



# 2017 PROSPECTUS

**UNIVERSITY OF THE PHILIPPINES  
INSTITUTE FOR SMALL-SCALE INDUSTRIES**

**51 YEARS OF ADVANCING PHILIPPINE MSMEs**





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# THE UP ISSI 2017 PROSPECTUS

51 YEARS OF ADVANCING PHILIPPINE MSMEs

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## MESSAGE FROM THE UP PRESIDENT

The University of the Philippines Institute for Small-Scale Industries (UP ISSI) continues to play a key role in the growth and development of our country's economy as it empowers Filipinos in the micro, small and medium enterprises (MSMEs) sector.

As the Institute moves forward in line with UP's core mission of teaching, research, and public service, I commend the UP ISSI family for nurturing our country's entrepreneurs and for providing the support the MSME sector needs in response to the challenges of today's global business environment.



Through the UP ISSI Prospectus, we are kept up-to-date with the Institute's various accomplishments and initiatives. The Institute continues to inspire and equip Filipino enterprises for them to become truly innovative, sustainable, viable and globally competitive in the 21st century.

Thus, I celebrate with you the milestones achieved by the UP ISSI. Together, let us encourage a deeper and more dynamic collaboration among the academic, government, non-government, and the MSME sectors. These are positive steps that will help change people's lives for the better. Let us continue working hand in hand to ensure prosperity, sustainable development, and inclusive growth for the Filipino people.

Mabuhay tayong lahat!

A handwritten signature in blue ink, reading "Danilo L. Concepcion".

**DANILO L. CONCEPCION**

President, UP System





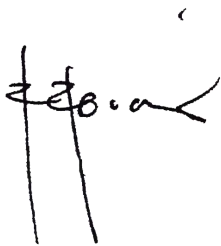
Greetings!

My warmest greetings to all staff and valued partners on the occasion of the fifty-first anniversary of UP ISSI. The Institute has a long tradition of spearheading the development of entrepreneurship in the country. It has continually embarked in expanding its mission to capacitate micro, small, and medium enterprises across all sectors of the economy.

For indeed to propel the advancement of the economy and realize the fruits of inclusive growth, MSME's contributions cannot be underemphasized. A proof to this is the renewed focus of the government, ASEAN and APEC in harnessing the full potential of MSME in realizing the aspirations of a trickled down growth that would be felt by the majority of the population, particularly the poor; generate employment; boost household incomes; and reduce poverty.

I believe ISSI would remain for many years ahead a pillar in this noble advocacy.

Sulong galing, Pinoypreneurs!



**ROLANDO RAMON C. DIAZ**

Officer-in-Charge

## MESSAGE FROM THE UP ISSI OFFICER-IN-CHARGE



## VISION

Center of Excellence  
for Nurturing and  
Advancing an  
Entrepreneurial Society

## MISSION

Create and provide  
knowledge, know-how  
and information to  
empower entrepreneurs  
to grow and prosper

## CORE PURPOSE

Create and develop  
sustainable, viable and  
globally competitive  
micro, small and medium  
enterprises (MSMEs)

## HISTORICAL MANDATE

Established on 2 March 1966 between the Royal Kingdom of the Netherlands and the Republic of the Philippines.

Created as an organic research, extension and training unit of the University of the Philippines by virtue of Republic Act 6041 on 4 August 1969.

RA 6041: AN ACT DEFINING THE FUNCTIONS OF THE INSTITUTE FOR SMALL-SCALE INDUSTRIES, UNIVERSITY OF THE PHILIPPINES, PROVIDING FOR ITS FINANCING AND FOR OTHER PURPOSES

*"WHEREAS, the major purposes of the University of the Philippines in the establishment of this Institute are to train competent people up to a level where they will be able to assist existing small-scale industries to increase productivity and to promote and develop new ones; provide consultancy and extension services to existing small-scale and medium-sized industries; conduct research on plant operations and make the result of such research available to interested parties, and the assumption of leadership in overcoming the various problems of small-scale and medium-sized industries needing the advice, simulation and assistance of consultants;..."*

## CORE VALUES

**U**nwavering commitment

*We always find solutions.  
We execute with passion.*

**P**rofessionalism

*We serve ethically with honor.  
We treat everyone with dignity and respect.*

**I**ntegrity

*We give honest service.  
We take responsibility for results.*

**S**ynergy

*We value teamwork and support diversity.  
We build positive and lasting relationship with our stakeholders*

**S**ervice Excellence

*We serve as we lead.  
We surpass clients' expectations.*

**I**nnovation

*We transform ideas into entrepreneurial actions.  
We anticipate changes for continuous improvement.*



## QUALITY POLICY

We provide best-in-class services and total customer experience to all our clients with honor and excellence.



## ENVIRONMENT, HEALTH, SAFETY AND SECURITY POLICY

We are committed to operate in a safe, healthy and environmentally friendly work environment.

We shall comply with all applicable safety, health and environmental laws, regulations and other requirement.

We shall continually improve our environmental performance and pursue prevention of environmental pollution in any form.

We shall continuously educate and promote safety, wellness and environmental awareness to all our employees, clients, partners and other stakeholders.

We shall safeguard and protect the assets and properties of the Institute.

### SERVICE STREAMS

Training and Entrepreneurship Education

Research and Publications

Business Enterprise Development

Information and Public Affairs

Administrative Delivery Services

## TARGET PUBLICS

### Intermediate Publics

Trainers  
Extension officers  
Government organizations  
Non-government organizations  
Industry associations  
Financial institutions  
Local government units  
International partners  
Other private entities advocating the advancement of MSMEs

### Final Publics

Students  
Startups  
Entrepreneurs  
Women's groups  
Cooperatives  
Entrepreneurship educators and mentors  
SME single proprietors  
SME corporations



## TRAINING AND ENTREPRENEURSHIP EDUCATION

UP ISSI envisions to be the most preferred total capability building and development service provider. It offers a wide range of training courses that meet general requirements as well as management development, entrepreneurship development, quality and productivity improvement, and project development and management.

### UP ISSI DIVISIONS AND SERVICE STREAMS

## RESEARCH AND PUBLICATIONS

As a research and development institution on innovation, technology, quality, productivity, and entrepreneurship, UP ISSI pursues programmatic and focused research and development agenda. It develops and implements research studies that have impact on SMEs and SME stakeholders.



## BUSINESS ENTERPRISE DEVELOPMENT

As an extension service provider on innovation, technology entrepreneurship, quality and productivity improvement, UP ISSI extends business counselling and other technical and enterprise development assistance to various sectors, including non-government organizations, academic communities, associations, cooperatives and government agencies.

## INFORMATION AND PUBLIC AFFAIRS

Banking on its wealth of knowledge and information on innovation, quality, productivity, and entrepreneurship, UP ISSI is providing information services through various media to widen its reach and impact on entrepreneurs and SMEs. Already, it has served many enterprises, entrepreneurs, SME development practitioners and other stakeholders through a host of knowledge-based and information technology-enabled services.



1966 - 2017



## UP ISSI RESEARCH, EXTENSION, AND PROFESSIONAL STAFF

### Director's Office



Nova Z. Navo  
Ma. Luisa Solarte-Lee  
Lourdes P. Cubillas  
Rolando Ramon C. Diaz  
\*Not in photo:  
Kristianne Abegail D.  
Gabriel

### Training and Entrepreneurship Education Division



Maria Fe SE. Reyes  
Senedith A. Delos Reyes  
Jocelle P. Mamaril  
Doris Z. Olegario  
Glennis S. Uyanguren  
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Krystel Maisie T. Soria  
Neil DC. Grimaldo  
Ma. Blessilda A. Clerigo  
Mohidin P. Abdul  
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Marvin N. Manlapas  
Jay Angelo E. Cortes

### Administrative Delivery Division



Jayson S. Mayor  
Winston R. Torres  
Joel F. Almosara  
Ma. Jessa T. Burac  
Jose L. Brevia Jr.  
Rolando Ramon C. Diaz  
Samuel G. Rojo  
Rodolfo C. De Jesus  
Richard E. Baluyot  
Elsa B. Laurio  
Darrem S. Bautista  
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Danilo E. Madraso





Karen Kay Bravo-Coballes  
Marsha Lee A. Delfinado  
Leoncio T. Cubillas Jr.  
Reynold Ferdinand G.  
Manegdeg  
Emerlita O. Marciano



**Business  
Enterprise  
Development  
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Severina P. Bañaga  
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Joanna Rose T. Laddaran  
Jaylyn D. Manglicmot  
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Escoto  
Ivy Marie L. Ganadillo  
Jovy Anne G. Walo



**Research  
Division**

Roy D. Apacible  
Bernie F. Villaluna  
\*Not in photo:  
Ian Jester M. De Vera



**Information and  
Public  
Affairs  
Office**





THE UP ISSI 2017 PROSPECTUS

# AFFILIATE RESOURCE PERSONS

EXPERTISE / SPECIALIZATION	ENTREPRENEURSHIP	MARKETING MANAGEMENT	
COURSE / PROGRAM	MANAGERS COURSE ADVANCED LEADERSHIP AND MANAGEMENT COURSE		
	START YOUR OWN BUSINESS COURSE  TARA NA, NEGOSYO NA!	STRATEGIC MARKETING COURSE  CREATIVE AND EFFECTIVE SELLING TECHNIQUES	
	CRISPINA B. ALMONTE  JERRY T. CLAVESILLAS  LEONCIO T. CUBILLAS, JR.  JAIME S. GUANZON, JR.  ALFREDO P. GULA  MELCHOR C. MORANDARTE  MERCEDES A. PARRENO  EDWIN M. SUSON	ORLANDO A. BALLESTEROS  MICHELLE D.O. BALLESTEROS  REYNALDO D. CABALO  GILBERT I. SANTIAGO	
RESOURCE PERSONS			





