# Table of Contents

## External Services

### SCIENCE AND TECHNOLOGY SCHOLARSHIP DIVISION
- DOST-SEI Undergraduate Scholarship Application ........................................ 8
- Monitoring of Scholarship Status ...................................................................... 11
- Processing of Financial Assistance of SEI-monitored Scholars ......................... 12
- Processing of Clearance/Certification ................................................................. 14
- Processing of Graduate Scholarship Application ................................................ 18

### SCIENCE AND TECHNOLOGY MANPOWER EDUCATION RESEARCH AND PROMOTIONS DIVISION
- Science Explorer and nuLab Mobile Science Laboratory ................................. 21

### SCIENCE EDUCATION AND INNOVATIONS DIVISION
- Teacher Training ............................................................................................... 22

## Internal Services

### FINANCE AND ADMINISTRATIVE DIVISION
- Issuance of Order of Payment ........................................................................... 23
- Processing of Request for Employee Certificate/s and Service Record ............ 24
- Processing of Request for Provision of Service Vehicle ................................... 25
- Processing of Request for Authentication of Records ........................................ 27

### SCIENCE AND TECHNOLOGY MANPOWER EDUCATION RESEARCH AND PROMOTIONS DIVISION
- Processing of Request for Information and Communications Technology (ICT) Services ................................................................. 28

### FEEDBACK AND COMPLAINTS ........................................................................... 30

### LIST OF OFFICES ............................................................................................... 32
Mandate

The Science Education Institute is mandated through Executive Order No. 128 dated January 30, 1987 to perform the following functions:

- Undertake science education and training;
- Administer scholarships, awards and grants;
- Undertake science and technology manpower development; and
- Formulate plans and establish programs and projects for the promotion and development of science and technology education and training in coordination with DepEd, CHED and other institutions of learning.

Vision

SEI shall have developed the Philippines’ human resource capacity in science and technology required to produce demand-driven outputs that meet global standards.

Mission

To accelerate the development of S&T human resources of the country by administering undergraduate and graduate scholarships and advanced specialized trainings; promote S&T culture and develop science education innovative programs.

Performance Pledge

We, the employees of the Science Education Institute (SEI), commit to:

Serve our client promptly and efficiently;

Excellently perform our duty; and

consider our client as Important as we are.

List of Services

External Services

**SCIENCE AND TECHNOLOGY SCHOLARSHIP DIVISION**

1. DOST-SEI Undergraduate Scholarship Application
2. Monitoring of Scholarship Status
3. Processing of Financial Assistance of SEI monitored Scholars
4. Processing of Clearance/Certification
5. Processing of Graduate Scholarship Application

**SCIENCE AND TECHNOLOGY MANPOWER EDUCATION RESEARCH AND PROMOTIONS DIVISION**

6. Science Explorer and nulab Mobile Science Laboratory

**SCIENCE EDUCATION AND INNOVATIONS DIVISION**

7. Teacher Training

Internal Services

**FINANCE AND ADMINISTRATIVE DIVISION**

1. Issuance of Order of Payment
2. Processing of Request for Employee Certificate/s and Service Record
3. Processing of Request for Provision of Service Vehicle
4. Processing of Request for Authentication of Records

**SCIENCE AND TECHNOLOGY MANPOWER EDUCATION RESEARCH AND PROMOTIONS DIVISION**

1. Processing of Request for Information and Communications Technology (ICT) Services
1. DOST-SEI Undergraduate Scholarship Application

The agency is mandated to produce scientifically and technically literate citizenry that will help propel the country towards national development. Towards this end, different scholarships programs are being managed, one of which is the Undergraduate Scholarship Programs.

Who may Avail:

- Natural-born Filipino citizen;
- Poor, talented, and deserving student who belongs to a family whose socio-economic status does not exceed the set values of certain indicators;
- Member of the top five percent (5%) of the Non-STEM strand senior high school graduating class; or member of the STEM strand senior high school graduating class;
- Resident of the municipality for the last 4 years as attested by the barangay chairman;
- Of good moral character and in good health; and
- Qualifier of the S&T Scholarship Examination

Checklist of Requirements Where to Secure

1. Fully accomplished DOST-SEI Undergraduate Scholarship Application Form through the e-Scholarship Application System (virtual) https://www.sciencescholarships.ph/
2. Parent/s proof of income:
   - Parent/s latest Income Tax Return or BIR Form 1701 or 2316 (1 photocopy);
   - Employment Contract for OFW (1 photocopy);
   - Bureau of Internal Revenue
   - Employers of the applicant’s parents
   - Bureau of Internal Revenue
   - Office of the Barangay Captain
3. Form C - Certificate of Good Moral Character (1 original) School/University where the applicant is currently studying
4. Form D - Certification of Good Health (1 original) School/University clinic where the applicant is currently studying or barangay clinic or hospital
5. Form E1/E2 - Principal’s Certification (1 original) School/University where the applicant is currently studying
6. Form F - Certificate of Residency (1 original) Office of the Barangay Captain
7. Form G - Parent’s Certification (1 original) Parents of applicant
8. Form H - Applicant’s Certification (1 original) Requesting the Applicant
9. Form I - Signed Declaration by Applicant and the Parents/Legal Guardian (1 original) Parent and applicant
10. One recent 1”x1” pictures Applicant’s preferred photo center
12. Affidavit of Guardianship (If with legal guardian) (1 photocopy) Notary Public

