



Republic of the Philippines
Department of Science and Technology
Science Education Institute

Service. Excellence. Innovation.

14 December 2017

Dear Scholar:

As a DOST-SEI scholar, your future employer will have high expectations of you. We would like to prepare you for it through the **2018 Summer Practical Training Program (SPTP)**.

The SPTP will give you practical experience in an agency or private firm along your field of specialization that can greatly enrich your development as a prospective future leader.

To start off, you have the following decisions to make:

1. Whether you will undergo the summer practical training or not;
 - 1.1 If OJT/SIT is not included in your course curriculum and you do not have any required subject/s to take this summer, you are required to undergo SPTP;
 - 1.2 If OJT/SIT is included in your course curriculum for this summer, it will be considered as your SPT; you shall submit the required SPTP forms;
 - 1.3 If OJT/SIT is included in your course curriculum during the regular semester, you may or may not opt to avail of the SPTP;
 - 1.4 If you are required to enroll in certain subject/s this summer, you may waive undergoing the SPTP;
2. The kind of work you would like to do; and
3. The agency or company where you can get the best training.

As soon as you have identified the company you plan to join later on, find out if it is willing to accommodate student-trainees. The DOST-SEI can provide referral letter upon request; maximum of three (3) referrals may be issued to you.

Inform us of your plan soonest by accomplishing and submitting to us the attached Scholar's Reply Slip on or before **16 February 2018/May 18, 2018** (for schools that have shifted school calendar). For details about the SPTP, please read the SPTP Primer.

We are looking forward to an exciting summer!

Truly yours,

JOSETTE T. BIYO, Ph.D
Director

As part of the Undergraduate Scientific Manpower Development Program of the Department of Science and Technology-Science Education Institute (DOST-DOST-SEI), scholars in the junior/senior years are required to undergo a Summer Practical Training Program (SPTP). The general program objective is to enrich the practical experience of the scholar along his/her field of specialization thus, preparing him/her for a better future employment.

Every year, about 800 scholars undergo training under this program in the various fields:

Basic Sciences

1. Chemistry
2. Mathematics
3. Physics
4. Biology

Engineering and other Applied Sciences

1. Aeronautical Engineering
2. Aerospace Engineering
3. Agribusiness Management
4. Agriculture
5. Agricultural Biotechnology
6. Agricultural Chemistry
7. Agricultural Economics
8. Agricultural Engineering
9. Agricultural Technology
10. Agricultural and Biosystems Engineering
11. Animal Science
12. Biochemistry
13. Ceramics Engineering
14. Chemical Engineering
15. Civil Engineering
16. Computer Engineering
17. Computer Science
18. Electrical Engineering
19. Electronics and Communications Engineering
20. Environmental Science
21. Fisheries
22. Food Technology
23. Forestry
24. Geodetic Engineering
25. Geology
26. Geothermal Engineering

28. Industrial Engineering
29. Industrial Management Engineering
30. Industrial Pharmacy
31. Information System
32. Information Technology
33. Information Technology Systems
34. Instrumentation and Control Engineering
35. Manufacturing Engineering
36. Manufacturing Engineering Management
37. Materials Engineering
38. Marine Biology
39. Marine Science
40. Mechanical Engineering
41. Mechatronics Engineering
42. Medical Technology
43. Metallurgical Engineering
44. Meteorology
45. Microbiology
46. Mining Engineering
47. Molecular Biology and Biotechnology
48. Nutrition
49. Nutrition and Dietetics
50. Pharmacy
51. Pharmacy Major in Clinical Pharmacy
52. Packaging Engineering
53. Petroleum Engineering
54. Psychology
55. Public Health
56. Statistics
57. Doctor of Veterinary Medicine

Science Teaching

1. Biology Teaching
2. Chemistry Teaching
3. Mathematics Teaching
4. Physics Teaching
5. Physical Science Teaching

A scholar of good academic standing is due to undergo summer practical training in the summer prior to the last year in the completion of his/her degree. A period of six weeks or a total of 240 hours for Summer AY 2017-2018 is set for the practical training.

