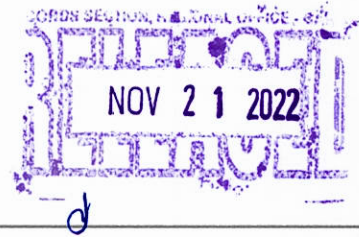




Republic of the Philippines
Department of Education
CARAGA REGION



November 21, 2022

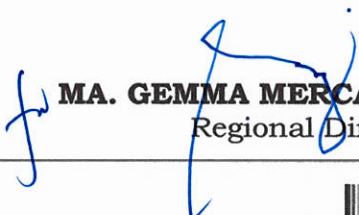
REGIONAL MEMORANDUM

No. 1032, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

OPENING OF THE APPLICATIONS FOR THE 2023 DEPARTMENT OF
SCIENCE AND TECHNOLOGY – SCIENCE EDUCATION INSTITUTE
(DOST-SEIT) UNDERRADUATE SCHOLARSHIP PROGRAM

1. The Department of Science and Technology - Science Education Institute (DOST-SEI) is pleased to announce the opening of the applications for its 2023 scholarship program.
2. The program is open to all graduating Science, Technology, Engineering and Mathematics (STEM) Grade 12 students and to the top five percent (5%) non-STEM students based on their Grade 11 standing.
3. Application period is open from **September 19, 2022 up to December 02, 2022**. Applications are accepted via online through the link **<https://ugrad.science-scholarships.ph>**. Qualifying examination will be held on **March 11 – 12, 2023**.
4. Anent to this, the Offices of the Undersecretary and Assistant Secretary for Governance and Field Operations request for the **immediate facilitation and issuance of the Forms 137 or 138 of all scholarship applicants**.
5. Please refer to the attached national memorandum and other pertinent documents for your reference.
6. For more information, please contact Ms. Ma. Nerissa M. Nicolas at 09569202752 or through email at mmnicolas@sei.dost.gov.ph.
7. Immediate dissemination and appropriate action for this memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director



Address: J.P. Rosales Avenue,
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Encls.: As stated

Reference: OASFGO No. 2022 - 064

To be indicated in the Perpetual Index
under the following subjects:

LEARNING AND DEVELOPMENT SCHOLARSHIP

HRD/ea/c
11/21/2022



Republic of the Philippines
Department of Education
OFFICE OF THE ASSISTANT SECRETARY
FOR GOVERNANCE AND FIELD OPERATIONS

OASGFO No. 2022-064

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary
Governance and Field Operations


FRANCIS CESAR B. BRINGAS
Assistant Secretary
Governance and Field Operations

SUBJECT : **Opening of the Applications for the 2023 DOST-SEI Undergraduate Scholarship Program and Facilitation of the Issuance of Forms 137 or 138**

DATE : **November 3, 2022**

This Office respectfully endorses the attached letter from Dr. Renato U. Solidum, Jr., Secretary, Department of Science and Technology (DOST), dated September 15, 2022, which was received by this Office on November 2, 2022, regarding the opening of the applications for the 2023 DOST-SEI Undergraduate Scholarship Program.

As stated in the letter, the scholarship program is open to all graduating Grade 12 STEM students and to all graduating Grade 12 Non-STEM students who are among the upper 5% of the class based on their Grade 11 standing. Moreover, the application period will be open from September 19, 2022 until December 2, 2022. Online applications are accepted through <https://ugrad.science-scholarships.ph>. Furthermore, the qualifying examination will be held on March 11-12, 2023.

For queries and concerns, kindly contact Ms. Ma. Nerissa M. Nicolas at 09569202752 or email at mmnicolas@sci.dost.gov.ph. Likewise, kindly see attached file for further information.

In view of the aforementioned, this Office respectfully requests for the **immediate facilitation and issuance of the Forms 137 or 138 of all scholarship applicants.**

For immediate compliance and wide dissemination.

Copy Furnished:

RENATO U. SOLIDUM JR.