OPERATIONS  
MANAGEMENT

HUMAN RESOURCE  
MANAGEMENT

FINANCE  
MANAGEMENT

MANAGERS COURSE  
ADVANCED LEADERSHIP AND MANAGEMENT COURSE

TOTAL QUALITY  
MANAGEMENT

TOTAL PRODUCTIVE  
MAINTENANCE

STRATEGIC HUMAN  
RESOURCE MANAGEMENT

PRODUCTIVITY THROUGH  
EFFECTIVE SUPERVISION

TOTAL COMMUNICATION  
COURSE

FINANCIAL MANAGEMENT  
FOR ENTREPRENEURSHIP  
AND INVESTMENT

ACCOUNTING FOR  
NON-ACCOUNTANTS

JAY-MIE G. CATIBAYAN

ROLANDO RAMON C. DIAZ

ERICKSON L. LLAGUNO

MARVIN I. NORONA

HENRY O. PALACA

ANTHONY PHILIP N. VILVESTRE

VIRGEL C. BINGHAY

LORIE ANN A. CASCARO

ERNIE O. CECILIA

MIFLORA M. GATCHALIAN

CONCEPCION P. LABITAN

MARIA FIDES C. QUINTOS

RENE S. RESURRECCION

ROCHELLE MARIE C. ROXAS

GERMEE RONIROSE N. ABESAMIS

DANIEL VINCENT H. BORJA

ARTHUR S. CAYANAN

DIOGENES C. DY

MIKHAEL ANJELU B. MAGANA

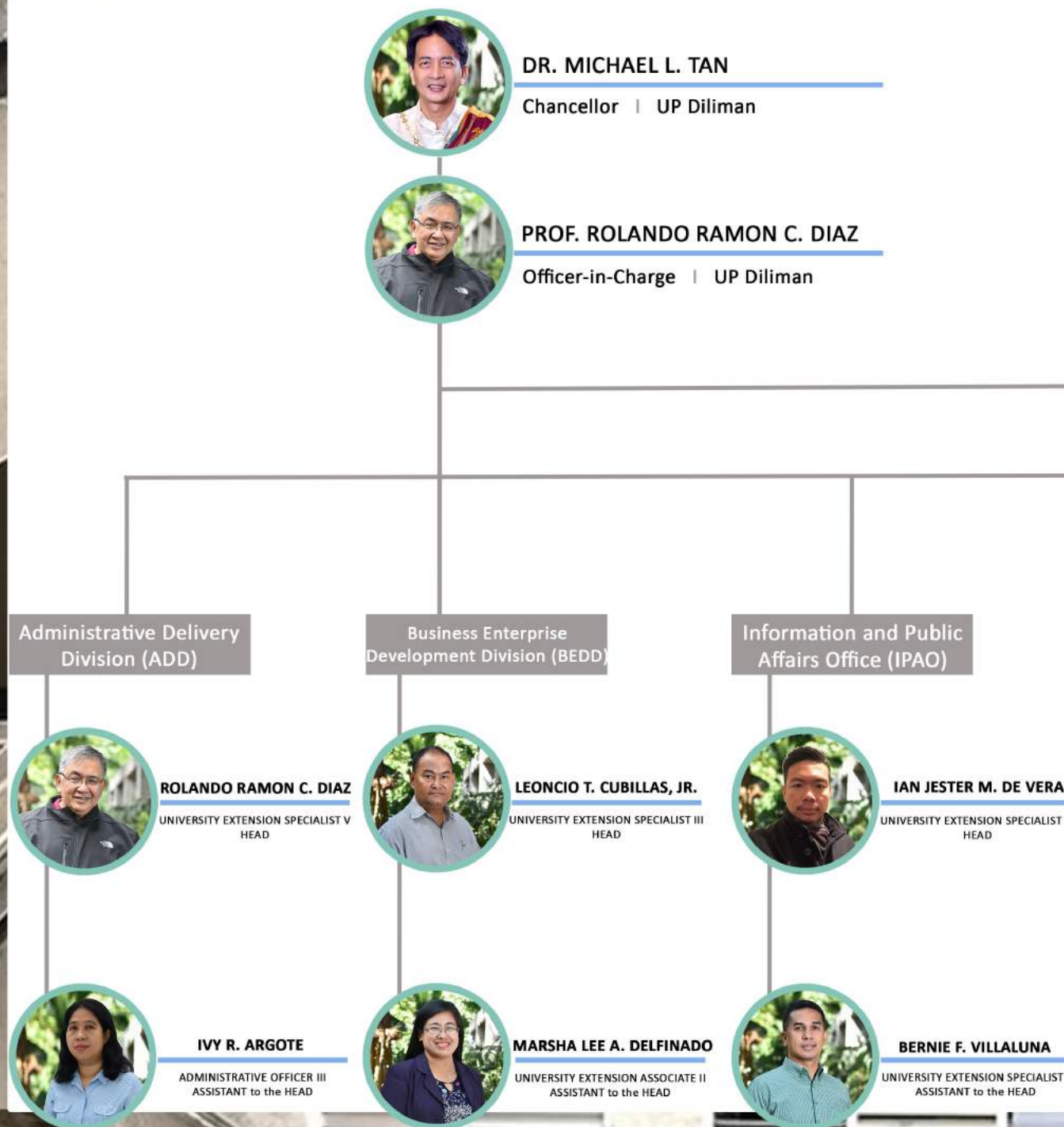
RAMON CARLO L. PIO RODA

JOSE M. IRENEO

KARLA M. VELAS

AL-HABBYEL YUSOPH

# UP ISSI ORGANIZATIONAL CHART AS OF DECEMBER 2017







## INSTITUTIONAL LINKAGES



**Institutional Member, APEC SME Working Group.** APEC's Small and Medium Enterprises Working Group (SMEWG) encourages development of SMSs and builds their capacity to engage in international trade. Established in February 1995 as the Ad Hoc Policy Level Group on SMEs, its objective was to help SMEs improve their competitiveness and to facilitate a more open trade and investment environment. In 2000, the group was renamed SMEWG and granted permanent status. SMEWG attains the Bogor Goals by fostering enabling business environment for SMEs to grow and develop into export-ready (internationalized) firms, through the sharing of information on best practice initiatives and the conducting of capacity-building activities.



**Institutional Member, Asia Professional Education Network (APEN).** An international network composed of universities in Asia, APEN aims to contribute to the sustainable and equitable development Asian economies. Recognizing that a key factor in achieving stable economic progress in the capacity of high-level human resources, APEN promotes the Project Based Learning, which is an educational method that provides acquisition of knowledge, skills, competencies and hands-on training on business practices. In conjunction with the fostering development of industrial human resources, APEN promotes SMSE development with focus on the areas of: higher industrial human resources, SME connectivity, and SME finance.



**Institutional Member, United Nations Office for Disaster Risk Reduction (UNISDR) Private Sector Alliance for Disaster Resilient Societies (ARISE) Philippines.** ARISE Philippines supports the UNISDR in its aim to create risk-resilient societies by energizing the private sector in collaboration with the public sector and other stakeholders to achieve the outcome and goal of the Sendai Framework in a transparent and inclusive way that delivers local and measurable impact.



**Institutional Lead, ASEAN Internship Network.** The ASEAN Cooperation Project entitled "Establishment of a Regional Program for the Promotion of Internship Scheme for Staff Exchanges and Visits for Skills Training" is listed as one of the initiatives under the ASEAN Strategic Action Plan for SME Development (2010-2015). It is a priority project under the ASEAN Economic internship framework and a regional network in ASEAN with an alliance of stakeholders from the ASEAN Member States and a network of universities, SME agencies, SMEs and industry champions. This is to improve the competitiveness of SMEs in the region by providing them opportunities to develop and enhance business competencies through internship scheme and business exposure activities.

### **Institutional Member, ASEAN SME Working Group**

Composed of the SME Agencies of all member countries of the Association of Southeast Asian Nations, the ASEAN SME Working Group seeks to ensure the advancement of SMEs in the region since it was established in 1995.



**Institutional Member, Business Continuity Managers Association of the Philippines (BCMAP).** Started in 2006, BCMAP was formed by a group of practitioners who were interested in the business continuity practice. The organization is active in formalizing membership and certification programs, for and other events. In partnership with the Disaster Recovery Institute International, BCMAP also conducts certification classes in the Philippines and promotes the art and science of the business continuity practice in the country.



**Institutional Member, Entrepreneurship Educator's Association of the Philippines, Inc. (ENEDA).** ENEDA is a non-stock, non-profit professional organization composed of the nation's entrepreneurship educators, teachers, and trainers from leading schools, colleges, universities and other training and academic institutions. It promotes excellence in entrepreneurship education in the country and recognizes the need of entrepreneurship education and entrepreneurs from all over the country to come together and share the ideas to raise academic standards.



**Institutional Member FilipInnovation Network.** The network is composed of key stakeholders that are involved in fostering innovation in the Philippines in the light of the country's goal to be globally competitive. Committee members are involved in the conceptualization of the National Innovation Summit and the development of the framework and strategy to promote innovation.

**Institutional Member, Industrial Guarantee and Loan Fund (IGLF) Governing Board.** IGLF is a fund that has played a key role in the transformation of many small-scale enterprises. Unlike the sad plight of other government financing programs that have floundered, the IGLF has remained sustainable and viable. The IGLF Governing Board is composed of representatives from the National Economic and Development Authority as chair, the Bangko Sentral ng Pilipinas as vice-chair, the Development Bank of the Philippines (DBP), The Department of Trade and Industry (DTI), the Department of Finance, and UP ISSI. The UP ISSI director is a member of the IGLF Governing Board while two ISSI staff members sit on the IGLF Technical Advisory Group.



**Partner-in-Mission, Management Association of the Philippines (MAP) Educated Marginalized Entrepreneurs Resource Generation (EMERGE).** UP signed a memorandum of agreement with MAP in conjunction with EMERGE project, where UP designated as one of the partners-in-mission. An inclusive growth program of MAP focused on livelihood and job generation, EMERGE aims to develop relevant courses with three key components: funding, mentoring, and values formation.



**Advisory Member, Micro, Small and Medium Enterprise Development Council (MSMED Council).** MSMED Council was created by virtue of Republic Act (RA) No. 9501, otherwise known as the Magna Carta for MSMEs, with a specific mandate to spur the growth and development of MSMEs throughout the country, by facilitating and coordinating national efforts to promote the viability and growth of MSMEs, including assisting relevant agencies in tapping local and foreign funds for MSMEs development and promoting the use of existing programs.



On 15 July 2014, Pres. Benigno S. Aquino III signed into law RA 10644 or the Go Negosyo Act of 2014, which placed UP ISSI as one of the members of the Advisory Unit of MSMED Council.

**Institutional Member, Philippine Chamber of Commerce and Industry (PCCI) Committee on Education.** A proactive catalyst of development, PCCI promotes and supports the drive for globally competitive Philippine enterprises. In partnership with the government, local chambers, and other business organizations. The main responsibility of PCCI is to provide focused advocacy for business growth and sustainable development through business services for the advancement of grass-root entrepreneurship, chamber development, international trade relations, business innovation and excellence, and operational efficiency. These will be achieved through a professional organization in close cooperation with various stakeholders in public and private sectors.



**Institutional Partner, The Small Enterprise Research and Development Foundation (SERDEF).** Established in 1976 as a non-stock, non-profit foundation, SERDEF focused initially on developing entrepreneurial skills through training. It has since become a private institutional medium that initiates sponsors, and conducts programs and projects for the promotion and development of small-scale industries. Its range of capability-building services from training to research and consultancy, addresses a growth arc of a spectrum of business establishments from small- to medium-scale down to micro enterprises. By virtue of a memorandum of agreement between SERDEF and UP, the Foundation undertakes various development programs and project for SMEs in collaboration with UP ISSI.



**Institutional Member, UP Enterprise Steering Board (Enterprise Business Incubation Program).** The Enterprise Business Incubation Program, consisting of mentoring from successful entrepreneurs and professionals, networking events, and coaching sessions, increases a tech startup's success rate, lowers its setup costs, and assists in the marketing of its innovations more efficiently.



**Institutional Member, UP Diliman Technology Management Center (UPTMC) Coordinating Council.** The Center was established through a resolution approved by the UP Board of Regents on 23 February 1995. TMC is mandated to serve two fundamental purposes: (1) to respond to the urgent need of firms and industries for technology upgrading, productivity improvement, and enhanced global competitiveness; (2) to respond to the established requirements of the Philippine government for expert advice and assistance on science and technology. TMC is the first institution of its kind in the country and in the ASEAN region, being an interdisciplinary undertaking which draws from the expertise, experience, and perspectives of nine affiliated UP Diliman units, including ISSI.







