

Caraga State University



***The Innovation and
Technopreneurship Hub (iTech)
Manual of Operations***

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VISION

A globally-engaged University excelling in science, engineering, and the arts.

MISSION

Caraga State University endeavors to produce globally-competitive and socially responsible human capital towards the sustainable and inclusive development of Caraga Region and beyond.

GOALS of ITECH

Contribute to local and regional economic development by advancing the entrepreneurial culture in the university, nurturing the growth of new technology-based startups, and accelerating the development of young entrepreneurial units from 'idea stage' to independent self-sustaining successful business in the region.

OBJECTIVES of ITECH

The general objective of iTech as the TBI in the university is primarily to promote innovation and entrepreneurship. Specifically, it aims to:

- Advance the entrepreneurial culture of the university
- Lead in the development of a comprehensive set of programs to nurture innovation and entrepreneurship among the students, researchers and faculty members in the university
- Serve as the central point where students, faculty, researchers, alumni, entrepreneurs & business leaders, investors, and industry can connect with each other
- Establish the incubation/innovation space, technology commercialization and industry collaboration offices
- Help create jobs, wealth and businesses aligning with national priorities.
- Promote new technology/knowledge/innovation-based startups.
- Provide a platform for speedy commercialization of technologies developed by the university or by any academic/technical/R&D institution or by an individual.
- Build a vibrant startup ecosystem, by establishing a network between the university, financial institutions, industries and other institutions.
- Provide cost-effective, value-added services to startups like mentoring, legal, financial, technical, intellectual property related services, and help establish/create startups and build successful business models

I. Background and Introduction

Caraga State University (CSU) fully recognizes that science, technology, and innovation are essential for national development and advancement. The university provides priority in innovation, research & development (R&D), intellectual property (IP) creation, protection and their utilization for the benefit of the community and all other stakeholders it serves. The university recognizes that technology, innovation, and entrepreneurship are essential components necessary to bring development and additional opportunities to communities. The effective use of science and technology coupled with the creative ability of innovation will trigger a competitive advantage. Promoting entrepreneurship with emphasis on technology and innovation is considered very important for the university.

Knowledge-based technology innovation is essential for encouraging economic development. Most universities around the world foster the growth of new technology-based companies by establishing Technology Business Incubators (TBIs). These incubators include resources to augment skills and to support the innovation-to-commercialization process.

CSU, in its quest to be the lead innovative and entrepreneurial university in the region and Mindanao, established the Innovation and Technopreneurship Hub (iTech), the Technology Business Incubator (TBI) jointly founded with the Department of Science and Technology – Philippine Council for Industry, Energy and Emerging Technologies Research and Development (DOST-PCIEERD).

iTech, as the TBI in CSU, is a physical space that merges research and development (R&D) laboratory, technology adapters from both public and private institutions, government support services, and investors to support the startup ecosystem in the Caraga region and nearby provinces.

The TBI presently focuses on technology-based entrepreneurship activities in the field of information, computing and engineering technologies in CSU. It focuses on innovations in the field of computing, specifically mobile applications, electronics, agriculture, and mining engineering technologies among others.

Caraga region is tagged to be the FAME Center of the Philippines, this is according to the region's NEDA. FAME stands for Forestry, Agriculture, Mining and Eco-tourism. Mobile apps and technology-based innovations were designed around to help solve problems and innovate needed services in these important economic development sectors in the region.

A. About the TBI

Technology Business Incubator (TBI) is considered new to many universities in the country today. CSU's TBI is only the first three TBIs established in Mindanao and fourteenth overall in the Philippines. Hence the descriptive definitions in this manual

A TBI is a form of business incubator that focuses on promoting technology-based business start-ups. “technology-based” in this context means the whole range of technological activities, and is not just referring to high technologies.

The United States of America (US) National Business Incubation Association (NBIA) presented TBI as: “Business incubators nurture the development of entrepreneurial companies, helping them survive and grow during the start-up period, when they are most vulnerable. Their programs provide client companies with business support services and resources tailored to young firms. The most common goals of incubation programs are creating jobs in a community, enhancing a community’s entrepreneurial climate, retaining businesses in a community, building or accelerating growth in a local industry and diversifying local economies.”

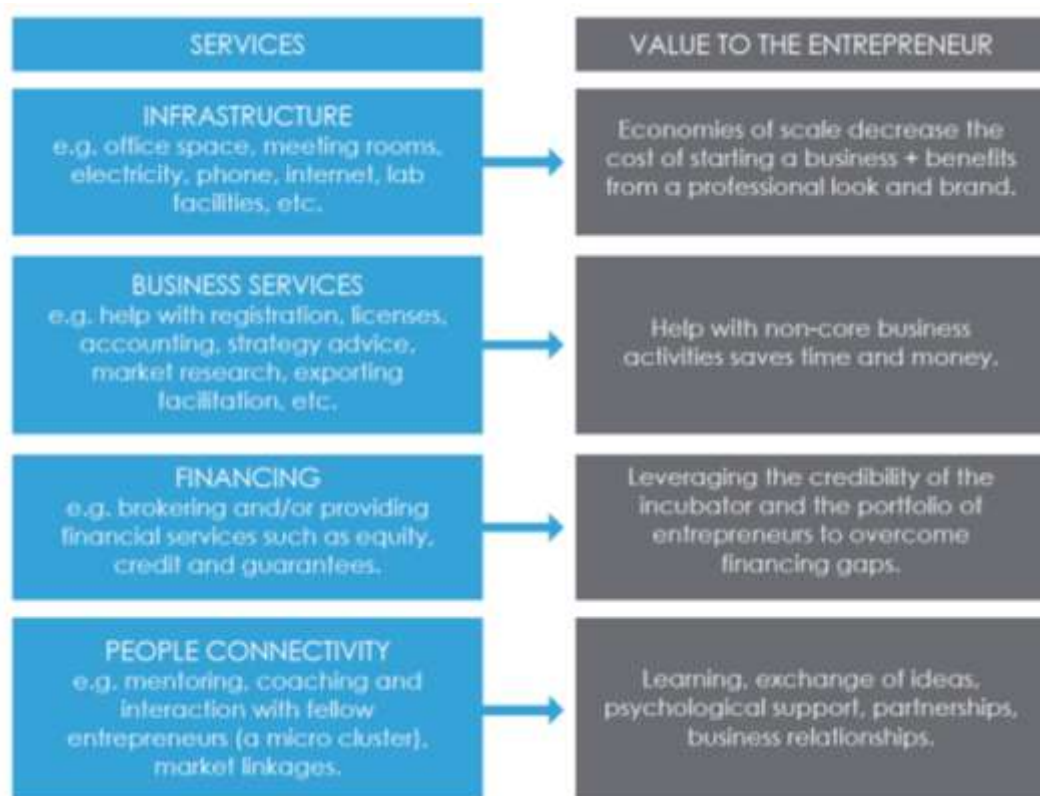


Figure 1. Components of Business Incubation

“Business start-ups” includes only legally organized companies or businesses being set up as legal entities. The TBI supports businesses wanting to sell their technology-based products or services to the marketplace, not the development of technologies as such. Therefore, a TBI is not to be confused with an applied research center.

Business incubators are seen as efficient tools for technology transfer and cooperation between the scientific sector and the industry. Generally, they are targeted towards addressing local economic development issues through improvement of the entrepreneurial base.

1. The Brand and Logo

The Innovation and Technopreneurship Hub (iTech) of Caraga State University, a DOST-PCIEERD Technology Business Incubator facility is branded as **Navigatú**. Coined from the word navigation and is inspired by the rich history of Butuan's Balangay Boats as the oldest wooden watercraft excavated in the region that showed evidence of our trading relationships all throughout Southeast Asia in as early as 700 AD.

Butuan's early establishment of trading in the harbor became an inspiration of the TBI branding — Navigatú, with its promise to embark aspiring entrepreneurs to a voyage of innovations that will come to its success in no time.



Figure 2. Shown in this figure is the brand and logo of iTech called **Navigatú**, the DOST PCIEERD Technology Business Incubator in Caraga State University (CSU).

2. The TBI Ecosystem

For the TBI to thrive and be successful in the university, it needs the help and support of the community around it. This includes the government, industry, the private and the business sectors. Figures 3 and 4 shows the different groups of players that can help Navigatu achieve its objectives and the activities that these players can contribute.



Figure 3. Players of the Innovation and Entrepreneurial Ecosystem.

