

CITIZEN'S CHARTER

DOST MISSION

To direct, lead, and coordinate the country's scientific and technological efforts geared towards maximum economic and social benefits for the people.

DOST LONG-TERM VISION

The DOST is the "provider of world-class scientific, technological and innovative solutions that will lead to higher productivity and better quality of life."

DOST INTERMEDIATE VISION

The DOST as a leading ASEAN Science, Technology and Innovation Hub by 2022.

DOST-VIII STRATEGIC VISION (2018-2022)

Excellent prime-mover of regional and countryside development with equity.

PROGRAMS AND SERVICES OFFERED

The Department of Science and Technology Regional Office No. VIII offers the following programs and services:

1. Grants-In-Aid (GIA) Program
2. Small and Medium Enterprises Technology Upgrading Program (SETUP)
3. Consultancy for Agricultural Productivity Enhancement (CAPE) Program
4. Manufacturing Productivity Extension (MPEX) Program
5. Product Packaging and Labeling Assistance
6. Testing and Calibration Services
7. DOST Undergraduate Scholarship Program

GRANTS-IN-AID (GIA) PROGRAM

The Grants-In-Aid (GIA) program provides grants for the implementation of programs/projects identified in the current DOST priorities and thrusts and supports S&T activities classified in the General Appropriations Act.

Application of GIA support may be completed in six months or more, depending on the availability of funds.

WHO MAY AVAIL OF THE PROGRAM:

Any Philippine government institutions (i.e, NGAs, LGUs, SUCs, etc.) and NGOs with proven competence in Science and Technology and who are undertaking projects that are in line with the DOST priority areas (i.e., food processing, horticulture, aquaculture, Information Technology, Health and Nutrition, among others) may apply for the GIA support of DOST Region VIII.

REQUIREMENTS:

1. Complete project proposal following the DOST format (DOST Form 2C).
2. Detailed breakdown of the required fund assistance to indicate the counterpart of the proponent's institution and other fund sources to be accompanied by a cash program indicating the cash requirements of the project on a monthly basis.
3. Certificate of Registration (DTI, SEC, CDA or other related legal documents).
4. Curriculum vitae of Project Leader and other researchers/implementers.
5. Accomplishment reports and audited financial reports of previous DOST-GIA funded projects (if any).
6. Approval from the institution's ethics review board for research involving human subjects or from an institutional animal care and use committee for animal subjects (if applicable).
7. Clearance from National Committee on Biosafety of the Philippines for proposals with biosafety implications (if applicable).

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 a.m. – 12:00 noon
1:00 p.m. – 5:00 p.m.
NO NOON BREAK

SERVICE FEE:

NONE

HOW TO AVAIL THE PROGRAM:

STEP	ACTIVITY		Duration of Activity (Under Normal Conditions)	Responsible Office/Unit
	Proponent	Personnel In-Charge		
1	Submits project proposal together with the requirements to the Provincial Science and Technology Center (PSTC).	Accepts project proposal/s and requirements and conducts initial review/evaluation based on the DOST-GIA guidelines and priority thrusts.	5-15 WD	PSTCs (Biliran, Leyte, So. Leyte, E. Samar, N. Samar, and Samar)
		Endorses the project proposal to the DOST Regional Office.	1 WD	PSTCs
		Evaluates project proposal/s for duplication, scientific merit, and alignment to DOST priority agenda. If proposal/s conforms with the requirements and guidelines of the GIA program, project proposal/s is/are scheduled for internal RTEC evaluation.	5 WD	GIA Coordinator
2		Conducts technical and financial evaluation of the proposal/s.	3-5 WD	RTEC
		Prepares RTEC report.		
	If approved with comments, complies with the requirements and recommendations.	Informs proponent, through the PSTCs, of the results of evaluation.	3-5 WD	GIA Coordinator
	Submits the revised project proposal/s, through the PSTCs.	If approved without comments, processes the approval documents.		
3		Prepares Memorandum of Agreement (MOA).	2-3 WD	GIA Coordinator
		Facilitates signing of MOA	1 WD	GIA Coordinator
		Facilitates notarial of MOA.	3-5 WD	GIA Coordinator
4		Facilitates processing of project funds.	3-5 WD	GIA Coordinator
5		Facilitates for the release of project assistance.	1 WD	Cashier

