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I wish to congratulate you on your achievement of qualifying in the Undergraduate Scholarship Program of the Department of Science and Technology – Science Education Institute (DOST-SEI). Qualifying in this scholarship is indeed a proof of your excellence and reflects your highest potential to succeed in the field of science and technology.

As scholars, you are called to do your best in your studies, be productive through your knowledge in science and technology, and then work collectively for our nation’s economic growth and development. I hope that getting this scholarship award will drive you to be successful in your chosen field of specialization. Problems and challenges are inevitable. But always remember that you have the capabilities to outdo whatever difficulties that might come along your way. We, at DOST-SEI, commit ourselves to always support and guide you; we are with you in this challenge.

We have especially prepared this **S&T Scholar’s Handbook** for you to familiarize yourself with the mechanics and policies of the DOST-SEI Scholarship Programs. It provides relevant information such as scholarship privileges, obligations, support activities and many more. There are also helpful tips and reminders in complying with the requirements for the duration of your scholarship and beyond. Take time to internalize the contents of this Handbook. Have it always with you as a reference material to help you maintain your scholarship.

Aim for excellence and do your best to become successful in your respective S&T career. Our country needs you to help us strengthen the state of R&D and contribute to our economic stability.

Once again, congratulations on being one of the DOST-SEI scholars! Stay focused, go after your dreams and keep moving toward your goals.

**JOSETTE T. BIYO, Ph.D.**  
Director
A. About the S & T Scholarships

1. DOST-SEI AND ITS MANDATE

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

a. Develop a scientifically and technologically literate citizenry; and
b. Accelerate the development of S&T human resources needed for socio-economic development.

2. THE DOST-SEI UNDERGRADUATE SCHOLARSHIPS

To fulfill these mandates, SEI undertakes, among others, undergraduate scholarship programs:

2.a. DOST-SEI Merit Scholarship Program

The DOST-SEI Merit Scholarship Program, formerly known as the NSDB or NSTA Scholarship, begun in 1958. Merit scholars pursue priority courses in the basic sciences, engineering, other applied sciences and science/mathematics teaching at identified universities.

2.b. RA 7687 Science and Technology 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 do 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.

Source: Philippine Star, 3 March 1994
2.c. Junior Level Science Scholarships (JLSS) under RA 10612

RA 10612, also known as the “Fast-Track 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. PROGRAM OBJECTIVES

The S&T Scholarship Programs aim to:

- Stimulate and entice talented Filipino youths to pursue lifetime productive careers in science and technology; and
- Ensure a steady, adequate supply of qualified S&T human resources which can steer the country towards national progress.

4. CRITERIA OF ELIGIBILITY

4.a. Merit Scholarships

The applicant must be:

1.a a member of the top five percent (5%) of the regular high school graduating class;
1.b a member of the graduating class of a DOST-SEI-identified or DepEd-recognized science high school;
2. a natural-born Filipino citizen;
3. in good health;
4. of good moral character; and
5. a qualifier of the S&T Scholarship Examination.

4.b. RA 7687 Scholarships

The applicant must be:

1. a poor, talented and deserving student who belongs to a family whose socio-economic status does not exceed the set values of certain indicators as approved by the Advisory Committee on S&T Scholarships;
2.1 a member of the top five percent (5%) of the regular high school graduating class; or
2.2 a member of the graduating class of a DOST-SEI-identified or DepEd-recognized science high school;
3. a natural-born Filipino citizen;
4. a resident of the municipality for the last 4 years as attested by the barangay/school records;
5. of good moral character and in good health; and
6. a qualifier of the S&T Scholarship Examination.
In both programs, the following are NOT QUALIFIED to apply:

- those who have earned units in any post-secondary/undergraduate course;
- those who have taken any previous DOST-SEI Science and Technology Scholarship Examination; and
- those who have applied for immigrant status in the USA or any other country.

4.c JLSS under RA 10612

The applicant must be:

1. a regular third year college student in an identified priority S&T course in any of the SUC or private universities;
2. have a general weighted average of at least 83% (or its equivalent) in his/her first and second years in college;
3. qualify in the JLSS Examination;
4. agree to teach in the secondary level basic education in public or private high school as return of service (ROS);
5. agree to any of the approved ROS conditions; and
6. agree to pay the amounts disbursed with applicable interest, in case of failure to comply with the terms of the ROS.

5. Final Selection of Awardees

Final selection of awardees/availing of scholarship award shall be based on either of the following:

- You are a qualifier in the S&T Scholarship Examination; or/and
- Your grades satisfy the program requirements (for awardees on deferred status).

The decision of the DOST Secretary on the selection of awardees is final and unappealable.

The names of the awardees are usually published in leading newspapers and posted in the SEI website at http://www.sei.dost.gov.ph and http://www.sciencescholarships.ph

6. REQUIREMENTS FOR THE SIGNING OF THE SCHOLARSHIP AGREEMENT

Once selected as a qualifier, you will be given a notice of award. You and your parent/legal guardian must report to DOST-SEI or at the nearest DOST Regional Office for the orientation on scholarship policies and signing of the Scholarship Agreement. You must bring the following:
1. Parent's/legal guardian’s Community Tax Certificate for the current year or official passport; and
2. Affidavit of guardianship (if awardee is under the care of a legal guardian).

In case there is a need for verification of citizenship, you are required to submit the original copy of your birth certificate. If evaluated favorably, you will finally be awarded a scholarship slot.

Merit Scholarship awardees are required to accomplish a Household Information Questionnaire (HIQ). Result of the evaluation of this form will determine your scholarship category: full, partial or special.

**B. Scholarship Policies**

**1. NATURE OF THE S&T SCHOLARSHIP AWARD**

Your 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 degree.

**2. DURATION OF THE SCHOLARSHIP**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>PERIOD</th>
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</thead>
<tbody>
<tr>
<td>RA 7687 Scholarship: Bachelor of Science</td>
<td>4-5 Years</td>
</tr>
<tr>
<td>DOST-SEI Merit Scholarship: Bachelor of Science</td>
<td>4-5 Years</td>
</tr>
<tr>
<td>Junior Level Science Scholarship under RA 10612</td>
<td>2-3 years</td>
</tr>
</tbody>
</table>

**3. STUDY PLACEMENT**

**RA 7687 Scholarship:** University of the Philippines System, other state universities and colleges (SUC) or tertiary institutions identified by CHED as Centers of Excellence and Centers of Development (COE/COD) for the DOST-SEI priority S&T courses.

**Merit Scholarship:** DOST-SEI identified colleges and universities with priority S&T courses.

Listing of the priority S&T courses and identified institutions is found on pp. 26-27.
4. **ENJOYMENT OF OTHER SCHOLARSHIP AWARD**

- A new scholar may be allowed to enjoy a private scholarship administered by the university/college he/she is enrolled simultaneously with DOST-SEI 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.

- An on-going scholar may transfer to a private scholarship but shall be required to render service in the country after graduation for a period equivalent to the number of years he/she received financial assistance from DOST-SEI.

- A DOST-SEI scholar may be allowed to avail of financial assistance from other government agency or LGU as supplementary grant for tuition and other school fees only.

5. **DEFERMENT OF SCHOLARSHIP**

1. Deferment of scholarship award may be granted in certain cases only.

2. You may be allowed to defer your scholarship slot for a maximum period of one (1) academic year on a case to case basis. You and your parent must sign the Deferment Form.

3. Effectivity of this scholarship award and release of financial assistance shall commence only upon signing of the Scholarship Agreement.

4. If enrolled during the period of deferment, you must comply with the grade requirement, i.e. in good academic standing and/or without failing grade, as final basis for the granting of the scholarship award.

5. If you fail to report to DOST-SEI to avail the scholarship after a year, you automatically forfeit your scholarship slot.

6. **DUAL CITIZENSHIP**

Execute an undertaking that you will elect Filipino citizenship upon reaching the age of majority. This document will be made an integral part of the Scholarship Agreement.

If you elect not to be a Filipino citizen upon reaching the majority age, then you will be made to pay back the financial assistance granted to you plus 12% interest (outright payment).

