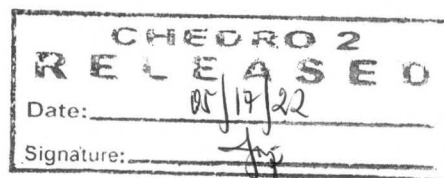




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDIUM

No. 160 series of 2022

TO : PRESIDENTS / OFFICERS-IN-CHARGE / HEADS OF STATE
UNIVERSITIES AND COLLEGE IN REGION 2

SUBJECT : COMPLETION OF THE CHED-DTI-PTTC-GLOBAL MSME
ACADEMY TRAINING NEEDS ANALYSIS SURVEY FOR SUCs

DATE : May 17, 2022

Attached is a copy of memorandum from DR. J. PROSPERO E. DE VERA III, Chairman, Commission on Higher Education, regarding the completion of the CHED-DTI-PTTC-GLOBAL MSME Academy Training Needs Analysis Survey for SUCs which should be accomplished on or before **May 26, 2022**.

The respective SUC Presidents and Officers-In-Charge are enjoined to ensure the completion of the survey by a SUC official or personnel in-charge of managing the manufacturing/promotion of each produce and/or merchandise.

The survey can be accessed through the following link:

<https://bit.ly/PTTC-CHEDTNA>

For further clarification, please contact Mr. Kristofer Franco of the Local Graduate Scholarships Officer at lgso@ched.gov.ph.

Also attached is a copy of the CHED-DTI-PTTC-Global MSME Academy Training Needs Survey Questionnaire for reference.

For your information and compliance.

ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

Incls: as stated

Kindly rate the delivery of our services through the link below:

Link: bit.ly/CHEDRO2CSS

Your response shall help us improve our systems and procedures so we can better serve you.

Thank you.

:ags/16093



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

TO : **PRESIDENTS AND OFFICERS-IN-CHARGE OF STATE UNIVERSITIES AND COLLEGES (SUCs)**

SUBJECT : **MEETING WITH THE CHED CHAIRMAN AND COMPLETION OF THE CHED-DTI - PTTC - GLOBAL MSME ACADEMY TRAINING NEEDS ANALYSIS SURVEY FOR SUCs**

DATE : **05 May 2022**

The Commission on Higher Education (CHED) is presently working with the Department of Trade and Industry (DTI)-Philippine Trade Training Center (PTTC) to offer training programs for State Universities and Colleges (SUCs) with existing products for trade fair and expo, or for those who intend to venture in producing their own products.

In this regard, Presidents and/or Officers-in-Charge are requested to attend a virtual meeting with the undersigned on **12 May 2022, 4:00 pm** to provide an overview on this engagement. The virtual meeting can be accessed by registering through the following link: <https://bit.ly/CHED-PTTCOverviewReg>. A confirmatory email containing the zoom details will be directly sent upon registration.

Furthermore, Presidents and Officers-in-Charge are enjoined to ensure the completion of the CHED-DTI-PTTC Training Needs Analysis Survey **on or before 26 May 2022**. The survey must be completed by a SUC official or personnel in-charge of managing the manufacturing/production of each produce and/or merchandise. The survey can be accessed through this link: <https://bit.ly/PTTC-CHEDTNA>.

The results of the survey will assist in ensuring responsive CHED-DTI-PTTC training programs especially for SUCs who have been participating in SUC Fairs and Expos. The potential participants of these training programs will be fully funded by the Commission through the Local Graduate Scholarships Office.

Should there be need for further clarification on the survey, Mr. Kristoffer Franco of the Local Graduate Scholarships Officer is ready to assist and respond. He may also be reached through lgso@ched.gov.ph.

For your information and compliance.

J. PROSPERO E. DE VERA III, DPA
Chairman

**COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF TRADE AND INDUSTRY
PHILIPPINE TRADE TRAINING CENTER GLOBAL MSME ACADEMY**

SURVEY QUESTIONNAIRE

Overview

The Commission for Higher Education (CHED) is working with the Philippine Trade Training Center – Global MSME Academy (PTTC-GMEA) of the Department of Trade and Industry (DTI) to assist State Universities and Colleges (SUCs) in the development and enhancement of their research-based local products.

This survey questionnaire is designed to identify training needs of SUCs on product development and enhancement and facilitate profiling of target participants and implement a course program responsive to the needs of SUCs.

Please be assured that the responses derived from the survey will be used for the sole purpose of the development of a course program to assist SUCs and respondents will be treated with utmost confidentiality.

Thank you and we look forward to your honest responses.