Client Steps Agency Action Fees to be Paid Processing Time Responsible Person

STEP 1: REGISTRATION

1.1 Access the online system found at https://www.sciencescholarships.ph/ 1.1 Make the system available online none 3 mins. Management Information System Unit (MISU) S&T Manpower Education Research and Promotions Division (STMERPD)
1.2 Register by inputting the full name, birthday, and valid email address. 1.2 The system will email the applicant with the link where the applicant can answer the eligibility questionnaire none online system
### 2. Monitoring of Scholarship Status

One of the responsibilities of a DOST-SEI scholar is meeting the set grade requirements and enrolling with the prescribed academic loads based on their submitted program of study. Thus, all the scholars are required to report registration form and grades for all subjects taken every start and end of each semester/term, respectively to determine their academic status and their eligibility for financial assistance.

### Checklist of Requirements

<table>
<thead>
<tr>
<th>Client Steps</th>
<th>Agency Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit the required documents to DOST-SEI.</td>
<td>1. Evaluate the veracity of the documents submitted. If in order, instruct the scholar to encode in the Scholarship Information System (SIS) his/her grades for the previous semester/term and the subject that will be taken for the current semester/term based on the documents submitted.</td>
</tr>
<tr>
<td>2. Encode his/her information in the Scholarship Information System</td>
<td>2.1. Verify the encoded information.</td>
</tr>
</tbody>
</table>

### Fees to be Paid

<table>
<thead>
<tr>
<th>Client Steps</th>
<th>Fees to be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit the required documents to DOST-SEI.</td>
<td>none</td>
</tr>
<tr>
<td>2. Encode his/her information in the Scholarship Information System</td>
<td>none</td>
</tr>
</tbody>
</table>

### Processing Time

<table>
<thead>
<tr>
<th>Client Steps</th>
<th>Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit the required documents to DOST-SEI.</td>
<td>5 mins.</td>
</tr>
<tr>
<td>2. Encode his/her information in the Scholarship Information System</td>
<td>5 mins.</td>
</tr>
</tbody>
</table>

### Responsible Person

<table>
<thead>
<tr>
<th>Client Steps</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit the required documents to DOST-SEI.</td>
<td>Evaluator, S&amp;T Scholarships Division</td>
</tr>
<tr>
<td>2. Encode his/her information in the Scholarship Information System</td>
<td>Evaluator, S&amp;T Scholarships Division</td>
</tr>
</tbody>
</table>

### Where to Secure

1. School Registration Form (1 photocopy) School/University where the scholar is currently enrolled in
2. Grades for the previous semester/term (1 certified true copy) School/University where the scholar is currently enrolled in
3. Processing of Financial Assistance of SEI-monitored Scholars

The DOST-SEI conforms to the following schedule when processing the financial assistance of the SEI monitored scholars who are in good academic standing.

**Office or Division:** Science and Technology Scholarship Division  
**Classification:** COMPLEX  
**Type of Transaction:** G2C- GOVERNMENT TO CITIZEN  
**Who may Avail:** SEI-MONITORED SCHOLARS

**Checklist of Requirements**

1. Submitted School Registration Form (1 photocopy)  
2. Submitted Grades for the previous semester/term (1 certified true copy)  
3. Submitted Official Receipt for Tuition and Other School Fees (Original) or Billing Statements/ Statement of Accounts (1 original)

**Where to Secure**

1. School where the scholar is currently enrolled in

**Client Steps**

- 1. Submit the necessary documents  
  - Consolidate the received documents for the whole week and submit the documents to the staff-incharge of processing financial assistance.  
  - Processing Time: 4 hours  
  - Responsible Person: Evaluator, S&T Scholarships Division

- 2. Prepare the payroll of scholars who are entitled to receive the financial assistance and Budget Utilization Request (BUR).  
  - Processing Time: 1 working day  
  - Responsible Person: Project Staff, Finance and Administrative Division (FAD)- Budget Unit

- 3. Forward the same to the Budget Unit for processing.  
  - Processing Time: 1 working day  
  - Responsible Person: Chief, S&T Scholarships Division

- 4. Certify the completeness and correctness of the supporting documents; certify the availability of allotment and prepare Disbursement Voucher (DV) for payment of transactions.  
  - Processing Time: 3 hours  
  - Responsible Person: Accounting Staff, FAD- Accounting Unit

- 5. Transmit the DV to STSD for processing.  
  - Processing Time: 1 working day  
  - Responsible Person: Chief, S&T Scholarships Division

- 6. STSD Chief sign the DV and forward the Accounting Unit for processing  
  - Processing Time: 1 working day  
  - Responsible Person: Chief, S&T Scholarships Division