7. **SCHOLARSHIP PRIVILEGES**

During the regular academic year

**School Fees.** Tuition and other school fees based on the Statement of Account/Bill/Official Receipt but not to exceed **P10,000/semester** for those who are enrolled in schools with semestral schedule and **P8,000/trimester** for those enrolled in schools with trimester schedule.
**Book Allowance.** For prescribed textbooks and essential school supplies to be released as outright grant at **P10,000.00/academic year.**

**Transportation Expenses.** One actual economy round trip fare per academic year from permanent residence to the place of study (for those studying outside of home province). Original tickets must be submitted at the start and end of academic year for reimbursement.

**Clothing Allowance.** The cost of Physical Education uniform at **P1,000.00** – an outright grant given during the first semester of the first year only.

**Group Health and Accident Insurance**

**Monthly Living Allowance** - During actual study, for 10/11-month duration of an academic year at **P5,000 or P6,000 per month.**

**During the summer term.** You can avail of financial assistance if you are required to enroll per your curriculum/program of study:

- **Tuition and other school fees** not to exceed **P1,500.00**
- **Book allowance** not to exceed **P500.00** on reimbursement basis. You must submit original receipt/s to claim this.
- **Living allowance** for 2 months.

**Graduation allowance** of **P1,000.00** - an outright grant given to RA 7687 graduating scholars and Merit graduating scholars under the full category.

8. **SCHOLARSHIP OBLIGATIONS**

Along with the scholarship privileges, come certain duties and obligations. **You must know these scholarship policies by heart.**

a. **Open an e-account with the Land Bank of the Philippines (LBP) and submit your account number to DOST-SEI or DOST Regional Office immediately.**
   - You shall be endorsed to a designated LBP branch to open an e-account.
   - All financial assistance, except for the tuition fees, are released to you through your LBP bank e-account.

For more information about your e-account, please see pp. 38-45 on how to use your DOST-SEI e-card.
b. You must comply with the grade requirements at all times.

**First Year**: An annual weighted average (2 semesters/3 or 4 terms) of **2.75 or better** if you are enrolled in the UP System; **2.5 or 85% or better** if you are enrolled in another college/university and no failing grade in any academic subject for all semesters/trimesters/quarter terms or summer term.

**Second Year**: A semestral weighted average of **2.75 or better** if you are enrolled in the UP System; **2.5 or 85% or better** if you are enrolled in another college/university and no failing grade in any academic subject for the semester/trimester/quarter term or summer term.

**Third, Fourth & Fifth Years**: Passing grades in all academic subjects provided that you take the regular load per semester and complete the course within its prescribed period.

The National Technical and Selection Committee (NTSC) on S&T Scholarships may recommend the continuation of the scholarship grant on a case to case basis for a graduating scholar or a scholar who fails to meet the grade requirement but in good academic standing during the preceding years of his/her scholarship.

For your guidance, please refer to the action/status of scholarship should you incur any of the following academic deficiencies:
### Grade Deficiency

<table>
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<tr>
<th>First Year (Annual Evaluation)</th>
<th>Action on Scholarship</th>
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<tbody>
<tr>
<td>1 grade of 4.0/INC at the end of 2nd sem</td>
<td>To suspend</td>
</tr>
<tr>
<td>1 grade of 5.0 /F</td>
<td>To terminate</td>
</tr>
<tr>
<td>GWA below requirement</td>
<td>To terminate</td>
</tr>
<tr>
<td>Dropped more than 3 units</td>
<td>To suspend</td>
</tr>
<tr>
<td>Grade of 4.0/INC and 1 grade of 5.0 in a sem</td>
<td>To terminate</td>
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<tr>
<th>Second Year (Semestral Evaluation)</th>
<th>Action on Scholarship</th>
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<tbody>
<tr>
<td>GWA below requirement</td>
<td>To suspend</td>
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<tr>
<td>by 0.01-0.09</td>
<td>To terminate</td>
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<tr>
<td>by 0.10-above</td>
<td>To suspend</td>
</tr>
<tr>
<td>1 grade of 4.0/INC</td>
<td>To terminate</td>
</tr>
<tr>
<td>1 grade of 5.0/F</td>
<td>To suspend</td>
</tr>
<tr>
<td>Dropped more than 3 units</td>
<td>To suspend</td>
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<table>
<thead>
<tr>
<th>Third/Fourth Year</th>
<th>Action on Scholarship</th>
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</thead>
<tbody>
<tr>
<td>1 grade of 4.0/INC</td>
<td>To continue</td>
</tr>
<tr>
<td>1 grade of 5.0/F</td>
<td>To suspend</td>
</tr>
<tr>
<td>Second grade of 5.0/F</td>
<td>To terminate</td>
</tr>
<tr>
<td>2 grades of 5.0 in a sem</td>
<td>To terminate</td>
</tr>
<tr>
<td>Dropped more than 3 units</td>
<td>To suspend</td>
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<tr>
<th>Graduating Year</th>
<th>Action on Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 grades of 4.0/INC</td>
<td>To suspend</td>
</tr>
<tr>
<td>Second grade of 5.0/F</td>
<td>To suspend</td>
</tr>
<tr>
<td>2 grades of 5.0/F in a sem</td>
<td>To suspend</td>
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In any of the above cases, you may want to appeal for the continuation of your scholarship through a letter where you can cite reason/s why you acquired the academic deficiency/ies. Reconsideration is granted on a case to case basis.
• Submit a report of your grades for all academic subjects at the end of the semester despite the fact that you may have incurred academic deficiency(ies) so that your scholarship status can be properly assessed.

• You shall be issued a DOST-SEI memorandum regarding the status of your scholarship grant based on the evaluation of your academic performance.

c. **You must enroll in the regular academic load for each semester/term as prescribed in your curriculum/program of study.**

  • You may be allowed to drop one 3-unit subject in a semester. You must seek the approval of DOST-SEI/DOST Regional Coordinator/University Coordinator before dropping a load. Dropping more than 3 units can lead to suspension of your scholarship in the next semester.

  • Submit a copy of the official dropping slip duly approved by the proper school authority.

  • If your scholarship is suspended because of an underload, it can be reinstated after you have enrolled and passed a regular academic load in the following semester.

  • If you are underloaded during a regular semester, you are advised to enroll in summer at your own expense so you can catch up and enroll in the regular load by the next semester.

**COMPLETION OF THE COURSE EARLIER THAN THE PRESCRIBED PERIOD**

A scholar who graduates earlier than the prescribed period of his/her course gets the following incentives:

• Monthly stipends due him/her in the remaining semester/s of the course subject to the availability of funds and the existing accounting and auditing rules.

• The period of service obligation that will be required of him/her will be equivalent only to the period it took him/her to complete the course.
d. You must submit promptly the following required reports:

- Land Bank e-account number – before the first semester in your first year. (You want to receive your stipends right?!

- Periodic Reports

  1. Registration Form - at the beginning of the semester/trimester/quarter term

  2. Report of Grades (in all the subjects you enrolled in)
     - at the end of the semester/trimester/quarter term

     Submit a report of your grades at the end of the semester despite the fact that you incurred academic deficiency(ies) so that your scholarship status can be properly assessed.

  3. Special Reports - include curriculum or program of study; travel/s abroad; summer practical training reports; problems encountered; changes, if any, in field of study, school, home address, civil status, legal guardian; comments which may be relevant to your study; and such reports that may be required from time to time

  4. Yearly Reports - accomplishment report on academic/professional advancement due on or before 30 December every year after graduation for a period equivalent to the number of years you enjoyed the scholarship

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**Graduating With Honors**

A scholar who graduates with honors is awarded the DOST-SEI Academic Excellence Medal during a recognition ceremony dubbed, "In Touch With Excellence" in July as part of the National Science and Technology Week (NSTW) celebration.
9. SUMMER PRACTICAL TRAINING PROGRAM (SPTP)

- In the summer before your last year in college, you must undergo practical training in any of the DOST laboratories or its agencies, research institutions, industries or private companies.

- The training must be along your field of specialization.

- Minimum training period is 240 hours. Stipend for the duration is provided after completion of the training program and submission of the SPTP requirements.

