



UNIVERSITY of the PHILIPPINES

OFFICE OF THE PRESIDENT

10 October 2019

ADMINISTRATIVE ORDER NO. PDLCL 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: _____



2019-0809-0568-610

University of the Philippines System
OFFICE OF THE VICE PRESIDENT FOR LEGAL AFFAIRS

23 September 2019



MEMORANDUM NO. HDDU-2019-C-526

FOR : ATTY. ROBERTO M. J. LARA
Secretary of the University and of the Board of Regents

Date: **SEP 30 2019**

Ref. No.: _____

SUBJECT: PGC AS PROVIDER OF GENOMIC-RELATED SERVICES FOR UP MANILA¹

The Philippine Genome Center and the University of the Philippines Manila agreed to collaborate regarding the provision of genomic-related services. The PGC will be the primary provider of the said services that may be required by UP Manila, and the latter's sub-units and research projects. The parties submitted a draft administrative order² and a terms of reference³ for review.

We have no objection to the collaboration. Nevertheless, we submit a revised draft administrative order for the consideration of the University President.⁴

We advise that the PGC consider being the primary provider of genomic-related services throughout the UP System and, if it finds the same acceptable, submit a proposed terms of reference that will apply to future collaborations.

For your consideration.

HANNIBAL AUGUSTUS B. BOBIS
University Legal Counsel

EUNICE BRIGITTA SUZANNE A. SAÑO
Deputy General Counsel for Corporate Affairs



HECTOR DANNY D. UY
Vice-President for Legal Affairs

¹ 2019-0809-0568-6106; a matter referred to the Office of the Vice President for Legal Affairs (OVPLA) for appropriate action.

² The draft administrative order consists of two pages.

³ The TOR, consisting of three pages, was signed by the University of the Philippines Manila Chancellor, Dr. Carmencita D. Padilla. Five identical copies, or sets, are attached.

⁴ The revised draft administrative order consists of a single page. The approval is sought in accordance with Republic Act No. 9500, Section 13 (r), (s), and (u), and Section 14; in relation to the *Revised Code of the University of the Philippines System* (the University Code of 1961), Articles 35 to 38, 46, 48 (approved during the 786th Meeting of the Board of Regents on 28 August 1969) and 54 (approved during the 922nd Meeting of the Board of Regents on 20 December 1979).

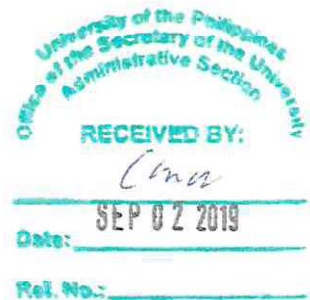
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DTS:UP.EDU.PH UPM-OC
2019-0809-0568-6106

UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

1st Endorsement
29 August 2019



Respectfully forwarded to President Danilo L. Concepcion through Secretary Roberto M. Lara, University of the Philippines System, the attached draft of an Administrative Order allowing the Philippine Genome Center to be the provider of Genomic-related services of the University of the Philippines Manila constituent units and research projects, for the President's consideration.

C. Padilla
Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor