

Department of Science and Technology
SCIENCE EDUCATION INSTITUTE

S&T

SCHOLAR'S HANDBOOK 2025

Building the next generation of S&T professionals committed to the well-being of every Filipino.

Data-Driven | Laser-Focused | People-Centered

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FOREWORD

On behalf of the Department of Science and Technology—Science Education Institute (DOST-SEI), I extend my sincerest congratulations on qualifying for the Science and Technology (S&T) Undergraduate Scholarship. Your outstanding performance in the examination tells us that you have the potential to succeed in a career in the field of science, technology, and innovation.

Bear in mind that this opportunity carries with it a responsibility, which is to pursue excellence in everything that you do. Perform your best in your studies, be involved in meaningful engagements, and build lasting relationships with fellow learners. In other words, we want you to learn as much as you can and make a positive difference wherever you go.

In this respect, our hope is that after finishing your degree, you will commit to improving the Filipino people's quality of life and transforming the Philippines into a country driven by science and technology. May your scholarship move you to be of greater service to your communities and be actual embodiments of "science scholars of the people."

We prepared this S&T Scholars' Handbook to help you navigate college easier as a DOST-SEI scholar. This Handbook contains pertinent policies and information that you, as scholars, should know by heart. Take your time in reviewing its content as we have made this as comprehensive as possible.

In pursuing excellence, be reminded that the DOST-SEI family is here with you every step of the way. We acknowledge that there may be tough times along the way, but when we try solving things together, there will be no problem left unresolved.

I look forward to your successes and I cannot wait to hear your stories!

Jayeel S. Cornelio, PhD
Director IV

About the
Science Education Institute (SEI)

DOST-SEI and its Mandate

The **Science Education Institute** is a service agency of the Department of Science and Technology (DOST) mandated to:

- Develop a scientifically and technologically literate citizenry; and
- Accelerate the development of S&T's human resources needed for socio-economic development.

Vision

Building the next generation of S&T professionals committed to the well-being of every Filipino.

Mission

To develop the country's human resources in science and technology and improve the quality of science education through responsive undergraduate and graduate scholarships, innovative science education programs and trainings, and the promotion of S&T culture.

Core Values

Data Driven. Laser-Focused. People-Centered.

About the **DOST-SEI Undergraduate Scholarship** Programs

1. Objectives

The S&T Scholarship Programs aim to:

a. Provide scholarships that will finance the education of talented and deserving students who will pursue a degree in the areas of science and technology; and

b. Ensure a steady and adequate supply of qualified S&T human resources who can steer the country towards national progress.

2. S&T Scholarship Programs

A. Merit Scholarship Program (RA 2067)

The **DOST-SEI Merit Scholarship Program**, formerly known as the NSDB or NSTA Scholarship, began in 1958. It is awarded to students with high aptitude in science and mathematics and who are willing to pursue priority courses in the basic sciences, engineering, other applied sciences, and science and mathematics teaching at identified universities.

B. RA 7687 Scholarship Program

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

C. RA 10612 (Under the Junior Level Science Scholarships)

Republic Act No. 10612, also known as the **"Fast-Tracked Science and Technology Scholarship Act of 2013"**, aims to strengthen the country's science and technology education by fast-tracking graduates in the sciences, mathematics, and engineering who shall teach science and mathematics in secondary schools throughout the country.

3. Eligibility Criteria

Eligibility Criteria for the Undergraduate S&T Scholarships	Merit	RA 7687
1. Natural-born Filipino citizen;	✓	✓
2. Poor, talented, and deserving student who belongs to a family whose socio-economic status does not exceed the set values of certain indicators;	✗	✓
3.1. Graduating Grade 12 students: • All students belonging to the STEM Strand • Non-STEM Strand: Must be in the top five percent (5%) of the class based on Grade 11 ranking; or 3.2. Graduate of Grade 12 and has not enrolled in college yet: • All students belonging to the STEM class. • Non-STEM Strand: Must be in the top five percent (5%) of the graduating class; or 3.3. Graduate of high school before the K-12 Program: Must belong to the top five percent (5%) of the graduating class.	✓	✓
4. Resident of the municipality as attested by the barangay for at least four (4) years;	✗	✓
5. Of good moral character and in good health;	✓	✓
6. Do not have college units or post-high school vocational units	✓	✓
7.1. Have not applied for a DOST-SEI scholarship before; or 7.2. Have applied for a DOST-SEI scholarship before but did NOT qualify for the Scholarship; or 7.3. Have qualified for the DOST-SEI Undergraduate Scholarship but did not avail of the award.	✓	✓
8. Have passed the DOST-SEI Undergraduate Scholarship Examination.	✓	✓

Eligibility Criteria for the **Junior Level Science Scholarships**	Merit	RA 7687	RA 10612
1. Natural-born Filipino citizen;	✓	✓	✓
2. Poor, talented, and deserving student who belongs to a family whose socio-economic status does not exceed the set values of certain indicators;	✗	✓	✗
3. Regular college student enrolled in a DOST-SEI priority S&T course at identified universities in the Second Semester of Second Year (at the time of application);	✓	✓	✓
4. Must have a general weighted average of at least 83% or its equivalent and with no conditional or failing mark from the First Semester of the First Year until the First Semester of the Second Year in college, including in the mid-year term, if enrolled;	✓	✓	✓
5. Resident of the municipality as attested by the barangay for at least four (4) years;	✗	✓	✗
6. Must be of good moral character and in good health;	✓	✓	✓
7.1. Have not applied for a DOST-SEI scholarship before; or 7.2. Have applied for a DOST-SEI scholarship before but did not qualify for the scholarship; or 7.3. Have qualified for the DOST-SEI Undergraduate Scholarship but did not avail of the award;	✓	✓	✓
8. Have passed the Junior Level Science Scholarships Examination.	✓	✓	✓

4. Final Selection of Awardees



a. All eligible applicants must take and pass the qualifying scholarship examination given once a year.
b. Final selection of awardees shall be based on their performance during the scholarship examination.
c. The decision of the DOST Secretary on the selection of awardees is final and unappealable.
d. The names of the awardees are usually published in leading national newspapers and posted on the DOST-SEI website at **http://www.sei.dost.gov.ph.**

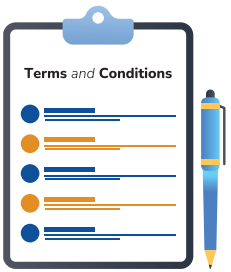
5. Access to the Scholar's Portal

1. An email containing the following will be sent to the qualifier's registered email address:

   a. **Link to the Scholar's Portal**
   b. **Qualifier's Log-In Credentials**

2. Use the Scholar's Portal to download the copy of the Scholarship Agreement.
3. Once the Scholarship Agreement has been signed by the qualifier and his/her parent/legal guardian and has been submitted to the designated DOST Office, the qualifier will wait on an email informing them of the status of their submitted Scholarship Agreement.
4. If the submitted documents are in order, the qualifier will be given access to get their **LBP Letter of Introduction**, **Endorsement Letter** to the School/DOST Regional Office, or **Letter for Enrollment**.

6. Signing of the Scholarship Agreement



A qualifier will be given notice of award. The qualifier and his/her parent or legal guardian must attend the orientation on scholarship policies and sign the Scholarship Agreement.

The qualifier must bring the following:

a. Parent's/Legal guardian's valid ID
(e.g., Driver's License, Philippine Passport, UMID); and

b. Notarized Affidavit of Guardianship
(if the awardee is under the care of a legal guardian).

After the qualifier and the parent have signed the Scholarship Agreement, the former is now a DOST-SEI scholar.

SCHOLARSHIP POLICIES

While on Scholarship

1. Nature of Award

The S&T scholarship award is for the pursuance of a course in a DOST-SEI priority field of study, leading to a Bachelor of Science (BS) degree.

2. Duration of Scholarship

3 - 6 years

Undergraduate Scholarships
Merit and RA 7687

1 - 4 years

JLSS Scholarships
Merit, RA 7687, and RA 10612

3. Study Placement

Scholars shall enroll in any of the following DOST-SEI-identified institutions:

a. **University of the Philippines System**
b. **State Universities and Colleges (SUC)**
c. **Private Higher Education Institutions (HEI)**

- Recognized as a Center of Excellence (COE) or a Center of Development (COD) for the degree program the scholar intends to enroll in.
- Accredited at least Level III by the Federation of Accrediting Agencies of the Philippines (FAAP) for the degree program the scholar intends to enroll in.

4. Programs Covered by the Scholarship

The following are programs covered by the DOST-SEI Undergraduate Scholarship:

- Bachelor in Mathematics Education
- Bachelor in Technology and Livelihood Education with specialization in Information and Communications
- Bachelor of Library and Information Science
- BS Aeronautical Engineering
- BS Aerospace Engineering
- BS Agribusiness
- BS Agribusiness Economics
- BS Agribusiness Management and Entrepreneurship
- BS Agricultural and Biosystems Engineering
- BS Agricultural Biotechnology [1]
- BS Agricultural Chemistry
- BS Agricultural Economics
- BS Agricultural Engineering
- BS Agricultural Technology
- BS Agriculture
- BS Animal Husbandry
- BS Animal Science
- BS Applied Mathematics
- BS Applied Mathematics major in Mathematical Finance [2]
- BS Applied Physics
- BS Applied Physics with Applied Computer System
- BS Applied Physics with Materials Science and Engineering [2]
- BS Applied Statistics
- BS Architecture
- BS Astronomy
- BS Astronomy Technology
- BS Basic Medical Sciences [6]
- BS Biochemistry
- BS Biology
- BS Biology for Teachers
- BS Biotechnology
- BS Ceramics Engineering
- BS Chemical Engineering
- BS Chemistry
- BS Chemistry for Teachers
- BS Chemistry major in Business [3]
- BS Chemistry with Applied Computer Systems
- BS Chemistry with Materials Science and Engineering [2]
- BS Civil Engineering
- BS Clothing Technology
- BS Community Nutrition
- BS Computer Engineering
- BS Computer Science
- BS Data Science
- BS Electrical Engineering
- BS Electronics Engineering
- BS Electronics and Communications Engineering
- BS Environmental Engineering
- BS Environmental Science
- BS Fine Arts Major in Industrial Design
- BS Fisheries
- BS Food Science and Technology
- BS Food Technology
- BS Forestry
- BS Geodetic Engineering
- BS Geography
- BS Geology
- BS Geothermal Engineering
- BS Health Science
- BS Human Biology [5]
- BS Industrial Design
- BS Industrial Engineering
- BS Industrial Management Engineering-Information Technology [3]
- BS Industrial Pharmacy
- BS Information and Communications Technology
- BS Information System
- BS Information Technology
- BS Information Technology Systems
- BS Instrumentation and Control Engineering

The following are programs covered by the DOST-SEI Undergraduate Scholarship:

- BS Life Sciences
- BS Management Information Systems [2]
- BS Manufacturing Engineering
- BS Manufacturing Engineering-Management-Biomedical Engineering [3]
- BS Manufacturing Engineering-Management-Mechatronics and Robotics [3]
- BS Marine Biology
- BS Marine Science
- BS Materials Engineering
- BS Mathematics
- BS Mathematics and Science Teaching
- BS Mathematics for Teachers
- BS Mechanical Engineering
- BS Mechatronics Engineering
- BS Medical Laboratory Science
- BS Medical Technology
- BS Metallurgical Engineering
- BS Meteorology
- BS Microbiology
- BS Mining Engineering
- BS Molecular Biology and Biotechnology
- BS Nutrition
- BS Nutrition and Dietetics
- BS Packaging Engineering [8]
- BS Petroleum Engineering
- BS Pharmaceutical Sciences
- BS Pharmacy (4-year program)
- BS Pharmacy major in Clinical Pharmacy (5-year program)
- BS Physics
- BS Physics for Teachers
- BS Prosthetics and Orthotics [7]
- BS Psychology
- BS Public Health
- BS Speech Pathology
- BS Sports Science
- BS Statistics
- BSE Biological Sciences
- BSE Biology
- BSE Biology-Chemistry [4]
- BSE Chemistry
- BSE General Sciences
- BSE Mathematics
- BSE Physical Sciences
- BSE Physics
- BSE Physics-Chemistry [4]
- BSE Physics-Mathematics [4]
- BSE Science
- Doctor of Veterinary Medicine

[1] - UP System only
[2] - ADMU only (4 Years)
[3] - DLSU - Manila only
[4] - USC only (4 Years)
[5] - DLSU - Manila only (3 Years)
[6] - UPM only (4 Years)
[7] - UERMMMCI only (4 Years)
[8] - CPU only

5. Deferment of Scholarship Award

Deferring the DOST-SEI Undergraduate Scholarship award is NOT permissible under any circumstances.

6. Enjoyment of any other Government Support/Scholarship Award

If the awardee shall enroll in a **state university or college (SUC)**, he/she may be exempt from paying tuition and other school fees as provided under the **Republic Act No. 10931** known as the **"Universal Access to Quality Tertiary Education Act of 2017"** or more commonly known as the **UniFAST**. Moreover, should the scholar qualify for additional **Tertiary Education Subsidy (TES)** under the same Act, he/she may also be allowed to receive these benefits.

The awardee may be allowed to enjoy a private scholarship administered by the university or college he/she is enrolled in simultaneously with DOST-SEI Undergraduate Scholarship, provided that the terms of the private scholarship do not interfere or are not in conflict with his/her contractual obligations with DOST-SEI. Availing of a private scholarship must be approved by DOST-SEI.

7. Scholarship Privileges

The SEI shall provide the scholar with the following financial benefits, chargeable against the Scholarship Funds and subject to the usual government accounting and auditing rules:

Scholarship Privileges	Regular Academic Year	Summer/ Mid-Year
Tuition and Other School Fees Subsidy	Tuition and other school fees based on the Statement of Account/ Bill/Official Receipt but not to exceed PHP **40,000.00** per academic year. This may be availed through one of the following options: a. Billing Statement thru the Letter for Enrollment b. Reimbursement basis – To submit original Official Receipt *(see reimbursement form on page 38)* University scholars or those enrolled in a state university or colleges who do not pay their tuition fees will no longer receive the benefits for tuition and other school fees subsidy under this scholarship. As such, they are not required to submit any document for this scholarship privilege.	Actual fees up to PHP **10,000.00**
Learning Materials and/ or Connectivity Allowance	PHP **10,000.00** per academic year, outright grant	PHP **2,000.00** outright grant

Scholarship Privileges	Regular Academic Year	Summer/ Mid-Year (If required in POS)
Monthly Living Allowance	PHP **8,000.00** during actual study for 10- or 11- month duration of an academic year	PHP **8,000.00** for two (2) months
Clothing Allowance	PHP **1,000.00** outright grant given during the **first semester of the first year only**	
Transportation Allowance	One actual economy round trip fare per academic year from permanent residence to the place of study (for those studying outside of home province only), on a reimbursement basis. *(see reimbursement form on page 38)*	
Group Accident Insurance	Premium	
Thesis Allowance	PHP **10,000.00** *Released in two tranches:* **Tranche 1** **90%** after submission of approved thesis proposal and one-page abstract of thesis proposal using the prescribed template *(see page 37)* and approval sheet duly signed by school authorities. The abstract must contain the title of the thesis, rationale, objectives, and methodology. **Tranche 2** **10%** after submission of approved final manuscript Conditions: ▪ A scholar who is in good academic standing but is already on an extended period of study, i.e., not to exceed one year of the expected completion of degree, is entitled to receive thesis allowance if not yet provided earlier. ▪ A scholar whose scholarship is already terminated is no longer entitled to thesis allowance.	
Graduation Allowance	PHP **1,000.00** given to graduating scholar as an outright grant	
Research Dissemination Grant	PHP **50,000.00** Request is subject to approval of SEI; payment is on reimbursement basis.	

8. Scholarship Obligations

Duties and responsibilities come along with the scholarship privileges. A scholar must know the following scholarship obligations by heart:

A. LBP Account

The scholar must open a Landbank Visa Debit Card (LVDC) Payroll Account where DOST-SEI will deposit his/her benefits.

I. SEI shall provide the scholar with a **Letter of Introduction**, which he/she will present for the opening of the LVDC payroll account. *(see sample LOI letter on page 42)*



II. The scholar must submit his/her **savings account number**, a clean **photocopy of the deposit slip** and/or **STI1 Form** issued by Landbank *(see sample form on page 44)* through the Google form provided by the DOST-SEI.

III. All financial assistance, except for the tuition fees, are released through the LBP bank account.

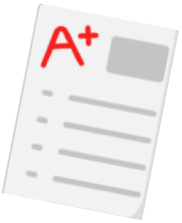
B. Grade Requirements

DOST-SEI scholars have must comply with the grade requirements.

I. First Year – The scholar must have an annual general weighted average (GWA, two semesters/three trimesters/four quarter terms) of **2.75** or better if enrolled in the UP System; 2.5 or eighty-five percent (85%) or better if enrolled in other universities or colleges, and without a failing grade in any academic subject for all semesters/trimesters/quarter terms or midyear/intersession terms.

