**[LETTER HEAD OF GOVERNMENT AGENCY]**

**Endorsement of Program/Project Leader as Focal Person for the Electronic Innovation Grants Information System (EIGIS)**

In line with the **Call for Proposals for the 2024 Innovation Grants**, I hereby endorse and authorize the following personnel[[1]](#footnote-30875) from **[NAME OF GOVERNMENT AGENCY]** to:

1. Create an account with EIGIS and submit proposal/s on our behalf;
2. Encode, validate, and submit data requested through EIGIS ([**https://eigis-innovation.neda.gov.ph**](https://eigis-innovation.neda.gov.ph/));
3. Serve as project leader and primary contact person for the submitted project proposal, should it be approved; and
4. Coordinate with the National Economic and Development Authority (NEDA) and the National Innovation Council (NIC) on matters related to project implementation and the transfer of funds, should the proposal be approved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Program/ Project Leader** | **Position** | **Office/Unit** | **Contact No.** | **Email Address** |
| [Name] |  |  |  |  |
| [Name] |  |  |  |  |
| [Name] |  |  |  |  |

All submitted information shall be treated as correct and fully endorsed by the undersigned and will be considered final and official for proposal evaluation. Further, I acknowledge that all actions will be guided by EIGIS User Agreement and Privacy Policy, ensuring that all data and information processed through EIGIS are handled in accordance with applicable laws and regulations.

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| --- | --- |
| **Head of Agency:** |  |
| **Signature** |  |
| **Position:** |  |
| **Date:** |  |

**ANNEX**

**TABLE OF AUTHORIZATION**

|  |  |  |
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| **Proponent** | **Level** | **Signatory** |
| National Government Agency | Central office | Secretary or Undersecretary |
| Attached agency or Operating unit | Head of Agency |
| Regional, provincial, or field office | Regional Director |
| Local Government Unit including Local Universities and Colleges | Provincial government | Governor |
| City or municipal government | Mayor |
| Local university or college | President or Chancellor |
| State Universities and Colleges | University or College | President or Chancellor |
| Public school | Department of Education schools | Schools Division Superintendent |
| Department of Science and Technology Philippine Science High School | Executive Director |
| Government-Owned or -Controlled Corporation | Central | Head of Agency |
| Regional, provincial, or field offices | Regional Director or its equivalent |

**EIGIS USER AGREEMENT**

Welcome to the National Economic and Development Authority (NEDA) Electronic Innovation Grants Information System (EIGIS) website. By using this website, you agree to the following terms and conditions:

1. NEDA may change the information and data contained on this website, as well as the terms, conditions, and explanations shown herein.
2. You agree to provide accurate and complete information about yourself or your agency. NEDA may accept, decline, or block user requests.
3. You will be given a username and password to access the NEDA-EIGIS account. You are responsible for keeping your username and password secure to prevent unauthorized access. NEDA is not liable for any damages or losses resulting from unauthorized access or use of your account by a third party.
4. Users are prohibited from using the NEDA-EIGIS system for any unlawful or fraudulent activities, including but not limited to hacking, phishing, spamming, or any activity that could harm the system or compromise user data.
5. NEDA will automatically block or disable access to your account if an incorrect password is used three times in a row. This is for security purposes.
6. Users are required to report any incidents or suspected incidents of data breaches or security breaches to NEDA immediately. Users must cooperate with NEDA in any investigations or remediation efforts related to such incidents.

**EIGIS PRIVACY NOTICE**

The National Economic and Development Authority respects and protects the privacy of our data subjects (employees, clients, service providers and other stakeholders) in accordance with Republic Act No. 10173, or the Data Privacy Act of 2012 and its Implementing Rules and Regulations. Personal or Sensitive Personal Information that we collect shall only be used to process your communication and other compatible purposes. This includes contacting you if more information or clarifications are required. All collected data will be kept secure and confidential, unless otherwise authorized by law. They shall be retained only for such a period as necessary to serve the purpose for which they were collected, or as required under any contract or by any law, rule or regulation. Thereafter, it shall be disposed of in a secure manner that would prevent further processing, unauthorized access or disclosure to any other party.  
  
Should you wish to invoke any such rights in relation to our processing of your personal data or have questions or clarifications relative to privacy and data protection, you may contact us at The Data Protection Officer NEDA-sa-Pasig Building, 12 Escriva Drive, Brgy. San Antonio, Ortigas Center, Pasig City 1605 tels. (02) 8631-0945 to 64 local 110.  
  
By clicking the agree button, you agree to the processing of the data you have provided in accordance with the Data Privacy Act of 2012.

1. ***Note***: The agency has the discretion to authorize additional Program/Project Leaders as needed. Each authorized Program/Project Leader (or EIGIS user) may submit multiple proposals. However, please ensure that no similar proposal is submitted by more than one user. [↑](#footnote-ref-30875)