Foreword

With greater confidence and positive outlook in carrying-out its mandate, the Science Education Institute reiterates its commitment to deliver services that directly aid in producing adequate human resource capacity in science and technology.

The Institute’s Citizen’s Charter has been prepared as a visible sign of this commitment and a measuring guide by which the S&T Scholarships as a frontline program could impact the general public and stakeholders.

It is hoped that this document will help all concerned in achieving a common goal: efficiency and effectiveness in service and client’s full satisfaction.

FORTUNATO T. DE LA PEÑA
Undersecretary for S&T Services,
Supervising Undersecretary and
Officer-In-Charge, Office of the Director, SEI
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>i</td>
</tr>
<tr>
<td>Vision and Mission</td>
<td>1</td>
</tr>
<tr>
<td>Performance Pledge</td>
<td>2</td>
</tr>
<tr>
<td>Feedback and Redress Mechanism</td>
<td>3</td>
</tr>
<tr>
<td>List of Frontline Services</td>
<td>4</td>
</tr>
<tr>
<td>• Processing of DOST-SEI Undergraduate Scholarship Applications</td>
<td>7</td>
</tr>
<tr>
<td>• Processing of DOST-SEI Graduate Scholarship Applications</td>
<td>10</td>
</tr>
<tr>
<td>• Securing DOST-SEI Clearance/Certification</td>
<td>11</td>
</tr>
<tr>
<td>Scholarship Activities</td>
<td>13</td>
</tr>
<tr>
<td>Flowchart of Processing of DOST-SEI Undergraduate Scholarship Application</td>
<td>14</td>
</tr>
<tr>
<td>Flowchart of Processing of DOST-SEI Graduate Scholarship Application</td>
<td>15</td>
</tr>
<tr>
<td>Flowchart of Securing DOST-SEI Clearance/Certification</td>
<td>16</td>
</tr>
<tr>
<td>Form 1: Information Sheet for the DOST-SEI S&amp;T Scholarships</td>
<td>17</td>
</tr>
<tr>
<td>Form 2: Request Form for Securing Clearance</td>
<td>21</td>
</tr>
<tr>
<td>Form 3: Feedback Form</td>
<td>22</td>
</tr>
</tbody>
</table>
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

SEI’s mission
is to accelerate the development of S&T human resources
of the country by administering undergraduate,
graduate scholarships and advanced specialized trainings;
and to 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.
Feedback and Redress Mechanism

Please let us know how we have served you by doing any of the following:

- Accomplish our Feedback Form

- Send your feedback in this email address:
  
  seischolarships@gmail.com

- You may contact us in these numbers:
  
  Tel Nos.:
  (632) 837.1333; (632) 839.0083;
  (632) 837.2071 loc. 2382

  Fax No.:
  (632) 839.0086

  Cellphone No.:
  (+63) 927.886.8816

- Visit our website:
  
  www.sei.dost.gov.ph
  www.science-scholarships.ph
## List of Frontline Services

<table>
<thead>
<tr>
<th>Type of Frontline Services</th>
<th>Fees</th>
<th>Forms</th>
<th>Processing Time</th>
<th>Location</th>
</tr>
</thead>
</table>
| 1. Processing of DOST-SEI Undergraduate Scholarship Application | ₱200.00 (Merit) | ▪ DOST-SEI Information Sheet *(Form A)*  
▪ Family Information Questionnaire *(Form B)*  
▪ Certificate of Good Moral Character *(Form C)*  
▪ Certification from the School Principal on any of the following (whichever is applicable):  
  - that the applicant belongs to the upper 5% of graduating class of Regular High School *(Form D-1)*  
  - that the applicant belongs to the graduating class of DOST-SEI identified/DepEd recognized Science High School *(Form D-2)*  
▪ Certification of applicant that he/she has not taken any undergraduate or post secondary course *(Form E)*  
▪ Certification of parent that applicant has no pending application as immigrant to any other country *(Form F)*  
▪ Certificate of Residency *(Form G)* | 30 mins. | Science and Technology Scholarship Division (STSD)  
2nd Level, Science Heritage Bldg., DOST Complex, Bicutan, Taguig City |
| 2. Processing of Graduate Scholarship Application |          | ▪ Personal information  
▪ Information on DOST scholarship and other scholarship previously/currently availed of  
▪ Graduate scholarship intentions data  
▪ Career/employment information  
▪ Research and Development involvement  
▪ Publications  
▪ Awards received |          | Science and Technology Scholarship Division (STSD)  
2nd Level, Science Heritage Bldg., DOST Complex, Bicutan, Taguig City |
| 3. Securing DOST-SEI Clearance/Certification |      | ▪ Letter from the scholar  
▪ Request Form  
▪ Certificate of Employment/Service Record  
▪ Supplemental Agreement, if needed | 2-3 days | Science and Technology Scholarship Division (STSD)  
2nd Level, Science Heritage Bldg., DOST Complex, Bicutan, Taguig City |
Processing of Scholarship Application
(Direct and Mail Filing)

Schedule of Availability of Service

After announcement of the Application period in **Leading Newspapers** and **SEI Website**
Monday-Friday
8:00 AM - 12:00 NN
1:00 PM - 5:00 PM
S&T Scholarship Division (STSD) - SEI
2nd Level, Science Heritage Bldg., DOST Complex, Bicutan, Taguig City

Who may avail of the scholarship?

