

Republic of the Philippines

NATIONAL INNOVATION COUNCIL

NEDA Building, Escriva Drive, Ortigas Center, Pasig City

Memorandum Circular No. 01

Series of 2022

FOR : ALL CONCERNED

**SUBJECT : GUIDELINES ON THE CRITERIA AND SELECTION PROCESS FOR THE
EXECUTIVE MEMBERS OF THE NATIONAL INNOVATION COUNCIL
(NIC)**

Pursuant to Section 6 of Republic Act (RA) No. 11293, otherwise known as the *Philippine Innovation Act*, hereunder are the guidelines to be adopted by the NIC for the selection and appointment of its seven Executive Members.

I. BACKGROUND

- A. RA No. 11293 aims to foster innovation in the country as a vital component of national development and sustainable economic growth. Pursuant to Section 6 of RA No. 11293, the NIC is established to develop the country's innovation goals, priorities, and long-term national strategies.
- B. The NIC is composed of the following:
1. President of the Philippines as *Chairperson*;
 2. Secretary of Socioeconomic Planning of the National Economic and Development Authority (NEDA) as *Vice Chairperson*;
 3. Head of the following national government agencies as *Members*:
 - a. Department of Science and Technology;
 - b. Department of Trade and Industry;
 - c. Department of Agriculture;
 - d. Department of Environment and Natural Resources;
 - e. Department of Health;
 - f. Department of Transportation;
 - g. Department of Energy;
 - h. Department of National Defense;
 - i. Department of Information and Communications Technology;
 - j. Commission on Higher Education (CHED);

- k. Department of Budget and Management;
- l. Department of Education;
- m. Department of the Interior and Local Government;
- n. Department of Foreign Affairs;
- o. Department of Labor and Employment; and
- p. Intellectual Property Office of the Philippines;

4. Seven Executive Members to be appointed by the President.

- C. The Executive Members shall be appointed from the ranks of business, entrepreneurs, academe and scientific community, and at least one of whom shall be a woman.

There shall be at least one representative from the Micro, Small, and Medium Enterprises (MSME) sector and at least one from the business sector. The representatives of business and the MSME shall be recommended by a legally established and reputable business organization. Those to be appointed from the academe and the scientific community shall have at least seven years of experience in the field of science and technology, research and development, or innovation.

II. OBJECTIVE

The guidelines aim to prescribe the criteria and procedure for the selection of the seven Executive Members. The guidelines also seek to ensure sectoral representation to the NIC to guarantee wider participation in innovation policy and plan formulation, coordination, and monitoring and evaluation.

III. DEFINITION OF TERMS

- A. Academic institution - refers to any educational institution, public or private, engaged in post-secondary education operations, which primarily offers programs duly recognized by the CHED or by the Technical Education and Skills Development Authority.
- B. Business organization - refers to an individual, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof, duly registered or licensed to do business and existing under the laws of the Philippines.
- C. MSME - refers to any business activity or enterprise engaged in industry, agribusiness or services, whether single proprietorship, cooperative,

partnership or corporation, whose total assets, inclusive of those arising from loans but exclusive of the land on which the particular business entity's office, plant, and equipment are situated must have values falling under specific categories provided under Section 3 of RA No. 9501, otherwise known as the Magna Carta for Micro, Small, and Medium Enterprises.

- D. Research and development institute or institution (RDI) - refers to a public or private organization, association, partnership, joint venture, higher education institution or corporation that performs research & development (R&D) activities and is duly registered or licensed to do business in the Philippines, or otherwise with legal personality in the Philippines. In the case of private RDIs, they shall be owned solely by the citizens of the Philippines or corporations or associations at least 60 per centum of the capital of which is owned by such citizens. This does not include RDIs covered by international bilateral or multilateral agreements.¹
- E. Scientific community - refers to a group of people who engage in research, development, and extension (RD&E) and other scientific practices for the purpose of knowledge generation and diffusion.