Note: ***In the computation of the GWA, grades in Physical Education, NSTP, and religious subjects are not included.***

II. Second Year — The scholar must have a semestral weighted average of 2.75 or better if enrolled in the UP System; 2.5 or eighty-five percent (85%) or better for scholars enrolled in other colleges and universities, and without a failing grade in any academic subject for all the semesters/trimesters/quarter terms or midyear/intersession terms.



III. Third, Fourth, and Fifth Year – The scholar must have passing grades in all academic subjects.

Should the scholar incur any academic deficiency, he/she need NOT submit an appeal letter, but just the same submit a certified report of grades for the semester. His/her academic performance shall be evaluated based on the guidelines approved by the Advisory Committee on Science and Technology Scholarships (ACSTS) or shall be elevated to the ACSTS, through the National Technical and Selection Committee (NTSC), for deliberation.

Specific Guidelines on Evaluation of Academic Performance of Scholars

Academic Deficiency	Scholarship Status
First-Year	
Underload of 3 units	*Continued*
Dropped more than 3 units	*Continued under Probation*
GWA below requirement by: 0.01 – 0.10 Above 0.10	 *Continued* *Continued under Probation*
1 Grade of 4/Inc. and dropped 3 units	*Continued*
Grades of 4.0/Inc. at the end of First Semester	*Continued under Probation*
1 Grade of 5.0 at the end of the First Semester	*Continued under Probation*
Grade of 4.0/Inc. and 1 grade of 5.0/F at the end of the Second Semester Without previous offense If with previous offense	 *Continued under Probation* *Continued with Partial Allowance*
2 Grades of 5.0/F at the end of the First Semester	*Terminated with Service Obligation*
Second-Year	
GWA below requirement by: 0.01 – 0.10 Above 0.10 without previous deficiency If with previous deficiency	 *Continued under Probation* *Continued with Partial Allowance*
2 grades of 4.0/Inc. in a term or semester without previous deficiency; If with previous deficiency	*Continued under Probation* *Continued with Partial Allowance*
1 Grade of 5.0/F without previous deficiency; If with previous deficiency	*Continued under Probation* *Continued with Partial Allowance*
Second grade of 5.0/F	*Continued with Partial Allowance*
2 Grades of 5.0/F at the end of the First Semester	*Terminated with Service Obligation*

Academic Deficiency	Scholarship Status
Third and Fourth-Year	
1 grade of 4.0/Inc. without previous deficiency	*Continued*
2 grades of 4.0/Inc. in a term or semester without previous deficiency; If with previous deficiency	*Continued under Probation* *Continued with Partial Allowance*
Dropped subject/s more than 3 units in a semester/term without previous deficiency If with previous deficiency	*Continued under Probation* *Continued with Partial Allowance*
1 Grade of 5.0/F without previous deficiency; If with previous deficiency	*Continued under Probation* *Continued with Partial Allowance*
Second grade of 5.0/F	*Continued with Partial Allowance*
2 Grades of 5.0/F at the end of the First Semester	*Terminated with Service Obligation*
Third grade of 5.0/F but passed the 2 previous failing grades incurred in two different semesters/terms	*Continued with Partial Allowance*
Third grade of 5.0/F but have not passed the previous failed grades	*Terminated with Service Obligation*
For passing all academic deficiencies (in good standing)	*Continued*
Graduating Year	
First Grade of 5.0/F	*Continued to Submit Grades*
2 grades of 4.0/Inc.	*Continued to Submit Grades*
Second grade of 5.0/F but passed the previous failing grade	*Continued to Submit Grades*
Third grade of 5.0/F	*Continued to Submit Grades*
2 Grades of 5.0/F in a semester/term	*Continued to Submit Grades*

C. Academic Load



I. The scholar shall enroll in the required regular academic load for each school semester/term. Being underloaded in a semester can be a basis for being put on probation or to continue with partial allowance status.

II. If the scholar is underloaded in the regular semester and enrolls in the mid-year term to catch up, he/she may do so at his/her own expense. The grades will be taken into consideration when evaluating his/her academic performance and will be the basis for whether he/she will continue to receive the scholarship benefits in the succeeding semester/term.

D. Submission of Reports

The scholar shall submit the following duly certified reports on the indicated period:

I. Periodic Reports	II. Special Reports
a. Registration Form or Certificate of Enrolment at the beginning of the semester/ trimester/ quarter terms; and b. Certified Report of Grades for every academic course taken at the end of semester/trimester/ quarter term. Note: Use Periodic Report Submission Form *(see page 36)*	a. Curriculum or program of study; bank account number; practical training; approved thesis proposal and one (1) page thesis abstract; problems encountered; travels made (out of the country); b. Changes, if any, in program of study, school, residence address, civil status, and/or legal guardian; c. Comments which may be relevant to study program; and d. Other reports that may be required from time to time
III. Final Reports	**IV. Yearly Reports**
Copy of Transcript of Records on completion of the program and on immediate plans for employment/ professional advancement, and other requirements relevant to the DOST-SEI Scholarship Program within one (1) month after graduation	Report on employment status and professional advancement not later than December 30 of each calendar year after graduation

Failure to submit the periodic reports for two consecutive semesters/terms will result in the automatic ***termination of the scholarship.***

E. Practical Training

During the on-the-job training, the scholars are made to experience working in a real work environment in their field of specialization, including interactions with co-workers and supervisors; and have a good idea of prospective jobs after they graduate.

I. The scholar shall undergo **240-hour** practical training in any of the laboratories of the DOST and its agencies or at any of the research institutions/private companies during the mid-year break immediately preceding his/her last year in college.

II. A monthly stipend will be provided for the duration, subject to the availability of funds for the purpose, the submission of required reports, the number of hours completed, and the pertinent government accounting and auditing rules.

F. Leave of Absence



Scholars may be allowed to go on an official leave of absence from the scholarship, subject to the following conditions:

I. The leave is highly justified and supported by pertinent documents.
II. A written permission from the university is granted.
III. The maximum duration of the leave is one (1) academic year, and the end date shall be immediately before the start of the ensuing semester.
IV. Extending the leave beyond one year will result in the termination of the scholarship.
V. The scholar must submit a report immediately upon his/her return to college. It will be used as the basis for determining the validity of the leave and the resumption of the scholarship and release of the financial privileges.

Note: ***The scholar must accomplish the Application Form for LOA*** *(see page 39)*

G. Shifting of Program of Study/Transfer of School

I. The scholar may be allowed to shift to another S&T program of study and/or transfer schools in meritorious cases only, subject to the condition that the program he/she is shifting to is included in the list of DOST-SEI priority S&T programs and the school he/she is transferring to is a DOST-SEI identified institution.

II. He/she must submit the following requirements:

a. Accomplished form (application for shifting course/transferring school); *(see page 41);*
b. Certification of admission in new course/school;
c. Certification of accredited subjects;
d. Certification of year level in new course/school;
e. Certification of grades in all semesters enrolled;
f. Approved program of study; and
g. Breakdown of financial assistance.

III. Shifting of program and/or transfer of school may be done **ONLY ONCE** during the entire scholarship period and at the latest, by the First Semester of the Third Year.

Note: ***JLSS scholars are NOT allowed to shift program and/or transfer of school.***

IV. The scholar and a parent shall sign an Amendatory Agreement for shifting of program/transfer of school. This shall be made an integral part of the former's original Scholarship Agreement.

H. Physical Status and Moral Character

The scholar shall maintain good physical condition and moral standing. Involvement in activities that may cause expulsion from the school can also result in the termination of the scholarship.



9. Obligation of the Parent/Guardian

The parent/legal guardian and representative of the scholar shall:

a. Assume the civil liabilities that the scholar may incur under the written agreement, as well as civil liabilities that he/she may incur against other persons.

b. Shoulder the medical and other expenses in case of sickness, disability, or death of the scholar.

c. Provide for other expenses of the scholar, which are not specifically mentioned in the scholarship agreement.

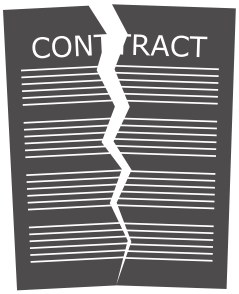
d. Help and cooperate in the moral, spiritual, and mental development of the scholar; and

e. Assume the obligation to pay whatever amount the scholar shall be required to reimburse if he/she refuses to comply with the provisions of the scholarship.