## UP ISSI SCORECARDS

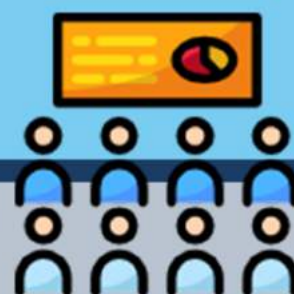


96

TRAINING PROGRAMS CONDUCTED IN 2017

3,129

PARTICIPANTS TRAINED IN 2017



4.65 (OUT OF 5)

CUSTOMER SATISFACTION RATING

FOR TRAINING PROGRAMS

5

RESEARCH STUDIES & PUBLICATIONS  
COMPLETED IN 2017



126,646

TOTAL WEBSITE PAGEVIEWS AS OF 2017  
MONTHLY ESTIMATE UNIQUE PAGEVIEWS: 6,150

6,171

SOCIAL MEDIA FOLLOWERS







## 2017 DEMOGRAPHICS OF UP ISSI TRAINING PARTICIPANTS

### GENDER



40%



60%



### TYPE OF INDUSTRY



SERVICE  
85%



MANUFACTURING  
25%



TRADING  
10%



AGRICULTURE  
1%

### INDUSTRY SIZE



MICRO  
10%



SMALL  
22%



MEDIUM  
19%



LARGE  
49%



## BUSINESS CONTINUITY PLANNING (BCP) SEMINAR

A growing number of businesses now realize that due to climate change, it is not a case of business as usual anymore. While micro, small and medium enterprises' (MSMEs) first priority is to be profitable, they also recognize the huge impact on their business, their ability to prevent, respond, and recover from natural and man-made disasters.

In developing a culture of resilience among MSMEs, the Institute inked a partnership with the Philippine Disaster Resilience Foundation and with funding support from the Humanitarian Leadership Academy to conduct a series of training program on Business Continuity Planning (BCP). The BCP program aimed at developing the participants' capabilities to prepare for, respond to, and recover from hazards, disasters and disruptions. Further, it aimed to enhance resilience of MSMEs to hazards by training them to develop their own business continuity plans. The program started in June 2016 and ended in August 2017. The program target was to train 1,000 enterprises on BCP. A total of 40 batches were conducted all over the Philippines. 1,081 participants completed the seminar representing 745 enterprises and organizations. The participants were given lectures on: a) Understanding Hazards and Risks; b) The Role of the Local Government Unit, the National Disaster Risk Reduction Management Council (NDRRMC) and Office of Civil Defense (OCD) in Disaster Preparedness and Mitigation; c) Overview of Business Continuity Planning in the MSME Context; d) The Six Steps in Business Continuity Planning; and e) Workshop on the Preparation of the BCP Road Map.

Step 1 : Business Continuity Management (BCM)  
Framework and Situation Analysis

Step 2 : Risk Analysis

Step 3 : Business Impact Analysis

Step 4 : Business Continuity Strategies

Step 5 : Exercise and Test the BC Plan

Step 6 : Improve the BC Plan

The BCP seminar was a two-day workshop. This was conducted through a combination of lectures, exercises, and preparation of a BCP roadmap which participants presented for critiquing.

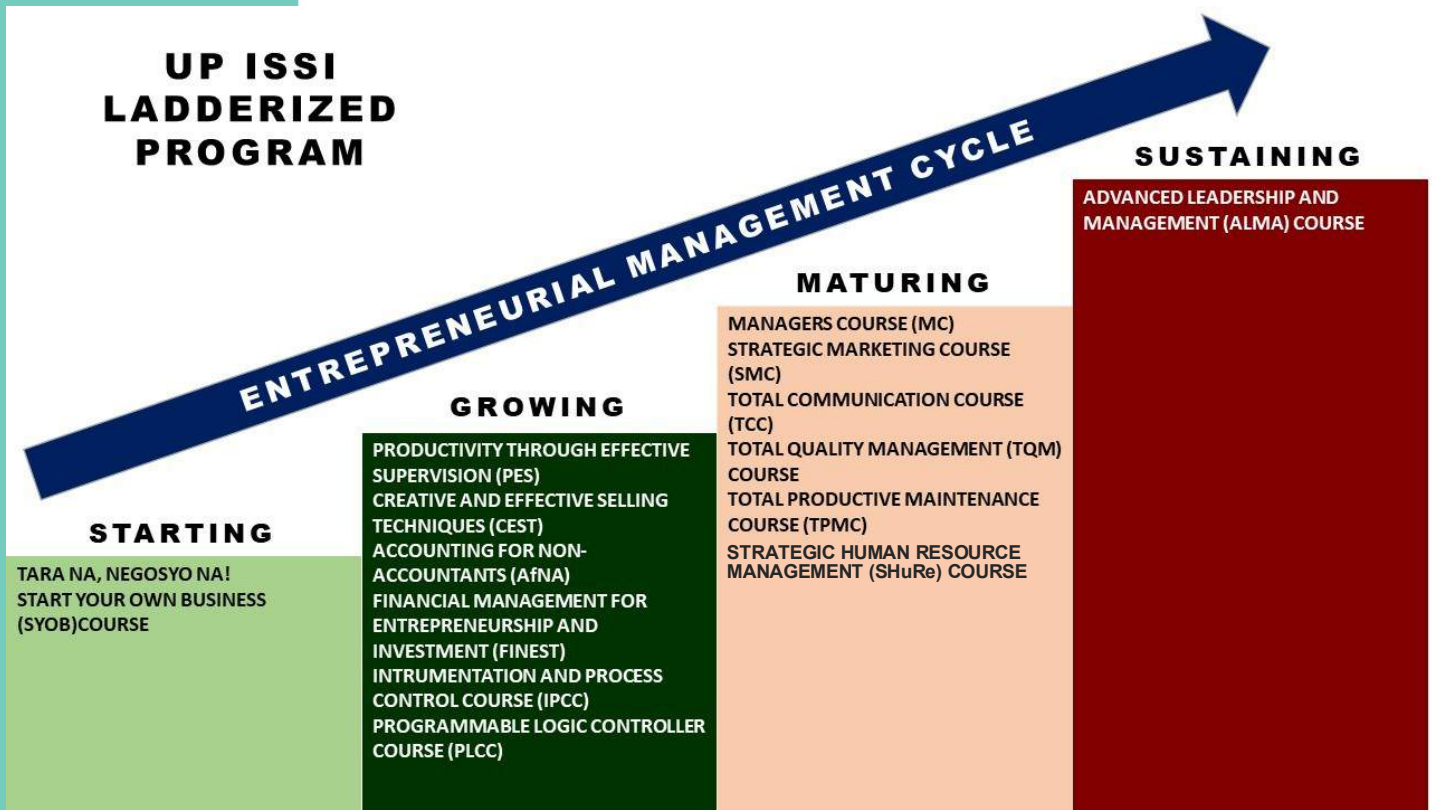
A total of 1,081 participants participated in the 40 runs of the Business Continuity Planning Seminar-Workshops. The first three runs were the pilot runs.



**Table 1.** Summary of the Various Runs of BCP

Batch	Dates	Venue	No. of	No. of Enterprises
	<b>2016</b>			
1	June 25 – 26	Jihatang Hall, Ciriaco Hotel, Calbayog City, Samar	22	12
2	Aug 5 - 6	Limketkai Center, Cagayan de Oro	39	21
3	Aug 8 - 9	Summit Ridge, Tagaytay City, Cavite	32	16
4	Sept 20 - 21	Harvest Hotel, Cabanatuan City, Nueva Ecija	10	7
5	Set 21 - 22	Harvest Hotel, Cabanatuan City, Nueva Ecija	23	23
6	Oct 4 - 5	The Manor Hotel, Baguio City	24	20
7	Oct 5 - 6	The Manor Hotel, Baguio City	27	18
8	Oct 20 – 21	Magellan Hall, Quest Hotel, Clark, Pampanga	28	20
9	Oct 21 - 22	Magellan Hall, Quest Hotel, Clark, Pampanga	17	7
10	Nov 8 - 9	Metro Centre Hotel, Tagbilaran City, Bohol	29	15
11	Nov 9 - 10	Metro Centre Hotel, Tagbilaran City, Bohol	36	28
12	Nov 17 - 18	Metro Centre Hotel, Tagbilaran City, Bohol	29	20
	<b>2017</b>			
13	Jan 24-25	Torre de Venezia Suites, Timog Ave., Quezon City	22	13
14	Jan 25-26	Torre de Venezia Suites, Timog Ave., Quezon City	36	29
15	Jan 26-27	Torre de Venezia Suites, Timog Ave., Quezon City	34	20
16	Feb 7-8	Waterfront Insular Hotel, Davao City	31	15
17	Feb 8-9	Waterfront Insular Hotel, Davao City	18	13
18	Feb 9-10	Waterfront Insular Hotel, Davao City	58	50
19	Feb 28-Mar 1	Ninong's Hotel, Legazpi, Albay	30	13
20	Mar 1-2	Ninong's Hotel, Legazpi, Albay	37	27
21	Mar 2-3	Ninong's Hotel, Legazpi, Albay	45	31
22	Mar 21-22	Amigo Terrace Hotel, Iloilo City, Iloilo	16	6
23	Mar 22-23	Amigo Terrace Hotel, Iloilo City, Iloilo	17	7
24	Mar 23-24	Amigo Terrace Hotel, Iloilo City, Iloilo	26	18
25	Apr 4-5	Quest Hotel, Cebu City	12	8
26	Apr 5-6	Quest Hotel, Cebu City	14	13
27	Apr 6-7	Quest Hotel, Cebu City	27	16
28	Apr 25-26	Greenleaf Hotel, General Santos City	22	16
29	Apr 26-27	Greenleaf Hotel, General Santos City	19	14
30	Apr 27-28	Greenleaf Hotel, General Santos City	38	31
31	May 9-10	Garden Orchid, Zamboanga City	29	19
32	May 10-11	Garden Orchid, Zamboanga City	27	27
33	May 11-12	Garden Orchid, Zamboanga City	40	24
34	May 22-23	Linden Suites, Ortigas, Pasig City	28	8
35	May 24-25	Linden Suites, Ortigas, Pasig City	27	15
36	Jun 21-22	Ironwood Hotel, Tacloban City, Leyte	24	29
37	Jun 22-23	Ironwood Hotel, Tacloban City, Leyte	10	12
38	Jul 27-28	IIRR, Silang, Cavite	34	32
39	Jul 28-29	IIRR, Silang, Cavite	21	14
40	Aug 23-24	UP ISSI, Diliman, Quezon City	26	18
		<b>Total</b>	<b>1,081</b>	<b>745</b>





## 2017 Regular Training Programs

### Start Your Own Business (SYOB)

Formerly the Entrepreneurial Career Development Program and Young Entrepreneurship Program, the Start Your Own Business Course is one of the longest running course offerings in UP ISSI. First implemented in 1986, SYOB seeks to develop the entrepreneurial motivation and confidence as well as reinforce basic management skills of aspiring entrepreneurs. Now on its 49<sup>th</sup> run, UP ISSI stays true to its mandate in building and advancing an entrepreneurial Philippines, one Pinoypreneur at a time.