The DOST-SEI/DOST Regional Office provides the scholar with a referral letter. The training institution may be a government agency or a private company.

To help the scholar during the training period, the program provides the scholar-trainee stipend for two-month period upon submission of pertinent documents, e.g. Daily Time Record duly signed by his/her training supervisor, among other requirements. If the training institution provides allowances, the scholar-trainee may receive them as additional financial support.

At the end of the training period, the scholar-trainee evaluates his/her training and his/her training supervisor is, likewise, requested to assess the scholar-trainee's performance.

OBJECTIVES

The SPTP aims to:

1. Give the scholar-trainee a feel of the actual working atmosphere and a chance to apply the knowledge and skills he/she acquired in school;
2. Expose the scholar-trainee to current trends, developments and needs of a particular industry; and
3. Broaden the scholar's practical experience and his/her outlook on his/her line of work so he/she will have the proper values, perspective and attitude in the future.

GUIDELINES

1. A junior/senior scholar with good academic standing undergoes practical training. A scholar with academic deficiencies shall be allowed to do so only if he/she is cleared by the End of Second Semester AY 2017-2018.
2. The scholar shall undergo training for a minimum period of six (6) weeks or during the Summer of AY 2017-2018.
3. Training shall be along the scholar's field of specialization. It may be with a government agency or a private company. The DOST-DOST-SEI/DOST Regional Office shall provide maximum of three (3) referral letters per scholar to agency/company upon request.

4. The scholar may choose to undergo training in an agency/company located in Metro Manila, in the region where he/she is temporarily residing or in his/her home province.

For a scholar who will have to travel from residence/place of study to place of training (as in another province), the DOST-SEI shall reimburse the actual transportation fare for one round trip upon submission of original ticket(s). Accommodation should be arranged by the trainee himself/herself.

5. The scholar shall inform DOST-SEI/DOST Regional Office regarding his/her plans for the Summer Practical Training by sending back the accomplished 2014 SPTP Reply Slip **February 16, 2018/May 18, 2018** (for schools that have shifted school calendar).
6. The scholar **MUST** submit to DOST-SEI/DOST Regional Office the complete name and address of his/her training agency/company including the name and official designation of his/her supervisor at the start of the training.
7. The training agency/company shall designate a Training Supervisor to:
- Plan a program of activities for the duration of the training of the scholar-trainee (of which a copy is to be submitted to DOST-SEI/DOST Regional Office and another copy to be furnished to the scholar-trainee).
 - Orient the scholar-trainee regarding office rules and regulations.
 - Assign duties and responsibilities or discuss the output expected of the scholar-trainee at the end of the training.
 - Assist the scholar-trainee in problems or difficulties arising from the training.
 - Certify as to the veracity of the Daily Time Record (DTR) of the scholar-trainee.
 - Evaluate the scholar-trainee's performance.

8. The training agency/company may execute a training agreement and liability waiver with the scholar, if deemed necessary.
9. The scholar must submit the following pertinent documents to DOST-SEI/DOST Regional Office:

- Two (2) copies of DTR duly signed by his/her supervisor at the end of Summer AY 2017-2018.
- Certificate of Training
- Evaluation reports immediately after the training.
 - Trainee's evaluation of his/her training
 - Supervisor's evaluation of the trainee's performance

Stipend will not be processed without the above-stated requirements as supporting documents.

10. Stipend for two (2) months will be given to the scholar-trainee at the end of the training period if the scholar-trainee has completed the 240 training hours. Otherwise, stipend will be computed based on the number of hours rendered.
11. If the training agency/company provides an allowance or any form of remuneration, the scholar-trainee may receive it as additional financial support. Giving of training allowance by training agency/ company is not obligatory.
12. The scholar-trainee shall follow the official time of the training agency/company. In case where flexible time is allowed, a certification to this effect should be submitted to DOST-SEI/DOST Regional Office.



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PRIMER



2018 SUMMER PRACTICAL TRAINING PROGRAM

For DOST-SEI Scholars