	DEPARTMENT OF SCIENCE AND TECHNOLOGY <b>DOST Regional Office No. IX</b>	DOCUMENT CODE	<b>WI TS-STSc 05-01</b>
	<b>WORK INSTRUCTIONS</b>	REVISION NUMBER	<b>2</b>
SECTION	PRODUCT REALIZATION	PAGE NUMBER	<b>1 of 2</b>
SUBJECT	<b>HANDLING OF APPLICATIONS AND AWARDED OF S&amp;T SCHOLARSHIPS</b>		

**PERSON RESPONSIBLE:**


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

**STEPS:**

- 1.0 Using a web browser, applicants to the DOST-SEI Scholarship Programs must search for the E-Scholarship Application System using the link: <https://www.science-scholarships.ph>
- 2.0 Read the instructions laid out carefully. The following must also prepare the following prior:
  - Valid email address. Make sure that the email address has not been compromised.
  - Working mobile number/s, by which the applicant can be contacted, should there be a need.
  - Recent picture, passport size (4.5cm x 3.5cm or 1.8 in x 1.4 in)
  - Birth Certificate
  - Parent/s or Legal Guardian's previous-year's Income Tax Return / BIR Form 1701 / Employment Contract for OFW / BIR Certificate of Exemption from Filing of ITR / Certificate of Indigence / Certificate of Employment with Compensation / Proof of Pension. Particular document to prepare depends on the parent's Class of Worker.
- 3.0 The applicant has to download and complete the following forms beforehand for ease of progression during the application:
  - 3.1 Certificate of Good Moral Character (Form C)
  - 3.2 Certificate of Good Health (Form D)
  - 3.3 Principal's certification that the applicant is a candidate for graduation:
    - 3.3.1 Form E-1, Information Sheet of the DOST-SEI Science and Technology Scholarships, an applicant belongs to the graduating Grade 12 senior high school-STEM strand class.
    - 3.3.2 Form E-2, Information Sheet of the Science and Technology Scholarships, an applicant belongs to the upper 5% of the graduating Grade 12 senior high – NON-STEM strand class.
  - 3.4 Certificate of Residency (Form F)
  - 3.5 Certification from parent that the applicant has no pending application for immigration to other country (Form G)
  - 3.6 Certification that the applicant has NOT taken the DOST-SEI scholarship examination (Form H)
  - 3.7 Signed Declaration of Applicant and the Parent/Legal Guardian (Form I)
- 4.0 Using the designated link, applicant must register using a valid email address. An email will then be sent for verification purposes.
- 5.0 Applicant must answer the questions in the Eligibility Module that can be accessed to the link provided in the email sent from the previous step.
- 6.0 If eligible for application to the scholarship, the applicant must proceed to the next modules:
  - Personal Data
  - Contact Information
  - Family Data
  - Financial Contribution

Prepared by:  Process Owner	Approved by:  Quality Management Representative
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- Household Information Questionnaire
  - School and Grades
  - Upload Documents with consideration to the following:
    - The system accepts .jpeg, .jpg, .bmp, and .pdf types only
    - The system accepts multiple files up to 5MB per upload
    - The system has a Preview function for verification of uploaded files. IF the applicant has uploaded incorrect/incomplete files, the applicant has to repeat the process and overwrite the previous submissions by uploading the correct and complete files.
- 7.0 The applicant has to make sure that all modules are completed with true information and correct spellings and uploaded all the required documents before pressing the Submit function. Changes in the information is no longer permitted after submission.
- 8.0 Test permits will be sent to the applicant's registered email. This step is skipped should conduct of examination be unauthorized for any reason
- 9.0 The list of regional qualifiers will be posted on various media entities following SEI's national posting.
- 10.0 Letters of Award will be sent out to each qualifier in the list informing them of the details of the orientation.

#### REFERENCE DOCUMENTS:

01. S&T Scholarships Brochures / Infographics
02. *SEI Memorandum*
03. Class of Worker

Prepared by:	Approved by:
 Process Owner	 Quality Management Representative