

**Applicant:** \_\_\_\_\_

**PD 997 Documentary Requirements**

**CS Form 101-C (Revised, Dec. 2011)**

(The form must be properly accomplished. All fields not applicable to the applicant must be marked with "n/a".)

**Three pieces of identical ID pictures taken within the last three months prior to filing of application with specifications, as follows:**

- Passport size (4.5 cm x 3.5 cm) - **IMPORTANT! Please verify with the CSC Central Office before having your picture taken;**
- Printed on quality photo paper;
- In white background;
- In standard close-up shot (from shoulder level up with the head and face occupying at least 80% of the picture and with the name tag positioned at approximately 1" below the chin);
- In bare face (without eye glasses/colored contact lens, or any accessory that may cover facial features; facial features not computer-enhanced);
- Showing left and right ears; and
- With full name tag:
  - The name tag must legibly show the applicant's signature over complete printed name in the format First Name-Middle Initial-Last Name-Extension Name (if any); and
  - The name tag should not be computerized, meaning, the applicant should have his/her picture taken while holding his/her written name tag.

**Assessment fee of Php100.00 payable to DOST**

(In the event that the applicant is unable to personally pay the assessment fee, a postal money order borne in the name of DEPARTMENT OF SCIENCE AND TECHNOLOGY may be sent to the PD 997 Secretariat together with the other documentary requirements.)

**Five (5) copies of each of the following documents:**

- Duly certified statement of duties and responsibilities
- Original and photocopies (5) of transcript of records and diploma of undergraduate, graduate, post-graduate studies, as applicable
- Recommendation from head of office or school on the application for PD 997 eligibility, which shall include a statement regarding his/her assessment of the applicant's research or teaching proficiency
- List of S&T subjects taught/being taught at the college level in one's field or field of specialization and the duration of teaching said subjects, duly certified by the Dean of the school

Other documents such as:

- Published research paper/technical reports for concluded scientific research, or progress reports for researches still in progress. The reports must be certified as true copy by authorities to whom the original copies were submitted.
- Certification of research proficiency indicating the title of scientific research project/s the applicant has participated in and the duration and nature of participation and/or responsibilities of the applicant in the research project
- Certificate of patented invention if available