SMALL AND MEDIUM ENTERPRISES TECHNOLOGY UPGRADING PROGRAM (SETUP)

SET-UP is a nationwide strategy of the Department of Science and Technology (DOST) to encourage and assist SMEs to adopt technological innovations to improve their operations and thus boost their productivity and competitiveness. The program enables firms to address their technical problems through technology transfer and technological interventions to improve productivity through better product quality, human resources development, cost minimization and waste management, and other operation related activities.

WHO MAY AVAIL OF THE PROGRAM:

Micro, Small and Medium Enterprises (MSMEs), NGOs, and LGUs who are engaged in food processing, Natural Fibers/GHD/Fashion Accessories manufacturing, Furniture manufacturing, Aquaculture, Horticulture, Metals Engineering, ICT and Health Products and Services.

REQUIREMENTS:

1. Proponent's Letter of Intent
2. Technology Needs Assessment (TNA)
3. Complete project proposal following the DOST format (DOST Form C)
4. Certificate of Registration (DTI, SEC, CDA and/or other related legal documents)
5. Current Business Permits and Licenses
6. Audited Financial Statements for the last 3 years
7. Board resolution authorizing the availment and designating authorized signatory for the financial assistance (if applicable)
8. Three (3) quotations for each equipment from suppliers/fabricators of the equipment to be purchased
9. Complete technical drawing/design of all equipment to be purchased/fabricated.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 a.m. – 12:00 noon
1:00 p.m. – 5:00 p.m.
NO NOON BREAK

SERVICE FEE:

None

HOW TO AVAIL OF THE PROGRAM:

STEP	ACTIVITY		Duration of Activity (Under Normal Conditions)	Responsible Office/Unit
	Proponent	Personnel In-Charge		
1	Submits Letter of Intent (LOI)	Receives and evaluates LOI	0.5 – 2 hrs.	Provincial Science and Technology Centers (PSTCs)
2		Conducts Technology Needs Assessment (TNA)	1 WD	PSTCs
3	Prepares and submits project proposal together with the requirements. Submits lacking requirement(s) to the PSTCs	Receives and evaluates project proposal and requirements. If project proposal is complete with the requirements, endorse the same to the regional office through, the RPMO.	30 WD 1 WD	PSTCs With the Proponent PSTCs
		If project proposal is incomplete with the requirements, informs the beneficiary to submit the lacking requirement(s).	1 WD	PSTCs
		Checks completeness of documents and endorses the same to the Regional Office	1 WD	PSTCs,
4	Complies with the requirements, comments, and recommendations.	Schedules en banc review and evaluation by the Regional Technical Evaluation Committees (Internal RTEC).	1 WD	Regional Project Monitoring Office (RPMO)
		Conducts Internal RTEC (Internal RTEC evaluates/reviews project proposal(s) for completeness of requirements and technical worthiness of the project proposal).	1 WD	RPMO/ Internal RTEC
		Returns project proposals to the proponent, through the PSTCs, with lacking requirements, comments and recommendations.	3-5 WD	RPMO
		Records project proposals for External RTEC evaluation.	1 WD	RPMO
5		Facilitates conduct of external RTEC review and evaluation of project proposals.	1 WD	RPMO

	Complies with the requirements, comments, and recommendations.	Returns proposal for revision and disapproved project proposal(s) to the proponent, through the PSTCs. Indicates in the letter reason(s) for the revision and disapproval.	3-5 WD	RMPO
6		Facilitates drafting, forging and notarial of the Memorandum of Agreement (MOA) between the DOST Region VIII and the beneficiary(ies) for approved project proposals.	5-10 WD	RPMO
7		Facilitates for the processing of project funds.	3-5 WD	RPMO
8		Facilitates for the release of project assistance.	1 WD	RPMO

CONSULTANCY FOR AGRICULTURAL PRODUCTIVITY ENHANCEMENT (CAPE) PROGRAM

The Program aims to institutionalize effective farm management strategies to improve agricultural productivity. The Department of Science and Technology (DOST) thru the Technology Application and Promotion Institute (TAPI) provides consultancy teams to undertake productivity studies for qualified agri-based enterprises.

