


| | | | |
|---|---|------------------|-------------------------|
|  | DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX | DOCUMENT CODE | WI TS-STSc 05-02 |
| | WORK INSTRUCTIONS | REVISION NUMBER | 2 |
| | | PAGE NUMBER | 1 |
| SECTION | PRODUCT REALIZATION | EFFECTIVITY DATE | 01 July 2023 |
| SUBJECT | CONDUCT OF SCHOLARSHIP ORIENTATION TO S&T SCHOLARSHIP QUALIFIERS | | |

PERSON RESPONSIBLE:



Center Manager for Scholarships and S&T Promotion,
Project Scholarship Staff
PSTDs

STEPS:

- 1.0 Send letter of award to qualifiers informing them of the venue, schedule *and mode (Face to Face or Virtual) of the orientation on S&T Scholarship Policies and Procedures and Signing of the Scholarship Agreement (SA).*
- 2.0 Inform PSTCs of the schedule for the preparation of the venue for the orientation
- 3.0 Scholarship staff must prepare the following orientation materials:
 - Scholarship Orientation Registration Form *TS-STSc FO1*
 - Scholarship orientation presentation (*Digital for virtual orientation*)
 - *Digital* Customer Satisfaction Feedback (CSF) form
- 4.0 At the venue of the orientation, the qualifiers together with their parents/legal guardian must register for attendance. Refer to *TS-STSc FO1, Scholarship Orientation Registration Form. For virtual orientation register for online attendance sheet*
- 5.0 The orientation covers from the Nature of Scholarship Award up to the Obligations of the Parent/Legal Guardian.
- 6.0 *After the orientation, if the qualifier and parent/legal guardian decide to accept the scholarship, they will sign the Scholarship Agreement*
- 7.0 In the signing of the Scholarship Agreements, refer to *current's year Undergraduate Qualifier's Guide for the Region.*
- 8.0 Scholarship staff will prepare endorsement letters for scholars who will;
 - Enroll outside the region. The letter is addressed to the DOST Regional Director of the region where the scholar will be studying. The letter includes the name of the scholar as well as the course and school.
 - Study within the region. The enrolment letter is addressed to the head of the college or university.
- 9.0 Scholarship staff will prepare letters of introduction for scholars who will study within the region. The letter is addressed to the bank manager of the Landbank of the Philippines most accessible to the scholars, which will be used in the creation of their ATM accounts *and must then submit a photocopy of his/her ATM card to the Regional Office where they are enrolled*
- 10.0 The Regional Director signs the Scholarship Agreement as Party of the First Part. The duly signed Scholarship Agreements will be notarized. The following notarized contracts will be sent to:
 - One (1) copy – DOST Regional Office
 - One (1) copy – Scholar
 - One (1) copy – SEI
 - One (1) copy – Notary Public

REFERENCE DOCUMENTS:

01. Scholarship Agreement
02. *Current's year Undergraduate Qualifier's Guide for the Region.*

| | |
|--|--|
| Prepared by: | Approved by: |
|  Process Owner |  Quality Management Representative |