### Tara Na, Negosyo Na!

UP ISSI's yearly anniversary offering is open to would-be entrepreneurs, private employees, government employees, retirees, Overseas Filipino Workers (OFWs), and senior citizens who would like to become successful entrepreneurs.





## **Productivity through Effective Supervision (PES)**

UP ISSI recognizes the pertinence of a supervisor's post as one of the most demanding in an organization. It requires managing of people and operation of critical resources and logistics, which if mismanaged could result to the breakdown of an organization. Through the Productivity Through Effective Supervision (PES) Course, UP ISSI aims to graduate effective supervisors who will drive their organization towards optimum levels of output through motivated and inspired employees.

## **Total Communication Course (TCC)**

Previously known as the Business Communication Course and later PowerCom Course, the Total Communication Course harnesses the power of communication in one's professional as well as personal life. TCC employs active training methodologies which encourage the participants to share the stage with the resource speakers by being speakers themselves and develop confidence in public speaking. Through the enhancement of oral and written communication skills, focusing on effective use of language, voice and body, and facial expression, UP ISSI turns ordinary speakers into confident and articulate communicator.

## **Creative and Effective Selling Techniques (CEST) Course**

The Creative and Effective Selling Techniques Course develops in each participant a positive outlook in the art of selling. Suited for individuals who want to enhance their selling and negotiation skills, the CEST also aims to reinforce their plan of pursuing sales as a career to generate more revenues. The concept of sales has expanded beyond the products and services that are being offered by the company. Ultimately, the CEST aims to develop a creative and dynamic agent who gains more ground through increased sales for the company.

## **Total Productive Maintenance (TPM) Course**

While several manufacturing enterprises have been experiencing frequent machine breakdowns, they are still continuously implementing the traditional maintenance program, which is reactive and expensive. The course leverages on a proven approach to accelerate organization capability development, which ultimately translates into higher levels of business performance. The six-day program will tackle principles and framework of TPM as well as different tools and techniques in preventive maintenance that are effective in addressing machinery maintenance concerns.



### **Total Quality Management (TQM) Course**

The Total Quality Management Course aims to equip the participants with the right mindset and skills in implementing total quality that will enable their organizations to compete globally and attained sustained business success and growth. TQM proves that its important to continuously provide more added value that matters most to customers: no defects, no errors, no problems, no complaints, easy-to-do business with 100 percent on-time delivery, superlative responsiveness as well as flawless execution by highly motivated and efficient people. Constant innovation and passion for excellence and growth are but a few of the expectations when one lives by the tenets of TQM.

### **Factory Automation Courses**

The Comprehensive Course on Instrumentation and Process Control, Programmable Logic Control (PLC) Course, and Supervisory Control and Data Acquisition Control System Course are the three factory automation courses offered by UP ISSI for engineers, engineering graduates, instructors of technical schools, and industrial technicians. All the three courses employ sufficient simulation of industrial applications in the laboratory as the hands-on portion of the programs.

### **Accounting for Non-Accountants (AFNA) Course**

The Accounting for Non-Accountants Course enables participants to have knowledge on basic accounting terms, concepts, and their applications. At the end of the course, the participants are expected to gain knowledge and confidence in preparing financial statements and analyzing financial transactions and records.

### **Financial Management for Entrepreneurship and Investment (FINEST) Course**

One of the newest courses offered by UP ISSI, the Financial Management for Entrepreneurship and Investment Course helps make money work for the individual. This course aims at upgrading the financial management skills of finance managers, business owners or anyone who wish to use financial management for effective decision making using financial tools and techniques. The course includes financial statement analysis, working capital management, financial forecasting, capital budgeting and business taxation.



### Strategic Marketing Course (SMC)

The Strategic Marketing Course teaches a strategic framework of knitting together profit goals and their impact on the marketing strategy, market and product business portfolio, market segmentation and positioning strategies. The concept of strategic marketing provides a perspective and emphasis that extends beyond the traditional focus on managing the marketing mix, which is imperative for entrepreneurs and business start-ups alike.

### Strategic Human Resource Management (SHURE) Course

The organization's greatest asset are their personnel, for without them, daily business function and operation such as managing cash flows, dealing with the customers, making business transactions, to name some, could not be done. Managing human resources is an assurance that employees are able to meet the organization's goals and targets. The SHuRE course was designed to provide tools and practical knowledge, skills and attitude to be an effective HR leader.

### Managers Course (MC)

The UP ISSI's Managers Course has been for decades the flagship training program of the Institute, having been the longest running and the most frequently held of all its courses. Now ran for 21 Saturdays, MC is composed of modules which cover the four functional areas of management: marketing, operations, organization, and finance. Its curriculum continually evolves, responding to the ever-changing needs of the business environment and in keeping with modern tools and technology along with the best practices shared by the competent pool of speakers and practitioners.

MC's main application exercise is the conduct of the Integrated Organizational Survey and Assessment (IOSA), which was formerly called the Integrated Plant Survey.

What used to be an exercise completed at the end of the course is now done in every module as the enterprise or IOSA site assigned to each group of participants is now treated as a running case. Thus, the participants learn about the marketing, operation, organization and finance function of the firm.

Besides being a practicum exercise where participants apply their knowledge about management, IOSA also has an extension or consultancy component. Guided by their coaches, the participants integrate their recommendations in an IOSA report, which are expected to be implemented by the owner of the firm.





## 2017 Special Training Programs

### Advanced Leadership and Management (ALMA) Course

While the thrust of the MC has been to orient and upgrade knowledge and skills in marketing, financial, human resource, and operations management, the Advanced Leadership and Management Course anchors on such competencies and further expands them with a greater emphasis on critical areas of management like leadership, innovation, technology, environment, people management, strategic management, risk management, and customer relations management. It ultimately aims to equip participants with sustained growth competencies zeroing in on analytical and systematic approaches.

### Small Business Counselors Course (SBCC)

Following the initial batch of 312 small business counsellors in 2015 were 650 more in 2016 and 807 in 2017 through the Small Business Counselors Course being conducted by the UP ISSI in coordination with the Department of Trade and Industry (DTI) Human Resource and Administrative Services as well as its various regional offices in Luzon, Visayas, and Mindanao. Producing more than 2,900 business counsellors from 2015, UP ISSI remained true to its thrust of continuous improvement in the service of the Philippine micro, small, and medium enterprises (MSMEs).

SBCC is a ladderized program which aims to capacitate and upgrade the knowledge, skills and attitude as well as habits of DTI supervisors, technical and non-technical staff assigned in various Negosyo Centers in the regions. Negosyo Centers are one-stop shops created under Republic Act 10644 that are responsible for *“ease of doing business and facilitating access to services for SMEs within its jurisdiction.”* They are also mandated under the law to provide assistance to MSMEs in the availment of technology transfer, production and management training programs and marketing assistance of the DTI, Department of Science and Technology, UP ISSI, Cooperative Development Authority, Technical Education and Skills Development Authority, and other partner agencies.

RA 10644 or the “Go Negosyo Act” provides an opportunity to capacitate and standardize counselling competencies of DTI staff in providing business development services to the public especially the MSMEs.



## Business Continuity Planning (BCP) Seminar

What do MSMEs prepare for? This is the first question that a Business Continuity Planning Seminar participant has to answer during the two-day seminar on BCP. The Department of Trade and Industry – Cordillera Administrative Region recognizes the need for the MSMEs to prevent, respond, and recover from natural disasters, hazards, and climate change and its huge impact on business. The seminar conducted for three days aims to capacitate the business counsellors and business owners to plan for natural disaster so that business operation will continue in the face of these disasters.

## Credit Assessment and Loan Management (CALM) Course

The countryside financial institutions (CFIs) composed of rural banks, cooperative banks and thrift banks play a significant role in promoting and expanding the economy by providing the people predominantly in the rural areas and countryside with basic financial services.

For the development of stronger CFIs, the Bangko Sentral ng Pilipinas (BSP), Philippine Deposit Insurance Corporation (PDIC), and the Land Bank of the Philippines (LBP) jointly established the Countryside Financial Institutions Enhancement Program (CFIEP), which provides among others the capacity enhancement programs for CFIs.

To implement its various capacity enhancement programs, the CFIEP has tapped the UP ISSI to design and implement a six-day Credit Assessment and Loan Management (CALM) Course for rural and cooperative banks.

As of 2017, a total of seven CALM training programs were implemented in rural and cooperative banks situated in various regions equivalent to 210 loan and bank officers.

The CALM course was also included in CFIEP's training offerings to capacitate bank officers in recognition of the need to equip them in the areas of credit evaluation and other credit related processes.

The cash flow or risk-based lending model was emphasized in this course and it was found to be effective for building up a quality loan portfolio and for increasing operational efficiency of financial institutions.

Furthermore, the course highlights the BSP Circular 855 or the Guidelines to Sound Credit Risk Management, and the preparation of the credit assessment report.



**Management Development Program (MDP)  
for Proser Health Service, Inc.**

The growth of the healthcare sector is evident in the growing and expanding number of healthcare service companies in the country. There is a growing emphasis on introducing and using modern tools and techniques to streamline healthcare processes and services. Two batches of Management Development Programs were conducted in 40 Medical City clinics located in various malls within Metro Manila. The aim of the course is to equip the managers with management skills necessary to become effective in operating their respective clinics. Similar to the Managers Course, the main output which is the IOSA was done to diagnose the different Medical City clinics. Recommendations were made to improve the operation and achieve increased productivity.





## TRAINING PROGRAMS



115th MC



SBCC 101 for DTI Region VIII  
Palo, Leyte



SBCC 104 for DTI Region VI  
Mandurriao, Iloilo



10th ALMA



49th SYOB



SBCC 101 for DTI NCR  
Cavite



## UP ISSI at 51: Tara Na, Negosyo Na! Year 7 Seminar Spreads Hope of Success through Innovation

UP ISSI, in celebration of its 51st founding anniversary, held its annual business seminar Tara Na, Negosyo Na, on its seventh year, last 4 August 2017 at the Institute's second-floor open plaza.

The participants were treated to half-day lectures on what entrepreneurship is all about by ISSI's Ma. Blessilda A. Clerigo, and on project identification by Jocelle P. Mamaril based on the Community-Based Enterprise Development approach of the International Labour Organization.

The afternoon session was about drawing inspiration from successful entrepreneurs, where three different business owners gave testimonies on how they started their business and how they persevered with the challenges they faced on running them.



Rupert J. Lavega, Jr, owner of Signrays Advertising, Inc., talked about how innovation on all aspect of his business made his business expand. He dreamed of having his tarpaulin business to be present all over the Philippines through product, management, marketing and process innovations. He also advised the participants to at least give their employees leverage to learn from the business by giving them exposures from training programs so they can have additional knowledge in running the business.

Racky D. Doctor, president of Nutridense Food Manufacturing Corporation and Long Live Pharma explained that his business came about because of natural circumstances. His company produces a brand of household drinking water disinfectant and basic food products that are distributed during calamities. *"Basically, my business is a business based on situation,"* he quipped.

