



## CERTIFICATE OF COMPLIANCE

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

I, **JOSETTE T. BIYO**, Filipino, of legal age, **Director IV** of the **SCIENCE EDUCATION INSTITUTE-DEPARTMENT OF SCIENCE AND TECHNOLOGY**, the person responsible and accountable in ensuring compliance with Section 6 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

- 1) The **SCIENCE EDUCATION INSTITUTE** has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and mission of the agency;
  - b. Government services offered;
    - i. Comprehensive and uniform checklist of requirements for each type of application or request;
    - ii. Step-by-step procedure to obtain a particular service;
    - iii. Person responsible for each step;
    - iii. Maximum time needed to conclude the process;
    - iv. Document/s to be presented by the applicant or requesting party, if necessary;
    - v. Amount of fees, if necessary; and
  - c. Procedure for filing complaints.
- 2) The Citizen's Charter is posted as an information billboard through interactive information, electronic monitors, tarpaulin standees, or any other readable materials that could be easily understood by the public.
- 3) The Citizen's Charter is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
- 4) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
- 5) The Citizen's Charter is uploaded on the agency's website through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the website, or as a link under the Transparency Seal.
- 6) There is an established Client Satisfaction Measurement per service in the respective offices.

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS WHEREOF, I have hereunto set my hand this DEC 05 2019 of \_\_\_\_\_, in \_\_\_\_\_, Philippines.

**JOSETTE T. BIYO, Ph.D.**  
Director IV

DOST-Science Education Institute

**SUBSCRIBED AND SWORN** to before me this DEC 05 2019 day of \_\_\_\_\_ 2019 in \_\_\_\_\_, Philippines, with affiant exhibiting to me her SEI Employee ID issued on 18 November 2019 at Taguig City.

**NOTARY PUBLIC/ADMINISTERING OFFICER**

Doc. No. 413  
Page No. 84  
Book No. 93  
Series of 2019

ATTY. LETICIA M. AMON  
APPT. NOT. PUBLIC, SEC. 31, 2019  
ROLL OF ATTY. NO. 22188  
MCLE COMPLIANCE NO. VI-0004639/17-5-2017  
IBP O.R. No. 574700-LIFETIME MEMBER/1-3-2008  
PTR No. 4842975- JAN 03, 2019- PASIG CITY  
11 PARANGAL ST., UPPER BICUTAN, TAGUIG CITY





## **CERTIFICATE OF COMPLIANCE**

*Pursuant of Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor*

I, **JOSETTE T. BIYO**, Filipino, of legal age, Director IV of the SCIENCE EDUCATION INSTITUTE- DEPARTMENT OF SCIENCE AND TECHNOLOGY, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following facts:

1. The **SCIENCE EDUCATION INSTITUTE** has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and mission of the agency
  - b. Frontline services offered
  - c. Step-by-step procedure in availing of frontline services
  - d. Employee responsible for each step
  - e. Time needed to complete the procedure
  - f. Amount of fees
  - g. Required documents
  - h. Procedure for filing complaints
2. The Citizen's Charter is posted as information signage in all the service offices of S&T Scholarship Division that deliver frontline services.
3. The Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said service officers.
4. The Citizen's Charter is written in English as a handbook.
5. The Citizen's Charter is uploaded in the agency's website and accessible to the public.
6. The agency has undertaken self-assessment and reporting of improvements in its existing Citizen's Charter.
7. The Citizen's Charter shows the process improvements, specifically on the streamlining of procedures and shortened turnarounds time, on the most availed frontline services:




Frontline Service	Process Improvement	Action Taken to Improve Process	Results/Benefits
Processing of DOST-SEI Undergraduate Scholarship Applicants	Assessment of current process on the submission of scholarship applications for eventual development of online information system	Conducted series of meetings/consultations with various stakeholders on the following: <ul style="list-style-type: none"> <li>existing procedures and requirements; and</li> <li>mechanics for the development of online submission of scholarship application.</li> </ul>	Expected results/benefits are the following: <ul style="list-style-type: none"> <li>lessen the volume of applicants reporting at DOST; and</li> <li>provide opportunity from far flung areas to submit their applications, take the examination; and if they pass the scholarship exam, become a DOST-SEI scholar.</li> </ul>
Securing DOST-SEI Clearance/Certification	Processing and issuance of temporary clearance by the DOST regional Offices (DOST-RO)	Issuance of memorandum to DOST Regional Directors authorizing them to issue temporary clearance to the following DOST-SEI scholars: <ul style="list-style-type: none"> <li>those who are currently enrolled in universities in the region and monitored by the DOST-RO;</li> <li>those who are rendering service obligation in the region; and</li> <li>those who have not been issued final clearance.</li> </ul>	Lessens the processing period and ensures that temporary clearance is issued to a scholar timely for his/her date of departure
	Posting of cash bond by scholar who travels out of the country for a period of more than a year	Amended the policy on posting surety bond: A scholar, who due to time and/or financial constraints may not be able to post a surety bond with GSIS as formerly required, may be allowed to post cash bond instead for an amount equivalent to 100% of the total financial assistance received with 12% interest	Reduces the processing period and ensures that temporary clearance is issued to a scholar timely for his/her date of departure.