- 7. Certify the completeness and correctness of the supporting documents and the availability of cash  
  - Processing Time: 3 working days  
  - Responsible Person: Accounting Staff, FAD- Accounting Unit

- 8. Process the DV, forward copies of the DVs, ORS and corresponding supporting documents to the designated staff of the Office of the Director/ Chief FAD for approval  
  - Processing Time: 1 working day  
  - Responsible Person: Cashier Unit Staff, FAD- Cash and Disbursement Unit (CDU)

- 9. Prepare the check  
  - Processing Time: 3 working days  
  - Responsible Person: Chief, FAD and SEI Director

- 10. Sign the check  
  - Processing Time: 1 hour  
  - Responsible Person: Project Staff, S&T Scholarship Division

- 11. If reimbursement: Deposit the check in the account of the scholar if billed by the school/ university; Deposit the check in the account of the school/university  
  - Processing Time: 7 working days  
  - Responsible Person: Project Staff, S&T Scholarship Division

**TOTAL:** none 7 working days
**4. Processing of Clearance/Certification**

A scholar who will travel out of the country, be it a personal or an official travel, needs to secure a temporary clearance from the DOST-SEI.

After rendering the required service obligation or paying the financial obligation, a scholar can request for a final clearance to certify that he/she is already finished with his/her contractual obligations with the DOST-SEI.

Other documents such as the computation of total financial assistance received, certification as DOST scholars, and others, can also be requested.

**Office or Division:** Science and Technology Scholarship Division  
**Classification:** SIMPLE  
**Type of Transaction:** G2C- GOVERNMENT TO CITIZEN  
**Who may Avail:** DOST-SEI SCHOLARS WITH FINANCIAL/SERVICE OBLIGATION

<table>
<thead>
<tr>
<th>Checklist of Requirements</th>
<th>Where to Secure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Temporary Clearance</strong></td>
<td></td>
</tr>
<tr>
<td>1. Request Letter citing the details of the travel (destination, duration of travel and purpose of travel) (1 original)</td>
<td>1. Requesting Scholar</td>
</tr>
<tr>
<td>2. For travel out of the country for less than a year:</td>
<td></td>
</tr>
<tr>
<td>2.1. Official receipt of cash bond to be posted with SEI/DOST Regional Office for an amount equivalent to the financial assistance received plus 12% interest (1 photocopy); OR</td>
<td>2.1 SEI/DOST Regional Office</td>
</tr>
<tr>
<td>2.2. Notarized Deed of Undertaking (DOU) to be executed with a Co-maker (1 original) and proof of capacity to pay of the Co-maker e.g. ITR, certificate of employment, service record, etc. (1 photocopy); OR</td>
<td>2.2 DOU from <a href="http://www.sei.dost.gov.ph">www.sei.dost.gov.ph</a>; Co-maker's proof of income (Co-maker's employer)</td>
</tr>
<tr>
<td>2.3. Guaranty letter from the employer wherein the return of the scholar-graduate to the Philippines is guaranteed and in case the latter fails to return, the company shall assume the financial obligation of the scholar-graduate to DOST-SEI (1 original).</td>
<td>2.3 Sending institution</td>
</tr>
<tr>
<td><strong>3. For travel out of the country for a year or longer:</strong></td>
<td></td>
</tr>
<tr>
<td>3.1. Surety bond to be posted with GSIS for the amount equivalent to the financial assistance received plus 12% interest (1 original); must execute a supplemental agreement with SEI which shall serve as supporting document for the surety bond (4 originals); OR Official receipt of cash bond with SEI (1 photocopy)</td>
<td>Surety Bond - Government Service Insurance System Supplemental Agreement - SEI</td>
</tr>
<tr>
<td>3.2. Full amount</td>
<td>SEI Cashier</td>
</tr>
<tr>
<td>3.3. Installment over a period of 1 year</td>
<td>SEI Cashier</td>
</tr>
<tr>
<td><strong>B. Final Clearance</strong></td>
<td></td>
</tr>
<tr>
<td>1. Diploma (1 photocopy)</td>
<td>School/University where the scholar graduated from</td>
</tr>
<tr>
<td>2. Transcript of Records (1 photocopy)</td>
<td>School/University where the scholar graduated from</td>
</tr>
<tr>
<td>3. Certificate(s) of Employment or Service Record(s) covering the period for service obligation (1 photocopy)</td>
<td>Company where the scholar is employed</td>
</tr>
<tr>
<td><strong>C. Other Certifications</strong></td>
<td></td>
</tr>
<tr>
<td>1. Request Letter</td>
<td>Requesting Scholar</td>
</tr>
</tbody>
</table>

**Client Steps**  
**Agency Action**  
**Fees to be Paid**  
**Processing Time**  
**Responsible Person**

**WALKED-IN CLIENTS**

1. Fill-out the form and submit the required documents to DOST/SEI.  
1.1. Tag documents with date of receipt.  
1.2. Verify the scholar's record and status  
1.3. Review/evaluate form and endorse request to the next person-in-charge