A. Undergraduate Scholarship

<table>
<thead>
<tr>
<th>Requirement</th>
<th>RA 7687 Scholarship</th>
<th>Merit Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant must be:</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>1. natural-born Filipino citizen;</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2. poor, talented and deserving student who belongs to a family whose socio-economic status does not exceed the set values of certain indicators;</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>3. top five percent (5%) of the regular high school graduating class; or member of the graduating class of a DOST-SEI identified or DepEd-recognized science high school;</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4. resident of the municipality for the last 4 years as attested by the barangay;</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>5. of good moral character and in good health; and</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>6. qualifier of the S&amp;T Scholarship Examination.</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

In both programs, the following are NOT QUALIFIED to apply:
1. those who have earned units in any post-secondary/undergraduate course;  
2. those who have taken any previous DOST-SEI Scholarship Examination; and  
3. those who have applied for immigrant status in the USA or any other country.

B. Graduate Scholarship

**Accelerated Science & Technology Human Resource Development Program (ASTHRDP)**

An applicant must:
1. be a Filipino citizen;  
2. not be more than 45 years old at the time of application;  
3. be in good health;  
4. pass the admission requirements for graduate studies at any of the identified universities; and  
5. pass the interview and other screening procedures.
What are the requirements?

A. Undergraduate Scholarship

<table>
<thead>
<tr>
<th>Requirement</th>
<th>RA 7687 Scholarship</th>
<th>Merit Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Duly accomplished/signed DOST-SEI Information Sheet (Form A)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2. Duly accomplished Family Information Questionnaire (Form B) with attachments;</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>2.a. Photocopy of Assessment Form for HS tuition fee paid</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>2.b. Photocopy of Electric Bills for 3 consecutive months; and</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>2.c. Photocopy of Parent/s latest Income Tax Return or W-2; or Employment Contract for OFW; or BIR Certification of Exemption from filing of ITR; or Brgy. Certificate of Indigency</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>3. Duly accomplished/signed certifications (Forms C to F)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>4. Duly accomplished Certificate of Residency (Form G)</td>
<td>✓</td>
<td>x</td>
</tr>
<tr>
<td>5. Two recent 1”x1” pictures</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>6. Photocopy of Birth Certificate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>7. Non-refundable test fee of ₱200.00.</td>
<td>x</td>
<td>✓</td>
</tr>
</tbody>
</table>

B. Graduate Scholarship

**Accelerated Science & Technology Human Resource Development Program (ASTHRDP)**

1. ASTHRDP-NSC Information Sheet/Application Form;
2. Photocopy of Birth Certificate;
3. Certified True Copy of the Official Transcript of Records;
4. Endorsement from the former professors in college or from two former professors in the Master’s program for applicants pursuing PhD program;
5. If employed, must be recommended by the head of agency and with permission to take leave of absence while on scholarship;
6. Medical Certificate as to health status from a licensed physician indicating PRC License No.
7. Valid NBI Clearance; and
8. Letter of Admission which should include the evaluation sheet and program of study.

APPLICATION WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED
## Steps in Processing the DOST-SEI Undergraduate Scholarship Application

