ |   |
| 8                    | Date of Birth                                | ✓ |   |
| 9                    | Marital Status                               | ✓ |   |
| 10                   | Color, Race or Ethnic Origin                 | ✓ |   |
| 11                   | Religion (Religious beliefs or affiliations) | ✓ |   |
| 12                   | Education                                    | ✓ |   |
| 13                   | Photo  | ✓ |   |
| 14                   | Biometrics                                   |   |   |
| 15                   | Political Association                        | ✓ |   |
| 16                   | Philosophical Beliefs / Orientation          |   | ✓ |
| 17                   | Health                                       |   | ✓ |

|    |  |   |   |
|----|--|---|---|
| 18 | Sexual Life / Preference / Practice  |   | ✓ |
| 19 | Offense committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings |   | ✓ |
| 20 | Issued by government agencies peculiar to an individual<br>A. Company ID that may contains TIN, Voter's ID, etc...                     | ✓ |   |
| 21 | Specifically established by an executive order or an act of Congress to be kept classified   |   | ✓ |
| 22 | Others:  |   |   |

|  | Y/N | Explanation / Comments  |
|--|-----|---|
| Will the project involve the collection of new information about individuals?  | Y   | Personal Information for individuals and company profile for private and government customers |
| Is the information about individuals likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private? | Y   | Confidentiality of Training Outcome   |
| Will you be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?  | N   |   |
| Will the initiative require you to contact individuals in ways which they may find intrusive?  | Y   | If requires verification of Technical capabilities  |
| Will information about individuals be disclosed to organizations or people who have not previously had routine access to the information?  | N   |   |
| Does the initiative involve you using new technology which might be perceived as being privacy intrusive e.g. biometrics or facial recognition?  | N   |   |
| Will the initiative result in you making decisions or taking action against individuals in ways which can have significant impact on them?   | Y   | Possibility of unauthorized access of customer profile  |

### III. STAKEHOLDER ENGAGEMENT

#### Internal Stakeholders

| Internal Stakeholders | Engagement                              |
|-----------------------|---|
| TSD Training Section  | Facilitate training                     |
| Technical Expert      | Speaker and facilitator during training |

#### External Stakeholders

| External Stakeholders | Engagement   |
|-----------------------|--------------|
| Customer              | Data Subject |



#### IV. DATA PRIVACY ANALYSIS

Facilitating of ITDI Technical Training Services involves processing of customer's profile including their representative's personal information. TSD may requires the personal background and technical expertise of the participants to validate their capability to cope up during the training.

| Process                               | Document / Personal Data                         | Doer   |
|---------------------------------------|--|--|
| Start                                 |  |  |
| Fill out Request Form                 | TSD Training Request Form                        | Customer   |
| Discuss and Evaluate training request | Filled out request form                          | Customer and TSD Training Staff                  |
| Pay training fee                      | Filled out request form                          | Customer and Cashier                             |
| Facilitate Training                   | Filled up request form and proof of payment copy | TSD Training Staff                               |
| Conduct Training                      | Training Materials                               | Customers, Technical Experts, TSD Training Staff |
| Issuance of Training Certificate      | Training Certificate                             | Customers, Technical Experts, TSD Training Staff |
| End                                   |  |  |

All data being collected, used, shared and transferred are stored in digital and hardcopy format. Accessibility of the said documents will be subject to the FOI and DPA Harmonized Protocol in disclosing ITDI documents. Deletion and disposal is based on the guidelines of the National Archives of the Philippines.

#### V. PRIVACY IMPACT ANALYSIS

| Transparency   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Are data subjects aware of the nature, purpose, and extent of the processing of his or her personal data? | ✓   |    |                |



|  |   |  |   |
|--|---|--|---|
| 2. Are data subjects aware of the risks and safeguards involved in the processing of his or her personal data?   | ✓ |  |   |
| 3. Are data subjects aware of his or her rights as a data subject and how these can be exercised?<br>Below are the rights of the data subjects:<br>- Right to be informed<br>- Right to object<br>- Right to access<br>- Right to correct<br>- Right for erasure or blocking<br>- Right to file a complaint<br>- Right to damages<br>- Right to data portability | ✓ |  |   |
| 4. Is there a document available for public review that sets out the policies for the management of personal data?   |   |  | ✓ |
| 5. Are there steps in place to allow an individual to know what personal data it holds about them and its purpose of collection, usage and disclosure?   | ✓ |  |   |
| 6. Are the data subjects aware of the identity of the personal information controller or the organization / entity processing their personal data?   | ✓ |  |   |
| 7. Are the data subjects provided information about how to contact the organization's Data Protection Officer (DPO)?   | ✓ |  |   |

| <b>Legitimate Purpose</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Is the processing of personal data compatible with a declared and specified purpose which are not contrary to law, morals, or public policy? | ✓          |           |                       |
| 2. Is the processing of personal data authorized by a specific law or regulation, or by the individual through express consent?                 | ✓          |           |                       |

| <b>Proportionality</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Is the processing of personal data adequate, relevant, suitable, necessary and not excessive in relation to a declared and specified purpose? | ✓          |           |                       |
| 2. Is the processing of personal data necessary to fulfill the purpose of the processing and no other means are available?                       | ✓          |           |                       |

| <b>Collection</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Is the collection of personal data for a declared, specified and legitimate purpose?  | ✓          |           |                       |
| 2. Is individual consent secured prior to the collection and processing of personal data?<br>If no, specify the reason<br>_____<br>_____ | ✓          |           |                       |
| 3. Is consent time-bound in relation to the declared, specified and legitimate purpose?  | ✓          |           |                       |

|  |   |   |   |
|--|---|---|---|
| 4. Can consent be withdrawn?   |   |   | ✓ |
| 5. Are all the personal data collected necessary for the program?  | ✓ |   |   |
| 6. Are the personal data anonymized or de-identified?  |   | ✓ |   |
| 7. Is the collection of personal data directly from the individual?  | ✓ |   |   |
| 8. Is there authority for collecting personal data about the individual from other sources?                                      |   |   | ✓ |
| 9. Is it necessary to assign or collect a unique identifier to individuals to enable your organization to carry out the program? | ✓ |   |   |
| 10. Is it necessary to collect a unique identifier of another agency? <b>Company ID</b>  | ✓ |   |   |

| Use and Disclosure  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Will Personal data only be used or disclosed for the primary purpose?                                      | ✓   |    |                |
| 2. Are the uses and disclosures of personal data for a secondary purpose authorized by law or the individual? | ✓   |    |                |

| Data Quality   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date:   |     |    | ✓              |
| 1.1 *Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date: |     |    | ✓              |
| 1.2 *The system is regularly tested for accuracy   | ✓   |    |                |
| 1.3 *Periodic reviews of the information   | ✓   |    |                |
| 1.4 *A disposal schedule in place that deletes information that is over the retention period   | ✓   |    |                |
| 1.5 *Staff are trained in the use of the tools and receive periodic updates  | ✓   |    |                |
| 1.6 *Reviews of audit trails are undertaken regularly  |     |    | ✓              |
| 1.7 *Independent oversight   |     |    | ✓              |
| 1.8 *Incidents are reviewed for lessons learnt and systems / processes updated appropriately   | ✓   |    |                |

| Data Security  | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Do you have appropriate and reasonable organizational, physical and technical security measures in place? Organizational measures - refer to the system's environment, particularly to the individuals carrying them out. Implementing the organizational data protection policies aim to maintain the availability, integrity, and confidentiality of personal data against any accidental or unlawful processing (i.e. access control policy, employee training, surveillance, etc.,) physical measures - refers to policies and procedures shall be implemented to monitor and limit access to and activities in the | ✓   |    |                |



|   |  |  |  |
|---|--|--|--|
| room, workstation or facility, including guidelines that specify the proper use of and access to electronic media (i.e. locks, backup protection, workstation protection, etc.,) technical measures - involves the technological aspect of security in protecting personal information (i.e. encryption, data center policies, data transfer policies, etc.,) |  |  |  |
|---|--|--|--|

| <b>Organizational Security</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Have you appointed a data protection officer or compliance officer?  | ✓          |           |                       |
| 2. Are there any data protection and security measure policies in place?  | ✓          |           |                       |
| 3. Do you have an inventory of processing systems? Will you include this project/system?  |            |           | ✓                     |
| 4. Are the users/staffs that will process personal data through this project/system under strict confidentiality if the personal data are not intended for public disclosure? | ✓          |           |                       |
| 5. If the processing is delegated to a Personal Information Processor, have you reviewed the contract with the personal information processor?                                |            |           | ✓                     |

| <b>Physical Security</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Are there policies and procedures to monitor and limit the access to this project/system?                                       | ✓          |           |                       |
| 2. Are the duties, responsibilities and schedule of the individuals that will handle the personal data processing clearly defined? | ✓          |           |                       |
| 3. Do you have an inventory of processing systems? Will you include this project/system?   |            |           | ✓                     |

| <b>Technical Security</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Is there a security policy with respect to the processing of personal data?   |            | ✓         |                       |
| 2. Do you have policies and procedures to restore the availability and access to personal data when an incident happens?                                       | ✓          |           |                       |
| 3. Do/Will you regularly test, assess and evaluate the effectiveness of the security measures of this project / system?  |            |           | ✓                     |
| 4. Are the personal data processed by this project/system encrypted while in transit or at rest?   |            |           | ✓                     |
| 5. The program has taken reasonable steps to protect the personal data it holds from misuse and loss and from unauthorized access, modification or disclosure? |            |           | ✓                     |
| 6. If yes, which of the following has the program undertaken to protect personal data across the information lifecycle:  |            |           | ✓                     |
| 6.1 * Identifying and understanding information types  |            |           | ✓                     |
| 6.2 *Assessing and determining the value of the information  |            |           | ✓                     |
| 6.3 * Identifying the security risks to the information  |            |           | ✓                     |
| 6.4 * Applying security measures to protect the information  |            |           | ✓                     |



|                                      |  |  |   |
|--------------------------------------|--|--|---|
| 6.5 * Managing the information risks |  |  | ✓ |
|--------------------------------------|--|--|---|

| Disposal  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. The program will take reasonable steps to destroy or de-identify personal data if it is no longer needed for any purpose.<br>If YES, please list the steps<br>- Refer to the TSD ISO Documents on retention and disposal procedure | ✓   |    |                |

#### VI. PRIVACY RISK MANAGEMENT

Processing of request for technical training collects customer's personal profile and other information. There is a high risk on exposing it electronically or hard copy to all ITDI staff that will handle the request during its process.

| Ref #       | Threats / Vulnerability  | Impact | Probability | Risk Rating |           |
|-------------|--|--------|-------------|-------------|-----------|
|             |  |        |             | Rating      | Type      |
| Training-01 | Personal data or demographics of customers can be used in further projection and other specific personal purpose | 3      | 3           | 9           | High Risk |

#### VII. Recommended Privacy Solutions

| Recommended Solution  | Justification  |
|---|--|
| 1. Password protected access on computers used in processing and retrieving information | To limit the accessibility to authorized staff only  |
| 2. Non-Disclosure Agreement to all staff who are part of the process                    | To ensure accountability and sense of responsibility |

## PRIVACY IMPACT ASSESSMENT

### I. GENERAL DESCRIPTION

|                                      |  |       |                   |
|--------------------------------------|--|-------|-------------------|
| Name of Organization                 | Industrial Technology Development Institute (ITDI)                 |       |                   |
| Name of Program, Process, or Measure | Filling up of Vacant Position (Contractual, Job Order and Regular) |       |                   |
| Date                                 | November 8, 2019   |       |                   |
| PIA Drafter                          | Gennie A. Ordon  |       |                   |
| Email                                | gaordona@itdi.dost.gov.ph  | Phone | 8372071 loc. 2275 |
| Program Manager                      |  |       |                   |
| Email                                |  | Phone | 8372071 loc. 2275 |

#### 1. Description of Program, Process or Measure Involving Personal Data

To sustain the expanding capability, ITDI continuously fills up vacant position with competent employee in regular position, contractual terms and Job Out workload. In filling up of vacant position, the Human Resource Management Section (HRMS) of Administrative Division, requires applicant to submit resume and fill out Applicant's Personal Data Sheet. Along with the process, the HRMS requires further records such as IDs, medical certificate, NBI records, educational and employment background of the applicants. Several interviews are also conducted. During the process, HRMS Section collects, keep and maintain those records.

#### 2. Scope of PIA and Related Privacy Impact Assessments

Filling up of vacant position are being facilitated by HRMS of Administrative Division. All information kept are for record keeping and future reference. Every milestones of the employee are captured, stored and maintained. Such records are accessible to HRMS and authorized personnel only.

### II. THRESHOLD ANALYSIS

| Personal Information |  | Y | N |
|----------------------|--|---|---|
| 1                    | Name   | ✓ |   |
| 2                    | Home Address                                 | ✓ |   |
| 3                    | Business Address                             | ✓ |   |
| 4                    | Email Address                                | ✓ |   |
| 5                    | Telephone Number – Work                      | ✓ |   |
| 6                    | Telephone Number – Home                      | ✓ |   |
| 7                    | Age  | ✓ |   |
| 8                    | Date of Birth                                | ✓ |   |
| 9                    | Marital Status                               | ✓ |   |
| 10                   | Color, Race or Ethnic Origin                 | ✓ |   |
| 11                   | Religion (Religious beliefs or affiliations) | ✓ |   |
| 12                   | Education                                    | ✓ |   |
| 13                   | Photo  | ✓ |   |
| 14                   | Biometrics                                   |   |   |

|    |  |   |  |
|----|--|---|--|
| 15 | Political Association  | ✓ |  |
| 16 | Philosophical Beliefs / Orientation  | ✓ |  |
| 17 | Health   | ✓ |  |
| 18 | Sexual Life / Preference / Practice  | ✓ |  |
| 19 | Offense committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings | ✓ |  |
| 20 | Issued by government agencies peculiar to an individual<br>A. Company ID that may contains TIN, Voter's ID, etc...                     | ✓ |  |
| 21 | Specifically established by an executive order or an act of Congress to be kept classified   | ✓ |  |
| 22 | Others:  |   |  |

|  | Y/N | Explanation / Comments   |
|--|-----|--|
| Will the project involve the collection of new information about individuals?  | Y   | Personal Information of ITDI employees and applicants record   |
| Is the information about individuals likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private? | Y   | Confidentiality of Personal Information  |
| Will you be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?  | N   |  |
| Will the initiative require you to contact individuals in ways which they may find intrusive?  | Y   | It requires verification of expertise and skills   |
| Will information about individuals be disclosed to organizations or people who have not previously had routine access to the information?  | Y   | Immediate Supervisor and Planning Section might review staff capacity in crafting organizational roadmap and direction |
| Does the initiative involve you using new technology which might be perceived as being privacy intrusive e.g. biometrics or facial recognition?  | Y   | Biometric Time In / Out  |
| Will the initiative result in you making decisions or taking action against individuals in ways which can have significant impact on them?   | Y   | Possibility of unauthorized access of personal profile   |

### III. STAKEHOLDER ENGAGEMENT

#### Internal Stakeholders

| Internal Stakeholders        | Engagement   |
|------------------------------|--|
| HR Staff                     | Post Hiring Position and Requirements and pre-evaluation of applicants |
| Selection Board Committee    | Evaluation of applicants   |
| Division Chief               | Further evaluation and Pre-approval of hiring                          |
| Director and Deputy Director | Appointment of position  |



## External Stakeholders

| External Stakeholders | Engagement   |
|-----------------------|--------------|
| Applicant             | Data Subject |

## IV. DATA PRIVACY ANALYSIS

In filling up of vacant position, personal information of the applicants are being collected. This includes family background, address and contact information, personal preferences, community records, educational and employment history and medical records. Those records must be accessible to authorized personnel only.

| Process   | Document / Personal Data   | Doer   |
|---|--|--|
| Start   |  |  |
| Post Vacant Position                              | Vacant Position Document   | HRMS Staff                                   |
| Submit Application and Take General Aptitude Test | Application Letter and other Required Attached Documents                           | Applicant                                    |
| Pre-evaluation                                    | Applicant's Documents and Test Results   | HRM Section                                  |
| Applicants Evaluation                             | Test Results and Applicant's Documents   | Selection Board Committee                    |
| Recommend Selected Applicant                      | Test Results, Applicant's Document and Evaluation Result                           | Division Chief                               |
| Final Selection of Applicants                     | Test Results, Applicant's Document, Evaluation Result and Endorsement of Applicant | HRMS, Selection Board Committee and Director |
| Posting and Resume for Duty of Selected Applicant |  |  |
| End   |  |  |

All data being collected, used, shared and transferred are stored in digital and hardcopy format. Accessibility of the said documents will be subject to the FOI and DPA Harmonized Protocol in disclosing ITDI documents. Deletion and disposal is based on the guidelines of the National Archive of the Philippines.

#### V. PRIVACY IMPACT ANALYSIS

| <b>Transparency</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Are data subjects aware of the nature, purpose, and extent of the processing of his or her personal data?   | ✓          |           |                       |
| 2. Are data subjects aware of the risks and safeguards involved in the processing of his or her personal data?   | ✓          |           |                       |
| 3. Are data subjects aware of his or her rights as a data subject and how these can be exercised?<br>Below are the rights of the data subjects:<br>- Right to be informed<br>- Right to object<br>- Right to access<br>- Right to correct<br>- Right for erasure or blocking<br>- Right to file a complaint<br>- Right to damages<br>- Right to data portability | ✓          |           |                       |
| 4. Is there a document available for public review that sets out the policies for the management of personal data?   |            |           | ✓                     |
| 5. Are there steps in place to allow an individual to know what personal data it holds about them and its purpose of collection, usage and disclosure?   | ✓          |           |                       |
| 6. Are the data subjects aware of the identity of the personal information controller or the organization / entity processing their personal data?   | ✓          |           |                       |
| 7. Are the data subjects provided information about how to contact the organization's Data Protection Officer (DPO)?   | ✓          |           |                       |

| <b>Legitimate Purpose</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Is the processing of personal data compatible with a declared and specified purpose which are not contrary to law, morals, or public policy? | ✓          |           |                       |
| 2. Is the processing of personal data authorized by a specific law or regulation, or by the individual through express consent?                 | ✓          |           |                       |

| <b>Proportionality</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Is the processing of personal data adequate, relevant, suitable, necessary and not excessive in relation to a declared and specified purpose? | ✓          |           |                       |
| 2. Is the processing of personal data necessary to fulfill the purpose of the processing and no other means are available?                       | ✓          |           |                       |



| Collection   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Is the collection of personal data for a declared, specified and legitimate purpose?  | ✓   |    |                |
| 2. Is individual consent secured prior to the collection and processing of personal data?<br>If no, specify the reason<br>_____<br>_____ | ✓   |    |                |
| 3. Is consent time-bound in relation to the declared, specified and legitimate purpose?  | ✓   |    |                |
| 4. Can consent be withdrawn?   |     |    | ✓              |
| 5. Are all the personal data collected necessary for the program?  | ✓   |    |                |
| 6. Are the personal data anonymized or de-identified?  |     | ✓  |                |
| 7. Is the collection of personal data directly from the individual?  | ✓   |    |                |
| 8. Is there authority for collecting personal data about the individual from other sources?  |     |    | ✓              |
| 9. Is it necessary to assign or collect a unique identifier to individuals to enable your organization to carry out the program?         | ✓   |    |                |
| 10. Is it necessary to collect a unique identifier of another agency? Applicant's ID   | ✓   |    |                |

| Use and Disclosure  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Will Personal data only be used or disclosed for the primary purpose?                                      | ✓   |    |                |
| 2. Are the uses and disclosures of personal data for a secondary purpose authorized by law or the individual? | ✓   |    |                |

| Data Quality   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date:   | ✓   |    |                |
| 1.1 *Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date: | ✓   |    |                |
| 1.2 *The system is regularly tested for accuracy   | ✓   |    |                |
| 1.3 *Periodic reviews of the information   | ✓   |    |                |
| 1.4 *A disposal schedule in place that deletes information that is over the retention period   | ✓   |    |                |
| 1.5 *Staff are trained in the use of the tools and receive periodic updates  | ✓   |    |                |
| 1.6 *Reviews of audit trails are undertaken regularly  |     |    | ✓              |
| 1.7 *Independent oversight   |     |    | ✓              |
| 1.8 *Incidents are reviewed for lessons learnt and systems / processes updated appropriately   | ✓   |    |                |



| <b>Data Security</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Do you have appropriate and reasonable organizational, physical and technical security measures in place? Organizational measures - refer to the system's environment, particularly to the individuals carrying them out. Implementing the organizational data protection policies aim to maintain the availability, integrity, and confidentiality of personal data against any accidental or unlawful processing (i.e. access control policy, employee training, surveillance, etc.) physical measures - refers to policies and procedures shall be implemented to monitor and limit access to and activities in the room, workstation or facility, including guidelines that specify the proper use of and access to electronic media (i.e. locks, backup protection, workstation protection, etc.) technical measures - involves the technological aspect of security in protecting personal information (i.e. encryption, data center policies, data transfer policies, etc.) | ✓          |           |                       |

| <b>Organizational Security</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Have you appointed a data protection officer or compliance officer?  | ✓          |           |                       |
| 2. Are there any data protection and security measure policies in place?  | ✓          |           |                       |
| 3. Do you have an inventory of processing systems? Will you include this project/system?  |            |           | ✓                     |
| 4. Are the users/staffs that will process personal data through this project/system under strict confidentiality if the personal data are not intended for public disclosure? | ✓          |           |                       |
| 5. If the processing is delegated to a Personal Information Processor, have you reviewed the contract with the personal information processor?                                |            |           | ✓                     |

| <b>Physical Security</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Are there policies and procedures to monitor and limit the access to this project/system?                                       | ✓          |           |                       |
| 2. Are the duties, responsibilities and schedule of the individuals that will handle the personal data processing clearly defined? | ✓          |           |                       |
| 3. Do you have an inventory of processing systems? Will you include this project/system?   |            |           | ✓                     |

| <b>Technical Security</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Is there a security policy with respect to the processing of personal data?   | ✓          |           |                       |
| 2. Do you have policies and procedures to restore the availability and access to personal data when an incident happens? | ✓          |           |                       |

|  |  |   |
|--|--|---|
| 3. Do/Will you regularly test, assess and evaluate the effectiveness of the security measures of this project / system?  |  | ✓ |
| 4. Are the personal data processed by this project/system encrypted while in transit or at rest?   |  | ✓ |
| 5. The program has taken reasonable steps to protect the personal data it holds from misuse and loss and from unauthorized access, modification or disclosure? |  | ✓ |
| 6. If yes, which of the following has the program undertaken to protect personal data across the information lifecycle:  |  | ✓ |
| 6.1 * Identifying and understanding information types  |  | ✓ |
| 6.2 *Assessing and determining the value of the information  |  | ✓ |
| 6.3 * Identifying the security risks to the information  |  | ✓ |
| 6.4 * Applying security measures to protect the information  |  | ✓ |
| 6.5 * Managing the information risks   |  | ✓ |

| Disposal  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. The program will take reasonable steps to destroy or de-identify personal data if it is no longer needed for any purpose.<br>If YES, please list the steps<br>- Refer to the HRS-ADM ISO Documents on retention and disposal procedure | ✓   |    |                |

#### VI. PRIVACY RISK MANAGEMENT

Processing of hiring ITDI employees collects personal information of the applicants. There is a high risk on exposing their information during the process.

| Ref #     | Threats / Vulnerability   | Impact | Probability | Risk Rating |           |
|-----------|---|--------|-------------|-------------|-----------|
|           |   |        |             | Rating      | Type      |
| Hiring-01 | Personal data or demographics of applicants can be used in future reference and other specific personal purpose | 3      | 3           | 9           | High Risk |

#### VII. Recommended Privacy Solutions

| Recommended Solution   | Justification  |
|--|--|
| 1.Password protected access on computers used in processing and retrieving information | To limit the accessibility to authorized staff only  |
| 2.Non-Disclosure Agreement to all staff who are part of process                        | To ensure accountability and sense of responsibility |



## PRIVACY IMPACT ASSESSMENT

### I. GENERAL DESCRIPTION

|                                      |  |       |                   |
|--------------------------------------|--|-------|-------------------|
| Name of Organization                 | Industrial Technology Development Institute (ITDI) |       |                   |
| Name of Program, Process, or Measure | Acquiring of ITDI Technical Services               |       |                   |
| Date                                 | November 8, 2019                                   |       |                   |
| PIA Drafter                          | Gennie A. Ordon                                    |       |                   |
| Email                                | gaordona@itdi.dost.gov.ph                          | Phone | 8372071 loc. 2275 |
| Program Manager                      |  |       |                   |
| Email                                |  | Phone | 8372071 loc. 2275 |

#### 1. Description of Program, Process or Measure Involving Personal Data

One of the legal mandates of ITDI is to provide various technical services to support different type of industries and even to individuals. Recognized as the national agency for tests and analyses, ITDI plays a critical role in product standardization and testing by providing analytical and testing services to industry and government agencies for various products and materials. ITDI also offers technical services on food engineering, process engineering, packaging technologies, cleaner production, use of facilities and technical consultancies in various fields. Being a national custodian of physical measurement standards, ITDI through its National Metrology Division, respond to the call for accuracy and traceability in different units of measurement. ITDI-NMD offers calibration and testing technical services for product standardization, higher quality and competitiveness of local products and protection of the consumers.

#### 2. Scope of PIA and Related Privacy Impact Assessments

ITDI technical services are handled mainly by three divisions, the TSD, STD and NMD. STD and NMD directly received customer's request and conduct the technical service within their division. While the TSD facilitates the request then forwards the work order to designated division such CED, EBD, FPD, MSD and PTD. Each divisions have their own accreditation from different reputable accrediting bodies. Processing of information are well defined on each process on their accreditation documents.

