# 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:

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

## Issuance of Certificates

**Processing of certification**
- Step 1: Present an ID.
- Step 2: Prepare the certification.
- Duration: 4 Minutes
- Person In-Charge: Frontline staff
- Fees: N/A
- Form: Certification

**Release of certification**
- Step 3: Check and sign the certification.
- Duration: 1 Minute
- Person In-Charge: Frontline staff
- Fees: N/A
- Form: Certification

**End Transaction**
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:

<table>
<thead>
<tr>
<th>Step</th>
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<th>Duration of Activity (Under Normal Circumstances)</th>
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<th>Fees</th>
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<tbody>
<tr>
<td>1</td>
<td>Present the requirements.</td>
<td>Check the requirements of the student, then assign his/her scholarship in the CRS.</td>
<td>5 minutes</td>
<td>Frontline staff</td>
<td>N/A</td>
<td>CRS</td>
</tr>
</tbody>
</table>

End Transaction
## 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:

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<th>Duration of Activity (Under Normal Circumstances)</th>
<th>Person In-Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ask help, inquiry, questions about scholarships program.</td>
<td>Reply to simple queries. For complex, queries or concern will be forwarded to the Head of Section or Office.</td>
<td>5-8 minutes</td>
<td>Frontline staff</td>
<td>N/A</td>
<td>Walk-in, Email and Phone inquiries</td>
</tr>
</tbody>
</table>

### End Transaction