



DepEd – DIVISION OF QUEZON

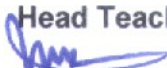
Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: All Public Schools District Supervisors, Secondary School Principals, TICs and Head Teachers

FROM:  **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

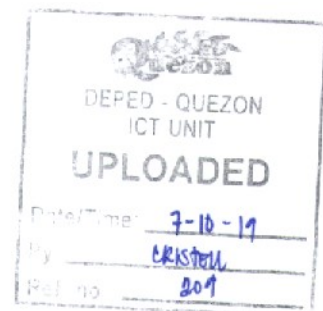
SUBJECT: Dissemination and Distribution of Department of Science and Technology Examination Application Forms for STEM and NON-STEM SHS Students.

DATE : July 7, 2019

Attached herewith is the communication from the Department of Science and Technology with regards to the 2020 DOST Science and Technology Undergraduate Scholarship Program. The program is open to STEM and NON-STEM Senior High School Strands.

The informational package which includes letters, application forms and brochures are ready for pick-up at the Records Section.

For your information, guidance and widest dissemination.



ceao07/07/2019

DEPEDQUEZON-TM-SDS-04-010-001

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)
Cell No: 09175824629





1 July 2019

DR. MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent
DEPED-Division of Quezon
Talipan, Pagbilao, Quezon

Dear Dr. Evardome:

Greetings!



Enclosed are materials on the **Science and Technology Scholarship Examination for the CY 2020 DOST Science and Technology Undergraduate Scholarship Programs** open to applicants from the STEM and Non-STEM Senior High School Strands in the province. These consist of:

- Announcement Brochure
 - Science and Technology Scholarship (RA 7687)
 - DOST-SEI Merit Scholarship
- Application Form

Due to austerity measures being implemented by our agency, we would like to request the assistance of your good office to facilitate the dissemination of the said scholarship information among: > the **upper 5% of the graduating students from Non-STEM Senior High School Strands** in your division; and > for **STEM strand high schools, all students are eligible to apply to the DOST Scholarship.**

Informational packages on the DOST Scholarship Program, which includes the letters, application forms, and brochures have been prepared for information dissemination and distribution to the principals through your Planning Unit/Section of your Division Office. We hope the DepEd Division can assist us in the distribution of application packs and in the formal announcement of the scholarship offering **through a memorandum.**

Please be informed that application forms can be obtained and accomplished and filed for submission at the DOST-Quezon Office in Lucena City, DOST IV Regional Office at Los Baños, Laguna, or at DOST-Science Education Institute in Bicutan, Taguig City.

Kindly inform the applicants from the schools, through the school's guidance counselor, to carefully browse over the program brochures, list of requirements and application forms to avoid disqualification of application. Receiving and checking of applications and pertinent attachments are ongoing.

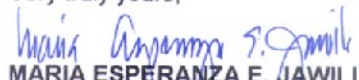
All application forms with pertinent requirements should be submitted **on or before September 6, 2019**. No applications will be received nor processed after the said date. Applicants are reminded not to beat the deadline for filing of applications. File early to give time to comply with the submission of deficient requirements.

The qualifying examination will be on **October 20, 2019** at the following testing centers:

- **Southern Luzon State University, Lucban, Quezon**
- **Philippine Normal University, Lopez, Quezon**
- **SLSU-Infanta Campus, Infanta, Quezon**
- **MSEUF-Catanauan, Catanauan, Quezon**

Thank you for your usual support in this endeavor.

Very truly yours,


MARIA ESPERANZA E. JAWILI
Provincial S&T Director

Innovative S&T Solutions and Services for a Progressive CALABARZON

Postal Address: 2/F JEMAK Building, 177 Claro M. Recto St.
Brgy. IX, Lucena City 4301

Telefax No.: +63 42 710 6232
Mobile Nos.: +63 999 573 4529/
+63 956 059 4925
+63 928 896 7848

Website: <http://region4a.dost.gov.ph>

e-mail: dostquezon@yahoo.com

FORM B – HOUSEHOLD INFORMATION QUESTIONNAIRE (HIQ)

I. HOUSEHOLD PROFILE

Profile of household members (Please include only the parents, applicant and applicant's siblings who are single, age 21 and below, live under the same roof and share in common food.) / (Ibilang ang mga magulang, aplikante at mga kapatid ng aplikante na walang asawa, may edad 21 pababa, kasalukuyang nakatira sa bahay at kasama sa inihahaing pagkain.)

