A. Handling of DOST-SEI S&T Undergraduate Scholarship Application

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling out of Information/Application Sheet	1. Issuance of Application Sheet/Form	None	1 minute	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
	2. Evaluation and Acceptance of Application Documents		15 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
	3. Encoding of Order of Payment (O.P.)ª	200.00	5 minutes	Accountant at the Regional Office
	4. Issuance of Official Receipt (O.R.)ª			Cashier at the Regional Office
	ª*for Merit Applicants only*			
	5. Signing of Test Permit	None	3 minutes	Regional Director ARD- Technical Services Scholarship Coordinator Provincial Science and Technology Directors
	6. Issuance of Test Permit and Primer		3 minutes	Provincial Science and Technology Centers staff and Regional Office Scholarship staff
Note: Test permit will be released two weeks before the examination date.				