Among the active players in the startup ecosystem includes the Department of Science and Technology (DOST), Department of Trade and Industry (DTI), and the Department of Information and Communications Technology (DICT). These three departments already worked on to achieve two recent laws: The Philippine Innovative Startup Act (RA10337) and the Philippine Innovation Act (RA11923).



Figure 4. Entrepreneurship Framework, with the official brand and logo of the Innovation and Technopreneurship Hub (ITECH), now branded as **NAVIGATÚ**, the DOST PCIEERD Technology Business Incubator in Caraga State University (CSU). iTech supports DOST's Road to 1000 Startups by 2023. iTech will provide technical/business expertise, facilities, and other resources to help pilot and scale local innovation in agriculture, mining, engineering and science.

B. Goals and Expected Outcomes

The contribution of iTech to the DOST-PCIEERD goal of achieving 1000 startups by 2023 is to promote and develop the technology entrepreneurial culture and skills in the university and in the Caraga region; to strengthen the commitment and interaction of the academe, public and private sector; to commercialize the R&Ds of the university; and to provide a venue for startups, from within and outside the university, to launch their technology. iTech is committed to play its role as a catalyst in national innovation ecosystem. This goal would be achieved through:

- designing capacity building and mentoring programs for R&Ds and startups,

- providing facilities and resources for prototype creation and testing, and,
- establishing and facilitating collaboration among all stake holders of the startup ecosystem.

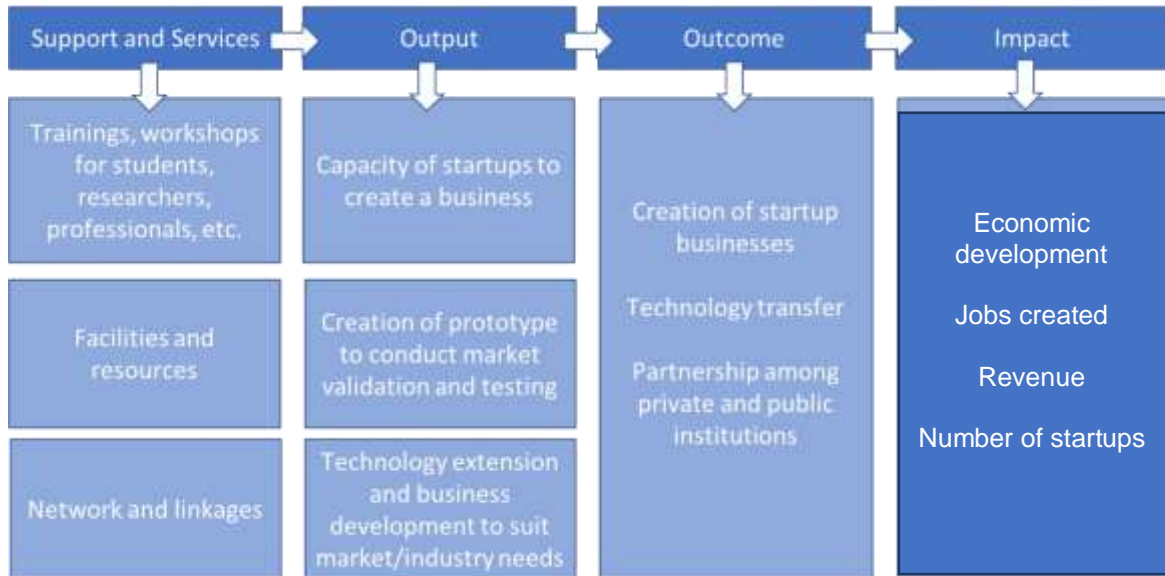


Figure 5. iTech Framework for Startup Development.

II. Purpose of the Manual

This operations manual was developed to provide a guide for the implementation of the TBI program, from the organization framework, selection of the staff and startups in the incubator, creation of programs and activities, to the monitoring of the programs' progress and evaluation of the performance startups. It also clarifies the roles and relationships among the stakeholders.

This operations manual was prepared for the use of the personnel of iTech and Caraga State University, including its partner institutions, namely: DOST-PCIEERD, Local Government Unit (LGU), non-government organizations (NGOs), private sectors and other stakeholders. Any proposed revisions to this manual as a result of learnings and experiences will be adopted and incorporated in the succeeding editions of the manual.

III. Contents and Scope of the Operations Manual

This manual contains the following major parts: iTech project description and objectives which summarizes the project's expected outputs and major activities; the guidelines for the project implementation which includes administrative framework and financial operations and management,

and results-based monitoring and evaluation; and details of the programs and services of the TBI.

This operation manual contains primarily the implementation and administrative guidelines of the innovation and technopreneurship hub, including its activities and other initiatives. Specific guidelines, deliverables, can be found in the incubation agreement with the startups or incubatees.

IV. Definition of Terms

The following terms will be used on this manual to ensure mutual and aligned reference; thus, these will be defined as follows:

Technology Business Incubator (TBI) – refers to an entity, which supports technology-based startups by providing trainings, mentorships, linkages, and facilities to scale as a business. It facilitates the development of an idea to grow into a successful business. The Innovation and Technopreneurship Hub (ITechH) is alternately referred in this manual as the TBI.

Business Incubation - is a public and/or private, entrepreneurial, economic and social development process designed to nurture businesses from idea generation to start-up companies and, through a comprehensive business support program, help them establish and accelerate their growth and success.

Startup – refers to the business venture that will be undertaken by an individual or group of individuals.

Spin-off – refers to the creation of an independent company or entity as a result of a successful R&D project.

Technology Transfer – refers to the processing of transferring technology, knowledge, and skills from the university or organization that owns it to another organization to make the technology accessible and available for further development. It is also called technology commercialization.

Business Plan – refers to the document that describes a business. The business plan contains the description of the business, products and services, market analysis, competitor assessment, process flow, marketing and sales, facilities and equipment, financial plan and funding requirements, and organization and management, It serves as a roadmap on how to structure, run and grow a business.

Business Model – refers to design of the activities that will be undertaken by the startup for its operation. It answers the What, Who and How of the startups. What are the products and/or services of the startup? What are the problem/s being addressed? What is the unique value proposition of the startup? What are the expenses incurred and revenue generated? Who are

the customers? Who are the stakeholders? How will the customer and stakeholders benefit from the startups?

Minimum Viable Product (MVP) – refers to the products with just enough features to satisfy early adopters and to provide feedback for future product development. It helps the startups gain customers' insights without fully developing the product.

Market validation – refers to the process of determining whether a potential target market likes a product and is willing to buy it when it is ready. This process should be done before introducing a product to the market.

Unique Value Proposition (UVP) – refers to the feature or benefit presented by the startup as the differentiator of their product or service from and better than that of competition. It is also known as unique Selling Proposition (USP).

Bootstrapping – refers to the situation in which an entrepreneur founds and builds a startup from personal finances and without outside investments.

Angel Investor – refers to an individual who provides funding for a startup or small business in exchange for ownership equity or convertible debt in the company. It is also called angel funders, business angels or seed investors.

Venture Capitalist (VC) – refers to an individual or a company that provides capital or financing to startups which have high growth potential in exchange for an equity stake. Venture capitalists also provide the resources and know-how for faster scaling.

Memorandum of Agreement (MOA) – refers to a document that is used to outline the terms and details of the partnership between two separate entities, groups or individuals. A MOA serves as a formal and legal business document. It is also known as Memorandum of Understanding (MOU)

V. Organizational Structure

To ensure that the objectives and strategies are implemented and achieved, a TBI operations team is defined.

CSU Board of Regents

The highest policy making body of CSU is the Board of Regents (BOR). All policies, rules and regulations pertaining to extension and extension (R&E) in the University formulated by the University Extension and Extension Council (UREC) shall be recommended by the President to the Board of Regents (BOR) for approval.

The University President

The President exercise general powers of administration, supervision and control of the entire extension and extension system of the University. He/She administers the TBI through the Vice President for Research, Innovation and Extension (VPRIE).

TBI Advisory Board

The Board's key purpose is to ensure the incubator's sustainability by collectively directing the incubator's affairs, whilst meeting the appropriate interests of its shareholders and stakeholders. The Board shall provide strategic advice to grantees, and less so for operational guidance, including fundraising.

It is important that there is synergy between the Board and the management of the incubator in terms of their objectives for the incubator's development and critical that there is no conflict of interest.

Roles and Responsibilities of the Board of Directors:

- Take care of iTechH by ensuring practical and wise use of its assets, including facility, people, and good will;
- Ensure that iTechH's activities and programs are progressing to achieve its mission;
- Provide guidance to iTechH by contributing to the organization's culture, strategic direction and priorities, effectiveness, and financial sustainability;
- Interact with key stakeholders to inform them of iTechH's achievements and milestones;
- Monitor organizational performance and evaluate iTechH's business plans and financials plans;
- Providing advice and guidance to the TBI Manager as required;
- Serve as ambassadors and advocates of iTechH.