Secretary

Department of Science and Technology

MA. NERISSA M. NICOLAS

Senior Science Research Specialist

Department of Science and Technology

Science and Technology Scholarships Division

mmnicolas@sci.dost.gov.ph

09569202752

OFFICE OF THE SECRETARY

Department of Education

osec@deped.gov.ph



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



15 September 2022

HON. SARA Z. DUTERTE-CARPIO

Vice President and Secretary
Department of Education
Pasig City

Attention: ATTY. REVSEE A. ESCOBEDO
Undersecretary
Governance and Field Operations
Department of Education

Dear Vice President Duterte-Carpio:

The Department of Science and Technology - Science Education Institute (DOST-SEI) is pleased to announce the opening of application to the **2023 DOST-SEI Undergraduate Scholarship Program**. This scholarship program is open to all the graduating Grade 12 STEM strand students and the graduating Grade 12 Non-STEM strand students who are among the upper 5% of the class based on their Grade 11 standing.

The application period will run from September 19 until December 2, 2022. Application can be done online through the following link: <https://undergrad.science-scholarships.ph>. The qualifying examination is scheduled on March 11 and 12, 2023. Attached is a primer of the said scholarship program.

In the last two years, the DOST-SEI did not conduct a qualifying scholarship examination due the COVID-19 pandemic. Proxy indicators were used to identify the scholarship qualifiers. One of these indicators is the applicant's grades from Grade 9 until Grade 11. An applicant is required to submit a copy of his/her Form 137 or Form 138 issued by the school.

To facilitate the release of the said form, the DOST-SEI sought the assistance of your Office for its issuance in 2021. We are truly grateful for the assistance your Office extended to our applicants in completing their requirements.

In view of this, and in anticipation of the possibility of not conducting the examination should the COVID 19 alert level heighten at around the time of the examination, may we again request the assistance of your Office in the dissemination of the scholarship application and the facilitation of the issuance of Form 137 or Form 138 to our scholarship applicants. For any inquiry regarding our request, our staff, **Ms. Ma. Nerissa M. Nicolas**, may be contacted at mmnicolas@sei.dost.gov.ph and at 09569202752.

Thank you for your continued support to our S&T scholarship programs!

Very truly yours,

RENATO U. SOLIDUM JR.

Secretary
Department of Science and Technology

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SEI-22-00354

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Fax No. : OSEC (+632) 8837-2937; Records (+632) 8837-7493

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2023 DOST-SEI UNDERGRADUATE SCHOLARSHIPS

WHO CAN APPLY FOR THE UNDERGRADUATE SCHOLARSHIPS?

- 1.1 Graduating Grade 12 male and female students in SY 2022-2023:
 - a. STEM STRAND: All students belonging to the STEM class
 - b. NON-STEM STRAND: Must be in the top 5% of the graduating class
- 1.2 Graduate of Grade 12 before SY 2022-2023 and did not enroll in college yet:
 - a. STEM STRAND: All students belonging to the STEM class
 - b. NON-STEM STRAND: Must be in the top 5% of the graduating class
- 1.3 Graduate of high school before the K-12 Program. Must belong to the top 5% of the graduating class.
2. Must have grades in Grades 9, 10, and 11.
 - 2.1 The scores in the Philippine Education Placement Test Certificate of Rating is acceptable if you skip a grade.
 - 2.2 For ALS completer: Philippine Equivalency Placement Test or Accreditation and Equivalency Test Certificate of Rating; OR Presentation of Portfolio Assessment Certificate of Completion.
3. Must be natural-born Filipino citizen.
4. Must be of good moral character and in good health.
5. May have taken the DOST-SEI Undergraduate Scholarship Examination but did not qualify for the scholarship; OR may have qualified for the DOST-SEI Undergraduate Scholarship but did not avail of the award; OR have not taken any DOST-SEI Undergraduate Scholarship Examination.
6. Must **NOT** be enrolled in college or have earned college units or post-high school vocational units.

WHEN TO APPLY?

Start of Online Application Period	19 September 2022
Last Day of Online Application and Uploading of Requirements	2 December 2022
Schedule of Qualifying Examination	11 and 12 March 2023

IMPORTANT!