Name (Put Household Head* as first in the list, include name of applicant)	Relationship to Applicant	Age	Civil Status (See codes below)	Highest Educational Attainment (Specify grade, year or degree)	Grade or Year Attending if Currently in School	Occupation of Working Household Member	Class of Worker (See codes below)	Gross Income for the Year 2018 (in pesos)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								

*Household head usually provides the chief source of income for the family. He or she is responsible for the organization and care of the household or the person who is regarded as such by the members of the household.

Total: _____

Codes for Column 4 (civil status):

S – Single
M – Married
W – Widowed
D – Divorced/Separated
U – Unknown

Codes for Column 8 (class of worker):

A – Works for private household
B – Works for private establishment
C – Works for government agency/corporation
D – Self-employed without any employee (e.g., sari-sari store owner, dressmaker)

E – Employer in own family-operated farm/business
F – Works with pay on own family-operated farm/business
G – Works without pay on own family-operated farm/business
H – Unemployed (e.g. housewife)

II. FINANCIAL CONTRIBUTION

If both parents are unemployed, do you have any sibling/s or relative/s other than those named in the (I.) Household Profile (whether here or abroad) who contribute in meeting your family and school expenses? Yes No

Purpose of Financial Contribution (e.g., educational assistance)	Relationship of Contributor to Applicant (e.g., brother who is an OFW)	Frequency of Contribution (see codes below)	Annual Contribution (In pesos)

Codes for Column 3 (Frequency of Contribution): A – Monthly B – Quarterly C – Semi Annual D – Annual E – Irregular

Total: _____

Total Annual Household Gross Income in 2018 (I. Household Profile + II. Financial Contribution)

₱ _____

Paalala:

- Ang may sariling negosyo o/at ang mga kumikitang miyembro ng pamilya ay kailangang magbigay ng kopya ng Income Tax Return (ITR) o W-2 para sa taong 2018.
- Kung ang taunang kita ng mga kumikita sa pamilya ay hindi nakatakda (no fixed income), magpasa ng kopya ng BIR Certification of Exemption ng pag file ng ITR.
- Kung ang kumikita sa pamilya ay walang employer, magpasa ng kopya ng BIR Certification of Exemption ng pag file ng ITR o Certification of Indigency.

III. OTHER HOUSEHOLD INFORMATION

Electric Consumption for the last Three Months:

Month 1: kwh	Month 2: kwh	Month 3: kwh	Does your family share electricity with other families? <input type="checkbox"/> Yes <input type="checkbox"/> No
			If yes, please accomplish the Certificate of Electric Sharing

CERTIFICATE OF ELECTRIC SHARING

This is to certify that _____ families are sharing in the payment of electric bills under the name of _____
(No. of families sharing) _____ with address _____

They are paying the following amount:

Name of Family Heads*	Amount (in pesos)			Signature of Family Heads
	Month 1	Month 2	Month 3	
1.				
2.				
3.				
4.				
5.				

Certified True and Correct:

Printed Name & Signature of Barangay Official
Date: _____

*Indicate in the first number the name of applicant's parent.

Ownership of the housing unit:

Owned, Fully Paid Rented Others, pls. specify
 Owned, Amortized Rent free/living with relatives

If rented, how much is the monthly rental?

If amortized, how much is the monthly amortization?

Does your family own agricultural land or non-residential land? Yes No

If yes, what is the lot area in _____ sq. m.

Does your family own vehicle/s? Yes No

Type	No. of working units	Year Model (ex. 2000, 2008)	Make (ex. Honda, Suzuki, Toyota)
Tricycle			
Passenger vehicle (e.g. Jeepney, Van, etc.)			
Car/AUV/SUV			
Truck/Bus			

FORM C – CERTIFICATE OF GOOD MORAL CHARACTER

TO WHOM IT MAY CONCERN:

This is to certify that _____ has consistently maintained good moral character,
(Name of Applicant)
there having no disciplinary action taken against him/her as of the date of application.

Printed Name & Signature of Principal/Guidance Counselor
Date: _____

NOTE: Failure to maintain good moral character before the award of the scholarship shall cause forfeiture thereof. DOST-SEI may require another certification before the signing of the Scholarship Agreement should the applicant qualify.