WHO MAY AVAIL OF THE PROGRAM:

CAPE is open to any agri-based enterprises involved in the production of agricultural products within the program priority areas, as follows: (1) Aquaculture (e.g., prawn, milkfish, mudcrab, tilapia, seaweeds, etc.); and (2) Horticulture Crops (e.g., vegetables, fruits, ornamentals, plantation crops, etc.).

REQUIREMENTS:

Client submits Letter of Intent (LOI) for CAPE assistance to the Provincial Science and Technology Centers (PSTCs). The LOI contains the following: (1) Background information of the farm; (2) Type of technical assistance needed; and (3) Expertise required.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 a.m. – 12:00 noon
1:00 p.m. – 5:00 p.m.
NO NOON BREAK

SERVICE FEE:

None

HOW TO AVAIL OF THE PROGRAM:

STEP	ACTIVITY		Duration of Activity (Under Normal Conditions)	Responsible Office/Unit
	Proponent	Personnel In-Charge		
1	Submits Letter of Intent (LOI)	Receives and evaluates LOI	0.5 – 2 hrs.	Provincial Science and Technology Centers (PSTCs)
		Endorses LOI to DOST8, through the CAPE Coordinator.	1 WD	PSTCs
2		Organizes team of experts who will assist the farm.	5-10 WD	CAPE Coordinator
3		Conducts matching session with the clients to identify technology needs of the farm enterprise.	1 WD	Consultancy Team, CAPE Coordinator, and PSTCs
4		Facilitates drafting and forging of Memorandum of Agreement (MOA) between DOST Region 8 and Consultancy Team.	3-5 WD	CAPE Coordinator
5		Receives and evaluates Inception Report and facilitates the release of consultancy assistance to the consultancy team.	3-5 WD	CAPE Coordinator
6		Facilitates conduct of consultancy activities.	60-90 WD or one (1) cropping	CAPE Coordinator
7		Conducts monitoring and evaluation activities.	As the need arises	CAPE Coordinator and PSTC Staff

MANUFACTURING PRODUCTIVITY EXTENSION PROGRAM (MPEX) PROGRAM

Manufacturing Productivity Extension (MPEX) Program assists small and medium enterprises (SMEs) in the manufacturing sector to attain higher productivity through improvements in the overall operation of the firm. The program deploys productivity consultancy teams composed of industrial engineers and experts to undertake productivity consultancy services throughout the country.

WHO MAY AVAIL OF THE PROGRAM:

MPEX is open to any SMEs engaged in food processing, manufacturing of furniture and fixtures, manufacturing of gifts and holiday decors, metals fabrication, and other manufacturing firms identified as priority area of the Small and Medium Enterprises Technology Upgrading program (SETUP).

REQUIREMENTS:

Client submits Letter of Intent (LOI) for MPEX assistance to the Provincial Science and Technology Centers (PSTCs). The LOI contains the following: (1) Background information of the firm; (2) Type of technical assistance needed; and (3) Expertise required.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
 8:00 a.m. – 12:00 noon
 1:00 p.m. – 5:00 p.m.
 NO NOON BREAK

SERVICE FEE:

None

HOW TO AVAIL OF THE PROGRAM:

STEP	ACTIVITY		Duration of Activity (Under Normal Conditions)	Responsible Office/Unit
	Proponent	Personnel In-Charge		
1	Submits Letter of Intent (LOI)	Receives and evaluates LOI	0.5 – 2 hrs.	Provincial Science and Technology Centers (PSTCs)
		Endorses LOI to DOST8, through the MPEX Coordinator.	1 WD	PSTCs
2		Organizes team of experts who will assist the farm.	5-10 WD	MPEX Coordinator
3		Conducts matching session with the experts and clients to identify technology needs of the firm.	1 WD	Consultancy Team, MPEX Coordinator and PSTCs
4		Facilitates drafting and forging of Memorandum of Agreement (MOA) between DOST Region8 and Consultancy Team.	3 WD	MPEX Coordinator And PSTCs
5		Receives and evaluates Inception Report and facilitates the release consultancy assistance to the consultancy team.	3-5 WD	MPEX Coordinator
6		Facilitates conduct of consultancy activities.	60-90 WD	MPEX Coordinator
7		Conducts monitoring and evaluation activities.	As the need arises	MPEX Coordinator and PSTCs.

PACKAGING AND LABELING SERVICES

The packaging and labeling services of DOST Region VIII aims to assist SMEs to (a) contain and protect their product from environmental effects, (2) provide complete information on the product's label, and (3) enable products to be stored, stacked, conveyed, delivered and distributed to target destinations in the most effective and efficient manner.

WHO MAY AVAIL OF THE PROGRAM:

Small and Medium Enterprises (SME)

REQUIREMENTS:

1. Letter Request for packaging and labeling assistance
2. Accomplished Package Design Brief Form
3. Customer Profile Form

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
 8:00 a.m. – 12:00 noon
 1:00 p.m. – 5:00 p.m.
 NO NOON BREAK

SERVICE FEE:

DOST Region VIII – NONE
 Packaging Technology Division-ITDI- DOST

Type of Service	Fee (PhP)
Package Development (Inclusive of shelf-life testing)	18,421
Shelf-Life Testing	
Category	
1. Low Acid Canned Goods	19,930
2. High Acid Foods	16,308
3. Dried Foods	16,820
4. Perishables	6,552
5. Frozen Foods	14,639
Additional fee for package development and shelf life testing such as microbial and chemical analysis – as per quotation.	
Technical Supervision/ Evaluation for In-plant Production	4,349
Transport Packaging	
Evaluation of packaging for transport	5,145
Compression Testing	3,043
Packaging Design for transport packaging with cushion design	7,807
Label Design	
Without Concept Development	2,341
With Concept Development	3,951
Label Design for Box	
Category 1. Stock design with minimal alterations	5,178
Category 2. Custom Design	6,057
Short-run production (boxes and gift packs)	489/hr
Short-run Printing (mock-up labels)	

Evaluation of Mandatory Labeling Requirements	
Brand Development	
Training of Designer	
Nutrition Labeling	
Cost of Analysis depends on depends on product ingredient	
Evaluation only	2,338/sample
Use of Facilities	
Vacuum packaging machine	300/hr
Form-fill-seal for solids	373/hr
Continuous band sealer	327/hr
Skin packaging machine	648/hr
Shrink Packaging Machine	450/hr
Sacheting Machine	313/hr
Hot and Cold Sealer	419/hr
Retort Rental	2,280/hr
Preparation Room Rental	2,231/day
Testing	Rate Per Sample
Water vapor transmission rate	11,623
Determination of tolerance/ethyl acetate residual in printed packaging material	3,601
Migration Testing of Film	4,153
Migration Testing of Finished Packages	6,170
Identification of Plastic using DSC	5,462
Determination of oxygen transmission rate	9,451
Tensile and peel test using UTM	2,410

Note: Above service fees are subject to change without prior notice
PACKAGING TECHNOLOGY DIVISION-ITDI-DOST
DOST Complex, Bicutan, Taguig, Metro Manila
Tel.: (02) 837-2071 local 2271; TelFax: (02) 837-7530

HOW TO AVAIL OF THE PROGRAM:

STEP	ACTIVITY		Duration of Activity (Under Normal Conditions)	Responsible Office/Unit
	Proponent	Personnel In-Charge		
1	Submits (1) letter request for packaging and labeling assistance, (2) accomplished Package Design Brief Form, and (3) Accomplished Customer Profile Form to PSTCs.	Evaluates the letter request for packaging and labeling assistance, and for completeness of the accomplished Package Design Brief Form, and accomplished Customer Profile Form.	1-2 WD	PSTCs
		Endorses the letter request, and the accomplished package design brief and customer profile form to the DOST Regional Office No. VIII	1 WD	PSTCs
2	Pay the corresponding packaging and labeling service/s fee to PTD-ITDI	Endorses to PTD-ITDI the accomplished package design brief and the customer profile form.	1 WD	Packaging and Labeling Staff
3		Upon receipt of results of packaging and labeling service/s from PTD-ITDI, DOST8 informs customer.	1 WD	Packaging and Labeling Staff

TESTING AND CALIBRATION SERVICES

Services available are microbiological and chemical testing and metrology and calibration services.

WHO MAY AVAIL OF THE PROGRAM:

SMEs, Academe, Students, NGOs, among others.

SERVICES AND FEES:

A. PHYSICO-CHEMICAL TESTING

Sample	Parameter	Method	Fee(PhP)
<i>Food (includes processed & unprocessed Fresh, Dried Foods; Plant, Milk and Milk Products) / Feeds</i>	Moisture Content (Solid)	Oven Drying	181.00
	Crude Fat	Soxhlet-Ether Extraction	470.00
	Crude Fat (for milk products)	Soxhlet-Ether Extraction	609.00
	Total Fat	Ether Extraction with Acid hydrolysis	1,080.00
	Water Activity	Rotronic Aw-DIO Probe	300.00
	Nutrition Facts Evaluation	Computation	300.00
	Ash	Gravimetric	190.00
	Crude Protein/Nitrogen	Kjeldahl-Block Digestion and Steam Distillation	540.00
	Total Soluble Solids (Brix)	Refractometer	168.00
	Specific Gravity	Gravimetric	104.00
	Total Titratable Acidity	Titrimetric	232.00
	Total Solids	Oven Drying	181.00
	<i>Fats and Oils</i>	Free Fatty Acid	Titrimetric
Saponification Number		Titrimetric	419.00
Peroxide Values		Titrimetric	314.00
Total Solids		Oven Drying	350.00
<i>Water and Wastewater</i>	Total Dissolved Solids	Drying @180 degC	350.00
	Total Suspended Solids	Drying @103-105 degC	350.00
	pH	Glass Electrode	260.00
	Total Fixed & Volatile Solids	Ignition @ 550 degC	504.00
	Fixed and Volatile Dissolved Solids	-do-	600.00
	Fixed and Volatile Suspended Solids	-do-	600.00
	Total Alkalinity (CO ₃ , HCO ₃)	Titrimetric	210.00
	Total Hardness	EDTA-Titrimetric	350.00
	Salinity	Refractometer	210.00
	Chloride	Argentometric	450.00

<i>Charcoal</i>	Biochemical Oxygen Demand	Respirometric	1,160.00
	Biochemical Oxygen Demand	Membrane Electrode	1,160.00
	Biochemical Oxygen Demand	Azide Modification	1,800.00
	Chemical Oxygen Demand	Open-Reflux Titrimetric	610.00
	Dissolved Oxygen	Membrane-Electrode	504.00
	Dissolved Oxygen	Azide Modified	800.00
	Oil and Grease	Partition-Gravimetric	455.00
	Sulfate	Gravimetric w/ Ignition	350.00
	Conductivity	Laboratory (Probe)	260.00
	Moisture Content	Oven Drying	210.00
	Volatile Matter	Gravimetric w/ Ignition	210.00
	Fixed Carbon and Ash	-do-	700.00