Selection of the Members of the Advisory Board

The Members of the Board should be represented by stakeholders involved in the incubator's network and contributing to the incubator's operations. The ability of Board members to provide business knowledge and networks to the incubator manager and clients is crucial.

- Board members should possess the appropriate skills to cover incubation related topics, such as finance, law and marketing.

- Each Board member should demonstrate their willingness and ability to “roll up their sleeves” to assist the incubation manager and clients to achieve successful outcomes.
- A Board member should demonstrate their willingness to encourage and facilitate the location or expansion of suitable industry and commerce in the local economy.
- The Board’s members should ideally prove their personal commitment to the incubator’s overall objectives and a willingness to actively promote the objectives of the incubator in the community thus raising awareness and securing continuous support for the incubator’s activities.

Roles and Responsibilities of the TBI Program Leader

The Program Leader shall lead the overall program implementation of the innovation, technopreneurship and technology business incubation program endeavors in the university. The program leader and staff shall be appointed by the University President through the recommendation of the Vice President for Research, Innovation and Extension (VPRIE). The Program Leader shall report to the VPRIE and shall lead the entire Program Staff and TBI Management Teams.

The core responsibility of the Program Leader are as follows:

- Lead the overall innovation and entrepreneurship (or technopreneurship for technology-based disciplines) program in the university
- Responsible for the successful initiation, planning, execution, and monitoring of the innovation and entrepreneurship program in the university
- Establish other forms of TBIs in the university, that includes Agri-based, Food, and BioTech TBIs.
- Establish and maintain the partner network for services, sponsorships, investments, etc. to ensure the success of iTech’s programs and its startups
- Lead the coordination with the government, the industry, private and the business sectors in the promotion and coordination of the TBI.
- Serve as proponent for grant applications and other funding sources for the sustainable operation of iTech.
- Explore partnerships and linkages with other TBIs in the country and abroad that will help elevate and advance the TBI program in the university.

- Lead the staff that shall the establishment and implementation of the innovation and entrepreneurship program in the university

The Program Leader shall be designated by the University President and with these responsibilities, he shall be appropriated with credit units for the designation.

The TBI Staff

The TBI Staff shall contribute to the growth and development of the Innovation and Technopreneurship Hub (ITechH) in a variety of ways, including:

- Assist the Program Leader in the establishment and management of start-up companies in the hub
- Assist the Program Leader in the organization and implementation of start-up events (i.e. ideation, start-up weekend, bootcamp, etc.)
- Assist the Program Leader in facilitating the formation of start-ups to full-grown business entity
- Assist the Program Leader in the development, maintenance, and drive prioritization of all business, marketing and communications campaign activities of the TBI
- Assist the Program Leader in the commercialization of technologies from R&D outputs
- Assist the Program Leader in bringing innovative thinking to all business, marketing and communications activities.

The TBI Manager

The manager must ensure the focus is on clients first, regardless of the size of the incubator management team and staff. It is expected that the manager must prioritize staff time “to place the greatest emphasis on client assistance, including proactive advising and guidance that results in company success and wealth creation.” The single most critical factor in the effectiveness of an incubator manager’s efforts to help clients be successful is the amount of time spent working directly with clients.

Roles and Responsibilities of a TBI Manager

- Ensure project compliance and completion.
- Lead formation of new business and provide incubation facilities to enable commercialization and scale of enterprises.

- Develop and execute strategy for scouting startups as clients of the incubator, as well as, screen their applications to iTech's programs.
- Assist and guide the startups to prepare proposals and other documents for fund, etc.
- Design and manage programs, activities, and events of iTech.
- Develop the mentor and partner network for services, sponsorships, investments, etc. to ensure the success of iTech's programs and its startups.
- Manage day-to-day operations of iTech and the team.
- Promote iTech through various channels.
- Prepare and maintain various reports records, including financial reports that summarize the project funds.

The basic qualification requirements for the TBI manager and staff

- *Academic Qualification*
At least a Bachelor's degree in ICT, Engineering with a business background or experience, Business Administration, Marketing Communication, and other related business fields.
- *Experience*
At least two (2) years' experience in any or combination of the following: market development, product development, preparation of marketing plan, business plan.
- *Knowledge, Skills and Abilities*
 - Considerable knowledge in technology entrepreneurship, startups, marketing, business development
 - Analytical and operational knowledge of incubation management
 - Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
 - Strong interpersonal skills
 - Advanced proficiency in MS word, excel, and power point
 - Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector.

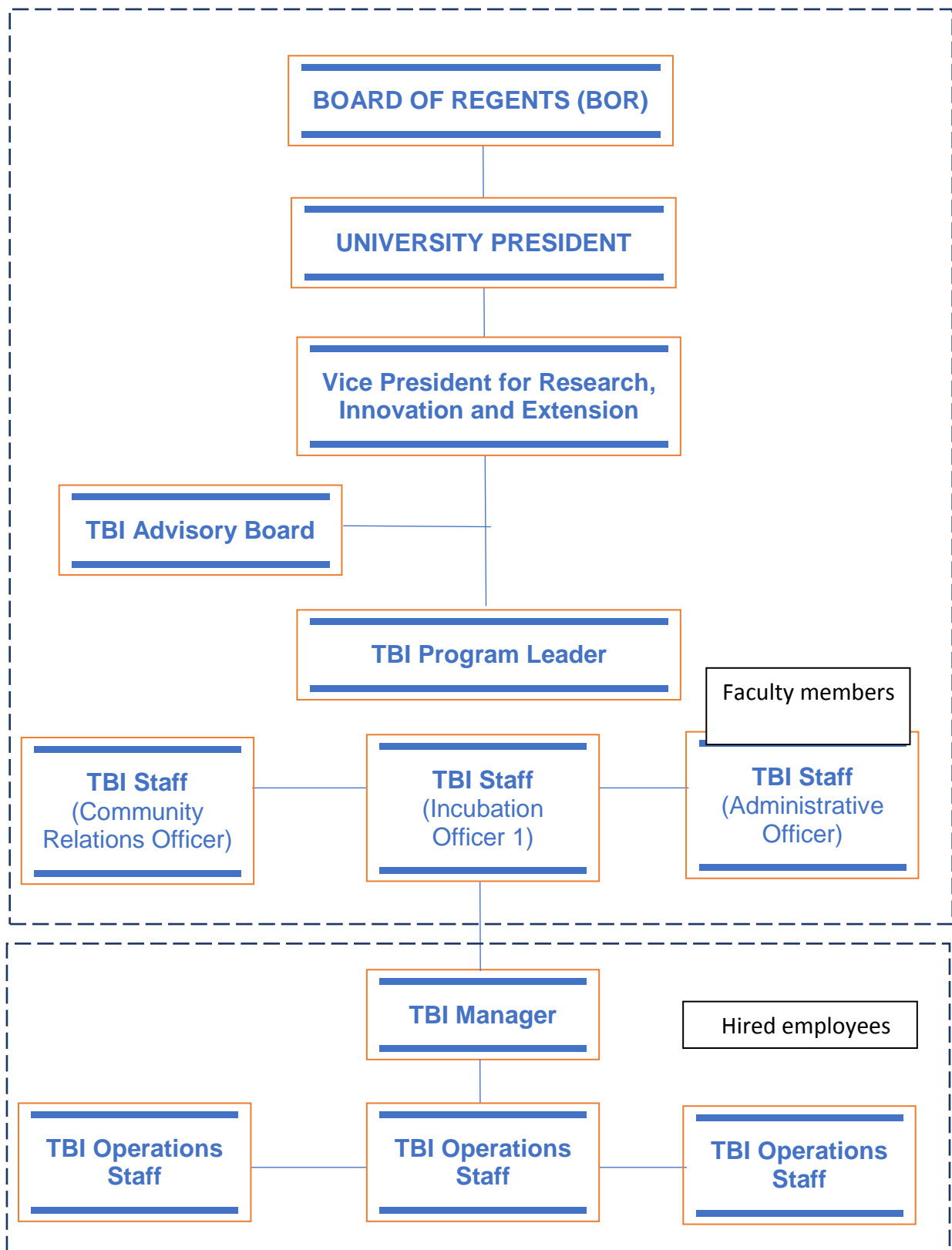


Figure 6. Organizational Structure of the Technology Business Incubator in CSU
TBI Personnel Hiring

- The University President shall have the authority to hire TBI Personnel based on the procedures set by the University.