1. Receiving Officer, S&T Scholarships Division

<table>
<thead>
<tr>
<th>Client Steps</th>
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<th>Fees to be Paid</th>
<th>Processing Time</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fill-out the form and submit the required documents to DOST/SEI.</td>
<td>1. Tag documents with date of receipt.</td>
<td>none</td>
<td>1 min.</td>
<td>Receiving Officer, S&amp;T Scholarships Division</td>
</tr>
<tr>
<td>1.2. Verify the scholar's record and status</td>
<td>none</td>
<td>1 min.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3. Review/evaluate form and endorse request to the next person-in-charge</td>
<td>none</td>
<td>3 mins.</td>
<td>Receiving Officer, S&amp;T Scholarships Division</td>
<td></td>
</tr>
</tbody>
</table>
### Client Steps

<table>
<thead>
<tr>
<th>Client Steps</th>
<th>Agency Action</th>
<th>Fees to be Paid</th>
<th>Processing Time</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>WALKED-IN CLIENTS</td>
<td>1. Fill-out the form and submit the required documents to DOSTSEI.</td>
<td>none</td>
<td>2 working days</td>
<td>Evaluator, S&amp;T Scholarships Division</td>
</tr>
<tr>
<td></td>
<td>1.4. Evaluate Documents</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If with complete requirements, process the request for:</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Local Employment</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Temporary Clearance for Travel Abroad</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Final Clearance</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Computation of scholarship benefits</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Certification as DOST Scholar</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.5. Encode/print clearance/certificate and transmit the same to the Division Chief for further validation.</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.6 Transmit the clearance to the Office of the Director for signature.</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLIENTS WHO EMAILED THEIR REQUESTS</td>
<td>1. The scholar will send the advance copy of requirements to: <a href="mailto:seischolarshipsclearance@gmail.com">seischolarshipsclearance@gmail.com</a></td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.1. Tags documents with dated receipt</td>
<td>none</td>
<td>1 min.</td>
<td>Receiving Staff, S&amp;T Scholarships Division</td>
</tr>
<tr>
<td></td>
<td>1.2. Verify the scholar’s record and status.</td>
<td>none</td>
<td>1 min.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.3. Review/evaluate form and endorse request to the next person-in-charge.</td>
<td>none</td>
<td>1 min.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.4. Evaluate Documents</td>
<td>none</td>
<td>2 working days</td>
<td>Evaluator, S&amp;T Scholarships Division</td>
</tr>
<tr>
<td></td>
<td>If with complete requirements, process the request for:</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Local Employment</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Temporary Clearance for Travel Abroad</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Final Clearance</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Computation of scholarship benefits</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Certification as DOST Scholar</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.5. Encode/print clearance/certificate and transmit the same to the Division Chief for further validation.</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.6 Transmit the clearance to the Office of the Director for signature.</td>
<td>none</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Communicate with the office regarding the availability of the requested document.</td>
<td>none</td>
<td>5 mins.</td>
<td>Phone Officer, S&amp;T Scholarships Division</td>
</tr>
<tr>
<td></td>
<td>Check the Document Tracker System regarding the availability of the clearance/certification. If available, advise the scholar to pick-up the document.</td>
<td>none</td>
<td>5 mins.</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** none 2 working days & 13 mins.
5. Processing of Graduate Scholarship Application

The DOST-SEI grants graduate scholarship to fresh graduates, ongoing graduate students who have already taken certain MS or PhD units in priority S&T fields, or professionals doing research. Scholarship applications are accepted and processed at the graduate scholarship consortia member universities as well interview and other screening procedures. Potential qualifiers are endorsed to DOST-SEI for approval. Qualifiers are issued notice of award of scholarship.

### Office or Division:
Science Education Institute (SEI) - S&T Scholarship Division (STSD)

### Classification:
HIGHLY TECHNICAL

### Type of Transaction:
G2C- GOVERNMENT TO CITIZEN

### Who may Avail:
- Filipino citizen;
- not be more than 45 years old at the time of application;
- in good health condition;
- pass the admission requirements for graduate studies at any of the consortia member universities; and
- pass the interview and other screening procedures.

### Checklist of Requirements and Where to Secure

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Where to Secure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Official Endorsement (1 original)</td>
<td>Project Leader/Director of the Graduate</td>
</tr>
<tr>
<td>2. Registry of Potential Qualifiers (1 original)</td>
<td>Scholarship Consortium member universities</td>
</tr>
<tr>
<td>3. Accomplished Application Form (1 Original)</td>
<td>SEI Website (Download Section), Scholarship Graduate</td>
</tr>
<tr>
<td>4. Birth Certificate (1 Photocopy)</td>
<td>PSA Office</td>
</tr>
<tr>
<td>5. Official Transcript of Records (1 Certified True Copy)</td>
<td>School or University where the applicant completed his/her BS or MS degree</td>
</tr>
<tr>
<td>6. Endorsement from two former professors (1 Original)</td>
<td>Professors in college for applicant pursuing an MS program or Professors in the MS program for applicant pursuing a PhD program</td>
</tr>
<tr>
<td>7. If employed:</td>
<td>Head of Agency where the applicant is currently employed</td>
</tr>
<tr>
<td>7.1 Recommendation Letter (1 Original)</td>
<td>Agency/Institution/Employer where the applicant is currently employed</td>
</tr>
<tr>
<td>7.2 Permission to take a leave of absence (LOA) while on scholarship (1 Original)</td>
<td>Licensed physician with his/her PRC license number indicated</td>
</tr>
<tr>
<td>8. Medical Certificate as to health status (1 Original)</td>
<td>National Bureau of Investigation Main/Satellite Office</td>
</tr>
<tr>
<td>9. Valid NBI Clearance (1 Original)</td>
<td>Program Head of the accepting institution</td>
</tr>
<tr>
<td>10. Letter of Admission which should include the evaluation sheet (1 Photocopy)</td>
<td>Program Adviser in the Graduate Scholarship consortia member-university where the applicant intends to enroll</td>
</tr>
<tr>
<td>11. Approved Program of Study (1 Photocopy)</td>
<td></td>
</tr>
</tbody>
</table>