- This is an opportunity for you to get a feel of an actual work environment, explore work opportunities in your field of specialization and establish linkage with a potential employer.

10. LEAVE OF ABSENCE (LOA)

- You may be allowed to go on a LOA if the leave is highly justified and is supported by the following documents:

  1. Letter of request;
  2. Supporting documents for the cause of leave;
  3. School approval; and
  4. Certified copy of grades

- The maximum duration of the leave is one academic year, and the expiration date shall be immediately before the start of the ensuing semester.

- Submit a report immediately upon your return to school. This will be used as a basis in determining the resumption of your scholarship privileges.

- If you exceed the maximum period of LOA, you shall be considered to have committed a breach of contract and thus, be required to refund the total financial assistance you received plus 12% interest.
11. SHIFTING OF PROGRAM OF STUDY/TRANSFER OF SCHOOL

- You can be allowed to transfer school and/or shift to another priority course only in meritorious cases.
- You must submit the following requirements:

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<tbody>
<tr>
<td>1. Letter of request;</td>
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<tr>
<td>2. Accomplished form for application for shifting course/transferring school;</td>
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<tr>
<td>3. Certification of admission in new course/school;</td>
<td></td>
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<tr>
<td>4. Certification of accredited subjects;</td>
<td></td>
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<tr>
<td>5. Certification of year level in new course/school;</td>
<td></td>
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<tr>
<td>6. Certification of grades in all semesters enrolled; and</td>
<td></td>
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<tr>
<td>7. Adviser’s endorsement for shifting/transfer.</td>
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- At the very latest, shifting of course/transferring to another school may be allowed during the first semester of your third year under the scholarship.

- If the request is approved, you and your parent shall sign the Amendatory Agreement which shall be made an integral part of your Scholarship Agreement.

- You can enjoy scholarship privileges for the duration of the prescribed period of the second course inclusive of the year/s you received financial assistance while enrolled in your first course/school.

- You will have to shoulder the cost if your studies is extended beyond the approved period.

- If you shift from a Physics/Physics Teaching/Geology/Mining Engineering course to another priority course, the difference in stipend will be deducted from your future releases on a staggered scheme.
12. PHYSICAL STATUS AND MORAL CHARACTER

- Be physically healthy at all times.
- Maintain a good moral character. Involvement in activities which may cause your expulsion from a school can also mean the termination of your scholarship grant.

13. TERMINATION OF SCHOLARSHIP

DOST-SEI reserves the right to terminate your scholarship if you

- fail to maintain the grade requirements; or
- fail to comply with any of the terms and conditions of the Scholarship Agreement.

If your scholarship is terminated during your 3rd/4th/5th year:

- you shall either refund the total financial assistance you received as a scholar with 12% interest; or
- after graduation, render service to the country for a period equivalent to the number of years you enjoyed the scholarship.

14. REFUND OF SCHOLARSHIP GRANT

You shall refund the total financial assistance you received as a scholar due to any of the following causes:

a. Breach of contract
b. Willful abandonment of the scholarship
c. Non-pursuance of the S&T priority course
d. Gross misconduct
e. Renunciation of Filipino citizenship (for those with dual citizenship)
f. Failure to render service in the country as stipulated in Sections IX and X of the Scholarship Agreement

Refund of total financial assistance shall be computed with 12% interest.
15. SERVICE IN THE PHILIPPINES

a. Immediately after graduation, you shall render service in the country:
   - on a full-time basis, preferably in your home region, along your field of training; and
   - for a minimum period equivalent to the length of time you enjoyed the scholarship.

b. You can work either in a government agency, industrial establishment or private company in the country.
   - In the rendition of the service, you must be locally employed and physically present in the country for your service to be credited.
   - If you will be sent out of the country for work-related training, conference or seminar, only one (1) month of the travel period shall be credited to your service obligation. You must submit proof of training upon return.
   - If you will be sent out of the country for official business or off-shore assignment, only a two (2) week period shall be credited to your service obligation.

c. Service obligation of JLSS (RA 10612) scholar-graduates
   - Must teach in the secondary level basic education in public or private high school.

c.1 Additional incentives if hired by the DepEd as Teacher
   - be employed with a position equivalent to Special Science Teacher I in the Philippine Science High School System.
   - be given priority for job placement in a high school in the country.
   - be given one-time relocation allowance should he/she be assigned in a place other than the permanent residence.
   - be provided scholarship in any of the identified teacher education institutions for Science Education courses.
   - be allowed to teach even without the Licensure Examination for Teachers (LET) eligibility but has to pass the LET within 5 years from date of hiring.

d. Completed service obligation. After you have completed your service obligation, submit certification/s of employment covering the number of years required of you. DOST-SEI will issue you a final clearance.
e. If you are self-employed, you must submit a copy of the DTI Business Registration, Mayor’s Permit, Income Tax Return or any proof of taxes paid and certification indicating the number of workers employed. Necessary verification will be made and if found in order, clearance will be issued.

f. Deferment of service obligation for the pursuance of further studies. A scholar may be allowed to defer rendition of service to pursue further studies but is required to submit a letter request for the deferment and a copy of the letter of acceptance to a graduate school.

If you will be pursuing graduate studies abroad, you must post a surety bond (period of one year or so) or submit a Deed of Undertaking (less than a year) before a temporary clearance is issued.

Proof of employment (work ID or certificate of employment or business permit) of your co-maker in the Deed of Undertaking must be submitted together with the deed.

g. Part-time service rendered by a scholar-graduate may be allowed if supported by a duly signed certificate of employment or service record indicating the number of hours. The extent of service rendered shall be computed by the number of working hours into days and months. A total 8-hour work shall be computed as one (1) day of service rendered and 22 days shall be equivalent to 1 month of service.

h. A scholar-graduate who pursues a course in the medical field maybe allowed to defer his/her service obligation provided he/she serves the country by undertaking research activities alongside with his/her medical practice/service. Proof of this must be submitted such as abstracts of researches conducted/published.

i. A scholar-graduate who takes up law may also be allowed to defer service obligation but shall render service in the country after completion of the law course along his/her field of training under the DOST-SEI Scholarship for a minimum period equivalent to the length of time that he/she enjoyed the scholarship

- Practice of the law/medical profession shall not be credited as service obligation under Section X of the Scholarship Agreement.

j. A DOST-SEI scholar who joins the Philippine Military Academy (PMA) may not be required to refund the total financial assistance he/she received with 12% interest provided that said scholar will pursue academic major in Computer Science/Information Systems or General Engineering or other S&T related course at the PMA. Provided further, that his/her military service shall be along science and technology for the period equivalent to one year of service for every year of enjoyment of scholarship or a fraction thereof.
16. SUPERVISION

- Throughout the duration of your scholarship, you shall be under the supervision and guidance of the DOST-SEI or the DOST Regional Office.

- Should you have any request/appeal/query, you may send your communication to:

  **DR. JOSETTE T. BIYO**
  Director
  Science Education Institute
  Science Heritage Bldg.,
  DOST Compound, Bicutan, Taguig City
  E-mail Address: seischolarships@gmail.com

  or the Regional Director of the DOST Regional Office nearest your school or residence.

17. GUIDELINES IN SECURING CLEARANCE TO TRAVEL ABROAD

You may have an opportunity to travel outside the country while still under the scholarship or while rendering your service obligation.

a. Inform DOST-SEI in writing re-your plan to travel outside the country including information on your destination, dates and purpose of travel.

b. You will be advised on how much bond you are to post, the amount of which is equivalent to the total financial assistance you have received as of the date just prior to your travel plus 12% interest.

1. **For travel outside the country for a period of less than a year:** You may either post a cash bond with the DOST-SEI Cashier or surety bond with the Government Service Insurance System (GSIS) or execute a Deed of Undertaking.

   1.1 You will have to execute a Supplemental Agreement with DOST-SEI for the surety bond

2. **For travel of a year or longer:** You are to post a surety bond with GSIS.