MICROBIOLOGY LABORATORY:

Sample	Parameter	Method	Fee(PhP)
<i>Water and Wastewater</i>	Total Coliform (MPN Count)	Multiple Tube Fermentation	350.00
	Fecal Coliform	-do-	360.00
	E. coli Detection	-do-	540.00
	E. coli Count	-do-	700.00
	Heterotrophic / Standard Plate Count	Pour Plate	350.00
<i>Food</i>	Aerobic Plate Count	-do-	350.00
	Total Coliform (MPN Count)	Multiple Tube Fermentation	350.00
	Fecal Coliform	-do-	360.00
	E. coli Detection	-do-	540.00
	E. coli (MPN Count)	-do-	700.00
	Molds and Yeast Count (MYC)	Spread/ Pour Plate	500.00
	Salmonella detection	BAM, Ch. 5 (Conventional)	900.00

METROLOGY & CALIBRATION LABORATORY:

Instrument / Equipment	Description / Capacity	Method	Fee(PhP)
	Big Volume		
Calibrating Bucket	- 10 to 20 liters	Volumetric	112.00
Proving tank	- 1000 L	-do-	1400.00
Tank truck	- 12000 L	-do-	560.00
	- 14000 L	-do-	630.00
	- 16000 L	-do-	700.00
	- 18000 L	-do-	770.00
	- 20000 L	-do-	840.00
	- 30000 L	-do-	1,190.00

	- 46000 L	-do-	1,750.00
	Small Volumes		
Burette	- 10 to 50 mL	Gravimetric	1,050.00
Graduated Cylinder	- 10 to 50 mL	-do-	378.00
Volumetric Flask	-25 to 100 mL	-do-	378.00
Glass Pipettes	- 1 to 25 mL	-do-	378.00
Test weights	Class M ₁ /M ₂ /M ₃ (0.5 - 5 kgs.)	Borda's (ABA)	84.00
	Class M ₁ /M ₂ /M ₃ (10 - 50 kgs.)	-do-	98.00
	Class F2 (1 mg to 200 g)	-do-	168.00
	Class F2 (500 g to 5 kg)	-do-	280.00
	Class F2 (10 kg to 50 kg)	-do-	420.00
	Class M (500 kg to 1000 kg)	-do-	140.00
Weighing scale	Special Accuracy (I)		
	up to 1 tonne	Prowse (Comparison)	980.00
	over 1 tonne	-do-	980.00
			+14 per succeeding ton
Weighing scale	High Accuracy (II)		
	up to 1 tonne	Prowse (Comparison)	770.00
	over 1 tonne	-do-	770.00
			+14/ton per succeeding ton
Weighing scale	Medium Accuracy (III)		
	up to 1 tonne	Comparison	700.00
	over 1 tonne	-do-	700.00
			+14/ton per succeeding ton
Weighing scale	Ordinary Accuracy (IV)		
	up to 1 tonne	Comparison	280.00
	over 1 tonne	-do-	280.00
			+14/ton per succeeding ton

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday – Friday
8:00 a.m. – 12:00 noon
1:00 p.m. – 5:00 p.m.
NO NOON BREAK

HOW TO AVAIL OF THE SERVICE:

Please refer to the Regional Standards and Testing Laboratory Service Flow Chart posted at the entrance of the RSTL Office.

DOST UNDERGRADUATE SCHOLARSHIP PROGRAM

The DOST Undergraduate Scholarship program was conceived by virtue of the Science and Technology Scholarship Act of 1994 due to the government's promise to promote the development of the country's science and technology human resources in line with economic development and to provide the capability required in the areas of research, development, innovation as well as their utilization. The scholarship program has two (2) components: (1) RA 7687; and (2) Merit. Scholarships under RA 7687 category reaches out to poor, talented and deserving students desiring to pursue baccalaureate degrees in science and technology along identified priority areas in selected higher education institutions in the country while scholarship under merit category reaches out to talented and deserving students desiring to pursue science and technology courses whose parents' income is more than the poverty threshold.