A DOST undergraduate qualifier with his parent reviewed the scholarship agreement during the 2024 DOST-SEI undergraduate scholarship orientation held at the PICC Forum on July 08-09, 2024.

10. Termination of Scholarship



I. DOST-SEI reserves the right to terminate a scholarship award if the scholar fails to:

   a. Maintain the grade requirement.
   b. Submit the periodic report for two (2) consecutive semesters.
   c. Comply with any of the terms and conditions of the scholarship agreement.

II. If the scholarship is terminated for failure to meet the academic requirement/s, he/she upon completion of the degree, shall:

   a. Render service in the Philippines for a period equivalent to the length of time he/she enjoyed the scholarship; or
   b. Refund the total financial assistance he/she received with 12 percent interest.

11. Securing a DOST-SEI Temporary Clearance

I. The scholar may request from DOST-SEI a temporary clearance to secure an NBI clearance for local employment. *(see application form on page 40)*

II. The scholar who shall travel out of the country while still under the DOST-SEI scholarship or with service or financial obligation may be issued a certification of temporary clearance upon submission of the required documents and letter with details of the travel (i.e., purpose, destination, duration of travel, and supporting document for reason of travel).

   A. For out-of-the-country travel of less than a year, the scholar must submit any of the following:

      a. Cash bond to be posted with the DOST-SEI/DOST-RO for an amount equivalent to the financial assistance received plus 12% interest.

      b. Notarized Deed of Undertaking *(see sample in page 43)* to be executed with a co-maker. The co-maker should be willing to pay the scholar's financial obligation in case of the latter's failure to return to the Philippines, and provide proof of capacity to pay (e.g., Income Tax Return, Certificate of Employment with Compensation, Service Record, etc.) and his/her valid government-issued ID.

      c. Guaranty letter from the employer or the sending institution wherein the return of the scholar to the Philippines is guaranteed and in case the latter fails to return, the company shall assume the financial obligation of the scholar to DOST-SEI.

B. For travel out of the country for a year or longer, the scholar may choose from any of the following options:

a. Post a surety bond with GSIS for an amount equivalent to the financial assistance received plus twelve percent interest; must execute a supplemental agreement with DOST-SEI, which shall serve as supporting document for the surety bond.

b. Post a cash bond with DOST-SEI in full amount or installment over a period.

- Temporary clearance will be released upon settlement of the 50% or 25% down payment, while the rest of the amount may be posted in equal amounts within one year.
- In the case of the installment mode of posting the cash bond, the scholar and a co-maker must execute a supplemental agreement. The latter shall be held liable to settle the remaining amount in case the former fails to pay the installments. For every payment of the cash bond, the scholar shall be issued an Official Receipt (OR).
- Keep the original copies of the ORs.

> ***Failure to return to the country after the travel dates will result in the termination of the scholarship and refund of the total financial assistance received plus 12 percent interest.***

III. Retrieval of Bond Upon Return to the Philippines

a. For those who posted cash bond: Together with the travel reports, surrender the original OR/s of the bond for processing of its reimbursement. The processing period may take about ten (10) working days.

b. For those who posted a surety bond: Upon submission of the travel reports, the DOST-SEI will issue the scholar an endorsement for the cancellation of the bond that will enable the retrieval of the cash, or any collateral posted.

IV. Submission of Travel Reports

Within a month after returning to the country, the scholar must submit to DOST-SEI a written report and submit the following documents:

a. Clear copies of the passport pages bearing the scholar's picture and identity and Bureau of Immigration (BI) stamps of departure from and arrival in the country. The scholar must present the original passport for verification of these pages.

b. Certificate of Return to be issued by the scholar's guarantor if the scholar traveled on company/recognized organization guarantee.

> ***Failure to submit a travel report may affect the issuance of DOST-SEI clearance for future travels, cause forfeiture of the bond, or be considered as a ground for legal action against the scholar for breach of contract.***

12. Recognizing Achievements



Graduating with Honors

SEI recognizes scholars who graduate with academic honors (Latin Honors) in a recognition ceremony dubbed, **In Touch with Excellence (ITWE)**.

The outstanding scholar-graduates are awarded the **Academic Excellence in Science and Technology** medal during the ITWE.



Graduating earlier than the prescribed period

Scholars who graduate earlier than the prescribed period may still receive the stipends for the remaining semester/s of the duration of the scholarship.

They will only be required to render service obligations for the period it took them to complete their courses.

After Graduation

1. Service in the Philippines

The scholar, immediately upon completion of his/her Bachelor of Science degree, must:

a. Render service in the country on a **full-time basis**, preferably in his/her home region, and along his/her field of specialization, for a minimum period equivalent to the length of time that he/she enjoyed the scholarship.

b. **Be employed locally in the country** while rendering his/her service obligation.

c. **RA 10612 scholars** must teach full-time high school subject/s in **Mathematics, Biology, Chemistry, Physics, Information Technology, Agricultural, Aquaculture,** or **Fisheries Technology** both in the university and technical-vocational tracks in a public or private high school in the country, for a minimum of two or three years. Once deployed by the Department of Education, the scholar must teach STEAM courses.

2. Sequential Rendition of Service Obligation
(ACSTS Resolution No. 2024-05)

The services rendered by a scholar-graduate shall be credited to the service obligation for each scholarship program enjoyed by a degree level sequentially. (A scholar-graduate must have completed his/her service obligation for the undergraduate scholarship before any service shall be credited for the graduate scholarship/grant enjoyed).

If a scholar-graduate, who has partially rendered his/her service obligation for the undergraduate scholarship enjoyed, intends to refund the amount equivalent to the period left unserved but continues to work in the Philippines and have this credited for the graduate scholarship service obligation, such refund shall not be allowed.

3. Deferment of Rendition of Service Obligation

I. Merit and RA 7687 scholars may be allowed to defer immediate rendition of service obligation if they pursue further studies (MS/Ph.D. studies, medicine, law, etc.)

   a. The scholar must submit a letter to the DOST-SEI informing the plan to pursue further studies and submit proof of acceptance to the graduate school, medical, or law school.

II. RA 10612 scholars may be allowed to defer immediate rendition of teaching service when they enroll in a review class and take the licensure/board examination in the field of expertise.

   a. The scholar must write a letter to DOST-SEI for endorsement to DepEd. The schedule of the licensure/board examination must be indicated in the letter.

4. Securing the Final Clearance

I. To secure the final clearance from the scholarship program, the scholar-graduate must submit to DOST-SEI a Service Record and/or Certificate of Employment for services rendered covering the number of years he/she is required to render return service.

II. If at some point, the scholar has engaged in a part-time job, the number of days and hours of services rendered must be indicated in the certificate of employment.

III. If the scholar has rendered service over a period that does not cover the required time completely, he/she must refund the amount equivalent to the period left unserved.

IV. If the scholar has not rendered any return service, he/she must refund the total financial assistance received from DOST-SEI plus 12% interest.

V. If the scholar decides to go abroad for work after graduation, he/she must refund the total financial assistance received from DOST-SEI plus 12% interest.

1. Other Scholarship Activities

Orientation on Scholarship Policies and Contract Signing

Serves as an avenue for qualifiers and their parents/legal guardians to learn more about the DOST-SEI scholarship including their privileges, obligations, and other important reminders before signing their scholarship agreement.



Mr. Peter Gerry P. Gavina, Chief of DOST-SEI S&T Scholarship Division, and other personnel, along with scholarship qualifiers and their parents/legal guardians, pose for a photo, gesturing the 'One DOST for you' sign during the Junior Level Science Scholarship Orientation on Scholarship Policies.

Scholars Leadership Camp

Conducts sessions spread throughout the Philippines to instill nationalism and patriotism among its Patriot Scholars through a series of activities and lecture modules on the core values of a Patriot Scholar, leadership, and communication, among others.



Scholars recite "The Credo of the Filipino Patriot Scholar" during the Scholars Leadership Camp for Scholars from Regions 2 and 3 held at the Newtown Plaza Hotel in Baguio City on May 7-11, 2024.



SLC participants pose with three invited alumni scholars, holding their Certificates of Appreciation, for the SLC's Pep Talk segment during the Scholars Leadership Camp (SLC) for NCR Universities that took place at the Taal Vista Hotel, Tagaytay City, last March 12-16, 2024.



SLC participants try to stack the paper cups into a tower in a team-building activity during the Scholars Leadership Camp for Scholars from Regions 11 and 12 at The Ritz Hotel at Garden Oases, Davao City on August 29 - September 2, 2023.



