

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

The agency is mandated to produce scientifically and technically literate citizenry that will help propel the country towards national development. Towards this end, different scholarship programs are being managed, one of which is the Undergraduate Scholarship Programs.

Office or Division:	Regional Office – Scholarship Unit and Provincial Science and Technology Centers
Classification:	Complex
Type of Transaction:	G2C - for services whose client is the transacting public
	G2B - for services whose client is a business entity
	G2G - for services whose client is another government agency, government employee or official
Who may avail:	Grade 12 students for the Undergraduate S&T Scholarship and Regular 3 rd year college students for the JLSS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

Undergraduate S&T Scholarship (Grade 12)

1. Accomplished Information/Application Sheet	Regional Office – Scholarship Unit and Provincial Science and Technology Centers
2. Photocopy of Birth Certificate (natural-born Filipino citizen)	Philippine Statistics Authority/ Local Civil Registrar
3. Parent/s Income Tax Return / W2/ Employment Contract for OFW or Municipal/ Barangay Certification that the applicant belongs to indigent family and his/her parents are exempted from filing of income Tax Return	Bureau of Internal Revenue/ Barangay Office
4. Photocopy of the latest three consecutive months of electric bill	Electric Cooperative
5. Assessment form/ statement of account from the private high school/scholarship certification	School Registrar
6. Two recent and identical (1"x1") pictures	
7. If legal guardian, affidavit of guardianship	Attorney's Office

Junior Level Science Scholarship (Regular 3rd year College)

1. Accomplished Information/Application Sheet	Regional Office – Scholarship Unit and Provincial Science and Technology Centers
2. Official Transcript of Records (TOR) or Certified True Copy of Grades (TCG)	School Registrar
3. Two recent and identical (1"x1") pictures	
4. Photocopy of Birth Certificate (natural-born Filipino citizen)	Philippine Statistics Authority/ Local Civil Registrar
5. Parent/s Income Tax Return / W2/ Employment Contract for OFW/ BIR Certificate of Exemption for Filing of ITR / Municipal or Barangay Certificate of Indigency	Bureau of Internal Revenue/ Barangay Office
6. Photocopy of the latest three consecutive months of electric bill	Electric Cooperative
7. If legal guardian, affidavit of guardianship	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling out of Information/Applicatio n 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		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.

2. Release of Clearance to DOST-SEI Scholars

A scholar who will travel out of the country, be it a personal or an official travel, needs to secure a temporary clearance from the DOST-CAR. After finishing service obligation or paying the financial obligation, a scholar can request to DOST-SEI for a final clearance to certify that he/she is already finished with his/her obligations with DOST-SEI.

Office or Division:	Regional Office – Scholarship Unit and Provincial Science and Technology Centers
Classification:	Complex
Type of Transaction:	G2C - for services whose client is the transacting public
	G2B - for services whose client is a business entity
	G2G - for services whose client is another government agency, government employee or official
Who may avail:	On-going and Graduate Scholars

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Local Clearance for Local Employment	
1. Request Letter	School Registrar
2. Diploma	
3. Transcript of Record	
Temporary Clearance for Travel Abroad	
1. Request Letter	
2. Diploma (if graduate scholar)	School Registrar
3. Transcript of Records	
4. Deed of Undertaking	Regional Office – Scholarship Unit and Provincial Science and Technology Centers
5. Income Tax Return (ITR) of Guarantor	Bureau of Internal Revenue
6. 2 Valid ID of Guarantor	

7. Guarantee Letter		From the sending company (if being sent by the company)		
Final Clearance				
1. Request Letter				
2. Diploma		School Registrar		
3. Transcript of Records				
4. Certificate of Employment		Current and previous company		
A. 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. 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 *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.	Department of Science and Technology – Science Education Institute (DOST-SEI) Staff
	5. Inform the availability of the		5 minutes	Regional Office Scholarship Staff and

	Final Clearance to the scholar			Provincial Science and Technology Center Staff
	6. Release of Final Clearance		2 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff

3. Issuance of Certificate of Enrollment

One of the responsibilities of a DOST-SEI scholar is meeting the set grade requirements and enrolling the prescribed academic loads based on their submitted program of study. Thus, all scholars are made to report their grades and registrations form every start and end of each semester/term.				
Office or Division:	Regional Office – Scholarship Unit and Provincial Science and Technology Centers			
Classification:	Complex			
Type of Transaction:	G2C - for services whose client is the transacting public			
	G2B - for services whose client is a business entity			
	G2G - for services whose client is another government agency, government employee or official			
Who may avail:	On-going Scholars			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification for Enrollment		School Registrar		
1. Photocopy of Grades				
2. Photocopy Registration Form/Schedule				
C. Issuance of Certification for Enrollment				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON
1. Submission of Grades	1. Receipt of Grades	None	2 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
	2. Evaluation of Grades		5 minutes	Regional Office Scholarship Staff
	3. Evaluation of Grades and submission of grades to the regional office		5 minutes	Regional Office Scholarship Staff and Provincial Science and Technology Center Staff
	4. Preparation of Certification of Enrollment		5 minutes	Regional Office Scholarship Staff
	5. Signing of Certification of Enrollment		2 minutes	Regional Director Scholarship Coordinator
	6. Release of Enrollment Certificate		2 minutes	Regional Office Scholarship Staff
Note: Scholars must submit the Registration Form/Schedule 1 week after enrollment to the Regional Office/Provincial Science and Technology Center				