



REQUEST FORM

To : **DR. ANTHONY C. SALES, CESO III**
Regional Director
Department of Science and Technology RO XI
Cor. Dumanlas & Friendship Rds., Bajada, Davao City

Date _____

Re: **REQUEST FOR SCHOLARSHIP CLEARANCE**
This is to request for the issuance of clearance:

<i>Please check the needed documents</i>	<i>Requirements</i>
For NBI – Clearance for local employment	<input type="checkbox"/> Transcript of Records or True Copy of Grades or diploma for scholar-graduate; or <input type="checkbox"/> Registration form for OJT/SIT certification from school for on-going scholar <input type="checkbox"/> Transcript of Records or True Copy of Grades for NON-Compliance scholar <i>Note: On-going scholar – for OJT/SIT purpose only</i>
For NBI – Clearance for application for passport	<input type="checkbox"/> Guaranty letter or <input type="checkbox"/> Deed of Undertaking* or <input type="checkbox"/> Official Receipt of cash bond posted or <input type="checkbox"/> Original copy of GSIS Surety Bond * Photocopy of I.D. and ITR or Certificate of Employment of co-maker
For DFA – Passport	
For BI – Travel Order	
Final clearance	
Computation of scholarship benefits received	<input type="checkbox"/> Certificate/s of Employment/Service Record or <input type="checkbox"/> Official Receipt of refund of scholarship benefits received <input type="checkbox"/> Transcript of Records or True Copy of Grades and/or <input type="checkbox"/> Certificate of Employment
Others (Please specify)	

Purpose: _____

Requested by:

Name/Signature _____ Sex: ☐ M / ☐ F

Contact Number _____ E-mail Address _____

DOST Scholarship Category	DOST Scholarship Program	Year of Award	Course	School
Undergraduate				
MS				
Ph.D				

(To be filled out by Scholarship Staff)

Request processed by _____ Date _____
Mode of release Picked-up/mailed/faxed _____ Date _____