Valid Email Address

You will need a valid email address for logging in to your application account and for receiving notifications about your application status and results. Please check and double check that you enter the correct email address.

- Please make sure that the email address you intend to register in order to file your application has not been compromised in a data breach.
- To ensure security of your data, you are **encouraged** to use secured e-mail accounts preferably one that has two-step verification.

- You will be advised on the status of your application and other announcements relative to your application through the email account that you use during registration.

Working Mobile Number/s

Please provide a working mobile number by which you can be contacted should there be a need to, relative to your application. _____

Security of Access Credentials

You will be assigned an Application ID. This, with pertinent personal data, shall serve as your access credential to the DOST-SEI Undergraduate Scholarship E-Application System. Please keep your access credentials secure.

No to Multiple Accounts!

Do not create multiple accounts. These will cause delay in accessing your application forms.

Stable Internet Connection

When you are ready with all the information you need to fill out your E-Application and the documents that needed to be uploaded, make sure you have a stable internet connection.

DOCUMENTS TO PREPARE PRIOR TO FILING YOUR DOST-SEI UNDERGRADUATE SCHOLARSHIPS APPLICATION

Download Scholarship Forms C-I here: <https://www.science-scholarships.ph/>

	DOCUMENT		FORM	SPECIAL INSTRUCTIONS
1	Certificate of Good Moral Character		C	1. Print each form in an A4 size bond paper. 2. Have these forms accomplished by the proper authorities/ officials/ persons as indicated in each form. 3. Make sure that each form is completely signed. 4. Scan or take picture of each accomplished form and save file. 5. Name each file: (Surname-Form __) when saving it. 6. Submit each form using the Upload Module in the E-Application System. Use
2	Certificate of Good Health		D	
3	Principal's Certification	Applicant who is Grade 12 Graduating/Graduated student in the STEM strand	E1	
		Applicant who is Grade 12 Graduating/Graduated student in NON-STEM strand and belongs to the upper 5% of the class	E2	
		Applicant who is attending homeschool	E3	
		Applicant who is under the Alternative Learning System	E4	
		Applicant who graduated in High School before the K-12 program and belongs to	E5	

	DOCUMENT	FORM	SPECIAL INSTRUCTIONS
	the upper 5% of the graduating class		the appropriate upload field for each file. 7. Ensure that the files uploaded are correct and complete.
4	Certificate of Residency	F	
5	Parent's Certification – Applicant has no pending immigration application to another country	G	
6	Applicant's Certification – If applicant has taken the DOST Scholarship Examination prior to this application	H	
7	Applicant's Certification of No Post-Secondary Units	I	
8	Signed Declaration of Applicant and the Parent/Legal Guardian	J	
9	Certified Copy of Permanent Student Record (Form 137) or Report Card (Form 138) for Grades 9, 10 and 11 OR		Must be duly signed by the School Principal/University Registrar.
	Philippine Equivalency Placement Test Certificate of Rating OR		Must be submitted by applicants who skipped a Grade Level by taking this exam.
	For Grades 9 and 11: Accreditation and Equivalency Test Certificate of Rating OR Presentation Portfolio Assessment Certificate of Completion For Grade 10: Certificate of Completion from ALS teacher		Must be submitted by an ALS completor applicant
10	Recent picture, passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches) ¹		1. Must show face of the Applicant, 80% of the picture. 2. Must be colored, with white background. 3. With the name tag (approximately positioned 1 inch or 2.54 cm below the chin): Full name, handwritten- First Name, Middle Initial, Last Name, and Extension Name, if any (e.g. JUAN C. DELA CRUZ, JR.), and signature over printed name. 4. Taken within the last three (3) months prior to filing of application.

	DOCUMENT	FORM	SPECIAL INSTRUCTIONS
11	Birth Certificate		Readable copy. May be issued by the PSA, NSO or the Municipal Registry Office.
12	Parent/s or Legal Guardian's 2021 Income Tax Return / BIR Form 1701 / Employment Contract for OFW / BIR Certificate of Exemption from Filing of ITR / Certificate of Indigency / Certificate of Employment with Compensation / Proof of Pension		• Clear, signed copy. • Annual Gross Income must be clearly indicated in the document². • The particular document depends on the parent's class of worker³.
13	Notarized Affidavit of Guardianship		Must be submitted if the applicant is not living together with either of the parents.