### II. THRESHOLD ANALYSIS

| Personal Information |                         | Y | N |
|----------------------|-------------------------|---|---|
| 1                    | Name                    | ✓ |   |
| 2                    | Home Address            | ✓ |   |
| 3                    | Business Address        | ✓ |   |
| 4                    | Email Address           | ✓ |   |
| 5                    | Telephone Number – Work | ✓ |   |
| 6                    | Telephone Number – Home | ✓ |   |
| 7                    | Age                     |   |   |
| 8                    | Date of Birth           |   |   |



|    |  |   |   |
|----|--|---|---|
| 9  | Marital Status   |   |   |
| 10 | Color, Race or Ethnic Origin   |   |   |
| 11 | Religion (Religious beliefs or affiliations)   |   |   |
| 12 | Education  |   |   |
| 13 | Photo  |   |   |
| 14 | Biometrics   |   |   |
| 15 | Political Association  |   |   |
| 16 | Philosophical Beliefs / Orientation  |   |   |
| 17 | Health   |   |   |
| 18 | Sexual Life / Preference / Practice  |   |   |
| 19 | Offense committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings |   |   |
| 20 | Issued by government agencies peculiar to an individual<br>A. Company ID that may contains TIN, Voter's ID, etc...                     | ✓ |   |
| 21 | Specifically established by an executive order or an act of Congress to be kept classified   |   | ✓ |
| 22 | Others:  |   |   |

|  | Y/N | Explanation / Comments  |
|--|-----|---|
| Will the project involve the collection of new information about individuals?  | Y   | Personal Information for individuals and company profile for private and government customers |
| Is the information about individuals likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private? | Y   | Confidentiality of Test Results   |
| Will you be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?  | N   |   |
| Will the initiative require you to contact individuals in ways which they may find intrusive?  | Y   | If requires verification of testing results   |
| Will information about individuals be disclosed to organizations or people who have not previously had routine access to the information?  | Y   | Accrediting body's verification such as DTI, DOE, FDA, etc...                                 |
| Does the initiative involve you using new technology which might be perceived as being privacy intrusive e.g. biometrics or facial recognition?  | N   |   |
| Will the initiative result in you making decisions or taking action against individuals in ways which can have significant impact on them?   | Y   | Possibility of unauthorized access of test results and customer profile                       |

### III. STAKEHOLDER ENGAGEMENT

#### Internal Stakeholders

| Internal Stakeholders       | Engagement       |
|-----------------------------|------------------|
| Finance Management Division | Processing of OP |

|  |   |
|--|---|
| Cashier / ADM  | Payment Processing  |
| Management Information System Section of PMISD                   | Attendance auto-generation, Payroll System and database maintenance                                 |
| Division's Staff such as validator, RRU Staff, Laboratory Staff, | Receiving and releasing of sample and technical service report, validation, testing and calibration |

#### External Stakeholders

| External Stakeholders | Engagement   |
|-----------------------|--------------|
| Customer              | Data Subject |

#### IV. DATA PRIVACY ANALYSIS

Processing of ITDI Technical services involves processing of customer's profile including their representative's personal information. *Refer to corresponding ISO document of each division (TSD, NMD, STD)*

#### V. PRIVACY IMPACT ANALYSIS

| Transparency   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Are data subjects aware of the nature, purpose, and extent of the processing of his or her personal data?   | ✓   |    |                |
| 2. Are data subjects aware of the risks and safeguards involved in the processing of his or her personal data?   | ✓   |    |                |
| 3. Are data subjects aware of his or her rights as a data subject and how these can be exercised?<br>Below are the rights of the data subjects:<br>- Right to be informed<br>- Right to object<br>- Right to access<br>- Right to correct<br>- Right for erasure or blocking<br>- Right to file a complaint<br>- Right to damages<br>- Right to data portability | ✓   |    |                |
| 4. Is there a document available for public review that sets out the policies for the management of personal data?   |     |    | ✓              |
| 5. Are there steps in place to allow an individual to know what personal data it holds about them and its purpose of collection, usage and disclosure?   | ✓   |    |                |
| 6. Are the data subjects aware of the identity of the personal information controller or the organization / entity processing their personal data?   | ✓   |    |                |
| 7. Are the data subjects provided information about how to contact the organization's Data Protection Officer (DPO)?   | ✓   |    |                |

| Legitimate Purpose  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Is the processing of personal data compatible with a declared and specified purpose which are not contrary to law, morals, or public policy? | ✓   |    |                |



|   |   |  |  |
|---|---|--|--|
| 2. Is the processing of personal data authorized by a specific law or regulation, or by the individual through express consent? | ✓ |  |  |
|---|---|--|--|

| Proportionality  | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Is the processing of personal data adequate, relevant, suitable, necessary and not excessive in relation to a declared and specified purpose? | ✓   |    |                |
| 2. Is the processing of personal data necessary to fulfill the purpose of the processing and no other means are available?                       | ✓   |    |                |

| Collection   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Is the collection of personal data for a declared, specified and legitimate purpose?  | ✓   |    |                |
| 2. Is individual consent secured prior to the collection and processing of personal data?<br>If no, specify the reason<br>_____  | ✓   |    |                |
| 3. Is consent time-bound in relation to the declared, specified and legitimate purpose?  | ✓   |    |                |
| 4. Can consent be withdrawn?   |     |    | ✓              |
| 5. Are all the personal data collected necessary for the program?  | ✓   |    |                |
| 6. Are the personal data anonymized or de-identified?  |     | ✓  |                |
| 7. Is the collection of personal data directly from the individual?  | ✓   |    |                |
| 8. Is there authority for collecting personal data about the individual from other sources?                                      |     |    | ✓              |
| 9. Is it necessary to assign or collect a unique identifier to individuals to enable your organization to carry out the program? | ✓   |    |                |
| 10. Is it necessary to collect a unique identifier of another agency? Company ID   | ✓   |    |                |

| Use and Disclosure  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Will Personal data only be used or disclosed for the primary purpose?                                      | ✓   |    |                |
| 2. Are the uses and disclosures of personal data for a secondary purpose authorized by law or the individual? | ✓   |    |                |

| Data Quality   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date:   |     |    | ✓              |
| 1.1 *Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date: |     |    | ✓              |



|  |   |  |   |
|--|---|--|---|
| 1.2 *The system is regularly tested for accuracy   | ✓ |  |   |
| 1.3 *Periodic reviews of the information   | ✓ |  |   |
| 1.4 *A disposal schedule in place that deletes information that is over the retention period | ✓ |  |   |
| 1.5 *Staff are trained in the use of the tools and receive periodic updates                  | ✓ |  |   |
| 1.6 *Reviews of audit trails are undertaken regularly  |   |  | ✓ |
| 1.7 *Independent oversight   |   |  | ✓ |
| 1.8 *Incidents are reviewed for lessons learnt and systems / processes updated appropriately | ✓ |  |   |

| Data Security   | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Do you have appropriate and reasonable organizational, physical and technical security measures in place?<br>Organizational measures - refer to the system's environment, particularly to the individuals carrying them out. Implementing the organizational data protection policies aim to maintain the availability, integrity, and confidentiality of personal data against any accidental or unlawful processing (i.e. access control policy, employee training, surveillance, etc.,) physical measures - refers to policies and procedures shall be implemented to monitor and limit access to and activities in the room, workstation or facility, including guidelines that specify the proper use of and access to electronic media (i.e. locks, backup protection, workstation protection, etc.,) technical measures - involves the technological aspect of security in protecting personal information (i.e. encryption, data center policies, data transfer policies, etc.,) | ✓   |    |                |

| Organizational Security   | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Have you appointed a data protection officer or compliance officer?  | ✓   |    |                |
| 2. Are there any data protection and security measure policies in place?  | ✓   |    |                |
| 3. Do you have an inventory of processing systems? Will you include this project/system?  |     |    | ✓              |
| 4. Are the users/staffs that will process personal data through this project/system under strict confidentiality if the personal data are not intended for public disclosure? | ✓   |    |                |
| 5. If the processing is delegated to a Personal Information Processor, have you reviewed the contract with the personal information processor?                                |     |    | ✓              |

| Physical Security  | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Are there policies and procedures to monitor and limit the access to this project/system?                                       | ✓   |    |                |
| 2. Are the duties, responsibilities and schedule of the individuals that will handle the personal data processing clearly defined? | ✓   |    |                |

|  |  |  |   |
|--|--|--|---|
| 3. Do you have an inventory of processing systems? Will you include this project/system? |  |  | ✓ |
|--|--|--|---|

| Technical Security   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Is there a security policy with respect to the processing of personal data?   |     | ✓  |                |
| 2. Do you have policies and procedures to restore the availability and access to personal data when an incident happens?                                       | ✓   |    |                |
| 3. Do/Will you regularly test, assess and evaluate the effectiveness of the security measures of this project / system?  |     |    | ✓              |
| 4. Are the personal data processed by this project/system encrypted while in transit or at rest?   |     |    | ✓              |
| 5. The program has taken reasonable steps to protect the personal data it holds from misuse and loss and from unauthorized access, modification or disclosure? |     |    | ✓              |
| 6. If yes, which of the following has the program undertaken to protect personal data across the information lifecycle:  |     |    | ✓              |
| 6.1 * Identifying and understanding information types  |     |    | ✓              |
| 6.2 *Assessing and determining the value of the information  |     |    | ✓              |
| 6.3 * Identifying the security risks to the information  |     |    | ✓              |
| 6.4 * Applying security measures to protect the information  |     |    | ✓              |
| 6.5 * Managing the information risks   |     |    | ✓              |

| Disposal  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. The program will take reasonable steps to destroy or de-identify personal data if it is no longer needed for any purpose.<br>If YES, please list the steps<br>- Refer to corresponding ISO documents of NMD, TSD and STD | ✓   |    |                |

## VI. PRIVACY RISK MANAGEMENT

Processing of request for technical services of customers may disclose their personal information. There is a high risk on exposing the electronic or hard copy to all ITDI staff who will handle the request during the process.

| Ref # | Threats / Vulnerability  | Impact | Probability | Risk Rating |           |
|-------|--|--------|-------------|-------------|-----------|
|       |  |        |             | Rating      | Type      |
| TS-01 | Personal data or demographics of customers can be used in further projection and other specific personal purpose | 3      | 3           | 9           | High Risk |

VII. Recommended Privacy Solutions

| Recommended Solution  | Justification  |
|---|--|
| 1. Password protected access on computers used in processing and retrieving information | To limit the accessibility to authorized staff only  |
| 2. Non-Disclosure Agreement to all staff who are part of the process                    | To ensure accountability and sense of responsibility |



## PRIVACY IMPACT ASSESSMENT

### I. GENERAL DESCRIPTION

|                                      |  |       |                   |
|--------------------------------------|--|-------|-------------------|
| Name of Organization                 | Industrial Technology Development Institute (ITDI) |       |                   |
| Name of Program, Process, or Measure | FOI Request and General Inquiry                    |       |                   |
| Date                                 | November 8, 2019                                   |       |                   |
| PIA Drafter                          | Gennie A. Ordon                                    |       |                   |
| Email                                | gaordona@itdi.dost.gov.ph                          | Phone | 8372071 loc. 2275 |
| Program Manager                      |  |       |                   |
| Email                                |  | Phone | 8372071 loc. 2275 |

#### 1. Description of Program, Process or Measure Involving Personal Data

In compliance and support to Freedom of Information Bill, ITDI accommodate requests on document access and general inquiry. To protect the information of the requesting party and the information being requested, ITDI created the FOI and DPA Harmonized Protocol in Disclosing ITDI Documents.

#### 2. Scope of PIA and Related Privacy Impact Assessments

The Technological Services Division of ITDI handles the general inquiry and FOI document request. TSD also facilitates and communicate with the concerned record keeper of the document being requested. Only the request form are being kept and maintained by TSD.

### II. THRESHOLD ANALYSIS

| Personal Information |  | Y | N |
|----------------------|--|---|---|
| 1                    | Name   | ✓ |   |
| 2                    | Home Address                                 | ✓ |   |
| 3                    | Business Address                             | ✓ |   |
| 4                    | Email Address                                | ✓ |   |
| 5                    | Telephone Number – Work                      | ✓ |   |
| 6                    | Telephone Number – Home                      | ✓ |   |
| 7                    | Age  |   | ✓ |
| 8                    | Date of Birth                                |   | ✓ |
| 9                    | Marital Status                               |   | ✓ |
| 10                   | Color, Race or Ethnic Origin                 |   | ✓ |
| 11                   | Religion (Religious beliefs or affiliations) |   | ✓ |
| 12                   | Education                                    |   | ✓ |
| 13                   | Photo  | ✓ |   |
| 14                   | Biometrics                                   |   | ✓ |
| 15                   | Political Association                        |   | ✓ |
| 16                   | Philosophical Beliefs / Orientation          |   | ✓ |
| 17                   | Health                                       |   | ✓ |
| 18                   | Sexual Life / Preference / Practice          |   | ✓ |

|    |  |   |   |
|----|--|---|---|
| 19 | Offense committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings |   | ✓ |
| 20 | Issued by government agencies peculiar to an individual<br>A. Company ID that may contains TIN, Voter's ID, etc...                     | ✓ |   |
| 21 | Specifically established by an executive order or an act of Congress to be kept classified   |   | ✓ |
| 22 | Others:  |   |   |

|  | Y/N | Explanation / Comments  |
|--|-----|---|
| Will the project involve the collection of new information about individuals?  | Y   | Personal Information for individuals and company profile for private and government customers |
| Is the information about individuals likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private? | Y   | Purpose of the request might be subject for further discussion                                |
| Will you be using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?  | N   |   |
| Will the initiative require you to contact individuals in ways which they may find intrusive?  | Y   | If requires verification of purpose   |
| Will information about individuals be disclosed to organizations or people who have not previously had routine access to the information?  | N   |   |
| Does the initiative involve you using new technology which might be perceived as being privacy intrusive e.g. biometrics or facial recognition?  | N   |   |
| Will the initiative result in you making decisions or taking action against individuals in ways which can have significant impact on them?   | Y   | Possibility of unauthorized access of the file  |

### III. STAKEHOLDER ENGAGEMENT

#### Internal Stakeholders

| Internal Stakeholders | Engagement   |
|-----------------------|--|
| TSD                   | Facilitate the request   |
| Document Custodian    | Designated Record Keeper (Refer to FOI and DPA Record Keeper S.O.) |

#### External Stakeholders

| External Stakeholders | Engagement   |
|-----------------------|--------------|
| Customer              | Data Subject |

#### IV. DATA PRIVACY ANALYSIS

Facilitating of ITDI customers general inquiry and FOI document request involves processing of requester's personal profile. TSD may requires the personal background and other information to validate the purpose of the request of the customer.

| Process                               | Document / Personal Data                         | Doer                               |
|---------------------------------------|--|------------------------------------|
| Start                                 |  |                                    |
| Fill out Request Form                 | TSD Training Request Form                        | Customer                           |
| Discuss and evaluate the request      | Filled out request form                          | Customer and FOI Receiving Officer |
| Forward request to Document Custodian | Filled out request form                          | FOI Receiving Officer              |
| Provide requested document            | Filled up request form and proof of payment copy | Designated Document Custodian      |
| Release requested document            | Requested Document                               | Customer and FOI Receiving Officer |
| Receive requested document            | Requested document                               | Customer                           |
| End                                   |  |                                    |

All data being collected, used, shared and transferred are stored in digital and hardcopy format. Accessibility of the said documents will be subject to the FOI and DPA Harmonized Protocol in disclosing ITDI documents. Deletion and disposal is based on the guidelines of the National Archives of the Philippines.



## V. PRIVACY IMPACT ANALYSIS

| <b>Transparency</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Are data subjects aware of the nature, purpose, and extent of the processing of his or her personal data?   | ✓          |           |                       |
| 2. Are data subjects aware of the risks and safeguards involved in the processing of his or her personal data?   | ✓          |           |                       |
| 3. Are data subjects aware of his or her rights as a data subject and how these can be exercised?<br>Below are the rights of the data subjects:<br><ul style="list-style-type: none"> <li>- Right to be informed</li> <li>- Right to object</li> <li>- Right to access</li> <li>- Right to correct</li> <li>- Right for erasure or blocking</li> <li>- Right to file a complaint</li> <li>- Right to damages</li> <li>- Right to data portability</li> </ul> | ✓          |           |                       |
| 4. Is there a document available for public review that sets out the policies for the management of personal data?   |            |           | ✓                     |
| 5. Are there steps in place to allow an individual to know what personal data it holds about them and its purpose of collection, usage and disclosure?   | ✓          |           |                       |
| 6. Are the data subjects aware of the identity of the personal information controller or the organization / entity processing their personal data?   | ✓          |           |                       |
| 7. Are the data subjects provided information about how to contact the organization's Data Protection Officer (DPO)?   | ✓          |           |                       |

| <b>Legitimate Purpose</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Is the processing of personal data compatible with a declared and specified purpose which are not contrary to law, morals, or public policy? | ✓          |           |                       |
| 2. Is the processing of personal data authorized by a specific law or regulation, or by the individual through express consent?                 | ✓          |           |                       |

| <b>Proportionality</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Is the processing of personal data adequate, relevant, suitable, necessary and not excessive in relation to a declared and specified purpose? | ✓          |           |                       |
| 2. Is the processing of personal data necessary to fulfill the purpose of the processing and no other means are available?                       | ✓          |           |                       |

| <b>Collection</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Is the collection of personal data for a declared, specified and legitimate purpose?   | ✓          |           |                       |
| 2. Is individual consent secured prior to the collection and processing of personal data? | ✓          |           |                       |

|  |   |   |   |
|--|---|---|---|
| If no, specify the reason<br>_____<br>_____  |   |   |   |
| 3. Is consent time-bound in relation to the declared, specified and legitimate purpose?  | ✓ |   |   |
| 4. Can consent be withdrawn?   |   |   | ✓ |
| 5. Are all the personal data collected necessary for the program?  | ✓ |   |   |
| 6. Are the personal data anonymized or de-identified?  |   | ✓ |   |
| 7. Is the collection of personal data directly from the individual?  | ✓ |   |   |
| 8. Is there authority for collecting personal data about the individual from other sources?                                      |   |   | ✓ |
| 9. Is it necessary to assign or collect a unique identifier to individuals to enable your organization to carry out the program? | ✓ |   |   |
| 10. Is it necessary to collect a unique identifier of another agency? <b>Company ID</b>  | ✓ |   |   |

| <b>Use and Disclosure</b>   | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Will Personal data only be used or disclosed for the primary purpose?                                      | ✓          |           |                       |
| 2. Are the uses and disclosures of personal data for a secondary purpose authorized by law or the individual? | ✓          |           |                       |

| <b>Data Quality</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|--|------------|-----------|-----------------------|
| 1. Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date:   |            |           | ✓                     |
| 1.1 *Please identify all steps taken to ensure that all data that is collected, used or disclosed will be accurate, complete and up to date: |            |           | ✓                     |
| 1.2 *The system is regularly tested for accuracy   | ✓          |           |                       |
| 1.3 *Periodic reviews of the information   | ✓          |           |                       |
| 1.4 *A disposal schedule in place that deletes information that is over the retention period   | ✓          |           |                       |
| 1.5 *Staff are trained in the use of the tools and receive periodic updates  | ✓          |           |                       |
| 1.6 *Reviews of audit trails are undertaken regularly  |            |           | ✓                     |
| 1.7 *Independent oversight   |            |           | ✓                     |
| 1.8 *Incidents are reviewed for lessons learnt and systems / processes updated appropriately   | ✓          |           |                       |

| <b>Data Security</b>  | <b>Yes</b> | <b>No</b> | <b>Not Applicable</b> |
|---|------------|-----------|-----------------------|
| 1. Do you have appropriate and reasonable organizational, physical and technical security measures in place? Organizational measures - refer to the system's environment, particularly to the individuals carrying them out. Implementing | ✓          |           |                       |



|  |  |  |  |
|--|--|--|--|
| the organizational data protection policies aim to maintain the availability, integrity, and confidentiality of personal data against any accidental or unlawful processing (i.e. access control policy, employee training, surveillance, etc.,) physical measures – refers to policies and procedures shall be implemented to monitor and limit access to and activities in the room, workstation or facility, including guidelines that specify the proper use of and access to electronic media (i.e. locks, backup protection, workstation protection, etc.,) technical measures - involves the technological aspect of security in protecting personal information (i.e. encryption, data center policies, data transfer policies, etc.,) |  |  |  |
|--|--|--|--|

| Organizational Security   | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. Have you appointed a data protection officer or compliance officer?  | ✓   |    |                |
| 2. Are there any data protection and security measure policies in place?  | ✓   |    |                |
| 3. Do you have an inventory of processing systems? Will you include this project/system?  |     |    | ✓              |
| 4. Are the users/staffs that will process personal data through this project/system under strict confidentiality if the personal data are not intended for public disclosure? | ✓   |    |                |
| 5. If the processing is delegated to a Personal Information Processor, have you reviewed the contract with the personal information processor?                                |     |    | ✓              |

| Physical Security  | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Are there policies and procedures to monitor and limit the access to this project/system?                                       | ✓   |    |                |
| 2. Are the duties, responsibilities and schedule of the individuals that will handle the personal data processing clearly defined? | ✓   |    |                |
| 3. Do you have an inventory of processing systems? Will you include this project/system?   |     |    | ✓              |

| Technical Security   | Yes | No | Not Applicable |
|--|-----|----|----------------|
| 1. Is there a security policy with respect to the processing of personal data?   |     | ✓  |                |
| 2. Do you have policies and procedures to restore the availability and access to personal data when an incident happens?                                       | ✓   |    |                |
| 3. Do/Will you regularly test, assess and evaluate the effectiveness of the security measures of this project / system?  |     |    | ✓              |
| 4. Are the personal data processed by this project/system encrypted while in transit or at rest?   |     |    | ✓              |
| 5. The program has taken reasonable steps to protect the personal data it holds from misuse and loss and from unauthorized access, modification or disclosure? |     |    | ✓              |
| 6. If yes, which of the following has the program undertaken to protect personal data across the information lifecycle:  |     |    | ✓              |



|   |  |  |   |
|---|--|--|---|
| 6.1 * Identifying and understanding information types       |  |  | ✓ |
| 6.2 *Assessing and determining the value of the information |  |  | ✓ |
| 6.3 * Identifying the security risks to the information     |  |  | ✓ |
| 6.4 * Applying security measures to protect the information |  |  | ✓ |
| 6.5 * Managing the information risks                        |  |  | ✓ |

| Disposal  | Yes | No | Not Applicable |
|---|-----|----|----------------|
| 1. The program will take reasonable steps to destroy or de-identify personal data if it is no longer needed for any purpose.<br>If YES, please list the steps<br>- Refer to the TSD ISO Documents on retention and disposal procedure | ✓   |    |                |

## VI. PRIVACY RISK MANAGEMENT

Processing of request for general inquiry and FOI of customers may disclose their personal information. There is a high risk on exposing it electronically or in hard copy to all ITDI staff who will handle the request during its process.

| Ref #  | Threats / Vulnerability  | Impact | Probability | Risk Rating |           |
|--------|--|--------|-------------|-------------|-----------|
|        |  |        |             | Rating      | Type      |
| FOI-01 | Personal data or demographics of customers can be used in further projection and other specific personal purpose | 3      | 3           | 9           | High Risk |

## VII. Recommended Privacy Solutions

| Recommended Solution  | Justification  |
|---|--|
| 1. Password protected access on computers used in processing and retrieving information | To limit the accessibility to authorized staff only  |
| 2. Non-Disclosure Agreement to all staff who are part of the process                    | To ensure accountability and sense of responsibility |

**ANNEX G – ITDI Quarterly and Yearly  
Summary Log of Data Processing Activities**

# PAYROLL SYSTEM USER LOG

| USER CODE | DATE BEGIN | DATE END   | TIME BEGIN | TIME END |
|-----------|------------|------------|------------|----------|
| AGLR      | 2020-12-27 | 0          | 00:41:38   |          |
| AGLR      | 2021-01-04 | 0          | 07:53:55   |          |
| AGLR      | 2021-01-04 | 2021-01-04 | 07:58:39   | 16:53:28 |
| AGLR      | 2021-01-05 | 0          | 09:29:18   |          |
| AGLR      | 2021-01-05 | 0          | 10:11:40   |          |
| AGLR      | 2021-01-05 | 0          | 15:34:59   |          |
| AGLR      | 2021-01-05 | 0          | 15:40:37   |          |
| AGLR      | 2021-01-05 | 0          | 19:32:12   |          |
| AGLR      | 2021-01-05 | 2021-01-05 | 19:49:35   | 20:03:41 |
| AGLR      | 2021-01-06 | 2021-01-06 | 09:46:50   | 14:33:57 |
| AGLR      | 2021-01-06 | 0          | 15:44:36   |          |
| AGLR      | 2021-01-06 | 2021-01-06 | 19:32:05   | 20:23:15 |
| AGLR      | 2021-01-06 | 2021-01-06 | 20:52:07   | 20:59:10 |
| AGLR      | 2021-01-07 | 0          | 08:20:29   |          |
| AGLR      | 2021-01-07 | 2021-01-07 | 08:36:07   | 17:50:29 |
| AGLR      | 2021-01-08 | 2021-01-08 | 11:33:22   | 13:42:29 |
| AGLR      | 2021-01-08 | 2021-01-08 | 14:09:06   | 16:25:42 |
| JMNL      | 2021-01-12 | 2021-01-12 | 21:19:20   | 21:19:23 |
| JMNL      | 2021-01-12 | 2021-01-12 | 21:19:27   | 21:20:20 |
| JMNL      | 2021-01-12 | 2021-01-12 | 21:28:24   | 21:28:45 |
| AGLR      | 2021-01-13 | 2021-01-13 | 16:38:56   | 19:34:05 |
| AGLR      | 2021-01-14 | 2021-01-14 | 20:01:14   | 20:04:55 |
| AGLR      | 2021-01-23 | 2021-01-23 | 13:44:05   | 13:44:40 |
| AGLR      | 2021-01-23 | 0          | 13:45:18   |          |
| AGLR      | 2021-01-23 | 2021-01-23 | 17:15:37   | 19:38:29 |
| AGLR      | 2021-01-23 | 2021-01-23 | 19:38:41   | 19:46:36 |
| AGLR      | 2021-01-25 | 2021-01-25 | 09:21:33   | 13:11:58 |
| JMNL      | 2021-01-27 | 2021-01-27 | 08:57:48   | 09:00:22 |
| AGLR      | 2021-01-27 | 2021-01-27 | 09:07:44   | 09:08:02 |
| JMNL      | 2021-01-27 | 0          | 09:11:42   |          |
| JMNL      | 2021-01-27 | 2021-01-27 | 09:13:26   | 09:14:23 |
| AGLR      | 2021-01-27 | 2021-01-27 | 10:47:59   | 10:49:53 |
| AGLR      | 2021-01-27 | 2021-01-27 | 10:56:12   | 11:07:36 |
| AGLR      | 2021-01-27 | 2021-01-27 | 12:01:12   | 12:02:15 |
| JMNL      | 2021-01-27 | 2021-01-27 | 13:57:28   | 13:58:14 |
| JMNL      | 2021-01-27 | 2021-01-27 | 13:59:09   | 14:00:16 |
| JMNL      | 2021-01-27 | 2021-01-27 | 14:08:35   | 14:10:00 |
| AGLR      | 2021-01-27 | 0          | 14:11:29   |          |
| AGLR      | 2021-01-27 | 0          | 14:28:39   |          |
| AGLR      | 2021-01-27 | 0          | 14:31:00   |          |
| AGLR      | 2021-01-27 | 0          | 14:31:21   |          |
| AGLR      | 2021-01-27 | 0          | 14:36:35   |          |
| AGLR      | 2021-01-27 | 2021-01-27 | 15:41:49   | 17:12:44 |
| AGLR      | 2021-01-28 | 2021-01-28 | 08:31:16   | 08:32:55 |
| AGLR      | 2021-01-28 | 0          | 09:46:07   |          |
| AGLR      | 2021-01-28 | 2021-01-28 | 11:06:08   | 16:03:09 |



# PAYROLL SYSTEM USER LOG

| USER CODE | DATE BEGIN | DATE END   | TIME BEGIN | TIME END |
|-----------|------------|------------|------------|----------|
| AGLR      | 2021-01-28 | 0          | 16:53:08   |          |
| AGLR      | 2021-01-28 | 0          | 18:15:33   |          |
| AGLR      | 2021-01-28 | 2021-01-28 | 18:53:40   | 21:31:05 |
| AGLR      | 2021-01-29 | 2021-01-29 | 10:38:22   | 10:39:08 |
| AGLR      | 2021-01-29 | 0          | 10:55:33   |          |
| AGLR      | 2021-01-29 | 2021-01-29 | 11:31:38   | 13:40:44 |
| AGLR      | 2021-01-29 | 0          | 14:07:07   |          |
| AGLR      | 2021-01-29 | 0          | 17:50:32   |          |
| AGLR      | 2021-01-29 | 0          | 18:25:11   |          |
| AGLR      | 2021-01-29 | 0          | 18:30:38   |          |
| AGLR      | 2021-01-29 | 0          | 19:45:50   |          |
| AGLR      | 2021-01-29 | 2021-01-29 | 19:46:36   | 19:46:53 |
| AGLR      | 2021-01-29 | 2021-01-29 | 19:53:43   | 19:54:03 |
| AGLR      | 2021-01-29 | 2021-01-29 | 19:55:59   | 20:03:24 |
| AGLR      | 2021-01-31 | 2021-01-31 | 10:29:43   | 17:56:36 |
| AGLR      | 2021-02-01 | 2021-02-01 | 09:36:48   | 09:36:50 |
| AGLR      | 2021-02-01 | 2021-02-01 | 16:13:57   | 16:34:47 |
| AGLR      | 2021-02-01 | 2021-02-01 | 17:41:22   | 17:42:46 |
| JMNL      | 2021-02-02 | 2021-02-02 | 19:03:35   | 19:06:35 |
| JMNL      | 2021-02-02 | 2021-02-02 | 19:14:04   | 19:15:36 |
| JMNL      | 2021-02-02 | 2021-02-02 | 23:36:53   | 23:37:19 |
| AGLR      | 2021-02-03 | 0          | 16:28:35   |          |
| AGLR      | 2021-02-03 | 2021-02-03 | 16:31:17   | 17:00:57 |
| AGLR      | 2021-02-04 | 2021-02-04 | 08:56:25   | 08:56:53 |
| AGLR      | 2021-02-04 | 2021-02-04 | 10:35:48   | 19:00:06 |
| JMNL      | 2021-02-05 | 2021-02-05 | 08:26:55   | 08:27:32 |
| AGLR      | 2021-02-08 | 0          | 09:55:10   |          |
| AGLR      | 2021-02-08 | 0          | 10:04:52   |          |
| AGLR      | 2021-02-09 | 2021-02-09 | 08:08:03   | 08:08:07 |
| AGLR      | 2021-02-09 | 0          | 08:08:11   |          |
| AGLR      | 2021-02-09 | 2021-02-09 | 09:00:10   | 10:28:22 |
| AGLR      | 2021-02-09 | 2021-02-09 | 11:06:36   | 16:27:04 |
| AGLR      | 2021-02-17 | 2021-02-17 | 19:53:45   | 21:00:37 |
| AGLR      | 2021-02-18 | 2021-02-18 | 17:08:38   | 17:09:08 |
| AGLR      | 2021-02-19 | 2021-02-19 | 09:54:00   | 10:09:59 |
| AGLR      | 2021-02-19 | 2021-02-19 | 10:10:28   | 10:11:48 |
| AGLR      | 2021-02-19 | 0          | 10:12:00   |          |
| AGLR      | 2021-02-19 | 0          | 10:28:03   |          |
| AGLR      | 2021-02-19 | 0          | 10:46:26   |          |
| AGLR      | 2021-02-19 | 2021-02-19 | 11:46:57   | 12:43:05 |
| AGLR      | 2021-02-19 | 2021-02-19 | 12:54:21   | 12:55:56 |
| AGLR      | 2021-02-19 | 2021-02-19 | 15:48:17   | 15:56:22 |
| AGLR      | 2021-02-22 | 2021-02-22 | 10:49:04   | 10:49:43 |
| AGLR      | 2021-02-22 | 0          | 11:54:55   |          |
| AGLR      | 2021-02-23 | 0          | 21:37:12   |          |
| AGLR      | 2021-02-23 | 2021-02-23 | 22:14:21   | 22:20:16 |



