DEPARTMENT OF SCIENCE AND TECHNOLOGY **DOST Regional Office No. IX**	DOCUMENT CODE	**PM-TS-STSc 05-01**
PROCEDURES MANUAL	REVISION NUMBER	**3**
	PAGE NUMBER	**1 of 4**
SECTION — PRODUCT REALIZATION	EFFECTIVITY DATE	**1 July 2023**
SUBJECT — **HANDLING OF APPLICATIONS AND AWARDING OF DOST UNDERGRADUATE SCHOLARSHIPS**		

1.0 OBJECTIVE

To provide a comprehensive guide on the acceptance and awarding of the DOST Undergraduate Scholarship Programs implemented in the region.

2.0 SCOPE

This procedure covers all acceptance and awarding activities in the implementation of the S&T Undergraduate Scholarship Programs in the region from program announcement to the processing of first financial benefits of the scholar including the risks and opportunities associated with the process.

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

DOST Undergraduate Scholarship Programs – refers to the scholarship programs on undergraduate courses offered by the DOST to deserving students who intends to pursue an S&T career.

RA 7687 Scholarships (RA 7687) – Republic Act No. 7687, also known as the "Science and Technology Scholarship Act of 1994", provides for scholarships to talented and deserving students whose families' socio-economic status does not exceed the set cut-off values of certain indicators. Qualifiers must pursue priority fields of study in the basic sciences, engineering, other applied sciences, and science and mathematics teaching.

DOST-SEI Undergraduate Scholarships (MERIT Scholarships) - The DOST-SEI Merit Scholarship Program, formerly known as the NSDB or NSTA Scholarship under RA No. 2067, is awarded to students with high aptitude in science and mathematics and are willing to pursue careers in the fields of science and technology.

SEI – Science Education Institute, which oversees the over-all management of DOST scholarship program.

List of Priority Courses – refers to the official list of identified S&T courses covered by the scholarship program.

PSTC – Provincial Science and Technology Center

PSTD - Provincial Science and Technology Director

CM, SS&TP- Center Manager for Scholarships and S&T Promotion

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

5.0 RECORDS

- DOST Scholars' Log Book
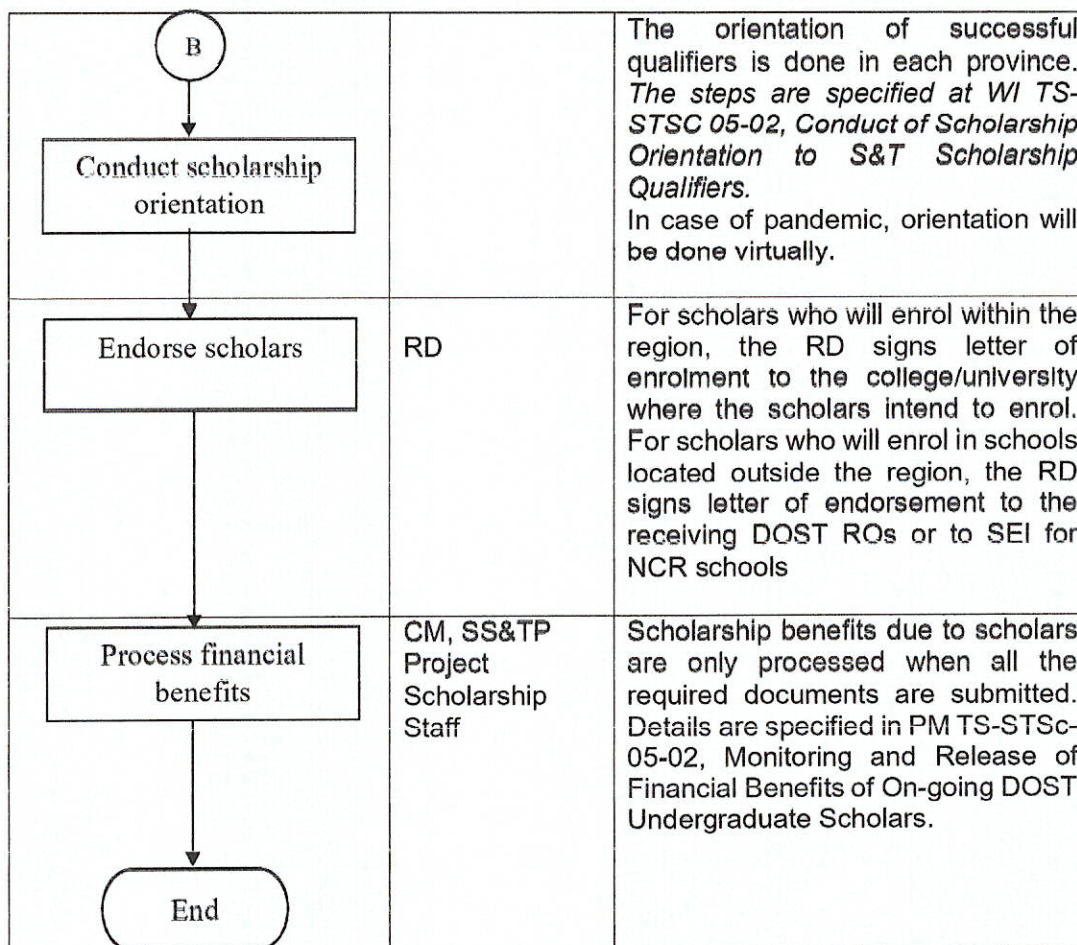- List of Qualifiers

6.0 REFERENCES

- RA 7687/MERIT
- List of Priority Courses
- Scholarship Agreement
- PM TS-STSc 05-02   Monitoring and Release Financial Benefits of On-going DOST Undergraduate Scholars
- WI TS-STSc 05-01   Handling of Applications and Awarding of S&T Scholarships

7.0 PROCEDURE

FLOW	PERSON RESPONSIBLE	DETAILS
Start		
Announce/Disseminate the Information on Scholarship Program A	Center Manager for Scholarships and S&T Promotion (CM, SS&TP) Project Scholarship Staff	The DOST regional office facilitates and manages all scholarship activities in the region. Provide information to PSTCs for dissemination. Dissemination of scholarship program is done by CM, SS&TP, Project Scholarship Staff and Provincial S&T Directors of PSTC Zamboanga Sibugay, PSTC-Zamboanga del Norte, PSTC-Zamboanga del Sur Widely disseminate the information about the availability of the DOST-SEI S&T Undergraduate Scholarship especially in municipalities without DOST-SEI scholars by posting at DOST IX website and other social media accounts.

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Flowchart	Responsible	Details
B → Conduct scholarship orientation		The orientation of successful qualifiers is done in each province. *The steps are specified at WI TS-STSC 05-02, Conduct of Scholarship Orientation to S&T Scholarship Qualifiers.* In case of pandemic, orientation will be done virtually.
Endorse scholars	RD	For scholars who will enrol within the region, the RD signs letter of enrolment to the college/university where the scholars intend to enrol. For scholars who will enrol in schools located outside the region, the RD signs letter of endorsement to the receiving DOST ROs or to SEI for NCR schools
Process financial benefits	CM, SS&TP Project Scholarship Staff	Scholarship benefits due to scholars are only processed when all the required documents are submitted. Details are specified in PM TS-STSc-05-02, Monitoring and Release of Financial Benefits of On-going DOST Undergraduate Scholars.
End		

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