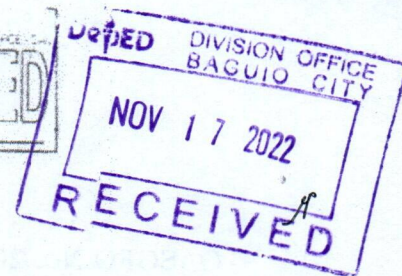
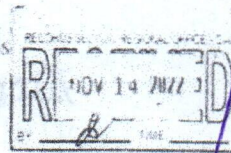




Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE ASSISTANT SECRETARY  
 FOR GOVERNANCE AND FIELD OPERATIONS

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

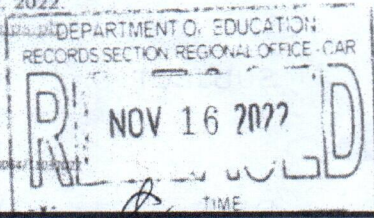
**SUBJECT : Opening of the Applications for the 2023 DOST-SEI Undergraduate Scholarship Program and Facilitation of the Issuance of Forms 137 or 138**

**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://dost-science-scholarships.ph>. Furthermore, the qualifying examination will be held on March 11-12, 2023.

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600  
 Tel. No. (02) 8634-7156 | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region

November 16, 2022

**To:** Schools Division Superintendents  
 All Schools Division Offices  
 All Others Concerned

For information, guidance, and dissemination.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/ Regional Director

For the Regional Director:

**FLORANTE E. VERGARA**  
 Director III/Asst. Regional Director

To: School Administrators, Principals & Teachers In-Charge  
 (Elementary & Secondary)  
**FOR YOUR INFORMATION & APPROPRIATE ACTION**  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
 Schools Division Superintendent

CLMD/RCA/acm/wij





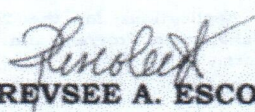
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE ASSISTANT SECRETARY  
FOR GOVERNANCE AND FIELD OPERATIONS

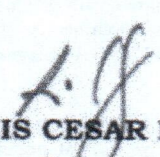


OASGFO No. 2022-064

**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@sei.dost.gov.ph](mailto:mmnicolas@sei.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

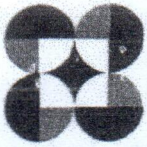
[mmnicolas@sei.dost.gov.ph](mailto:mmnicolas@sei.dost.gov.ph)

09569202752

**OFFICE OF THE SECRETARY**

Department of Education

[osec@deped.gov.ph](mailto: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](mailto: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

## 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.
4	Certificate of Residency	F	7. Ensure that the files uploaded are correct and complete.
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 <b>OR</b>		Must be duly signed by the School Principal/University Registrar.
	Philippine Equivalency Placement Test Certificate of Rating <b>OR</b>		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 <b>OR</b> Presentation Portfolio Assessment Certificate of Completion  For Grade 10: Certificate of Completion from ALS teacher		Must be submitted by an ALS completer applicant
10	Recent picture, passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches) <sup>1</sup>		<ol style="list-style-type: none"> <li>1. Must show face of the Applicant, 80% of the picture.</li> <li>2. Must be colored, with white background.</li> <li>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.</li> <li>4. Taken within the last three (3) months prior to filing of application.</li> </ol>

	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		<ul style="list-style-type: none"> <li>• Clear, signed copy.</li> <li>• Annual Gross Income must be clearly indicated in the document<sup>2</sup>.</li> <li>• The particular document depends on the parent's class of worker<sup>3</sup>.</li> </ul>
13	Notarized Affidavit of Guardianship		Must be submitted if the applicant is not living together with either of the parents.

<sup>1</sup>Sample Picture

<sup>2</sup>Sample ITR

<sup>3</sup>Class 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	<ul style="list-style-type: none"> <li>• Access the link provided in the email sent to you and answer the questions in the Eligibility Module.</li> <li>• If you are NOT ELIGIBLE to apply for the scholarship, you will receive a Notice of Disqualification in your email.</li> </ul>
STEP 3	<p>If you are ELIGIBLE to apply for the scholarship, you can proceed to the next modules:</p> <ul style="list-style-type: none"> <li>• Personal Data</li> <li>• Contact Information</li> <li>• Family Data</li> <li>• Financial Contribution</li> <li>• Household Information Questionnaire</li> <li>• School and Grades</li> <li>• Upload Documents <ul style="list-style-type: none"> <li>a. The system accepts .jpeg, .png, .bmp, and .pdf file types only.</li> <li>b. The system accepts multiple files up to 5MB per upload.</li> </ul> </li> </ul> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
STEP 4	<p>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 <b>SUBMIT</b> button. <b>You can no longer make any change in the information you provided in your application once submitted.</b></p>
STEP 5	<p>Selection of Test Center Location</p> <p>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</p>

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.