IV. FUNCTIONS OF THE SELECTION COMMITTEE

- A. Pursuant to NIC Resolution No. 03 Series of 2022 dated 11 April 2022, the NIC-Executive Technical Board (ETB) shall serve as the selection committee for the overall screening of nominees for the seats of Executive Members at the NIC, which shall be endorsed by the NIC to the President of the Republic of the Philippines.
- B. The NIC-ETB shall have the following functions:
 - 1. Evaluate the qualifications of the nominees based on the submitted documentary requirements;
 - 2. Conduct interview and evaluation of the nominees, if necessary, to evaluate the qualifications;
 - 3. Deliberate, determine the rank, and shortlist the nominees based on the approved selection criteria and required sectoral representation under Section 6 of RA 11293;
 - 4. Initiate the selection process for the appointment of new members in

¹ Section 4 (i) of RA No. 10055, otherwise known as the Philippine Technology Transfer Act of 2009.

- the event of vacancies; and
5. Submit to the NIC the shortlisted nominees for approval to the Office of the President.
- C. The NIC Secretariat shall serve as NIC-ETB secretariat. For this purpose, the NIC Secretariat shall be under the supervision of the Chairperson of the NIC-ETB. The NIC Secretariat shall perform the following functions:
1. Provide technical and administrative support to the NIC-ETB for the conduct of the selection process;
 2. Conduct desk evaluation of the submitted documentary requirements of the business organizations and individual nominees;
 3. Facilitate the conduct of all activities for the search and selection process, including but not limited to meetings, interviews, and deliberations; and
 4. Act as custodian of the records of the selection process and nominee profiles and shall strictly comply with RA No. 10173, otherwise known as the Data Privacy Act of 2012.

V. COMPOSITION OF THE EXECUTIVE MEMBERS

As prescribed in Section 6 of the RA No. 11293, the seven executive members of the NIC shall include:

- A. At least one representative from the MSME sector;
- B. At least one representative from the business sector;
- C. Representatives from the academe; and
- D. Representatives from the scientific community.

At least one of the Executive Members shall be a woman.

VI. ELIGIBILITY CRITERIA OR MINIMUM REQUIREMENTS

- A. **Nominating party.** A business organization, RDI, or an academic institution can nominate only one representative during the nomination period. The minimum requirements for a nominating party shall include the following qualifications:
1. Must be a duly registered or licensed business organization, RDI, or academic institution;
 2. Preferably with nationwide or region-wide coverage of services or

operations; and

3. If nominating party is a business organization, it must have notable achievements, honor, or distinction in the fields of science, technology or innovation in the last five years.

B. **Individual nominees.** Each nominee may apply and be qualified for only one sectoral representation.

C. The following criteria shall be used in screening the qualifications of the individuals recommended by the nominating parties:

1. For representatives from the MSMEs and business sector:

- a. Filipino national of legal age;
- b. Director, officer or employee of a business organization, preferably with national or region wide coverage and must be duly registered or licensed to do business in the Philippines.
- c. Engaged in a combination of at least five years ongoing or completed projects, scaling up programs, or activities related to the private sector or sustainable business innovations, investment funding or capital ventures, or technology adoption and commercialization;
- d. Not holding any elective or appointive position in any government agency;
- e. Demonstrates high personal and professional integrity and have relevant knowledge, skills, expertise, and ability to make sound judgment; and
- f. Capable and competent to participate in the NIC meetings and activities.

2. For representatives from the academe and scientific community:

- a. Filipino national of legal age;
- b. Shall have at least seven years of experience in the field of science and technology, R&D, or innovation from reputable and recognized communities;
- c. Engaged in a combination of at least five years ongoing or completed R&D projects or activities related to science, technology, and innovation;
- d. Published scholar or author in science, technology, and innovation (e.g., public sector innovation, innovation ecosystems development, knowledge or technology transfer) with at least

- three published journal articles, locally or internationally, as accepted by the screening committee;
- e. Demonstrates high personal and professional integrity with relevant knowledge, skills, expertise, and ability to make sound judgments; and
- f. Capable and competent to participate in the NIC meetings and activities.