SECTION 1: PERSONAL INFORMATION

NAME (Last Name, Given Name, Middle Name)	
ADDRESS	
REGION WHERE SUC IS LOCATED	<input type="checkbox"/> Region 1 – Ilocos Region <input type="checkbox"/> Region 2 – Cagayan Valley <input type="checkbox"/> Region 3 – Central Luzon <input type="checkbox"/> Region 4A – CALABARZON <input type="checkbox"/> Region 4B – MIMAROPA Region <input type="checkbox"/> Region 5 – Bicol Region <input type="checkbox"/> Region 6 – Western Visayas <input type="checkbox"/> Region 7 – Central Visayas <input type="checkbox"/> Region 8 – Eastern Visayas <input type="checkbox"/> Region 9 – Zamboanga Peninsula <input type="checkbox"/> Region 10 – Northern Mindanao <input type="checkbox"/> Region 11 – Davao Region <input type="checkbox"/> Region 12 - SOCCSKSARGEN <input type="checkbox"/> Region 13 – CARAGA <input type="checkbox"/> National Capital Region (NCR) <input type="checkbox"/> Cordillera Administrative Region (CAR) <input type="checkbox"/> Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)
PROVINCE WHERE SUC IS LOCATED	
EMAIL ADDRESS	
TELEPHONE NO.	
MOBILE NO.	
AGE	<input type="checkbox"/> Below 18 <input type="checkbox"/> 18-25 y/o <input type="checkbox"/> 26-30 y/o <input type="checkbox"/> 31-40 y/o <input type="checkbox"/> 41-59 y/o <input type="checkbox"/> 60 and above
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> LGBTQ+
HIGHEST EDUCATIONAL ATTAINMENT	<input type="checkbox"/> PhD/DSc <input type="checkbox"/> Masteral (MBA/MA/MS) <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Undergraduate <input type="checkbox"/> Others (please specify) _____
POSITION (In relation to SUC product development)	<input type="checkbox"/> Top Management/Institutional Head (President/BOD) <input type="checkbox"/> Middle/First Line Management <input type="checkbox"/> Faculty <input type="checkbox"/> Researchers/Technical Staff <input type="checkbox"/> Assistant/Production Staff <input type="checkbox"/> Others (please specify) _____



UNIT	
AREAS OF RESPONSIBILITY (In relation to SUC product development)	<input type="checkbox"/> Management <input type="checkbox"/> Research and Development <input type="checkbox"/> Production/Operations <input type="checkbox"/> HR/Organization <input type="checkbox"/> Marketing <input type="checkbox"/> Finance <input type="checkbox"/> Others (please specify) _____

SECTION 2: INSTITUTIONAL PROFILE

NAME OF SUC (Please do not abbreviate)	
ADDRESS	
INSTITUTIONAL EMAIL ADDRESS	
CONTACT NUMBER/S	
SOCIAL MEDIA PAGES (FB, IG, etc) (if applicable)	
WEBSITE (If applicable)	
LEVEL OF PRODUCTION	<input type="checkbox"/> SUC with Existing Product produced by the Institution <input type="checkbox"/> SUC without Existing Product produced by the Institution <input type="checkbox"/> SUC with Existing Product under development <input type="checkbox"/> Others, please specify: _____
PRODUCT LINE	<input type="checkbox"/> Processed Food <input type="checkbox"/> Lifestyle/Wearables <input type="checkbox"/> Home & Furnitures <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other (please specify): _____
MARKET	<input type="checkbox"/> Community-based <input type="checkbox"/> Within the Region <input type="checkbox"/> Nationwide <input type="checkbox"/> Abroad (please specify): _____ <input type="checkbox"/> Not Applicable
MY SUC HAS A DEDICATED RESEARCH AND DEVELOPMENT OFFICE/DEPARTMENT	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
MY SUC HAS A DEDICATED	<input type="checkbox"/> Yes <input type="checkbox"/> No



OFFICE/DEPARTMENT FOR PRODUCTION DEVELOPMENT AND OPERATIONS (FOR INCOME GENERATION)	<input type="checkbox"/> Not Applicable
SUC RESEARCH AND PRODUCT FUNDING SUPPORT	<input type="checkbox"/> Through CHED funding <input type="checkbox"/> Through DOST funding <input type="checkbox"/> Not Applicable <input type="checkbox"/> Own funding of SUC <input type="checkbox"/> Others, please specify: _____

BRANCH SECTION A: SUCS WITH RESEARCH AND DEVELOPMENT PROGRAMS

A.1. Describe the product/s you researched/developed /produced	
A.2. The product's research and development (R&D) was based on	<i>(Check all that apply)</i> <input type="checkbox"/> Finding solution to a problem/need <input type="checkbox"/> Compliance (thesis requirement, job description) <input type="checkbox"/> Interest/hobby <input type="checkbox"/> For business ideation/income
A.3. Are you interested to commercialize this product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A.4. Are you willing to partner with private institutions and/or stakeholders to further develop/commercialize the product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A.4.1. "If your answer is NO, how do you plan to advance/ further enhance your product?"	
A.5. Product is with copyright?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable



A.6. Specify Ownership of Product	<input type="checkbox"/> SUC <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OTHERS _____
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BRANCH SECTION B: SUCS WITH ESTABLISHED PRODUCTION OPERATIONS