- Hiring of Extension Personnel shall adhere to the minimum requirements set by the University and based on the needs of the TBI Program.
- Extension Personnel needed in the implementation of the extension program/project/study shall be appointed by the President upon the recommendation of the TBI Program Leader.
- Student Extension Assistants shall be hired depending on the need and nature of the TBI program/project/study.

Hiring of Consultant

- When the need arises, the President shall have the authority to hire Consultants on honorarium basis upon the recommendation of the Program/Project Leader and the VPRIE.
- For externally funded project(s) related to the TBI, hiring of consultant/s shall be based on the agreement between the funding agency and CSU.

Incentives

As the TBI Management Team covers a wide-array of endeavors and program of activities, incentives is given to faculty members who are directly involved in the University's TBI Program. This is to motivate and encourage faculty members to participate in the promotion of innovation and entrepreneurship all across the university. The incentives are as follows:

- The TBI Program Leader shall be given 9 hours credit load per semester, subject to the approval of the President.
- The TBI Staff shall be given 6-credit units, subject to the approval of the President.

Incentives shall only be granted upon submission of required documents or evidences to the President.

TBI Staff Application and Hiring Process

Responsible

Activities

Interfaces

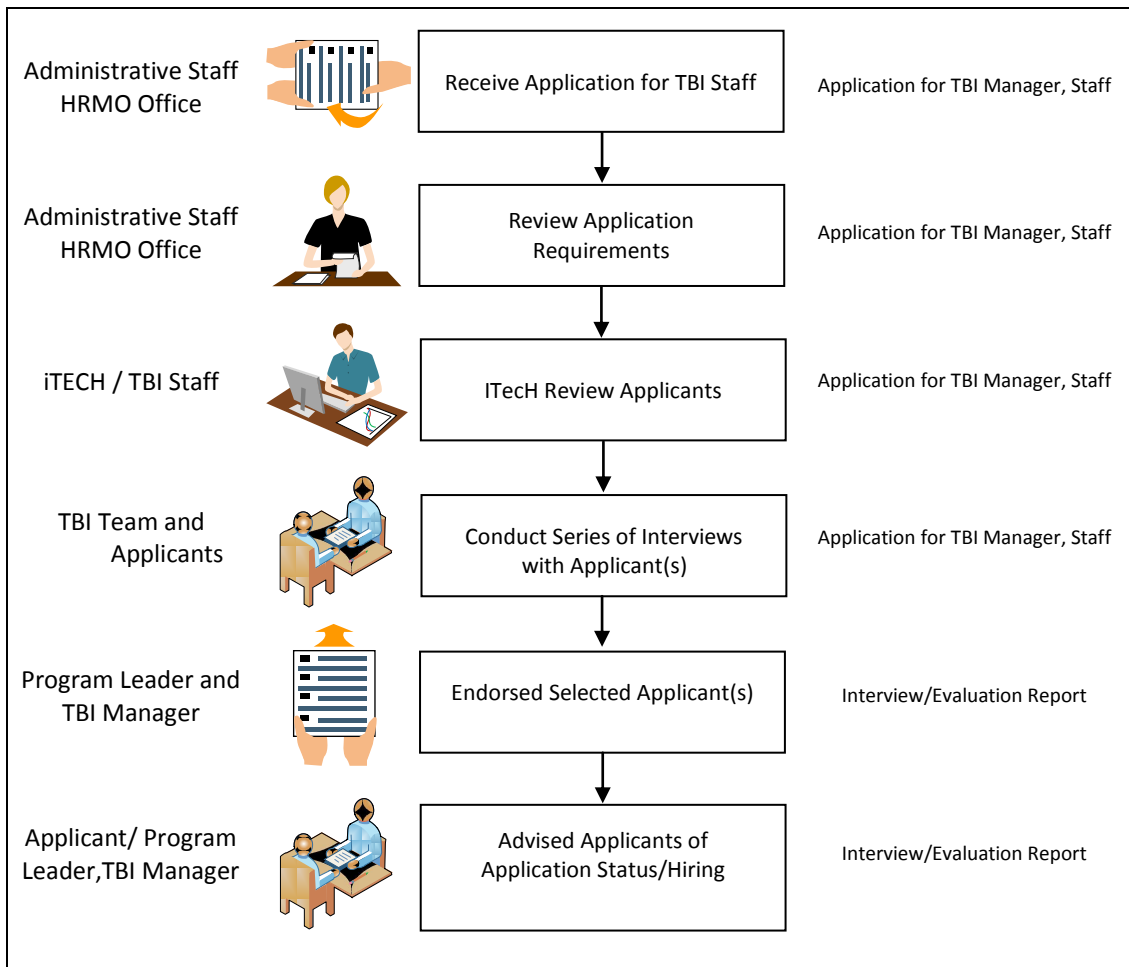


Figure 7. Recruitment Process of the TBI Staff

Performance Management/Evaluation of TBI Staff

The iTech staff or team members are expected to perform and deliver in accordance to the four (4) Key Results Areas (KRAs):

- Stakeholders Satisfaction (25%)
- Financial Stability (25%)
- Internal Process (25%)
- Organizational Capability (25%)

Goals should be set by the TBI Manager and the TBI staff per KRA during onboarding. For each goal, Key Performance Indicators (KPIs) should be listed, reviewed, and agreed upon during performance review at the end of every fiscal year.

VI. Operational Strategies

In agreement with the above-mentioned support and services, the following key strategies will guide the implementation of the innovation and technopreneurship program in CSU:

- Focused and facilitated programs and trainings to be conducted by mentors from both the academe and the industry;
- Market validation of R&D outputs and startup products and services which defines the unique value proposition and go-to market access of the technology;
- Access to production and testing facilities, including field testing, to create the minimum viable product and generate feedback for further technology development;
- Targeted collaboration and partnership to match startups' products and services with complementing industries;
- Integration of existing government support and resources in the technology development and business creation of the startups;
- Availability of grants, investments and other funding sources which will help startups from prototyping stage to creation of business;
- Institutionalization of technical and business development support services in the Caraga region that are aimed to improve productivity, market linkages and entrepreneurship skills among stakeholders; and
- Effective monitoring and evaluation of the TBI's programs and activities and of the startups' milestones.

VII. Implementation Strategies

A. The 6N Strategy

iTech's implementation strategies is based on the 6 [N] Strategy defined as shown in Figure 8. The 6 [N] Strategy summarizes the programs and activities of iTech to fulfill its commitment to promote & develop technology entrepreneurial culture and skills in the university and in the Caraga region.



Figure 8. The **6N Strategy** of iTech.

1.[N] gage. Engage the community and stakeholders in building a growing start-up ecosystem.

a. Conduct of NavigaTalks

NavigaTalks is a free event in Navigatú in which students, faculties, staffs, basically everyone can be part of. Navigatú personnel invite speakers from the University or from other schools and organizations to talk about business, their story to share and their struggles and learnings. The event promotes not only connections and collaborations but also building of networks for our startups and aspiring innovators. At the end of each Navigatalk participants will have an idea of the incubator as well as the startup and its community. In addition, participants will also gain possible mentor/s that will help their startup businesses.

b. Conduct of Roadshows

Roadshow is an event facilitated by Navigatú that aims to promote the incubation center as well as to expand the scope and reach out to stakeholders and business organizations in the startup community. Roadshows have been conducted to different schools and universities here in Butuan and nearby cities. The participants for this event are the students, faculties and staffs. At the end of each roadshow participants will have clearer understanding of the startup community and how it can benefit and help them.

c. Participation in Engineering and ICT Events

Mindanao Information and Communications Technology (MICT) is an annual event that includes MICT Conference and Philippine Society of Information Technology Educators (PSITE). MICT Conference is an event which showcases new technology here in Mindanao while PSITE is an event to gather students and faculties of different schools in Mindanao. These events are good avenue for the startups to increase their brand awareness and have larger scope of audiences to gain more potential users/market. In addition, these events will help the incubator to encourage people to join their incubation.

d. Industry Consultative Events

Industry Consultative are events that are organized by different government agencies, organizations and the incubator itself. These events are attended by the incubator's startups to help meet reliable people to validate and consult their business ideas and put input to these ideas for the betterment of the startup.

e. Navigatú Apprentice Program

Navigatú Apprentice Program accepts students from the University and other schools to have their On-the-Job Training in the Navigatú office. The goal of this program is not just to help the student academically but also expose them to the startup community and train them. The students taking computer and business-related courses are welcome to apply. Apprentice of this program may have their own startup team.