Another business owner, Ma. Lourdes S. Rivera, owner of Spices and Foodmix, gave business tips on *"having charisma to make your customers come back."* She also advised the participants to *"put into writing your business. Always do documentation so you will know where you've been and how your day-to-day business is going,"* she added.

Rivera's business suffered from trials and failures, but in the end, owing to perseverance, hard work and innovative ideas, she is now having *"the best time of her life,"* where her children, though successful in their respective careers, are now managing or having businesses of their own and they were all patterned after her own business.

Also present during the seminar were Prof. Melchor C. Morandarte and Nova Z. Navo of Malayan Colleges Laguna and UP ISSI, respectively. They both served as reactors during the seminar. The seminar was also graced by the presence of Dr. Fidel R. Nemenzo, former Officer-in-Charge of UP ISSI and the current Vice-Chancellor for Research and Development of UP Diliman, and Prof. Rolando Ramon C. Diaz, the current OIC of UP ISSI.





## VOICE OF THE CUSTOMER

### TOTAL QUALITY MANAGEMENT

*“ To the UP ISSI Director, Training Directors, Trainers, Program Heads, Fellow Learners, Good afternoon!*

*My purpose of taking this short term program is to equip myself with a deeper understanding of what Total Quality Management is and develop monitoring tools to be utilized in my field of work. This is to empower me in carrying out the new tasks assigned to me. The time, effort and resources spent were all worth it and my purpose was achieved!*

*I had a very meaningful learning experience and I appreciate all the topics discussed. It was challenging on my part to process all the information especially the use of statistical tools in measuring quality. It’s like “Oh my goodness!” but I did! We did! We enjoyed the most the topic about “The Voice of the Customer” and enlightened with what Mahatma Gandhi said, “A customer is the most important visitor on our premises. He is not dependent on us. We are dependent on him. He is not an interruption in our work. He is the purpose of it. He is not an outsider in our business. He is part of it. We are not doing him a favor by serving him. He is doing us a favor by giving us an opportunity to do so.”*

*In behalf of the TQM class, we greatly appreciate everyone who took part in the six (6) days of mind-boggling activities. To our resource persons, thank you for explaining the concepts and principles, for doing your best to translate them into our own field languages – there were terms that seemed to be foreign but was clearly defined, for patiently accommodating our questions and creatively responding to them and for facilitating the workshops. I came from an educational institution but I find it very useful in my institution.*

*To the program coordinators, thank you for all the reminders and for attending to all our queries and needs.*

*To UP ISSI, thank you for extending your hand to the corporate world and to other institutions like us by providing valuable training.*

*Lastly, we may be equipped with all the knowledge but the scripture reminds us of this, “Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him and He will direct your paths.”*

*Once again, good afternoon! You a blessing!”*

**Emily V. Acero**

28th TQM participant

*“The company sent us to this TQM training to further improve and enhance our knowledge. With the help of our professional and competent speakers, we truly have learned a lot.*

*Thank you! I hope to be able participate in another course here in ISSI.”*

**Hector Y. Rea**

28th TQM participant





## VOICE OF THE CUSTOMER

### TOTAL COMMUNICATION COURSE



*"On behalf of the 17<sup>th</sup> TCC class, we give our sincerest thanks to our resource speakers and our evaluator for sharing new knowledge and for educating us. We did enjoy the learning process, and we are proud to say that we were good students! I say this because we have become good communicators. We are going to improve more, not only in our work, but in our daily lives. To all the staff of ISSI, thank you."*

**Alvin B. Balane**

Sales Trainee, Sevilla Trading Corporation  
17<sup>th</sup> TCC participant

*"During the six Saturdays, I did not want to miss a class – even when I was not feeling well – because I wanted to complete this course and I wanted to see my classmates, who were very supportive and were very open to share their ideas. I liked the workshops, group discussions and individual exercises, especially the part on oral communication because, honestly, that was my weakness. But all thanks to our resource persons, I really learned a lot. Of course, thank you, too, to the program management team. Definitely, I will enroll in another training program, and I hope to see you there!"*



**Ana Glenda B. Vargas**

Bookkeeper/Administrative Staff, Amnesty International Philippines, Inc.  
17<sup>th</sup> TCC participant



*"When we were told that we'd be attending this training, we did not expect so much. We did not expect that it would be this fun, that we'd learn so much. Looking back, all these six Saturdays, all the hard work, it's all worth it!"*

**Robert Ricardo N. Sombillo**

Executive Assistant II, Department of Social Welfare and Development  
17<sup>th</sup> TCC participant

### CREATIVE AND EFFECTIVE SELLING TECHNIQUES COURSE

*"Thank you very much to UP ISSI for giving us this opportunity, not just to learn what is being offered by the course, but more so for the interactions with people with the same passion – not just in selling, but in helping other people. What I treasure most from this experience is [the realization that we are here] not just to sell, but to build relationships, and offer other people our help and even our very selves. Ang importante, maging makatao at maging mapagmalasakit. It just goes to show what they value here in UP ISSI. So thank you to the staff – Gleng and Tel – and the facilitators and evaluators. I wish everyone success in both personal and professional endeavours. Good luck to all of us!"*



**Florence Rosini**

Freelance Writer & Owner, TOSS Travel and Tours  
27<sup>th</sup> CEST participant

## SMALL BUSINESS COUNSELOR'S COURSE

*"On behalf of this class, we would like to thank DTI Regional Office 1, most especially our Regional Director, Sir Florante O. Leal, for giving us this opportunity to improve our skills and knowledge regarding Operations Management.*

*To UPISSI, to Sir Din and Ma'am Doris, thank you for being accommodating and responsive to our needs ... We appreciate what you have done in the preparation, organization and the hosting of this course.*

*We would also like to thank our lecturer, Sir Henry O. Palaca and the coaches, Ma'am Joanna Rose Laddaran, Ma'am Blessilda Clerigo and Ma'am Rose Quito, for sharing your expertise and skills that helped us improve in order to help our MSME clients.*

*The class is very grateful to our ever supportive evaluators, Sir Florante O. Leal and Sir Leoncio T. Cubillas, Jr. for taking time off from your busy schedule para icritic at magbigay ng recommendations and suggestions na makakatulong sa amin at sa enterprises.*

*To my co-trainees, sa 5 days na magkakasama tayo, we all showed dedication and eagerness to learn. The training program taught us tools on how to convert materials and labor into goods and services as efficiently as possible to maximize the potential of an enterprise. Equipped with higher level of information in the operations management, I'm sure that we will all make valuable contributions to help our MSME clients.*

*Last but not least, let me take this opportunity to sincerely thank the Almighty Father for giving us the wisdom and patience in the undertakings of this training. Again, Congratulations to each and every one! "*

### **Shenna O. Nisperos**

Negosyo Center Business Counselor  
Department of Trade and Industry - La Union  
SBCC participant

*"In behalf of my classmates in SBCC 101, We would like to extend our heartfelt gratitude, first and foremost to DTI Regional Office, headed by our beloved Regional Director; Cynthia R. Nierras, Sir Bimbo Tan, Our NC Regional Coordinator and Ms. Trexie for conducting this activity to capacitate all NCBCs in the region on SBCC 101; Small Business Counselors' Course.*

*Special thanks are also extended to team of UP ISSI, who had untiringly shared to us their expertise on this course. The learning's that we've gained will be very useful as we all go our separate ways after this seminar, to our respective Negosyo Centers and offices. As I reiterate the words of Mr. Edwin Pasahol that, being a Business Counselors is our "calling", thus, we should all respond to this call effectively and heartily!*

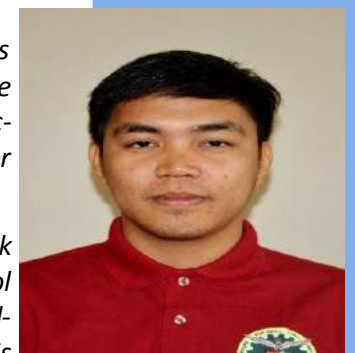
*To the UP ISSI secretariat, who had responded to almost 100% of our needs here, Thank you so much to Ms. Marga and Ms. Joy!. To our resource persons; Mr. Edwin Pasahol and Engr. Ma. Luisa Solarte – Lee, Thank you so much for the patience and understanding! What you've taught us, once effectively applied to our valued client: The MSMEs would absolutely, help them to become more efficient and productive, thereby, making them grow and most of all, will make them "Delighted"!*

*To the management and staff of Tierra de Milagros, for serving us sumptuous dishes and providing us a "home away from home", to my fellow NCBCs, Thank you for the camaraderie and for the active participation during this activity!.*

*And above all, to our God Almighty, for making all these possible! Thank you, Thank you, Thank you!"*

### **Mr. Niño Camilo R. Salvacion**

Negosyo Center Business Counselor – Javier, Leyte  
DTI – Leyte Provincial Office , Region VIII  
Team Red Horse—SBCC participant





***"What an experience! "***

*"With the presentation of our in-plant report, we have finally reached the end of this course, [Small Business Counselors' Course] 104. And what an experience! So many learnings, [concepts], tools, [ideas] -- and the best one [was] when we did the company visit. This provided us with experiential learning. On a bigger spectrum, the course has greatly capacitated each one of us... After all, how else can we effectively assist our MSMEs if we are not capacitated? One thing is certain: When [we] go back to our work assignments [we will have more] knowledge that we can give [back] to our clients. And with this comes the privilege of knowing and realigning that we have contributed something to their development. Our reward? Self fulfillment. This is more than enough. It is therefore with a grateful heart that we would like to say thank you [to UP ISSI]...for facilitating this activity [and most especially to the Department of Trade and Industry] for giving this opportunity to us."*

**Rosalind V. Regalado**

Senior Trade and Industry Development Specialist, Department of Trade and Industry  
SBCC participant



***"We truly have learned a lot"***

*"The company sent us to this [Total Quality Management] training to further improve and enhance our knowledge. With the help of our professional and competent speakers, we truly have learned a lot. Thank you! I hope to be able to participate in another course here in ISSI."*

**Hector Y. Rea**

Quality Assurance Supervisor, Nutri-Asia, Inc.  
SBCC participant



***"Feels like we are now UP alumni"***

*"Our thanks to the [UP ISSI] program management team. For us Mindanaoans, when we are affiliated with the country's prime university, we feel like we are privileged, elite, and special. It feels like we are now UP alumni."*

**Don Patrick M. Dalid, PhD.**

Trade and Industry Specialist, Department of Trade and Industry Region IX  
SBCC participant





***A very meaningful learning experience"***

*"I had a very meaningful learning experience and I appreciate all the topics discussed. It was challenging on my part to process all the information especially the use of statistical tools in measuring quality. It's like "Oh my goodness, but I did! We did!" On behalf of the [Total Quality Management] class, we greatly appreciate everyone who took part in the 6 days of mind-boggling activities. To our resource persons, thank you for explaining the concepts and principles, for doing your best to translate them into our own field languages—there were terms that seemed to be foreign but were clearly defined—for patiently accommodating our questions and creatively responding to them and for facilitating the workshops. I came from an educational institution but I find [the course] very useful in my institution. To the program coordinators, thank you for all the reminders and for attending to all our queries and needs. To UP ISSI, thank you for extending your hand to the corporate world and to other institutions like us by providing valuable training.*

**Emily V. Acero**

Executive Secretary, Pamantasan ng Lungsod ng Muntlupa  
TQM participant

***"Experiencing the real service essence of being a business counselor"***

*Thank you so much for the opportunity of learning and experiencing the real service essence of being a business counselor. Thank you, DTI. Thank you, UP ISSI. A job very well done.*

**Ayрил L. Quinesio**

Technical Assistant, Department of Trade and Industry Aklan Provincial Office  
SBCC participant

***"There were plenty of things I only encountered now"***

*I'd like to express our gratitude to UP ISSI. I really like this course [Small Business Counselors' Course 103] because we've completely learned the fundamentals of the marketing aspect. Although we've also learned much from SBCC 101 and 102, those covered broad topics. But with SBCC 103, we have zeroed in on marketing, and we all know that marketing is the heart of every business. I've been teaching marketing in a university but there [were] plenty of things I only encountered now, like the tools, marketing analytics, etc. Indeed, the SBCC 103 offered an in-depth approach to marketing. Our learnings from SBCC 103 have fully equipped us such that we are now more than ready to accept and assist our clients.*

**Roxane S. Quiambao**

Trade and Industry Specialist, Department of Trade and Industry Region IX  
SBCC participant



## Smart Business Guides

To supplement and aid the government with its role of helping MSMEs in gaining knowledge on the current market trends and up-to-date relevant information in their industries, UP ISSI's Research Division has prepared business guides ready for publication.