VII. SELECTION PROCESS

A. Call for nomination

1. The NIC shall release a memorandum or public notice on the call for nominations for the NIC executive members.
2. The NIC Secretariat shall invite organizations to participate in the selection process, subject to the eligibility criteria and minimum requirements in Section VI of these guidelines.
3. Nominating parties shall submit the following documentary requirements:
 - a. Letter to the President through the NIC Secretariat Executive Director indicating the name, credentials, and qualifications of the nominee;
 - b. Accomplished nominating party's profile sheet with the nominee's conforme;
 - c. Authenticated copy of the Certificate of Registration or License to Transact Business in the Philippines issued by the Securities and Exchange Commission; and
 - d. Organization's profile and list of officials.
4. The NIC Secretariat shall serve as the receiving office for the nominations and submissions of documentary requirements. The NIC Secretariat shall evaluate the completeness and veracity of the documents submitted by the nominating parties.
5. The NIC Secretariat shall ensure that there are nominations from each of the required sector representations before proceeding to the desk evaluation of submitted documents.

B. Submission of nominee profiles

1. The NIC Secretariat shall inform the qualified nominees regarding their nomination through a formal letter sent through registered mail, private courier services, or electronic mail (e-mail). The letters or e-mails will contain the fact of nomination and the request for copies of

- the documentary requirements.
2. The nominees shall submit the following requirements to the NIC Secretariat:
 - a. For MSME and business sector nominees:
 - i. Letter of intent;
 - ii. Accomplished application form;
 - iii. Valid NBI clearance;
 - iv. Certificate of good standing issued by the current employer (*if applicable*); and
 - v. Certificate of years of service issued by the current employer (*if applicable*).
 - b. For academic and scientific community nominees:
 - i. Letter of intent;
 - ii. Accomplished application form;
 - iii. Certificate of years of service issued by the current employer;
 - iv. Valid NBI clearance;
 - v. Certificate of good standing issued by the current employer; and;
 - vi. Copies of the service record (*if applicable*).
 3. The NIC Secretariat shall receive the nominees' respective credentials for compilation. Only nominees with complete documentary requirements shall be considered for the selection process.
 4. Thereafter, the NIC Secretariat shall endorse the final list of nominees to the NIC-ETB together with all the submitted credentials.

C. Screening and evaluation

1. The NIC-ETB shall convene as the Selection Committee of the NIC for the screening and deliberation of the qualified nominees.
2. The NIC-ETB shall evaluate the nominees based on the set of criteria approved in these guidelines. The members will review the submitted credentials of all nominees and, if necessary, may conduct a background investigation and interview. The NIC-ETB shall have the discretion to determine the ranking and number of shortlisted nominees for each sector, to be endorsed to the NIC.
3. NIC-ETB shall endorse the proposed ranking and shortlist of the nominees for each sector within ten days from completion of the selection process.

D. Endorsement to the NIC

1. From the shortlist of nominees, the NIC members shall deliberate, revise, as needed, and vote on the proposed nominees of the NIC-ETB for each sector. The selections will be based on the votes of the majority, with due consideration to the required sectoral representation and gender inclusivity required by Section 6 of RA No. 11293.
2. After the voting and deliberation of the NIC, the selected seven Executive Members shall be endorsed to the President through a signed NIC resolution.

E. Post-selection

1. The NIC Secretariat shall send a notification of appointment to the nominee through an official letter endorsed by the Executive Director. The nominee shall comply and submit all the documentary requirements for his/her appointment as may be required by the Office of the President.
2. The seven Executive Members shall take their oath of office before any officer authorized to administer oath as prescribed in Section 41, Chapter 10, Book 1 of Executive Order No. 297, otherwise known as the Administrative Code of 1987, as amended by RA No. 10755.

VIII. EVALUATION CRITERIA

- A. The NIC-ETB shall evaluate the applicants based on the following criteria:
 1. **Leadership and competence.** Excellent innovation leadership capacity, commitment, and track record;
 2. **Network.** High level of influence and integrity in building and improving the sector's innovation ecosystem;
 3. **Recognition and awards.** Exemplary achievements in innovation and excellence in the form of prizes and awards obtained at local, national and international levels; and
 4. **Vision.** Compelling vision and plan for innovation in the sector or country.
- B. The criteria scoring system (*Annex A*) shall be used to evaluate the qualifications of the nominees.