3. If you will be sent by your employer outside the Philippines for training or short term job related activity/ies or to represent the country in a competition, you may submit a letter of guarantee from the sponsoring company or recognized organization provided that said letter states:

   "Should the scholar fail to return to the country after the declared dates of travel, the <company> guarantees the refund to DOST-SEI the amount equivalent to the period left unserved of the said scholar."

   c. Submit a photocopy of the Official Receipt (OR) (for cash bond/refund of scholarship), the original copy of the surety bond or Deed of Undertaking to DOST-SEI and you will be issued a clearance.
d. Retrieval of Bond Upon Return to the Philippines

- For those who post cash bond: Together with the travel reports, surrender the original Official Receipt (OR) of the bond for processing of the reimbursement of the amount you posted. Processing period may take about ten (10) working days.

- For those who post surety bond: Upon submission of the travel reports, you will be issued a DOST-SEI endorsement for the cancellation of the bond that will enable you to retrieve the cash or any collateral you posted.

Should you decide to surrender the bond as refund for the financial assistance you received as a scholar to secure a final clearance from the scholarship program, you must signify this intention in writing and DOST-SEI will issue you a final clearance.

e. Submission of Travel Reports

Within a month after return to the country, you must report to DOST-SEI in writing or in person and submit the following documents:

- Clear copies of the pages of the passport bearing your picture and identity and BI markings of departure from and arrival in the country. Present original passport for verification of these pages.

- Certificate of Return to be issued by your guarantor, if scholar/scholar-graduate travelled on company/recognized organization guarantee.

18. TYPES OF CLEARANCE/DOCUMENTS TO BE REQUESTED VIS-À-VIS THE REQUIREMENTS:

During your undergraduate program or after graduation, you may request for any of the following certifications/documents:

a. Certification for Issuance of Passport (Temporary clearance)
   a.1 Accomplished Request Form
   a.2 Accomplished Tracer Form
   a.3 Guarantee Letter from the Sending Company/Cash Bond/Deed of Undertaking/Surety Bond with GSIS

b. Certification for Out of the Country Travel
   b.1 Accomplished Request Form
   b.2 Accomplished Tracer Form
   b.3 Guarantee Letter from the Sending Company/Cash Bond/Deed of Undertaking/Surety Bond with GSIS
   b.4 Written letter stating the nature of travel, e.g. official or personal purpose, destination, duration and other pertinent information about the travel.
c. Certification for NBI Local Employment
   c.1 Accomplished Request Form
   c.2 Accomplished Tracer Form
   c.3 Transcript of Records/Certificate of Employment/Diploma/
      Endorsement for On-the-job Training

d. Certification of Final Clearance
   d.1 Certificate/s of Employment
   d.2 Business Permit/SEC Certification/ITR (latest)

e. Breakdown of Financial Assistance
   e.1 Accomplished Request Form
   e.2 Accomplished Tracer Form
   e.3 Certificate/s of Employment

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

**PROCESSING TIME FOR REQUEST**

1 On the condition that the authorized signatory is present when the request is made

<table>
<thead>
<tr>
<th>Request</th>
<th>Minimum Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearance for local employment/training</td>
<td>45 min¹</td>
</tr>
<tr>
<td>Computation of financial assistance received for bond purposes/refund</td>
<td>45 min¹ - 3 working days²</td>
</tr>
<tr>
<td>Certification of Clearance for travel out of the country</td>
<td>3 working days²</td>
</tr>
<tr>
<td>Certification of Final clearance</td>
<td>3 working days²</td>
</tr>
</tbody>
</table>

² Requirements for the request are complete

**19. OBLIGATIONS OF THE PARENT/LEGAL GUARDIAN**

Your parent/legal guardian, as your representative in the Scholarship Agreement, has also responsibilities to carry out:

- Assume the civil liabilities that you may incur under the Agreement as well as civil liabilities which you may incur in favor of other persons;
- Should your medical and other expenses in case of sickness, disability or death;
- Provide other expenses which you may incur that are not specifically mentioned in the Agreement;
- Help and cooperate in your moral, spiritual and mental development; and
- Assume the obligation to pay whatever amount you shall be required to refund in the event that you fail to comply Section X or if your scholarship is terminated in accordance with the provisions of Sections IX and XII of the Scholarship Agreement.
20. NON-COMPLYING SCHOLAR (NC)

a. A non-complying scholar (NC) refers to a scholar who has not submitted the following required periodic reports to DOST-SEI/Regional Office (RO)/University Core Group (UCG)/University Coordinator (UC) for two (2) consecutive semesters:

- official grades
- registration form or certificate of enrolment
- request for leave of absence
- other pertinent documents

b. A NC scholar may be of good standing, suspended or on leave of absence status at the time he/she stopped reporting.

c. A NC scholar may appeal for the reinstatement of his/her scholarship. If after evaluation of his/her academic records, his/her scholarship can be reinstated, his/her financial privileges shall resume only effective the semester his/her scholarship is reinstated. His/her financial assistance is forfeited during the semesters that he/she did not report.

d. A scholar who is of good academic standing or on suspended status as of the last semester he/she reported but has since stopped studying or shifted to a non-DOST priority course or another priority course shall be considered to have willfully abandoned the scholarship; thus, he/she shall have the following obligations:

   d.1 A NC scholar who stopped studying due to financial problems shall render service equivalent to the number of years he/she enjoyed the scholarship.

   d.2 A NC scholar who shifted to a non-priority course or another priority course shall refund the total financial assistance with 12% interest.

   d.3 A NC scholar who went on to graduate in a S&T priority course shall be required to render service equivalent to the number of years he/she enjoyed the scholarship.
C. S & T Priority Courses and Schools

RA 7687 SCHOLARSHIP PROGRAM

Agriculture
Agricultural Biotechnology*
Agricultural Chemistry
Agricultural Engineering
Agricultural and Biosystems Eng’g*
Applied Mathematics
Applied Physics
Biochemistry
Biology
Ceramics Engineering
Chem w/ Applied Comp. System
Chem w/ Materials Sci & Eng’g.
Chemical Engineering
Chemistry
Civil Engineering*
Computer Engineering
Computer Science
Electrical Engineering
Electronics & Communications Engineering
Environmental Science
Fisheries
Food Technology
Forestry
Geodetic Engineering
Geology
Geothermal Engineering
Industrial Engineering
Industrial Mangement Eng’g.- Information Technology**
Information Technology
Instrumentation and Control Eng’g.
Manufacturing Eng’g. Management-Biomedical Eng’g.**
Manufacturing Eng’g. Management-Mechatronics and Robotics**
Manufacturing Engineering
Materials Engineering
Mathematics
Mathematics Teaching
Mechanical Engineering
Metallurgical Engineering
Mining Engineering
Molecular Biology and Biotechnology
Physics
Applied Physics w/ Applied Comp. System
Applied Physics w/ Materials Sci. & Eng’g.
Science Teaching (Bio, Chemistry, Physics, Physical Science)
Statistics

- State Universities and Colleges (SUCs) not included in the list of COEs/ CODs offering the DOST Priority S&T Courses.
- Other DOST-SEI Priority S&T courses which are offered by State Universities and Colleges (SUCs) identified as COEs/CODs.