FORM D – CERTIFICATION OF GOOD HEALTH

TO WHOM IT MAY CONCERN:

This is to certify that I have examined _____ and found that he/she is FIT to study.
(Name of Applicant)

Medical Doctor/School Physician's Printed Name & Signature
License No.: _____
Date: _____

FORM E1 – PRINCIPAL'S CERTIFICATION (For Applicant from the STEM Strand)

TO WHOM IT MAY CONCERN:

This is to certify that _____ is a candidate for the **Grade 12** graduation under the
(Name of Applicant)
STEM Strand of the _____ for the SY 2019-2020.
(Name of School/Address)

Printed Name & Signature of Principal
Date: _____

FORM E2 – PRINCIPAL'S CERTIFICATION (For Applicant from the NON-STEM Strand)

TO WHOM IT MAY CONCERN:

This is to certify that _____ is a candidate for the **Grade 12** graduation under the
(Name of Applicant)
NON-STEM Strand for the SY 2019-2020 and is classified within the **upper five percent** of _____ students in the graduating class.
(Total Number of Graduating Students)

*NOTE: Please certify based on applicant's academic standing as of grade 11
(i.e., top 5% of his/her class)*

Printed Name & Signature of Principal
Date: _____

FORM F – CERTIFICATE OF RESIDENCY (For RA 7687 Applicants only)

TO WHOM IT MAY CONCERN:

This is to certify that _____ is a bonafide resident of
(Name of Applicant)
_____ for **not less than 4 years**.
(Permanent Address)

Printed Name & Signature of Barangay Official/Principal
Date: _____

FORM G – PARENT'S CERTIFICATION

This is to certify that my son/daughter, _____, has no pending application for
(Name of Applicant)
immigration to the USA or any other country.

Printed Name & Signature of Parent
Date: _____

FORM H – APPLICANT'S CERTIFICATION

This is to certify that the undersigned has (Check all that apply):

- NOT taken any previous DOST-SEI Undergraduate Scholarship examination.
- Taken the DOST-SEI Undergraduate Examination but did not qualify for the scholarship.
- Qualified for the DOST-SEI Undergraduate Scholarship but did not avail of the award.
- NOT earned any post-secondary or undergraduate units.

Noted by: _____
 Printed Name & Signature of Parent or Guardian
 Date: _____

 Printed Name & Signature of Applicant
 Date: _____

FORM I – SIGNED DECLARATION BY APPLICANT AND THE PARENTS/LEGAL GUARDIAN:

I/We hereby certify to the truthfulness and completeness of information provided. Any misinformation or withholding of information will automatically disqualify my/our son/daughter from the DOST-SEI Science and Technology Undergraduate Scholarship Program. I/we are also willing to refund all the financial benefits received plus the appropriate interest if such misinformation is discovered after my/our child accepted the award.

In connection with this application for scholarship, I/we hereby authorize the DOST-SEI designated representative to conduct a background check on the family's socio-economic status and to visit our family dwelling.

Moreover, I/we hereby express my/our consent for the Science Education Institute of the Department of Science and Technology (SEI-DOST) to collect, record, organize, update or modify, retrieve, consult, use, consolidate, block, erase or destruct my personal data for the preparations of the publication of the list of scholarship qualifiers and as inputs for decision making in policy formulation relative to the DOST-SEI scholarship programs. I/We hereby affirm my/our right to be informed, object to processing, access and rectify, suspend or withdraw my/our personal data, and be indemnified in case of damages pursuant to the provisions of the Republic Act No. 10173 of the Philippines, Data Privacy Act of 2012 and its corresponding Implementing Rules and Regulations.

Applicant's Signature _____ Date Signed _____
 Over Printed name _____

Father's Signature _____ Or Mother's Signature _____ Or Legal Guardian's Signature _____
 Over Printed name _____ Over Printed name _____ Over Printed name _____