2. [N] **nnovate**. Innovate solutions that contribute to existing industry and community challenges.

a. Startup Wharf

Startup Wharf is a series of free event in which participants will go through Ideation process to hasten their ideas and to validate their ideas if it is a real problem in the society and if it is feasible. Anyone can join the event. After startup wharf the shortlisted startup team will have a defined idea to begin their startup.

b. Pitching Competition

Pitching Competition is conducted to Startup Wharf participants not just to help them ease their nervousness in speaking in front of people, overcome their fear in answering questions from the panel but

most importantly train the participants to think outside the box and challenge themselves in defending their idea.

3. [N] nitiate - Initiate business coaching for sustainable startups.

a. Incubation Bootcamp Program

Qualified startups are invited to participate in startup bootcamp wherein they will undergo basic mentoring from mentors from both academe and industry. At the end of the bootcamp, startups will have a more refined conceptual framework of their business venture.

4. [N] teract - Interact with a network of mentors.

a. Mentorship Program

Mentorship Program is conducted during the bootcamp, prototyping phase of the startups and their beta testing phase to ensure that they are guided in doing and making their startup. This will help startups to not just be inspired by different mentors but also learn from their experiences and gain knowledge from them.

b. NavigaTalks

NavigaTalks is a free event in Navigatú in which students, faculties, staffs, basically everyone can be part of. Navigatú personnel invite speakers from the University or from other schools and organizations to talk about business, their story to share and their struggles and learnings. The event promotes not only connections and collaborations but also building of networks for our startups and aspiring innovators. At the end of each NavigaTalk participants will have an idea of the incubator as well as the startup and its community. In addition, participants will also gain possible mentor/s that will help their startup businesses.

5. [N] vest - Invest in partnerships with angel investors, venture capitalists, and other potential funding entities.

a. Demo Day

Demo Day is for the teams to pitch their startup idea/s to the panel of judges, potential investors and different government agencies representative. Guests will get a first look at the startups, meet the founders, and network with other top-tier investors, corporate strategists, & press (if possible).

b. Higher Pitch

Higher Pitch includes startups to have the opportunity to pitch their startup idea/s to larger and bigger scope of potential investors and entrepreneurs that could help their business. These events are free for the qualified startup/s and the organizers of these events are mostly from National.

6. [N] vision - Envision startups of global significance to contribute to the local and national economy.

a. Startup Launching

Startup Launching is an event by Navigatú to showcase the startup teams that made it through the incubator's incubation program, already have their prototype, done their beta testing/s and now ready to serve their market. Anyone can join and witness the event.

b. Acceleration Stage

Navigatú will partner with an accelerator to help the incubator's startups to scale up their business. This will help the startups gain seed funding that will be useful for their operation, meet another set of mentors for startups to have larger scope of knowledge and understanding in their specific industry and for startups to have continuous support. During this stage, the startups will have a greater chance of having a sustainable business.

The 6N Strategy also shows the incubation process which the startups will undergo in order to become a successful venture.

B. Services and Facilities

iTech as an innovation hub will serve as office and events place for the incubatees, startups and its partners. iTech facilities and services include:

1. Facilities - iTech offers technical facilities, such as laboratories and equipment that can be very helpful, especially for the technology-based start-up company. iTech has available:

- co-working spaces
- meeting room(s)
- fabrication laboratory
- lobby lounge
- testing facilities
- events hall

Operating Hours:

iTech follows an extended operating hours schedule. It is open from Monday to Friday, from 6am to 8pm. Upon request, iTech is open for startups and its partners on Saturdays, Sundays, and holidays from 9 am to 5 pm.

2. Business Services – iTech provides access to administration and communication services including services such as Internet, telecommunications, photocopy, fax, binding, reception, mail, document receipt and dispatch, and secretarial assistance. These support services help clients to concentrate on their core business rather than on the support infrastructure. Furthermore, the startup companies do not need to make initial investments in expensive office equipment or front office personnel that can be provided by the incubator.

iTech shall provide market data and market updates, forthcoming trade events, regulatory issues and administrative procedures, details of access to finance, both public (subsidies and government funds) and private (investors such as Business Angels), and access to other business support partners. The TBI will assist in “opening the doors” to corporate markets using our own established networks.

Specifically, CSU’s incubator offers: IP assistance: patent, industrial design, trademark applications and business registration assistance among others.

3. Financing – iTech shall support startups in accessing various sources of finance. Depending on the growth stage of the business, iTech will link the startups with government grant schemes, banks, or venture capitalists.
4. “People Connectivity” – iTech facilitates advisory relationships between the startup company management team and an experienced individual from the Navigatú, or the incubator management team or an external expert from the relevant sector or industry (the mentor). This shall help build the individual entrepreneurial and business skills of each startup teams. Personal skills, such as financial, marketing and management skills, as well as overall good business judgment, are critical to any business’ success. iTech shall work to improve these skills in our clients. The experienced incubator manager or mentor provides advice and guidance during the start-up’s development. The mentor may also provide the entrepreneur with linkages to his/her own networks.

iTech also facilitate meetings, discussions, links, and alliances between incubatees/startups and experts, such as accountants, communications and marketing consultants, and lawyers. Furthermore, iTech facilitates interactions between incubatees/startups and industry leaders relevant to the incubatees/startups’ markets. These networks and contacts can help the incubatees/startups recruit new customers or enter new markets, identify potential partners and reach potential investors.

5. Linkages and Other Networks

All startups under the iTechH incubation program have access to the vast network of the TBI from both the academe and the industry, locally and globally. A directory of partners, mentors, experts, and leaders will be maintained by iTechH in Annex E.

C. Pre-Incubation: Startup Recruitment, Entrance and Screening Process

The TBI conducts a regular call or recruitment for startups to be enrolled in the incubation program.

For the recruitment of startups to enter the technology business incubator, there must be an established recruitment plan. In accordance with the occupancy levels of the TBI, there should be regular and special recruiting announcements planned, established, and utilized.

There shall be a regular call for startups every year that shall be established and executed. When the TBI plans the implementation of the recruitment plan, the schedule should be set as well. In accordance with the needs of occupancy of the TBI, there shall be special recruitment plans. If vacancy occurs above a specified level, there should be a recruitment drive executed. If a tenant company is recruited and accepted by the TBI and no vacancy exists, the terms shall be drawn up only when a vacancy exists in the center.

An announcement that the TBI is recruiting qualified startups or tenants shall be made, along with details of the space, rental charges, and major support services offered by the TBI. The recruiting method is conducted using various sources:

- CSU Website
 - Navigatú newsletter and website
 - Navigatú Facebook page and other social media accounts
 - Government agency websites
 - Business Incubator Association websites
 - Daily newspapers and Broadcast Media
 - Government Agency Centers
- Application Process

Startups or potential incubatees fill out an ONLINE application form. A panel that shall be established will serve as judges and score each startup based on the criteria. For a startup to qualify, it needs to garner an over-all score of 80%. However, in special cases wherein some criteria are not met, the score can be vetoed by the Board of Advisers, based on the

merits of innovation (Navigatú's startup scoreboard and online application forms are at Annexes A and B).

- Agreements and Contracts

Startups who are part of iTech's incubation program are asked to signed an incubation agreement which states the roles, terms, and conditions of both parties needed to fulfill within the duration of the 12-month program. This duration can be extended depending on the performance of the startup or incubatees.

- Selection of Startups

To ensure that iTech supports only those startups whose ideas are innovative and disruptive, it has a defined set of criteria for startups who wish to be part of its incubation program. The criteria are:

Criteria 1: Creativity, Concept, Technology:	30%
Criteria 2: Commercial Viability:	30%
<u>Criteria 3: Team & Synergy:</u>	<u>40%</u>
TOTAL:	100%

- Creativity, Concept Technology: The social problem being addressed and its market needs, on how the product, services or technology solve real-life problems. Potential for intellectual property such as patent (or utility model), industrial design or copyright for the product being proposed has higher preference in terms of the startup selection.
 - Commercial Viability: How this product presents possible profitability, sustainability, and usability of potential customers across different sectors of the society.
 - Team & Synergy– the collaboration and the team's ability to execute such vision into reality.
- Final Presentation Review: The TBI Management Team with invited judges or an 'ad hoc' committee that shall be created advances to the presentation screening for the selection of startups or tenants in the center.
 1. The presentations can be scheduled during any time of the recruitment with presentations presented together or separately to accommodate the participation of committee members in the process.
 2. The review process is announced to the participants. The preliminary information is released to the judges and the startup or

tenant applicants have 10-15 minutes to introduce the company and business plan. After this time is completed, there is a 5-10 minute question and answer session.

