

## Issuance of Certificates

### Financial Computation for Travel

#### Schedule of availability of Service

Monday to Friday

8:00 a.m. to 5:00 p.m. Without noon break

#### Who may avail the service:

DOST Scholars

#### What are the requirements:

Employment ID/ or other government ID

#### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Form
<b>Processing of certification</b>						
1	Present an ID.	Prepare the certification.	4 Minutes	Frontline staff	N/A	Certification
2		Check and sign the certification.				
<b>Release of certification</b>						
3	Receives the certification	Release the certification	1 Minute	Frontline staff	N/A	Certification
<b>End Transaction</b>						

## Assignments of Scholarships

### Schedule of availability of Service

Monday to Friday

8:00 a.m. to 5:00 p.m. without noon break

Availed two weeks before Registration Period

### Who may avail the service:

DOST Scholars

### What are the requirements:

Present UP ID and submit certification from SDC.

### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Form
1	Present the requirements.	Check the requirements of the student, then assign his/her scholarship in the CRS.	5 minutes	Frontline staff	N/A	CRS
<b>End Transaction</b>						

## Helpdesk

### DOST Benefits

### Appeal for Reconsideration

### Other related issues about DOST Scholarship Program

Counseling/Response to Queries/Assistance on scholarship matters (Walk-in)

### Schedule of availability of Service

Monday to Friday

8:00 a.m. to 5:00 p.m. without noon break

### Who may avail the service:

All UP Stakeholders

### How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Form
<b>Submission of requirements</b>						
1	Ask help, inquiry, questions about scholarships program.	Reply to simple queries. For complex, queries or concern will be forwarded to the Head of Section or Office.	5-8 minutes	Frontline staff	N/A	Walk-in, Email and Phone inquiries
<b>End Transaction</b>						