### A. Direct Filing

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant</th>
<th>Activity</th>
<th>Duration of Activity (Min)</th>
<th>Person Responsible</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proceed to the <em>Pre-Evaluation Area</em></td>
<td>Pre-evaluate the application form and check if required documents are complete If all forms and documents are in order, issue number cue card.</td>
<td>5</td>
<td>Verifier</td>
<td>SEI Front Grounds, Science Heritage Bldg.</td>
</tr>
</tbody>
</table>
| 2    | *Evaluation Area* | Evaluate the application form if fully accomplished and double check if required documents are complete.  
- For fully accomplished application form and complete required documents, advise applicant to proceed to waiting area for release of test permit  
- For those with lacking requirements, issue checklist of requirements to be complied with and indicate date of return of applicant in the same form  
- For disqualified applicants, issue a notice of disqualification and return personal documents; keep accomplished application form for SEI file | 10-30 | Evaluator | SEI Lobby William G. Padolina Conference Hall |
<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant</th>
<th>Activity</th>
<th>Duration of Activity (Min)</th>
<th>Person Responsible</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Encoding Area</td>
<td>For qualified applicants with complete requirements - Merit applicant: • Pay P200.00 test fee</td>
<td>15-30</td>
<td>Cashier</td>
<td>William G. Padolina Conference Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Merit applicants: • Collect P200.00 test fee and issue official receipt</td>
<td></td>
<td>Encoder</td>
<td>S&amp;T Scholarship Division (Rm. 204)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Merit and RA 7687 applicants: • Wait for release of test permit/official receipt (for Merit test fee)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Merit and RA 7687 applicants: • Encode applicant’s information in the USAS database • Issue test permit and the DOST -SEI Aptitude Test Battery for S&amp;T Courses primer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Accomplish Feedback Form (Optional)</td>
<td>Provide a Feedback Form for the applicant to accomplish</td>
<td>5</td>
<td>Evaluator</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Drop the Feedback Form in the box</td>
<td>• Evaluate the Feedback Form • Consolidate feedbacks • Take action • Report to the SEI Director</td>
<td>Depends on the issue/concern</td>
<td>Evaluator</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bulk Applications: School Coordinator submits applications in bulk</td>
<td>• Acknowledge receipt of the documents and test fees • Schedule a date for pick-up of the test permits and Primers • For incomplete applications, notify the School Coordinator of the lacking documents</td>
<td>50 or less applications = 2 working days More than 50 applications = 3-4 working days</td>
<td>Evaluator</td>
<td></td>
</tr>
</tbody>
</table>

END OF TRANSACTION
## Steps in Processing the DOST-SEI Undergraduate Scholarship Application

### B. Mailed Applications (Individual/Bulk)

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant</th>
<th>Activity</th>
<th>Duration of Activity (Min)</th>
<th>Person Responsible</th>
<th>Location</th>
</tr>
</thead>
</table>
| 1    | Mail application form and other requirements | • Evaluate the documents  
• For Merit applications, transmit test fee to Cashier and get official receipt; if there is no test fee, give instruction on how to make the payment before date of examination  
• If requirements are complete, encode applicant’s information in the USAS database, print test permit and prepare it with the DOST –SEI Aptitude Test Battery for S&T Courses primer (and official receipt) for mailing to the applicant  
• If requirements are incomplete, indicate in the test permit the lacking requirements to be submitted on the day of examination. Prepare permit and Primer for mailing  
• If applicant is disqualified, issue a notice of disqualification and return personal documents; keep accomplished application form for SEI file | 5 | Evaluator | S&T Scholarship Division (Rm. 204) |
| 2    | Prepare mailing list and forward with the test permits and copies of the Primer to the Records Unit for mailing | | 5-10 | Encoder | S&T Scholarship Division (Rm. 204) |
| 3    | Mail test permit, official receipt and Primer to the applicant’s residence/school | | 7-10 days | Records Unit Staff | S&T Scholarship Division (Rm. 204) |

**END OF TRANSACTION**
## Steps in Processing the DOST-SEI Graduate Scholarship Application

### A. Direct Filing/Mailed Applications (Individual/Bulk)

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant</th>
<th>Activity</th>
<th>Duration of Activity (Min)</th>
<th>Person Responsible</th>
<th>Location</th>
</tr>
</thead>
</table>
| 1    | Submits accomplished application form and documentary requirements | Evaluation of Application and Documentary Requirements  
- Evaluates accomplished application form and the documentary requirements | 10 | Evaluator | S&T Scholarship Division (Rm. 204) |
|      |           | • Prepares a short list of potential qualifiers for interview  
• Coordinate with the DOST Regional Office/University Coordinator re: the schedule and venue of interview if to be conducted in the region  
• Notify applicants of the schedule and venue of the interview and confirm their attendance | 30  
1 working day | Encoder  
Evaluator | |
| 2    | Proceed to Interview Area | Interview Proper  
- Brief the panel of interviewers on the mechanics of interview  
- Facilitate the conduct of the interview  
- Consolidate results of the interview | Secretariat | William G. Padolina Conference Hall |
| 3    | Accomplish Feedback Form (Optional) | Provide a Feedback Form for the applicant to accomplish | Evaluator |
Steps in Processing the DOST-SEI Clearance/Certification

Schedule of Availability of Service

Monday-Friday
8:00 AM - 12:00 NN
1:00 PM - 5:00 PM
S&T Scholarship Division (STSD) - SEI
2nd Level, Science Heritage Bldg., DOST Complex, Bicutan, Taguig City

Who needs the DOST-SEI clearance/certification?

Temporary Clearance
- An on-going scholar/scholar-graduate with contractual service obligation who will travel out of the country; will undergo on-the-job training; or will apply for clearance for local employment; and
- Scholar whose scholarship is terminated but with service obligation
- Scholar who received financial assistance but later on withdrew from his/her scholarship

Final Clearance
- Scholar who withdraws his/her scholarship prior to availment of scholarship privileges; and
- Scholar who has completed his/her service/financial obligation.