3. Screening Decision: The TBI center collects the results from the presentation, organizes this information, and determines whether to move forward with the tenant.

Application and Acceptance Process of Startups in the Incubation Program

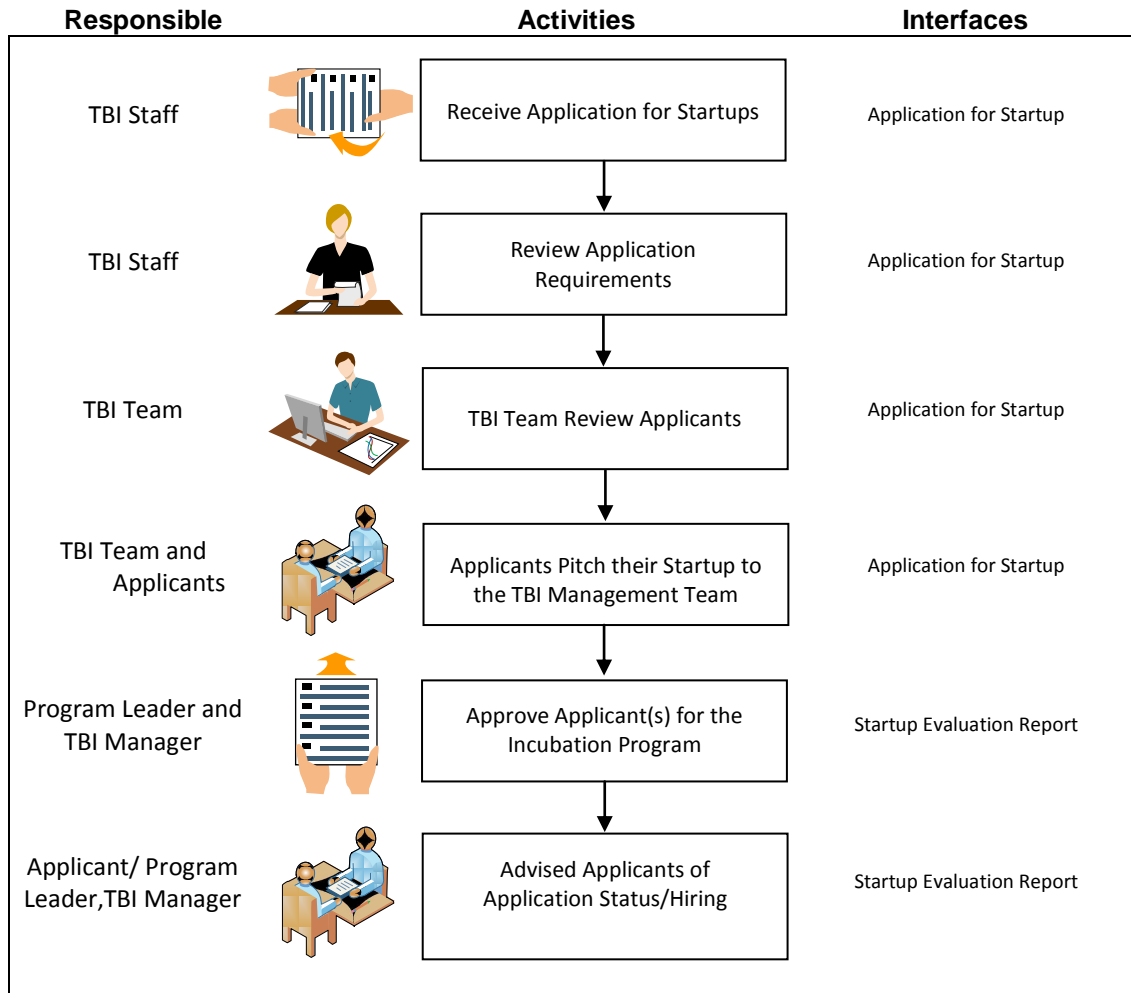


Figure 9. Application and Approval Process for the TBI Incubation Program

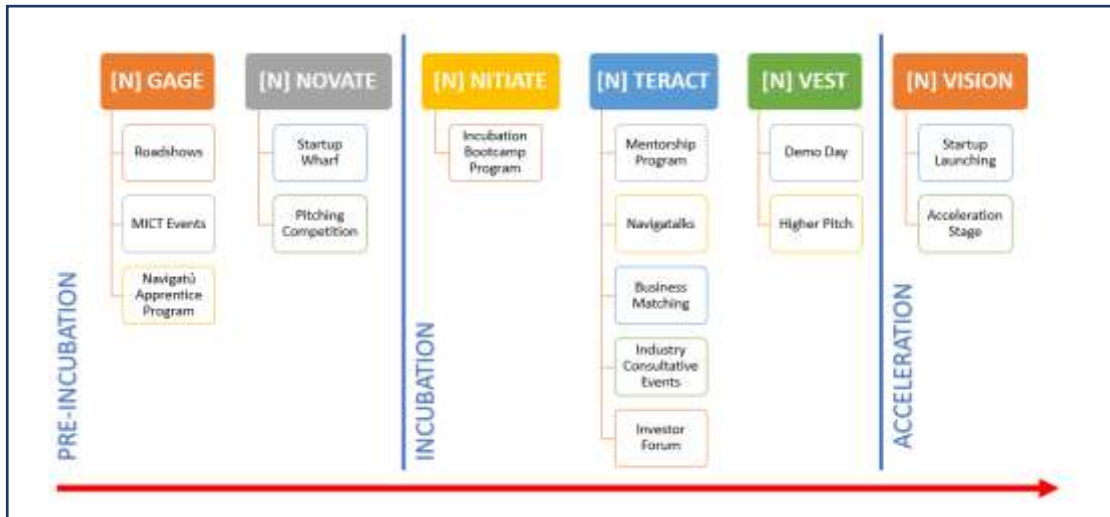


Figure 10. The Navigatú Incubation Program

D. Incubation Program Proper

The Incubation Program Cycle / Calendar

- A call for startups in Navigatú usually commence on February to March every year. Screening of startups, ideation and pitching events are conducted between April to May.
- Technopreneurship summer bootcamps are conducted from June to July, just in time for the summer vacation of the students.
- Mentoring sessions shall be arranged from August to November in preparation for the Demo Day on December.

Year I: Screening, Summer Bootcamp, Trainings and Mentoring

MONTH	ACTIVITIES / EVENTS
February to March	Preparation; Call for Startups
April	Screening; Ideation & Pitching Competitions
May	Announcement of Accepted Startups; Incubation Agreement Signing; Orientation and Start of Incubation Program
June	Technopreneurship Summer Bootcamp (Month 1)
July	Technopreneurship Summer Bootcamp (Month 2)

August	Mentoring (Part 1): Business Model Canvas; Mentoring (Part 2): Financials; Prototype Development
September	Mentoring (Part 3): Marketing and Branding; Prototype Development
October	Mentoring (Part 4) Intellectual Property; Prototype Development and Testing
November	Mentoring (Part 5) Pitching Your Startup; Prototype Development and Testing
December	Demo Day or Pitch Day

Year 2: Market Launching

MONTH	ACTIVITIES / EVENTS
January to May	Marketing and Testing
June	Incubation Program Graduation

Graduation and Exits

Graduation is when a client startup in the incubator has matured to the point that they do not need incubator assistance and are ready to have their own facilities. Incubatee firms/companies may graduate from the incubator under any of the following circumstances:

- Completed the incubation program designed for them
- Raising substantial investment from sources such as angel investor/Venture Capital Fund /any other investor
- Completion of tenure of two years, unless stay is extended by the CSU's TBI
- Number of employees (excluding founders) of the firm/company exceeds 5 employees
- Annual revenues of the firm/company exceed Php 5 Million
- Firm/Company enters in an acquisition, merger or amalgamation or reorganization deal resulting in a substantial change in

firm's/company's profile, promoters, directors, partners or shareholders, products or business plans, or firm/company plans for a public issue

Startup Exits

An incubated startup company will leave the incubator (exit) under the following circumstances:

- Completion of two years stay
- When the company enters in an acquisition, merger or amalgamation or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan.
- Underperformance or non-viability of business proposition as decided by CSU TBI Team on case to case basis.
- Violation of the University policies and rules, including those of the CSU's TBI.
- Change in promoters'/ founders' team without concurrence of the CSU's TBI.
- Any change of more than 50% of equity ownership would require a prior approval of TBI.
- Any other reason for which the TBI may find it necessary for an incubated company to leave.