* At UP System only
** At DLSU Only
## DOST-SEI MERIT SCHOLARSHIP PROGRAM

<table>
<thead>
<tr>
<th>Institution</th>
<th>Basic Sciences</th>
<th>Applied Sciences</th>
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</thead>
<tbody>
<tr>
<td>Adamson University</td>
<td>Chem, Math, Physics</td>
<td>ChE, IE, CoE, EE, IE, MfgE, CS, IME-IT, MEM-Be, MEM-Mechatronics &amp; Robotics</td>
</tr>
<tr>
<td>Aquinas University</td>
<td>Chemistry</td>
<td>Environmental Science, CS, ECE, CoE, Chem w/ ACS, Chem w/ MSE, Applied Phys w/ ACS, Phys w/ MSE</td>
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<tr>
<td>Ateneo de Davao Univ.</td>
<td>CoE</td>
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<tr>
<td>Ateneo de Manila Univ.</td>
<td>CoE</td>
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<tr>
<td>Batangas State Univ.</td>
<td>Chem, Math, Physics</td>
<td>ChE, ECE, IE, EE, IE, MfgE, CS, IME-IT, MEM-Be</td>
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<tr>
<td>Bulacan State Univ.</td>
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<td>Cagayan State Univ.</td>
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<td>Central Phil. Univ.</td>
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<td>Cebu Inst. Of Tech-Univ.</td>
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<td>De La Salle Univ.</td>
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<td>Don Bosco Tech. Coll.</td>
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<td>Holy Angel Univ.</td>
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<td>Mapua Inst. of Tech.</td>
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<td>Mariano Marcos SU</td>
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<td>MSU-IIT</td>
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<td>Negros Oriental SU</td>
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<td>Phil. Normal Univ.</td>
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<td>Rizal Tech. Univ.</td>
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<td>Silliman University</td>
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<td>St. Louis University</td>
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<td>TUP-Manila</td>
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<td>TUP-Visayas</td>
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<td>Univ. of the East</td>
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<td>Univ. of Mindanao</td>
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<td>UNO-Recoletos</td>
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<td>Univ. of the Phils.</td>
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<td>Univ. of San Carlos</td>
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<td>Univ. of Southeastern</td>
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<td>Phils.</td>
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<td>Univ. of Santo Tomas</td>
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<td>Univ. of St. La Salle</td>
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<td>Visayas State Univ.</td>
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<td>Xavier University</td>
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<td>Wesleyan University</td>
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<tr>
<td>Western Inst. of Tech.</td>
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<td>Western Mindanao</td>
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<tr>
<td>State Univ.</td>
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</tbody>
</table>

- ChE: Chemical Engineering
- IE: Industrial Engineering
- CoE: Civil Engineering
- ME: Mechanical Engineering
- ECE: Electrical and Computer Engineering
- CerE: Ceramic Engineering
- EE: Electrical Engineering
- IT: Information Technology
- IME: Industrial Mechatronics Engineering
- MEM: Mechanical Engineering
- MfgE: Manufacturing Engineering
- CS: Computer Science
- IME: Industrial Mechatronics Engineering
- BE: Biomedical Engineering
- MEM: Mechanical Engineering
- Biochem: Biotechnology and Biochemistry
- MBB: Molecular Biology and Biotechnology
- Agriculture: Agriculture
- Biochem: Biochemistry
- Agronomy: Agronomy
- Psychology: Psychology
- Statistics: Statistics
- Food Tech: Food Technology
- Geodetic Eng: Geodetic Engineering
- Fisheries: Fisheries Science
- Applied Math: Applied Mathematics
- Applied Physics: Applied Physics
- Science Teaching: Science Teaching
- Math Teaching: Math Teaching
D. **Science & Technology Learning Assistance Program (STLAP)**

DOST-SEI wants you to succeed in your academics as well as ensure your holistic growth as a person. The Science and Technology Learning Assistance Program (STLAP) is a year-round program designed to:

- Help you assess and enhance your intellectual potentials and Psycho-Social skills;
- Equip you with coping skills needed in college study; and
- Inculcate in you time-honored values such as social responsibility, leadership, academic excellence and personal integrity.

STLAP includes activities such as:

a. Summer Orientation and Enrichment Program (SOEP)

b. Self-Assessment Inventory

c. Seminar-Workshops on Special Topics (e.g. Leadership, Psycho-Social Development, Job-Hunting Strategies, Entrepreneurship etc.)

d. Group Dynamics Sessions (e.g. Values Clarification)

e. Tutorial Classes

f. Summer Practical Training Program (SPTP)

1. **SUMMER ORIENTATION AND ENRICHMENT PROGRAM (SOEP)**

The Summer Orientation and Enrichment Program (SOEP) is a month-long program for incoming RA 7687 freshman scholars. It is conducted every May from Monday to Friday, 8:00 A.M. to 5:00 P.M..

It has 2 main components, namely:

1. **Refresher Courses in English, Math, Physics and Computer Education**

2. **Study Management Seminar-Workshops**: Coping with College Life, Stress Management, Time Management/Priority Setting, Study Improvement Skills and Learning Styles

2. **TUTORIAL CLASSES**

If you are having difficulties in understanding a subject, you can inquire from the Office of Academic or Student Affairs regarding tutorial classes. Scholars’ associations will be mobilized to conduct tutorial sessions for scholars.
3. SUMMER PRACTICAL TRAINING PROGRAM (SPTP)

To enrich your practical experience along your field of specialization, you must undergo practical training in the summer prior to your last year in college. Below are guidelines of the program.

a. If you are a Junior or a Senior scholar in good academic standing, you are required to undergo practical training. If you have any academic deficiency, you will be allowed to do so only if the deficiency is cleared by the end of the second semester prior to the training period.

b. You shall undergo training for a minimum period of six (6) weeks within the months of April and May equivalent to 240 hours.

c. Training shall be along your field of specialization. It may be with a government agency or a private company. DOST-SEI shall provide you with a maximum of three (3) referral letters upon request.

d. You may train in an agency/company located in Metro Manila, in the region where you are temporarily residing, or in your home region.

e. If you have to travel from residence/place of study to the place of training (in another province), DOST-SEI shall reimburse your one economy round trip actual transportation fare upon submission of original tickets. You should arrange your own accommodation.

f. You must inform DOST-SEI/DOST-Regional Office (DOST-RO) regarding your definite plans for the SPTP and submit to these offices the complete name and address of your training agency/company and the name and official designation of your training supervisor at the start of the training.

g. Your training agency/company shall designate a training supervisor to:
   A. Design a program of activities for your training (a copy of which is to be submitted to DOST-SEI/DOST-RO at the start of your training and you should retain a copy for your guidance);
   B. Orient you regarding office rules and regulations;
   C. Assign duties and responsibilities or discuss the output expected of you at the end of the training;
   D. Assist you if problems and difficulties arise from the training;
   E. Sign your Daily Time Record (DTR); and
   F. Evaluate your performance.
h. The training agency/company may execute a training agreement and liability waiver with you, if deemed necessary.

i. You must submit the following documents to DOST-SEI/DOST-RO at the end of your training:
   - Two copies of DTR duly signed by your supervisor
   - Your supervisor’s evaluation of your performance
   - Your own evaluation of your training

j. Stipends will be provided after you have submitted the above-mentioned documents. If you have completed the 240 hours training period, you will be released 2 months stipend. However, if below the required training period, a corresponding deduction to your stipend will be made.

k. If your training agency/company provides allowance, you may receive it as additional support. Giving of training allowance by training agency/company is, however, not obligatory.

l. You must follow the official time of the training agency/company. In case where flexible time is allowed, a certification duly issued by your training supervisor must be submitted to DOST-SEI/DOST-RO.

E. Support Groups

To assist you and other scholars in your scholarship needs and monitor your academic performance, there are support groups in your college/university from whom you can request assistance.

1. UNIVERSITY CORE GROUP/UNIVERSITY COORDINATOR (UCG/UC)

a. In schools where there are more than fifty (50) scholars enrolled, a University Core Group or University-based Coordinator has been organized to guide and assist you.

b. You must report to the UCG/UC and establish rapport with them/him/her.

c. See the UCG/UC should you need guidance on matters concerning your scholarship: financial assistance or academic.

For NCR scholars, please refer to the list of UCG/UC on p. 37
2. LEARNING RESOURCE CENTERS (LRCs)

Some universities/colleges have instituted learning resource centers. These centers aim to provide instructional and support services to students.

For example, UP Diliman, 2 LRCs: **DLRC 1** is located at the 3/F National Engineering Center (NEC) while **DLRC 2** is at the Kamia Residence Hall. In both centers, you can have access to a wide range of educational CD-ROMs, computer facilities, sample exams, tutorial sessions, and learning modules in science, mathematics and engineering.

The UP (Diliman) Core Group holds office at the latter center.

3. SCHOLARS’ ASSOCIATIONS

It will be helpful if you establish support system with your fellow scholars. Scholars in some schools have banded together and formed associations or societies. These organizations conduct activities such as tutorials, science competitions, socialization events, science exposure trips, community immersions—all aimed at enriching your academic and personality development.

