



TRAINING ORDER FORM

Name:

Client ID No.:

Project No.:

- Capillary Sequencing Hands-On
- Next Generation Sequencing Lecture
- Next Generation Sequencing Hands-On
- Extaction to Sequencing (Bacterial 16S)
- Extaction to Sequencing (Plant)
- Extaction to Sequencing (Fungi)
- Others: _____

No. of Participants

No. of Samples

Proposed Schedule

- Day
- Monday Thursday
- Tuesday Friday
- Wednesday

Date: _____

Please check the box if you would like us to provide any of the following:

- Accomodation inside UP
- Food (Lunch)
- Food (Morning Snacks)
- Food (Afternoon Snacks)

Capillary Sequencing

For sequencing of short DNA fragments obtained from PCR products or plasmids. Can resolve up to 800 bp per run.

Next Generation Sequencing

For high-throughput sequencing. Applications include:

- Whole-Genome Sequencing
- 16S Metagenomics
- RNASeq
- Others: _____

Extraction to Sequencing

For sequencing of samples starting from cells/tissue. Includes DNA extraction, PCR amplification and product purification. The DNA extraction kit to be use is dependent on what is available in the laboratory.

This document outlines general guidelines and expectations for all participants in training programs related to Next Generation Sequencing (NGS) and Capillary Sequencing offered by **UPS PGC- DNA Sequencing Core Facility (DSCF)**.

Data Privacy and Confidentiality

DSCF is committed to protecting the privacy and security of your personal information in accordance with the Data Privacy Law of 2012. DSCF collects personal information that you provide directly to us, such as your name, email address, phone number, and any other information you choose to share with us. This information is used solely to fulfill the purposes outlined in this agreement and to provide you with the requested services. DSCF will not sell or share your personal information with third parties without your explicit consent, except as required by law. DSCF implements appropriate technical and organizational measures to safeguard your personal information from unauthorized access, use, or disclosure.

Confidentiality and Photography

Clients/participants/trainees are required to sign a Non-Disclosure Agreement (NDA) upon enrollment. Photography within the DSCF Facility is restricted. Participants are prohibited from taking photographs and uploading or publishing them to any digital or printed publications without the prior written approval and agreement of the Philippine Genome Center.

Documentation

PGC-DSCF may take photographs and videos during the training period for documentation purposes. These materials will be used solely for internal purposes, such as training materials and promotional materials related to the program.

Consent

By signing this agreement, you acknowledge and consent to the collection, use, and disclosure of your personal information as outlined in this section. You also acknowledge and agree to the terms of the Non-Disclosure Agreement and the restrictions on photography within the DSCF Facility.

Training Objectives

The training programs provided by DSCF aim to equip participants with the knowledge and skills necessary to confidently utilize Next-Generation Sequencing (NGS) or Capillary Sequencing technologies for various applications, including but not limited to data analysis, experimental design, and ethical considerations, tailored to meet the specific needs of each client.

Sample and Data Retention

DSCF will dispose of all samples immediately after the training is complete. Back-up sequence data will be kept for three months, during which time clients can request re-sending of their data for any purpose. Please note that DSCF will not be liable for any data requests after this three-month period.

Data Handling and Confidentiality

DSCF agrees to keep all data strictly confidential, and will be accessible only to those involved in the project as agreed upon by DSCF and the Client. Both parties should not disclose any data outside the training environment without authorization.

Ownership

The client holds ownership of all the data. However, DSCF should be cited in any presentations and publications resulting from the service, e.g. "The samples were sequenced by the Philippine Genome Center DNA Sequencing Core Facility."

Terms of Payment

To secure training dates, a 50% deposit of the initial quote is required upfront. This deposit covers expenses such as board and lodging (if applicable), reagents, kits, and other consumables necessary for the training. The remaining 50% balance is due within 30 days of the issuance of the Billing Statement. Please note that downpayments are non-refundable.

For government agencies undergoing a procurement process, a signed Purchase Order (PO) is acceptable as payment confirmation

Cancellation and Rescheduling

Clients who cancel their training program after the down payment has been made will not be eligible for a refund due to the non-recoverable costs associated with securing training resources.

Clients may reschedule their training program to a later date, subject to availability, within a 3-month period from the original training date.