Notwithstanding anything written elsewhere, CSU TBI's decision in connection with the exit of an incubated company shall be final and shall not be disputed by any company.

VIII. TBI Sustainability

iTech is an initiative for the Caraga State University in partnership with DOST-PCIEERD. For its first two years of operation, both the university and DOST-PCIEERD provided funding for the renovation of the facility, equipment, salaries/wages, etc.

The Board and the iTech Teams are required to establish a sustainability plan for the continued operation of the TBI. Funding sources from external partners or organizations can be worked out to continually funding the operations of iTech.

iTech, subject to pertinent rules and regulations, shall devise revenue-generating mechanisms, such as but not limited to the following:

- Charge reasonable service charge to incubatee's for services rendered by the TBI in facilitating potential investors during the commercialization stage of the incubation period in the form of royalty payments in not more than 5%, as an industry standard;
- May charge reasonable rents for the use of workspaces and specialized laboratories to commercially mature (graduate) incubatee's; and
- The TBI may venture into support-services to incubates for a fee.

A. Externally Funded Projects

When the iTech or Navigatú seeks and obtains external funding from government, private or from other legitimate sources to support the programs of the incubator, the funds shall be transferred to CSU or to a fund management body duly recognized by CSU, or to the Program Leader in accordance to the procedures set by the funding agency.

The Procurement/Disbursements Process

- The TBI shall seek approval for the creation of its own funding account in CSU.
- CSU or the fund management body or the TBI directly receiving extension funds shall administer the funds in accordance with the guidelines set by the funding agency.
- All funds disbursements shall be in accordance with the approved line item budget for the TBI, unless budget re-alignment had been approved by the funding agency or its duly authorized office.
- The Program/Project Leader of the approved TBI program/project shall procure the materials and equipment in accordance with the procedures of the University and existing laws.
- To keep track of the project expenses, the Program/Project Leader shall keep a copy of all financial transactions of the project.
- The TBI funds shall not be used for money market placement, time deposit and other forms of investment not related to the project.

B. Progress, Annual and Terminal Reports

All TBI activities funded by CSU Funds and by external funding sources shall submit progress, annual and terminal reports:

- The TBI Team prepares progress quarterly, semi-annual and annual reports and submit the same to the President through the VPRIE.
- Progress and annual reports shall include the target and actual activities for the period under review, financial status and the problems and constraints met.
- The report shall follow the OVPRIE recommended format. However, for externally funded activities, the progress and terminal reports shall adhere to the format set by the funding agency.
- Progress reports shall be submitted every quarter to the RDE Centers for evaluation 15 days after the end of the quarter, the terminal report shall be submitted at most 2 months from completion of the program/project for evaluation and eventually submission to the funding institution with endorsement by the President.
- The 'Ad Hoc' Evaluation Committee created by the VPRIE evaluates the reports and endorses the same to the President if the reports meet the standard of quality, otherwise, return the reports to the TBI Program Leader or the TBI Manager.
- The VPRE submits the reports to the President for endorsement to the funding institution if these meet the standard of quality, otherwise, return the reports to the Center Head which in turn, return the reports to the faculty member/s if reports need revision, emphasizing the comments/suggestions/recommendations.
- Progress and terminal reports of extension programs/projects shall follow the prescribed format of the funding institution. Packaging of the popular version of the TBI outputs for dissemination to the public shall likewise be conducted in coordination with the OVPRIE Publication Unit.
- For externally-funded TBI programs/projects governed by specific policies of the funding institution, submission of report/s shall adhere to the policy of the funding institution. Nonetheless, copies of reports shall be provided to the OVPRIE for record purposes and distributed to concerned offices.

ANNEX A
WEBSITE ONLINE APPLICATION FORM

Navigatu-Application Form

Instructions

In order for your application to be reviewed for consideration please fill in the form with the required details. You will receive a notification once your application is acknowledged.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not jtdeleosa@gmail.com? [Switch account](#)

*** Required**

Email address *

Your email

NEXT Page 1 of 9

Never submit passwords through Google Forms.

Section 1: GENERAL INFORMATION

Business Name:

Your answer

Complete Name *

Your answer

Home Address: *

Your answer

Mobile Number *

Your answer

Email Address *

Note: Screenshot of the online registration form @ navigatu.com. Applicant needs to submit information about their startup online.

ANNEX B
Navigatú Startup Scoreboard

NAME OF STARTUP:		
TECHNOLOGY, CONCEPT or CREATIVITY (30%) Social problem being addressed and the market needs. How the proposed product/services or technology solve real-life problems.	COMMERCIAL VIABILITY (30%) Commercial Potential, Sustainability Plan, and Usability of Potential Customers.	TEAM COMPOSITION (40%) Team's ability to execute their ideas or innovations
Score: _____	Score: _____	Score: _____

Name and Signature of Evaluator: _____

**ANNEX C
INCUBATION AGREEMENT TEMPLATE**

This agreement made at ITECH - Navigatu, the DOST PCIEERD TBI, a Technology Business Incubator duly organized and recognized by Caraga State University and having it's official location at 2nd Floor, Mechatronics Bldg., Caraga State University Main Campus hereinafter referred to as "Incubator" which expression, unless repugnant to the context thereof, shall include it's Successor, Administrators, and assigns.

AND

Mr. / Ms _____, of legal age, residing
at _____;
Mr. / Ms _____, of legal age, residing
at _____;
Mr. / Ms _____, of legal age, residing
at _____;
Mr. / Ms _____, of legal age, residing
at _____ and

whose business representation is known _____
hereafter referred to as "Incubatee". Which expression shall, unless repugnant to the context thereof, shall include his Heir, legal representatives and assignees.

WHEREAS, the Incubator has been organized with the object to encourage "STARTUP" amongst the Science and Technology Graduates, Enthusiasts with sole idea to strengthen technology base of industries;

WHEREAS, for the above purpose, the Incubator offers assistance to strengthen technology base of rendering the use of common facilities and other amenities available with the Incubator, for a limited period;

WHEREAS, the Incubator has, and/or made arrangements with other institutions to provide the facilities such as the business center with photocopying services, printers, conference room, pantry, internet connection, computers, etc. (hereinafter referred to as the "Common Facilities"). The common use of which can be offered by the Incubator to the respective startup projects;

WHEREAS, the Incubatee has requested the Incubator to extend all possible assistance to enable himself/herself to develop an Innovative Product namely _____ (hereinafter referred to as the "Idea") more particularly use the common facilities as made available by the Incubator with a request to make available for a period of 24 (twenty-four) months;

WHEREAS, the Incubator agrees to allow the Incubatee to use the said common facilities available with the supervision of the Incubation management;

NOW THEREFORE, for and in consideration of the foregoing premises, and mutual covenants, and agreements herein after setting forth, the parties hereby agrees to bind themselves to the terms and conditions stated hereunder.

RIGHTS AND OBLIGATIONS OF THE PARTIES

1. INCUBATEE

- shall provide the Business Model Canvas to the Incubator;
- shall keep the premises in good order and condition, reasonable wear and tear, excluding those sustained by reason of fortuitous events;
- shall not remove any fixtures, fittings, electric light and power and water connections attached to the said premises;
- agrees to allow the Incubator or its agents, workmen, etc., to access the computers at any time for the purpose of either viewing the condition or for carrying out maintenance, installations or improvements and shall provide all necessary assistance to carry out the same;
- shall abide by and follow the terms and conditions of the Incubator as stipulated from time to time (refer to Annexure 1);

2. INCUBATOR

- Shall offer the Incubatees the technical support necessary for and directly related to the activity of the Incubatees, with a maximum of 18 months from the date of this Agreement whichever is earlier;
- Shall provide business development support (consultations, workshops and other dedicated events) to the Incubatees through the Incubator, as well as in cooperation with external partners during the whole incubation period and with regards to set incubation plan;
- Shall promote the incubatees through its marketing channels and networks based on a mutually agreed marketing strategy;
- Shall introduce the incubate to the relevant official networks (partners, investors, potential customers) within its reach and with regard to the needs of the incubatees;
- Agrees to allow the incubatees to use the common facilities available with it for the specific purpose of enabling the latter to develop his/her product. Such as, but not limited to: (1) design, (2) development, (3) prototype, (4) testing of prototypes;
- is not responsible for any accident arising out of and in the course of the product development by the Incubatees and shall make any necessary provision for meeting the unforeseen circumstances;
- shall protect the intellectual properties (IPs) of the Incubatees.
- is entitled of 3% royalty from the net of annual revenue earned by the incubatees

TERMS AND CONDITIONS

- **BREACH OF AGREEMENTS**

In case of breach of agreements stated above, the innocent party may terminate this agreement by giving due notice to the other party.