# PAYROLL SYSTEM USER LOG

| USER CODE | DATE BEGIN | DATE END   | TIME BEGIN | TIME END |
|-----------|------------|------------|------------|----------|
| AGLR      | 2021-02-24 | 2021-02-24 | 18:28:39   | 18:31:39 |
| AGLR      | 2021-02-25 | 0          | 13:46:05   |          |
| AGLR      | 2021-02-25 | 2021-02-25 | 14:08:04   | 16:18:47 |
| AGLR      | 2021-02-25 | 0          | 16:18:50   |          |
| AGLR      | 2021-02-25 | 0          | 16:24:27   |          |
| AGLR      | 2021-02-25 | 2021-02-25 | 19:28:50   | 20:28:56 |
| AGLR      | 2021-02-25 | 2021-02-25 | 20:39:05   | 21:09:44 |
| AGLR      | 2021-02-26 | 0          | 18:37:20   |          |
| AGLR      | 2021-02-26 | 2021-02-26 | 19:56:47   | 19:59:15 |
| AGLR      | 2021-02-26 | 0          | 19:59:26   |          |
| AGLR      | 2021-02-26 | 2021-02-26 | 20:57:12   | 21:11:36 |
| AGLR      | 2021-03-01 | 0          | 10:27:09   |          |
| AGLR      | 2021-03-01 | 0          | 13:28:59   |          |
| AGLR      | 2021-03-01 | 0          | 14:15:53   |          |
| AGLR      | 2021-03-01 | 2021-03-01 | 15:03:44   | 17:07:26 |
| AGLR      | 2021-03-01 | 2021-03-01 | 17:08:04   | 17:47:16 |
| JMNL      | 2021-03-02 | 2021-03-02 | 09:32:05   | 09:32:56 |
| AGLR      | 2021-03-02 | 2021-03-02 | 11:18:11   | 15:58:21 |
| AGLR      | 2021-03-02 | 0          | 16:33:17   |          |
| AGLR      | 2021-03-02 | 2021-03-02 | 17:49:49   | 17:49:54 |
| AGLR      | 2021-03-02 | 2021-03-02 | 18:52:01   | 19:16:08 |
| AGLR      | 2021-03-02 | 2021-03-02 | 19:16:11   | 19:16:23 |
| AGLR      | 2021-03-02 | 2021-03-02 | 19:18:25   | 20:29:07 |
| AGLR      | 2021-03-03 | 2021-03-03 | 08:42:11   | 08:42:14 |
| AGLR      | 2021-03-15 | 2021-03-15 | 13:18:31   | 13:23:43 |
| AGLR      | 2021-03-22 | 2021-03-22 | 11:26:39   | 11:27:51 |
| AGLR      | 2021-03-22 | 2021-03-22 | 17:05:28   | 20:11:29 |
| AGLR      | 2021-03-23 | 2021-03-23 | 09:37:51   | 10:17:25 |
| AGLR      | 2021-03-23 | 2021-03-23 | 14:08:00   | 14:08:46 |
| AGLR      | 2021-03-23 | 2021-03-23 | 15:13:56   | 17:44:54 |
| AGLR      | 2021-03-23 | 2021-03-23 | 17:47:58   | 17:48:01 |
| AGLR      | 2021-03-23 | 2021-03-23 | 17:55:28   | 17:56:57 |
| AGLR      | 2021-03-23 | 2021-03-23 | 17:57:10   | 20:34:13 |
| AGLR      | 2021-03-24 | 0          | 09:58:36   |          |
| AGLR      | 2021-03-24 | 2021-03-24 | 10:34:10   | 10:36:44 |
| AGLR      | 2021-03-24 | 2021-03-24 | 10:36:47   | 17:41:22 |
| AGLR      | 2021-03-24 | 2021-03-24 | 17:41:27   | 19:50:09 |
| AGLR      | 2021-03-25 | 2021-03-25 | 11:26:12   | 11:44:42 |
| AGLR      | 2021-03-25 | 0          | 13:09:25   |          |
| AGLR      | 2021-03-25 | 2021-03-25 | 13:41:53   | 19:16:50 |
| AGLR      | 2021-03-26 | 0          | 10:05:45   |          |
| AGLR      | 2021-03-26 | 0          | 10:16:56   |          |
| AGLR      | 2021-03-26 | 0          | 10:54:15   |          |
| AGLR      | 2021-03-29 | 0          | 08:35:42   |          |
| AGLR      | 2021-03-29 | 0          | 12:22:48   |          |
| AGLR      | 2021-03-29 | 0          | 12:24:37   |          |



# PAYROLL SYSTEM USER LOG

| USER CODE | DATE BEGIN | DATE END   | TIME BEGIN | TIME END |
|-----------|------------|------------|------------|----------|
| AGLR      | 2021-03-29 | 0          | 13:21:44   |          |
| AGLR      | 2021-03-29 | 0          | 14:07:27   |          |
| AGLR      | 2021-03-29 | 0          | 14:21:48   |          |
| AGLR      | 2021-03-29 | 0          | 14:29:40   |          |
| AGLR      | 2021-03-29 | 0          | 14:40:12   |          |
| AGLR      | 2021-03-29 | 0          | 14:46:05   |          |
| AGLR      | 2021-03-29 | 0          | 14:54:39   |          |
| AGLR      | 2021-03-29 | 0          | 15:19:13   |          |
| AGLR      | 2021-03-29 | 2021-03-29 | 16:14:55   | 16:21:09 |
| AGLR      | 2021-03-29 | 2021-03-29 | 21:58:55   | 22:02:26 |
| AGLR      | 2021-03-29 | 2021-03-29 | 22:06:00   | 22:07:39 |
| AGLR      | 2021-03-30 | 2021-03-30 | 08:05:53   | 08:05:56 |
| AGLR      | 2021-03-30 | 2021-03-30 | 08:53:19   | 08:54:59 |
| AGLR      | 2021-03-30 | 2021-03-30 | 08:56:02   | 08:56:36 |
| AGLR      | 2021-03-30 | 0          | 09:07:06   |          |
| AGLR      | 2021-03-30 | 0          | 09:27:14   |          |
| AGLR      | 2021-03-30 | 2021-03-30 | 09:51:32   | 11:32:47 |
| AGLR      | 2021-03-30 | 2021-03-30 | 11:33:09   | 12:57:06 |
| AGLR      | 2021-03-30 | 2021-03-30 | 12:57:26   | 13:06:13 |
| AGLR      | 2021-03-30 | 2021-03-30 | 16:05:01   | 22:13:37 |
| AGLR      | 2021-04-05 | 2021-04-05 | 16:49:57   | 16:50:05 |
| AGLR      | 2021-04-05 | 2021-04-05 | 20:58:34   | 21:00:50 |
| AGLR      | 2021-04-07 | 2021-04-07 | 10:51:15   | 10:51:42 |
| AGLR      | 2021-04-07 | 2021-04-07 | 16:53:22   | 16:53:29 |
| AGLR      | 2021-04-07 | 2021-04-07 | 16:56:34   | 16:56:36 |
| AGLR      | 2021-04-07 | 2021-04-07 | 16:56:48   | 16:56:49 |
| AGLR      | 2021-04-13 | 2021-04-13 | 09:01:37   | 09:02:40 |
| AGLR      | 2021-04-20 | 0          | 14:04:48   |          |
| AGLR      | 2021-04-21 | 2021-04-21 | 10:43:41   | 10:44:20 |
| AGLR      | 2021-04-21 | 0          | 10:44:33   |          |
| AGLR      | 2021-04-21 | 2021-04-21 | 10:46:28   | 12:07:29 |
| AGLR      | 2021-04-23 | 2021-04-23 | 13:06:04   | 13:06:07 |
| AGLR      | 2021-04-26 | 2021-04-26 | 11:07:01   | 12:11:36 |
| AGLR      | 2021-04-27 | 0          | 10:59:47   |          |
| AGLR      | 2021-04-27 | 0          | 18:39:26   |          |
| AGLR      | 2021-04-27 | 0          | 20:12:04   |          |
| AGLR      | 2021-04-27 | 0          | 20:26:52   |          |
| AGLR      | 2021-04-27 | 0          | 20:32:51   |          |
| AGLR      | 2021-04-27 | 2021-04-27 | 21:05:50   | 21:41:54 |
| AGLR      | 2021-04-28 | 2021-04-28 | 13:07:57   | 23:42:49 |
| AGLR      | 2021-04-29 | 0          | 16:17:48   |          |
| AGLR      | 2021-04-29 | 0          | 16:54:25   |          |
| AGLR      | 2021-04-29 | 2021-04-29 | 18:25:33   | 21:32:25 |
| AGLR      | 2021-04-30 | 0          | 07:48:16   |          |
| AGLR      | 2021-04-30 | 2021-04-30 | 08:50:31   | 09:10:04 |
| AGLR      | 2021-04-30 | 0          | 11:32:28   |          |



# PAYROLL SYSTEM USER LOG

| USER CODE | DATE BEGIN | DATE END   | TIME BEGIN | TIME END |
|-----------|------------|------------|------------|----------|
| AGLR      | 2021-04-30 | 0          | 11:47:19   |          |
| AGLR      | 2021-04-30 | 0          | 17:25:37   |          |
| AGLR      | 2021-04-30 | 2021-04-30 | 18:30:02   | 20:28:42 |
| AGLR      | 2021-05-01 | 2021-05-01 | 09:23:21   | 10:08:53 |
| AGLR      | 2021-05-01 | 2021-05-01 | 10:31:20   | 10:32:08 |
| AGLR      | 2021-05-01 | 2021-05-01 | 11:54:38   | 11:54:53 |
| AGLR      | 2021-05-01 | 2021-05-01 | 12:13:15   | 16:40:17 |
| AGLR      | 2021-05-01 | 2021-05-01 | 16:46:39   | 17:06:13 |
| AGLR      | 2021-05-04 | 2021-05-04 | 15:27:01   | 15:46:10 |
| AGLR      | 2021-05-05 | 2021-05-05 | 08:57:00   | 09:51:12 |
| AGLR      | 2021-05-11 | 2021-05-11 | 13:01:19   | 13:02:16 |
| AGLR      | 2021-05-20 | 2021-05-20 | 18:57:13   | 18:58:05 |
| AGLR      | 2021-05-20 | 2021-05-20 | 18:58:14   | 19:26:36 |
| AGLR      | 2021-05-20 | 2021-05-20 | 19:26:43   | 20:49:15 |
| AGLR      | 2021-05-24 | 0          | 13:09:50   |          |
| AGLR      | 2021-05-24 | 0          | 14:12:12   |          |
| AGLR      | 2021-05-24 | 0          | 14:34:04   |          |
| AGLR      | 2021-05-24 | 2021-05-24 | 14:35:29   | 14:47:14 |
| AGLR      | 2021-05-24 | 2021-05-24 | 14:47:23   | 14:51:20 |
| AGLR      | 2021-05-25 | 2021-05-25 | 10:58:11   | 11:34:03 |
| AGLR      | 2021-05-26 | 2021-05-26 | 10:43:22   | 10:44:08 |
| AGLR      | 2021-05-26 | 2021-05-26 | 20:04:40   | 22:28:42 |
| JMNL      | 2021-05-27 | 2021-05-27 | 07:45:09   | 07:46:07 |
| JMNL      | 2021-05-27 | 2021-05-27 | 07:46:34   | 07:49:24 |
| AGLR      | 2021-05-27 | 0          | 21:09:58   |          |
| AGLR      | 2021-05-27 | 2021-05-27 | 22:22:55   | 23:27:20 |
| AGLR      | 2021-05-28 | 0          | 08:06:14   |          |
| AGLR      | 2021-05-28 | 2021-05-28 | 09:15:01   | 19:12:29 |
| AGLR      | 2021-05-31 | 2021-05-31 | 19:40:12   | 19:41:06 |
| AGLR      | 2021-05-31 | 2021-05-31 | 19:50:12   | 19:50:14 |
| AGLR      | 2021-05-31 | 2021-05-31 | 19:57:45   | 20:08:36 |
| AGLR      | 2021-06-01 | 2021-06-01 | 19:52:53   | 19:52:56 |
| AGLR      | 2021-06-02 | 2021-06-02 | 16:17:53   | 21:08:37 |
| AGLR      | 2021-06-03 | 2021-06-03 | 16:06:27   | 16:08:35 |
| AGLR      | 2021-06-03 | 2021-06-03 | 16:10:48   | 16:11:17 |
| AGLR      | 2021-06-03 | 2021-06-03 | 16:42:01   | 16:42:47 |
| AGLR      | 2021-06-04 | 2021-06-04 | 17:37:05   | 17:37:26 |
| AGLR      | 2021-06-07 | 2021-06-07 | 16:47:50   | 18:33:40 |
| AGLR      | 2021-06-08 | 2021-06-08 | 19:16:45   | 19:31:03 |
| AGLR      | 2021-06-11 | 0          | 08:31:35   |          |
| AGLR      | 2021-06-14 | 2021-06-14 | 22:17:11   | 22:18:17 |
| AGLR      | 2021-06-14 | 0          | 22:18:30   |          |
| AGLR      | 2021-06-14 | 2021-06-14 | 22:38:57   | 22:57:07 |

**ANNEX H – ITDI Quarterly and Yearly  
Summary of FOI Disclosure of Documents**



| Year-Quarter                        | Tracking Number              | Request Type   | Date Received  | Title of Request  | Extension?              | Status            | Date Finished                                     | Days Lapsed                                    | Cost  | Appeals filed?   | Remarks  |
|-------------------------------------|------------------------------|--|--|---|-------------------------|-------------------|---|--|---|--|--|
| year and quarter of report coverage | Internal FOI Tracking number | if request was lodged through eFOI or standard (paper based) | date request was lodged by requesting party (YYYY-MM-DD) | title of information requested  | if the agency requested | status of request | date request was processed/finished by the agency | number of days lapsed facilitating the request | fees paid by the requesting party for facilitation of the request | if the requesting party or any other citizen filed an appeal | Additional details about the request                                     |
| 2020-Q1                             | ITDI-TSD-WA-123099-1934      | STANDARD   | 2020-01-02   | Training on Pressure Gauges   | NO                      | Successful        | 2020-01-02  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2029      | STANDARD   | 2020-01-03   | Inquiry on ANS/NSF Standard 61 testing services   | NO                      | Successful        | 2020-01-03  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1906      | STANDARD   | 2020-01-06   | Walk in Inquiry on Trainings and Services   | NO                      | Successful        | 2020-01-06  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1907      | STANDARD   | 2020-01-06   | Walk in Inquiry on Trainings and Services   | NO                      | Successful        | 2020-01-06  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1935      | STANDARD   | 2020-01-07   | Instrument  | NO                      | Successful        | 2020-01-07  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1936      | STANDARD   | 2020-01-07   | Training on WACS  | NO                      | Successful        | 2020-01-07  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1908      | STANDARD   | 2020-01-07   | Inquiry for Thesis  | NO                      | Successful        | 2020-01-07  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1909      | STANDARD   | 2020-01-08   | Walk in Inquiry on Trainings and Services   | NO                      | Successful        | 2020-01-08  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2030      | STANDARD   | 2020-01-08   | Inquiry on test writing capacity of ballpens  | NO                      | Successful        | 2020-01-08  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2031      | STANDARD   | 2020-01-08   | Inquiry on the testing the phytochemical contents of Duhat seed extract   | NO                      | Successful        | 2020-01-08  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2032      | STANDARD   | 2020-01-09   | Process of payment for chemical analysis, antioxidant activity  | NO                      | Successful        | 2020-01-09  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1910      | STANDARD   | 2020-01-09   | Walk in Inquiry on Trainings and Services   | NO                      | Successful        | 2020-01-09  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-1891      | STANDARD   | 2020-01-09   | Inquiry, Updated list of ITDI Waste Management  | NO                      | Successful        | 2020-01-09  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-1892      | STANDARD   | 2020-01-10   | Client: Janald Adora, DOST-PCST Northern Samar Inquiry: Training cost for the operation and maintenance of the ITDI Plastic Densifier | NO                      | Successful        | 2020-01-10  | 0  | FREE  | No   | provided the list  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1867      | STANDARD   | 2020-01-10   | Inspection on Dual Drum Composter and Bioreactor at LAMACO  | NO                      | Successful        | 2020-01-10  | 0  | FREE  | No   | provide info/response  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2033      | STANDARD   | 2020-01-10   | Test inquiry for phytochemical screening  | NO                      | Successful        | 2020-01-10  | 0  | FREE  | No   | Assistance Provided  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2034      | STANDARD   | 2020-01-10   | Inquiry on Material Development   | NO                      | Successful        | 2020-01-10  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2035      | STANDARD   | 2020-01-12   | Inquiry on testing services   | NO                      | Successful        | 2020-01-12  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2036      | STANDARD   | 2020-01-14   | Inquiry on phytochemical analysis of the said seed extract  | NO                      | Successful        | 2020-01-14  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2037      | STANDARD   | 2020-01-14   | Inquiry on the efficiency of mosquito coils test services   | NO                      | Successful        | 2020-01-14  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-2038      | STANDARD   | 2020-01-14   | Offer phytochemical screening test  | NO                      | Successful        | 2020-01-14  | 0  | FREE  | #REF!  | #REF!  |
| 2020-Q1                             | ITDI-TSD-EM-123099-1893      | STANDARD   | 2020-01-14   | Client: Mair Deanne P. Deka Cruz, Pamantasan ng Lungsod ng Valenzuela Inquiry: Tensile strength                                       | NO                      | Successful        | 2020-01-14  | 0  | FREE  | No   | provided the necessary info on the response email in coordination w/ STD |
| 2020-Q1                             | #ITDI-601520684005           | eFOI   | 2020-01-14   | Electronic waste disposal data  | NO                      | Successful        | 2020-01-15  | 1  | FREE  | No   | Information provided   |
| 2020-Q1                             | ITDI-TSD-EM-123099-1894      | STANDARD   | 2020-01-14   | Client: John Patrick Inquiry: Hydraulic Press Testing   | NO                      | Successful        | 2020-01-14  | 0  | FREE  | No   | sent response email  |
| 2020-Q1                             | ITDI-TSD-WA-123099-1937      | STANDARD   | 2020-01-14   | Training Courses and Schedule   | NO                      | Successful        | 2020-01-14  | 0  | FREE  | #REF!  | #REF!  |



|         |                         |          |            |   |    |            |            |   |      |       |  |
|---------|-------------------------|----------|------------|---|----|------------|------------|---|------|-------|--|
| 2020-Q1 | ITDI-TSD-WA-123099-1938 | STANDARD | 2020-01-14 | Training Courses and Schedule   | NO | Successful | 2020-01-14 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1939 | STANDARD | 2020-01-15 | Training for Material Testing   | NO | Successful | 2020-01-15 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1940 | STANDARD | 2020-01-15 | Training for Calibration of Chemistry Laboratory Apparatuses  | NO | Successful | 2020-01-15 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-EM-123099-1985 | STANDARD | 2020-01-15 | Client: Ms. Mary Jane Cabot, SURGROB EPL<br>Inquiry: Avail the calibration services at NML thru delivery of the thermocouple thermometer        | NO | Successful | 2020-01-15 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-PH-123099-1986 | STANDARD | 2020-01-15 | Client: Tiana Lark, OCA Regional Science High School<br>Inquiry: Tear-strength test, Determination of melting pt., Modulus of rupture (tensile) | NO | Successful | 2020-01-15 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1911 | STANDARD | 2020-01-16 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-01-16 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1913 | STANDARD | 2020-01-17 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-01-17 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1914 | STANDARD | 2020-01-21 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-01-21 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1915 | STANDARD | 2020-01-21 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-01-21 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-LE-123099-1981 | STANDARD | 2020-01-21 | Training on WACS  | NO | Successful | 2020-01-21 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-LE-123099-1982 | STANDARD | 2020-01-21 | Training on WACS  | NO | Successful | 2020-01-21 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-LE-123099-1983 | STANDARD | 2020-01-22 | Training on WACS  | NO | Successful | 2020-01-22 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1916 | STANDARD | 2020-01-24 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-01-24 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-PH-123099-1997 | STANDARD | 2020-01-25 | Client: Rachel Mae Suniga<br>Inquiry: meaning of (+, -) on the turbidity test result  | NO | Successful | 2020-01-25 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1983 | STANDARD | 2020-01-27 | Shyro-Plastic Densifier and Bioreactor Training at S. Osmena, Zamboanga del Norte   | NO | Successful | 2020-02-01 | 5 | FREE | No    | sent response email in coordination at STD-Inorganic |
| 2020-Q1 | ITDI-TSD-WA-123099-1917 | STANDARD | 2020-01-27 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-01-27 | 0 | FREE | No    | Training Provided                                    |
| 2020-Q1 | ITDI-TSD-LE-123099-1984 | STANDARD | 2020-01-28 | Training on Coconut Processing, PCP, Coconut Flour Processing, RTD Calamansi cum food salted egg, dual drum, plastic styro                      | NO | Successful | 2020-01-28 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-LE-123099-1985 | STANDARD | 2020-01-29 | Environmental Concern Seminar for Chemical Engineering Students at TIP-Manila   | NO | Successful | 2020-01-29 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1918 | STANDARD | 2020-01-30 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-01-30 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1919 | STANDARD | 2020-01-31 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-01-31 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-LE-123099-1986 | STANDARD | 2020-02-03 | Technical Assistance on Vacuum Frying and Freezing Drying Technology  | NO | Successful | 2020-02-03 | 0 | FREE | #REF! | #REF!  |
| 2020-Q1 | ITDI-TSD-WA-123099-1920 | STANDARD | 2020-02-04 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-02-04 | 0 | FREE | #REF! | #REF!  |



|         |                         |          |            |   |    |            |            |   |      |       |                        |
|---------|-------------------------|----------|------------|---|----|------------|------------|---|------|-------|------------------------|
| 2020-Q1 | ITDI-TSD-PH-123099-1898 | STANDARD | 2020-02-08 | Client: Michael Solomo, Parafaque City Nutrition Services Division                                | NO | Successful | 2020-02-05 | 0 | FREE | No    | provide response email |
| 2020-Q1 | ITDI-TSD-WA-123099-1921 | STANDARD | 2020-02-07 | Inquiry: Product details on RTE Food Meals  | NO | Successful | 2020-02-07 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1922 | STANDARD | 2020-02-10 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-02-10 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1864 | STANDARD | 2020-02-10 | Dual Drum Composter Training at Alaminos, Pangasinan  | NO | Successful | 2020-02-14 | 4 | FREE | No    | Training Provided      |
| 2020-Q1 | ITDI-TSD-WA-123099-1923 | STANDARD | 2020-02-11 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-02-11 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1924 | STANDARD | 2020-02-11 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-02-11 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1925 | STANDARD | 2020-02-11 | Consultation and Research Inquiry   | NO | Successful | 2020-02-11 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1926 | STANDARD | 2020-02-11 | Research  | NO | Successful | 2020-02-11 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1927 | STANDARD | 2020-02-11 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-02-11 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1928 | STANDARD | 2020-02-11 | Walk in Inquiry on Trainings and Services   | NO | Successful | 2020-02-11 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1967 | STANDARD | 2020-02-11 | Technical Assistance on Restructured Ham Technology   | NO | Successful | 2020-02-11 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1968 | STANDARD | 2020-02-11 | Training on Dual Drum   | NO | Successful | 2020-02-11 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1969 | STANDARD | 2020-02-12 | Inspection of Water retort and Spray Dryer  | NO | Successful | 2020-02-12 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-EM-123099-2039 | STANDARD | 2020-02-12 | Inquiry on the production of Synthetic Hydrophobic Zeolite  | No | Successful | 2020-02-12 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-EM-123099-2040 | STANDARD | 2020-02-12 | Inquiry on the availability of testing services for mosquito repellent                            | No | Successful | 2020-02-12 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-EM-123099-2041 | STANDARD | 2020-02-12 | Inquiry on the availability of analytical lab test  | No | Successful | 2020-02-12 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1970 | STANDARD | 2020-02-13 | Training Focusing on soyamilk and commercial tofu   | NO | Successful | 2020-02-13 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1971 | STANDARD | 2020-02-13 | Training on operation and maintenance of Dual Drum  | NO | Successful | 2020-02-13 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1972 | STANDARD | 2020-02-13 | Technical Assistance on Bioreactor and Biogas Generator   | NO | Successful | 2020-02-13 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1941 | STANDARD | 2020-02-13 | Training Schedule for Calibration   | NO | Successful | 2020-02-13 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-EM-123099-2042 | STANDARD | 2020-02-16 | Inquiry on the testing services regarding validating the anti-mosquito effect of products         | No | Successful | 2020-02-16 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-EM-123099-2043 | STANDARD | 2020-02-17 | Inquiry regarding training/seminar on glass products  | No | Successful | 2020-02-17 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-EM-123099-2044 | STANDARD | 2020-02-17 | Inquire for a standard test that can determine the Calcium carbonate (CaCO3) content of eggshells | No | Successful | 2020-02-17 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-EM-123099-2045 | STANDARD | 2020-02-18 | Inquiry on the availability of Bio-plastic test   | No | Successful | 2020-02-18 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1942 | STANDARD | 2020-02-18 | Request for syllabus: Calibration of Ph Meter and Volumetric Wares                                | NO | Successful | 2020-02-18 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1943 | STANDARD | 2020-02-19 | Training on Glass Products  | NO | Successful | 2020-02-19 | 0 | FREE | #REF! | #REF!                  |



|         |                         |          |            |   |    |            |            |         |      |       |                         |
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| 2020-Q1 | ITDI-TSD-LE-123099-1973 | STANDARD | 2020-02-19 | Training on 1 unit Bioreactor with 500 kg capacity  | NO | Successful | 2020-02-19 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-WA-123099-1944 | STANDARD | 2020-02-20 | Training Schedule   | NO | Successful | 2020-02-20 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-WA-123099-1945 | STANDARD | 2020-02-24 | Training on Personal Care Products  | NO | Successful | 2020-02-24 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-EM-123099-2046 | STANDARD | 2020-02-24 | Inquiry on the Calibration services   | NO | Successful | 2020-02-24 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-EM-123099-2047 | STANDARD | 2020-02-24 | Inquire if we could test our sample which is a particleboard made up of wood shavings and waste styrofoam on your universal testing machine         | NO | Successful | 2020-02-24 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-EM-123099-2048 | STANDARD | 2020-02-26 | Inquiry for Testing for Air Adsorption capabilities of Activated Carbon from Bagasse and Synthetic Hydrophobic Zeolite                              | NO | Successful | 2020-02-26 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-WA-123099-1946 | STANDARD | 2020-02-26 | Training Courses for 2020   | NO | Successful | 2020-02-26 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-WA-123099-1947 | STANDARD | 2020-02-26 | List of Calibration Trainings   | NO | Successful | 2020-02-26 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-WA-123099-1948 | STANDARD | 2020-02-26 | Training for Equipment Calibration for Radio Frequency Packaging  | NO | Successful | 2020-02-26 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1974 | STANDARD | 2020-02-26 | Technical Training on Energy Audit and Transport  | NO | Successful | 2020-02-26 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1975 | STANDARD | 2020-02-26 | Trainings on ff: Food Preservation, PEO, Plastic Conversion Technology, PCP, Technology Forum for women, tech forum on packaging for food, Training | NO | Successful | 2020-02-26 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1976 | STANDARD | 2020-02-27 | Training on ff: Vinegar making and Soy sauce  | NO | Successful | 2/27/2020  | #VALUE! | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1977 | STANDARD | 2020-02-27 | Training on 2 units of Dual Drum  | NO | Successful | 2020-02-27 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1978 | STANDARD | 2020-02-27 | Training on Dragon Fruit Processing and Essential Oil   | NO | Successful | 2/27/2020  | #VALUE! | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1979 | STANDARD | 2020-02-27 | Technical Consultancy cum training on Product and Process improvement   | NO | Successful | 2/27/2020  | #VALUE! | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1980 | STANDARD | 2020-02-27 | Training on Coconut Water Vinegar Processing  | NO | Successful | 2/27/2020  | #VALUE! | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1981 | STANDARD | 2020-02-27 | Training on Solid Waste Management Technologies   | NO | Successful | 2/27/2020  | #VALUE! | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-LE-123099-1949 | STANDARD | 2020-02-27 | Training Schedule for 2020  | NO | Successful | 2020-02-27 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 | ITDI-TSD-PH-123099-1899 | Standard | 2020-02-27 | Client: Mr. Bernardo Angulo, CIMPC<br>Inquiry: Price Quotation for Spin Dryer, Salinometer, Moisture Analyzer, WYD Iodine Checker                   | NO | Successful | 2020-02-27 | 0       | FREE | #REF! | #REF!                   |
| 2020-Q1 |                         |          |            |   | NO | Successful | 2020-02-27 | 0       | FREE | No    | provide response letter |



