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| **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 3rd 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/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 |  | 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 | 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 |
|  | | | | |
| **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 | | | | |