These are handbooks that provide information on steps and processes for doing business. As an information source, each handbook was designed as a quick and easy reference discussing key elements of business plans, industry and government regulations, basic management and financial planning, and marketing.

The project also featured new trends and practical knowledge on making business work in the light of the changing market taste.

The following are the topics covered:

- **How to Create New Products**
- **How to Finance Your Start-up Business**
- **How to Prepare a Business Continuity Plan**
- **How to Record Business Transactions**
- **How to Start an Online Business**
- **How to Use Social Media as a Marketing Tool**
- **How to Use the Cash Flow as a Planning Tool**
- **How to Voluntarily Close Down a Business**

## Managers Course Tracer Study

To determine the impact of UP ISSI's flagship training program Managers Course on its graduates as well as appraise its relevance and adequacy, the Research Division undertook a tracer study. The study had been a very useful tool to know the profile of the graduates, to see how the training has improved their managerial and business knowledge, and to assess aspects of the training program so that it may be further improved in future offerings to be more responsive to what is needed by industry.



## Profiling of ISSI Participants and Course Evaluation

A study conducted by the Research Division aimed to describe the profile of those who participated in UP ISSI's training programs, particularly the Total Communication Course (TCC) and the Strategic Human Resource Management (SHuRe) Course, and will contribute in determining the extent of UP ISSI's training program reach.

Useful insights have also been gleaned from those who have previously attended these two courses and have provided points for improvement for UP ISSI's entrepreneurship training programs to further make them more relevant and responsive to today's needs.

By extension, this study had also been a way to update the UP ISSI Alumni Association Database for the Institute's continuous communication with its graduates.

## MSME Disaster Vulnerability and Resilience Survey

The Philippines is among the most disaster-prone areas in the world, 3rd in the 2016 World Disaster Risk Index based on the country's frequent vulnerability to natural calamities, as well as its vulnerability in terms of economic and social impact.

Considering the inevitable business disruptions, a study was conducted that discussed threats challenging the business operations of the micro, small and medium enterprises (MSMEs), explored MSMEs preparedness in business disruptions, and determined the obstacles experienced in preparing a Business Continuity Plan (BCP).

The UP ISSI's **MSME Disaster Vulnerability and Resilience Study** is in line with the Institute's Business Continuity Planning Training Programs and Workshops aimed at building a culture of preparedness among MSMEs in the Philippines.

Data gathered through this baseline study showed that most MSMEs experienced business disruptions caused by natural disasters, and have no BC plans.

While majority of the MSMEs have no written BC plans, they do practice their own BC and disaster preparedness strategies through utilizing resources available in their local communities. The obstacles in preparing BC plans identified are: lack of information for building BCP, lack of budget, and lack of human resources.

While many policy makers and experts believe that the level of awareness on the importance of BCP usage has probably risen in recent years, the investment in developing and adopting BCPs is still believed to be extremely low.

The top factors that motivate the respondents in developing their company BC plans or BCP-related plans were for good business practice, for risk management, to gain competitive advantage, and from previous disaster experience.





## UP ISSI Business Continuity Planning Workshop

The UP Institute for Small-Scale Industries (UP ISSI) has been conducting nationwide Business Continuity Planning (BCP) Training Programs for the MSME sector since August 2014. The aim of the Institute's BCP Training Programs is to develop a culture of preparedness among local MSMEs by assisting them in the preparation of their own business continuity plans which will enable them to prepare for, respond to, and quickly recover from any eventuality arising from disasters.

On 5 – 9 August 2013, three ISSI staff (Atty. Maria Theresa M. Bautista, Ms. Joanna Rose T. Laddaran, and Mr. Reynold Ferdinand G. Manegdeg) participated in the **Asia Pacific Economic Cooperation (APEC) Train-the-Trainer Workshop in Promoting SME Business Continuity Plans** held in Chinese Taipei, Taiwan.



Considering the growing demand from partner agencies like the Department of Trade and Industry for the conduct of BCP Trainings, UP ISSI sought to expand its pool of BCP experts through the conduct of a two-day BCP Workshop that is in line with the APEC SME Guidebook on Business Continuity Planning.

*Workshop participants with resource speaker Dr. Shinichi Okabe (seated in the middle), and UP ISSI OIC Prof. Rolando Ramon C. Diaz (seated on the left).*

Accordingly, the two-day UP ISSI BCP Workshop was conceptualized to train UP

ISSI staff in order for them to contribute to the various BCP initiatives of the Institute, including developing a curriculum for BCP training programs, serving as a BCP training resource person / coach / evaluator, conducting research on MSME Disaster Vulnerability and Resilience, and developing UP ISSI's own Business Continuity Plan.

The UP ISSI BCP Workshop was conducted on 9 – 10 August 2017 at the UP ISSI Building. The main reference material for the workshop is APEC's Guidebook on SME Business Continuity Planning, published by the APEC Small and Medium Enterprise Working Group (SMEWG). The workshop was attended by nineteen (19) UP ISSI staff which includes three (3) administrative personnel and sixteen (16) research, extension and professional staff.

The two-day workshop was facilitated by Mr. Shinichi Okabe who is a committee member of the Japan Standard Association – Societal Security Standard Committee,



Risk Management Standard Committee, and ISO mirror committees of ISO 22301, 22313, 31000. Most notably, Mr. Okabe led the discussion on the APEC SME Guidebook on the Business Continuity Planning during the APEC **Train-the-Trainer Workshop in Promoting SME Business Continuity Plans** held in Taiwan in 2013.

## Integrative Module Writing for the Project on “Nurturing Grassroots Change through Partnerships”

The University of the Philippines and the National Grid Corporation of the Philippines (NGCP) signed a memorandum of agreement on January 25, 2017 to help communities hosting NGCP facilities and located near UP through the implementation of a skills training program. The project, entitled “*Nurturing Grassroots Change Through Partnerships*,” was being implemented by UP through the Center for Integrative and Development Studies (CIDS) in collaboration with UP’s three constituent universities (UP Los Baños, UP Visayas, and UP Mindanao). After the conduct of the Community Needs Assessment and Participatory Planning Workshops in the six project sites (two barangays in Laguna, two in Tacloban City, one in Iloilo, and one in Davao City), it was found out that the communities preferred trainings that will prepare them for business rather than for employment. Thus, the CIDS decided to tap the services of UP ISSI to develop the integrative training module for the project.

UP ISSI’s Research Division developed a simple and easy-to-understand integrative training module on five topics for the target grassroots beneficiary communities. These topics included organization formation, basic recordkeeping, materials management and inventory control, basic value chain, and marketing and intellectual property rights.

This module guided trainers in capacitating a total of 221 participants from the six barangays. As of this writing, the Expansion Phase of the project is ongoing and the module is being used in the seven new sites (five in Luzon, one in Visayas, and one in Mindanao).

### Nurturing Grassroots Change Through Partnerships



## BUSINESS PERMITS AND LICENSING SYSTEM SURVEY IN THE NATIONAL CAPITAL REGION

Republic Act 9485 or the Anti-Red Tape Act of 2007 mandates all government instrumentalities and local government units (LGUs) to provide efficient services to the public by eliminating red tape and setting benchmarks for processing business permits and licenses.

Cognizance of the provisions of the law and to address the reportedly still cumbersome processes of starting a business, which was identified among the constraints of doing business in the Philippines, the Department of Trade and Industry (DTI) and the Department of Interior and Local Government (DILG) jointly launched the Nationwide Streamlining of Business Permits and Licensing Systems (BPLS) Program that simplified and standardized the BPLS. Thence, a BPLS Customer Experience Survey was implemented to assess the quality of the business registration and renewal process and determine the experience of business permit and license applicants.

The University of the Philippines Institute for Small-Scale Industries conducted the Survey to validate the practices of the 17 LGUs in NCR which are reported to have streamlined their business permitting process.

Three hundred forty (340) business permit and licenses applicants in NCR participated in the survey. More than half of the respondents are from the Services sector, comprising 51% of the total 340 survey participants, followed by Wholesale and Retail Trade sector with 41% of the respondents. Others include Printing and Reproduction of Recorder Media (3%), Manufacturing, Construction, or Real Estate Development (2%), Repair of Computers and Communication Equipments (1%), Photographic Activities (1%), Agri, Fisheries, Forestry, Agribiz (1%) and Funeral Services (<1%).

About 59% of the total respondents are registered as single proprietorship, which is significantly higher compared to other form of ownership. Registered corporations comprise 36%, while 3% of the respondents are registered as partnerships. The remaining 1% of the respondents are registered as cooperatives.

Majority of the respondents are micro-enterprises, with total assets not more than 3 million pesos. They constitute about 84% of the total respondents, which is significantly higher compared to other enterprises. Small enterprises with total asset of 3 to 15 million pesos comprise 9% of the total respondents. Medium and large enterprises comprise 4% and 2% of the respondents, respectively.

Almost all participants have Filipino owned businesses, corresponding to 98% of the total respondents. Only 2% of the respondents have businesses registered as Philippine-Foreign Joint ventures or are foreign-owned businesses.

Half of the respondents are new applicants with less than 12 months in business operations. Respondents with businesses running for 1-5 years comprise 31% of the total respondents, while only 19% comprise the more mature businesses with more than 5 years of operation.





NCR has the regional average satisfaction index of 7.93. The City of Mandaluyong has the highest average of 8.79. Among the lowest are Quezon City and Pasig City, with satisfaction indices of 7.49 and 7.41, respectively.

Higher satisfaction is pushed up by applicants from Manufacturing, Construction, or Real Estate Development who gave a rating of 8.44, while lower satisfaction rating came from the Repair of Computers and Communication Equipment who gave an average rating of 7.13. Applicants registered as Cooperatives gave an average rating of 8.94, while those classified as Micro enterprises gave a satisfaction rating of 8.03. Applicants with businesses registered as Philippine-Foreign Joint Ventures gave an average rating of 6.31, which is significantly lower compared to Filipino or Foreign owned businesses.