### Client Steps and Agency Action

<table>
<thead>
<tr>
<th>Client Steps</th>
<th>Agency Action</th>
<th>Fees to be Paid</th>
<th>Processing Time</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Endorse the list of potential qualifiers together with the accomplished application forms and documentary requirements</td>
<td>1.1 Review of the accomplished application forms and documentary requirements</td>
<td>none</td>
<td>3 working days (per endorsement)</td>
<td>Project Staff, S&amp;T Scholarship Division</td>
</tr>
<tr>
<td>1.2 Prepare masterlist of potential qualifiers</td>
<td>1.2 Prepare masterlist of potential qualifiers</td>
<td>none</td>
<td>2 working days (per endorsement)</td>
<td></td>
</tr>
<tr>
<td>1.3 Verify if the applicant is a DOST scholar -graduate</td>
<td>1.3 Verify if the applicant is a DOST scholar -graduate</td>
<td>none</td>
<td>1 working day (per endorsement)</td>
<td></td>
</tr>
<tr>
<td>1.4 Edit correction/s in the masterlist</td>
<td>1.4 Edit correction/s in the masterlist</td>
<td>none</td>
<td>1 working day (per endorsement)</td>
<td></td>
</tr>
</tbody>
</table>
Client Steps | Agency Action | Fees to be Paid | Processing Time | Responsible Person
---|---|---|---|---
1. Endorse the list of potential qualifiers together with the accomplished application forms and documentary requirements | 1.5 Finalize masterlist of potential qualifiers and prepare memoranda to be signed by the SEI Director for endorsement to the Office of the Undersecretary for S&T Services for recommendation and subsequently endorse to the Office of the DOST Secretary for approval | none | 1 working day | Project Staff, S&T Scholarship Division

1.6 DOST Officials review and approved the endorsed official list of qualifiers and release the same to SEI | none | 3 working days | Officials and Staff, Office of the Undersecretary for S&T Services and Office of the DOST Secretary

2. Receive approved list of qualifiers | 2.1 Prepare transmittal of Official List of Qualifiers to the Project Leader/Director of the concerned Graduate Scholarship consortia member-university/ies | none | 2 working days | Project Staff, S&T Scholarship Division

2.2 Issue Notice of Award to qualifiers | none | 2 working days

TOTAL: | none | 15 working days

1. Send the request/invitation letter to DOST-SEI through fax, email, mail | Acknowledge receipt of letter by sending a correspondence letter to the requesting party | none | 3 working days | Division Chief, S&TRPD

TOTAL: | none | 3 days

### Science and Technology Scholarship Division

### External Services

#### Science and Technology Manpower Education Research and Promotions Division

**6. Science Explorer and nuLab Mobile Science Laboratory**

A science laboratory bus that aims to raise the interest of students in science, technology, engineering, and mathematics (STEM) to entice them to venture into STEM careers in the future.

It features STEM modules developed and facilitated by educators and science professionals (former/on-going DOST scholars) to teach STEM through hands on / interactive activities and experiments.

**Office or Division:** S&T Manpower Education Research and Promotion Division (STMERPD) - Promotions Unit (PU)

**Classification:** SIMPLE

**Type of Transaction:** G2C - GOVERNMENT TO CITIZEN

**Who may Avail:** PUBLIC SCHOOLS (Elementary - Senior High School Students)

**Checklist of Requirements**

- Request / Invitation Letter addressed to SEI Director
  - none

**Where to Secure**

<table>
<thead>
<tr>
<th>Client Steps</th>
<th>Agency Action</th>
<th>Fees to be Paid</th>
<th>Processing Time</th>
<th>Responsible Person</th>
</tr>
</thead>
</table>
| 1. Send the request/invitation letter to DOST-SEI through fax, email, mail | Acknowledge receipt of letter by sending a correspondence letter to the requesting party | none | 3 working days | Division Chief, S&TRPD

TOTAL: | none | 3 days
Science Education and Innovations Division

7. Teacher Training

Conduct of specialized training programs and innovative delivery modes of teaching and learning in science and mathematics education.