| 2020-Q1 | ITDI-TSD-PH-123099-1900 | Standard | 2020-02-27 | Client: Eufrosine Ann Simbalon, DOST-PSTC Director, Misamis Occidental   | NO | Successful | 2020-02-27 | 0 | FREE | No    | provide response email |
|---------|-------------------------|----------|------------|--|----|------------|------------|---|------|-------|------------------------|
| 2020-Q1 | ITDI-TSD-LE-123099-1950 | STANDARD | 2020-02-28 | Inquiry List of ITDI developed -technology for disaster calamity times   | NO | Successful | 2020-02-28 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1951 | STANDARD | 2020-02-28 | Training Courses and Schedule for 2020   | NO | Successful | 2020-02-28 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1955 | STANDARD | 2020-03-03 | Inquiry on ITDI Livelihood Technologies, Walk in Vinegar and Durian Technology   | NO | Successful | 2020-03-03 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1929 | STANDARD | 2020-03-04 | Walk in Inquiry on Trainings and Services  | NO | Successful | 2020-03-04 | 0 | FREE | #REF! | Assistance Provided    |
| 2020-Q1 | ITDI-TSD-WA-123099-1930 | STANDARD | 2020-03-04 | Walk in Inquiry on Trainings and Services  | NO | Successful | 2020-03-04 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1931 | STANDARD | 2020-03-04 | Walk in Inquiry on Trainings and Services  | NO | Successful | 2020-03-04 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1932 | STANDARD | 2020-03-04 | Walk in Inquiry on Trainings and Services  | NO | Successful | 2020-03-04 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1933 | STANDARD | 2020-03-04 | Walk in Inquiry on Trainings and Services  | NO | Successful | 2020-03-04 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1868 | STANDARD | 2020-03-05 | Inspection on Dual Drum Composter, Carbonizer and Electric Densifier   | NO | Successful | 2020-03-05 | 1 | FREE | No    | Assistance Provided    |
| 2020-Q1 | ITDI-TSD-LE-123099-1952 | STANDARD | 2020-03-05 | Training Schedule for Calibration  | NO | Successful | 2020-03-05 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1953 | STANDARD | 2020-03-06 | Training Schedule for 2020   | NO | Successful | 2020-03-06 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1964 | STANDARD | 2020-03-06 | 2020 ITDI Training Programs  | NO | Successful | 2020-03-06 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1955 | STANDARD | 2020-03-09 | 2020 ITDI Training Programs  | NO | Successful | 2020-03-09 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1982 | STANDARD | 2020-03-09 | Training on 1 unit Bioreactor with 500 kg capacity   | NO | Successful | 2020-03-09 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1983 | STANDARD | 2020-03-09 | Training on Vacuum Fryer Machine on how to process the following: carrots, banana, squash, eggplant and other vegetables | NO | Successful | 2020-03-09 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1984 | STANDARD | 2020-03-09 | Training on 1 unit Bioreactor with 1,000 kg capacity   | NO | Successful | 2020-03-09 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1985 | STANDARD | 2020-03-09 | Training on Perfume Making   | NO | Successful | 2020-03-09 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1986 | STANDARD | 2020-03-10 | Training on Nela de Coco   | NO | Successful | 2020-03-10 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1956 | STANDARD | 2020-03-10 | Training Inquiry on Extraction of Essential Oil  | NO | Successful | 2020-03-10 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1957 | STANDARD | 2020-03-10 | Training on Essential Oil  | NO | Successful | 2020-03-10 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-WA-123099-1966 | STANDARD | 2020-03-10 | Inquiry on Food Products and Rice Husk Processing, Walk In   | NO | Successful | 2020-03-10 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-PH-123099-1901 | STANDARD | 2020-03-10 | Client: Ms. Ethel Coronacion, DOST-IVA, MIMAROPA Inquiry: Information on ITDI Gourmet Salt                               | NO | Successful | 2020-03-10 | 0 | FREE | No    | Assistance Provided    |
| 2020-Q1 | ITDI-TSD-LE-123099-1987 | STANDARD | 2020-03-11 | Training on Coconut Processing into non-food products  | NO | Successful | 2020-03-11 | 0 | FREE | No    | Assistance Provided    |
| 2020-Q1 | ITDI-TSD-LE-123099-1988 | STANDARD | 2020-03-12 | Inquiry on Calibration of Thermohygrometer Training  | NO | Successful | 2020-03-12 | 0 | FREE | #REF! | #REF!                  |
| 2020-Q1 | ITDI-TSD-LE-123099-1989 | STANDARD | 2020-03-12 | Resource Speaker on Alternative Composting Technology Seminar  | NO | Successful | 2020-03-12 | 0 | FREE | #REF! | #REF!                  |



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|---------|--------------------------|----------|------------|---|----|------------|------------|---|------|-------|---|
| 2020-Q1 | ITDI-TSD-LE-123099-1958  | STANDARD | 2020-03-12 | Calibration of Liquid in Glass and Digital Thermometers   | NO | Successful | 2020-03-12 | 0 | FREE | #REF! | #REF!   |
| 2020-Q1 | ITDI-TSD-LE-123099-1959  | STANDARD | 2020-03-13 | Training Schedule on Metrology 2020   | NO | Successful | 2020-03-13 | 0 | FREE | #REF! | #REF!   |
| 2020-Q1 | ITDI-TSD-LE-123099-1960  | STANDARD | 2020-03-16 | Calibration Training on Weights   | NO | Successful | 2020-03-16 | 0 | FREE | #REF! | #REF!   |
| 2020-Q1 | ITDI-TSD-PH-123099-1902  | Standard | 2020-03-17 | Client: Bryan Calma<br>Inquiry: Mango-Banana Waste  | NO | Successful | 2020-03-17 | 0 | FREE | No    | Assistance Provided                           |
| 2020-Q1 | ITDI-TSD-PH-123099-1903  | Standard | 2020-03-23 | Client: Gilda Babaran, FIC Region IV-A<br>Inquiry: VF Okra Training                                     | NO | Successful | 2020-03-23 | 0 | FREE | No    | Assistance Provided                           |
| 2020-Q2 | ITDI-TSD-EM-123099-1871  | STANDARD | 2020-04-04 | Client: Cebu Institute Technology<br>Inquiry: Technology Transfer Policies                              | NO | Successful | 2020-04-06 | 2 | FREE | No    | Assistance Provided                           |
| 2020-Q2 | ITDI-TSD-LE-123099-2024  | STANDARD | 2020-04-06 | Request for Resource Person on Herbal Tea and Capsule P   | NO | Successful | 2020-04-06 | 0 | FREE | #REF! | #REF!   |
| 2020-Q2 | ITDI-TSD-EM-123099-1872  | STANDARD | 2020-04-15 | Client: Orience DG R<br>Inquiry: Info on Calamansi Dietary Fiber and MOSYMU                             | NO | Successful | 2020-04-15 | 0 | FREE | No    | entertained thru phone call                   |
| 2020-Q2 | ITDI-TSD-LE-123099-2005  | STANDARD | 2020-04-16 | Training on Pressure Gauges Calibration   | NO | Successful | 2020-04-16 | 0 | FREE | #REF! | #REF!   |
| 2020-Q2 | ITDI-TSD-EM-123099-1873  | STANDARD | 2020-04-20 | Client: DOST-IV-B<br>Inquiry: Coconut Processing Technology Assistance                                  | NO | Successful | 2020-04-21 | 1 | FREE | No    | sent response email w/ coordination at FPD    |
| 2020-Q2 | ITDI-TSD-LE-0421-20-2451 | STANDARD | 2020-04-21 | Inquiry on Turmeric Technology from PSTC Misamis Occ  | NO | Successful | 2020-04-21 | 0 | FREE | No    | Assistance Provided                           |
| 2020-Q2 | ITDI-TSD-EM-123099-1874  | STANDARD | 2020-04-22 | Client: DOST-X<br>Inquiry: Ginger Processing Technology Assistance                                      | NO | Successful | 2020-04-22 | 0 | FREE | No    | sent response email w/ coordination at FPD    |
| 2020-Q2 | ITDI-TSD-EM-123099-1875  | STANDARD | 2020-04-28 | Client: CDO Foodsphere<br>Inquiry: Food processing and Packaging technology and services                | NO | Successful | 2020-04-28 | 0 | FREE | No    | sent response email thru NCF, FPD, PTD Chiefs |
| 2020-Q2 | ITDI-TSD-EM-123099-1876  | STANDARD | 2020-04-30 | Client: Saripa Nawali<br>Inquiry: ITDI Livelihood Programs  | NO | Successful | 2020-04-30 | 0 | FREE | No    | Assistance Provided                           |
| 2020-Q2 | ITDI-TSD-EM-123099-1877  | STANDARD | 2020-05-03 | Client: Bong Cruz, Geriatrica International Inc.<br>Inquiry: Info on MOSYMU                             | NO | Successful | 2020-05-07 | 2 | FREE | No    | sent email                                    |
| 2020-Q2 | ITDI-TSD-EM-123099-1878  | STANDARD | 2020-05-04 | Client: Geraldine Gamad<br>Inquiry: Vinegar acetator suppliers and training                             | NO | Successful | 2020-05-05 | 1 | FREE | No    | sent info thru email                          |
| 2020-Q2 | ITDI-TSD-EM-123099-1879  | STANDARD | 2020-05-04 | Inquiry: Investment Primer/BOP for Calamansi Concentrate/ Equipment Needed for Ginger Processing        | NO | Successful | 2020-05-04 | 0 | FREE | No    | Assistance Provided                           |
| 2020-Q2 | ITDI-TSD-LE-123099-2006  | STANDARD | 2020-05-05 | In house training of Thermohyrometer  | NO | Successful | 2020-05-05 | 0 | FREE | #REF! | #REF!   |
| 2020-Q2 | ITDI-TSD-EM-123099-1880  | STANDARD | 2020-05-07 | Client: Ms. Leslie Surtay<br>Inquiry: Supplier/Store for cleaning agents                                | NO | Successful | 2020-05-07 | 0 | FREE | No    | sent response thru viber                      |
| 2020-Q2 | ITDI-TSD-EM-123099-1881  | STANDARD | 2020-05-08 | Client: Carlo Valerio/ Cruz Marcelo & Tenafancia Law Office<br>Inquiry: UM No of Biodegradable Polymers | NO | Successful | 2020-05-08 | 0 | FREE | No    | Assistance Provided                           |
| 2020-Q2 | ITDI-TSD-EM-123099-1882  | STANDARD | 2020-05-11 | Client: Jayson Aquila, PSTC-Quezon<br>Inquiry: Investment Primer/BOP - Vacuum Frying Technology         | NO | Successful | 2020-05-11 | 0 | FREE | No    | Assistance Provided                           |
| 2020-Q2 | ITDI-TSD-EM-123099-1883  | STANDARD | 2020-05-12 | Client: Ms. Evelyn Bacarra-Tablante, PSTC Leyte<br>Inquiry: Contact info - OL Trap technology           | NO | Successful | 2020-05-12 | 0 | FREE | No    | sent info of HVC                              |
| 2020-Q2 | ITDI-TSD-LE-123099-2007  | STANDARD | 2020-05-12 | OL Trap Technology  | NO | Successful | 2020-05-12 | 0 | FREE | #REF! | #REF!   |



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| 2020-Q2 | ITDI-TSD-LE-123099-2008 | STANDARD | 2020-05-13 | Calamansi Processing Online Registration Process           | NO | Successful | 2020-05-13 | 0 | FREE  | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-LE-123099-2009 | STANDARD | 2020-05-14 | Presentation Material re: Calamansi Processing             | NO | Successful | 2020-05-14 | 0 | FREE  | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-LE-123099-2010 | STANDARD | 2020-05-14 | Webinar on Food Processing and Food Packaging              | NO | Successful | 2020-05-14 | 0 | FREE  | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-LE-123099-2011 | STANDARD | 2020-05-14 | Inquiry on Calamansi Processing                            | NO | Successful | 2020-05-14 | 0 | FREE  | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-LE-123099-2012 | STANDARD | 2020-05-14 | Inquiry on Calamansi Processing                            | NO | Successful | 2020-05-14 | 0 | FREE  | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-LE-123099-2013 | STANDARD | 2020-05-14 | Inquiry on Calamansi Processing                            | NO | Successful | 2020-05-14 | 0 | FREE  | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-123099-1884 | STANDARD | 2020-05-14 | Inquiry List of Suppliers for calamansi processing         | NO | Successful | 2020-05-14 | 0 | FREE  | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2485 | STANDARD | 2020-05-14 | Requesting for Certificate re: Calamansi Processing        | NO | Successful | 2020-05-15 | 1 | FREE  | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2486 | STANDARD | 2020-05-14 | Requesting for Pre-test, post test and evaluation links    | NO | Successful | 2020-05-14 | 0 | FREE  | No    | G&G Fabrication Services |
| 2020-Q2 | ITDI-TSD-EM-051420-2487 | STANDARD | 2020-05-14 | Requesting for Pre-test, post test and evaluation links    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2488 | STANDARD | 2020-05-14 | Requesting for Pre-test, post test and evaluation links    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2489 | STANDARD | 2020-05-14 | Requesting for post test and evaluation links              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2490 | STANDARD | 2020-05-14 | Requesting for post test and evaluation links              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2491 | STANDARD | 2020-05-14 | Presentation Material re: Calamansi Processing             | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2492 | STANDARD | 2020-05-14 | Webinar on Food Processing and Food Packaging              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2493 | STANDARD | 2020-05-14 | Inquiry on Calamansi Processing                            | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2494 | STANDARD | 2020-05-14 | Inquiry on Calamansi Processing                            | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2495 | STANDARD | 2020-05-14 | Requesting for Certificate re: Calamansi Processing        | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2496 | STANDARD | 2020-05-14 | Inquiry on Calamansi Processing                            | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2497 | STANDARD | 2020-05-14 | Requesting for post test and evaluation links              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2498 | STANDARD | 2020-05-14 | Requesting for post test and evaluation links              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2499 | STANDARD | 2020-05-14 | Requesting for post test and evaluation links              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2500 | STANDARD | 2020-05-14 | Requesting for post test and evaluation links              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2501 | STANDARD | 2020-05-14 | Requesting for post test and evaluation links              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2502 | STANDARD | 2020-05-14 | Requesting for Certificate re: Calamansi Processing        | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2503 | STANDARD | 2020-05-14 | Requesting for a Video Link re: Calamansi Processing       | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2504 | STANDARD | 2020-05-14 | Requesting for post test and evaluation links              | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2505 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links                 | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2506 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2507 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2508 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2509 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2510 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2511 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2512 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2513 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2514 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2515 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2516 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2517 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |
| 2020-Q2 | ITDI-TSD-EM-051420-2518 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!                    |



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| 2020-Q2 | ITDI-TSD-EM-051420-2564 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2565 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2566 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2567 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2568 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2569 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2570 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2571 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2572 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2573 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2574 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2575 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051420-2576 | STANDARD | 2020-05-14 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-14 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051520-2577 | STANDARD | 2020-05-15 | Training Material for Calamansi Processing                    | NO | Successful | 2020-05-15 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051520-2578 | STANDARD | 2020-05-15 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-15 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051520-2579 | STANDARD | 2020-05-15 | Request for Assistance with MSME's Competitiveness            | NO | Successful | 2020-05-15 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051520-2580 | STANDARD | 2020-05-15 | Inquiry on EFR  | NO | Successful | 2020-05-15 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-123099-1885 | STANDARD | 2020-05-15 | Inquiry Return and Cost Analysis of RTE Aroz Caldo Technology | NO | Successful | 2020-05-15 | 0 | FREE  | No    | Send response       |
| 2020-Q2 | ITDI-TSD-LE-123099-2014 | STANDARD | 2020-05-15 | Training Material for Calamansi Processing                    | NO | Successful | 2020-05-15 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-LE-123099-2015 | STANDARD | 2020-05-15 | Request for Assistance with MSME's Competitiveness            | NO | Successful | 2020-05-15 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-LE-123099-2016 | STANDARD | 2020-05-15 | Inquiry on EFR  | NO | Successful | 2020-05-15 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-LE-123099-2017 | STANDARD | 2020-05-16 | Training Courses for 2020                                     | NO | Successful | 2020-05-16 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051620-2581 | STANDARD | 2020-05-16 | Training Courses for 2020                                     | NO | Successful | 2020-05-16 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051720-2582 | STANDARD | 2020-05-17 | Training Material for Calamansi Processing                    | NO | Successful | 2020-05-17 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051720-2583 | STANDARD | 2020-05-17 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-17 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051720-2584 | STANDARD | 2020-05-17 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-17 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051720-2585 | STANDARD | 2020-05-17 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-17 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-LE-123099-2018 | STANDARD | 2020-05-17 | Training Material for Calamansi Processing                    | NO | Successful | 2020-05-17 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-LE-123099-2019 | STANDARD | 2020-05-18 | Questions on Calamansi Processing                             | NO | Successful | 2020-05-18 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051820-2586 | STANDARD | 2020-05-18 | Questions on Calamansi Processing                             | NO | Successful | 2020-05-18 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051920-2587 | STANDARD | 2020-05-19 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-19 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051920-2588 | STANDARD | 2020-05-19 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-19 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-051920-2589 | STANDARD | 2020-05-19 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-19 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-LE-123099-2020 | STANDARD | 2020-05-19 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-19 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-LE-123099-2021 | STANDARD | 2020-05-19 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-19 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-123099-1886 | STANDARD | 2020-05-19 | Inquiry Funding for Fabricators                               | NO | Successful | 2020-05-19 | 0 | FREE  | #REF! | #REF!               |
| 2020-Q2 | ITDI-TSD-EM-052020-2590 | STANDARD | 2020-05-20 | Request for Certificate                                       | NO | Successful | 2020-05-20 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q2 | ITDI-TSD-EM-052020-2591 | STANDARD | 2020-05-20 | Requesting for post test, evaluation links and certificate    | NO | Successful | 2020-05-20 | 0 | #REF! | #REF! | #REF!               |



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| 2020-Q2 | ITDI-TSD-EM-123099-1887 | STANDARD | 2020-05-26 | Evelyn Tablante<br>Inquiry, Noodle Technology  | NO | Successful | 2020-05-27 | 1 | FREE  | No    | available at ITDI, referred to DOST-FNRI |
| 2020-Q2 | ITDI-TSD-LE-123099-2022 | STANDARD | 2020-05-26 | Infant Noodle Technology   | NO | Successful | 2020-05-26 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-052620-2592 | STANDARD | 2020-05-26 | Infant Noodle Technology   | NO | Successful | 2020-05-26 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-052720-2593 | STANDARD | 2020-05-27 | Request for Training Module  | NO | Successful | 2020-05-27 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-LE-123099-2023 | STANDARD | 2020-05-27 | Request for Training Module  | NO | Successful | 2020-05-27 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-123099-1888 | STANDARD | 2020-05-27 | Client: Mylene A. Alano, DOST-TAPI<br>Inquiry: Contact Details of Oil Trap Producer                    | NO | Successful | 2020-05-27 | 0 | FREE  | No    | Assistance Provided                      |
| 2020-Q2 | ITDI-TSD-EM-123099-1889 | STANDARD | 2020-06-03 | Client: Angel Gorospe, PSTC Isabela<br>Inquiry: requirement/process for RTE Arroz Calido tech transfer | NO | Successful | 2020-05-27 | 0 | FREE  | No    | Assistance Provided                      |
| 2020-Q2 | ITDI-TSD-EM-123099-1890 | STANDARD | 2020-06-05 | Client: Jason Agula<br>Inquiry: Vacuum Fried Rootcrops Products  | NO | Successful | 2020-06-03 | 0 | FREE  | No    | sent response                            |
| 2020-Q2 | ITDI-TSD-WA-123099-1869 | STANDARD | 2020-04-21 | Inquiry on Turmeric Technology from PSTC Misamis Occ.  | NO | Successful | 2020-06-05 | 0 | FREE  | No    | Assistance Provided                      |
| 2020-Q2 | ITDI-TSD-LE-123099-1991 | STANDARD | 2020-06-03 | Personal Care Products   | NO | Successful | 2020-06-03 | 0 | FREE  | No    | Assistance Provided                      |
| 2020-Q2 | ITDI-TSD-LE-123099-1992 | STANDARD | 2020-06-03 | Training on the operation and maintenance of Dual Drum Composter and Shredder                          | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-LE-123099-1993 | STANDARD | 2020-06-03 | Training on Cocowine Processing  | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060420-2465 | STANDARD | 2020-06-03 | Technical Assistance on Provision of Speaker for the personal care products                            | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2466 | STANDARD | 2020-06-03 | Personal Care Products   | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2467 | STANDARD | 2020-06-03 | Training on the operation and maintenance of Dual Drum Composter and Shredder                          | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2468 | STANDARD | 2020-06-03 | Training on Cocowine Processing  | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2469 | STANDARD | 2020-06-03 | Training on Plastic -Stryo Densifier   | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2470 | STANDARD | 2020-06-03 | Training on RTD Calamansi Juice cum Food Safety GMP  | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2471 | STANDARD | 2020-06-03 | Training on Coconut Flour Processing   | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2472 | STANDARD | 2020-06-03 | Training on Coconut Flour Processing   | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2473 | STANDARD | 2020-06-03 | Training on Coconut Water Production   | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2474 | STANDARD | 2020-06-03 | Training on Coconut Water Production   | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2475 | STANDARD | 2020-06-03 | Training on Calamansi/Lemonade Juice Processing  | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2476 | STANDARD | 2020-06-03 | Training on Tamarind Processing  | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2477 | STANDARD | 2020-06-03 | Training on Jackfruit Processing   | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2478 | STANDARD | 2020-06-03 | Training on Production of Processed Meat Products  | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2479 | STANDARD | 2020-06-03 | Training on Salted Egg Production  | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-EM-060320-2479 | STANDARD | 2020-06-03 | Request for Resource Person re: DOST -ITDI Guideline   | NO | Successful | 2020-06-03 | 0 | #REF! | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-LE-123099-1994 | STANDARD | 2020-06-03 | Training on Plastic -Stryo Densifier   | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-LE-123099-1995 | STANDARD | 2020-06-03 | Training on RTD Calamansi Juice cum Food Safety GMP  | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-LE-123099-1996 | STANDARD | 2020-06-03 | Training on Coconut Flour Processing   | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-LE-123099-1997 | STANDARD | 2020-06-03 | Training on Coconut Processing   | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF!                                    |
| 2020-Q2 | ITDI-TSD-LE-123099-1998 | STANDARD | 2020-06-03 | Training on Coconut Water Production   | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF!                                    |



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| 2020-Q2 | ITDI-TSD-LE-123099-1999 | STANDARD | 2020-06-03 | Training on Callamansi/Lemonade Juice Processing  | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-LE-123099-2000 | STANDARD | 2020-06-03 | Training on Tanukong Processing                   | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-LE-123099-2001 | STANDARD | 2020-06-03 | Training on Jackfruit Processing                  | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-LE-123099-2002 | STANDARD | 2020-06-03 | Training on Production of Processed Meat Products | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-LE-123099-2003 | STANDARD | 2020-06-03 | Training on Salted Egg Production                 |    | Successful | 2020-06-03 | 0 |       |       |       |
| 2020-Q2 | ITDI-TSD-LE-123099-2004 | STANDARD | 2020-06-03 | Request for Resource Person re. DOST -ITDI        | NO | Successful | 2020-06-03 | 0 | FREE  | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2600 | STANDARD | 2020-06-04 | Request for another pre test for Taho Processing  | NO | Successful | 2020-06-04 | 0 | FREE  | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2601 | STANDARD | 2020-06-04 | Inquiry on Massage Oil/Ointment Making            | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2602 | STANDARD | 2020-06-04 | Inquiry on Acetator K2                            | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2603 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2604 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2605 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2606 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2607 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2608 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2609 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2610 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2611 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2612 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2613 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2614 | STANDARD | 2020-06-04 | Request for Webinar Link on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2615 | STANDARD | 2020-06-04 | Inquiry on Banana Chips Training                  | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2616 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2617 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2618 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2619 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2620 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2621 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2622 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2623 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2624 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2625 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2626 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2627 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2628 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2629 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2630 | STANDARD | 2020-06-04 | Inquiry on Callamansi Processing                  | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2631 | STANDARD | 2020-06-04 | Request for ppt material on Taho Processing       | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
| 2020-Q2 | ITDI-TSD-EM-060420-2632 | STANDARD | 2020-06-04 | Inquiry on Dried Mango                            | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |
|         |                         |          |            | Request for Post test link on Taho Processing     | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF! |



| 2020-Q2 | ITDI-TSD-EM-060420-2033 | STANDARD | 2020-06-04 | Request for Post test link on Taho Processing         | NO | Successful | 2020-06-04 | 0 | #REF! | #REF! | #REF!                |
|---------|-------------------------|----------|------------|---|----|------------|------------|---|-------|-------|----------------------|
| 2020-Q2 | ITDI-TSD-LE-123099-1990 | STANDARD | 2020-06-04 | Technical Assistance on Provision of Speaker for the  | NO | Successful | 2020-06-04 | 0 | FREE  | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-060520-2634 | STANDARD | 2020-06-05 | Request for Post test link on Taho Processing         | NO | Successful | 2020-06-05 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-060520-2635 | STANDARD | 2020-06-05 | Request for Post test link on Taho Processing         | NO | Successful | 2020-06-05 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-060620-2636 | STANDARD | 2020-06-06 | Request for Post test link on Taho Processing         | NO | Successful | 2020-06-06 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-060720-2637 | STANDARD | 2020-06-07 | Request for Post test link on Taho Processing         | NO | Successful | 2020-06-07 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-LE-060820-2452 | STANDARD | 2020-06-08 | Inquiry on Accelerator from PCA                       | NO | Successful | 2020-06-08 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-060820-2638 | STANDARD | 2020-06-08 | Request for Post test link on Taho Processing         | NO | Successful | 2020-06-08 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-060820-2639 | STANDARD | 2020-06-08 | Request for Post test link on Taho Processing         | NO | Successful | 2020-06-08 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-WA-123099-1870 | STANDARD | 2020-06-08 | Inquiry on Accelerator from PCA                       | NO | Successful | 2020-06-08 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-323830318612   | eFOI     | 2020-06-09 | Laboratory Procedures on how to make and bacterial    | NO | Successful | 2020-06-09 | 0 | FREE  | No    | Request provided     |
| 2020-Q2 | ITDI-TSD-373846981730   | eFOI     | 2020-06-09 | Laboratory Procedures on how to Dishwashing liquid    | NO | Successful | 2020-06-09 | 0 | FREE  | No    | Request provided     |
| 2020-Q2 | ITDI-TSD-EM-060920-000  | STANDARD | 2020-06-09 | Inquiry on liquid and powder detergent                | NO | Successful | 2020-06-09 | 0 | FREE  | No    | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-060920-000  | STANDARD | 2020-06-09 | Inquiry on Biogas digester for cooking                | NO | Successful | 2020-06-09 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-060920-000  | STANDARD | 2020-06-09 | Inquiry on the Call for Fabricators                   | NO | Successful | 2020-06-09 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-060920-2640 | STANDARD | 2020-06-09 | Inquiry on thermo-hygrometer Training                 | NO | Successful | 2020-06-09 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061020-2641 | STANDARD | 2020-06-10 | Request for Post test link on Taho Processing         | NO | Successful | 2020-06-10 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061020-2642 | STANDARD | 2020-06-10 | Request for Certificate on Thano Processing           | NO | Successful | 2020-06-10 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061020-2643 | STANDARD | 2020-06-10 | Request for Training Refund of Angono Rizal           | NO | Successful | 2020-06-10 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-LE-061020-2453 | STANDARD | 2020-06-10 | Nano-precipitated Calcium - contact details of expert | NO | Successful | 2020-06-10 | 0 | FREE  | No    | Information provided |
| 2020-Q2 | ITDI-TSD-EM-061020-2644 | STANDARD | 2020-06-10 | Inquiry on how to make dishwashing liquid             | NO | Successful | 2020-06-10 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061020-2645 | STANDARD | 2020-06-10 | Request for VCO training                              | NO | Successful | 2020-06-10 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061020-000  | STANDARD | 2020-06-10 | Inquiry on Standards Testing for Asphalt Additive     | NO | Successful | 2020-06-10 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-061120-2646 | STANDARD | 2020-06-11 | Inquiry on mulberry wine making                       | NO | Successful | 2020-06-11 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061120-2647 | STANDARD | 2020-06-11 | Request for Certificate on Thano Processing           | NO | Successful | 2020-06-11 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061120-2648 | STANDARD | 2020-06-11 | Request for Certificate on Thano Processing           | NO | Successful | 2020-06-11 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061220-2649 | STANDARD | 2020-06-12 | Inquiry on Calamansi Processing                       | NO | Successful | 2020-06-12 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061220-2650 | STANDARD | 2020-06-12 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-12 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061220-2651 | STANDARD | 2020-06-12 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-12 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061220-2652 | STANDARD | 2020-06-12 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-12 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061220-000  | STANDARD | 2020-06-12 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-12 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061520-000  | STANDARD | 2020-06-15 | Inquiry on Freez Drier technology                     | NO | Successful | 2020-06-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-061520-2653 | STANDARD | 2020-06-15 | Banana Chips processing                               | NO | Successful | 2020-06-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-061620-2654 | STANDARD | 2020-06-16 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-16 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061620-2655 | STANDARD | 2020-06-16 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-16 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061620-000  | STANDARD | 2020-06-16 | Inquiry on Vacuum Frying Technology                   | NO | Successful | 2020-06-16 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061620-000  | STANDARD | 2020-06-16 | Candle Lux Meter Inquiry                              | NO | Successful | 2020-06-16 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-061820-000  | STANDARD | 2020-06-18 | Hand Sanitizer Test Inquiry                           | NO | Successful | 2020-06-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-061820-000  | STANDARD | 2020-06-18 | Inquiry on the production of cleaning materials       | NO | Successful | 2020-06-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-061920-2656 | STANDARD | 2020-06-19 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-19 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q2 | ITDI-TSD-EM-061920-2657 | STANDARD | 2020-06-19 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-19 | 0 | #REF! | #REF! | #REF!                |
| 2020-Q2 | ITDI-TSD-EM-061920-2658 | STANDARD | 2020-06-19 | Inquiry on Taho processing certificates               | NO | Successful | 2020-06-19 | 0 | #REF! | #REF! | #REF!                |