The satisfaction rating in 2017 is relatively lower- 6.82, pulled mainly by business renewal applicants from joint ventures who gave a satisfaction rating of 3.0. Also pulling down the average are the satisfaction ratings of business renewal applicants from the Funeral Services sector and Foreign-owned businesses, who both gave an average rating of 4.0. Moreover, applicants from Funeral Services found the cost of application/renewal slightly unreasonable, reflected in their average rating of 5.0.

A multi-stage non-probability sampling was implemented in this survey. First quota sampling was used to determine the twenty registered businesses in each of the 17 local government units in NCR: Caloocan, Las Pinas, Makati, Malabon, Mandaluyong, Manila, Marikina, Muntinlupa, Navotas, Paranaque, Pasay, Pasig, Pateros, San Juan, Taguig, Quezon City and Valenzuela. Purposive sampling was then employed to select from each LGU ten respondents who applied for business permit renewal and another ten respondents who applied for new business permits. A total of 340 questionnaires were filled out, which is 100% of the total target respondents.

The survey questionnaire used was provided by the National Competitiveness Council (NCC) and the DTI. The survey was conducted through face-to-face and phone interviews. Some questionnaires were also emailed to the respondents.

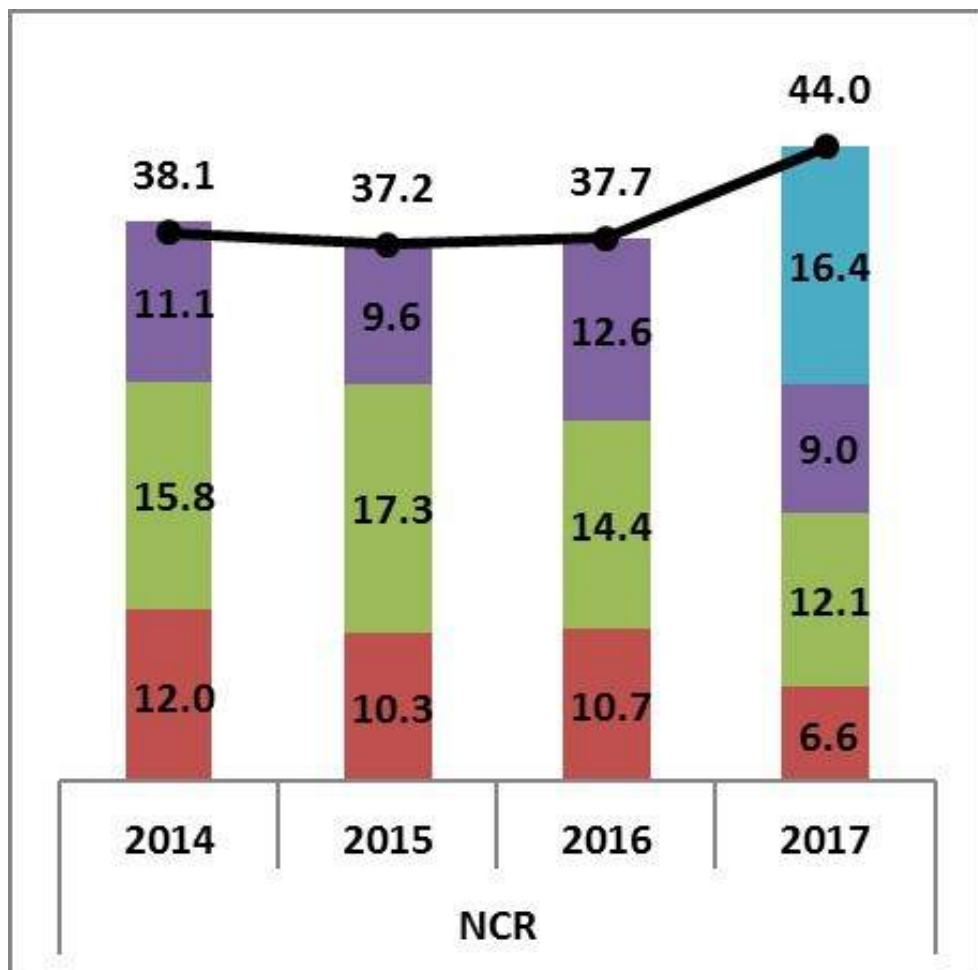
Data collected include business profile, experience in acquiring business permits, and their satisfaction in various areas regarding the business permit application process.

The average satisfaction grew from 6.90 in 2016 to 7.93 in 2017.



## 2017 CITIES AND MUNICIPALITIES COMPETITIVENESS INDEX\* (NCR)

The results of the Cities and Municipalities Competitiveness Index for the year 2017 displayed a relative increase in the National Capital Region's average Competitiveness Score (44.0, +6.3 points) relative to its score on the previous year (37.7). This was mainly due to its high score in the Resiliency pillar where Makati City scored the highest at 18.9, 2.5 points higher than the regional average score of 16.4. Despite the high regional average score in Resiliency, the region experienced decline in scores on the remaining pillars of Economic Dynamism, Government Efficiency, and Infrastructure. However, in terms of percent contribution to the total score, the regional average score for Government Efficiency displayed some increase in contribution. For this year, Makati City also scored highest in terms of Economic Dynamism, together with the City of Manila and Quezon City, who scored highest in Government Efficiency and Infrastructure, respectively.



In Economic Dynamism, the whole region scored high in terms of Cost of Living and Cost of Doing Business but needs improvements in all the remaining aspects of the pillar especially in the presence of Business and Professional Organizations, Local Economy Growth and Productivity.



As regards Government Efficiency, most NCR LGUs scored relatively the same in most aspects except in Capacity of Health Services and Social Protection, where the region scored averagely low. Improvements on other aspects of Government Efficiency are crucial especially on the Capacity to Generate Local Resource, Capacity of School Services, Recognition of Performance, and Peace and Order.

Relative to the high scoring cities in terms of Infrastructure, the regional average for all the aspects of the pillar remains to be relatively low except for the Availability of Basic Utilities and Distance to Ports.

Lastly, in terms of Resiliency, the region scored relatively even among cities, but will have to step up especially in terms of Employed Population, Emergency Infrastructure, Utilities and Budget for DRRMP.



This year, four out of 16 cities were able to score 50 and above. Consistent with last year's findings Quezon City (60.24), Manila (60.21), and Makati (52.72) continued to be on the lead among the cities in the National Capital Region. However, this year Pasay (52.19) now scored higher than 50, having a slight lead over Pasig (48.35). The rest of the cities and the sole municipality scored greater than 30 however, most (10) scored lower than the Regional Average of 44.03. Navotas (33.36) and Pateros (35.54) continued to fall behind other cities in the region, which was similar to last year's findings.

The **Cities and Municipalities Competitiveness Index (CMCI)** measures competitiveness at the local government level using various indicators categorized into three pillars: Economic Dynamism, Government Efficiency and Infrastructure. Each of the three pillars of competitiveness has its own set of quantifiable indicators and sub-indicators that are collected and used to arrive at the competitiveness scores and ranking of the different cities and municipalities. UP ISSI has been engaged in this project since 2013 as a partner academic institution that validates the data submitted by the seventeen (17) local government units in the National Capital Region.

In 2017, all 17 LGUs in NCR were included in the rankings: Caloocan, Las Piñas, Makati, Malabon, Mandaluyong, Manila, Marikina, Muntinlupa, Navotas, Parañaque, Pasay, Pasig, Quezon City, San Juan, Taguig, Valenzuela and the municipality of Pateros. Most of them figured in the top rankings, including the Most Competitive City: Quezon City.





## UP ISSI at Livelihood Workshop

UP ISSI participated in the Validation Workshop of the Draft National Government Action Plan for the Implementation of the Livelihood Agenda for 2017-2022 on 17 March 2017 in Pasay City. The workshop was spearheaded by the Bureau of Workers with Special Concerns under the Department of Labor and Employment and attended by representatives from the academe as well as various agencies from the Philippine government and international organizations such as the World Bank, Japan International Cooperation Agency and the International Labour Organization.



This integrated approach of the Philippine government for the livelihood programs of various agencies hopes to achieve the Philippine Development Plan for 2017 to 2022.

DOLE-BWSC said that the academe could extend its technical assistance in the policy making of the framework of the action plan. Responding to this solicitation of support, Engr. Leoncio T. Cubillas Jr., head of UPISSI's Business Enterprise Development Division, mentioned the current efforts of the Institute via its training, research and extension services, which are consistent with its mandate to assist the promotion and development of small and medium enterprises in the country.



## Seminar on IP, Tech Valuation and Pricing Held in ISSI

UP ISSI through its Technology-based Business Incubation and Innovation (TBII) Program conducted a Seminar on Intellectual Property and Technology Valuation and Pricing.

It aimed to provide knowledge on the fundamentals of intellectual property, technology transfer and its valuation and pricing to its own startup locators and other technology business incubators within UP Diliman with the idea of fostering creativity and innovation among startup entrepreneurs and reaping its benefits.



The UP ISSI TBII management is eyeing more activities to help entrepreneurs and startup companies, especially in the four business incubators in UP, to attain their vision and missions.

## UP ISSI at First National Biodiversity Congress

UP ISSI participated in the First National Biodiversity Congress with the theme “Upwelling of Lessons, Sustaining Community Benefits in the Conservation of Landscapes and Seascapes.” It provided civil society organizations, government partners and other stakeholders with a venue to improve their conservation practices through the exchange of emerging lessons from their ongoing and past projects, and to collectively pursue biodiversity goals at local, national and international fronts.





## Entrepreneurship Training for Researchers and Technologists

UP ISSI and the Department of Science and Technology-Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (DOST-PCAARRD) conducted an Entrepreneurship and Start-up Training for Agri-aqua Researchers and Technologists (E-START).



E-START is a motivational and technical training program on entrepreneurship to promote a mind set among researchers and technologists that discoveries and new knowledge can be the key to open-up opportunities for building their own enterprise and how their discoveries can be a catalyst for change and progress in the context of entrepreneurship and in making a positive impact to the society.





## Information and Public Affairs Office in 2017

IPAO's mandate has evolved throughout the years, adapting to the needs of the Institute and the MSME industry it serves. From being a simple internal support system of the different Divisions in UP ISSI, addressing information technology needs and library services, it has imbibed the public relations function of the Institute. IPAO has been at the forefront in handling the external affairs of UP ISSI, advocating for entrepreneurship and at the same time showcasing the Institute's services to the world through multi media and partnerships with other MSME industry stakeholders. Below is a brief timeline of the Division from its inception at 2009 under the name Knowledge Management and Information and Communications Technology (KM-ICT) until it became Information and Public Affairs Office (IPAO) in 2017.