<table>
<thead>
<tr>
<th>Office or Division:</th>
<th>SCIENCE EDUCATION AND INNOVATIONS DIVISION (SEID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>SIMPLE</td>
</tr>
<tr>
<td>Type of Transaction:</td>
<td>G2G- GOVERNMENT TO GOVERNMENT</td>
</tr>
<tr>
<td>Who may Avail:</td>
<td>SCIENCE AND MATHEMATICS TEACHERS FROM K TO GRADE 12</td>
</tr>
</tbody>
</table>

**Checklist of Requirements Where to Secure**

<table>
<thead>
<tr>
<th>Client Steps</th>
<th>Agency Action</th>
<th>Fees to be Paid</th>
<th>Processing Time</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send response letter to SEI, including the list of teacher-participants that qualify to the criteria of respective training program</td>
<td>Acknowledge receipt of letter and provide updates, if applicable</td>
<td>none</td>
<td>3 working days</td>
<td>Division Chief, SEID</td>
</tr>
</tbody>
</table>

**TOTAL:** none 3 days

Finance and Administrative Division

1. Issuance of Order of Payment

Accounting Unit prepare the Order of Payment based on a bill and shall prepare it for each payor. This will be the basis of the Cash and Disbursement Unit in comparing the amount to be paid by the payor. (GAM Appendix 28)

<table>
<thead>
<tr>
<th>Office or Division:</th>
<th>FINANCE AND ADMINISTRATIVE DIVISION (FAD) - ACCOUNTING UNIT (AU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
<td>SIMPLE</td>
</tr>
<tr>
<td>Type of Transaction:</td>
<td>G2G- GOVERNMENT TO GOVERNMENT</td>
</tr>
<tr>
<td>Who may Avail:</td>
<td>SUPPLIERS, SCHOLARS AND EMPLOYEANS</td>
</tr>
</tbody>
</table>

**Checklist of Requirements Where to Secure**

1. Bill or Advice of the amount for payment

2. Order of Payment Form (GAM Appendix 28)
   - Original – Payee
   - Copy 2 – Collecting Officer or Cash/Treasury Unit
   - Copy 3 – Accounting Division/Unit

Client Steps | Agency Action | Fees to be Paid | Processing Time | Responsible Person |
---|---------------|-----------------|-----------------|--------------------|
1. Transact with the designated Officer/ Staff of the Unit or Division to get the amount of payment or bill. | 1.1. Review the documents or records presented by the client. | none | 5 mins. | Project Staff, S&T Scholarship Division |
1.2 Compute the amount of payment | none | 5 mins. | Project Staff, FAD - General Services Unit (GSU) |
2. Processing of Request for Employee Certificate/s and Service Record

Issuance of employment certification/s and service record as needed by the employees of the Institute.

Office or Division:  
FINANCE AND ADMINISTRATIVE DIVISION (FAD) - HUMAN RESOURCE MANAGEMENT UNIT (HRMU)

Classification:  
SIMPLE

Type of Transaction:  
G2G- GOVERNMENT TO GOVERNMENT

Who may Avail:  
SEI OFFICIALS AND EMPLOYEES

Checklist of Requirements  
To be Appended to Request Form

1. Fully Accomplished HRMU Request Form (1 Original Copy)
2. Trip Ticket (3 copies)
3. Copy of Special Order or Travel Authority (as attachment)

Total 20 mins.

3. Processing of Request for Provision of Service Vehicle

This serves as a guide for the General Services-Unit as well as the requestors on the process and requirements to consider when requesting for a service vehicle.

Office or Division:  
FINANCE AND ADMINISTRATIVE DIVISION (FAD) - GENERAL SERVICES UNIT (GSU)

Classification:  
SIMPLE

Type of Transaction:  
G2G- GOVERNMENT TO GOVERNMENT

Who may Avail:  
SEI OFFICIALS AND EMPLOYEES

Checklist of Requirements  
To be Appended to Request Form

1. Trip Ticket (3 copies)
2. Copy of Special Order or Travel Authority (as attachment)

Total 1 working day, 2 hrs. & 10 mins.
### Client Steps | Agency Action | Fees to be Paid | Processing Time | Responsible Person
---|---|---|---|---
1. Prepare the Trip Ticket form and attach the copy of Special Order or Travel Authority | 1.1 Receive the Request | none | 2 mins. | Project Staff, Finance and Administrative Division (FAD)- General Service Unit (GSU)
1.2 Check availability of vehicles | none | 10 mins. | Project Staff, FAD-GSU
1.2 (A) If there is an available vehicle: | none | 10 mins. | Project Staff, FAD-GSU
1.2.1 Assign vehicle to the trip ticket and input it in the Online Monitoring of Vehicles (Google Sheet) | none | 10 mins. | Project Staff, FAD-GSU
1.2.2 Review and affix initial in the Trip Ticket forms | none | 5 mins. | Administrative Officer V, FAD-GSU
1.2.3 Forward the trip ticket with assigned vehicle to the Approving Officer | none | 5 mins. | Project Staff, FAD-GSU
1.2.4 Approve and sign the trip ticket | none | 10 mins. | Chief Administrative Officer, FAD
1.2.5 Endorse the approved trip ticket to the assigned driver | none | 2 mins. | Project Staff, FAD-GSU
1.2 (B) If there is NO available vehicle: | none | 5 mins. | Project Staff, FAD-GSU
1.2.1 Stamp the trip ticket "No Available Vehicle" for dispatch and endorse to AOV for signature | none | 5 mins. | Administrative Officer V, FAD-GSU
1.2.2 Sign the Trip Ticket form with stamped "No Available Vehicle" | none | 5 mins. | Administrative Officer V, FAD-GSU
2. (A) Accept/Acknowledge action taken | 2. (A) Coordinate with the requesting division/passengers | none | 6 mins. | Driver, FAD-GSU
2. (B) Receive the requested form | 2. (B) Return the duly stamped trip ticket to the requesting division | none | 2 mins. | Project Staff, FAD-GSU