A scholar leads his team during a team-building activity at the Scholars Leadership Camp for Region I and CAR on March 28-April 1, 2023 at the Thunderbird Resort, La Union, Ilocos Sur.

Scholars Technopreneurship Training Program

This program offers scholars entrepreneurship training in business skills, mindset, and startup ideation. Its goal is to empower them with the knowledge, tools, and networks needed to launch successful ventures that address societal challenges and drive economic prosperity.



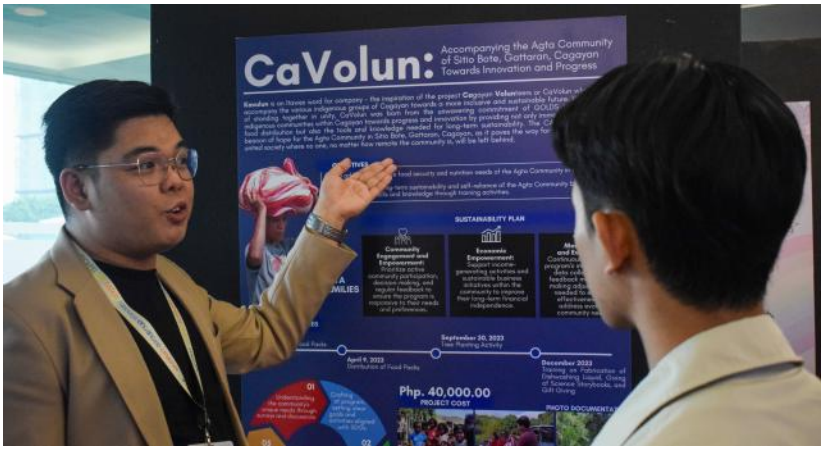
STTP participants collaborate on their pitch deck during a workshop.



An STTP participant pitches his team's startup idea's solution background.

National Patriot Scholars Congress

Scholars all over the Philippines participate in lectures and workshops on becoming engaged and proactive citizens of the Philippines and present their own volunteer initiatives. The congress serves as a means for the scholars to network with like-minded people and be able to collaborate in future projects or initiatives that will benefit their own communities.



A participant discusses his organization's volunteering initiative, CaVolun, during the Breakout Session at the 2023 National Patriot Scholars Congress held at The Heritage Hotel Manila, Pasay City on December 10–13, 2023.

DOST-SEI Scholars Exit Conference

The DOST-SEI Exit Conference re-orients graduating S&T scholars on their Scholarship Agreement terms, especially service obligations. It includes talks on S&T career opportunities and DOST-SEI graduate scholarship programs. Resource speakers from the Department of Labor and Employment and the Department of Education provide valuable insights for transitioning into the workforce.



A graduating scholar ask a questions related to the scholarship terms and policies after graduation during the Open Forum.



Graduating scholars actively listen to Ms. Sharamae Torres-Co of the SEI S&T Scholarship Division presentation on their return service obligation after graduation.

In Touch with Excellence

A special recognition program held annually in honor of the outstanding S&T scholar-graduates who have excelled academically and graduated with honors in their bachelor's and master's degree programs and all who earned their doctoral degrees.



DOST officials (top row, center, from left to right) Engr. Albert G. Mariño, Director III and OIC of SEI; Ms. Maridon O. Sahagun, DOST Undersecretary for Scientific and Technical Services; and Dr. Josette T. Biyo, then Director of SEI pose for a photo with MS and Ph.D. scholar-graduates, holding their certificates and plaques of achievement.



Undergraduate scholars reaffirm and pronounce their commitment to do their duties, after graduating as science scholars of the Filipino people, by reciting the Scholar's Oath.



A parent shares a special moment with her son after conferring the medal of Academic Excellence in Science and Technology.



DOST - SEI
Partners in the Implementation of the S&T Scholarship Programs

With the increasing number of S&T undergraduate scholars all over the country, SEI has devolved the management of the scholarship programs to some partners to facilitate the timely services that have to be rendered to the scholars and other stakeholders.



DOST Regional Offices

There is a designated Scholarship Coordinator and Staff in each regional office who monitor and supervise the scholars enrolled in colleges and universities in the region.



University Core Groups

In universities where there are more than a thousand scholars enrolled, a core group is created.

The group is led by a university-based Project Director and assisted by project staff.



University-Based Scholarship Coordinators

In some universities, there are designated university-based scholarship coordinators.

3. Partners in the Implementation of the DOST-SEI Undergraduate Scholarship Program

A. DOST Regional Offices

Scholars enrolled in the universities/colleges in the regions are under the direct of supervision of the DOST Regional Offices. You may direct your concerns to the Regional Offices.

Office/Regional Director(s)	Address	Contact Information
DOST - CAR **Dr. Nancy A. Bantog** Regional Director	Km. 6, BSU Campus La Trinidad Benguet	**0907 913 2231** dostcarscholarshipunit@gmail.com
DOST – Region I **Dr. Teresita A. Tabaog** Regional Director	DMMMSU-MLU Campus, Catbangen, San Fernando City, La Union	**0998 - 962 - 0232** **0917 - 840 - 8695** scholarship@region1.dost.gov.ph
DOST – Region II **Ms. Virginia G. Bilgera** Regional Director	# 2 Dalan na Paccorofun, Corner Matunung Street, Regional Gov't Center, Carig, Tuguegarao City, Cagayan	**0926 - 385 - 9202** dost02scholarship@gmail.com
DOST – Region III **Dr. Julius Caesar V. Sicat** Regional Director	Diosdado Macapagal Gov't Center Maimpis, City of San Fernando, Pampanga	**0963 - 581 - 5019** dost3.iep@gmail.com
DOST - Region IV-A **Ms. Emelita P. Bagsit** Regional Director	RSTC IV, Jamboree Rd. Brgy. Timugan, Los Baños, Laguna	**0928 - 730 - 8668** scholarship@ro4a.dost.gov.ph
DOST - Region IV-B **Dr. Ma. Josefina P. Abilay** Regional Director	2F Imelda Building, DOST Compound, General Avenue, Bicutan, Taguig City	**0930 - 233 - 9631** **0966 - 008 - 6710** scholarship@mimaropa.dost.gov.ph
DOST - Region V **Mr. Rommel Serrano, CESO III** Regional Director	Regional Center Site, Rawis, Legazpi City, Albay	**0927 659 4844** scholarship@ro5.dost.gov.ph
DOST – Region VI **Engr. Rowen R. Gelonga** Regional Director	Magsaysay Village, Lapaz, Iloilo City, Iloilo	**0956 - 766 - 6514** **0948 - 746 - 8114** scholarship@ro6.dost.gov.ph
DOST – Region VII **Engr. Jesus F. Zamora, Jr.** Regional Director	The S&T Complex, Sudlon, Lahug, Cebu City, Cebu	**2548269 (Local 1017);** **0920 - 438 - 8171** scholarship@region7.dost.gov.ph

Scholars enrolled in the universities/colleges in the regions are under the direct of supervision of the DOST Regional Offices. You may direct your concerns to the Regional Offices.

Office/Regional Director(s)	Address	Contact Information
DOST – Region VIII **Dr. John Glenn G. Ocaña** Regional Director	Government Center, Candahug, Palo, Leyte	**0907 - 054 - 7764** dostregion8scholarshipunit@gmail com
DOST - Region IX **Mr. Martin A. Wee** Regional Director	Pettit Barracks, Zamboanga City, Zamboanga del Sur	**0917 - 120 - 8213** **0915 - 638 - 3457** scholarship@ro9.dost.gov.ph
DOST - Region X **Dr. Romela N. Ratilla** Regional Director	J. R. Borja Memorial Hospital Cmpd. Carmen, Cagayan De Oro City, Misamis Oriental	**0916 - 480 - 9069** scholarship@region10.dost.gov.ph
DOST - Region XI **Dr. Anthony C. Sales, CESO III** Regional Director	Davao Medical Center Cpd. Friendship Corner, Dumanlas Rds. Bajada, Davao City, Davao del Sur	**0917 - 717 - 5971** **0956 - 236 - 3135** sscholarship@region11.dost.gov.ph
DOST - Region XII **Engr. Sammy P. Malawan** Regional Director	PNHLSC Bldg. Brgy. Paraiso, Koronadal City, South Cotabato	**0905 - 581 - 1668** scholarship@region12.dost.gov.ph
DOST - CARAGA **Engr. Noel M. Ajoc** Regional Director	Caraga State University Campus, Ampayon, Butuan City Agusan del Norte	**0946 641 8932** dost13scholarship@caraga.dost.gov.ph
MOST - BARMM **Engr. Aida M. Silongan** Minister, Ministry of Science and Technology	BARMM LTP Complex, Cotabato City, Maguindanao	**0953 - 865 - 0157** **0955 - 392 - 6379** mostseibarmm@gmail.com

B. University Core Groups/Scholarship Coordinators

University	Coordinator/ Project Leader	Contact Info.
Ateneo de Manila University (ADMU)	**Ms. Christine E. Magboo**	**0920 954 1489** **0917 562 3505** **8426-6001 local 5152 and 5177** dost.scholarships@ateneo.edu
Centro Escolar University (CEU)	**Dr. Rhoda C. Aguilar**	**8735 - 6877** scholarship.up@gmail.com.ph
De La Salle University (DLSU)	**Ms. Patricia Louise Esteban**	**0917 577 6252** patricia.esteban@dlsu.edu.ph
Mapúa University (MU)	**Ms. Nicole Ynne M. Estabillo**	**8247 - 5000 loc 51230-51231** **0915 830 9340** scholarships@mapua.edu.ph
Mindanao State University - Iligan Institute of Technology (MSU - IIT)	**Prof. Charlie Lavilla, Jr.**	**+63 221 - 2521** msucoregroup@gmail.com
Philippine Normal University (PNU)	**Dr. Rosemarievic Villena-Diaz**	**0955 840 7694** **0945 459 4989** pnu.dost@gmail.com
Rizal Technological University (RTU)	**Ms. Methelyn H. Garzon**	**0927 047 6819** **0947 149 0513** dostseischolarships@rtu.edu.ph
Technological Institute of the Philippines - Manila (TIP-M)	**Dr. Rosalinda P. Valdepeñas**	**0961 143 2403** joel.dannug@tip.edu.ph
Technological Institute of the Philippines - Quezon (TIP-Q)	**Dr. Frank D. Alejandrino**	**0969 097 1963** olive.lagulao@tip.edu.ph
Technological University of the Philippines - Manila (TUP-M)	**Dr. Rosemarie Theresa M. Cruz**	tupcoordinator@sei.dost.gov.ph
Technological University of the Philippines - Taguig (TUP-T)	**Dr. Leila A. Ramos**	**0917 549 7117** **0976 170 5358** leila_ramos@tup.edu.ph
University of the Philippines - Diliman (UPD)	**Dr. Christine C. Hernandez**	**8981-8500 loc. 4623** dostcoregroup.upd@up.edu.ph
University of San Carlos (USC)	**Dr. Rosanna J. Ferolin**	**0922 444 7106** scholarship@usc.edu.ph

4. DOST-SEI Email Addresses

To facilitate efficient and timely services in addressing the various concerns of the scholars, scholars can send their concerns to the particular email address:

Program	Content/Request	Email Address
Graduate Scholarship Programs	Accelerated Science and Technology Human Resource Development Program **(ASTHRDP)**	*asthrdp@sei.dost.gov.ph*
	Capacity Building Program in Science and Mathematics Education **(CBPSME)**	*cbpsme@sei.dost.gov.ph*
	Engineering Research and Development for Technology **(ERDT)**	*erdt@sei.dost.gov.ph*
	Foreign Graduate Scholarships (Including **UALBERTA** and **PHILFRANCE**)	*fgs@sei.dost.gov.ph*
	Project Science and Technology Regional Alliance of Universities for National Development **(STRAND)**	*strand@sei.dost.gov.ph*
	DOST - Human Resource Development Program **(DOST-HRDP)**	*hrdp@dost.gov.ph*
	Career Incentive Program **(CIP)**	*cip@sei.dost.gov.ph*
Undergraduate Scholarship Programs	Financial Matters	*fa.concerns@sei.dost.gov.ph*
	Leave of Absence (LOA)	*loa@sei.dost.gov.ph*
	Shifting and /or Transfer	*shift.transfer@sei.dost.gov.ph*
	RA 10612 Concerns	*ra10612@sei.dost.gov.ph*
Undergraduate and Graduate Scholarship Programs	Clearance	*clearance@sei.dost.gov.ph*
	Letter of Introduction (LOI) for LBP	*loi@sei.dost.gov.ph*
	Insurance	*insurance@sei.dost.gov.ph*
	Other Concerns (not mentioned above)	*scholarships@sei.dost.gov.ph*

5. Processing Time for Various Requests

The following are the standard processing time, provided that the required documentary requirements are complete, and the authorized signatories for pertinent requests of the documents requested are available.

Request	Minimum Processing Time
Notice of Scholarship Status (With Academic Deficiency)	Three (3) Working Days
Clearance for Local Employment/Training	Three (3) Working Days
Computation of financial assistance received for bond purposes/refund	Three (3) Working Days
Clearance for travel out of the country	Three (3) Working Days
Final Clearance	Three (3) Working Days

6. DOST-SEI Graduate Scholarship Programs

Undergraduate S&T scholars are encouraged to pursue graduate studies. They may do so through any of the DOST-SEI Graduate Scholarship Programs.



Accelerated Science and Technology Human Resource Development Program (ASTHRDP)

is a unified and innovative human resource program aimed at accelerating the production of high-level human resources by awarding MS and Ph.D. scholarship grants to eligible individuals who will fill in the gaps of identified areas in the basic and applied sciences. The program aims to achieve a continuing supply of scientists and technologists who are well-equipped to conduct cutting-edge research for national development.



Capacity Building Program in Science and Mathematics Education (CBPSME)

aims to accelerate the development of a critical mass of experts in science and mathematics education. This scholarship is generally for the pursuance of master's/doctoral degrees in science and mathematics education in the fields of Biology, Chemistry, General Science, Integrated Science, Mathematics, Natural Science, and Physics.



Engineering Research and Development for Technology (ERDT)

is a program that provides MS and Ph.D. scholarships in the area of engineering. It aims to strengthen the engineering capabilities across the country thereby creating a critical mass of engineering researchers who are trained to innovate, create, solve problems of practical importance, and jump-start high value-added activities in Research and Development (R&D).

(Project STRAND)

Project Science and Technology Regional Alliance of Universities for National Development

The scholarship aims to address the call of the administration to reach out and support the higher education institutions in the provinces that need to be strengthened in terms of developing human resource capabilities to offer quality STEM courses and strengthen the faculty profile of universities in the provinces by providing graduate scholarships which will eventually spur the research and development activities in the regions.

Project STRAND Components

STRAND 1

This component aims to strengthen the faculty profile of the university by granting graduate scholarships to its faculty members in identified fields where the university will niche.

The scholars pursue graduate studies in any of the universities of the DOST-SEI Graduate Scholarship consortia, i.e., ASTHRDP-NSC, ERDT Consortium, and CBPSME-NCGSME, or in a foreign university with a good track record and/or a recognized higher education/ institution in the specialized field in S&T to be pursued.

STRAND 2

Provides scholarships for master's and/ or doctoral degrees in identified STEM degrees in identified universities as long as they strictly comply with the policies and standards on graduate education per existing CHED issuances.

Moreover, the Program aims to strengthen the faculty profile of universities by granting graduate scholarships to their faculty members in identified STEM where they niche.

(STRAND-N)

STRAND for the Niche Centers in the Regions for R&D (NICER) Program

is an innovative way of providing graduate scholarships to the faculty and researchers among the Higher Education Institutions (HEIs) hosting the NICER in the regions to strengthen their human resources in specific priority areas being addressed by the NICERs. Through the program, the faculty and researchers related to the NICERs are capacitated. The Program also expands the capacity of HEIs in the regions to cater to DOST-SEI graduate scholarships and provides access to advanced degree studies with approximately the same quality of education.

Project STRAND-N Components

STRAND N1

awards graduate scholarships to faculty and researchers of an HEI with an established NICER provided that the degree pursued is aligned with the identified priorities of the NICER.

STRAND N2

recognizes NICER hosts as scholarship-delivering institutions on particular graduate degree programs. These universities are provided with scholarship slots to offer the identified graduate degree program/s.

DOST-SEI Foreign Graduate Scholarships in Specialized Priority Fields in Science and Technology

aims to develop a pool of high-quality human resources in science and engineering who will contribute to the country's global competitiveness and economic development and provide opportunities to talented and deserving students to study and obtain MS and Ph.D. degrees in science and engineering in reputable institutions abroad. The program shall upgrade the country's research and technological innovation capabilities in the area of advanced science and emerging technologies.

DOST-SEI UAlberta S&T Graduate Scholarship Program

aims to provide opportunities for master's and doctoral students from the Philippines to study and conduct research in the University of Alberta, Canada with support provided jointly by the DOST-SEI scholarships and the University of Alberta.

PhilFrance DOST Fellowship Program

is offered by the DOST-SEI in partnership with the Embassy of France in the Philippines, to foster the mobility of Filipino professionals working in academic, research, or government institutions to the French Republic. Selected scholars pursue Master's or Doctoral degrees in public higher education establishments under the Ministry of National Education, Higher Education and Research of the French Republic.

7. Career Incentive Program (CIP)

The CIP is a short-term scheme to address the administration's call to strengthen the country's S&T capability and avert unemployment of graduates of DOST-SEI graduate scholarships and provide them opportunity to work in research activities where they can contribute their knowledge and expertise. The program is open to MS and PhD graduates of the ASTHRDP, ERDT, STRAND, and Foreign Graduate Scholarship. Interested scholar-graduates may apply to the CIP and they shall be matched with a DOST agency/research institution where their specialization is needed in research projects/activities.

1. Periodic Report/Request for Letter for Enrolment

Department of Science and Technology
Science Education Institute

PERIODIC REPORT SUBMISSION FORM

Date: _____

Kindly accomplish this form and attach it together with the documents you will submit.

Last name	**First name**	**Middle name**

School: _____
Course: _____

Scholarship Program: ☐ MERIT ☐ RA 7687 ☐ JLSS RA 10612
☐ JLSS MERIT ☐ JLSS RA 7687

Year of Award: 20___

Please provide updated contact details	
Phone/Mobile Number:	
Email Address:	

Please enumerate all the documents you will submitting			
1		**6**	
2		**7**	
3		**8**	
4		**9**	
5		**10**	

Are you requesting for **Letter for Enrolment?**
☐ **NO**
☐ **YES** ***(Please indicate below the semester/term and Year Level that should reflect in your Letter for Enrolment)***

For Semestral	**Requirements**
☐ ___ Year, 1st Semester AY 20__-20__	*Certified Grades of previous Semester*
☐ ___ Year, 2nd Semester AY 20__-20__	
☐ ___ Year, Summer/Mid-Year AY 20__-20__	*Certified Grades of previous Semester and Course Curriculum/Program of Study*

For Trimestral	**Requirements**
☐ ___ Year, Term 1 AY 20__-20__	*Certified Grades of previous Term*
☐ ___ Year, Term 2 AY 20__-20__	
☐ ___ Year, Term 3 AY 20__-20__	

2. Request for Thesis Allowance

Name: _____ Year of Award: _____
Scholarship Program: _____ School: _____
Course: _____

Title of Thesis
Brief Rationale
Objectives
Methodology

Noted by:

_____ _____
Signature of Scholar Printed Name and Signature of Thesis Adviser

_____ _____
Date Date

3. Reimbursement and Other School Fee

SCIENCE EDUCATION INSTITUTE

REQUEST FOR PAYMENT/REIMBURSEMENT OF TUITION AND OTHER SCHOOL FEES FORM

NAME: _____ DATE OF REQUEST: _____

YEAR OF AWARD: _____ TERM: _____ AY: _____

SCHOOL: _____

COURSE & YEAR LEVEL: _____

CONTACT NO: _____

DOCUMENT SUBMITTED (Check appropriate box and provide required information.)

☐ OFFICIAL RECEIPT
OR#: _____
DATE: _____
AMOUNT: _____

☐ BILLING STATEMENT /STATEMENT OF ACCOUNT
DATE: _____
AMOUNT: _____

☐ Original signed Certification from the school registrar/accountant/cashier with breakdown of amount paid
DATE: _____
AMOUNT: _____

(To be filled out by SEI staff)

Status	Year of Award	Scholarship Program	Period Covered of Payment	Verifed by	Date
			( ) 1st ( ) 2nd ( ) 3rd ( ) 4th ( ) summer Term , AY		

Request processed by _____ DATE _____

SCIENCE EDUCATION INSTITUTE
Department of Science and Technology

TRANSPORTATION REIMBURSEMENT FORM

NAME : _____ YEAR OF AWARD : _____
SCHOOL : _____ COURSE/YEAR : _____
PERMANENT ADDRESS (Province) : _____
ACCT. NUMBER: _____

CONTACT NO. : _____

Period Covered [ ] Start of AY _____ [ ] End of AY _____ [ ] Round Trip AY _____

Date	Place of Origin	Destination	Means of Transportation	Amount

TOTAL AMOUNT IN WORDS : _____

Please attach official receipt of boarding pass/tickets to this form

4. Application for Leave of Absence (LOA)

STSD-Rev.3 / 04-18-24

Department of Science and Technology
SCIENCE EDUCATION INSTITUTE

APPLICATION FOR LEAVE OF ABSENCE (LOA)

Name of Scholar: _____

Year of Award: _____ Scholarship Award: ☐ Merit ☐ RA 7687 ☐ RA 10612 JLSS

Course: _____

School: _____

Contact Number/s: _____ Email Address: _____

Home Address: _____

Effectivity of LOA:	❑First ❑Second	❑Third ❑Fourth	❑Semester ❑Trimester	❑Quarter Term	AY	_____
Until:	❑First ❑Second	❑Third ❑Fourth	❑Semester ❑Trimester	❑Quarter Term	AY	_____

Reason for the Leave of Absence: _____

_____

_____

Please attach the following requirements to this application:

❑ University Approval of LOA
❑ Certification of Grades in all Semesters Enrolled
❑ Breakdown of Financial Assistance (if applicable)
❑ Medical Certificate (for health reason)
❑ Other Supporting Document _____

Submitted by:

_____
Printed Name/Signature of Applicant
Date: _____

Noted by:

_____
Printed Name/Signature of Parent
Date: _____

To be accomplished by the University Coordinator (if applicable)

Recommendation: _____

_____

_____
Printed Name/Signature of University Coordinator
Date: _____

5. Clearance Request Form

STSD-STSS-F1
Rev. 0 / 07-04-11

REQUEST FORM

_____
Date

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:

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

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)

Category	Status	Effective on	Verified by	Date
Undergraduate		( )1st ( )2nd ( )3rd ( )4th Sem, AY_____		
( ) MS ( ) Ph.D		( )1st ( )2nd ( )3rd ( )4th Sem, AY_____		

Request processed by _____ Date _____

Mode of release Picked-up/mailed/faxed Date _____

6. Application Sample Form for Shift/Transfer

STSD-124
Rev.4 / 05-15-24

Department of Science and Technology
SCIENCE EDUCATION INSTITUTE

APPLICATION FOR
- ☐ **SHIFTING COURSE**
- ☐ **TRANSFERRING SCHOOL**

Name of Scholar: _____

Contact Number: _____ Email Address: _____

Year of Award: _____ Scholarship Award: ❑ Merit ❑ RA 7687

Original Course: _____

Original School: _____

Year Level Prior Shift/Transfer: _____

If shifting, New Course: _____

If transferring, New School: _____

Effective: ❑First ❑Second ❑Third ❑Fourth | ❑Semester ❑Trimester ❑Quarter Term | AY _____

Reason for Shifting/Transferring: _____

Please attach the following requirements to this application:

- ❑ Certification of Admission in New Course/School
- ❑ Certification of Accredited Subjects
- ❑ Certification of Year Level in New Course/School
- ❑ Certification of Grades in all Semesters Enrolled
- ❑ Approved Program of Study/Curriculum in New Course/School
- ❑ Breakdown of Financial Assistance, if applicable

Submitted by:

_____
Printed Name/Signature of Scholar
Date: _____

Noted by:

_____
Printed Name/Signature of Parent
Date: _____

To be accomplished by the University Coordinator (if applicable)

Recommendation: _____

_____
Printed Name/Signature of University Coordinator
Date: _____

7. Letter of Introduction (LOI) to LBP

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE EDUCATION INSTITUTE
Service. Excellence. Innovation.

Date: _____

The BRANCH MANAGER
Landbank of the Philippines

Dear Sir/Madam:

_____ is a scholar of the Department of Science and Technology – Science Education Institute (DOST-SEI) under _____ Scholarship Program.

Please facilitate the opening of his/her new Europay, Mastercard, Visa (EMV) compliant Landbank Visa Debit Card (LVDC) **Payroll Account** upon submission of the necessary requirements and personal appearance. Afterwards, kindly release his/her Landbank STI1. All scholars are required to submit this form to facilitate the processing of their financial assistance.

Thank you.