|         |                         |          |            |   |    |            |            |   |       |       |                     |       |
|---------|-------------------------|----------|------------|---|----|------------|------------|---|-------|-------|---------------------|-------|
| 2020-Q2 | ITDI-TSD-EM-081920-2659 | STANDARD | 2020-06-19 | Inquiry on Taho processing certificates   | NO | Successful | 2020-06-19 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062020-2660 | STANDARD | 2020-06-20 | Inquiries on e-learning opportunities   | NO | Successful | 2020-06-20 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062020-2662 | STANDARD | 2020-06-20 | Inquiry on RTD Calamansi  | NO | Successful | 2020-06-20 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062120-2663 | STANDARD | 2020-06-21 | Inquiry on Taho processing certificates   | NO | Successful | 2020-06-21 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062220-2664 | STANDARD | 2020-06-22 | Inquiry on NMD Contact Details  | NO | Successful | 2020-06-22 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062220-2665 | STANDARD | 2020-06-22 | Inquiry on Halal Certificate  | NO | Successful | 2020-06-22 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062220-2666 | STANDARD | 2020-06-22 | Inquiry on Guidelines Facility Disinfection   | NO | Successful | 2020-06-22 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062220-2667 | STANDARD | 2020-06-22 | Inquiry on the operation of Spray Drying machine  | NO | Successful | 2020-06-22 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-062320-2668 | STANDARD | 2020-06-23 | Inquiry on Spray Drying   | NO | Successful | 2020-06-23 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-062420-2669 | STANDARD | 2020-06-24 | Request for 2020 Training Schedules   | NO | Successful | 2020-06-24 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062420-2670 | STANDARD | 2020-06-24 | Request for Technical Assistance on Beef Rindang  | NO | Successful | 2020-06-24 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062520-2671 | STANDARD | 2020-06-25 | Inquiry on Taho processing certificates   | NO | Successful | 2020-06-25 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062620-2672 | STANDARD | 2020-06-26 | Reservation on Calibration Training   | NO | Successful | 2020-06-26 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062620-2673 | STANDARD | 2020-06-26 | Request for shelf life Testing and processed food   | NO | Successful | 2020-06-26 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-FA-062820-2674 | STANDARD | 2020-06-28 | Request for 2020 Training Schedules   | NO | Successful | 2020-06-28 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-062820-2675 | STANDARD | 2020-06-28 | Inquiry on briquetting machine setup  | NO | Successful | 2020-07-01 | 2 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-062920-2676 | STANDARD | 2020-06-29 | Inquiry about dishwashing liquid training   | NO | Successful | 2020-06-29 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-063020-2677 | STANDARD | 2020-06-30 | Reservation on Integrated Fruit Processing  | NO | Successful | 2020-06-30 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-FA-063020-2678 | STANDARD | 2020-06-30 | Inquiry on liquid Dishwashing Training  | NO | Successful | 2020-07-01 | 1 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-063020-2679 | STANDARD | 2020-06-30 | Inquiry on ubelangka webinar training   | NO | Successful | 2020-07-01 | 1 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-063020-2680 | STANDARD | 2020-06-30 | Inquiry on ube powder equipment   | NO | Successful | 2020-07-01 | 1 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-063020-2681 | STANDARD | 2020-06-30 | Inquiry on essential oils webinar training  | NO | Successful | 2020-07-01 | 1 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-070120-2682 | STANDARD | 2020-07-01 | Inquiry on updates on dragonfruit processing  | NO | Successful | 2020-07-01 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-070120-2683 | STANDARD | 2020-07-01 | Inquiry on Soap Technology  | NO | Successful | 2020-07-01 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-070120-2684 | STANDARD | 2020-07-01 | Inquiry on ice candy packaging machine  | NO | Successful | 2020-07-01 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-070120-2685 | STANDARD | 2020-07-01 | Inquiry on meat processing webinars   | NO | Successful | 2020-07-01 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-070220-2686 | STANDARD | 2020-07-02 | Inquiry on caramel webinars   | NO | Successful | 2020-07-02 | 1 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-070220-2687 | STANDARD | 2020-07-02 | Inquiry on procedural manual for ITDI acetalator kit  | NO | Successful | 2020-07-02 | 1 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-070220-2688 | STANDARD | 2020-07-02 | Inquiry on how to make a dishwashing liquid replacement product                                   | NO | Successful | 2020-07-02 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-070220-2689 | STANDARD | 2020-07-02 | Client Maite Palmer, Red Barns Farm-Banahaw Exotic Fruits re: Inquiry on Passion Fruit Processing | NO | Successful | 2020-07-02 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-070220-2690 | STANDARD | 2020-07-02 | Application for Formula of Conversion   | NO | Successful | 2020-07-02 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-070220-2691 | STANDARD | 2020-07-02 | Inquiry on liquid Dishwashing Training  | NO | Successful | 2020-07-02 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-070220-2692 | STANDARD | 2020-07-02 | Inquiry on liquid Dishwashing Training  | NO | Successful | 2020-07-02 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-070320-2693 | STANDARD | 2020-07-03 | Inquiry on Training Services  | NO | Successful | 2020-07-03 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-EM-070320-2694 | STANDARD | 2020-07-03 | Inquiry on Natta de coco starter  | NO | Successful | 2020-07-03 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-LE-070320-3210 | Standard | 2020-07-03 | Client Zain Sheikh, Pakistan re: Inquiry on Dried Mangoes   | NO | Successful | 2020-07-03 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-EM-070320-2681 | STANDARD | 2020-07-03 | Request for Food Processing Technologies  | NO | Successful | 2020-07-03 | 0 | #REF! | #REF! | #REF!               | #REF! |
| 2020-Q2 | ITDI-TSD-FA-070320-2682 | STANDARD | 2020-07-03 | Inquiry on TekProy biz manuals  | NO | Successful | 2020-07-03 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-070420-2683 | STANDARD | 2020-07-04 | Inquiry on gmelina extract processing   | NO | Successful | 2020-07-04 | 0 | FREE  | No    | Assistance Provided |       |
| 2020-Q2 | ITDI-TSD-FA-070420-2684 | STANDARD | 2020-07-04 | Inquiry on mother liquor for natta  | NO | Successful | 2020-07-04 | 0 | FREE  | No    | Assistance Provided |       |



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|---------|-------------------------|----------|------------|---|----|------------|------------|---|-------|-------|---------------------|
| 2020-Q3 | ITDI-TSD-EM-070520-2682 | STANDARD | 2020-07-05 | Inquiry on Livelihood Trainings   | NO | Successful | 2020-07-05 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-070520-2683 | STANDARD | 2020-07-05 | Inquiry on Taho processing certificates   | NO | Successful | 2020-07-05 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-070520-2684 | STANDARD | 2020-07-05 | Inquiry on Taho processing certificates   | NO | Successful | 2020-07-05 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-FA-070620-000  | STANDARD | 2020-07-06 | Inquiry on tanker calibration   | NO | Successful | 2020-07-06 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070620-000  | STANDARD | 2020-07-06 | Inquiry on testing services availability  | NO | Successful | 2020-07-06 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070620-000  | STANDARD | 2020-07-06 | Inquiry on dishwashing liquid making  | NO | Successful | 2020-07-06 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-070720-000  | STANDARD | 2020-07-07 | making  | NO | Successful | 2020-07-07 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-070720-2685 | STANDARD | 2020-07-07 | Request for Coconut Processing  | NO | Successful | 2020-07-07 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-070720-2686 | STANDARD | 2020-07-07 | Inquiry on Nalta de coco Production   | NO | Successful | 2020-07-07 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-070720-000  | STANDARD | 2020-07-07 | Inquiry on Testing and Analytical Services  | NO | Successful | 2020-07-07 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070820-000  | STANDARD | 2020-07-08 | Correction on dragonfruit processing webinar  | NO | Successful | 2020-07-08 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070820-000  | STANDARD | 2020-07-08 | Inquiry on how to be a licensed fabricator  | NO | Successful | 2020-07-08 | 1 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-LE-070820-3211 | Standard | 2020-07-08 | Mr. Reginard Chua: Maryland Manufacturing re: Inquiry on Isotonic Beverage Drink                        | NO | Successful | 2020-07-08 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070820-000  | STANDARD | 2020-07-08 | Follow up on taho webinar certificate   | NO | Successful | 2020-07-11 | 3 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070920-000  | STANDARD | 2020-07-09 | Inquiry on face mask testing  | NO | Successful | 2020-07-09 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070920-000  | STANDARD | 2020-07-09 | Inquiry on peanut processing  | NO | Successful | 2020-07-10 | 1 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070920-000  | STANDARD | 2020-07-09 | Inquiry on dragonfruit processing webinar   | NO | Successful | 2020-07-10 | 1 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-070920-000  | STANDARD | 2020-07-09 | Inquiry on food related webinars  | NO | Successful | 2020-07-09 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-070920-2687 | STANDARD | 2020-07-09 | Request for CWC Link  | NO | Successful | 2020-07-09 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-070920-2688 | STANDARD | 2020-07-09 | Inquiry on Meat Processing  | NO | Successful | 2020-07-09 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-070920-2689 | STANDARD | 2020-07-09 | Inquiry on Liquid Detergent, Fabcon and Soap Technology   | NO | Successful | 2020-07-09 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-070920-2690 | STANDARD | 2020-07-09 | Inquiry on CWC Seminar  | NO | Successful | 2020-07-09 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-071020-2691 | STANDARD | 2020-07-10 | Inquiry on Essential Oil Extraction   | NO | Successful | 2020-07-10 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-071020-2692 | STANDARD | 2020-07-10 | Inquiry on Taho processing certificates   | NO | Successful | 2020-07-10 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-LE-071020-3212 | Standard | 2020-07-10 | Client Annabelle Brown, Epic Parc Rainforest re: Inquiry on Product Development                         | NO | Successful | 2020-07-10 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-LE-071020-3213 | Standard | 2020-07-10 | Client Jayson Agula, DOST-PSYC Quezon re: Information on mold and extruder same with Charcoal briquette | NO | Successful | 2020-07-16 | 4 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-071120-000  | STANDARD | 2020-07-11 | Inquiry for more info on biogas digester  | NO | Successful | 2020-07-11 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-071220-2693 | STANDARD | 2020-07-12 | Inquiry on Yogurt production and scale  | NO | Successful | 2020-07-12 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-071320-2694 | STANDARD | 2020-07-13 | Inquiry on Dragon Fruit Processing Link   | NO | Successful | 2020-07-13 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-EM-071320-2695 | STANDARD | 2020-07-13 | Inquiry on Introduction to Metrology Training   | NO | Successful | 2020-07-13 | 0 | #REF! | #REF! | #REF!               |
| 2020-Q3 | ITDI-TSD-FA-071320-000  | STANDARD | 2020-07-13 | Inquiry on paper grammage testing   | NO | Successful | 2020-07-13 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-071320-000  | STANDARD | 2020-07-13 | Inquiry on cosmetics testing  | NO | Successful | 2020-07-13 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-071320-000  | STANDARD | 2020-07-13 | Inquiry on honey purity test  | NO | Successful | 2020-07-13 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-LE-071320-3214 | Standard | 2020-07-13 | Client Mr. Mark Bantigue re: TECHNOCOM Program  | NO | Successful | 2020-07-17 | 4 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-LE-071420-3215 | Standard | 2020-07-14 | Client University of Science and Technology of Southern Philippines re: requesting for ITDI registry    | NO | Successful | 2020-07-14 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-071420-000  | STANDARD | 2020-07-14 | (SEC) mayor's permit, Philgeps, TIN)  | NO | Successful | 2020-07-14 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-071420-000  | STANDARD | 2020-07-14 | Follow up of dragonfruit webinar certificate  | NO | Successful | 2020-07-14 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-071420-000  | STANDARD | 2020-07-14 | Inquiry on TePino biz manuals   | NO | Successful | 2020-07-14 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-071420-000  | STANDARD | 2020-07-14 | Inquiry on hand sanitizer webinar   | NO | Successful | 2020-07-14 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-071420-000  | STANDARD | 2020-07-14 | Request for copy of dragonfruit webinar PPT   | NO | Successful | 2020-07-14 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-071420-000  | STANDARD | 2020-07-14 | Briquette Technology  | NO | Successful | 2020-07-14 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-071420-000  | STANDARD | 2020-07-14 | ACETATOR VINEGAR PRODUCTION   | NO | Successful | 2020-07-14 | 0 | FREE  | No    | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-071420-2696 | STANDARD | 2020-07-14 | Inquiry on Taho processing certificates   | NO | Successful | 2020-07-14 | 0 | #REF! | #REF! | #REF!               |











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| 2020-Q3 | ITDI-TSD-EM-073020-2012 | STANDARD | 2020-07-30 | Request for Dragon Fruit ppt materials<br>Client: Ms. Janet of Corban Community Farm,<br>Occidental Mindoro re: Concern on vinegar making | NO | Successful | 2020-07-30 | 0 | #REF! | #REF! | In coordination w/ Mr. Bien of<br>FFPO |
| 2020-Q3 | ITDI-TSD-LE-073020-3219 | Standard | 2020-07-30 | Client: Cesar Javier, DLBU re: Sochiet Oil Extraction<br>from Spent Coffee Beans  | NO | Successful | 2020-07-30 | 0 | FREE  | No    |  |
| 2020-Q3 | ITDI-TSD-LE-073020-3220 | Standard | 2020-07-30 | Request for Dragon Fruit ppt materials  | NO | Successful | 2020-07-30 | 0 | FREE  | No    |  |
| 2020-Q3 | ITDI-TSD-EM-073020-2013 | STANDARD | 2020-07-30 | Inquiry on hamboob bahay tubo   | NO | Successful | 2020-07-30 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-FA-073020-000  | STANDARD | 2020-07-30 | Inquiry on nest training on GMP   | NO | Successful | 2020-07-31 | 1 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-073020-000  | STANDARD | 2020-07-30 | Inquiry on VCO and Turmeric   | NO | Successful | 2020-07-30 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-073020-000  | STANDARD | 2020-07-30 | Inquiry, Sochiet Oil Extraction from Spent Coffee<br>Grounds  | NO | Successful | 2020-07-30 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-073120-000  | STANDARD | 2020-07-31 | Inquiry on upcoming trainings   | NO | Successful | 2020-07-31 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-073120-000  | STANDARD | 2020-07-31 | Inquiry on Oil Extraction   | NO | Successful | 2020-07-31 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-073120-2014 | STANDARD | 2020-07-31 | Request for list of suppliers   | NO | Successful | 2020-07-31 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-FA-080220-000  | STANDARD | 2020-08-02 | Inquiry on vinegar acetic acid supplier/fabricator  | NO | Successful | 2020-08-02 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-080320-2015 | STANDARD | 2020-08-03 | Request for training Certificate  | NO | Successful | 2020-08-03 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-EM-080320-2016 | STANDARD | 2020-08-03 | Inquiry on Certificate of Participation   | NO | Successful | 2020-08-03 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-EM-080320-2017 | STANDARD | 2020-08-03 | Training on Syro Plastic Densifier  | NO | Successful | 2020-08-03 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-EM-080320-000  | STANDARD | 2020-08-03 | Inquiry, Sochiet Oil Extraction   | NO | Successful | 2020-08-03 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080320-000  | STANDARD | 2020-08-03 | Inquiry on tanker calibration services  | NO | Successful | 2020-08-03 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080320-000  | STANDARD | 2020-08-03 | Inquiry on charcoal briquetting webinar   | NO | Successful | 2020-08-03 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080420-000  | STANDARD | 2020-08-04 | Inquiry on dragonfruit processing   | NO | Successful | 2020-08-04 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080420-000  | STANDARD | 2020-08-04 | Inquiry on essential oil manual   | NO | Successful | 2020-08-04 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080420-000  | STANDARD | 2020-08-04 | Inquiry on 150/1005 email re potential fabricator   | NO | Successful | 2020-08-04 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080420-000  | STANDARD | 2020-08-04 | Inquiry on essential oil manual   | NO | Successful | 2020-08-05 | 1 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-080520-2018 | STANDARD | 2020-08-05 | Training on Introduction to Metrology   | NO | Successful | 2020-08-05 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-EM-080520-2019 | STANDARD | 2020-08-05 | Training on WACS  | NO | Successful | 2020-08-05 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-EM-080520-2020 | STANDARD | 2020-08-05 | Inquiry on Dragon Fruit Processing  | NO | Successful | 2020-08-05 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-FA-080520-000  | STANDARD | 2020-08-06 | Inquiry on TENEGOSHOW marketing packages  | NO | Successful | 2020-08-07 | 1 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-LE-080620-3221 | Standard | 2020-08-06 | Client: Eng. Paolo Jay De Jesus re: request for a<br>copy of R&D contract   | NO | Successful | 2020-08-06 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-LE-080720-3222 | Standard | 2020-08-07 | Client: John Louis Salom, DOIST-PCILEED re: request<br>for IP management related data   | NO | Successful | 2020-08-07 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-080720-000  | STANDARD | 2020-08-07 | Inquiry on shampoo bar formula  | NO | Successful | 2020-08-07 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080720-000  | STANDARD | 2020-08-07 | Inquiry on supply of Acetabacter aceti  | NO | Successful | 2020-08-08 | 1 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080720-000  | STANDARD | 2020-08-07 | Inquiry on freeze dryer/vacuum fryer equipment  | NO | Successful | 2020-08-08 | 1 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-080720-000  | STANDARD | 2020-08-07 | Webinar Inquiry   | NO | Successful | 2020-08-07 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-080720-2021 | STANDARD | 2020-08-07 | Inquiry on Taho processing certificates   | NO | Successful | 2020-08-07 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-LE-080720-2465 | STANDARD | 2020-08-07 | Estimated cost of investment for densifier set-up & list<br>of suppliers  | NO | Successful | 2020-08-07 | 0 | FREE  | No    | Information provided                   |
| 2020-Q3 | ITDI-TSD-EM-080820-2022 | STANDARD | 2020-08-08 | Training on Household Care Products   | NO | Successful | 2020-08-08 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-EM-080820-2023 | STANDARD | 2020-08-08 | Training on Calibration of Analytical Balance and Volume  | NO | Successful | 2020-08-08 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-EM-080820-2024 | STANDARD | 2020-08-08 | Inquiry on Training Schedules   | NO | Successful | 2020-08-08 | 0 | #REF! | #REF! |  |
| 2020-Q3 | ITDI-TSD-FA-080820-000  | STANDARD | 2020-08-08 | Inquiry on dragonfruit processing webinar evaluation  | NO | Successful | 2020-08-08 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-EM-080820-000  | STANDARD | 2020-08-08 | Training Inquiry  | NO | Successful | 2020-08-08 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080820-000  | STANDARD | 2020-08-08 | Inquiry on honey purity test  | NO | Successful | 2020-08-08 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080820-000  | STANDARD | 2020-08-08 | Inquiry on face mask testing  | NO | Successful | 2020-08-08 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080820-000  | STANDARD | 2020-08-08 | Inquiry on HPLC analysis  | NO | Successful | 2020-08-08 | 0 | FREE  | No    | Assistance Provided                    |
| 2020-Q3 | ITDI-TSD-FA-080820-000  | STANDARD | 2020-08-08 | Inquiry on home-based livelihood opportunities  | NO | Successful | 2020-08-08 | 0 | FREE  | No    | Assistance Provided                    |



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|---------|-------------------------|----------|------------|---|----|------------|------------|---|-------|-------|--|
| 2020-Q3 | ITDI-TSD-FA-081020-000  | STANDARD | 2020-08-10 | Inquiry on VCO machine supplier/fabricator  | NO | Successful | 2020-08-11 | 1 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-EM-081020-2925 | STANDARD | 2020-08-10 | Training on VACS  | NO | Successful | 2020-08-10 | 0 | #REF! | #REF! | #REF!  |
| 2020-Q3 | ITDI-TSD-EM-081020-3928 | STANDARD | 2020-08-10 | Training on VACS  | NO | Successful | 2020-08-10 | 0 | #REF! | #REF! | #REF!  |
| 2020-Q3 | ITDI-TSD-EM-081020-000  | STANDARD | 2020-08-10 | Inquiry on machine fabricator   | NO | Successful | 2020-08-10 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-LE-081120-3223 | Standard | 2020-08-11 | Client: Mr. Gerry Pared re: inquiry on Acetator Kit   | NO | Successful | 2020-08-11 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-LE-081120-3224 | Standard | 2020-08-11 | Client: Ms. Melissa Angeles - Rombon re: Acetator Kit   | NO | Successful | 2020-08-11 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-LE-081120-3225 | Standard | 2020-08-11 | Client: Kris Bhanghant re: information on essential oil   | NO | Successful | 2020-08-11 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-LE-081120-3226 | Standard | 2020-08-12 | Client: Admer Dabolo, ITDI STD re: application for copyright  | NO | Successful | 2020-08-12 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-LE-081220-3227 | Standard | 2020-08-12 | Client: Paola Velasco re: inquiry in testing of imported materials if food grade                    | NO | Successful | 2020-08-12 | 0 | FREE  | No    | Referred to DOST-MIRDC   |
| 2020-Q3 | ITDI-TSD-LE-081220-3228 | Standard | 2020-08-12 | Client: Rachel Marie Ong, re: information on Carrageenan and calamansi dietary fiber (fr. Dir. AVB) | NO | Successful | 2020-08-12 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081220-000  | STANDARD | 2020-08-12 | Inquiry on wire making  | NO | Successful | 2020-08-12 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081220-000  | STANDARD | 2020-08-12 | Inquiry on rush calibration services  | NO | Successful | 2020-08-12 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-LE-081220-2456 | STANDARD | 2020-08-12 | Availability of inoculant, re-start up operation of Bioreactor                                      | NO | Successful | 2020-08-12 | 0 | FREE  | No    | Information provided   |
| 2020-Q3 | ITDI-TSD-FA-081220-000  | STANDARD | 2020-08-12 | Inquiry spray drying/mixing tank/double jacketed kettle   | NO | Successful | 2020-08-12 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-EM-081220-2927 | STANDARD | 2020-08-12 | Training on Antibac Soap  | NO | Successful | 2020-08-12 | 0 | #REF! | #REF! | #REF!  |
| 2020-Q3 | ITDI-TSD-LE-081320-3229 | Standard | 2020-08-13 | Ms. Anjo of DOST-CAR re: requirements to be ITDI Licensed fabricator                                | NO | Successful | 2020-08-13 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-EM-081320-000  | STANDARD | 2020-08-13 | Inquiry on the use of TEM testing equipment   | NO | Successful | 2020-08-13 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081420-000  | STANDARD | 2020-08-14 | Inquiry on peanut butter mill   | NO | Successful | 2020-08-14 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-EM-081420-2928 | STANDARD | 2020-08-14 | Training on Candie Making   | NO | Successful | 2020-08-14 | 0 | #REF! | #REF! | #REF!  |
| 2020-Q3 | ITDI-TSD-FA-081520-000  | STANDARD | 2020-08-15 | Follow up on testing results  | NO | Successful | 2020-08-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081520-000  | STANDARD | 2020-08-15 | Inquiry on household care products webinar  | NO | Successful | 2020-08-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081520-000  | STANDARD | 2020-08-15 | Application for Deputy Director   | NO | Successful | 2020-08-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081520-000  | STANDARD | 2020-08-15 | Application for Deputy Director   | NO | Successful | 2020-08-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081520-000  | STANDARD | 2020-08-15 | Application for Deputy Director   | NO | Successful | 2020-08-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081520-000  | STANDARD | 2020-08-15 | Application for Deputy Director   | NO | Successful | 2020-08-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081520-000  | STANDARD | 2020-08-15 | Application for Deputy Director   | NO | Successful | 2020-08-15 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-EM-081620-000  | STANDARD | 2020-08-16 | Inquiry for HPLC Analysis   | NO | Successful | 2020-08-16 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081720-000  | STANDARD | 2020-08-17 | Inquiry on nutrient/proximate analysis of food product  | NO | Successful | 2020-08-17 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081720-000  | STANDARD | 2020-08-17 | Inquiry on nata de coco starter   | NO | Successful | 2020-08-17 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-EM-081720-2929 | STANDARD | 2020-08-17 | Training on Dried fruit mango production  | NO | Successful | 2020-08-17 | 0 | #REF! | #REF! | #REF!  |
| 2020-Q3 | ITDI-TSD-LE-081720-3230 | Standard | 2020-08-17 | Client: Mr. Gerard Rejano re: supplier/where to buy acidity test kit, refractometer, hydrometer     | NO | Successful | 2020-08-17 | 0 | FREE  | No    | In coordination w/ Mr. Ben of PPD                                      |
| 2020-Q3 | ITDI-TSD-LE-081820-3231 | Standard | 2020-08-18 | Client: NSR Eng. Design & Fab. Services re: application for licensing of vacuum fryer equipment     | NO | Successful | 2020-08-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-LE-081820-3232 | Standard | 2020-08-18 | Client: Ms. Cherry Casuga re: Technical Assistance on Dairy Farming and Products Process            | NO | Successful | 2020-08-18 | 0 | FREE  | No    | provided info on cacao process, and contact persons in PCAARDO at UPLB |
| 2020-Q3 | ITDI-TSD-FA-081820-000  | STANDARD | 2020-08-18 | Inquiry on acetator kit   | NO | Successful | 2020-08-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081820-000  | STANDARD | 2020-08-18 | Inquiry on dragonfruit webinar  | NO | Successful | 2020-08-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081820-000  | STANDARD | 2020-08-18 | Inquiry on contact details of STD   | NO | Successful | 2020-08-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081820-000  | STANDARD | 2020-08-18 | Inquiry on contact details of ITDI  | NO | Successful | 2020-08-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081820-000  | STANDARD | 2020-08-18 | Application for Deputy Director   | NO | Successful | 2020-08-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-EM-081820-000  | STANDARD | 2020-08-18 | Dried fruit and Philippine Mango Production   | NO | Successful | 2020-08-18 | 0 | FREE  | No    | Assistance Provided  |
| 2020-Q3 | ITDI-TSD-FA-081920-000  | STANDARD | 2020-08-19 | Inquiry on drum dryer tech  | NO | Successful | 2020-08-19 | 0 | FREE  | No    | Assistance Provided  |