For DOST SEI/RO Staff use only : Checklist of Documents Submitted

- Form A – Personal Information
- Form B – Household Information Questionnaire (for RA 7687 Applicants only)
- Form C – Certificate of Good Moral Character
- Form D – Certification of Good Health
- Form E1 – Principal's Certification (For Applicant from the STEM Strand)
- Form E2 – Principal's Certification (For Applicant from the NON-STEM Strand)
- Form F – Certificate of Residency (For RA 7687 Applicants only)
- Form G – Parent's Certification (If no pending application for immigration)
- Form H – Applicant's Certification
- Form I – Signed Declaration by Applicant and the Parent/s/Legal Guardian
- Two recent (1" x 1") pictures
- Photocopy of Birth Certificate
- Parent/s 2018 Income Tax Return / W2 / Employment Contract for OFW / BIR Certificate of Exemption for Filing of ITR / Municipal or Barangay Certificate of Indigency (for RA 7687 Applicants only)
- Electric Bills for 3 consecutive months in 2019 (for RA 7687 Applicants only)
- Affidavit of guardianship (If with legal guardian)
- Certificate of scholarship in high school (If applicable)
- High School Statement of Account (If applicable)
- Others: _____

THIS APPLICATION FORM AND
 ATTACHED DOCUMENTS WERE
 VERIFIED FOR COMPLETENESS BY:

 Printed Name/Signature

Date of Review of Documents: _____

Date of Return of Applicant: _____

Remarks:

2020

Science and Technology Undergraduate Scholarships

Types of Scholarships

RA 7687

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.

MERIT

The DOST-SEI Merit Scholarship Program, formerly known as the NSDB or NSTA Scholarship under RA No. 2067, is awarded to students with high aptitude in science and mathematics and are willing to pursue careers in the fields of science and technology.

STUDY PLACEMENT

- State Universities and Colleges (SUC)
- CHED identified Centers of Excellence (COE) or Centers of Development (COD) for the S&T programs covered under the DOST-SEI Undergraduate Scholarships
- Institutions with FAAP Level III Accreditation

S&T Programs Covered Under the DOST-SEI Undergraduate Scholarships

Aeronautical Engineering	Ceramics Engineering	Industrial Design	Medical Laboratory Science/Medical Technology
Aerospace Engineering	Chemical Engineering	Industrial Engineering	Metallurgical Engineering
Agribusiness Management	Chemistry	Industrial Management Engineering-Information Technology ³	Meteorology
Agricultural and Biosystems Engineering	Chemistry with Applied Computer Systems	Industrial Pharmacy	Microbiology
Agricultural Biotechnology ¹	Chemistry with Materials Science and Engineering	Information and Communications Technology	Mining Engineering
Agricultural Chemistry	Civil Engineering	Information System	Molecular Biology & Biotechnology
Agricultural Economics	Community Nutrition	Information Technology	Nutrition
Agricultural Engineering	Computer Engineering	Information Technology Systems	Nutrition and Dietetics
Agricultural Technology	Computer Science	Instrumentation and Control Eng'g	Packaging Engineering
Agriculture	Doctor of Veterinary Medicine	Life Sciences	Petroleum Engineering
Animal Science	Electrical Engineering	Management Information Systems ²	Pharmaceutical Sciences
Applied Mathematics	Electronics and Communications Engineering/Electronics Engineering	Manufacturing Engineering	Pharmacy (4-year program)
Applied Mathematics major in Mathematical Finance ²	Environmental Science	Manufacturing Engineering-Management-Biomedical Engineering ¹	Pharmacy major in Clinical Pharmacy (5-year program)
Applied Physics	Fisheries	Manufacturing Engineering-Mechatronics and Robotics ³	Physics
Applied Physics with Applied Computer System	Food Technology	Marine Biology	Psychology ⁴
Applied Physics with Materials Science and Engineering	Forestry	Marine Science	Public Health
Applied Statistics	Geodetic Engineering	Materials Engineering	Science Teaching (Biology, Chemistry, Physics, Physical Science, Biology and Chemistry)
Astronomy Technology	Geography	Mathematics	Statistics
Bachelor of Library and Information Science	Geology	Mathematics and Science Teaching	1st UP System only 24 years, ADMU 3rd DLSU only 4-BS Program
Bachelor of Secondary Education major in Science	Geothermal Engineering	Mathematics Teaching	
Biochemistry	Health Science	Mechanical Engineering	
Biology	Human Biology	Mechatronics Engineering	

RETURN OF SERVICE CONDITION

Upon completion of the S&T program, the scholar-graduate shall render return service in the country on a full-time basis, preferably in his/her home region, and preferably along his/her field of specialization, for a minimum period equivalent to the length of time he/she enjoyed the scholarship.