What are the requirements?

1. Type of Scholar
   1.1 For continuing scholars:
      a. Letter stating the purpose of travel, destination, duration and other pertinent information
      b. Supplemental Agreement (Form provided by DOST-SEI)
      c. Surety bond with Government Service Insurance System (GSIS) or a cash bond with SEI (travel for a month or less) equivalent to the total financial assistance received by scholar while on scholarship plus 12% interest
      d. Endorsement Letter from the graduate scholars’ monitoring DOST council or consortium university
   1.2 For scholar-graduates and those whose scholarship were terminated or withdrawn

2. Reason for Travel
   2.1 Personal Travel
      a. Refer to 1.a, 1.b, 1.c above
      b. Service Record/Certification of Employment, if any

   2.2 Business or Official Travel
      If company is sending the scholar-graduate abroad for a short-term training or official business abroad:
      • With employer’s guarantee - letter indicating: purpose of travel, destination, duration and a guarantee of his/her return and in case he/she fails to do so, the company’s willingness to refund to DOST-SEI the amount equivalent to the period left unserved
      • Without employer’s guarantee - 1.a, 1.b, 1.c, 2.b and employer’s endorsement of travel
### Securing DOST-SEI Clearance/Certification

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant</th>
<th>Activity</th>
<th>Duration of Activity (Min)</th>
<th>Person Responsible</th>
<th>Location</th>
</tr>
</thead>
</table>
| 1    | Fill-out and submit request form, letter and other supporting documents | • Tags documents with dated receipt  
• Verify the scholar’s record and status  
• Review/evaluate form and endorse request to the next person-in-charge | 2 | Receiving Officer Database in-charge | S&T Scholarship Division (Rm. 204) |
| 2    | Proceed to person-in-charge and wait for processing of request | • Evaluate Documents  
With complete requirements, process the request for:  
• Local Employment  
• Temporary Clearance for Travel Abroad  
• Final Clearance  
• Computation of scholarship benefits  
• Certification as DOST Scholar  
Encode/print clearance/certificate and transmit the same to the Division Chief for further validation | 2-3 working days | 15 | S&T Scholarship Division (Rm. 204) |
| 3    | | Sign the clearance/certification and forward the same to the releasing staff | 15 | Division Chief/Staff-in-Charge | S&T Scholarship Division (Rm. 204) |
| 4    | Receive the Certification | • Stamp the clearance/certification with SEI dry seal  
• Request the scholar to sign the receiving copy  
• Release the clearance | 5 | Releasing Staff | S&T Scholarship Division (Rm. 204) |
| 5    | Non-compliance/Incomplete requirements:  
• Reorient the scholar on the scholarship policies  
• Inform him/her the requirements for compliance | Indefinite | Evaluator | S&T Scholarship Division (Rm. 204) |

**END OF TRANSACTION**
Processing of DOST-SEI Undergraduate Scholarship Application

START

APPLICANT:
1. Secure cue number and Feedback Form 2
2. Wait for the number to be called
3. Submit accomplished application form and other requirements to designated Evaluator

STAFF:
Review application form/requirements using checklist

APPLICANT:
Secure Information Sheet from SEI, accomplish and comply with the requirements

STAFF:
Issue checklist of requirements to comply and affix date of return of applicant

EVALUATOR:
Review/process application form and requirements

APPLICANT:
1. Secure cue number and Feedback Form 2
2. Wait for the number to be called
3. Submit accomplished application form and other requirements to designated Evaluator

STAFF:
Collect P200.00 test fee: issue Official Receipt, Test Permit and Test Primer
OR, Test Permit & Test Primer

EVALUATOR:
Review/process application form and requirements

APPLICANT:
1. Satisfy application form/requirements
2. File application ON or BEFORE set deadline

STAFF:
Issue a notice of disqualification

APPLICANT:
Qualified to take the scholarship examination?

Which scholarship program?

Merit

RA 7687

STAFF:
Issue Test Permit and Test Primer

Qualifies to take the scholarship examination?

Yes

No

Which scholarship program?

Merit

RA 7687

STAFF:
Issue Test Permit and Test Primer

END
Processing of DOST-SEI Graduate Scholarship Application

START

APPLICANT:
Secure application form from SEI, accomplish and comply with the requirements

Document

STAFF:
Review application form/ requirements using checklist

Document

Complete requirements?

Yes

STAFF:
Review/Process application form and requirements

Document

No

STAFF:
Issue checklist of requirements to comply

Checklist

Yes

STAFF:
Issue a notice of scheduled interview

Notice

No

STAFF:
Issue a notice of disqualification

Notice

INTERVIEWER:
Conduct of interview to applicants

Notice

Yes

Qualified for an interview?