Among the active scholars’ groups in NCR/Region IV:

- UP Diliman: UP-DOST Scholars’ Association (SA)
- Ateneo de Manila University: Science and Technology Organization of Ateneo (STOA),
- Adamson University: DOST Scholars Society (AU-DOST SS),
- TUP-Manila: Scholars’ Association
- PUP: Scholars’ Association
- UPLB: Scholars’ Society (SS)
- PWU: Scholars’ Association

4. OFFICE OF COUNSELING AND GUIDANCE (OCG)

The Office of Counseling and Guidance (OCG) is one of the services universities/colleges provide to their students. If at any point in your college life, you experience adjustments problems, academic difficulties or personal crises, you may seek the help of the OCG; *Do not hesitate to approach a counselor or it can get too late for you.*
5. SCIENCE & TECHNOLOGY SCHOLARSHIP DIVISION (STSD)/SEI

The Science & Technology Scholarship Division (STSD) of SEI is the implementing division of the Undergraduate Science & Technology Scholarship Programs. It holds office at 8:00 A.M. to 5:00 P.M. at the Second Level, Science Heritage Bldg., DOST Compound, Bicutan, Taguig City from Monday to Friday, and can be contacted through the following numbers:

Phone: 839-0083; 837-1333; 837-2071 to 82 loc. 2382
Fax: 839-0086
Mobile No.: 0927-886-8816

or through the e-mail address: seischolarships@gmail.com

For matters regarding your scholarship, contact STSD or your UCG/UC or the DOST-RO.

However, should you encounter delays of financial releases or you have any query regarding your scholarship, please refer first to the FAQ Guide starting on this page until page 34.

6. DOST REGIONAL OFFICE (RO)

If you are a scholar enrolled in the region, you must coordinate closely with the DOST-RO. It has been empowered to provide administrative and technical assistance to you and other scholars in the region. As such, it disburses your financial assistance, monitors your academic performance, and acts on your request/appeal/query/complaint, among other tasks.

The Directory of DOST Regional Offices is on pages 35-36.

College life is an exciting phase to go through but it can also be a critical phase which can affect the rest of your life. It can lead you to a successful life or otherwise.

As a cliché goes, it is not “a bed of roses”. Others say it is definitely a thornier stage than high school. For many, it may be your first time to live alone and away from your families. You may encounter problems of all sorts.

Some of these can be avoided by developing the proper study habits, setting your priorities, planning ahead, exerting your best efforts and, in the case of your scholarship, abiding by its policies. Below are answers to frequently asked questions and some tips that can help you.
FREQUENTLY ASKED QUESTIONS (FAQ)

Why are the other scholars getting their stipends but mine is still unavailable?

Check if you have submitted the required documents/reports to DOST -SEI/RO/UCG/UC at the start of the semester and/or whether these have been received. If not, submit the requirements.

Math 17 is too difficult for me. I am afraid of getting a 5.0 and losing my scholarship. What can I do?

First, ask yourself if you have studied hard and exerted your best efforts on the subject. Attend tutorial sessions. If none is available, you may request one to be organized by the UCG/UC or scholars’ association.

If you are enrolled in UP, there are Learning Resource Centers in the campus that provide tutorials in addition to self-learning modules, selected books and educational CD-ROMs.

I wish to join an organization. Will this be in the way of my scholarship and studies?

Joining an organization is a personal decision. There are advantages as well as disadvantages. Before deciding to join, you must ask yourself whether you can handle your studies and your responsibilities in the organization without jeopardizing your studies and consequently, your scholarship.

I am a freshman RA 7687 scholar taking up BS Physics. At the end of the first semester, I found out that I am no longer inclined to it. Can I shift to another S&T course?

Yes, you can shift to other priority courses under the RA 7687 Scholarship Program (see list on page 26). If you have decided on a non-Physics course, you will have to pay back the difference in the stipend.

Please see the scholarship policy and requirements on course shifting on page 15.
I am a Merit scholar at UP enrolled in BS ECE. I want to pursue the same course but my family is moving to Cebu City. Can I transfer to the University of San Carlos (USC) in Cebu City?

Yes, you can. The USC is an identified university where Merit scholars can enroll in BS ECE. What you have to do is seek admission at USC for the said course and at the same time, write a letter to DOST-SEI requesting for approval of the transfer. If both are approved, you must comply with the transfer requirements of the school you are leaving and that of USC.

Please see pp. 14-15 for the DOST-SEI scholarship policy and requirements on school transfer.

I am an RA 7687 scholar enrolled in BS Computer Science in a Metro Manila school. I am finding it hard to meet my expenses despite the financial assistance I get from my scholarship. I want to go back to my home province and enroll there. Will I be allowed?

Yes, provided you will enroll in BS Computer Science or any of the DOST priority courses under RA 7687 S&T Scholarship Program in a DOST-SEI identified school.

Next semester, I plan to enroll in a non-DOST priority course. What happens to my scholarship?

If you shift from a DOST priority course to a non-DOST priority course while still under the scholarship, it will be considered willful abandonment of the scholarship. Hence, you will be required to refund the total financial assistance released to you plus 12% interest.

My teacher gave me a grade of 4.0. Will I lose my scholarship?

No. You may appeal for the continuation of your scholarship. If your appeal is meritorious, your scholarship will be put on a suspended status and consequently, your scholarship privileges will be placed on hold. This means that you will have to pay your tuition fees in the succeeding semester and will not receive any of the allowances.

For your scholarship to be reinstated, you must pass the same subject and all the other academic subjects you enrolled in the following semester and comply with the average requirement. All your benefits will be restored effective the date of suspension. Make sure you keep your Official Receipt for the school fees because you have to submit it for said fees to be reimbursed.

If the sanction is SUSPENSION, give your best effort to pass all subjects including the subject where you incurred the failing mark in the succeeding semester.

If it is a TERMINATION, then you lose your scholarship forever. Do not lose hope though. You can consider this a learning experience and correct your mistakes and do better in the future. Good luck in your future endeavors!
I am a continuing scholar. I got a notice from the Registrar that my tuition fee has not been paid. What should I do?

Inquire with the Registrar if you were included in the Bill of Matriculation submitted to DOST-SEI/RO/UCG/UC. If not, request the Registrar to bill DOST-SEI/RO/UCG/UC for school fees not to exceed P6,000.00 per semester/term.

MORE TIPS

• Submit promptly clear, legible photocopy of the required reports. Present the original copy of the same for verification. The cause of delay in the release of allowances is usually the late or non-submission of these requirements.

• Keep a file of all the documents pertaining to your scholarship including the reports that you submit.

• When you submit a report, make sure that you have a second copy wherein an acknowledgement of its receipt can be noted by the receiving party with the following information – his/her name and phone number. If you mail the report, make sure it is a registered mail and keep your receipt.

• Follow up the release of your financial assistance only after you have checked your bank account and you are sure you have submitted all the requirements.

• Follow-ups should be done with courtesy. Please give your name, year of award, scholarship program, course and school when you introduce yourself.

• When you go to DOST-SEI for any transaction according your scholarship, please wear the appropriate attire and observe the proper office decorum.

• Have a goal. Aim for the highest that you can attain.