B.1. What specific products are you carrying/producing? Enumerate each.	
B.2. When was your production operations established/started?	
B.3. Describe the organizational structure of your production operations.	<u>Production Head</u> Name: _____ Designation: _____
	<u>Quality Head</u> Name: _____ Designation: _____
	<u>Staff:</u> 1. Name: _____ Designation: _____ 2. Name: _____ Designation: _____ 3. Name: _____ Designation: _____

FUNDING SOURCE

RAW MATERIALS	
EQUIPMENT/S	
PRODUCTION	
PACKAGING	
OPERATIONS	

SECTION 3: GAPS AND NEEDS SENSING

3.1. PRODUCTION/OPERATIONS This includes system-level management of processes and controls in the operation that covers quality management, productivity and production technology applications.	<table border="1"> <tr> <th colspan="5">PROFICIENCY LEVEL</th> <th colspan="5">IMPORTANCE</th> </tr> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <th colspan="10">PRODUCTION NEEDS/APPLICABILITY</th> </tr> <tr> <td>5</td><td></td><td>4</td><td></td><td>3</td><td></td><td>2</td><td></td><td>1</td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> </table>	PROFICIENCY LEVEL					IMPORTANCE					5	4	3	2	1	5	4	3	2	1											PRODUCTION NEEDS/APPLICABILITY										5		4		3		2		1											
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5		4		3		2		1																																																					
3.2. MARKETING This includes utilization of marketing platforms and development of marketing plans to further facilitate trade and generate income.	<table border="1"> <tr> <th colspan="5">PROFICIENCY LEVEL</th> <th colspan="5">IMPORTANCE</th> </tr> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <th colspan="10">PRODUCTION NEEDS/APPLICABILITY</th> </tr> <tr> <td>5</td><td></td><td>4</td><td></td><td>3</td><td></td><td>2</td><td></td><td>1</td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> </table>	PROFICIENCY LEVEL					IMPORTANCE					5	4	3	2	1	5	4	3	2	1											PRODUCTION NEEDS/APPLICABILITY										5		4		3		2		1											
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3.3. FINANCE This includes understanding basic financial management, income generation and capitalization of business proposals and operations.	<table border="1"> <tr> <th colspan="5">PROFICIENCY LEVEL</th> <th colspan="5">IMPORTANCE</th> </tr> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <th colspan="10">PRODUCTION NEEDS/APPLICABILITY</th> </tr> <tr> <td>5</td><td></td><td>4</td><td></td><td>3</td><td></td><td>2</td><td></td><td>1</td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> </table>	PROFICIENCY LEVEL					IMPORTANCE					5	4	3	2	1	5	4	3	2	1											PRODUCTION NEEDS/APPLICABILITY										5		4		3		2		1											
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3.4. HR/ORGANIZATIONAL This includes internal stakeholder management and utilizing human resources in the production	<table border="1"> <tr> <th colspan="5">PROFICIENCY LEVEL</th> <th colspan="5">IMPORTANCE</th> </tr> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <th colspan="10">PRODUCTION NEEDS/APPLICABILITY</th> </tr> <tr> <td>5</td><td></td><td>4</td><td></td><td>3</td><td></td><td>2</td><td></td><td>1</td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> </table>	PROFICIENCY LEVEL					IMPORTANCE					5	4	3	2	1	5	4	3	2	1											PRODUCTION NEEDS/APPLICABILITY										5		4		3		2		1											
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3.5. PRODUCT DEVELOPMENT This refers to the overall development of the product from recipe formulation and	<table border="1"> <tr> <th colspan="5">PROFICIENCY LEVEL</th> <th colspan="5">IMPORTANCE</th> </tr> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td> </tr> </table>	PROFICIENCY LEVEL					IMPORTANCE					5	4	3	2	1	5	4	3	2	1																																								
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engineering, packaging and labeling development and product stability.										
	PRODUCTION NEEDS/APPLICABILITY									
	5	4	3	2	1					
3.6. COMMERCIALIZATION This refers to transitioning products from the research and development phase into enterprise production operations, which includes fundamental knowledge in starting a business	PROFICIENCY LEVEL					IMPORTANCE				
	5	4	3	2	1	5	4	3	2	1
	PRODUCTION NEEDS/APPLICABILITY									
	5	4	3	2	1					
3.7. LICENSING AND CERTIFICATION This refers to understanding the mandatory regulatory requirements of functioning as an enterprise/manufacturer in the Philippines	PROFICIENCY LEVEL					IMPORTANCE				
	5	4	3	2	1	5	4	3	2	1
	PRODUCTION NEEDS/APPLICABILITY									
	5	4	3	2	1					
3.8. PROJECT MANAGEMENT This covers the knowledge areas of project management such as project scope, integration, risk management and more.	PROFICIENCY LEVEL					IMPORTANCE				
	5	4	3	2	1	5	4	3	2	1
	PRODUCTION NEEDS/APPLICABILITY									
	5	4	3	2	1					

Thank you for accomplishing the survey 😊

