



UNIVERSITY *of the* PHILIPPINES

OFFICE OF THE PRESIDENT

10 October 2019

ADMINISTRATIVE ORDER NO. PDLC 19-65

TO : **DR. MARIA CYNTHIA ROSE B. BAUTISTA**  
Vice President for Academic Affairs

**DR. CARMENCITA D. PADILLA**  
Chancellor, UP Manila

**DR. CYNTHIA P. SALOMA**  
Director, UP Philippine Genome Center

SUBJECT : **Philippine Genome Center (PGC) as the Provider of Genomic-Related Services of the University of the Philippines Manila (UP Manila)**

---

It is recognized that the University of the Philippines Manila (UP Manila) through its various units are recipients of research grants involving genome-based applications and those that require genomic-related services.

UP has its Philippine Genome Center (PGC) which was established as a genomics-focused multidisciplinary research unit originally under the Office of the President (OP), and now under the Office of the Vice President for Academic Affairs (OVPA). It offers genomics-based analytical services to different government agencies and private industries.

Considering the availability of genomic-related services within the UP System; in order to maximize and utilize these available resources of the University; and, for practical and economic reasons, UP Manila is directed to engage the PGC as its provider for genomic-related services, subject to the provisions of Republic Act No. 9184 and its 2016 Implementing Rules and Regulations, as applicable.

UP Manila and PGC shall coordinate with each other regarding the scope of the proposed work, the cost of the proposed work, the timeline of the proposed work, the manner of billing and payment, and other pertinent details, in accordance with the Terms of Reference attached herewith as Annex "A".

A report regarding each engagement shall be submitted to the Vice President for Academic Affairs of the University of the Philippines, commencing on the date of issuance of this order.

For your compliance.

  
**DANILO L. CONCEPCION**  
President

**TERMS OF REFERENCE FOR THE  
PROVISION OF GENOMIC SERVICES BY THE PHILIPPINE GENOME CENTER  
TO THE UNIVERSITY OF THE PHILIPPINES MANILA**

**1. SCOPE OF WORK**

**1.1. Responsibilities of PGC**

- 1.1.1. To evaluate the requested services based on the UPM Constituent Units' request and Research Project scope of work if these are feasible and within the capabilities of the Center;
- 1.1.2. To provide a plan with the following contents: Work Description, Scope and Limitations of the Project, Expected Output and Schedule of Release of Results once the requested services are accepted if applicable; and
- 1.1.3. To render the required service/s as soon as the submitted sample passed the DNA Sequencing Core Facility's (DSCF) quality control protocols.

**1.2. Responsibilities of UP Manila**

- 1.2.1. To provide the UPM Constituent Units and Research Project the necessary administrative assistance in the procurement of the services to PGC; and
- 1.2.2. To provide the UPM Constituent Units and Research Project the necessary administrative assistance to facilitate the request, processing, and payment of the services requested to PGC.

**1.3. Responsibilities of the Constituent Unit/Research Project**

- 1.3.1. To provide PGC with the UPM Constituent Units' request and Research Project's scope of work and necessary background information needed about the requested services;
- 1.3.2. To provide PGC the Internal Operating Budget (IOB) of the UPM Constituent Unit or the Line-item Budget (LIB) of the research project approved by its

funding agency that will ensure the necessary budget to fund the services being requested;

- 1.3.3. To comply with the PGC DSCF's Sample Submission Requirements (Annex B) and Client Conforme (Annex C);
- 1.3.4. To provide PGC the sample for testing on the agreed deadline; and
- 1.3.5. To provide UP Manila the necessary documents needed for the procurement of the services.

## **2. PAYMENT**

- 2.1. PGC shall provide an updated official list of services (Annex A).
- 2.2. PGC shall provide UP Manila with the billing statement for the rendered service/s.
- 2.3. UP Manila shall process the payment of services either via Cashier's Check payable to UP System to be delivered to the UP System Cash Office or transfer of funds/voucher payment to UP System-Philippine Genome Center Trust Account (Sub Account No. 979996M).

## **3. RELEASE OF RESULTS**

- 3.1. PGC shall submit the results to the UPM Constituent Units and Research Project upon receipt of payment confirmation.

## **4. CONFIDENTIALITY OF DATA AND RESULTS**


- 4.1. PGC and the UPM Constituent Units and Research Project shall keep in confidence all information exchanged between them in the course of transaction. The UP Manila shall keep in confidence especially all information related to and accrued in connection with the Study, the Results, documents, and electronic records (hereinafter "Confidential Information").
- 4.2. All documents and electronic records that contain Confidential Information must be stored in a manner that no third party may have access thereto.
- 4.3. Each party shall promptly return to the other party any Confidential Information no

longer needed for the purposes of this Study or if so requested by the other party.


## 5. INTELLECTUAL PROPERTY RIGHTS

- 5.1. Intellectual property rights shall be governed by the Revised Intellectual Property Rights Policy of the University of the Philippines System and by existing relevant and appropriate laws, rules and regulations.
- 5.2. The Research Project shall have the exclusive right of exploitation of the intellectual property rights generated in the course of and/or as a result of the implementation of the project.



CARMENCITA D. PADILLA, MD, MAHPS   
Chancellor, University of the Philippines Manila (UP Manila)  
Date signed: \_\_\_\_\_



CYNTHIA P. SALOMA, PhD   
Executive Director, Philippine Genome Center (PGC)  
Date signed: \_\_\_\_\_