Fill-out feedback form (optional) and drop in the box

No

STAFF:
Issue a notice of disqualification

Notice

END
Securing DOST-SEI Clearance/Certification

START

SCHOLAR:
Fill out and submit request form (FORM 1) and TrACER Form to the Verifier

Form 1 & TrACER Form

Y

FRONTLINE STAFF:
1. Check completeness of requirements
2. Stamp receipt documents (date & time)
3. Refer documents to concerned staff

VERIFIER:
1. Pre-evaluate request
2. Determine type of clearance needed and requirements
3. Check scholar’s records and status
4. Endorse request to the Evaluator

Yes

Securing Final Clearance?

No

Securing Temp. Clearance?

Y

For local employment?

No

For passport application and/or foreign travel?

APPLICANT:
Submit letter of request and any of the following (TOR/TCG/Diploma)

TOR/TCG Diploma

X

APPLICANT:
Submit letter of request and Service Record(s) / Certificate(s) of Employment

Documents

APPLICANT:
Submit letter of request and any of the following (TOR/TCG/Diploma)

TOR/TCG

X

EVALUATOR:
Furnish copy of the memorandum re: guidelines on clearance and advise the scholar on the lacking requirement(s)

Documents

Yes

TECHNICAL STAFF:
Validate status of scholar and information pertaining to request

ENCODER:
Prepare clearance/certification and transmit the same to the Division Chief/Director

Documents

Yes

DIVISION CHIEF/DIRECTOR:
Sign the clearance/certification and forward the same to the Releasing Staff

Documents

RELEASING STAFF:
1. Stamp the clearance/certification with SEI dry seal
2. Request the scholar to sign the receiving copy
3. Release the clearance

Temp./Final Clearance

X

APPLICANT:
Fill out feedback form (optional) and drop in the box

END
Form 1: Information Sheet for the DOST-SEI S&T Scholarships

<table>
<thead>
<tr>
<th>FORM A</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO BE FILLED-OUT BY DOST/SEI STAFF ONLY</td>
</tr>
<tr>
<td>TCC - APPLN. NO.</td>
</tr>
<tr>
<td>2012 Total Annual Family Gross Income: P</td>
</tr>
<tr>
<td>(Taxable &amp; Non-taxable)</td>
</tr>
<tr>
<td>Month 1</td>
</tr>
<tr>
<td>Month 2</td>
</tr>
<tr>
<td>Average Electricity Consumption in kwh:</td>
</tr>
<tr>
<td>Month 3</td>
</tr>
<tr>
<td>Total =</td>
</tr>
<tr>
<td>CV =</td>
</tr>
<tr>
<td>4th Year Annual HS Net Tuition &amp; Other School Fees: P</td>
</tr>
<tr>
<td>Scholarship Program Assessment:</td>
</tr>
<tr>
<td>RA 7687</td>
</tr>
<tr>
<td>Merit P 200.00/O.R. No.</td>
</tr>
<tr>
<td>Assessed by:</td>
</tr>
<tr>
<td>Printed Name/Signature:</td>
</tr>
<tr>
<td>DOST RO. No.:</td>
</tr>
</tbody>
</table>

Republic of the Philippines
Department of Science and Technology
SCIENCE EDUCATION INSTITUTE
P.O. Box 18 Taguig Post Office

INFORMATION SHEET
for the
DOST-SEI
SCIENCE AND TECHNOLOGY SCHOLARSHIPS FOR 2015

NOT FOR SALE
CAN BE REPRODUCED
ALL ENTRIES/SIGNATURE
IN THIS FORM MUST BE
ORIGINAL.

Attach recent
1" x 1" photo here

Once officially stamped,
DO NOT detach photo.
Attach another copy of the 1" x 1" photo for
the Test Permit.

Deadline for Submission: 22 August 2014 (Friday)  
Date of Examination: 21 September 2014 (Sunday)

I. PERSONAL DATA

<table>
<thead>
<tr>
<th>1. Name of Applicant</th>
<th>Surname</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. Sex</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Date of Birth</th>
<th>4. Place of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. Citizenship</th>
<th>6. Do you have a dual citizenship?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Contact Nos.: Landline Phone No.</th>
<th>Cell Phone No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. Email Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9. Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Number of Children in the Family</th>
<th>11. Birth Order of Applicant (1st child, 2nd child, etc.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>District (Encircle)</th>
<th>LONE/1/2/3/4/5/6/7/8/9</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>12. Name of High School</th>
<th>13. Type of High School</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Regular Public</th>
<th>Science</th>
<th>Private</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>High School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>(To be provided by DOST/SEI)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. Address of High School</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>15. Tuition and Other School Fees Paid in a Private High School</th>
<th>P</th>
</tr>
</thead>
</table>

(Please attach assessment form/statement of account provided by the school). If under scholarship, indicate name of scholarship and submit certification from school or foundation.

<table>
<thead>
<tr>
<th>16. Have you been issued a passport?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Passport No.</th>
</tr>
</thead>
</table>

II. FAMILY DATA

<table>
<thead>
<tr>
<th>17. Name</th>
<th>Father</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>18. Highest Educational Attainment</th>
<th>Mother</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>19. Occupation (pls. specify)</th>
<th>Legal Guardian</th>
</tr>
</thead>
</table>

| (To be accomplished ONLY by those whose parents are deceased, working abroad, etc. should submit affidavit of guardianship) |

| 20. Name of Employer | |
|----------------------| |

| 21. Employer Address | |
|----------------------| |

| 22. 2012 Annual Gross Income (in pesos; taxable and non-taxable) | |
|-------------------------------------------------------------| |

| 23. If self-employed, declare 2012 Annual Gross Income. | |
|--------------------------------------------------------| |

<table>
<thead>
<tr>
<th>24. Tribal Affiliation</th>
</tr>
</thead>
</table>

If applicable, please submit a certification of membership from the local Office of Muslim Affairs or National Commission on Indigenous People.

III. SCHOLARSHIP INTENTIONS DATA

25. Check appropriate box for scholarship program applied for:

<table>
<thead>
<tr>
<th></th>
<th>RA 7687 SCIENCE AND TECHNOLOGY SCHOLARSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>For applicant who belongs to a family whose socio-economic status does not exceed the set values of ALL the identified indicators as approved by the Advisory Committee on S&amp;T Scholarships. Applicant must thoroughly accomplish the Family Information Questionnaire (Form B) and submit all required documents.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>DOST-SEI MERIT SCHOLARSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>For an applicant who belongs to a family whose socio-economic status exceeds the set values of any of the identified indicators. Applicant must pay a non-refundable test fee of P290.00.</td>
<td></td>
</tr>
</tbody>
</table>
Science Education Institute

26. Have you applied for scholarship other than the DOST-SEI?  Yes  No
   If yes, please identify which scholarship:   OWWA  CHED  GGIS  Others, specify

27. College/University where you intend to enroll:
   *You are advised to take the admission test of the college/university where you intend to enroll for SY 2014-2015.

28. Test Center nearest your school:
   *Please refer to the list of designated test centers in the 2015 S&T Scholarship Announcement.
   The scholarship examination will be administered on 21 September 2014 (Sunday) at an identified test center in your province.

   I hereby certify that all answers given above are true and correct to the best of my knowledge.

   Attested by:
   ____________________________  ____________________________
   Parent/Legal Guardian  Signature of Applicant
   (Please print name and sign above it.)  Date:

FORM B – HOUSEHOLD INFORMATION QUESTIONNAIRE (HIQ)

A. FAMILY PROFILE

1. Profile of family members (Please include only the parents, applicant and applicant’s siblings who are single, age 21 and below, live under the same roof and share in common food.)
   *(Hilang ang mga magulang, aplikante at mga kapater ng aplikante na walang asawa, may edad 21 pababa, kasalukuyang nakatira sa bahay at kasama sa inihahang pagkain.)

   | Name (Put Family Head* as first in the list; include name of applicant) | Relationship to Applicant | Age | Civil Status (See codes below) | Highest Educational Attainment (Specify grade, year or degree) | Grade or Year Attending if Currently in School | Occupation of Working Family Member | Class of Worker (See codes below) | Gross Income for the Year 2013 (In pesos) |
|---|---|---|---|---|---|---|---|---|---|
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |

*Family head usually provides the chief source of income for the family. He/She is the person, male or female, who is responsible for the organization and care of the family or who is regarded as such by the members of the family.

Codes for Col. 4 (civil status):
   1 Single  2 Married  3 Widowed  4 Divorced/Separated  5 Unknown

Codes for Col. 8 (class of worker):
   1 Works for private household  2 Works for private establishment
   3 Works for government agency/corporation  4 Self-employed without any employee
   (e.g., sari-sari store owner, dressmaker)
   5 Employer in own family-operated farm/business  6 Works with pay on own family-operated farm/business
   7 Works without pay on own family-operated farm/business  8 Unemployed (e.g. housewife)

2. Annual Family Gross Income 2013

   P

2b. If both parents are unemployed, do you have any relatives other than those in the profile of family members (whether here or abroad), who contribute in meeting your family expenses?  Yes  No
   If yes, please accomplishes the table below:

<table>
<thead>
<tr>
<th>Nature of Financial Contribution (e.g., remittances)</th>
<th>Relationship of Contributor to Applicant (e.g., brother who is an OPW)</th>
<th>Frequency of Contribution (please mark with ✓)</th>
<th>Average Contribution (In pesos)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Paalala: Kung ang mga magulang ay may hanapbuhay (employed) o di kaya ay may sariling negosyo, magbigay ng kopya ng Income Tax Return (ITR) o W-2 para sa taong 2013. Kung walang hanapbuhay (unemployed) ang ama, magbigay ng kopya ng BIR Certification o Municipal/Barangay Certification of Indigency at exemption ng pag-file ng ITR. Kung ang ina ay "housewife", hindi na kailangang magsumite ng nasabling sertipikasyon.
FORM C

CERTIFICATE OF GOOD MORAL CHARACTER

TO WHOM IT MAY CONCERN:

This is to certify that ____________________________ has consistently maintained good moral character, there having no disciplinary action taken against him/her as of the date of application.