INSTRUCTIONS:

1. Make sure you have read the attached brochure about the DOST-SEI S&T Undergraduate Scholarship Programs.
2. Accomplish the Application Form completely with the necessary signatures.
3. Put the accomplished Application Form and all the documentary requirements in a long brown envelope.
4. Fill-out the detachable label below and paste it on the upper left hand corner of the long brown envelope.
5. Submit the brown envelope with the complete requirements to DOST-SEI; or the DOST Regional Office or the Provincial Science and Technology Center nearest you on or before **6 September 2019**.
6. When your application is in order, you will be issued a Test Permit and a Primer.

(Detachable Label)

2020 DOST-SEI S&T Undergraduate Scholarship

Name of Applicant: _____

TCC/ Application No.: _____ (to be filled up by DOST)

Submit your application early to avoid the long queues on the day of the deadline.

A. General Criteria of Eligibility	RA 7687	MERIT
• Natural-born Filipino citizen;	✓	✓
• Poor, talented and deserving student who belongs to a family whose socio-economic status does not exceed the set values of certain indicators;	✓	✗
• Member of the STEM Strand senior high school graduating class, OR	✓	✓
• Member of the top five percent (5%) of the Non-STEM Strand senior high school graduating class;	✓	✓
• Resident of the municipality for the last 4 years as attested by the barangay chairman;	✓	✗
• Of good moral character and in good health; and	✓	✓
• Qualifier of the 2020 S&T Scholarship Examination	✓	✓
B. Scholarship Privileges		
Tuition and other school fees	P40,000.00 per Academic Year	
Book Allowance	P10,000.00 per year	
MSP/PE uniform (1st Semester of First Year only)	P1,000.00	
Group Insurance	Premium	
Transportation Allowance (for those studying outside of home province)	1 economy-class roundtrip fare	
Monthly Living Allowance	P7,000.00 per month	
Summer Allowances (if required per curriculum)		
• Tuition and other school fees	P500.00 (to submit O.R.)	
• Book Allowance		
• Monthly Allowance	2 months	
Graduation clothing allowance	P1,000.00	
C. Items to be Submitted		
• Form A: Personal Information	✓	✓
• Form B: Household Information Questionnaire	✓	✗
• Form C: Certificate of Good Moral Character	✓	✓
• Form D: Certificate of Good Health	✓	✓
• Form E1: Principal's Certification that applicant belongs to the senior high school STEM strand Class	✓	✓
• Form E2: Principal's Certification that applicant belongs to the upper 5% of the NON-STEM strand senior high school graduating class	✓	✓
• Form F: Certificate of Residency	✓	✗
• Form G: Parent's Certification	✓	✓
• Form H: Statement of applicant that he/she has not taken any previous DOST-SEI Undergraduate Scholarship Examination and any undergraduate units or post secondary course (in case applicant has already graduated from senior high school)	✓	✓
• Form I: Signed Declaration by Applicant and the Parent/Legal Guardian	✓	✓
• Two recent (1" x 1") pictures	✓	✓
• Photocopy of Birth Certificate	✓	✓
• Parent's 2019 Income Tax Return / W2 / Employment Contract for OFW / BIR Cert. of Exemption from Filing of ITR / Brgy. Cert. of Indigency	✓	✗
• Electric bill for the recent 3 consecutive months	✓	✗
• Non-refundable test fee of P200.00	✗	✓

D. Examination Coverage

This scholarship examination is designed to measure abilities that determine academic and professional success in science, technology, engineering, and mathematics. The test includes the following domains: Logical Reasoning, Science, Mathematics, English, Mechanical-Technical and a Self-Inventory.

E. Selection Criteria

The awardees shall be selected on the basis of their performance in the 2020 S&T Undergraduate Scholarship Examination.

F. Final Selection

The list of awardees as approved and announced by the DOST Secretary is final and unappealable.

G. Terms and Conditions

- An awardee must seek admission in any of the S&T programs covered under the DOST-SEI Undergraduate Scholarships in any of the following:
 - State universities and colleges;
 - Tertiary institutions identified as Centers of Excellence or Centers of Development by CHED or Level III accredited by FAAP for the S&T programs covered under the DOST-SEI Undergraduate Scholarships;
 - DOST-SEI identified network institutions.

He/She should pass the qualifying examination for admission to the university where he/she plans to enroll in.

