



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 24-96

FOR : **DR. LEO DP. CUBILLAN**
Vice President for Academic Affairs

ATTY. EDGARDO CARLO L. VISTAN, II
Chancellor, UP Diliman

DR. JOSE V. CAMACHO, JR.
Chancellor, UP Los Baños

DR. MICHAEL L. TEE
Chancellor, UP Manila

DR. CLEMENT C. CAMPOSANO
Chancellor, UP Visayas

DR. MELINDA dP. BANDALARIA
Chancellor, UP Open University

DR. LYRE ANNI E. MURAO
Chancellor, UP Mindanao

DR. JOEL M. ADDAWE
Chancellor, UP Baguio

DR. LEO B. MALAGAR
Chancellor, UP Cebu

DR. PATRICIA B. ARINTO
Dean, UP Tacloban College

DR. GERARDO D. LEGASPI
Director, UP Philippine General Hospital

DR. FELICITAS L. LACBAWAN
Executive Director, UP Philippine Genome Center

SUBJECT : **THE PHILIPPINE GENOME CENTER (PGC) AND ITS
SATELLITE FACILITIES AS THE PROVIDER OF GENOMICS
AND MULTI-OMICS RELATED SERVICES OF THE
UNIVERSITY OF THE PHILIPPINES SYSTEM (UP SYSTEM)**

DATE : **13 September 2024**

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

Within UP is the Philippine Genome Center (PGC) that was established as a genomics and multi-omics-focused multidisciplinary research and service unit originally under the Office of

the President (OP), and now under the Office of the Vice President for Academic Affairs (OVPAAs). The said PGC and its satellite facilities in UP Los Baños (PGC Agriculture), UP Visayas (PGC Visayas) and UP Mindanao (PGC Mindanao) offer a wide array of genomics and multi-omics-based analytical services to different government agencies and private institutions.

Considering the availability of genomics and multi-omics services within the UP System; to optimize, and utilize these available resources of the University; and for practical, cost effective, and economic reasons, all constituent universities and relevant UP units are directed to consider and engage the PGC and its satellite facilities as their provider for genomics- and multi-omics-related services. In cases of research grants, the constituent universities are directed to incorporate in their research proposals the participation of the PGC and its satellite facilities (where appropriate) as their provider for genomics- and multi-omics-related services and the related budget therefor; and stipulate the same in the related agreements.

For each research project, the concerned constituent university/relevant UP unit and the PGC shall coordinate regarding the scope of the proposed work, the cost of the proposed work, the timeline of the proposed work, the manner of billing and payment, and other pertinent details, following the Terms of Reference, attached herewith as Annex A. These shall be signed and dated and shall form part of the official records.

In all cases, compliance with pertinent government accounting and auditing rules (especially the inclusion of a budget clearance in the official record) is required.

A report regarding each engagement shall be submitted to the UP Vice President for Academic Affairs.

All previous administrative orders inconsistent herewith are amended or repealed accordingly; and this administrative order shall take effect immediately.

For your compliance.


ANGELO A. JIMENEZ
President

**TERMS OF REFERENCE
FOR THE PROVISION OF GENOMICS- AND MULTI-OMICS-BASED ANALYTICAL,
RESEARCH AND DEVELOPMENT, AND DIAGNOSTIC SERVICES BY THE PHILIPPINE
GENOME CENTER
TO THE <UP CONSTITUENT UNIVERSITY>**

1. SCOPE OF WORK

1.1. Responsibilities of the Philippine Genome Center (PGC)

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

1.2. Responsibility of <UP Constituent University (CU)>

- 1.2.2 To provide the <Constituent Unit/Research Project> with the necessary administrative assistance in the procurement of the services to the Center; and
- 1.2.2 To provide the <Constituent Unit/Research Project> with necessary administrative assistance to facilitate the request, process billing, and payment of the services requested to the Center.

1.3. Responsibilities of the <Constituent Unit/Research Project>

- 1.3.1. To provide the PGC with the <Constituent Unit/Research Project>'s request and scope of work and necessary background information needed about the requested services;
- 1.3.2. To provide the PGC with a copy of the Approved Purchase Request, Approved Line-Item-Budget of the Research and Development Project, and Certificate of Availability of Funds duly signed by the <UP Constituent University Accountant>;
- 1.3.3. To comply with the PGC's Sample Submission Requirements (Annex B); and
- 1.3.4. To provide the PGC with the sample for testing on or before the agreed deadline.

2. PAYMENT

- 2.1. The PGC shall provide an updated official list of services (Annex A);
- 2.2. The PGC shall provide the <UP Constituent University> with the billing statement for the rendered service/s;
- 2.3. The <UP Constituent University> shall process the payment of services either via Cashier's Check payable to UP System to be delivered to the UP System Cash Office or transfer of

funds/voucher payment to UP System-Philippine Genome Center Trust Account (Sub Account No. _____).

3. RELEASE OF RESULTS

- 3.1. The PGC shall release the results to the <Constituent Unit/Research Project> upon receipt of the Proof of Payment or a copy of the approved Disbursement Voucher.

4. CONFIDENTIALITY OF DATA AND RESULTS

- 4.1. The PGC, <UP Constituent University>, and <Constituent Unit/Research Project> shall keep in confidence all information exchanged between them in the course of the transaction. The <UP Constituent University> shall keep in confidence especially all information related to and accrued in connection with the Study, the Results, documents, and electronic records (hereinafter "Confidential Information").
- 4.2. All documents, electronic records, and results/data that contain Confidential Information must be stored in a manner that the use and access of data/results or pertinent information related to the project should only be handled in accordance with the Scope of Work to be drawn between the CUs and PGC.
- 4.3. Each party shall promptly return to the other party any Confidential Information no longer needed for the purposes of this Study or if so requested by the other party.
- 4.4. The parties warrant that the processing of sensitive and personal information is strictly in observance of Republic Act No. 10173, officially known as the Data Privacy Act of 2012, including its Implementing Rules and Regulations, and all other related National Privacy Commission issuances.

5. INTELLECTUAL PROPERTY RIGHTS

- 5.1. Intellectual property rights shall be governed by Republic Act No. 8293, as amended, and by existing relevant and appropriate laws, rules, and regulations.
- 5.2. The <Constituent Unit/Research Project> shall have the exclusive right to exploit the intellectual property rights generated during, and as a result, of the implementation.

Chancellor
<Constituent University>
Date Signed:

Executive Director
UP – Philippine Genome Center
Date Signed: