SCIENCE EDUCATION INSTITUTE

The Science Education Institute (SEI) is a service agency of the Department of Science and Technology (DOST), created under Executive Order No. 128 mandated to undertake the following:

❖ 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 the Department of Education, Commission on Higher Education 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

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.

Introduction

This Operations Manual is for use and guidance of the Science Education Institute (SEI) personnel to ensure that all the scholarship programs, projects and activities are planned and implemented in accordance with the set policies; and that all the procedures and work instructions shall always be adhered to by the relevant personnel. This is also a good reference material by the Institute's stakeholders when they transact business with the SEI.

This Operations Manual contains the organizational structure of the Institute, duties and responsibilities as well as powers of authority, supervisory and operational controls, scholarship policies, step by step procedures and work instructions needed for an efficient and effective delivery of services to the various stakeholders.

This Manual is intended to be a dynamic document which will be periodically reviewed and revised, when necessary, to make it more relevant and consistent to the government accounting and auditing rules, and issuances.

This Operations Manual will be posted in the SEI website for quick and easy access to information about the various DOST-SEI Scholarship Programs, its policies and how it is being implemented.

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Functional Organizational Structure

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                        │  Office of the  │
                        │    Director     │
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Science and Technology Scholarship Division	Science Education and Innovations Division	Science and Technology Manpower Education Research and Promotion Division	Finance and Administrative Division

Scholarships Administration & Monitoring	Scholarship Technical Support & Service	Training	Program Development	Research Studies (Local & International)	Management Information System	Finance	Admin

		Innovations		Promotions			

Science and Technology Scholarship Division Functions:

1. Administration of scholarships, grants and fellowships for the country's human resources in science, mathematics and engineering; and

2. Formulation of policies and development of systems and procedures for the effective and efficient implementation of the scholarship programs.

Scholarship Administration and Monitoring Unit

❖ Implement and manage the undergraduate and graduate scholarships in science, mathematics, engineering and applied sciences;
❖ Monitor the scholars' progress through periodic evaluation their academic performance;
❖ Process and release the financial assistance to the scholars;
❖ Undertake test development for use in the screening and identification of scholarship qualifiers and maintain a test item bank; and
❖ Undertake data analysis relative to the implementation/administration of the scholarship programs.

Scholarship Technical Support and Services Unit

❖ Review and formulate scholarship policies and procedures for the effective and efficient administration of the scholarship programs;
❖ Create and maintain the electronic database of scholars for the monitoring and tracking of the scholars;
❖ Conduct the quality assurance activities;
❖ Validate documents and issue clearances for NBI, DFA and BI;
❖ Conduct S&T learning support mechanisms such as orientation and enrichment programs; psycho-social activities; research mentoring; organization of students' conference on important S&T topics;
❖ Conduct post scholarship activities such as job fairs, seminars on entrepreneurship; job hunting strategies, etc.;

➢ Track the scholar-graduates' whereabouts;
➢ Prepare technical reports and generate statistical data; and
➢ Review financial reports and prepare subsequent funding releases.

Operational Control and Supervision

The SEI is headed by a Director IV (Director) and next in rank to her is Director III (the Deputy Director). Each Division is headed by a Chief Science Research Specialist who is the Division Chief and next in rank is a Supervising Science Research Specialist followed by a Senior Science Research Specialist.

The Division Chief has the following functions:

1. Oversees the effective and efficient implementation of the undergraduate and graduate scholarship programs of DOST-SEI;

2. Formulates and develops programs, projects and activities relative to the S & T scholarship programs.

3. Recommends and implements necessary revision in the scholarships' and division's operational policies;

4. Establishes and maintains linkages with relevant sectors/institutions for the effective implementation of the scholarship programs.

5. Signs Obligation Requests relative to disbursements of financial assistance to scholars, Purchase Requests of supplies and materials necessary in performing the functions of the division; and temporary clearance as requested by scholars.

The Finance and Administrative Division acts on the financial matters relative to the disbursement of scholarship funds and ensures that it adheres to the usual government accounting and auditing rules and regulations.

Scholarship Policies and Operating Procedures

Scholarship Policy	Operating Procedures	Remarks
Duration of Scholarship Award under RA 2067 and RA 7687 and Graduate Scholarships Scholarship award starts at the first year level and the duration of the scholarship will be: Basic Sciences - 4 years Applied Sciences - 4 years Engineering - 5 years MS - 2 years Ph.D. – 3 years **For Scholarships under RA 10612** Scholarship award starts at the third year level and the duration of the scholarship will be: Basic Sciences - 2 years Applied Sciences - 2 years Engineering - 3 years A scholar is provided with financial assistance while on scholarship if he/she is in good academic standing at the start of each semester. A scholar whose studies go beyond the approved period of scholarship or is on extension of period of study, for whatever reason, will no longer be provided with financial assistance but will continue to report to SEI/ DOST Regional Office until completion of his/her degree.	All scholarship policies are written in the S&T Scholar's Handbook and Scholarship Agreement while processes of certain front line services are in the SEI's Citizen's Charter.	A copy of the handbook is given to each scholar. The SEI Citizen's Charter is disseminated to CSC, DBM, and other stakeholders The same policies apply to graduate scholarships.

Scholarship Privileges Scholarship privileges are released if the scholar has complied the following requirements: 1. Has submitted all his/her official grades at the end of the semester and certificate of enrolment or registration form at the start of the semester; 2. Is considered to be in good academic standing; and 3. Carries the required academic load for the semester. Financial assistance includes: Tuition and other school fees; Stipend; Book allowance; P.E. Uniform; Transportation Allowance, Graduation Allowance	Scholar submits grades and Registration Form. STSD staff/University Coordinator/DOST Regional Office evaluates the official grades and Registration Form. If the scholarship requirements are complied, the Budget Utilization Request (BUR) is prepared at STSD. Budget Unit of FAD prepares voucher and the Accounting Unit will process the financial assistance until it is deposited in the respective LBP accounts of each scholar adopting the usual government accounting and auditing rules.	The same policies and requirements apply to graduate scholarships. The processing and release of financial assistance to graduate scholars follow the usual government accounting and auditing rules and regulations.

| Awarding of the DOST-SEI Scholarships

Only those who qualified in the national competitive scholarship examination are awarded the DOST-SEI Undergraduate Scholarships

Scholars are required to: sign the scholarship agreement and other documents; open an e-account with the official depository bank (LBP); and enroll in the DOST-SEI approved course and school | Scholarship applicants take the DOST-SEI national scholarship examination

Answer sheets are processed and scored

The NTSC reviews and analyzes the reports made by the Test Consultant and determines the cut-off score for recommendation to the S&T Scholarship Advisory Committee

The S&T Advisory Committee deliberates the recommendation and decides on the cut-off score.

The DOST Secretary approves the Resolution for the Selection of Qualifiers and List of DOST-SEI Scholarship Qualifiers.

Announcement in 3 newspapers and in the SEI and DOST Regional Offices' websites.

Sending of Notice of Award to Qualifiers indicating the Schedule of Orientation and Signing of the Scholarship Agreement.

Scholars attend orientation on scholarship policies and signs Scholarship Agreement and other relevant documents with their parent/guardian.

SEI issues to scholars with approved course and school a Letter of Enrollment

Scholars enroll in any of the DOST-SEI approved course and school. | Refer to page 7 and 14 of the SEI Citizen's Charter

Notice of Award

Copy of the ff.: Scholarship Agreement ; Scholar's Handbook; and Memorandum on Requirements for Compliance

Scholars who are not enrolled in any of the approved course or school for whatever reason may **defer** their scholarship for one academic year. |
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Non-Complying Scholar Scholars who failed to report/submit the requirements (grades and registration form) for two (2) consecutive semesters will be placed under the non-complying status. The financial assistance of a non-complying scholar during the evaluation periods that he/she did not report is forfeited.		Refer to page 24 of the S & T Scholar's Handbook
A non-complying scholar may appeal for the reinstatement of his/her scholarship. If after evaluation of his/her academic performance is found to have satisfied the DOST-SEI scholarship requirements, then his/her financial assistance will be reinstated effective the semester he/she reported.	The Scholar will write a letter requesting for the reinstatement of his/her scholarship. Submits a True Copy of Grades. STSD staff evaluates the TCG If found to be in good academic standing, his/her financial assistance will be restored and will be issued a letter for enrollment or an endorsement to the University Coordinator where he/she is enrolled in; or will be endorsed to the DOST Regional Office for technical and financial assistance.	

Shifting to another priority course/transfer to another DOST-SEI identified school Shifting to another priority course/transfer to another DOST-SEI identified school is allowed at the latest is during the First Semester of third year of the scholar	Scholar files a letter requesting authority to shift/transfer together with the following documents: Certification of Admission to New Course/School; Certification of Accredited Subject; Certification of Year Level in the New Course/School; Certification of Grades in all Semesters Enrolled Adviser's Endorsement Once approved, the scholar signs an Amendatory Agreement with the parent and the Director of the Regional Office where the school is situated. Then an endorsement letter is given to the scholar/Regional Office/University Coordinator for appropriate action; and updating of database is made.	STSD Form 124 Refer to page 17 of the Scholar's Handbook Amendatory Agreement Endorsement Letter
Leave of Absence (LOA) Scholars are allowed to take a leave of absence (LOA) for a maximum period of one year if the reason highly justifiable and/or meritorious; and with approval from the university.	Scholar files a letter requesting for LOA together with supporting documents e.g., medical certificate and with school/adviser's approval. For the resumption of scholarship after the leave, the scholar has to signify in writing that he/she will resume his/her study. Submits his/her Enrolment/Registration Form for the current semester. Financial assistance will be processed if submitted documents are in order	Refer to page 16 of the S & T Scholar's Handbook

Monitoring of Scholars Evaluation of Academic Performance at the end of each Semester/Term	Scholar submits his/her official grades in all academic subjects enrolled in during the semester and is evaluated based on the existing policies; and carries the required academic load for the semester	Refer to pages 12 - 13 of the S & T Scholar's Handbook
In the processing of the financial assistance to scholars, SEI adheres to the usual government accounting and auditing rules and regulations	If a scholar is in good academic standing, his/her financial assistance will be processed and released.	
	If a scholar fails to satisfy the grade requirements/did not carry the required academic load for the semester, his/her scholarship will be placed either on Continue with Warning; Suspended; or Terminated.	A Memorandum re-scholarship status will be sent to the concerned scholars
	A scholar on suspended status or whose scholarship is terminated may appeal for reconsideration.	
	Their appeal is elevated to the National Technical and Selection Committee for decision.	
Extension of Period of Study A scholar whose studies go beyond the approved duration of scholarship will shoulder the cost of his/her studies.	The Scholar submits a letter requesting for extension of period of study. During the extension period, the scholar is no longer granted financial assistance.	A letter on the approved extension is sent to the scholar.

Termination of Scholarship **Grounds for the termination of scholarship:** Failure to maintain the grade requirements; or failure to comply with any of the terms and conditions/breach of contract of the scholarship agreement. Grounds for Refund of Scholarship Grant with 12% interest: Breach of Contract; Willful abandonment of the scholarship; Shifting to non-DOST – SEI priority field of study; Gross misconduct; Renunciation of Filipino citizenship; and Failure to render service in the country as stipulated in the scholarship agreement.	A scholar is sent a Notice of Termination of Scholarship either with service obligation (those who are at the 3rd/4th/5th year If a Scholar is found to have violated any of the aforecited grounds for termination, he/she is sent a Notice of Termination of Scholarship with the Breakdown of Financial Assistance received while on scholarship.	Refer to page 18 of the S&T Scholar's Handbook
Service Obligation Scholars are required to render service in the Philippines, preferably in his /her home region, immediately after graduation on full-time basis, along his/her field of specialization equivalent to the number of years of enjoyment of scholarship.		Refer to page 19 of the S&T Scholar's Handbook

Scholars shall seek employment in the Philippines and must be physically present in the country for his/her service to be credited. If the scholar is sent abroad for more than a month work-related training/seminar, only one month of the entire duration of training will be credited; while for more than 2 weeks offshore assignment or official business abroad, the service credit is only 2 weeks for the entire duration of the out-of-country assignment. Fulfillment of service obligation shall be evaluated based on the Service Record or Certificate of Employment. Failure to complete the rendition of service obligation shall cause the scholar to refund the remaining period.	Scholar shall inform SEI in writing on the details of training/offshore Official Business or assignment. Together with the letter is a certification of guarantee of return and assumption of the scholar's obligation with DOST-SEI by the sending company If documents satisfy the requirements, a temporary clearance is issued to the scholar. Scholar submits Service Record or Certificate of Employment, if service obligation is completed, SEI will issue a final clearance.	

Tracking of Scholars Scholars are required to submit a yearly report on employment status and professional advancement. A Tracking mechanism was established to be able to determine the whereabouts of scholars after completion of their BS degrees.	A survey is conducted to track the whereabouts of the scholars.	An Action Plan is being developed which include the following: • Online Tracking System (for enhancement) • Radio Plug/ TV Interviews • Facebook Advertisement (for implementation) • Distribution of Tracer Survey Form • Development of Promotional Materials • Computer-Assisted Registration at SEI Lobby (for implementation)
Securing Clearance from DOST-SEI A temporary clearance is issued to a DOST-SEI scholar who will travel abroad, or who will seek NBI clearance for local employment.	The Scholar is required to officially inform SEI of his/her travels by indicating in his/her letter the reason/s of travel, place of destination and duration/period of travel. He/She has to comply with the requirements to be issued a clearance.	Refer to pages 21 – 23 of the S & T Scholar's Handbook and pages 11 and 12 of the SEI Citizen's Charter

Complaints and Appeals Scholars may file a complaint/appeal/request for reconsideration	All letters of complaints/appeals or requests for reconsideration filed/submitted to SEI are treated on a case to case basis. Each issue is dealt with based on established scholarship policies. If the complaint/appeal is beyond the policy, the complaint/issue is elevated to the National Technical and Selection Committee for deliberation and recommendation to the Scholarship Advisory Committee, when necessary.	
Feedback Mechanism Walk-in scholars are required to accomplish the Feedback Form and are asked to give inputs on desired action to improve the STSD service to its stakeholders. There is also the DOST-SEI Scholar Graduates Tracer Form or Tracking Actual Career Experience Report (TRACER) which is also required to be filled out by the scholar-graduates		STSD Feedback Form DOST-SEI TRACER Form

NOTE: DOST-SEI follows the same procedures and requirements in the release of financial assistance to scholars pursuing graduate degree programs, i.e. Master of Science (MS) and Doctor of Philosophy (Ph. D.).