- **NON-DISCLOSURE/NON-INTERFERENCE**

Both parties shall always hold and maintain the confidentiality in the strictest of confidence and to their agents, representatives, affiliates Both parties shall always hold and maintain the confidentiality in the strictest of confidence and to their agents, representative, affiliates, and other individual entity that is on “need to know” basis. If any such confidential information become public, all liability shall be the party who publish, copy, or use the confidential information for their sole benefit.

For the purpose of this agreement, the parties shall include, but not be limited to, software and website products, website source code or any related codes in all formats, business plans, customers or users, documentation, and correspondences that have not otherwise been made publicly available.

CONFIDENTIALITY

Any confidential information pertaining to both parties shall not be publicly disclosed. Such as, but not limited to: sharing scheme between two parties and other personal or economic information.

DURATION AND TERMINATION

DURATION

The Incubator and the Incubatee hereby agree that the period of this agreement shall be 2 years on such terms and conditions as the incubator may deem proper considering the milestones and development pacing of the Incubatee;

TERMINATION

In case the Incubatee desires to terminate the Agreement before the expiry of the stipulated period, the Incubatee can do so by giving two months prior notice to the Incubator.

The incubation may be terminated if:

- The Incubatee fails to achieve the laid down milestones.
- The termination shall be reviewed and approved by the management of the Incubator;
- Upon the approval, a Letter of Termination together with supporting reason(s) and relevant documents shall be sent to the Incubatee.

GENERAL PROVISION

- Dispute Resolution- The parties shall commit in good faith to resolve any dispute or claim arising out of or concerning this Agreement

through peaceful means between representatives of each of the parties with authority to settle the relevant dispute.

- Venue of Actions- Exclusive jurisdiction over and venue of suits arising from this Agreement shall be with the proper courts of the City of Butuan to the exclusion of other courts or tribunals.
- Breach of Agreement- in case of breach of agreement by any party, the innocent party may terminate this agreement by giving due notice to the other party;
- Amendments- The parties hereto, may, upon mutual agreement, amend, alter or modify this Agreement at any time by or through an addendum signed by the parties hereto;
- Force Majeure- If, by reason, of force majeure, acts of God strikes, either party shall not be held responsible.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this ___ day of _____ 2019 at _____.

Project Leader/TBI Manager, Navigatu-ITech
(Signature over printed name)

Team Leader of Incubatee
(Signature over printed name)

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES (_____) S.S.
City of Butuan

BEFORE ME, a Notary Public, for and in the City of _____, this _____ day of _____, 20____, personally appeared:

ID No. _____ Issued on/Issue at

Known to me and to me known to be the same person(s) who executed the foregoing instrument and who acknowledged to me that the same is their free and voluntary act and deed, and that of the institutions respectfully represented.

The foregoing instrument refers to an Incubation Agreement consisting of eight (8) pages, including the page in which this Acknowledgement is written, signed by the parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, on the date and place written.

NOTARY PUBLIC

Doc. No. ____:
Page No. ____:
Book No. ____:
Series of 2019

ANNEX D

iTech (Navigatu) Facility Rules and Regulations

Being part of Navigatú, every incubatee, employee, and visitor shall follow the below mentioned rules and regulations.

Rules and Regulations

1. Office Hours: earliest 6am to 8pm unless otherwise allowed by the Admin and Security Office.
2. Filthy shoes/slippers are not allowed inside the office.
3. Clean your area before and after using. (Bring your own cleaning rag)
4. In playing music, use headset or headphones.
5. Using English as a general communication inside the office must be practiced.
6. Playing / Recreation Time: 10:30 am to 12nn | 3-5pm
 - a. Pingpong
 - b. Uno and Dos Cards
 - c. Jenga
 - d. Board Games (Game of the Generals, Chess, Monopoly)
 - e. NO COMPUTER GAMES
7. Eating should be done in the Pantry Area.
8. Bring and clean your own utensils.
9. Meetings / Team Discussions should be done in the Conference Room.
10. A team may request the use of the conference room through online/in person. The staffs will consider requests as long as the team booked it at least two (2) hours prior and on a first-come, first-served basis.
11. Use of scratch papers for photocopying and/or printing if possible is greatly encouraged.
12. No Sleeping in the couches. For reasonable instances, you may use the Conference room or Pantry Area instead.
13. No Visitors shall be allowed beyond the visitor's lounge.

14. All Visitors must be logged.
15. Everyone is required to join on a monthly General Cleaning Day.
16. All incubatees must wear their Navigatu ID during office hours/on duty.
17. Not following these rules and regulations of the office shall not be tolerable by the management; Management shall render any employee and incubatee liable for a disciplinary action.

Visitors Guidelines

1. Visitors are required to provide entry or personal details in the log book.
2. Visitors are only allowed to stay within the visitors' lounge (unless allowed by the Management).
3. Visitors are required to respect the privacy of our incubatees and employees.
4. Visitors are discouraged from loitering.
5. Boisterous noise is strictly discouraged.

ANNEX E

Directory of Mentors, Experts and Partners of Navigatu's ITECH.

Name	Organization and Designation	Email Address and Contact Number	Field of Expertise
Ms. Russell M. Pili	DOST PCIEERD RITTD, Chief Senior Research Specialist (SRS)	Russell.pili@gmail.com	Intellectual Property, Technology Commercialization
Ms. Alwyn Joy E. Rosel	Asian Institute of Management, TBI Staff	alwynrosel@gmail.com	Consultant
Jocelyn Yee	Butuan Chamber of Commerce	jojoyee@yahoo.com	Entrepreneur
Jan Karlo Camba	CSU- College of Computing and Information Sciences -Instructor	aspire1923@gmail.com	Graphic Design
Jaymer Jayoma, Ph.D.	CSU-College of Computing and Information Sciences -Director of CHCI, Coordinator of MSIT	imjayoma@carsu.edu.ph	AI and Machine Learning
Dexter Romaguera	CSU-College of Computing and Information Sciences -Instructor	elcapitanromaguera@gmail.com	Webpage Development
Atty. Dianah Jee U. Saspa	Caraga State University	dianahsaspa@gmail.com	University and Board Secretary and Internal Legal Officer
Eddan Baulete	Komspec		Entrepreneur
Jon Harley Famador	Globe Telecommunications	jsfamador@globe.com.ph	Customer Development Manager (Northern Mindanao Cluster)

Jun Pearl Achacoso	Department of Trade and Industry (CARAGA)	jpachacoso@carsu.edu.ph	Trade and Industry Development Analyst
Kenneth Ciudad	-CSU- Technology Transfer and Licensing Office - Technical Expert	klciudad@carsu.edu.ph	Patent and Trademark
Cherry May G. Busa	Local Government Unit	cmo_butuan7@yahoo.com	-City Councilor; Telecommunications
Engr. Alan Abonates Silor	-Department of Information and Communications Technology -Assistant Secretary	alan.silor@dict.gov.ph	Communications Engineer
Dr. Anton Montalban	-Philippine General Hospital -Orthopedic Surgeon		Entrepreneur
Napoleon Malimit	-Rotary Club	Joyment.tsunami@yahoo.com.ph	Entrepreneur
Kirby Go	-Butuan Chamber of Commerce and Industry Foundatin, Inc. -President	09178395817	Entrepreneur
Francis Marasigan	-Brotherhood of Christian Businessmen and Professionals		Entrepreneur
Jensen Jimenez	Brotherhood of Christian Businessmen and Professionals; Jimenez Bakeshop; Lite Ferries Cagayan - Manager		Entrepreneur
Frederick R. Membreve	-Metrobank- Butuan Branch -Manager	(085) 342-8931-82	Financial
Lawrence Grana	- CSU- Technology Transfer and Licensing Office	09199785098	Patent and Trademark; Electronics Engineer
Alex France Salon	-CSU- IMPACT -Project Manager	adsalon@carsu.edu.ph	Financial Management
Christopher Nanz Custan	-CSU- IMPACT -Technical Assistant	clcustan@carsu.edu.ph	Financial Management
Jesterlyn Q. Timosan	-CSU- College of Computing and Information Sciences -Instructor	jcqtimosan@gmail.com	Programming

Melbert R. Bonotan	-CSU- College of Computing and Information Sciences-Instructor	melbertbonotan@gmail.com	Network Security
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