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|---------|-------------------------|----------|------------|---|----|------------|------------|---|-------|-------|---------------------|
| 2020-03 | ITDI-TSD-FA-082020-000  | STANDARD | 2020-08-20 | Inquiry on DCST calibration service extension   | NO | Successful | 2020-08-20 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-FA-082020-000  | STANDARD | 2020-08-20 | Inquiry on list of approved honey   | NO | Successful | 2020-08-22 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-FA-082020-000  | STANDARD | 2020-08-20 | Inquiry on TelPro by manuals  | NO | Successful | 2020-08-20 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-FA-082020-000  | STANDARD | 2020-08-20 | Inquiry on claim, pressure cooker   | NO | Successful | 2020-08-22 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-FA-082020-000  | STANDARD | 2020-08-20 | Inquiry on testing of honey   | NO | Successful | 2020-08-22 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-FA-082020-000  | STANDARD | 2020-08-23 | Inquiry on neta de coco starter   | NO | Successful | 2020-08-23 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-EM-082120-2930 | STANDARD | 2020-08-21 | Training on Delineating Liquid  | NO | Successful | 2020-08-21 | 0 | FREE  | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-FA-082120-000  | STANDARD | 2020-08-21 | Inquiry on cassava processing   | NO | Successful | 2020-08-21 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-EM-082420-000  | STANDARD | 2020-08-24 | Inquiry for Product test - Honey Purify   | NO | Successful | 2020-08-24 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-EM-082420-000  | STANDARD | 2020-08-24 | LIQUID DISHWASHING DETERGENT  | NO | Successful | 2020-08-24 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-FA-082420-000  | STANDARD | 2020-08-24 | Inquiry on testing of honey   | NO | Successful | 2020-08-24 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-LE-082420-3233 | Standard | 2020-08-24 | Client: Ms. Jane Castor, SunGlobe Ent re: Quotation on OTR-WVTR                               | NO | Successful | 2020-08-24 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-FA-082520-000  | STANDARD | 2020-08-25 | Inquiry on training on biomedical equipment calibration                                       | NO | Successful | 2020-08-25 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-EM-082520-000  | STANDARD | 2020-08-25 | Fish processing   | NO | Successful | 2020-08-25 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-LE-082620-3234 | Standard | 2020-08-26 | Client: Ms. Arlyn Angelle Hilario re: e: Fructose, Sucrose, Glucose Test for Honeybee product | NO | Successful | 2020-08-26 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-EM-082620-000  | STANDARD | 2020-08-26 | Inquiry on calibration services   | NO | Successful | 2020-08-26 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-EM-082720-000  | STANDARD | 2020-08-27 | Inquiry on calibration services or pressure tests for relief valves                           | NO | Successful | 2020-08-27 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-LE-082720-2457 | STANDARD | 2020-08-27 | Bioreactor Start-up inoculant   | NO | Successful | 2020-08-27 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-FA-082720-000  | STANDARD | 2020-08-27 | Inquiry on disinfecting liquid formulation  | NO | Successful | 2020-08-27 | 0 | FREE  | No    | Assistance Provided |
| 2020-03 | ITDI-TSD-EM-082720-2931 | STANDARD | 2020-08-27 | Request for expert on Isotonic Salt   | NO | Successful | 2020-08-27 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082720-2932 | STANDARD | 2020-08-27 | Inquiry on Censor Kit   | NO | Successful | 2020-08-27 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2933 | STANDARD | 2020-08-28 | Inquiry on LIE of Trainings   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2934 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2936 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2937 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2938 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2939 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2940 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2941 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2942 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2943 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2944 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2945 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2946 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2947 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2948 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2949 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2950 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2951 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2952 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2953 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2954 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |
| 2020-03 | ITDI-TSD-EM-082820-2955 | STANDARD | 2020-08-28 | Request for Food Safety ppt materials   | NO | Successful | 2020-08-28 | 0 | #REF! | #REF! | #REF!               |























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|---------|-------------------------|----------|------------|---|----|------------|------------|---|-------|-------|---|
| 2020-03 | ITDI-TSD-EM-091020-3115 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3116 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3117 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3118 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3119 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3120 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3121 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3122 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3123 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3124 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3125 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3126 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3127 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3128 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3129 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3130 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3131 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3132 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3133 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3134 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3135 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091020-3136 | STANDARD | 2020-09-10 | Request for Chemical Safety ppt material  | NO | Successful | 2020-09-10 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-FA-091020-000  | STANDARD | 2020-09-11 | Inquiry on chemical safety webinar  | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091020-000  | STANDARD | 2020-09-11 | Inquiry on koj cultures for food processing fermentation                          | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Inquiry on contact info of CEO  | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Application for Deputy Director   | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Inquiry on shelf life testing, nutritional facts                                  | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Application for Deputy Director   | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Inquiry on chemical safety webinar evaluation                                     | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Inquiry on chemical safety webinar evaluation                                     | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-EM-091120-3137 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091120-3138 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091120-3139 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091120-3140 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091120-3141 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091120-3142 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-LE-091120-3245 | Standard | 2020-09-11 | Client: Mr. Gerard Rojano re: Method of measuring lactic acidity using penicillin | NO | Successful | 2020-09-14 | 1 | FREE  | No    | provided the info in coordination at FPD    |
| 2020-03 | ITDI-TSD-LE-091120-3246 | Standard | 2020-09-11 | Client: Doet-V re: Portable Biogas Digester                                       | NO | Successful | 2020-09-18 | 4 | FREE  | No    | provided specs and photos of the technology |
| 2020-03 | ITDI-TSD-EM-091120-3143 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091120-3144 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091120-3145 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-EM-091120-3146 | STANDARD | 2020-09-11 | Inquiry on Chemical Safety certificate  | NO | Successful | 2020-09-11 | 0 | #REF! | #REF! | #REF!                                       |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Inquiry on chemical safety webinar evaluation                                     | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Inquiry on soap making and essential oils   | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |
| 2020-03 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Follow up on job application  | NO | Successful | 2020-09-11 | 0 | FREE  | No    | Assistance Provided                         |



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| 2020-Q3 | ITDI-TSD-FA-091120-000  | STANDARD | 2020-09-11 | Inquiry on webinars on calibration                                    | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091220-000  | STANDARD | 2020-09-12 | Inquiry manufacturing liquid laundry detergent, hand wash and shampoo | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry for webinar on potato chip making                             | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Application for Deputy Director                                       | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry for technical advice on meat processing                       | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry for webinar pet shampoo formulation                           | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry on webinar registration                                       | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Application for Deputy Director                                       | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry on cacao equipment specs                                      | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry on webinar clarifications                                     | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry on sieve analysis / Aterberg tests                            | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091220-000  | STANDARD | 2020-09-12 | Inquiry on use of oxidized calcium sulfate in talco                   | NO | Successful | 2020-09-12 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091420-000  | STANDARD | 2020-09-14 | Query on Cacao production facility                                    | NO | Successful | 2020-09-14 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-14 | Inquiry on liquid detergent / toilet making                           | NO | Successful | 2020-09-14 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-15 | Inquiry on soybean machine  | NO | Successful | 2020-09-15 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-15 | Inquiry on IEC materials on VCO                                       | NO | Successful | 2020-09-15 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-15 | Follow up of facility disinfection webinar certificate                | NO | Successful | 2020-09-15 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-16 | Inquiry on microbiological testing of disinfectant                    | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-16 | Inquiry on chemical safety webinar certificate                        | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-16 | Inquiry on chemical safety webinar certificate                        | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091320-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3147 | STANDARD | 2020-09-16 | Requesting for an invitation letter to Food and Product D             | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3148 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3149 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3150 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3151 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3152 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3153 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3154 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3155 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3156 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3157 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap ppt                                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3158 | STANDARD | 2020-09-16 | Inquiry on Training Schedules   | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091620-3159 | STANDARD | 2020-09-16 | Request for Liquid Hand Soap Production Training                      | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap                               | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-16 | Inquiry for webinar on liquid hand soap evaluation                    | NO | Successful | 2020-09-16 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091720-000  | STANDARD | 2020-09-17 | Inquiry for webinar on liquid hand soap evaluation                    | NO | Successful | 2020-09-17 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091720-000  | STANDARD | 2020-09-17 | Inquiry for webinar on liquid hand soap evaluation                    | NO | Successful | 2020-09-17 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091720-000  | STANDARD | 2020-09-17 | Inquiry for webinar on liquid hand soap evaluation                    | NO | Successful | 2020-09-17 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091720-000  | STANDARD | 2020-09-17 | TEM analysis inquiry from arms ASIA Inc.                              | NO | Successful | 2020-09-17 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091720-000  | STANDARD | 2020-09-18 | Inquiry on ITDI Youtube channels                                      | NO | Successful | 2020-09-18 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-091820-3160 | STANDARD | 2020-09-18 | Inquiry on Training Schedules   | NO | Successful | 2020-09-18 | 0 | FREE | No | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091720-000  | STANDARD | 2020-09-18 | Inquiry on hazardous waste management webinar                         | NO | Successful | 2020-09-18 | 0 | FREE | No | Assistance Provided |



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|---------|-------------------------|----------|------------|---|----|------------|------------|---|------|------|---------------------|
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-18 | Inquiry on production of personal care products                     | NO | Successful | 2020-09-18 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-18 | Inquiry on MSDS/product data sheet for raw honey                    | NO | Successful | 2020-09-18 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-LE-091620-3247 | Standard | 2020-09-18 | Client: Mark Anthony Denton, Nutriy vites Food                      | NO | Successful | 2020-09-18 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-18 | House re: Shelf life testing for products                           | NO | Successful | 2020-09-18 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-19 | Inquiry on retail webinar schedules                                 | NO | Successful | 2020-09-19 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-19 | Inquiry on webinar payment  | NO | Successful | 2020-09-19 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-19 | Inquiry on dishwashing liquid/soap making                           | NO | Successful | 2020-09-19 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-19 | Inquiry on webinar on soap making                                   | NO | Successful | 2020-09-19 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-19 | Inquiry on chiller model used in WOFEX                              | NO | Successful | 2020-09-19 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-19 | Inquiry on webinar payment  | NO | Successful | 2020-09-19 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-19 | Request for copy of chem safety webinar PPT                         | NO | Successful | 2020-09-19 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-091620-000  | STANDARD | 2020-09-19 | Inquiry on certification for dishwashing liquid product             | NO | Successful | 2020-09-19 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3162 | STANDARD | 2020-09-21 | Food Analysis Test and Nutrition Facts Label for Packaging          | NO | Successful | 2020-09-21 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-092120-000  | STANDARD | 2020-09-21 | Inquiry on webinar on soap making                                   | NO | Successful | 2020-09-21 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-092120-000  | STANDARD | 2020-09-21 | Inquiry on various levels for sorghum extract                       | NO | Successful | 2020-09-21 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-092120-000  | STANDARD | 2020-09-21 | Inquiry on webinar payment  | NO | Successful | 2020-09-21 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-FA-092120-000  | STANDARD | 2020-09-21 | Request for copy of Food Safety at Home webinar PPT                 | NO | Successful | 2020-09-21 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3151 | STANDARD | 2020-09-21 | Inquiry on Calibration Training                                     | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3162 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3163 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3164 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3165 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3166 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3167 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3168 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3169 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3170 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3171 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3172 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3173 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3174 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3175 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3176 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3177 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3178 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3179 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3180 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3181 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3182 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092120-3183 | STANDARD | 2020-09-21 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-21 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-LE-092120-3048 | Standard | 2020-09-21 | Client: Maria Teresa Tan re: Information on Calamansi Dietary fiber | NO | Successful | 2020-09-21 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-LE-092220-3249 | Standard | 2020-09-22 | Client: Dr. Naami Joy Diodio, CERENA Farms re: Use of Spray Drier   | NO | Successful | 2020-09-22 | 0 | FREE | No   | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092220-3164 | STANDARD | 2020-09-22 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-22 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092220-3165 | STANDARD | 2020-09-22 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-22 | 0 | REFI | REFI | Assistance Provided |
| 2020-Q3 | ITDI-TSD-EM-092220-3166 | STANDARD | 2020-09-22 | Inquiry on Liquid Hand Soap ppt and Link                            | NO | Successful | 2020-09-22 | 0 | REFI | REFI | Assistance Provided |







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|---------|-------------------------|----------|------------|---|----|------------|------------|---|-------|-------|---|
| 2020-Q3 | ITDI-TSD-FA-092520-000  | STANDARD | 2020-09-28 | Inquiry on fruit/fruit juice processing   | NO | Successful | 2020-09-28 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q3 | ITDI-TSD-EM-092620-000  | STANDARD | 2020-09-28 | Inquiry regarding your available testings for the efficacy of Soaps   | NO | Successful | 2020-09-28 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q3 | ITDI-TSD-EM-092720-3102 | STANDARD | 2020-09-27 | Training on Dual Drum   | NO | Successful | 2020-09-27 | 0 | #REF! | #REF! | #REF!                                   |
| 2020-Q3 | ITDI-TSD-EM-092720-3203 | STANDARD | 2020-09-27 | Training on Calamansi Processing  | NO | Successful | 2020-09-27 | 0 | #REF! | #REF! | #REF!                                   |
| 2020-Q3 | ITDI-TSD-EM-092820-3104 | STANDARD | 2020-09-28 | Invitation as Resource Person DOST-MIMAROPA Pre-N Client: Sweet M. Pia, DOST-PSTC Lanao Del Norte re: Dual drum composter | NO | Successful | 2020-09-28 | 0 | #REF! | #REF! | #REF!                                   |
| 2020-Q3 | ITDI-TSD-LE-092820-3202 | Standard | 2020-09-28 | Inquiry regarding my liquid dishwashing detergent and improvements that can be done                                       | NO | Successful | 2020-10-02 | 4 | FREE  | No    | provided all necessary info on the tech |
| 2020-Q3 | ITDI-TSD-EM-092920-000  | STANDARD | 2020-09-29 | Inquiry on calamansi processing webinar   | NO | Successful | 2020-09-29 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q3 | ITDI-TSD-FA-092820-000  | STANDARD | 2020-09-29 | Inquire and update the Halal Activities in Region 3 and all Regions in North Luzon  | NO | Successful | 2020-09-29 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q3 | ITDI-TSD-EM-092920-000  | STANDARD | 2020-09-30 | Inquiry for seminar   | NO | Successful | 2020-09-30 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q3 | ITDI-TSD-EM-093020-000  | STANDARD | 2020-09-30 | Testing such antimicrobial testing  | NO | Successful | 2020-09-30 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q3 | ITDI-TSD-EM-093020-000  | STANDARD | 2020-09-30 | Inquiry regarding the Vacuum fryer equipment  | NO | Successful | 2020-09-30 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q3 | ITDI-TSD-EM-093020-3205 | STANDARD | 2020-09-30 | Training on WACS  | NO | Successful | 2020-09-30 | 0 | #REF! | #REF! | #REF!                                   |
| 2020-Q3 | ITDI-TSD-EM-093020-3206 | STANDARD | 2020-09-30 | Inquiry on Webinars/Trainings   | NO | Successful | 2020-09-30 | 0 | #REF! | #REF! | #REF!                                   |
| 2020-Q3 | ITDI-TSD-EM-093020-3207 | STANDARD | 2020-09-30 | Waste Utilization and Product Development Opportunities   | NO | Successful | 2020-09-30 | 0 | #REF! | #REF! | #REF!                                   |
| 2020-Q3 | ITDI-TSD-EM-093020-000  | STANDARD | 2020-09-30 | Inquiry on the Vacuum fryer Fabricator  | NO | Successful | 2020-09-30 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-EM-100120-000  | STANDARD | 2020-10-01 | School Students   | NO | Successful | 2020-10-01 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-EM-100120-000  | STANDARD | 2020-10-01 | Microbial test inquiry  | NO | Successful | 2020-10-01 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-PH-100120-3412 | Standard | 2020-10-01 | Calamansi Inc. re: Plant Set up of Calamansi Concentrate  | NO | Successful | 2020-10-01 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-EM-100120-000  | STANDARD | 2020-10-01 | Antimicrobial testings  | NO | Successful | 2020-10-01 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-EM-100120-000  | STANDARD | 2020-10-01 | Characterizing samples  | NO | Successful | 2020-10-01 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-FA-100120-000  | STANDARD | 2020-10-01 | Inquiry on PSTC-Batangas webinar  | NO | Successful | 2020-10-01 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-FA-100120-000  | STANDARD | 2020-10-01 | Inquiry on hand sanitizer/dishwashing liquid  | NO | Successful | 2020-10-01 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-FA-100120-000  | STANDARD | 2020-10-01 | Inquiry on testing of liquid hand soap  | NO | Successful | 2020-10-01 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-EM-100120-3443 | STANDARD | 2020-10-01 | Training Receipt re: Intro to Microbiology  | NO | Successful | 2020-10-01 | 0 | FREE  | #REF! | #REF!                                   |
| 2020-Q4 | ITDI-TSD-EM-100120-3444 | STANDARD | 2020-10-01 | Request for a PPT Material re: Chemical Safety  | NO | Successful | 2020-10-01 | 0 | FREE  | #REF! | #REF!                                   |
| 2020-Q4 | ITDI-TSD-EM-100220-3445 | STANDARD | 2020-10-02 | Request for a PPT Material re: Chemical Safety  | NO | Successful | 2020-10-02 | 0 | FREE  | #REF! | #REF!                                   |
| 2020-Q4 | ITDI-TSD-EM-100220-3446 | STANDARD | 2020-10-02 | Request for Webinar on Waste Utilization and Product Development  | NO | Successful | 2020-10-02 | 0 | FREE  | #REF! | #REF!                                   |
| 2020-Q4 | ITDI-TSD-FA-100220-000  | STANDARD | 2020-10-02 | Inquiry on calibration webinars   | NO | Successful | 2020-10-02 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-FA-100220-000  | STANDARD | 2020-10-02 | Inquiry on radiation testing  | NO | Successful | 2020-10-02 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-FA-100120-000  | STANDARD | 2020-10-03 | Inquiry on hand sanitizer making for business   | NO | Successful | 2020-10-03 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-EM-100320-3447 | STANDARD | 2020-10-03 | Request for a PPT Material re: Soap Making  | NO | Successful | 2020-10-03 | 0 | FREE  | #REF! | #REF!                                   |
| 2020-Q4 | ITDI-TSD-EM-100320-3448 | STANDARD | 2020-10-03 | Inquiry on Webinar Schedule re: Liquid Dishwashing  | NO | Successful | 2020-10-03 | 0 | FREE  | #REF! | #REF!                                   |
| 2020-Q4 | ITDI-TSD-EM-100420-3449 | STANDARD | 2020-10-04 | Request for a PPT Material re: Soap Making  | NO | Successful | 2020-10-04 | 0 | FREE  | #REF! | #REF!                                   |
| 2020-Q4 | ITDI-TSD-EM-100420-3450 | STANDARD | 2020-10-04 | Inquiry on the issuance of certificate re: Soap Making  | NO | Successful | 2020-10-04 | 0 | FREE  | #REF! | #REF!                                   |
| 2020-Q4 | #ITDI-492695595961      | #C/I     | 2020-10-04 | Formulation of Liquid Handwash and Body Wash  | NO | Successful | 2020-10-04 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-FA-100520-000  | STANDARD | 2020-10-05 | Inquiry on upcoming trainings   | NO | Successful | 2020-10-05 | 0 | FREE  | No    | Assistance Provided                     |
| 2020-Q4 | ITDI-TSD-EM-100520-000  | STANDARD | 2020-10-05 | Inquiry on Literature and Research Studies and Local Yeast Supplier   | NO | Successful | 2020-10-05 | 0 | FREE  | No    | Assistance Provided                     |

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|---------|-------------------------|----------|------------|--|----|---------------------|------------|---|------|---------------------|---|
| 2020-Q4 | ITDI-TSD-EM-100920-000  | STANDARD | 2020-10-05 | Inquire about standard testing services for Alcohol% Content and Methanol% Content.                | NO | Successful          | 2020-10-05 | 0 | FREE | No                  | Assistance Provided   |
| 2020-Q4 | ITDI-TSD-EM-100920-3451 | STANDARD | 2020-10-05 | Training on Nata de Coco Production  | NO | Successful          | 2020-10-05 | 0 | FREE | #REF!               | #REF!   |
| 2020-Q4 | ITDI-TSD-EM-100920-3452 | STANDARD | 2020-10-05 | Letter of Intent to be a Licensed Fabricator for Cacao P   | NO | Successful          | 2020-10-05 | 0 | FREE | #REF!               | #REF!   |
| 2020-Q4 | ITDI-TSD-FA-100920-000  | STANDARD | 2020-10-06 | Inquiry on trainings on calibration of medical equipment   | NO | Successful          | 2020-10-06 | 0 | FREE | No                  | Assistance Provided   |
| 2020-Q4 | ITDI-TSD-LE-091020-2460 | STANDARD | 2020-10-06 | Calibration  | NO | Successful          | 2020-10-06 | 0 | FREE | No                  | Transferred call to NMD RRU   |
| 2020-Q4 | ITDI-TSD-PH-100920-3413 | Standard | 2020-10-06 | Client: Kristel Dwyer Alvarez, DOST-PRSTC Mearns Occidental re: Total cost of Portable Biogasifier | NO | Successful          | 2020-10-06 | 0 | FREE | Assistance Provided |   |
| 2020-Q4 | ITDI-TSD-LE-091020-2461 | STANDARD | 2020-10-06 | Metrology Training   | NO | Successful          | 2020-10-06 | 0 | FREE | No                  | Transferred call to RCTS  |
| 2020-Q4 | ITDI-TSD-EM-100920-3060 | STANDARD | 2020-10-06 | Calibration  | NO | Successful          | 2020-10-06 | 0 | FREE | No                  | Transferred call to NMD RRU   |
| 2020-Q4 | ITDI-TSD-EM-100920-3061 | STANDARD | 2020-10-06 | Metrology Training   | NO | Successful          | 2020-10-06 | 0 | FREE | No                  | Transferred call to RCTS  |
| 2020-Q4 | ITDI-TSD-EM-100720-3562 | STANDARD | 2020-10-07 | Photocopier Reading  | NO | Successful          | 2020-10-07 | 0 | FREE | No                  | Instructed by firex service staff   |
| 2020-Q4 | ITDI-TSD-EM-100720-3563 | STANDARD | 2020-10-07 | Vinegar Acetator - low filtrable acidity   | NO | Successful          | 2020-10-07 | 0 | FREE | No                  | Vinegar is contaminated   |
| 2020-Q4 | ITDI-TSD-EM-100720-3453 | STANDARD | 2020-10-07 | Inquiry on Calamansi Peels   | NO | Successful          | 2020-10-07 | 0 | FREE | #REF!               | #REF!   |
| 2020-Q4 | ITDI-TSD-EM-100720-3454 | STANDARD | 2020-10-07 | Request for a PPT Material re: Hand Sanitizer  | NO | Successful          | 2020-10-07 | 0 | FREE | #REF!               | #REF!   |
| 2020-Q4 | ITDI-TSD-EM-100720-3455 | STANDARD | 2020-10-07 | Inquiry on the processing of training fee re: Uncertainty d  | NO | Successful          | 2020-10-07 | 0 | FREE | #REF!               | #REF!   |
| 2020-Q4 | ITDI-TSD-EM-100720-3456 | STANDARD | 2020-10-07 | Request for resource person's: Nano Precipitated Calcium   | NO | Successful          | 2020-10-07 | 0 | FREE | #REF!               | #REF!   |
| 2020-Q4 | ITDI-TSD-LE-071020-2462 | STANDARD | 2020-10-07 | Photocopier Reading  | NO | Successful          | 2020-10-07 | 0 | FREE | No                  | Gave photocopier reading as instructed by firex service staff                 |
| 2020-Q4 | ITDI-TSD-LE-071020-2463 | STANDARD | 2020-10-07 | Vinegar Acetator - low filtrable acidity   | NO | Successful          | 2020-10-07 | 0 | FREE | No                  | Vinegar is contaminated   |
| 2020-Q4 | ITDI-TSD-FA-100720-000  | STANDARD | 2020-10-07 | Inquiry on contact info of PTD   | NO | Successful          | 2020-10-07 | 0 | FREE | No                  | Assistance Provided   |
| 2020-Q4 | ITDI-TSD-FA-100720-000  | STANDARD | 2020-10-07 | Inquiry on dual drum composter   | NO | Successful          | 2020-10-07 | 0 | FREE | No                  | Assistance Provided   |
| 2020-Q4 | ITDI-TSD-PH-100920-3414 | Standard | 2020-10-08 | Client: Dexter Dilarion re: Vegetable Processing technologies                                      | NO | Info Not Maintained | 2020-10-08 | 0 | FREE | Assistance Provided |   |
| 2020-Q4 | ITDI-TSD-FA-100920-000  | STANDARD | 2020-10-09 | Inquiry on calamansi processing webinar  | NO | Successful          | 2020-10-09 | 0 | FREE | No                  | Assistance Provided   |
| 2020-Q4 | ITDI-TSD-EM-100920-000  | STANDARD | 2020-10-09 | Inquiry regarding the Vacuum fryer equipment   | NO | Successful          | 2020-10-09 | 0 | FREE | No                  | Assistance Provided   |
| 2020-Q4 | ITDI-TSD-EM-100920-3457 | STANDARD | 2020-10-09 | Request for a PPT Material re: Soap Making   | NO | Successful          | 2020-10-09 | 0 | FREE | #REF!               | #REF!   |
| 2020-Q4 | ITDI-TSD-EM-100920-3064 | STANDARD | 2020-10-09 | Requesting video presentation of bio-reactor technology  | NO | Successful          | 2020-10-09 | 0 | FREE | No                  | Advised to send request letter at ted@tdi.dost.gov.ph address to our Director |
| 2020-Q4 | ITDI-TSD-EM-100920-3458 | STANDARD | 2020-10-09 | Request for Speakers for NSTW RO 6   | NO | Successful          | 2020-10-09 | 0 | FREE | #REF!               | #REF!   |
| 2020-Q4 | ITDI-TSD-LE-091020-2464 | STANDARD | 2020-10-09 | Requesting video presentation of bio-reactor technology  | NO | Successful          | 2020-10-09 | 0 | FREE | No                  | Advised to send request letter at ted@tdi.dost.gov.ph address to our Director |
| 2020-Q4 | ITDI-TSD-FA-100920-000  | STANDARD | 2020-10-09 | Inquiry on charcoal briquetting tech   | NO | Successful          | 2020-10-09 | 0 | FREE | No                  | Assistance Provided   |
| 2020-Q4 | ITDI-TSD-FA-100920-000  | STANDARD | 2020-10-10 | Inquiry on DOST SETUP  | NO | Successful          | 2020-10-10 | 0 | FREE | No                  | Assistance Provided   |
| 2020-Q4 | ITDI-TSD-FA-100920-000  | STANDARD | 2020-10-10 | Inquiry on upcoming webinars   | NO | Successful          | 2020-10-10 | 0 | FREE | No                  | Assistance Provided   |