WHO MAY AVAIL OF THE PROGRAM:

ELIGIBILITY CRITERIA	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.	✓	x
Top five percent (5%) of the regular high school graduating class; Member of the graduating class of a DOST-SEI identified or DepEd-recognized science high school.	✓	✓
Resident of the municipality for the last four (4) years as attested by the barangay chairman.	✓	x
Of good moral character and in good health.	✓	✓
Qualify the S&T scholarship examination	✓	✓

REQUIREMENTS:

ITEMS TO BE SUBMITTED	RA 7687	MERIT
DOST SEI Information Sheet (Form A)	✓	✓
Family Information Questionnaire (Form B)	✓	x
Certificate of Good Moral Character (Form C)	✓	✓
Certification that the applicant belongs to the upper 5% of the graduating class (Form D1), or	✓	✓
Certification that the applicant belongs to the graduating class of DOST SEI identified or DepEd recognized science high school (Form D2), or	✓	✓
Statement of applicant that he/she has not taken any undergraduate or post secondary course (Form E)	✓	✓
Statement of parent that the applicant has no pending application as immigrant to any other country (Form F)	✓	✓
Certificate of Residency (Form G)	✓	x
Two recent (1" x 1") picture	✓	✓
Photocopy of Birth Certificate	✓	✓
Income Tax Return/W2/Employment Contract/BIR Certificate of Exemption/Municipal or Barangay Certificate of Non-Employment	✓	✓
Electric Bill for 3 consecutive months	✓	x

SCHEDULE OF AVAILABILITY OF SERVICE:

During scholarship application period
Monday – Friday
8:00 a.m. – 12:00 noon
1:00 p.m. – 5:00 p.m.
NO NOON BREAK

SERVICE FEE:

RA 7687 - None
Merit - PhP200.00

HOW TO AVAIL OF THE PROGRAM:

STEP	ACTIVITY		Duration of Activity (Under Normal Conditions)	Responsible Office/Unit
	Student	Personnel In-Charge		
1	Submits application form together with the requirements.	Receives and processes application form together with the requirements.	10-20 WD	PSTCs
2		Informs applicant status of his/her application and sends test permits.	5-10 WD	PSTCs
3	Takes the scholarship examination.	Assists conduct of scholarship examination.	1 WD	PSTCs
4		Informs passers of the scholarship	5-10 WD	Scholarship Coordinator and PSTCs
5		Facilitates signing of MOA between DOST8, SEI and Scholar.	5-10 WD	Scholarship Coordinator and PSTCs

CUSTOMER INQUIRIES/FEEDBACK

Please send your feedback/inquiries through the following:

Office	Contact Person/ Designation	Telephone Number
Office of the Regional Director	Engr. Edgardo M. Esperancilla/ Regional Director	(053) 323-6356
Technical Operations Division	Engr. Ernesto M. Granada/ ARD-TO	(053) 832-4139
Finance and Admin. Services Division	Dr. Rufino E. Mengote/ ARD-FAS	(053) 323-6036
Provincial S&T Centers		
Leyte	Dr. John Glenn D. Ocaña/ Prov'l. S&T Director	(053) 323-5252
Biliran	Dr. Romeo L. Dignos/ Prov'l. S&T Director	(053) 500-9347
So. Leyte	Engr. Florita M. Santiago/ Prov'l. S&T Director	(053) 381-3990
Samar	Engr. Rosella L. Gopo/ Prov'l. S&T Director	(055) 251-6286
E. Samar	Dr. Arnaldo T. Amosco, Jr./ Prov'l. S&T Director	0918-515-9990
N. Samar	Engr. Veronica A. Laguitan/ Prov'l. S&T Director	(055) 251-7258

GRIEVANCE PROCEDURE

Please refer to the DOST Administrative Order No. 003 dated March 11, 2003 and DOST Region VIII Special Order No. 003 dated January 30, 2013.