- An awardee shall comply with the terms of the Scholarship Agreement to be entered into between himself/herself, parents or legal guardian and the DOST-SEI.
- After signing the Scholarship Agreement, the awardee's name shall be included in the lists of scholars needing clearance from DOST-SEI forwarded to the appropriate government agency/ies for tracking purposes.
- An awardee shall maintain the grade requirements of the scholarship.
- Scholarship qualifiers who come from the non-STEM Strand, may avail of the scholarship effective the First Semester of AY 2020-2021 as long as they are admitted in any of the S&T programs covered under the DOST-SEI Undergraduate Scholarships in a university that meets the study placement requirement.

H. Securing / Filing Application

- The application form can be obtained at the Science Education Institute, 2nd Level, Science Heritage Bldg., DOST Cmpd., General Santos Ave., Bicutan, Taguig City, Metro Manila; DOST Regional Offices; Provincial Science and Technology Centers (PSTC) or Offices of the Congressmen and Senators. It can be downloaded at www.sei.dost.gov.ph.
- Accomplished form can be filed at the Science Education Institute, or DOST Regional Office/PSTC nearest to the applicant's school or home address.

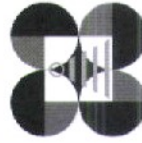
Deadline for Filing of Application:

September 6, 2019

Date of Examination:

October 20, 2019

- The Test Permit shall be mailed to the applicant/s or school principal for distribution to the applicants. In case the test permit is not received within the week before the examination day, the applicant may inquire from the DOST Regional Office / PSTC and check the nearest designated test center a day before the examination.



Department of Science and Technology
SCIENCE EDUCATION INSTITUTE
 1st and 2nd Levels, Science Heritage Bldg.,
 DOST Compound, General Santos Ave., Bicutan, Taguig City
 Contact nos. (02) 839-0083, (02) 837-1333, 837-2071 loc. 2382
www.sei.dost.gov.ph

CY2020 SCIENCE AND TECHNOLOGY SCHOLARSHIPS (RA 7687)

ITEMS TO BE SUBMITTED:

1- APPLICATION FORM, inclusive of:

- a- Personal Information (Form A)
 - b- Household Information Questionnaire (Form B)
 - c- Certification of Good Moral Character from Guidance Counselor Or Principal (Form C)
 - d- Certification of Good Health from Medical Doctor/School Physician (Form D)
 - e- Certification from High School Principal on the following:
 - That the applicant belongs to the **senior high school STEM strand class** (Form E-1), or
 - That the applicant belongs to the **upper 5% of the total Non-STEM strand senior high school graduating class** (Form E-2)
 - f- Total number of candidates for graduation
 - g- Certification of Residency from Barangay Captain (Form F)
 - g- Certification of Parent that Applicant has no pending application as immigrant to any other country (Form G)
 - h- Certification of Applicant (Form H) that he/she:
 - Has not taken any previous DOST-SEI Undergraduate Scholarship Examination;
 - Taken the DOST-SEI Undergraduate Scholarship Examination but did not qualify for the scholarship;
 - Qualified for the DOST-SEI Undergraduate Scholarship Examination but did not avail of the award;
 - Not earned any post-secondary or undergraduate units
 - i- Signed Declaration of Applicant and the Parents/Legal Guardian to the truthfulness and completeness of information provided in the application (Form I)
 - j- Two recent identical photographs (1"x1") within the month of application, one to be attached to the DOST-SEI Information Sheet and the other to the Test Permit.
- 2- Birth Certificate of applicant [CLEAR PHOTOCOPY; PLEASE PRESENT ORIGINAL COPY)
- 3- Parents' CY2018 Income Tax Returns (ITR) or W2, if employed or self-employed (PHOTOCOPY; PLEASE PRESENT ORIGINAL COPY)

- OR CY2018 BIR Tax Exemption Certificate of parents who are exempted from filing of income tax return (ORIGINAL COPY or CLEAR PHOTOCOPY)

IMPORTANT:

Please attach **SWORN STATEMENT OF PARENTS' OCCUPATION & INCOME**, duly signed by the Municipal Mayor with official seal (May Use DOST-Quezon SCHO Form2A or Form2B) (ORIGINAL COPY REQUIRED).

- The joint affidavit/sworn statement should be made in duplicate, i.e. 1 copy to be submitted to BIR Revenue District Office for the issuance of the Tax Exemption Certificate; and 1 copy to be attached to the DOST Scholarship application.
 - If both parents are living and are not tax filers, BIR Tax Exemption Certificate should always be in the name of the father, not the mother.
- 4- Detailed Assessment Form/Statement of Account for Tuition and Other School Fees Paid during Senior Year High School of applicant, duly signed by the School Registrar (May Use DOST-Quezon SCHO Form3A or Form3B)
- 5- Electric Bill for the months of May, June, & July 2019 [CLEAR PHOTOCOPY, BRING ORIGINAL BILL FOR VALIDATION]
- Please attach **BARANGAY CERTIFICATION OF ELECTRIC BILL ADDRESSEE** (ORIGINAL COPY), if the bill is not addressed to any of the parents, a Barangay Certification is necessary as to the relationship of the parent to the bill addressee and why. In case of cost sharing indicate the percentage (%) share, the corresponding KWH used and amount paid. (May Use DOST-Quezon SCHO Form4A)
 - Please attach **MERALCO/QUEZELCO CERTIFICATION**, if the May, June, & July 2019 bills were lost, request for Certification indicating monthly KWH used and the corresponding cost.
 - Please attach **BARANGAY CERTIFICATION OF NO ELECTRIC POWER CONNECTION** if your household has no electric power connection (May Use DOST-Quezon SCHO Form4B)
- 6- Affidavit of Guardianship, if parents are deceased, or if guardian will sign the application form

PLEASE READ THIS TO BE GUIDED PROPERLY ON DOCUMENTARY REQUIREMENTS

CY2020 DOST-SEI MERIT SCHOLARSHIPS

ITEMS TO BE SUBMITTED:

- 7- APPLICATION FORM, inclusive of:
- a- Personal Information (Form A)
 - b- Household Information Questionnaire (Form B) [Optional]
 - c- Certification of Good Moral Character from Guidance Counselor Or Principal (Form C)
 - d- Certification of Good Health from Medical Doctor/School Physician (Form D)
 - e- Certification from High School Principal on the following:
 - That the applicant belongs to the **senior high school STEM strand class** (Form E-1), or
 - That the applicant belongs to the **upper 5% of the total Non-STEM strand senior high school graduating class** (Form E-2)
 - Total number of candidates for graduation
 - f- Certification of Residency from Barangay Captain (Form F) [Optional]
 - g- Certification of Parent that Applicant has no pending application as immigrant to any other country (Form G)
 - h- Certification of Applicant (Form H) that he/she:
 - Has not taken any previous DOST-SEI Undergraduate Scholarship Examination;
 - Taken the DOST-SEI Undergraduate Scholarship Examination but did not qualify for the scholarship;
 - Qualified for the DOST-SEI Undergraduate Scholarship Examination but did not avail of the award;
 - Not earned any post-secondary or undergraduate units
 - i- Signed Declaration of Applicant and the Parents/Legal Guardian to the truthfulness and completeness of information provided in the application; etc. (Form I)
 - j- Two recent identical photographs (1"x1") within the month of application, one to be attached to the DOST-SEI Information Sheet and the other to the Test Permit.
- 2- Annual Gross Family Income for CY2018 (Form A, Family Data) [CY2018 INCOME TAX RETURN (ITR) or W2 OF PARENTS, OPTIONAL]
- 3- Detailed Assessment Form/Statement of Account for Tuition and Other School Fees Paid during Senior Year High School of applicant, duly signed by the School Registrar (May Use DOST-Quezon SCHO Form3A or Form3B)
- 4- Birth Certificate of applicant [CLEAR PHOTOCOPY; PLEASE PRESENT ORIGINAL COPY]
- 5- P200.00 Non-Refundable Test Fee
- 6- Affidavit of Guardianship, if parents are deceased, or if guardian will sign the application form

REQUIREMENTS PARA SA PAGKUHA NG CERTIFICATE OF TAX

EXEMPTION/NON-FILER SA BIR REVENUE DISTRICT OFFICES:

- 1- Certification from Barangay, kung ano ang pinagkakakitaan ng mag-asawa;
- 2- Sworn Statement ng mag-asawa from City/Municipal Mayor, kung ano ang trabaho at kinikita ng bawat isa sa isang taon;
- 3- Certification from Municipal Treasurer's Office, kung may business/negosyo o wala;
- 4- Certification from Municipal Assessor's Office, kung may real properties na pag-aari; at
- 5- Certification from BIR Collection Agent sa Munisipyo.