TOTAL: | none (A) 50 mins. (B) 24 mins.

### 4. Processing of Request for Authentication of Records

The Records Unit as the custodian of the Science Education administrative (SEI) official documents/records is in-charge to release certified copies of records which is created/issued by the institute.

<table>
<thead>
<tr>
<th>Office or Division</th>
<th>FINANCE AND ADMINISTRATIVE DIVISION (FAD)-RECORDS UNIT (RU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>SIMPLE</td>
</tr>
<tr>
<td>Type of Transaction</td>
<td>G2G- GOVERNMENT TO GOVERNMENT</td>
</tr>
<tr>
<td>Who may Avail</td>
<td>SEI OFFICIALS AND EMPLOYEES</td>
</tr>
</tbody>
</table>

#### Checklist of Requirements | Where to Secure
---|---
Filled-out Records Unit Document Request Form (RU-DRF-01) | SEI Records Unit

| Client Steps | Agency Action | Fees to be Paid | Processing Time | Responsible Person |
---|---|---|---|---
1. Submit request to SEI Records Unit | 1.1 Receive the Request. | none | 5 mins. |
1.2. Check the availability of the requested records. | none | 1 hour | Administrative Officer V (Records Officer III) and Records Unit Staff, FAD-Records Unit |
1.3. If available, print copy | none | 2 mins. |
1.4. Stamp, "Certified Copy" on the record. | none | 5 mins. |
1.5. Records Staff who process the document shall affix his/her initial/signature prior signing of the Records Officer. | none | 2 mins. |
1.6. Sign the requested authenticated copy | none | 3 mins. | Administrative Officer V |
2. Receive the requested authenticated copy. | Release the authenticated record to the requesting party. | none | 5 mins. | Records Officer III and Records Unit Staff, FAD-Records Unit |

TOTAL: | none | 1 hr. & 22 mins. |
### Client Steps

**STEP 1: SUBMIT REQUEST**
1. Fill-up the upper portion of the ICT Service Request form (Date, ICT Device, Name, Property Number, Date Acquired, Division, and Unit)

**STEP 2: EVALUATION**
2. Provide information to MISU Staff (type and frequency of the problem)
   - 2.1. Evaluate and validate the request.
   - 2.2. Fill-up the ICT Service Request Form (Software, Hardware, Network) problem identification part

**STEP 3: ACTION**
3. Take action on the request
   - 3.1. If the problem is solved, proceed to Step 4A
   - 3.2. If the problem is not solved, check warranty information
     - 3.2.1. With warranty, the device is recommended for supplier repair, proceed to Step 4B
     - 3.2.2. Without warranty, check inventory information
       - 3.2.2.1. Within estimated useful life*, 5 years and below, recommend for repair, proceed to Step 4B
       - 3.2.2.2. Beyond the estimated useful life*, more than 5 years, recommend for disposal, proceed to Step 4B

**STEP 4.A: COMPLETION**
4.A. Sign the Conforme
   - 4.A.1. Sign and complete the ICT Service Request form
   - 4.A.2. Provide signed copy to the Client

**STEP 4.B. COMPLETION AND RECOMMENDATION**
4.B. Receive the recommendation of MISU Staff, Sign the Conforme and coordinate with GSU Staff for repair/disposal of his/her ICT device
   - 4.B.1. MISU Staff will recommend, sign and complete the ICT Service Request form
   - 4.B.2. MISU Staff will provide signed copy to the Client
   - 4.B.3. GSU Staff will coordinate to Supplier for the repair/assist the client for disposal

### Checklist of Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Where to Secure</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICT Service Request Form</td>
<td>S&amp; T MANPOWER EDUCATION RESEARCH AND PROMOTIONS DIVISION (STMERPD) - MANAGEMENT INFORMATION SYSTEM UNIT (MISU)</td>
</tr>
</tbody>
</table>

* as per COA Circular No. 2003007 dated 11 Dec 2003

### Agency Actions

<table>
<thead>
<tr>
<th>Action</th>
<th>Processing Time</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive the Request</td>
<td>none</td>
<td>MISU Staff, STMERP D-MIS</td>
</tr>
<tr>
<td>2.1. Evaluate and validate the request</td>
<td>none</td>
<td>MISU Staff, STMERP D-MIS</td>
</tr>
<tr>
<td>2.2. Fill-up the ICT Service Request Form (Software, Hardware, Network) problem identification part</td>
<td>1 Hour</td>
<td>MISU Staff, STMERP D-MIS</td>
</tr>
</tbody>
</table>