### TIMELINE OF IPAO HISTORY

**2009**


Dr. LaRaine A. Sarmiento [RP GST - MDC] brought up the idea to go into social media / to go digital

Mr. Jeff Sumalabe created the UP ISSI Facebook Page

**2010**


The Knowledge Management, Information & Communication Technology [KMICT] was formed and merged with Resource Materials Documentation Center [RMDC]

The online & print newsletter, WallNews, was published

The weekly radio program, That's Entertainment, aired

The website was improved

The online registration was developed

The preparation of UP ISSI documentary; implementation of the Document Management System was piloted

The SME web package was created

**KMICT:**

Dolly Recio  
Ditas Esguerra  
Daisy Cayos  
Bernie Villaluna  
Ian de Vera [Head]

**RMDC:**

Adele Ordillas  
Susan Talastas (+)

**2011**


The digitization of resource materials in the library was initiated

The first webinar of the Institute in collaboration with Dept. of Agriculture was conducted

**2012**


The UP ISSI emporium [electronic marketplace] in partnership with Bolooka was created

**2013**


The e-Start Your Own Business was trade marked

**2014**


The Information Technology & Enterprise Innovation Division [InfoTEID / ITEID] was formed [formerly KMICT]

The Annual Report [Prospectus] was published

**InfoTEID / TEID:**

Roy Apacible  
Susan Talastas (+)  
Bernie Villaluna  
Ian de Vera [Head]  
Peter Natividad

**2016**


The Partnership with the Dept. of Trade & Industry to create a geo-map of SMEs in Rizal province started

**2017**


Mr. Ian M. de Vera renamed ITEID to Information & Public Affairs Office [IPAO] with approval from then OIC Dr. Fidel R. Nemenzo

The website was modified to a parallax landing page & the Facebook page was revitalized to be compatible with mobile users

**IPAQ:**

Roy Apacible  
Bernie Villaluna  
Ian de Vera [Head]

[www.entrepreneurship.org.ph](http://www.entrepreneurship.org.ph)  
[www.facebook.com/upissi/](https://www.facebook.com/upissi/)  
[www.twitter.com/upissi/](https://www.twitter.com/upissi/)

## Partnerships and Public Affairs Initiatives for MSMEs

### The Switch to High-Efficiency Motors Seminar with Institute of Electrical Engineers in the Philippines

UP ISSI, through IPAO, has partnered with the Institute of Electrical Engineers in the Philippines for the conduct of the seminar dubbed Improving SME Competitiveness through Energy Efficiency held in Clark, Pampanga on 11 August 2017. Said seminar introduced the adoption of high efficiency motors that would possibly reduce electricity costs of micro, small and medium



*Marvin Bathan, project manager of the European Union-funded Switch to High Efficiency Motors (HEMs) project, speaking at the HEMs forum.*

enterprises. Barriers in High Efficiency Motors (HEMs) adoption, however, included the lack of available financing and policy mechanisms, lack of awareness among MSMEs and financial institutions, lack of technical capacity of energy services companies or ESCOs and equipment and service providers, and absence of an industry alliance.

The HEMs project was initiated in 2014 with funding from EU to contribute in addressing these barriers. It was launched to increase the deployment of more efficient motors and drive systems in the Philippine industries. Apart from awareness campaigns to end users, the project reached out to financing institutions and government agencies to address knowledge and policy gaps.

UP ISSI contributed to overcoming these barriers by encouraging the Institute's Integrated Organizational Survey and Assessment (IOSA) partners to attend the seminar and learn about the advantages of switching to HEMs. Exclusive invitations to choice seminars and courses are part of the benefits of MSMEs by partnering with UP ISSI through the IOSA activity.



To address high electricity rates, one of the most pressing concerns faced by micro, small and medium enterprises, the University of the Philippines Institute for Small Scale industries partnered with the Institute of Electrical Engineers in the Philippines in conducting a seminar dubbed ***Improving SME Competitiveness through Energy Efficiency*** on August 11, 2017, in Clark, Pampanga, participated in by micro, small and medium enterprises in the agriculture sector. The seminar introduced the adoption of high efficiency motors that would possibly reduce electricity costs, improve competitiveness and increase profitability of MSMEs.

## Improving SME Competitiveness through Energy Efficiency



August 11, 2017  
Hilltop Function Hall, Quest Hotel and Conference Center  
Clark, Pampanga

### Documentation of Proceedings

Citing the *“Scoping Study on Opportunities for High Efficiency motors in Philippine Industries,”* the seminar emphasized the huge savings potential of replacing old and standard motors with HEMs.

The Scoping Study was initiated by the International Finance Corporation (IFC) as part of its Sustainable Energy Finance (SEF) Program. The study sought to *identify sustainable energy opportunities in the Philippines and to design a sustainable*





*energy financing project that promotes collaborative efforts between [and among] IFC, banks, industry players and energy management companies by doing an actual audit of twenty (20) identified projects from twenty (20) different industries for replacement of standard and rewind motors to HEMs. It was discovered that a total investment of US\$ 8,326,306 would be required to replace the motors. However, this investment was projected to be recovered in less than two years, with internal rate of return of 48-76%. The Study revealed that the initial purchase price of HEMs corresponds to only 1.3% of the motor's total 13-year life-cycle cost, while 98.3% were spent on electricity costs; the remaining 0.4% was maintenance expenditures. With these figures, a total savings of US\$ 4.6 million is projected if standard motors were replaced with high efficiency motors.*

The HEMs Project was initiated in 2014 with funding from the European Union. It was launched to increase the deployment of more efficient motors and drive systems in the Philippine industries.

Apart from awareness campaigns to end-users, the project reached out to financing institutions and government agencies to address knowledge and policy gaps.

In so doing, financing programs are now being offered to end-users wishing to adopt HEMs by various private and public lending institutions including the Development Bank of the Philippines (DBP), Bank of the Philippine Islands (BPI), Landbank, and Philippine National Bank (PNB) under the wider umbrella of “green financing.” The Department of Trade and Industry Bureau of Product Standards (DTI-BPS) has likewise issued a new Philippine National Standard (PNS) which specifies the efficiency classes of line operated AC motors or IE code which would be used as basis for the Minimum Efficiency Performance Standards (MEPS) for energy-using products.



## The Industry Visit of the Malaysian Academy of SME and Entrepreneurship Development

UP ISSI hosted some 22 visitors from the Malaysian Academy of SMEs and Entrepreneurship or MASMED of the Universiti Teknologi MARA (UiTM) on 5 and 6 September 2017. The visit was also made possible through a collaboration with SME Corp Malaysia and the Human Resource Development Fund (HRDF).

On behalf of the University, UP Diliman Vice Chancellor for Research and Development Dr. Fidel R. Nemenzo warmly welcomed the visitors during a short ceremony in ISSI and wished them well as they were about to tour laboratories or innovation centers located inside the campus as well as selected plant sites in nearby cities.

For her part, Che Asniza Osman, head of the training unit of MASMED and the delegation's representative, said that their visit aimed to "(1) benefit [the] participants with business innovation exposure from a different geographical perspective, (2) share new developments of business innovation activities among entrepreneurs and (3) enrich [UP ISSI and UiTM's] collaboration relationship."



*UP Diliman Vice Chancellor for Research and Development Dr. Fidel R. Nemenzo addresses some 22 guests from Malaysia, who represent small and medium enterprise owners, and government officers from the said country, in his welcome message in ISSI.*



*The delegates from Malaysia during their industry visit in known shoemaker in Marikina City Maritalia Manufacturing, Inc.*

For the industrial visits, the Malaysian delegates toured the following on the first day with some IPAO staff: Fabrication Laboratory of the UP College of Fine Arts, Pilot Food Plant of the UP College of Home Economics and the Thinklab at Sparklab Innovation Center in the nearby Teacher's Village in Quezon City. The second day saw the whole delegation touring Maritalia Manufacturing, Inc. and Sunlight Foods Corp.



## Information Services for MSMEs

### New Website and Wider Social Media Reach through Facebook

In line with the UP ISSI's tenet of continuous improvement, IPAO revitalized its official website and Facebook page to be more compatible with mobile users. Utilizing a landing page with a parallax theme, both sites are now more mobile-responsive and user-friendly, showing the same content without sacrificing design and readability. Now, visitors can appreciate the UP ISSI website and FB page using their gadget of choice, be it their laptops, personal computers, tablets, or mobile phones.

In terms of internal customers, IPAO has also revamped its Online Registration System through the inclusion of Registration Ticket and Email notification for registrants and Program Management Team (PMT). This ensures real-time updating for the PMT on the incoming registrants of their courses and an immediate acknowledgement of the registration to the participants.

#### Mandate

REPUBLIC ACT NO. 6041 AN ACT DEFINING THE FUNCTIONS OF THE INSTITUTE FOR SMALL-SCALE INDUSTRIES, UNIVERSITY OF THE PHILIPPINES, PROVIDING FOR ITS FINANCING AND FOR OTHER PURPOSES WHEREAS, the University ...



#### Mission and Vision

REPUBLIC ACT NO. 6041 AN ACT DEFINING THE FUNCTIONS OF THE INSTITUTE FOR SMALL-SCALE INDUSTRIES, UNIVERSITY OF THE PHILIPPINES, PROVIDING FOR ITS FINANCING AND FOR OTHER PURPOSES WHEREAS the

[www.entrepreneurship.org.ph](http://www.entrepreneurship.org.ph)

<https://www.facebook.com/upissi>

As of writing, plans to revive the UP ISSI's official Twitter account are being laid out to connect to a wider social media market.





## Library Services

The UP ISSI Library caters to faculty, staff and students of the university as well as from the researchers of other schools. It has more than 15 thousand volumes of books with collection strength on entrepreneurship and MSMEs related papers and other in-house completion reports submitted by various training program graduates of the Institute.

In 2011, the Institute started to digitize its resource materials to unclog the limited space of the library and to modernize also the way how its library materials were housed for easy search and retrieval. With the arrival of the new librarian, the resumption of digitization of library materials and other services temporarily stop, will hopefully be finished.

The IPAO library is a special type of library, where various services typical of a library is present, although in a very limited way. Its space is being used for meetings and group discussions and anyone is free to use electricity charge on their laptops with free water dispenser to boot. The library also offers free use of library resources to anyone. It is open Monday to Friday, from 8:00 AM to 5:00 PM.

The UP ISSI library is an integral part of IPAO as a repository of ISSI history. Annual reports of the ISSI are being housed in the library and the old photographs relevant to the history of the Institute are being digitized through the help of the Research Department.



## Publications

### Development of Learning Resources for Entrepreneurship for the Department of Education

UP ISSI began working on Developing Learning Resources for Entrepreneurship for Grades 11 and 12 under the support and supervision of the Department of Education in 2016. The Institute is almost at the completion of work on the learner's material developed for the Entrepreneurship subject for Grades 11 and 12 students; its four supplementary Teacher's Guides in the Academic, Arts and Design, Sports, and Technical, Vocational and Livelihood tracks; a manual for the Business Enterprise Simulation subject for Grade 12 students in the Accountancy, Business and Management strand; and its accompanying Teacher's Guide. Once finished, these learning resources will benefit millions of senior high school students in public elementary schools all over the country.

Writers involved for this project include UP ISSI staff from IPAO and the Training and Entrepreneurship Education Division, UP Diliman professors, as well as UP ISSI's affiliate faculty from various universities such as the Malayan Colleges Laguna and Miriam College.





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## 2017 PROSPECTUS