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|---------|------------------------|----------|------------|---|----|------------|------------|---|------|-------|---|
| 2020-04 | ITD-TSD-EM-101120-3588 | STANDARD | 2020-10-11 | DOBT-developed Immersion Freezer  | NO | Successful | 2020-10-11 | 0 | FREE | No    | General specifications of the DOST Immersion Freezer and contact information of Engr. Nardo (designer)  |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-12 | Inquiry on jar test apparatus   | NO | Successful | 2020-10-12 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-12 | Inquiry on calamine processing for business   | NO | Successful | 2020-10-12 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101120-000  | STANDARD | 2020-10-12 | Inquiry on calamine juice processing  | NO | Successful | 2020-10-12 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-EM-101220-3459 | STANDARD | 2020-10-12 | Inquiry on training courses on coco products processing                             | NO | Successful | 2020-10-12 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101220-3460 | STANDARD | 2020-10-13 | Request for Invoice re: Uncertainty of Measurement                                  | NO | Successful | 2020-10-13 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101220-3461 | STANDARD | 2020-10-13 | Request for a resource speakers for training on cleaning                            | NO | Successful | 2020-10-13 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101220-3462 | STANDARD | 2020-10-13 | Inquiry on webinar Certificate re: Soap Making                                      | NO | Successful | 2020-10-13 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101220-3463 | STANDARD | 2020-10-13 | Inquiry on Webinar Link re: Jam making  | NO | Successful | 2020-10-13 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101220-3464 | STANDARD | 2020-10-13 | Request for a PPT Material re: Hand Sanitizer                                       | NO | Successful | 2020-10-13 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101220-3465 | STANDARD | 2020-10-13 | Request for a PPT Material re: Soap Making  | NO | Successful | 2020-10-13 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-13 | Inquiry on hand blown glass/acclerator tech   | NO | Successful | 2020-10-13 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-13 | Request to report PSTC-Quezon webinar   | NO | Successful | 2020-10-13 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-13 | Client: PSTC Pampanga re: Wine Kit and actuator kit prices                          | NO | Successful | 2020-10-13 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-13 | Inquiry on certificates for upcoming webinars                                       | NO | Successful | 2020-10-13 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-EM-101220-3585 | STANDARD | 2020-10-13 | Virtual Platform meeting about Dual Drum Composter                                  | NO | Successful | 2020-10-13 | 0 | FREE | No    | Inspection of the equipment & preparation for online training   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-13 | Inquiry on XRF testing  | NO | Successful | 2020-10-13 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-13 | Follow up on hand sanitizer webinar certificate                                     | NO | Successful | 2020-10-13 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-13 | Inquiry on soy sauce/vinegar making   | NO | Successful | 2020-10-13 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-EM-101220-000  | STANDARD | 2020-10-13 | Inquiry on trainings  | NO | Successful | 2020-10-13 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-14 | Follow up on hand sanitizer webinar certificate                                     | NO | Successful | 2020-10-14 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101220-000  | STANDARD | 2020-10-14 | Inquiry on thermohygrometer calibration certification                               | NO | Successful | 2020-10-14 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-EM-101420-3466 | STANDARD | 2020-10-14 | Inquiry on Available Training Programs and Schedules                                | NO | Successful | 2020-10-14 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101420-3467 | STANDARD | 2020-10-14 | Request for Certificate re: Hand Sanitizer  | NO | Successful | 2020-10-14 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101420-3468 | STANDARD | 2020-10-14 | Inquiry on Available Training Programs and Schedules                                | NO | Successful | 2020-10-14 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101420-3469 | STANDARD | 2020-10-14 | Request for Technical Assistance on Charcoal Briquette                              | NO | Successful | 2020-10-14 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101420-3470 | STANDARD | 2020-10-14 | Request Certificate re: Liquid Hand Sanitizer                                       | NO | Successful | 2020-10-14 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101420-3471 | STANDARD | 2020-10-14 | Training on Vinegar and Soy Sauce Processing  | NO | Successful | 2020-10-14 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101520-3472 | STANDARD | 2020-10-15 | Request for a PPT Material re: Chemical Safety                                      | NO | Successful | 2020-10-15 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101520-3473 | STANDARD | 2020-10-15 | Request for a Resource Speaker for a forum  | NO | Successful | 2020-10-15 | 0 | FREE | #REF! | #REF!   |
| 2020-04 | ITD-TSD-EM-101520-3588 | STANDARD | 2020-10-15 | Stereo-Plastic Densifier presence of fire during operation at WIL Foods with LAMACO | NO | Successful | 2020-10-15 | 0 | FREE | No    | High temperature (above 200C) causes fire; Monitoring of temperature is needed during the operation; Will report to head for the scheduling of discussion of the incident |
| 2020-04 | ITD-TSD-FA-101520-000  | STANDARD | 2020-10-15 | Follow up on hand sanitizer webinar certificate                                     | NO | Successful | 2020-10-15 | 0 | FREE | No    | Assistance Provided   |
| 2020-04 | ITD-TSD-FA-101320-000  | STANDARD | 2020-10-15 | Request for HOI of muscovado processing   | NO | Successful | 2020-10-15 | 0 | FREE | No    | Assistance Provided   |

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|---------|-------------------------|----------|------------|--|----|------------|------------|---|------|-------|----------------------|
| 2020-Q4 | ITDI-TSD-EM-101320-3253 | STANDARD | 2020-10-13 | Information related to Coconut Processing  | No | Successful | 2020-10-13 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-101320-3254 | STANDARD | 2020-10-13 | Bioreactor video presentation/lecture  | No | Successful | 2020-10-13 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-101320-3255 | STANDARD | 2020-10-13 | Training for 2020-2021   | No | Successful | 2020-10-13 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-101620-3474 | STANDARD | 2020-10-16 | Request for a Resource Speaker for a Webinar   | NO | Successful | 2020-10-16 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101620-3475 | STANDARD | 2020-10-16 | Inquiry on Hand Sanitizer Certificate  | NO | Successful | 2020-10-16 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101620-3476 | STANDARD | 2020-10-16 | Inquiry on QR re training on Intro to Metrology  | NO | Successful | 2020-10-16 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101620-3477 | STANDARD | 2020-10-16 | Request for a copy of the 'Floor Plan' and list of possible  | NO | Successful | 2020-10-16 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-FA-101520-000  | STANDARD | 2020-10-17 | Inquiry on XRD/SEM services  | NO | Successful | 2020-10-17 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-101520-000  | STANDARD | 2020-10-17 | Inquiry on ITDI Citizen's Charter  | NO | Successful | 2020-10-17 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | #ITDI-85327009663       | eFOI     | 2020-10-17 | Immersion Engineer   | NO | Successful | 2020-10-17 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-101720-3309 | STANDARD | 2020-10-17 | Direct their list  | NO | Successful | 2020-10-17 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | #ITDI-870830294261      | eFOI     | 2020-10-17 | KALAKAL: Kalayaan I Am sa KALAKALan "A Bridge to Zero Waste Future" An Eco-Industrial Recycling Fr   | NO | Successful | 2020-10-17 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | #ITDI-096125795944      | eFOI     | 2020-10-18 | Minimum standards for recycling facilities   | NO | Successful | 2020-10-18 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-101920-3305 | STANDARD | 2020-10-19 | Request to repeat PSTC-Quezon webinar  | NO | Successful | 2020-10-19 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-101920-3306 | STANDARD | 2020-10-19 | Wind power project in San Pablo City   | NO | Successful | 2020-10-19 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-101920-3310 | STANDARD | 2020-10-19 | Soya milk machine  | NO | Successful | 2020-10-19 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-PH-101920-3416 | Standard | 2020-10-19 | Client: Ma. Tessa of Marinas Tech Inc. re: List of ITDI licensed fabricators for bioreactors   | NO | Successful | 2020-10-19 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-PH-101920-3417 | Standard | 2020-10-19 | Client: Bureau of Investment re: request for list of equipment needed in fabrication for SVM equipment   | NO | Successful | 2020-10-23 | 4 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-PH-101920-3418 | Standard | 2020-10-19 | Client: DOBT-VI, Buro-Buro Verme Farms and RHU Iloilo City re: list of requirements to be fabricated for PSD and provided questionnaire for the conduct of TNA | NO | Successful | 2020-10-23 | 4 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-101920-3307 | STANDARD | 2020-10-19 | Accelerator setup in Angeles City  | NO | Successful | 2020-10-19 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-101920-3308 | STANDARD | 2020-10-19 | Next webinar schedule  | NO | Successful | 2020-10-19 | 0 | FREE | No    | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-EM-101920-3478 | STANDARD | 2020-10-19 | Inquiry on Soap Making Certificate   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3479 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3480 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3481 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3482 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3483 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3484 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3485 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3486 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3487 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3488 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3489 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3490 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3491 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3492 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3493 | STANDARD | 2020-10-19 | Inquiry on Sensory Analysis  | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3494 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3495 | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making   | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-101920-3496 | STANDARD | 2020-10-19 | Inquiry on Webinar Fee re: Uncertainty of Measurement  | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |



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| 2020-04 | ITDI-TSD-EM-10120-3487  | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-10120-3488  | STANDARD | 2020-10-19 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-10120-3489  | STANDARD | 2020-10-19 | Request for a PPT Material re: Soap Making  | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-10120-3500  | STANDARD | 2020-10-19 | Inquiry on ITDI Training Courses  | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-10120-3501  | STANDARD | 2020-10-19 | Inquiry on ITDI Training Courses  | NO | Successful | 2020-10-19 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102020-3502 | STANDARD | 2020-10-20 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-20 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102020-3503 | STANDARD | 2020-10-20 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-20 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102020-3504 | STANDARD | 2020-10-20 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-20 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102020-3505 | STANDARD | 2020-10-20 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-20 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102020-3506 | STANDARD | 2020-10-20 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-20 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102020-3507 | STANDARD | 2020-10-20 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-20 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102120-3508 | STANDARD | 2020-10-21 | REQUEST FOR TRAINING (KALAMANSI PROCESSES)  | NO | Successful | 2020-10-21 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102120-3509 | STANDARD | 2020-10-21 | Inquiry on ITDI Training Courses  | NO | Successful | 2020-10-21 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102120-3510 | STANDARD | 2020-10-21 | Inquiry on Peanut Processing  | NO | Successful | 2020-10-21 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102120-3511 | STANDARD | 2020-10-21 | Inquiry on Dried Mango Processing   | NO | Successful | 2020-10-21 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102120-3512 | STANDARD | 2020-10-21 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-21 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102120-3513 | STANDARD | 2020-10-21 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-21 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-FA-102120-3311 | STANDARD | 2020-10-21 | Trails for alternative natural ink  | NO | Successful | 2020-10-21 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-FA-102120-3419 | Standard | 2020-10-21 | Client: Mr. Ruben Ramon, Carils re: Supplier for Packaging/level life product development of mushroom chicken | NO | Successful | 2020-10-21 | 0 | FREE | No    | Assistance Provided  |
| 2020-04 | ITDI-TSD-FA-102120-3312 | STANDARD | 2020-10-21 | Contract details of ITDI-ADM (Procurement)  | NO | Successful | 2020-10-21 | 0 | FREE | No    | Assistance Provided  |
| 2020-04 | ITDI-TSD-EM-102220-3313 | STANDARD | 2020-10-22 | Contract details of ITDI-ADM (Procurement)  | NO | Successful | 2020-10-22 | 0 | FREE | No    | Assistance Provided  |
| 2020-04 | ITDI-TSD-EM-102220-3356 | STANDARD | 2020-10-22 | Biophenol A and Phthalate testing in plastic film   | NO | Successful | 2020-10-22 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-102220-3514 | STANDARD | 2020-10-22 | Request for PPT Materials re: Uncertainty of Measurements   | NO | Successful | 2020-10-22 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102220-3515 | STANDARD | 2020-10-22 | Inquiry on Jam Making Certificate   | NO | Successful | 2020-10-22 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102220-3516 | STANDARD | 2020-10-22 | Inquiry on Jam Making Certificate   | NO | Successful | 2020-10-22 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102220-3517 | STANDARD | 2020-10-22 | Request for a speaker   | NO | Successful | 2020-10-22 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102220-3518 | STANDARD | 2020-10-23 | Invitation to present on Start Your Business Training Phase   | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3519 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3520 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3521 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3522 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3523 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3524 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3525 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3526 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-102320-3527 | STANDARD | 2020-10-23 | Request for PPT materials re: Jam Making  | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-FA-102320-3314 | STANDARD | 2020-10-23 | Training on Coconut Water Production, Calamansi Process   | NO | Successful | 2020-10-23 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-FA-102420-3320 | STANDARD | 2020-10-24 | Training schedule suggestions   | No | Successful | 2020-10-24 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-102420-3316 | STANDARD | 2020-10-24 | Videos on household care products   | No | Successful | 2020-10-24 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-102420-3317 | STANDARD | 2020-10-24 | TODDSC tests  | No | Successful | 2020-10-24 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-102520-3321 | STANDARD | 2020-10-25 | Jam making webinar  | No | Successful | 2020-10-25 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-102520-3321 | STANDARD | 2020-10-25 | Suppliers for labo processing ingredients/equipment   | No | Successful | 2020-10-25 | 0 | FREE | No    | Information provided |

| 2020-Q4 | ITDI-TSD-EM-102620-3257 | STANDARD | 2020-10-26 | Tensile, hardness, tear resistance and chemical resistance inquiry  | No | Successful | 2020-10-26 | 0 | FREE | No | Information provided   |
|---------|-------------------------|----------|------------|---|----|------------|------------|---|------|----|--|
| 2020-Q4 | ITDI-TSD-EM-102620-3587 | STANDARD | 2020-10-26 | Training/ assistance for vinegar acetic acid technology during quarantine   | No | Successful | 2020-10-26 | 0 | FREE | No | Trainings/ assistance requests can be conducted thru online only until community quarantine is lifted. Sole fabricator may not be able to assist outside Metro Manila/ NCR |
| 2020-Q4 | ITDI-TSD-FA-102620-3318 | STANDARD | 2020-10-26 | Bogate technology   | No | Successful | 2020-10-26 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102620-3319 | STANDARD | 2020-10-26 | Laundry soap making video   | No | Successful | 2020-10-26 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-EM-102620-3258 | STANDARD | 2020-10-26 | Bogate set-up design for agroforestry   | No | Successful | 2020-10-26 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102720-3322 | STANDARD | 2020-10-27 | Webinar links   | No | Successful | 2020-10-27 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-PH-102720-3420 | Standard | 2020-10-27 | Client: Reiss Fatalla re: Inquiry on Slimming Cream   | No | Successful | 2020-10-28 | 1 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102720-3323 | STANDARD | 2020-10-27 | Webinar evaluation  | No | Successful | 2020-10-27 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102720-3333 | STANDARD | 2020-10-27 | Contact details of Dr. RCTorres   | No | Successful | 2020-10-27 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102620-3334 | STANDARD | 2020-10-28 | Dishwashing/laundry webinar new schedule  | No | Successful | 2020-10-28 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102620-3324 | STANDARD | 2020-10-28 | Webinar registration  | No | Successful | 2020-10-28 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102620-3326 | STANDARD | 2020-10-28 | Calamansi juice processing  | No | Successful | 2020-10-28 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102620-3327 | STANDARD | 2020-10-28 | Coco vinegar processing/packaging   | No | Successful | 2020-10-28 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102620-3328 | STANDARD | 2020-10-29 | Webinar registration/payment  | No | Successful | 2020-10-30 | 1 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-102620-3329 | STANDARD | 2020-10-29 | Calamansi juice processing  | No | Successful | 2020-10-29 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-EM-103020-3256 | STANDARD | 2020-10-30 | Inquiry on ITDI Technologies for commercialization  | No | Successful | 2020-10-30 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-103020-3329 | STANDARD | 2020-10-30 | Biodegradability test for plastic utensils  | No | Successful | 2020-10-30 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-103020-3330 | STANDARD | 2020-10-30 | Shelf life testing results  | No | Successful | 2020-10-30 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-103020-3331 | STANDARD | 2020-10-30 | Testing of coffee for study   | No | Successful | 2020-10-30 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-PH-103020-3421 | Standard | 2020-10-30 | Client: Ms. Angel Gorospe, DOST-PSTC Isabela re: Inquiry on RTE Monggo and Corn Soup                                  | No | Successful | 2020-10-30 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-PH-103020-3422 | Standard | 2020-10-30 | Client: Lakan Tubig Enterprise re: Details of CNF Adopter LGU Baku  | No | Successful | 2020-10-30 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-103120-3332 | STANDARD | 2020-10-31 | Shelf life seminar new schedule   | No | Successful | 2020-10-31 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-EM-110120-3260 | STANDARD | 2020-11-01 | Inquiry on Dishwashing liquid   | No | Successful | 2020-11-01 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-PH-110120-3423 | Standard | 2020-11-01 | Client: Rizal Inventors and Innovation Society Inc. re: Intent to become a license fabricator of ITDI Cacao Equipment | No | Successful | 2020-11-01 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-110120-3335 | STANDARD | 2020-11-01 | Nata starter  | No | Successful | 2020-11-01 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-EM-110220-3281 | STANDARD | 2020-11-02 | Inquiry on Cream and Beauty   | No | Successful | 2020-11-02 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-EM-110320-3262 | STANDARD | 2020-11-03 | Inquiry on the availability of Services and Equipment for Polyphenol extraction and Testing                           | No | Successful | 2020-11-03 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-110420-3336 | STANDARD | 2020-11-04 | Supplier of E. coli bacteria  | No | Successful | 2020-11-05 | 1 | FREE | No | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-EM-110520-3263 | STANDARD | 2020-11-05 | Inquiry on training   | No | Successful | 2020-11-05 | 0 | FREE | No | Information provided   |
| 2020-Q4 | ITDI-TSD-FA-110520-3337 | STANDARD | 2020-11-05 | STD webinar   | No | Successful | 2020-11-05 | 0 | FREE | No | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-110520-3341 | STANDARD | 2020-11-05 | Egg hatch inhibition test   | No | Successful | 2020-11-05 | 0 | FREE | No | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-110620-3342 | STANDARD | 2020-11-06 | Webinar registration  | No | Successful | 2020-11-06 | 0 | FREE | No | Assistance Provided  |
| 2020-Q4 | ITDI-TSD-FA-110620-3338 | STANDARD | 2020-11-06 | Calibration trainings   | No | Successful | 2020-11-06 | 0 | FREE | No | Assistance Provided  |



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| 2020-04 | ITDI-TSD-FA-110620-3339 | STANDARD | 2020-11-06 | Webinar links   | No | Successful | 2020-11-06 | 0 | FREE | No    | Assistance Provided  |
| 2020-04 | ITDI-TSD-FA-110620-3340 | STANDARD | 2020-11-06 | Webinar links   | No | Successful | 2020-11-07 | 1 | FREE | No    | Assistance Provided  |
| 2020-04 | ITDI-TSD-EM-110620-3364 | STANDARD | 2020-11-06 | Gasifier Combustor Inquiry  | No | Successful | 2020-11-06 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-110620-3365 | STANDARD | 2020-11-06 | Inquiry on the production of callamari concentrate  | No | Successful | 2020-11-06 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-110720-3343 | STANDARD | 2020-11-07 | Disposal of expired lab reagents  | No | Successful | 2020-11-07 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-PH-110720-3404 | Standard | 2020-11-07 | Client: Engr. Anorly Narca/PTC N. Sanaar re: info about the Spray Dryer and list of accredited fabricators  | No | Successful | 2020-11-09 | 2 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-110620-3344 | STANDARD | 2020-11-09 | Testing for fabric face masks   | No | Successful | 2020-11-09 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-110620-3345 | STANDARD | 2020-11-09 | Boiling process video/procedure   | No | Successful | 2020-11-09 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-110620-3266 | STANDARD | 2020-11-09 | Query on Hald verification testing  | No | Successful | 2020-11-09 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-110620-3267 | STANDARD | 2020-11-09 | Inquiry about the availability of laboratory rats   | No | Successful | 2020-11-09 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-110620-3268 | STANDARD | 2020-11-09 | Inquiry on Vacuum frying  | No | Successful | 2020-11-09 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-PH-111020-3425 | Standard | 2020-11-10 | Client: Mr. Johnem I. Torayno, FOB -DOST X re: Information on RTE arroz caldo, Isotonic drink, Cacao roasting Equipment, Portable Biogas Digester, Compact wastewater treatment system, Dual drum composter, and DOST Tablets technologies. | No | Successful | 2020-11-10 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-111020-3269 | STANDARD | 2020-11-10 | Inquiry about contents of soap or hand sanitizer making kits  | No | Successful | 2020-11-10 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-111020-3526 | STANDARD | 2020-11-10 | Request for Assistance Packaging and processing of egg  | NO | Successful | 2020-11-10 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-111020-3529 | STANDARD | 2020-11-10 | Inquiry on Acetator Vinegar kit and VCO   | NO | Successful | 2020-11-10 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-111020-3530 | STANDARD | 2020-11-10 | Requesting for webinar link re: Shelf life  | NO | Successful | 2020-11-10 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-FA-111020-3346 | STANDARD | 2020-11-10 | Webinar rerun schedule  | No | Successful | 2020-11-10 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-111020-3347 | STANDARD | 2020-11-11 | Webinar rerun schedule  | No | Successful | 2020-11-11 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-111020-3348 | STANDARD | 2020-11-11 | Liquid detergent/soap formula   | No | Successful | 2020-11-11 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-111020-3349 | STANDARD | 2020-11-11 | Webinar certificate   | No | Successful | 2020-11-11 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-111020-3270 | STANDARD | 2020-11-11 | Inquiry on solid pellets  | No | Successful | 2020-11-11 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-111020-3271 | STANDARD | 2020-11-11 | the YEMA SPREAD   | No | Successful | 2020-11-11 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-111020-3272 | STANDARD | 2020-11-11 | Inquiry on Liquid dishwashing detergent   | No | Successful | 2020-11-11 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-PH-111020-3426 | Standard | 2020-11-11 | Client: Mr. Neil Lameyra, DOST-PTC Rizal re: ITDI Cacao Tachya Technology   | No | Successful | 2020-11-11 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-PH-111020-3427 | Standard | 2020-11-11 | Client: Ms. Dencia Enriquez, DOST-MIMAROPA re: Information on ITDI Rice-based technologies  | No | Successful | 2020-11-11 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-PH-111020-3428 | Standard | 2020-11-12 | Client: TJ Orilla re: Inquiry on Mango Processing   | No | Successful | 2020-11-12 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-FA-111020-3350 | STANDARD | 2020-11-12 | Webinar postponement  | No | Successful | 2020-11-12 | 0 | FREE | No    | Information provided |
| 2020-04 | ITDI-TSD-EM-111020-3531 | STANDARD | 2020-11-12 | Training on Liquid Dishwashing  | NO | Successful | 2020-11-12 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-111020-3532 | STANDARD | 2020-11-12 | Request for Resource Person re: Hand sanitizer and soap making  | NO | Successful | 2020-11-12 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-111020-3533 | STANDARD | 2020-11-13 | Inquiry from BBI  | NO | Successful | 2020-11-13 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-111020-3534 | STANDARD | 2020-11-13 | Calibration Training  | NO | Successful | 2020-11-13 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-111020-3535 | STANDARD | 2020-11-13 | Training on Thermal processing  | NO | Successful | 2020-11-13 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-EM-111020-3536 | STANDARD | 2020-11-13 | Request for inoculant   | NO | Successful | 2020-11-13 | 0 | FREE | #REF! | #REF!                |
| 2020-04 | ITDI-TSD-FA-111020-3351 | STANDARD | 2020-11-13 | Webinar mode  | No | Successful | 2020-11-13 | 0 | FREE | No    | Information provided |

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|---------|------------------------|----------|------------|---|----|------------|------------|---|------|-------|----------------------|
| 2020-Q4 | ITD-TSD-FA-111320-3352 | STANDARD | 2020-11-13 | Info on VCO processing  | No | Successful | 2020-11-13 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-FA-111320-3353 | STANDARD | 2020-11-13 | Webinar registration  | No | Successful | 2020-11-13 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111420-3273 | STANDARD | 2020-11-14 | Inquiry on Calamansi Processing   | No | Successful | 2020-11-14 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111620-3274 | STANDARD | 2020-11-16 | Inquiry on testing of microbial activity  | No | Successful | 2020-11-16 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-PH-111620-3429 | Standard | 2020-11-16 | Client: Mr. Adriane Teves re: Investment cost, IRR and Payback for Dual Drum Composter and bioreactor                   | No | Successful | 2020-11-16 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-FA-111620-3354 | STANDARD | 2020-11-16 | CID contact details   | No | Successful | 2020-11-16 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-FA-111620-3355 | STANDARD | 2020-11-16 | Training / certification on instrument calibration  | No | Successful | 2020-11-16 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111620-3275 | STANDARD | 2020-11-16 | Inquiry on calibration training   | No | Successful | 2020-11-16 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111620-3276 | STANDARD | 2020-11-16 | Inquiry on VCO equipment  | No | Successful | 2020-11-16 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111720-3277 | STANDARD | 2020-11-17 | Inquiring about Acetator Vinegar kit.   | No | Successful | 2020-11-17 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111720-3278 | STANDARD | 2020-11-17 | Services and Rates Inquiry  | No | Successful | 2020-11-17 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111720-3279 | STANDARD | 2020-11-17 | Inquiry on Liquid detergent   | No | Successful | 2020-11-17 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111720-3280 | STANDARD | 2020-11-17 | Technical services Inquiry  | No | Successful | 2020-11-17 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111620-3281 | STANDARD | 2020-11-18 | Query on the Use or Disposal of Expired Analytical Reagents   | No | Successful | 2020-11-18 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111620-3282 | STANDARD | 2020-11-18 | Inquiring for Transesterification and Esterification Process  | No | Successful | 2020-11-18 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111620-3283 | STANDARD | 2020-11-19 | Inquiry on PCR Hormone test   | No | Successful | 2020-11-19 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111620-3430 | Standard | 2020-11-19 | Client: Ms. Viki Rose Bulasco, Seacol Foundation re: Assistance to contact the MROD licensed fabricators for VF Machine | No | Successful | 2020-11-19 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITD-TSD-EM-111620-3537 | STANDARD | 2020-11-19 | Copy of banana processing PPT   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3538 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3539 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3540 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3541 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3542 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3543 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3544 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3545 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3546 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3547 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3548 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3549 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3550 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3551 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3552 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3553 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3554 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3555 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3556 | STANDARD | 2020-11-19 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-111620-3557 | STANDARD | 2020-11-19 | Training on Banana Processing   | No | Successful | 2020-11-19 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITD-TSD-EM-112020-3558 | STANDARD | 2020-11-20 | Request for PPT materials re: Banana Processing   | No | Successful | 2020-11-20 | 0 | FREE | #REF! | #REF!                |



|         |                         |          |            |   |    |            |            |   |      |       |                              |
|---------|-------------------------|----------|------------|---|----|------------|------------|---|------|-------|------------------------------|
| 2020-Q4 | ITDI-TSD-EM-112020-3559 | STANDARD | 2020-11-20 | Request for PPT materials re: Banana Processing                                 | NO | Successful | 2020-11-20 | 0 | FREE | #REF! | #REF!                        |
| 2020-Q4 | ITDI-TSD-EM-112020-3560 | STANDARD | 2020-11-20 | Request for PPT materials re: Banana Processing                                 | NO | Successful | 2020-11-20 | 0 | FREE | #REF! | #REF!                        |
| 2020-Q4 | ITDI-TSD-EM-112020-3561 | STANDARD | 2020-11-20 | Request for PPT materials re: Banana Processing                                 | NO | Successful | 2020-11-20 | 0 | FREE | #REF! | #REF!                        |
| 2020-Q4 | ITDI-TSD-EM-112020-3562 | STANDARD | 2020-11-20 | Request for Training Schedules  | NO | Successful | 2020-11-20 | 0 | FREE | #REF! | #REF!                        |
| 2020-Q4 | ITDI-TSD-EM-112020-3563 | STANDARD | 2020-11-20 | Inquiry on Acidifier Vinegar kit  | NO | Successful | 2020-11-20 | 0 | FREE | #REF! | #REF!                        |
| 2020-Q4 | ITDI-TSD-EM-112020-3567 | STANDARD | 2020-11-20 | Burn test for HDPE sample   | No | Successful | 2020-11-20 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112020-3558 | STANDARD | 2020-11-20 | Webinar certificate   | No | Successful | 2020-11-20 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112020-3559 | STANDARD | 2020-11-20 | Nasa starter  | No | Successful | 2020-11-20 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-112020-3564 | STANDARD | 2020-11-20 | Re-Cocoa powder processing  | No | Successful | 2020-11-20 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-112020-3565 | STANDARD | 2020-11-22 | Webinar evaluation post-test  | No | Successful | 2020-11-23 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112020-3566 | STANDARD | 2020-11-23 | Toothpaste Technology   | No | Successful | 2020-11-23 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-112420-3285 | STANDARD | 2020-11-24 | Inquiry about tea processing  | No | Successful | 2020-11-24 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-112420-3286 | STANDARD | 2020-11-24 | Inquiry on Liquid dishwashing detergent   | No | Successful | 2020-11-24 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-112420-3564 | STANDARD | 2020-11-24 | Training on WACS  | NO | Successful | 2020-11-24 | 0 | FREE | #REF! | #REF!                        |
| 2020-Q4 | ITDI-TSD-EM-112420-3565 | STANDARD | 2020-11-24 | Training on Liquid Detergent and fabric   | NO | Successful | 2020-11-24 | 0 | FREE | #REF! | #REF!                        |
| 2020-Q4 | ITDI-TSD-FA-112420-3561 | STANDARD | 2020-11-24 | Webinar link/invite   | NO | Successful | 2020-11-24 | 1 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112420-3562 | STANDARD | 2020-11-24 | Filament extruder services  | No | Successful | 2020-11-24 | 0 | FREE | No    | Information available online |
| 2020-Q4 | ITDI-TSD-FA-112420-3563 | STANDARD | 2020-11-24 | Calibration of test weights   | No | Successful | 2020-11-24 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112420-3564 | STANDARD | 2020-11-24 | Schedule of next webinar  | No | Successful | 2020-11-24 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-PH-112420-3431 | STANDARD | 2020-11-24 | Client: Ms. Arelia Amparo re: Inquiry on Matina na pambalag ng luto             | No | Successful | 2020-11-24 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-PH-112520-3432 | STANDARD | 2020-11-25 | Client: Mr. Rodol Panganiban re: Transport Packaging for Durian                 | No | Successful | 2020-11-25 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112520-3565 | STANDARD | 2020-11-25 | Fabrication of charcoal briquetting machine                                     | No | Successful | 2020-11-25 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112520-3566 | STANDARD | 2020-11-25 | Webinar link  | No | Successful | 2020-11-25 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112520-3567 | STANDARD | 2020-11-25 | Filament extruder services  | No | Successful | 2020-11-25 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-112520-3287 | STANDARD | 2020-11-25 | Availability of Filament extruder   | No | Successful | 2020-11-25 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-112520-3288 | STANDARD | 2020-11-25 | Availability of Filament extruder   | No | Successful | 2020-11-25 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112620-3568 | STANDARD | 2020-11-26 | Shelf life testing  | No | Successful | 2020-11-26 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112620-3569 | STANDARD | 2020-11-26 | Tests using FTIR, SEM, DSC, TGA   | No | Successful | 2020-11-26 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112620-3570 | STANDARD | 2020-11-26 | Calibration and effectivity of IR thermometers                                  | No | Successful | 2020-11-26 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112720-3371 | STANDARD | 2020-11-27 | Calibration services  | No | Successful | 2020-11-27 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-PH-112720-3433 | Standard | 2020-11-27 | Client: Pacific Fortia re: Testing required for fiber glass                     | No | Successful | 2020-11-27 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112020-3373 | STANDARD | 2020-11-30 | Availability of bacterial cultures  | No | Successful | 2020-11-30 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-112020-3374 | STANDARD | 2020-12-01 | Brochures of ITDI composting/biogas technologies                                | No | Successful | 2020-12-01 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-120120-3289 | STANDARD | 2020-12-01 | Isolation machine inquiry   | No | Successful | 2020-12-01 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-120120-3290 | STANDARD | 2020-12-01 | Inquiry for Physical/Chemical Analysis Service                                  | No | Successful | 2020-12-01 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-PH-120120-3434 | Standard | 2020-12-01 | Client: Ms. Shresh Mallari, Pag-Asa Grain Center Inc. re: Inquiry on Salt       | No | Successful | 2020-12-02 | 1 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-PH-120220-3435 | Standard | 2020-12-02 | Client: Sun Fara Farms re: Information on test needed for bottled food products | No | Successful | 2020-12-02 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-EM-120220-3291 | STANDARD | 2020-12-02 | Inquiry re: technology on Squash Flour Production                               | No | Successful | 2020-12-02 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-120220-3375 | STANDARD | 2020-12-02 | Request for VCO processing training   | No | Successful | 2020-12-02 | 0 | FREE | No    | Information provided         |
| 2020-Q4 | ITDI-TSD-FA-120220-3376 | STANDARD | 2020-12-02 | Request for training on calamansi juice processing                              | No | Successful | 2020-12-02 | 0 | FREE | No    | Information provided         |