### Fees to be Paid

<table>
<thead>
<tr>
<th>Processing Time</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) 1 working day for network related problems</td>
<td></td>
</tr>
<tr>
<td>b) 2 working days for Software related problems</td>
<td></td>
</tr>
<tr>
<td>c) 3 working days for Hardware related problems</td>
<td></td>
</tr>
</tbody>
</table>

### Processing Time

<table>
<thead>
<tr>
<th>Step</th>
<th>Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 4A</td>
<td>1 hour</td>
</tr>
<tr>
<td>Step 4B</td>
<td>3 Working Days</td>
</tr>
</tbody>
</table>

**TOTAL:**

4.A.a. 1 working day, 2 hrs. & 30 mins.
4.A.b. 2 working days, 2 hrs. & 30 mins.
4.A.c. 3 working days, 2 hrs. & 30 mins.
4.B.a. 4 working days, 1 hr. & 30 mins.
4.B.b. 5 working days, 1 hr. & 30 mins.
4.B.c. 6 working days, 1 hr. & 30 mins.
Feedback and Complaints Mechanism

How to send a feedback
Accomplish the Feedback Form and drop it in the designated drop box located at the Receiving Counter of the S&T Scholarship Division; or
Lodge the feedback through e-mail at seischolarshipsfeedback@gmail.com

How to file a complaint
Accomplish the Customer Complaint Form and drop it at the designated drop box located at the Receiving Counter of the STSD; or
Lodge the feedback through e-mail at seischolarshipsfeedback@gmail.com; or
Call STSD at telephone numbers:
(02) 8839-0083 | (02) 8837-2071 loc. 2382

How feedback is processed
Every Friday, the designated STSD staff compiles and records all feedback forms submitted.
Feedbacks requiring answers are forwarded to the concerned Project Leader and they are required to answer within three (3) days upon receipt of the feedback.
SEI’s response shall be communicated to the citizen.

Complainant MUST provide the following information:
- Name of complainant
- Scholarship information (scholarship program, year of award, university, etc.)
- Nature of complaint
- Incident
- Evidence
- Contact information of complainant.

For inquiries and follow-ups, clients may contact the following numbers:
(02) 883-90083 | (02) 8837-2071 loc. 2382 or e-mail at seischolarshipsfeedback@gmail.com

How complaints are processed
The designated STSD staff opens the complaints drop box on a daily basis and evaluates each complaint.
Upon evaluation, the staff endorses the complaint to the concerned Project Leader.
The concerned Project Leader investigates the nature of complaint, gather the necessary documents/evidences, and prepare the Agency’s response.
SEI’s response shall then be communicated to the complainant.

For inquiries and follow-ups, clients may contact the following numbers:
(02) 883-90083 | (02) 8837-2071 loc. 2382 or e-mail at seischolarshipsfeedback@gmail.com

Contact information of SEI, ARTA AND CSC

SCIENCE EDUCATION INSTITUTE
Telephone numbers:
(02) 8839-0083 | (02) 8837-2071 loc. 2382
E-mail: seischolarshipsfeedback@gmail.com

ANTI-RED TAPE AUTHORITY
Telephone:
8478-5091 | 8478-5093 | 8478-5099
E-mail: info@arta.gov.ph; complaints@arta.gov.ph

CIVIL SERVICE COMMISSION
Citizen’s Complaint Hotline: 8888
Contact Center ng Bayan (CCB)
Telephone number: 1-6565
For text message: 0908-8816565
E-mail: email@contactcenterngbayan.gov.ph
List of Offices

**Office of the Director**

2nd Level Science Heritage Building  
DOST Compound, Gen. Santos Ave.,  
Bicutan, Taguig City

Trunk Line - 8837 2071 local 2400  
Direct Line - 8837 1359

**Finance and Administrative Division**

1st Level Science Heritage Building  
DOST Compound, Gen. Santos Ave.,  
Bicutan, Taguig City

Trunk Line - 8837 2071 local 2385  
Direct Line - 8837 0749

**Science and Technology Scholarship Division**

2nd Level Science Heritage Building  
DOST Compound, Gen. Santos Ave.,  
Bicutan, Taguig City

Trunk Line - 8837 2071 local 2382  
Direct Line - 8837 1333 | 8839 0083  
Email: seischolarships@gmail.com

**Science and Technology Manpower Education, Research and Promotion Division**

1st Level Science Heritage Building  
DOST Compound, Gen. Santos Ave.,  
Bicutan, Taguig City

Trunk Line - 8837 2071 local 2384  
Direct Line - 8837 1925

**Science Education and Innovations Division**

2nd Level Science Heritage Building  
DOST Compound, Gen. Santos Ave.,  
Bicutan, Taguig City

Trunk Line - 8837 2071 local 2386  
Direct Line - 8837 0057