Printed Name & Signature of Principal/Guidance Counselor
Date: ____________________________

NOTE: Failure to maintain good moral character before the award of the scholarship shall cause forfeiture thereof. DOST-SEI may require another certification before the signing of the Scholarship Agreement should the applicant qualify.

FORM D-1 For Applicant from Regular High School

Name of High School

Address

PRINCIPAL’S CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that ____________________________ is a candidate for graduation for the School Year 2014-2015 and is classified within the upper five percent of the total ____________ graduating students.

Number

Printed Name & Signature of Principal
Date: ____________________________

FORM D-2 For Applicant from DOST-SEI Identified/DepEd Recognized Science High School

TO WHOM IT MAY CONCERN:

PRINCIPAL’S CERTIFICATION

This is to certify that ____________________________ is a candidate for graduation of the School Year 2014-2015.

(Name of School/Address)

School Type:  □ PSHS System  □ DepEd Regional Science HS  □ Special Science Classes of the ESEP S&T Oriented High Schools
□ Other DepEd Recognized Science High Schools (Attach certification from DepEd that the school has a special science curriculum)

Printed Name & Signature of Principal
Date: ____________________________

FORM E (In case applicant has already graduated from high school in the previous year)

TO WHOM IT MAY CONCERN:

APPLICANT’S CERTIFICATION

This is to certify that the undersigned has not taken any previous DOST-SEI Scholarship Examination and has not earned any post-secondary or undergraduate units.

Attested by: ____________________________

Printed Name & Signature of Parent/Guardian
Date: ____________________________

FORM F

PARENT’S CERTIFICATION

This is to certify that my son/daughter, ____________________________, has no pending application for immigration to the USA or any other country.

Printed Name & Signature of Parent
Date: ____________________________

FORM G (For RA 7687 Applicants only)

CERTIFICATE OF RESIDENCY

TO WHOM IT MAY CONCERN:

This is to certify that ____________________________ is a bonafide resident of ____________________________ for not less than 4 years.

Printed Name & Signature of Barangay Official/Principal
Date: ____________________________
FAMILY PROFILE (Continuation)

3. Electric Consumption for the last Three Months
   
<table>
<thead>
<tr>
<th>2014</th>
<th>2014</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>kwh</td>
<td>kwh</td>
<td>kwh</td>
</tr>
</tbody>
</table>

(Note: Provide clear photocopies of the electrical bills. Present original copies for verification.)

4. Is your family a beneficiary of the DSWD’s Pantawid Pamilyang Pilipino Program (4Ps)?
   Yes [ ] No [ ]

5. Ownership of the housing unit: (Indicate answer in the box provided)
   1. Owned, Fully Paid
   2. Owned, Amortized
   3. Rented
   4. Rent free/ living w/ relatives
   5. Others, pls. specify ________

   If rented, how much is the monthly rental? ________ P _______/month

   If amortized, how much is the monthly amortization? ________ P _______/month

6. Owns agricultural or non-residential land? ________ (area in sq. m) ________ None

7. Indicate name(s) of existing credit card of the family members, if any:

8. Does your family own any of the following appliances, facilities and vehicles?

<table>
<thead>
<tr>
<th>No. of Working Units</th>
<th>Appliance/Vehicle</th>
<th>Mode of Acquisition</th>
<th>Make/Model</th>
<th>Year Acquired</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aircondition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Movie Camera</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car/Van/Pajero/Other Similar Vehicle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fleet of Jeepney/Tricycle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ipad</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industrial Freezer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industrial Dryer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. CONTACT ADDRESS/NO. (Indicates as many as possible)

Mailing Address

Applicant

Parent/Legal Guardian

Landline Phone No.

Cell Phone No.

Fax No.

Email Address

Submitted by:

Signature Over Printed Name of Applicant

Date

SIGNED DECLARATION BY THE PARENTS/LEGAL GUARDIAN:

I/We hereby certify to the truthfulness and completeness of information provided. Any misinformation or withholding of information will automatically disqualify my/our child from the DOST-SEI Scholarship Program. I/we are also willing to refund all the financial benefits received plus the appropriate interest if such misinformation is discovered after my/our child accepted the award.

