	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-TS-STSc 05-02
	PROCEDURES MANUAL	REVISION NUMBER	3
		PAGE NUMBER	1 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	MONITORING AND RELEASE OF FINANCIAL BENEFITS OF ON-GOING DOST UNDERGRADUATE SCHOLARS		

1.0 OBJECTIVE

To provide a comprehensive guide on the monitoring of the release of financial benefits and the academic performance of scholars enrolled in the region.

2.0 SCOPE

This procedure covers all activities involving on-going scholars starting from receipt of requirements to the recording of financial benefits, certificate of registration and official grades of scholars enrolled in the region.

3.0 ACCESS

This procedures manual is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.

4.0 DEFINITION OF TERMS

Financial Benefits – refers to the stipend, book and clothing allowances, tuition, transportation thesis allowance, graduation allowance released to the scholar

Certificate of Registration (COR) – list of subjects with the corresponding units enrolled for the semester.



Official Grades - list of grades per subject with the signature of the registrar or college dean.


5.0 RECORDS

- DOST Scholars' Log Book
- Database of Scholars
- Accomplished TS--STSc F02, Monitoring Sheet
- Accomplished TS--STSc F03, Monitoring Form

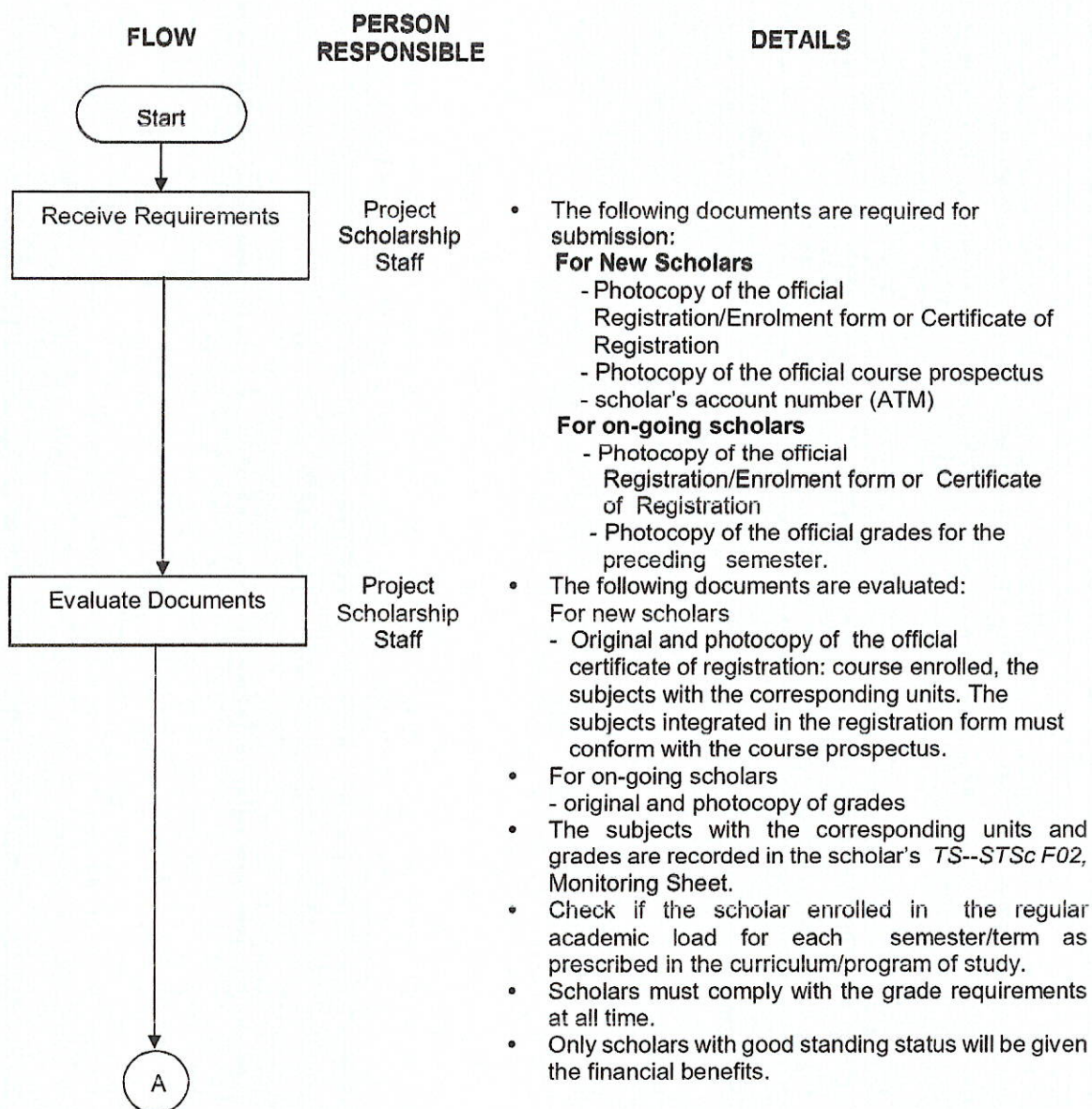
6.0 REFERENCES

- *Scholarship Agreement*

Prepared by:	Approved by:
 Process Owner	 Quality Management Representative

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7.0 PROCEDURE




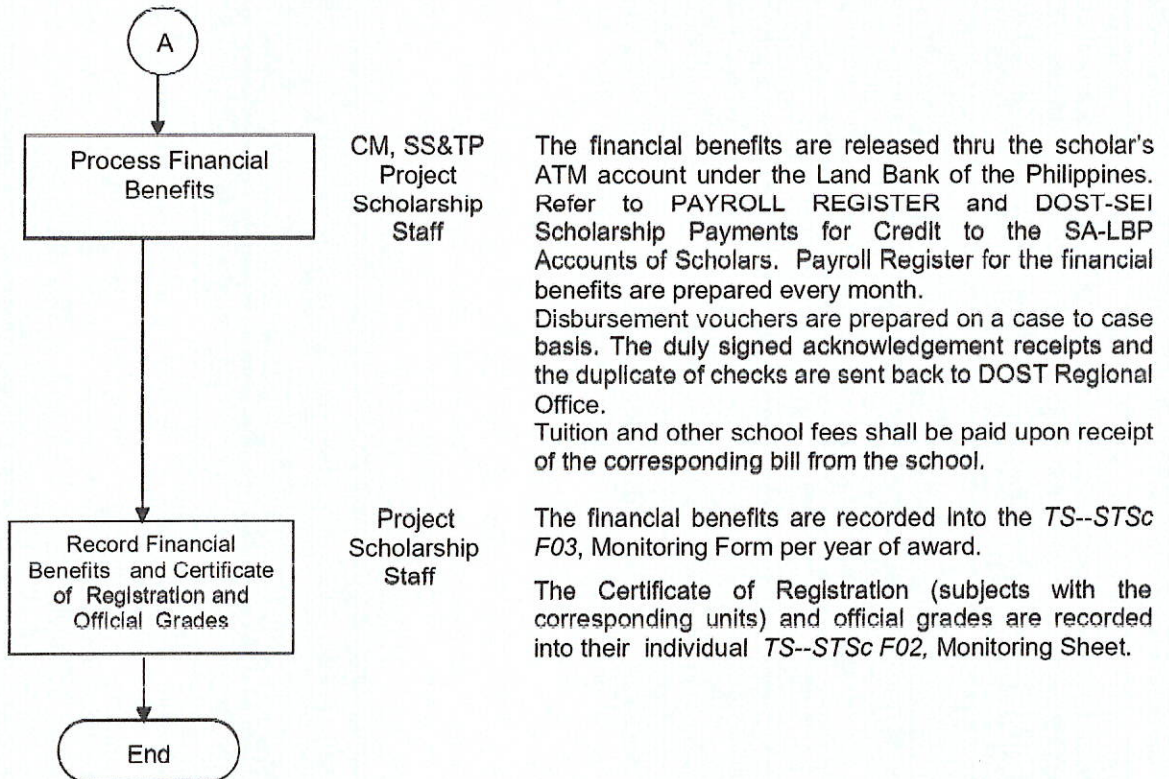
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Process Owner

Approved by:

Quality Management Representative

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