¹Sample Picture

²Sample ITR

³Class of Workers

WHAT INFORMATION SHOULD YOU KNOW BEFORE FILING YOUR E-APPLICATION?

1. Father's Annual Gross Income
2. Mother's Annual Gross Income
3. If Legal Guardian is supporting Applicant, Legal Guardian's Annual Gross Income
4. If family receives contribution from outside source: the giver, the amount of the contribution and the purpose of the contribution
5. If family owns agricultural land: how many hectares
6. If family owns vehicle: type, year and model
 - Type: Ex. tricycle, passenger jeep, owner jeep, car, van
 - Year and Model: Ex. 2021 Toyota Revo

STEPS IN FILLING OUT THE UNDERGRADUATE E-APPLICATION:

When you have all the necessary documents, completely accomplished and scanned or have pictures of these; and know the above-mentioned information, you are now ready to access the DOST-SEI Undergraduate Scholarships E-Application System via this link: <https://www.science-scholarships.ph/>.

When filling out the required information, please make sure that the names and the words are spelled correctly.

STEP 1	Register using a valid e-mail address. An email will be sent to you for verification.
STEP 2	• Access the link provided in the email sent to you and answer the questions in the Eligibility Module. • If you are NOT ELIGIBLE to apply for the scholarship, you will receive a Notice of Disqualification in your email.
STEP 3	If you are ELIGIBLE to apply for the scholarship, you can proceed to the next modules: • Personal Data • Contact Information • Family Data • Financial Contribution • Household Information Questionnaire • School and Grades • Upload Documents a. The system accepts .jpeg, .png, .bmp, and .pdf file types only. b. The system accepts multiple files up to 5MB per upload. Ex. You took a photo of each of the 3 pages of your Transcript of Records. As a result, you need to upload 3 different files for the same requirement. To upload it, you need to click the Upload File button and select all the files to be submitted. After selecting the files, a preview is also available for you to see if you have selected the correct and complete files. Once you are sure that you have selected the correct and complete files, you may now click the Upload button. c. You may press the Preview button to check the files you submitted after uploading it. If in the event that you have uploaded an incorrect file or incomplete files, you need to repeat the uploading process and upload the correct and complete files to overwrite the previously uploaded document/s.
STEP 4	Make sure that you have accomplished all the modules completely with true information and correct spellings and uploaded all the required documents before you press the SUBMIT button. You can no longer make any change in the information you provided in your application once submitted.
STEP 5	Selection of Test Center Location Only the successful applicants will be able to select their test center location preference; whether it is near the permanent address, current address, or school address. This preference will be the basis on the location where you will be assigned to take the qualifying examination. You can no longer make changes in your test center location preference once submitted, so it is important

that you really take into consideration your possible whereabouts on the date of the examination.

ISSUANCE OF TEST PERMIT

The pen and paper examination is scheduled on March 11 and 12, 2023. The qualified Applicant will be issued a Test Permit where his/her test center and test session and other pertinent information relative to the examination will be indicated. This will be sent to the Applicant's registered email address sometime on February 27 – March 3, 2023.

ADMISSION OF EXAMINEES

The Examinee shall be required to present his/her vaccination card or negative antigen test result, administered within 48 hours before the scheduled examination.

IMPORTANT !!!

If and when the COVID 19 alert level will be heightened at around the time of the examination per advisory from Inter-Agency Task Force for the Management of Emerging Infectious Diseases, the conduct of the pen and paper examination may be cancelled. In this event, proper communication will be sent to the Applicant's registered email address.

ANNOUNCEMENT OF SCHOLARSHIP QUALIFIERS

Check the SEI website: <https://sei.dost.gov.ph> for the announcements of the scholarship qualifiers tentatively on **May 28, 2023**. If you qualify for the scholarship, you will be sent the Notice of Award through your registered email address.