IX. TERM OF EXECUTIVE MEMBERS

- A. **Term limit.** The seven Executive Members shall serve a term of three years, unless reappointed for a maximum of one term.

In the case of replacement due to vacancy, the replacing member shall serve the remainder of the term of his/her predecessor but he/she may be eligible for re-appointment, for a maximum of one term, to serve a new term during the selection of new Executive Members.

B. Application for re-appointment.

1. The incumbents shall signify in writing their intention to apply for reappointment and serve for another term.
2. Members who are serving their second term may not seek reappointment for another term;
3. The nominee for reappointment shall submit an updated list of requirements:
 - a) Letter of intent stating their reason/s for reappointment;
 - b) Updated application form;
 - c) Updated certificate of good standing and valid NBI Clearance;
 - d) Updated certificate of years of service issued by the current employer; and
 - e) Updated copies of the service record (*if applicable*).
4. The NIC Secretariat will submit the nominee's updated requirements to the NIC-ETB, which will be endorsed the same to the NIC.
5. The NIC will discuss and agree through a majority agreement the qualification and eligibility of the nominee applying for reappointment based on the criteria set in Section VIII of these guidelines.
6. The NIC upon majority agreement will endorse the accepted applicant to the Office of the President through a signed resolution
7. The NIC Secretariat Executive Director shall send a formal letter to the applicant duly signed by the NIC Vice-Chairperson informing the applicant about the decision of the NIC and the status of the reappointment.
8. Reappointed nominees will resume office the same date of their acceptance.

C. Criteria. The following criteria shall be used to evaluate the application of incumbents for reappointment:

1. With at least 75 percent attendance in all council meetings;
2. Have been actively involved in the formulation or approval of at least one policy initiative of the NIC;
3. Have shown commitment to the NIC duties, its mandate (e.g. active participation in NIC activities), and the NIASD formulation and implementation; and

4. Other qualifications deemed relevant by permanent members of the NIC.

X. EFFECTIVITY

This set of guidelines takes effect 15 days after its publication in the Official Gazette or in a newspaper of general circulation. The NIC, through the NIC Secretariat, shall submit a copy of the Memorandum Circular to the Office of the National Administrative Register within 30 days from effectivity thereof.

Annex A:
**EVALUATION CRITERIA SCORING SYSTEM FOR THE RANKING AND
 SELECTION OF NIC EXECUTIVE MEMBERS**

Evaluation criteria	Sector representatives	
	MSMEs/ businesses	Academe/ scientific community
Leadership and competence (30%)	<ol style="list-style-type: none"> 1. Outstanding accomplishments 2. List of managerial/ supervisory roles 3. Ongoing and/or completed innovation initiatives 4. IPs owned 	<ol style="list-style-type: none"> 1. Outstanding accomplishments 2. Ongoing and/or completed R&D or innovation projects 3. List of publications 4. List of managerial/ supervisory roles 5. IPs owned 6. Consultancy services rendered
Network (30%)	<ol style="list-style-type: none"> 1. Memberships to innovation-related projects, industry/business/ professional organizations 2. Participation as speaker, judge, and/or facilitator to S&T or innovation-related events 	<ol style="list-style-type: none"> 1. Memberships to innovation-related projects, industry/business/ professional organizations 2. Participation as speaker, judge, and/or facilitator to S&T or innovation-related events
Recognition and awards (20%)	<ol style="list-style-type: none"> 1. Local, regional, national, international awards for achievements in the field of business, science and technology, research and development, or innovation 2. Other recognitions from Innovation-related organizations 	<ol style="list-style-type: none"> 1. Local, regional, national, international awards for achievements in the field of business, science and technology, research and development, or innovation 2. Other recognitions from Innovation-related organizations
Vision (20%)	<ol style="list-style-type: none"> 1. Vision statement to be submitted to the Secretariat 	<ol style="list-style-type: none"> 1. Vision statement to be submitted to the Secretariat