• Give your best effort. You belong to the top 5% of the youth in your batch and thus, your potentials to succeed are great. The talent is there, nurture and enhance it and you can only be heading for success!
<table>
<thead>
<tr>
<th>Region</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
</table>
| CAR      | DOST Regional Office-CAR  
Km. 6, BSU Campus, La Trinidad, Benguet 2601  
DOST Compound, Bicutan, Taguig City | 422-2214  
422-0979 |
| Region I | DOST Regional Office No. I  
DMMMSU-MLU Campus, San Fernando City, La Union | 888-3399  
700-2372 |
| Region II| DOST Regional Office No. II  
Dalang na Paccorofun cor. Matunung St., Regional Gov't Center, Carig Sur, Tuguegarao City, Cagayan | 846-7241  
304-3426 |
| Region III| DOST Regional Office No. III  
Diosdado Macapagal Gov't Center, Maimpis San Fernando City, Pampanga | 455-2348  
455-0800 |
| Region IV-A| DOST Regional Office No. IV-A  
Jamboree Rd., Brgy. Timugan, Los Baños, Laguna | 536-4894 |
| Region IV-B| DOST Regional Office No. IV-B  
DOST Compound  
Bicutan, Taguig City | 837-2071 to 82 loc. 2093 |
| Region V | DOST Regional Office No. V  
Regional Center Site  
Rawis, Legaspi City | 482-0910  
482-0745 |
| Region VI | DOST Regional Office No. VI  
Magsaysay Village, La Paz, Iloilo City | 320-0093/508-7183  
320-0908 |
| Region VII| DOST Regional Office No. VII  
S&T Complex, Sudlon, Lahug, Cebu City | 418-9055 |
Region VIII
DOST Regional Office No. VIII
Government Center
Candahug, Pawing, Palo, Leyte

Region IX
DOST Regional Office No. IX
Pettit Barracks, Zamboanga City

Region X
DOST Regional Office No. X
J.R. Borja Memorial City Hospital Compound
Carmen, Cagayan de Oro City

CARAGA
DOST-CARAGA
CSU Campus, Ampayon
Butuan City

Region XI
DOST Regional Office No. XI
Davao Medical Center Compound
Cor. Friendship and Dumanlas Rds.
Bajada, Davao City

Region XII
DOST Regional Office XII
LTP Compound, Cotabato City

ARMM
DOST-ARMM
ORG Compound, Cotabato City

S&T Scholarship Division
Science Education Institute
Second Level, Science Heritage Bldg.,
DOST Compound, Bicutan, Taguig City
Metro Manila

ARMM
DOST-ARMM
ORG Compound, Cotabato City

S&T Scholarship Division
Science Education Institute
Second Level, Science Heritage Bldg.,
DOST Compound, Bicutan, Taguig City
Metro Manila
### NATIONAL CAPITAL REGION

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<td>UP Diliman</td>
<td>Prof. Niel Kenneth F. Jamandre</td>
<td></td>
<td>920-5301 loc. 6665</td>
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<td>Dr. Servillano Marquez</td>
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<td>Ms. Julia Cristina A. Morata</td>
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<td>Mapua IT</td>
<td>Ms. Mary Rochelle Cordero</td>
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<tr>
<td>PNU</td>
<td>Dr. Rosemarievic Villena-Diaz</td>
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<td>RTU-Mandaluyong</td>
<td>Engr. Raynaldo Santos</td>
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<td>TUP-Manila</td>
<td>Ms. Emma Taar</td>
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<td>TUP-Taguig</td>
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</table>

**OTHER REGIONS:** Please inquire from the DOST Regional Offices.
A. E-card

The "I’m a DOST-SEI Scholar" e-card has combined functions of a DOST-SEI scholars ID and a Landbank of the Philippines (LBP) ATM.

This serves as your identification card (ID) as DOST-SEI scholar which bears your Scholarship Program Administration System (SPAS) ID Number.

This also serves as your Automated Teller Machine (ATM) card which you use to access the financial benefits due you while enjoying the DOST-SEI Scholarship. This means you can withdraw anytime anywhere nationwide through the Expressnet.

This may also be used as payment card in stores accepting electronic payments (EPS) provided it has sufficient funds to cover the purchases.

You may also use your e-card for electronic payment system, phone banking and Internet banking provided it has sufficient funds. For

REMEMBER

- You cannot use your e-card as a credit card.
- You are responsible for the proper use, care, safekeeping and security of your e-card.

B. The Personal Identification Number (PIN)

Your Personal Identification Number (PIN) is a computer generated number provided by LBP which will be given to you in a SEALED PIN MAILER Form together with your e-card. MEMORIZE YOUR PIN because this is your security code for your e-card.
Remember

- Keep your PIN private and confidential. You should not disclose, give or make available your PIN to any person under any circumstances.
- You must take all the necessary precautions to avoid

B.1. If you wish to change your computer generated PIN, you can do this at any LBP ATM only. In case you forgot your PIN, visit LBP-Bicutan branch to request for a new PIN.

Procedure of Changing your PIN using the ATM:

- Choose “Other Transactions” in the main menu of the ATM.
- Choose “PIN CHANGE.”
- Do the next instruction “Please enter your 4 digits new PIN.”
  **REMEMBER that your PIN is only a 4-digit number.**
- Press “Enter.”
- The machine will again ask for your new PIN for confirmation. Then press “Enter.”
- Wait for a few seconds and the monitor will display “Transaction has been completed.” This means that your computer generated PIN has been changed. If you want to continue your transaction, press “YES”; if no, press “NO.”
- If you choose “No”, make sure that you get your e-card from the ATM before leaving.

C. The Average Daily Maintaining Balance

There is **NO** required average daily maintaining balance; however, you are encouraged to have certain amount left in your account, even below one hundred pesos to keep it an active account.
If your account has zero balance for more than 90 days or 3 months, the system will automatically close your account.

If you renew a closed account, you shall pay the fee to be charged based on the prevailing price at the time of your request.

**REMEMBER**

- Your e-card is a “SAVINGS ACCOUNT” type.
- When withdrawing, get your money within 5 seconds because the machine will get back the dispensed money.
- Your card has no expiration date, however, DOST-SEI will close your account once your scholarship is terminated.
- Promptly inform DOST-SEI in writing on any change/s relating to your personal information that will affect the data indicated in the enrollment form submitted to LBP through DOST-SEI.
- After graduation, you may continue to maintain your e-card account with LBP provided the required ATM balances are still maintained and subject to the existing terms and conditions of the regular LBP ATM account.
- You are charged a transaction fee (prevailing rate) for every transaction you make with other bank’s ATMs. There is NO transaction fee with LBP branches ATMs.
- Over the counter withdrawal is allowed provided you present a valid ID.
- All LBP existing rules and regulations, banking policies, and circulars not indicated in this Handbook shall apply.
D. LOST, STOLEN, DAMAGED e-card and REPLACEMENT

Lost or stolen e-card must be reported immediately at LBP Bicutan Branch (DOST-SEI Scholarships branch of account) or call HOTLINE Number 405-7000 to block it off and avoid unauthorized use of the card.

The initial cost of your e-card is free of charge; however, if your e-card is lost, stolen or damaged, you shall be charged P250.00 to replace it or the prevailing price at the time of your request.

In case of a defective e-card, LBP will replace the card free of charge upon surrender by the e-cardholder within 30 calendar days from receipt of the card.

E. REPLACEMENT PROCEDURE

- Request in writing addressed to DOST-SEI Director for the replacement of lost or stolen or damaged e-card.
- DOST-SEI Director will approve and endorse the request to LBP Bicutan Branch.
- LBP-Bicutan Branch Account Head will authenticate based on existing records with LBP.
- Scholar must fill-out the following required forms:
  - Advice on Lost/Stolen Card;
  - Affidavit for Lost e-Card (for notarization by the client); and
- Request for Replacement of the e-card and pay the replacement fee (P250.00) to the teller or prevailing rate whichever is higher.

F. DORMANCY PERIOD AND BALANCE

The account becomes dormant if it is inactive for 2 years and shall be subject to service charge of P100.00 per month.
G. THE DOs OF CARD HANDLING

Do treat your ATM card as a very important personal document.

Do keep your card in a protective case.

Do protect your card from static electricity.

Do use a soft moist cloth to immediately remove any dirt on your card.

H. THE DON'Ts OF CARD HANDLING

Do not write your Personal Identification Number (PIN or secret number) on your card or keep it near your card.

Do not give your PIN to any person.

Do not give your card to any person.

Do not place your card near a magnet.

Do not allow the magnetic stripe of your e-card to touch the stripe of another card.

Do not expose your card to static electricity.

Do not expose your card to extremes of hot and cold.

Do not place your card unprotected in your pocket. Keys, coins, etc. can scratch the magnetic stripe on your card.

Do not use your card as a scraper. This can cause scratch or break your card.

Do not bend, roll or fold your card.

Do not punch hole, write on or stick anything on your card.
I. REASONS WHY ATM CARDS ARE CAPTURED

Entered three (3) invalid/wrong PINs. (It is suggested not to make a third try after 2 invalid/wrong PINs because the machine will capture your card on the third entry of invalid number).