In connection with this application for scholarship, I/we hereby authorize the DOST-SEI designated representative to conduct a credit check on the family finances, including bank accounts, credit card accounts, SSS and GSIS accounts, and to visit our family dwelling.

Father’s Signature

Over Printed name

Mother’s Signature

Over Printed name

Legal Guardian’s Signature

Over Printed name

Date

For DOST RO/SEI STAFF USE ONLY

CHECKLIST OF DOCUMENTS SUBMITTED:

☐ Accomplished Form A including Forms C, D-1 or D-2, E and F

☐ Form G*

☐ Photocopy of Birth Certificate

☐ 2013 Income Tax Return/W2/Employment Contract/ BIR or

☐ For non-filers - Pantawid Pamilya ID, Municipal/Barangay

☐ Certification that applicant belongs to indigent family and is exempted from filing of Income Tax Return

☐ Certificate of Tax Exemption of Parents/Municipal/Barangay

☐ Certification of Non-employment*

☐ Latest three consecutive months of Electric Bill for the Year 2014*

☐ Assessment form/statement of account from the private high school/scholarship certification*

☐ Two recent pictures (1” x 1”)

☐ For applicants with tribal affiliation - Certification of membership

☐ from the local Office of Muslim Affairs (OMA) / National Commission on Indigenous People (NCIP)

☐ Accomplished Family Information Questionnaire (Form B)

* For RA 7687 Applicants only

THIS APPLICATION FORM AND ATTACHED DOCUMENTS WERE VERIFIED FOR COMPLETENESS BY:

Printed Name/Signature

SEI [ ] DOST RO. No. [ ]

Remarks:

Date:

20
Form 2: Request Form for Securing Clearance

REQUEST FORM

To: THE DIVISION CHIEF
Science and Technology Scholarship Division
Science Education Institute

Re: REQUEST FOR SCHOLARSHIP CLEARANCE
This is to request for the issuance of clearance:

<table>
<thead>
<tr>
<th>Please check the needed documents</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>For NBI – Clearance for local employment</td>
<td>Transcript of Records or True Copy of Grades or diploma for scholar-graduate; or Registration form for OJT/SIT certification from school for on-going scholar</td>
</tr>
<tr>
<td>Note: On-going scholar – for OJT/SIT purpose only</td>
<td></td>
</tr>
<tr>
<td>For NBI – Clearance for application for passport</td>
<td>Guaranty letter or Deed of Undertaking* or Official Receipt of cash bond posted or Original copy of GSIS Surety Bond</td>
</tr>
<tr>
<td>For DFA – Passport</td>
<td></td>
</tr>
<tr>
<td>For BI – Travel Order</td>
<td>* Photocopy of I.D. and ITR or Certificate of Employment of co-maker</td>
</tr>
<tr>
<td>Final clearance</td>
<td>Certificate/s of Employment/Service Record or Official Receipt of refund of scholarship benefits received</td>
</tr>
<tr>
<td>Computation of scholarship benefits received</td>
<td>Transcript of Records or True Copy of Grades and/or Certificate of Employment</td>
</tr>
<tr>
<td>Others (Please specify):</td>
<td></td>
</tr>
</tbody>
</table>

Purpose _________________________________________________________________________________
_________________________________________________________________________________

Requested by:
Name of Scholar/Signature ________________________________________________ Sex ____________
Contact Number ____________________________ E-mail Address _______________________________

DOST Scholarship Category | DOST Scholarship Program | Year of Award | Course | School |
Undergraduate | | |
MS | | |
Ph.D | | |

(To be filled out by SEI Staff)

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
<th>Effective on</th>
<th>Verified by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>( ) 1st ( ) 2nd ( ) 3rd ( ) 4th Sem, AY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>( ) MS ( ) Ph.D</td>
<td>( ) 1st ( ) 2nd ( ) 3rd ( ) 4th Sem, AY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Request processed by ____________________________ Date ____________________________
Mode of release Picked-up / mailed / faxed Date ____________________________

STSD-STSS-F1
Rev. 0 / 07-04-11
Form 3: Feedback Form

Please let us know how we have served you by filling-out this Feedback Form.
(Ipaalam po ninyo sa amin kung paano naming kayo napaglingkuran sa pamamagitan ng pagsagot ng Feedback Form na ito.)

Select type of service:
- Scholarship Application
- Clearance/Certification
- Scholarship Orientation & Contract Signing

How do you rate our service?
- Very Satisfactory
- Satisfactory
- Poor

Recommendation(s)/Suggestion(s)/Desired action from our office to improve our service
(Rekomendasyon/Mungkahi/Nais na aksiyon mula sa aming tanggapan upang mapabuti pa ang aming serbisyo)

Name (Optional): __________________________
Office/School: __________________________
Contact Number(s): ________________________
E-mail address (if any) ______________________
Signature: __________________________
Date: __________________________

Thank you for helping us continuously improve our services.