Very truly yours,

PETER GERRY P. GAVINA
Chief SRS
S&T Scholarship Division

1st and 2nd Levels, Science Heritage Building
DOST Compound, General Santos Avenue
Bicutan, Taguig City, Philippines, 1631
URL: http://www.sei.dost.gov.ph

Office of the Director (OD): (02) 8775-9005; Office of the Deputy Director (ODD): (02) 8775-9003;
Science Education Innovations Division (SEID): (02) 8330-8912;
Science and Technology Scholarship Division (STSD): (02) 8330-8876, (02) 8330-8826;
Science and Technology Manpower Education and Promotion Division (STMERPD): (02) 8710-7462;
Finance and Administrative Division (FAD):(02) 8775-9043; OD – Planning Unit: (02) 8542-4627;
FAD – General Service Unit (GSU): (02) 8775-9156; FAD – Records Unit: (02) 8330-8872

8. Deed of Undertaking (For Issuance of Temporary Clearance)

Deed of Undertaking

KNOW ALL MEN BY THESE PRESENT:

I, _____ and _____, both of
(Scholar) *(Co-Maker)*

legal age, Filipino citizens and residents of _____
(Scholar's Address)

and _____, respectively, Philippines do hereby depose and say:
(Co-Maker's Address)

That I, _____, is a scholar-graduate under the DOST-SEI
(Scholar)

Scholarship Program.

That I, _____, hereby intend to leave the country for a
(Scholar)

_____ in _____ on
(Purpose) *(Destination)*

_____.
(Specific Date of Travel)

That I, _____, hereby commit to return to the Philippines
(Scholar)

on _____. In case of my failure to do so, I hereby undertake
(Specific Date of Return)

to pay the financial support provided to me during my scholarship under the DOST-SEI Scholarship Program.

That I, _____, _____ promise to pay the
(Co-Maker) *(Relationship to Scholar)*

financial support given to _____ under the DOST–SEI Scholarship Program
(Scholar)

should _____ fail to return to the Philippines to fulfill his/her scholarship
(Scholar)

financial or service obligation. Moreover, I am declaring that I am not an accompanying party of this travel.

This Deed of Undertaking shall serve as our Promissory Note in favor of the DOST-SEI Scholarship Program to pay whatever financial support given to me, _____,
(Scholar)

in case of my failure to return to the Philippines on _____.
(Specific Date of Return)

IN WITNESS WHEREOF, we have here to set our hands this _____ day of _____ in _____.

_____
Scholar
CTC # _____
Date of Issue _____

_____
Co-Maker
CTC # _____
Date of Issue _____

SIGNED IN THE PRESENCE OF:

_____
Witness (Printed Name and Signature)

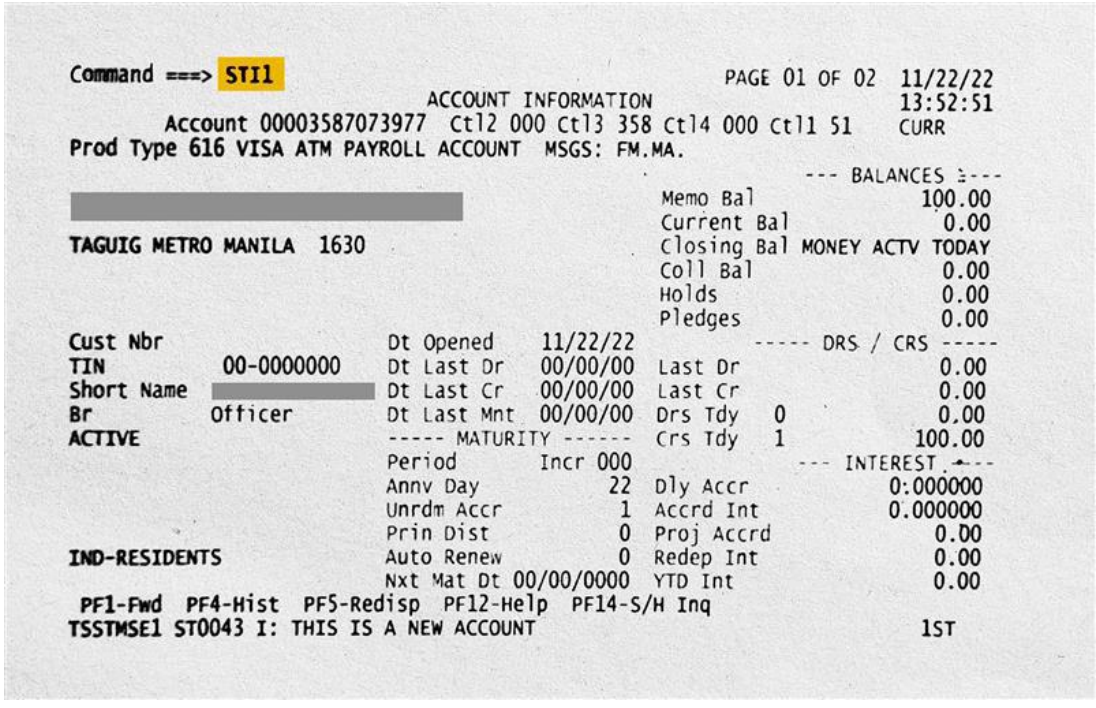
_____
Witness (Printed Name and Signature)

BEFORE ME THIS _____ in _____ personally appeared _____ and _____ presented themselves to be the same persons who executed this instrument and acknowledge the same to be their true and voluntary act and deed.

Witness my hand and seal

Doc. No. _____
Page No. _____
Book No._____
Series of _____

9. STI1 Sample Form (Issued by Landbank)



```
Command ===> STI1                                          PAGE 01 OF 02  11/22/22
                              ACCOUNT INFORMATION                         13:52:51
        Account 00003587073977  Ctl2 000 Ctl3 358 Ctl4 000 Ctl1 51       CURR
Prod Type 616 VISA ATM PAYROLL ACCOUNT  MSGS: FM.MA.
                                                                 --- BALANCES ---
[redacted]                                                 Memo Bal              100.00
                                                           Current Bal             0.00
TAGUIG METRO MANILA  1630                                  Closing Bal MONEY ACTV TODAY
                                                           Coll Bal                0.00
                                                           Holds                   0.00
                                                           Pledges                 0.00
Cust Nbr                    Dt Opened    11/22/22                ----- DRS / CRS -----
TIN           00-0000000    Dt Last Dr   00/00/00  Last Dr                        0.00
Short Name    [redacted]    Dt Last Cr   00/00/00  Last Cr                        0.00
Br            Officer       Dt Last Mnt  00/00/00  Drs Tdy   0                    0.00
ACTIVE                      ----- MATURITY ------  Crs Tdy   1                  100.00
                            Period       Incr 000                  --- INTEREST ---
                            Annv Day           22  Dly Accr                 0:000000
                            Unrdm Accr          1  Accrd Int                0.000000
                            Prin Dist           0  Proj Accrd                    0.00
IND-RESIDENTS               Auto Renew          0  Redep Int                     0.00
                            Nxt Mat Dt 00/00/0000  YTD Int                       0.00
 PF1-Fwd  PF4-Hist  PF5-Redisp  PF12-Help  PF14-S/H Inq
TSSTMSE1 ST0043 I: THIS IS A NEW ACCOUNT                                      1ST
```

Scholar's Oath

I, _____ S&T Scholar

(RA 7687/DOST-SEI Merit/RA 10612) Batch_____

do solemnly pledge to give the scholarship program my best efforts so that I will maintain the scholarship award until the completion of my chosen degree program. In the event of academic difficulty, I shall not easily give up but try all appropriate means to surpass the difficulty.

As a Scholar, I will endeavor to abide by the policies of the scholarship program; to consult with the DOST-SEI/ DOST Regional Office regarding any problem relating to my scholarship; to be responsible in the submission of required documents and reports even during my service period.

I further solemnly pledge to be fa ithful in my service obligation despite the lure of opportunities in other countries knowing fully well that in doing so, I am serving the country and the Filipino people.

Should I leave the country before the end of my service period, I will refund the financial grant I received from DOST-SEI which can be used by other scholars in need of assistance.

I will try my best to be a true
DOST-SEI scholar in word and in deed.

So help me God!

_____
Scholar

_____
Date

Witness:

_____
Parent

NOTES

Date: _____

S&T SCHOLAR'S HANDBOOK 2025

DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE EDUCATION INSTITUTE

SCIENCE & TECHNOLOGY
SCHOLARSHIP DIVISION

1st and 2nd Levels, Science Heritage Building, Sibol St., DOST Compound,
General Santos Avenue, Bicutan, Taguig City, Metro Manila

https://sei.dost.gov.ph www.facebook.com/DOST.SEI