Card with invalid sequence number (replacement card was already produced).

Card tagged as lost/stolen.

Machine malfunction.

J. WHERE TO REPORT CAPTURED CARD

- LBP Branch where the card was captured
- Any bank where the card was captured*
- Client’s Branch of Account
- LBP ATM Monitoring Unit

K. WHEN AND WHERE TO CLAIM A CAPTURED CARD

<table>
<thead>
<tr>
<th>ATM Location of Card</th>
<th>When to Claim</th>
<th>Where to Claim</th>
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<tbody>
<tr>
<td>ATM of Client’s Branch of Account</td>
<td>After 10:00 A.M. the following bank day</td>
<td>Client’s Branch of Account</td>
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<tr>
<td>ATM of other LBP Branch (inter-branch captured card)</td>
<td>After three (3) banking days</td>
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</tbody>
</table>

* ATM of other Expressnet member bank (inter-bank captured card)

Card will be perforated and will not be returned to the client. Client will request for a replacement of the e-Card on his/her branch of account. (Replacement fee - ₱250.00)

Remember: Be cautious in accessing to other bank’s ATM.
THE ATM SERVICES

First, check to see whether the ATM is 'on line' or in service.

A. Account Balance

If you want to know if your stipends have been released or simply, how much money you have in your account:

- Insert your ATM card into the slot for it.
- Key-in your PIN.
- Press the button of the type of language you want the transaction to be done in: ENGLISH, TAGALOG OR TAGLISH
- If you chose English, press ACCOUNT BALANCE.
- Choose whether you want the transaction to be WITH RECEIPT or WITHOUT RECEIPT and press the proper button.
- You can view on the screen your account balance.
- A receipt will come out from the receipt slot if you opted for WITH RECEIPT.
- Retrieve your ATM card.

B. Withdrawals

- Do Steps 1-3 (indicated in A).
- Press WITHDRAWAL.
- Choose the type of account: SAVINGS or CURRENT ACCOUNT.
- Key-in the amount you wish to withdraw and press ENTER.
- Confirm the amount by keying-in the same amount and press ENTER.
- Choose whether transaction should be WITH RECEIPT OR WITHOUT.
- If everything is in order, you will be advised that the TRANSACTION IS BEING PROCESSED.
- Get your money (and receipt) from the proper slots.
- Retrieve your ATM card.
C. Deposits

You may deposit personal money to your account. The proper way to do it is:

☑ Fill-out the information on the Deposit Envelop and insert your money in it.
☑ Do Steps 1-3 as in A.
☑ Press DEPOSIT.
☑ Choose the type of account: SAVINGS or CURRENT ACCOUNT.
☑ Key-in the amount you wish to deposit and press ENTER.
☑ Confirm the amount by keying-in the same amount and press ENTER.
☑ Choose whether transaction should be WITH RECEIPT or WITHOUT.
☑ Insert the deposit envelop in the proper slot.
☑ Get your receipt.
☑ Retrieve your ATM card.

Note: Preferably, you opt to have a receipt for every transaction you make so you can keep track of the transfers of money in your account.
TYPES OF GRADUATE SCHOLARSHIPS AVAILABLE

I. University-based M/MA/MS/PhD Program
II. Thesis/Dissertation Grant Support for DOST R&D priority areas

CRITERIA OF ELIGIBILITY

An applicant must:

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

STUDY PLACEMENT

National Science Consortium (NSC) Member-Universities:

ADMU, CLSU, DLSU, MSU-IIT, UP Diliman, UP Los Baños, UP Manila
UP Visayas, UST, VSU

PRIORITY FIELDS OF STUDY

- Agriculture, Forestry and Natural Resources
- Biological Sciences
- Biotechnology
- Chemical Sciences
- Earth, Atmospheric and Space Sciences
- Environmental Sciences
- Fisheries and Marine Science
- Health and Pharmaceutical Sciences
- Information and Communication Technology
- Materials Science and Nanotechnology
- Pure and Applied Mathematics
- Pure and Applied Physics

SCHOLARSHIP PRIVILEGES

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* One (1) actual economy class roundtrip per Academic Year. Given only to those who will study outside their home province; on reimbursement basis.

WHERE TO SECURE AND FILE APPLICATION

Application Form can be downloaded at www.sei.dost.gov.ph or can be secured from the Office of the NSC Project Leader in your university.
CRITERIA OF ELIGIBILITY

An applicant must:
- Must be a Filipino citizen.
- Must not be more than 45 years of age.
- For MS applicants, must have a BS degree in engineering or related field.
- For PhD applicants, have a MS degree in engineering or related field.

SCHOLARSHIP PRIVILEGES

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STUDY PLACEMENT & PRIORITY S&T COURSES

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WHERE TO SECURE AND FILE APPLICATION

ERDT Consortium Member Universities:
ADMU, CLSU, DLSU, MIT, MSU-IIT, UP Diliman, UP Los Baños and USC;
For more info visit our website: www.erdt.coe.upd.edu.ph

WHERE TO SECURE AND FILE APPLICATION

ERDT Consortium Member Universities:
ADMU, CLSU, DLSU, MIT, MSU-IIT, UP Diliman, UP Los Baños and USC;
For more info visit our website: www.erdt.coe.upd.edu.ph
Programs

- Master’s in Science Education
- PhD in Science Education
- Thesis / Dissertation Grant

Criteria of Eligibility

The applicant must:
1. be a Filipino citizen;
2. not be more than 45 years old at the time of application;
3. have been admitted to the Master’s/PhD in Science Education Consortium Program in any of the identified institutions;
4. have at least two (2) years’ teaching experience in science and mathematics for PhD; or have at least one (1) year teaching experience or have graduated with academic honors or graduated as DOST scholar for Master’s;
5. be in good health and of good moral character;
6. not be a recipient of other scholarships.

Scholarship Privileges

<table>
<thead>
<tr>
<th>University</th>
<th>Master’s</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMU</td>
<td>Biology, Chemistry, Mathematics, Physics, Science Education</td>
<td></td>
</tr>
<tr>
<td>CLSU</td>
<td>Biology, Chemistry, Mathematics</td>
<td></td>
</tr>
<tr>
<td>DLSU</td>
<td>Biology, Chemistry, Mathematics, Physics</td>
<td></td>
</tr>
<tr>
<td>Bicol University (BU)</td>
<td>Biology, Chemistry, General Science, Mathematics, Physics</td>
<td></td>
</tr>
<tr>
<td>MMSU</td>
<td>Biology, Chemistry, Science Education, Mathematics, Physics</td>
<td></td>
</tr>
<tr>
<td>MSU-Marawi City</td>
<td>Mathematics, General Science</td>
<td></td>
</tr>
<tr>
<td>PNU</td>
<td>Biology, Chemistry, General Science, Mathematics, Physics</td>
<td></td>
</tr>
<tr>
<td>USC</td>
<td>Biology, Chemistry, Mathematics, Physics</td>
<td></td>
</tr>
<tr>
<td>WMSU</td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>WVSU</td>
<td>Biology, Mathematics, Physics</td>
<td></td>
</tr>
</tbody>
</table>

Tuition & other school fees

<table>
<thead>
<tr>
<th>University</th>
<th>MS</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMU</td>
<td>17,000/mo.</td>
<td>25,000/mo.</td>
</tr>
<tr>
<td>CLSU</td>
<td>10,000/AY</td>
<td></td>
</tr>
<tr>
<td>DLSU</td>
<td>1 economy roundtrip fare / academic year</td>
<td></td>
</tr>
</tbody>
</table>

Application Form can be downloaded at www.sei.dost.gov.ph or can be secured from the Office of the Consortium Project Leader in your university.
Visit this website for news and updates on S&T Scholarships.

www.science-scholarships.ph
SCHOLAR’S OATH

I, ___________________, S&T Scholar (RA 7687/DOST-SEI Merit) 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 faithful 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
“Sinusuportahan din natin ang pagpapalawak ng sakop ng scholarship na pinagkakaloob ng DOST sa mahusay ngunit kapuspad na mag-aaral...”

President Benigno Simeon C. Aquino III