

B. Release of Clearance to DOST-SEI Scholars

B.1. Local Clearance for Local Employment/ Temporary Clearance for Travel Abroad				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Submit required documents	1. Receipt and Evaluation of Required Documents	None	5 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
	2. Issuance and Filling out of TRACER		10 minutes	Regional Office Scholarship Staff /Provincial Science and Technology Center Staff
	3. Preparation of Clearance		10 minutes	Regional Office Scholarship Staff
	4. Signing of Clearance		5 minutes	Regional Director/ Officer-in-Charge
	5. Release of Clearance		2 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
B.2. Final Clearance				
CLIENT STEPS	AGENCY	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1. Receipt and Evaluation of Required Documents	None	5 minutes	Regional Office Scholarship Staff
	2. Issuance and Filling out of TRACER Form		10 minutes	Regional Office Scholarship Staff / Provincial Science and Technology Center Staff
	3. Preparation and sending of complete documents to DOST-SEI		2 days	Regional Office Scholarship Staff
	4. Evaluation, processing and release of clearance to the Regional Office		10 working days	Department of Science and Technology – Science Education Institute (DOST-SEI) Staff
			*It takes 10 working days for the evaluation and processing of request at DOST-SEI Central Office and another 2 days’ delivery from DOST-SEI to DOST-CAR.	
	5. Inform the availability of the Final Clearance to the scholar		5 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
	6. Release of Final Clearance		2 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff