Division Memorandum
No. **357**, s.2022

November 24,2022

2023 DOST _SEI UNDERGRADUATE SCHOLARSHIP PROGRAM

To: Public Schools District Supervisors
Schools Heads of Secondary Schools
Science Teachers
All Others Concerned

DepEd-Benguet Division
NOV 2 4 2022
R E L E A S E D
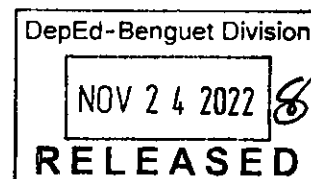
1. The Department of Science and Technology-Science Education Institute has announced opening application to the **2023 DOST_SEI Undergraduate Scholarship Program** which is open to all Grade 12 STEM strand students and the graduating Grade 12 Non-STEM strand who are among the upper 5% of the class based on their Grade 11 standing.

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

3. Enclosed is the primer of the scholarship program.

4. Immediate and wide dissemination of this memorandum is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent

For the Schools Division Superintendent

FLORINDA C. PAGOY
Accountant III-OIC

Enclosure: As stated

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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	1 9 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 DOSTSEI UNDERGRADUATE SCHOLARSHIPS APPLICATION

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

	DOCUMENT	OR	SPECIAL INSTRUCTIONS
1	Certificate of Good Moral Character	C	1. Print each form in an A4 size bond paper. 2. Have these forms
2	Certificate of Good Health	D	

3	Principal's Certification	pplicant who is Grade 12 raduating/Graduated tudent in the STEM trand	EI	accomplished by the proper authorities/ officials/ persons as indicated in each form.
		pplicant who is Grade 12 raduating/Graduated tudent in NON-STEM trand and belongs to the er 5% of the class		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:
		pplicant who is attending omeschool	E3	(Surname-Form _) when saving it.
		pplicant who is under the lternative Learning stem		6. Submit each form using the Upload Module in the E-Application System. Use
		pplicant who graduated i igh School before the K-12 r ram and belo sto		

		DOCUMENT	ORM	SPECIAL INSTRUCTIONS
		he upper 5% of the raduatin class		the appropriate upload field for each file. 7. Ensure that the files uploaded are correct and complete.
4	Certificate of Residenc		F	
5	Parent's Certification — Applicant has no pending immigration application to another count		G	
6	Applicants Certification — If applicant has taken the DOST Scholarship Examination rior to this a lication			
7	Applicant's Certification of No PostSeconda Units			
8	Signed Declaration of Applicant and the Parent/Le al Guardian			
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 completer applicant
10	Recent picture, passport size (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches) [1]		1. Must ow face of the Applicant, 80% of the picture. 2. Must be colored, with white :ground. 3. With the name tag positioned (approximately .54 cm below 1 inch or the cFull name, handwritten- First Name, Middle :ial, Last Name, Extension any (Name, if CRUZ, JR.), dJAN C. DELA printed 4. Ta three (3) filin of and signature ame. within the ıst months prior) lication.
	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		

			Clear, signed copy. Annual Gross Income must be clearly indicated in the document2. The particular document depends on the parent's class of worker3.
	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		
13	Notarized Affidavit of Guardianship		Must be submitted if the applicant is not living together with either of the arents.

[1] Sample Picture
[2] Sample ITR
[3] 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 EAPPLICATION:

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
for verification.
- Access the link provided in the email sent to you and answer the
  questions in the Eligibility Module.

STEP 2
- Jf you are NOT ELIGIBLE to apply for the scholarship, you will receive a Notice of Disqualification in your email.

Register using a valid e-mail address. An email will be sent to you

1

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
STEP 3 Transcript of Records. As a result, you need To to upload uploadit, 3 different files for the same requirement.

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.
	Make sure that you have accomplished all the modules completely with true information and correct spellings and uploaded all the
STEP 4	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.
	Selection of Test Center Location
STEP 5	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 1 1 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.