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|---------|-------------------------|----------|------------|--|----|------------|------------|---|------|-------|----------------------|
| 2020-Q4 | ITDI-TSD-EM-120220-3566 | STANDARD | 2020-12-02 | Letter of Intent re: Salt Packaging and Salt Iodization                              | NO | Successful | 2020-12-02 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-120320-3567 | STANDARD | 2020-12-03 | Inquiry on Acetator Kit  | NO | Successful | 2020-12-03 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-120320-3568 | STANDARD | 2020-12-03 | Household Care products  | NO | Successful | 2020-12-03 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-FA-120320-3378 | STANDARD | 2020-12-03 | Calamansi processing equipment   | No | Successful | 2020-12-03 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-120420-3379 | STANDARD | 2020-12-03 | Request to use ITDI video on Formulation of Lotion and Cream                         | No | Successful | 2020-12-03 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-120320-3380 | STANDARD | 2020-12-03 | Processing of bottled meat skewer  | No | Successful | 2020-12-03 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-120320-3381 | STANDARD | 2020-12-03 | Vinegar acetator equipment   | No | Successful | 2020-12-03 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-120320-3382 | STANDARD | 2020-12-05 | More info on Emergency Food Reserve  | No | Successful | 2020-12-05 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-PH-120720-3436 | Standard | 2020-12-07 | Client: Ms. Lorna Relieve re: Information on hand, body and facial cream formulation | No | Successful | 2020-12-07 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-120820-3393 | STANDARD | 2020-12-08 | Kibby Bauer test / setting of appointment  | No | Successful | 2020-12-08 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-120820-3394 | STANDARD | 2020-12-08 | Calibration fee for fuel bucket  | No | Successful | 2020-12-08 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-120920-3392 | STANDARD | 2020-12-09 | Inquire: Natta starter   | No | Successful | 2020-12-09 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-121020-3398 | STANDARD | 2020-12-10 | Fabrication of drum carbonizer   | No | Successful | 2020-12-10 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121020-3399 | STANDARD | 2020-12-10 | Training on VACS   | NO | Successful | 2020-12-10 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-FA-121020-3399 | STANDARD | 2020-12-10 | Job application  | No | Successful | 2020-12-10 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-121020-3399 | STANDARD | 2020-12-10 | FPD lab facilities in post-pandemic context  | No | Successful | 2020-12-10 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-121120-3391 | STANDARD | 2020-12-11 | Natta starter  | No | Successful | 2020-12-11 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-121120-3392 | STANDARD | 2020-12-11 | Agricultural engineer/consultant on charcoal briquetting technology                  | No | Successful | 2020-12-11 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-121220-3393 | STANDARD | 2020-12-12 | Schedule of trainings on food processing   | No | Successful | 2020-12-12 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-121220-3394 | STANDARD | 2020-12-12 | Media broadcast video recording of Tech Offering                                     | No | Successful | 2020-12-12 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121220-3393 | STANDARD | 2020-12-12 | Inquiry on Hammermill crusher  | No | Successful | 2020-12-12 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-121320-3401 | STANDARD | 2020-12-13 | Testing of homemade soap   | No | Successful | 2020-12-13 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-PH-121420-3437 | Standard | 2020-12-14 | Client: Media re: Informations on ITDI RTE Chicken                                   | No | Successful | 2020-12-14 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-PH-121420-3438 | Standard | 2020-12-14 | Client: Mr. Jess Lorenzo, Saacol Foundation re: Shell-life of Processed Products     | No | Successful | 2020-12-14 | 2 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-PH-121420-3439 | Standard | 2020-12-14 | Client: Plastic Manufacturing Corp. re: Update on the ETV Certification              | No | Successful | 2020-12-15 | 1 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-FA-121520-3402 | STANDARD | 2020-12-15 | Development of packaging material  | No | Successful | 2020-12-15 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121520-3394 | STANDARD | 2020-12-15 | Inquiry on facial cream formulation  | No | Successful | 2020-12-15 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121520-3395 | STANDARD | 2020-12-15 | Release testing  | No | Successful | 2020-12-15 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121520-3396 | STANDARD | 2020-12-15 | Vinegar acetator   | No | Successful | 2020-12-15 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121520-3397 | STANDARD | 2020-12-15 | Vacuum Fryer   | No | Successful | 2020-12-15 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121720-3370 | STANDARD | 2020-12-17 | Inquiry on Training courses offered  | NO | Successful | 2020-12-17 | 0 | FREE | #REF! | #REF!                |
| 2020-Q4 | ITDI-TSD-EM-121720-3398 | STANDARD | 2020-12-17 | Coffee content test in coffee  | No | Successful | 2020-12-17 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121720-3399 | STANDARD | 2020-12-17 | Training offers  | No | Successful | 2020-12-17 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-EM-121720-3399 | STANDARD | 2020-12-17 | FOC Requirements   | No | Successful | 2020-12-17 | 0 | FREE | No    | Information provided |
| 2020-Q4 | ITDI-TSD-PH-121720-3440 | Standard | 2020-12-17 | Client: Dr. Maria Faina Dola, UP-Diliman re: DOST Programs in relation to FDA        | No | Successful | 2020-12-17 | 0 | FREE | No    | Assistance Provided  |



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|---------|-------------------------|----------|------------|--|----|------------|------------|---|------|-------|--------------------------|
| 2020-04 | ITDI-TSD-PH-121820-3441 | Standard | 2020-12-18 | Client: Dr. Ernesto Lozada, Lozada Mochineras Corp.<br>re: requirements for food processing equipment<br>(escalator kit, wine kit and stillometer) | No | Successful | 2020-12-18 | 0 | FREE | No    | Assistance Provided      |
| 2020-04 | ITDI-TSD-EM-121820-3501 | STANDARD | 2020-12-18 | Plastic densifier  | No | Successful | 2020-12-18 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-EM-121920-3302 | STANDARD | 2020-12-19 | Current Voltage Curve(V-I Curve)   | No | Successful | 2020-12-19 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-EM-122120-3303 | STANDARD | 2020-12-21 | Acidity Test for Toilet Tissue Paper   | No | Successful | 2020-12-21 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-EM-122120-3571 | STANDARD | 2020-12-21 | Training on VCO face to face   | NO | Successful | 2020-12-21 | 0 | FREE | #REF! | #REF!                    |
| 2020-04 | ITDI-TSD-FA-122120-3403 | STANDARD | 2020-12-21 | Job application  | No | Successful | 2020-12-21 | 0 | FREE | No    | Assistance Provided      |
| 2020-04 | ITDI-TSD-FA-122120-3404 | STANDARD | 2020-12-21 | Request to report NIML announcement  | No | Successful | 2020-12-21 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-EM-122120-3549 | STANDARD | 2020-12-21 | Plastic densifier technology by arch Jaylor  | NO | Successful | 2020-12-21 | 0 | FREE | No    | DOBT-ITDI Synchroplastic |
| 2020-04 | ITDI-TSD-EM-122220-3590 | STANDARD | 2020-12-22 | capacity   | NO | Successful | 2020-12-22 | 0 | FREE | No    | Revised Drawing Provided |
| 2020-04 | ITDI-TSD-FA-122220-3405 | STANDARD | 2020-12-22 | Scholarship for PhD  | No | Successful | 2020-12-22 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-FA-122220-3406 | STANDARD | 2020-12-22 | Investment cost for cacao roaster  | No | Successful | 2020-12-22 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-PH-122220-3442 | Standard | 2020-12-22 | Client: Ms. Joyce Ann Santos, DOBT-CALABARZON<br>re: list of technologies for pilching   | No | Successful | 2020-12-22 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-FA-122220-3407 | STANDARD | 2020-12-22 | More info on Environmental Technology Verification   | No | Successful | 2020-12-22 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-FA-122320-3408 | STANDARD | 2020-12-23 | Tech on antimicrobial fabric from coconuts/bamboo charcoal   | No | Successful | 2020-12-23 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-FA-122320-3409 | STANDARD | 2020-12-23 | ITDI expert on ceramics  | No | Successful | 2020-12-23 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-EM-122320-3304 | STANDARD | 2020-12-23 | Bubble liquid soap making process  | No | Successful | 2020-12-23 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-FA-122420-3411 | STANDARD | 2020-12-24 | Job application  | No | Successful | 2020-12-24 | 0 | FREE | No    | Assistance Provided      |
| 2020-04 | ITDI-TSD-FA-122620-3410 | STANDARD | 2020-12-26 | Quality standards of steamed sardines  | No | Successful | 2020-12-26 | 0 | FREE | No    | Information provided     |
| 2020-04 | ITDI-TSD-EM-122620-3572 | STANDARD | 2020-12-29 | Inquiry on Liquid Hand Soap  | NO | Successful | 2020-12-29 | 0 | FREE | #REF! | #REF!                    |
| 2020-04 | ITDI-TSD-EM-123020-3573 | STANDARD | 2020-12-30 | Request for PPT materials re: Soap making  | NO | Successful | 2020-12-30 | 0 | FREE | #REF! | #REF!                    |
| 2020-04 | ITDI-TSD-EM-123020-3574 | STANDARD | 2020-12-30 | Request for PPT materials re: Soap making  | NO | Successful | 2020-12-30 | 0 | FREE | #REF! | #REF!                    |
| 2020-04 | ITDI-TSD-EM-123020-3575 | STANDARD | 2020-12-30 | Request for PPT materials re: Chemical safety  | NO | Successful | 2020-12-30 | 0 | FREE | #REF! | #REF!                    |
| 2020-04 | ITDI-TSD-EM-123020-3576 | STANDARD | 2020-12-30 | Request for PPT materials re: Chemical safety  | NO | Successful | 2020-12-30 | 0 | FREE | #REF! | #REF!                    |
| 2020-04 | ITDI-TSD-EM-123120-3577 | STANDARD | 2020-12-31 | Request for PPT materials re: Chemical safety  | NO | Successful | 2020-12-31 | 0 | FREE | #REF! | #REF!                    |
| 2020-04 | ITDI-TSD-EM-123120-3578 | STANDARD | 2020-12-31 | Request for PPT materials re: Chemical safety  | NO | Successful | 2020-12-31 | 0 | FREE | #REF! | #REF!                    |

| Parent Agency Name                   | Attached Agency Name                        | Agency Type | Year-Quarter | Request Type | Total Processed Requests | STATUS OF PROCESSED REQUESTS  |  |   |  |                                      |                                    |                           |  |                                      |   | STATUS OF ONGOING REQUESTS |                             |   |                               |
|--------------------------------------|---|-------------|--------------|--------------|--------------------------|-------------------------------|--|---|--|--------------------------------------|------------------------------------|---------------------------|--|--------------------------------------|---|----------------------------|-----------------------------|---|-------------------------------|
|                                      |   |             |              |              |                          | Successful number of requests | Practically Disclosed number of requests | Partially Successful number of requests | Info Under Scrutiny number of requests | Info Not Reviewed number of requests | Invalid Request number of requests | Closed number of requests | Total Number of Days Legals total number of days spent | Average Processing Time (days based) | Ongoing Requests total number of requests | Pending number of requests | Accepted number of requests | Awaiting Clarification number of requests | Processing number of requests |
| Department of Science and Technology | Industrial Technology Development Institute | ITDI        | 2018-Q1      | STANDARD     | 185                      | 180                           | 0  | 0                                       | 0                                      | 0                                    | 0                                  | 0                         | 112  | 0.61                                 |   |                            |                             |   |                               |
|                                      |   |             |              | STANDARD     |                          |                               |  |   |  |                                      |                                    |                           |  |                                      |   |                            |                             |   |                               |
| Department of Science and Technology | Industrial Technology Development Institute | ITDI        | 2018-Q2      | STANDARD     | 186                      | 185                           | 0  | 0                                       | 0                                      | 0                                    | 0                                  | 0                         | 93   | 0.39                                 |   |                            |                             |   |                               |
|                                      |   |             |              | STANDARD     |                          |                               |  |   |  |                                      |                                    |                           |  |                                      |   |                            |                             |   |                               |
| Department of Science and Technology | Industrial Technology Development Institute | ITDI        | 2018-Q3      | STANDARD     | 262                      | 262                           | 0  | 0                                       | 0                                      | 0                                    | 0                                  | 0                         | 83   | 0.23                                 |   |                            |                             |   |                               |
|                                      |   |             |              | eFOI         | 1                        | 0                             | 0  | 0                                       | 0                                      | 0                                    | 1                                  | 0                         | 11   | 11.00                                |   |                            |                             |   |                               |
| Department of Science and Technology | Industrial Technology Development Institute | ITDI        | 2018-Q4      | STANDARD     | 266                      | 266                           | 0  | 0                                       | 0                                      | 0                                    | 0                                  | 0                         | 80   | 0.30                                 |   |                            |                             |   |                               |
|                                      |   |             |              | eFOI         | 2                        | 2                             | 0  | 0                                       | 0                                      | 0                                    | 0                                  | 0                         | 19   | 8.50                                 |   |                            |                             |   |                               |



**ANNEX I – Non-Disclosure Agreement of  
Employees Who Process and Access  
Personal Data**



Republic of the Philippines  
Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
DOST Compound, General Santos Ave., Bicutan, Taguig City  
Tel. Nos.: 8837-2071 to 82 (DOST Trunklines)  
Telefax No.: 8837-3167 / 8837-6150  
www.itdi.dost.gov.ph



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## Confidentiality Agreement

This agreement is made between **Mr. JOSE IGNACIO M. VINARAO**, COS Personnel and **Industrial Technology Development Institute (ITDI)** effective on January 1, 2021 until termination of contract with ITDI.

Mr. Vinarao will perform services for ITDI that may require ITDI to disclose confidential and proprietary information to Mr. Vinarao. Confidential Information is an information and data of any kind concerning any matters affecting or relating to ITDI and its employees, the operations of ITDI, and/or the products, drawings, plans, processes, or other data of ITDI not generally known or available outside of the agency.

Accordingly, to protect the Confidential and proprietary Information that will be disclosed during the contract period, Mr. Vinarao agrees as follows:

- A. COS Personnel will hold the Confidential Information received from ITDI in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
- B. COS Personnel will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by ITDI management.
- C. COS Personnel will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for ITDI.
- D. COS Personnel will, upon request or upon termination of his/her relationship with ITDI, will return passwords and other credentials in any information systems, network and hardware, deliver to ITDI any drawings, notes, documents, equipment, and materials received from ITDI or originating from contract with ITDI.
- E. ITDI will have the sole right to determine the treatment of all inventions, writings, ideas and discoveries received from COS Personnel during the period of contract with ITDI, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name, or to follow any other procedure as ITDI may deem appropriate.
- F. ITDI reserves the right to take disciplinary action, up to and including termination, for violations of this agreement in addition to pursuing civil or criminal penalties.

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**Membership:**

ASEAN Consultative Committee for Standards & Quality - Rubber-Based Product Working Group | ASEAN Rubber Testing Laboratory Committee | Asia Nano Forum (ANF) | Asia-Pacific Food Analysis Network (APFAN) | Asia Packaging Network (APN) | Asia Pacific Legal Metrology Forum (APLMF) | Asia Pacific Metrology Programme (APMP) | General Conference on Weights and Measures (CGPM) | ISTA Global and Asia Pacific | International Association of Packaging Research Institutes (IAPRI)





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COS Personnel represents and warrants that he or she is not under any pre-existing obligations inconsistent with the provisions of this agreement.

Signing below signifies that the Employee agrees to the terms and conditions of the agreement stated above.

  
\_\_\_\_\_  
**JOSE IGNACIO M. VINARAO / COS Personnel**

December 29, 2020  
Date

  
\_\_\_\_\_  
**JOSE MARI B. MANALO / MIS Sup. SRS**

December 29, 2020  
Date

**Witness**

  
\_\_\_\_\_  
**GENNIE A. ORDONA / Sr. SRS**

December 29, 2020  
Date

  
\_\_\_\_\_  
**RANTE L. CABUCOY**

December 29, 2020  
Date

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Membership: \_\_\_\_\_  
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## Confidentiality Agreement

This agreement is made between **Mr. Rante L. Cabucoy**, COS Personnel and **Industrial Technology Development Institute (ITDI)** effective on January 1, 2021 until termination of contract with ITDI.

Mr. Cabucoy will perform services for ITDI that may require ITDI to disclose confidential and proprietary information to Mr. Cabucoy. Confidential Information is an information and data of any kind concerning any matters affecting or relating to ITDI and its employees, the operations of ITDI, and/or the products, drawings, plans, processes, or other data of ITDI not generally known or available outside of the agency.

Accordingly, to protect the Confidential and proprietary Information that will be disclosed during the contract period, Mr. Cabucoy agrees as follows:

- A. COS Personnel will hold the Confidential Information received from ITDI in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
- B. COS Personnel will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by ITDI management.
- C. COS Personnel will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for ITDI.
- D. COS Personnel will, upon request or upon termination of his/her relationship with ITDI, will return passwords and other credentials in any information systems, network and hardware, deliver to ITDI any drawings, notes, documents, equipment, and materials received from ITDI or originating from contract with ITDI.
- E. ITDI will have the sole right to determine the treatment of all inventions, writings, ideas and discoveries received from COS Personnel during the period of contract with ITDI, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name, or to follow any other procedure as ITDI may deem appropriate.
- F. ITDI reserves the right to take disciplinary action, up to and including termination, for violations of this agreement in addition to pursuing civil or criminal penalties.

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Telefax No.: 8837-3167 / 8837-6150  
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COS Personnel represents and warrants that he or she is not under any pre-existing obligations inconsistent with the provisions of this agreement.

Signing below signifies that the Employee agrees to the terms and conditions of the agreement stated above.

  
\_\_\_\_\_  
**RANTE L. CABUCOY, COS Personnel**

December 29, 2020  
Date

  
\_\_\_\_\_  
**JOSE MARI B. MANALO / MIS Sup. SRS**

December 29, 2020  
Date

Witness

  
\_\_\_\_\_  
**GENNIE A. ORDONA / Sr. SRS**

December 29, 2020  
Date

  
\_\_\_\_\_  
**JOSE IGNACIO M. VINARAO**

December 29, 2020  
Date

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Membership: \_\_\_\_\_  
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**ANNEX J – National Archive of the  
Philippines Memorandum Circular No. 001  
s. 2014 – Guidelines on Records Recovery  
and Disposal Measures**



## National Archives of the Philippines

REPUBLIC OF THE PHILIPPINES  
NATIONAL ARCHIVES OF THE  
PHILIPPINES

PAMBANSANG SINUPAN NG PILIPINAS  
NLP Building, T.M. Kalaw Street, Ermita,  
Manila 1000

Tel. Nos. 525-1828/522-8418/400-4971/521-6830  
Website [www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph)/E-mail:  
[phinatarch@yahoo.com](mailto:phinatarch@yahoo.com)

### MEMORANDUM CIRCULAR No. 001 s. 2014

To : ALL HEADS OF DEPARTMENTS,  
AGENCIES AND INSTRUMENTALITIES  
OF THE NATIONAL GOVERNMENT,  
INCLUDING GOVERNMENT-OWNED  
AND CONTROLLED CORPORATIONS,  
GOVERNMENT FINANCIAL IN-  
STITUTIONS, CONSTITUTIONAL  
OFFICES, LOCAL GOVERNMENT  
UNITS, STATE/LOCAL COLLEGES  
AND UNIVERSITIES, GOVERNMENT  
HOSPITALS AND WATER DISTRICTS

SUBJECT : GUIDELINES ON RECORDS  
RECOVERY AND DISPOSAL  
MEASURES

#### I. Background

This Memorandum Circular aims to provide guidance to all government agencies on the proper procedures to be undertaken in the recovery stage after a disaster.

This Memorandum Circular is prepared pursuant to Article II, Sec. 9(i) of Republic Act No. 9470 which authorizes the National Archives of the Philippines (NAP) to establish and implement government-wide program on public records and archives counter disaster planning.

#### II. Guidelines

The following are the guidelines to facilitate systematic records recovery after disaster:

A. Only undertake work that will not endanger human lives. Proceed only when everything is safe and secured.

B. Check existing/remaining records against the agency's inventory of records;

C. Vital records must be prioritized for recovery;

D. Ensure safe handling in the retrieval of records, relocation destination, transportation arrangements and documentation procedures;

E. Salvage operations include packing and removing records from affected areas; digging up of records, securing against theft, water, insect infestation, and other processes;

F. Air-dry water damaged records away from sunlight. Do not dry water damaged records under the sun. UV rays from sunlight will cause fading of what is written/printed on paper documents. If electricity is available, use electric fans but don't point these directly at the records.

G. Carefully remove dirt and dust using soft brush or other suitable instrument. Do not attempt to separate papers which are stuck together.

H. Coordinate with NAP for technical assistance on appropriate restoration. Do not attempt to perform restoration activities on the records without first consulting NAP. This may unintentionally do more damage to the records.

I. Non-paper materials such as photographic, magnetic and other electronic media require specialized techniques of restoration. Please coordinate with NAP for possible rehabilitation measures.

J. Documentation including photography of all procedures must be made for reporting purposes.

K. Records damaged by water or other elements can be disposed of only after securing Authority from NAP.

L. Rule 13 of NAP General Circular No. 2 states that disposal of damaged permanent public records and damaged public records that have not yet passed their prescribed retention periods shall be considered for authorized disposal only upon submission to NAP of the following requirements:

1. Official Report which contains information of the non-usability and extent of damage of records as well as causes of the damage to the public records; photo documentation and information on what other agency records series can the data or information of the damaged public records be found;

2. Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly filled-out with the specific records series, period covered and volume of the damaged public records, approved and signed by agency officials concerned;

3. Certification that the said damaged public records that are subject of audit were post-audited and finally settled and/or the records involved in a case or investigation were finally decided upon or settled; and,

4. If expediency demands and upon the order of the Executive Director, an official assessment by a NAP Representative who shall conduct an actual physical inspection and evaluation of the damaged records may be requested. A report of this assessment may be appended to a request for an Authority to Dispose.

M. Article V, Rule 14 of NAP General Circular No. 2 stipulates that a person who, wilfully or negligently damages a public record or disposes of or destroys a public record in violation of the provisions of R.A. 9470 or contravenes or fails to comply with any provision of said Act and its IRR shall be deemed to have committed an offense.

### III. Directive

All heads of the departments, agencies, and instrumentalities of the National Government, including GOCCs, GFIs, Constitutional Offices, LGUs, SUCs, Government Hospitals and Water Districts affected by earthquake and typhoon Yolanda are enjoined to implement the guidelines stated herein for records recovery and proper disposal of records.

This Memorandum Circular shall take effect immediately.

DONE, in the City of Manila, this 15<sup>th</sup> day of January in the year of our Lord, Two Thousand and Fourteen.

(Sgd.) VICTORINO MAPA MANALO  
Executive Director



## **ANNEX K – Data Breach Response Team**



Republic of the Philippines  
Department of Science and Technology  
**INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE**  
DOST Compound, General Santos Ave., Bicutan, Taguig City  
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June 11, 2021

ITDI Special Order No.: 095  
Series of 2021

**Subject:** Creation of the Data Breach Response Team for Data Privacy Act of 2012

The Data Privacy Act (DPA) of 2012 is an act protecting individual personal information in Information and Communications Systems in the Government and in the Private Sector. In compliance with the DPA Act of 2012, the Data Breach Response Team is hereby created. The team shall be responsible for the following:

- a. Management of security incidents and personal data breaches
- b. Compliance by the personal information controller or personal information processor with the relevant provisions of the Act, its IRR, and all related issuances by the Commission on personal data breach management.

Duties and Responsibilities of each member are as follows:

| GROUP  | DUTIES AND RESPONSIBILITIES/ TERMS OF REFERENCE   |
|--|---|
| Decision Maker: <b>Dr. Annabelle V. Briones</b><br>Alternate Decision Maker: <b>Dr. Zorayda V. Ang</b>               | <ul style="list-style-type: none"><li>• Decision Maker in times of data breach occurrence</li><li>• Has overall administrator level access on the organizational data</li></ul>   |
| Date Protection Officer (DPO) –<br>Head: <b>Jose Mari B. Manalo</b><br>Alternate DPO – Head: <b>Gennie A. Ordoña</b> | <ul style="list-style-type: none"><li>• Personal Information Controller</li><li>• Reviews and provides brief evaluation report on the document request</li><li>• Has overall administrator level access on the organizational data</li><li>• Investigates incidents in times of security breach</li></ul> |
| Data Processor: HR Team, ITDI<br>Technical Services Validators, FOI<br>Receiving Officers                            | <ul style="list-style-type: none"><li>• Collects processes, keeps, and maintains document with personal information</li><li>• Provides necessary information to DPO in times of data breach incidents</li></ul>   |

This order shall take effect immediately and shall remain in force until revoked by proper authority.

  
**ANNABELLE V. BRIONES, Ph. D.**  
Director

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Membership: \_\_\_\_\_  
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Asia Nano Forum (ANF) | Asia-Pacific Food Analysis Network (APFAN) | Asia Packaging Network (APN) | Asia Pacific Legal Metrology Forum  
(APLMF) | Asia Pacific Metrology Programme (APMP) | General Conference on Weights and Measures (CGPM) | ISTA Global and Asia Pacific |  
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**ANNEX L – DPA Inquiries and Complaints  
Form**

## DATA PRIVACY ACT COMPLAINT FORM

|  |  |                              |              |
|--|--|------------------------------|--------------|
| <i>Kindly submit completed form to <a href="mailto:itdi@itdi.dost.gov.ph">itdi@itdi.dost.gov.ph</a> or by mail or drop by at Office of the Deputy Director, Metrology Building, DOST Compound, Gen. Santos Ave., Bicutan, Taguig City, Philippines</i> |  |                              |              |
| Name   |  |                              |              |
| Company  |  |                              |              |
| Job Title  |  |                              |              |
| Address  |  |                              |              |
| Contact No.  |  | Email Address                |              |
| <b>Complaint Description:</b>  |  |                              |              |
| <b>Action Taken (To be filled up by ITDI DPA Breach Team)</b>  |  |                              |              |
| Formal Breach Investigation Required?  |  | Division / Section Involved: |              |
| Incident Report Completed?   |  | Disciplinary Measure Invoke? |              |
| Date Written Response Sent?  |  | Data Privacy Officer:        |              |
| <b>Other Comments:</b>   |  |                              |              |
| <b>Signature:</b>  |  |                              | <b>Date:</b> |
| <b>Attached Necessary Documents / Report During Investigation</b>  |  |                              |              |



## **ANNEX M – Process Flow of Filing Inquiries and Complaints Form**

## Process of filing DPA Inquiries and Complaints