This certification is being issued to attest to the accuracy of all foregoing based on available records and information that can be verified.

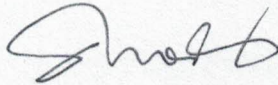
IN WITNESS WHEREOF, I have hereunto set my hand this 30 of July, 2018 in Bicutan, Taguig City Philippines.

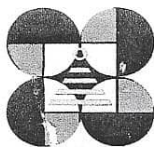
  
**JOSETTE T. BIYO**  
Director IV  
DOST-Science Education Institute

SUBSCRIBED AND SWORN to before me this JUL 30 2018 of        2018 in Bicutan, Taguig City, Philippines, with affiant exhibiting to me his/her SEI Employee ID issued on 28 July 2018 at Bicutan, Taguig City, Philippines.

NOTARY PUBLIC

Doc. No. 78  
Page No. 17  
Book No. XXI  
Series of 2018

  
ATTY. MARLON IVY DE LA CRUZ-DECENA  
NOTARY PUBLIC  
For the City of Taguig  
Appointment No. 4 (2018-2019)  
DOST-TAPI, Gen. Santos Ave., Bicutan, Taguig City  
Roll of Attorneys 52998  
PTR No. A-2616568; 01/04/18; Taguig City  
IBP No. 015353; 09/27/17, Pasig City  
MCLE Compliance No. V-0012239  
Valid Until 4-14/2019



Republic of the Philippines  
Department of Science and Technology  
**Science Education Institute**

*Enabling the next generation through innovations in science education*

**CERTIFICATION OF COMPLIANCE**

*Pursuant of Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor*

I, **ALBERT G. MARIÑO**, Filipino, of legal age, Director III of the SCIENCE EDUCATION INSTITUTE-DEPARTMENT OF SCIENCE AND TECHNOLOGY, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following facts:

1. The **SCIENCE EDUCATION INSTITUTE** has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and mission of the agency
  - b. Frontline services offered
  - c. Step-by-step procedure in availing of frontline services
  - d. Employee responsible for each step
  - e. Time needed to complete the procedure
  - f. Amount of fees
  - g. Required documents
  - h. Procedure for filing complaints
2. The Citizen's Charter is posted as information signage in all the service offices of S&T Scholarship Division that deliver frontline services.
3. The Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said service offices.
4. The Citizen's Charter is written in English as a hand book.
5. The Citizen's Charter is uploaded in the agency's website and accessible to the public.
6. The agency has undertaken self-assessment and reporting of improvements in its existing Citizen's Charter.
7. The Citizen's Charter shows the process improvements, specifically on the streamlining of procedures and shortened turnaround time, on the most availed frontline services.



Frontline Service	Process Improvement	Action Taken to Improve Process	Results/Benefits
Processing of DOST-SEI Undergraduate Scholarship Applications	Assessment of current process on the submission of scholarship applications for eventual development of online information system.	Conducted series of meetings/consultations with various stakeholders on the following: <ul style="list-style-type: none"> <li>• existing procedures and requirements; and</li> <li>• mechanics for the development of online submission of scholarship application.</li> </ul>	Expected results/ benefits are the following: <ul style="list-style-type: none"> <li>• lessen the volume of applicants reporting at DOST; and</li> <li>• provide opportunity from far flung areas to submit their applications, take the examination; and if they pass the scholarship exam, become a DOST-SEI scholar.</li> </ul>
Securing DOST-SEI Clearance/ Certification	Processing and issuance of temporary clearance by the DOST Regional Offices (DOST-RO)	Issuance of memorandum to DOST Regional Directors authorizing them to issue temporary clearance to the following DOST-SEI scholars: <ul style="list-style-type: none"> <li>• those who are currently enrolled in universities in the region and monitored by the DOST-RO;</li> <li>• those who are rendering service obligation in the region; and</li> <li>• those who have not been issued final clearance.</li> </ul>	Lessens the processing period and ensures that temporary clearance is issued to a scholar timely for his/her date of departure
	Posting of cash bond by scholar who travels out of the country for a period of more than a year	Amended the policy on posting surety bond: A scholar, who due to time and/or financial constraints may not be able to post a surety bond with GSIS as formerly required, may be allowed to post cash bond instead for an amount equivalent to 100% of the total financial assistance received with 12% interest.	Reduces the processing period and ensures that temporary clearance is issued to a scholar timely for his/her date of departure.

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

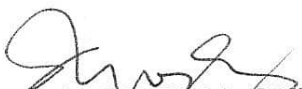
IN WITNESS HEREOF, I have hereunto set my hand this 31<sup>st</sup> of May, 2017 in Bicutan, Taguig City Philippines.

  
**ALBERT G. MARIÑO**  
Director III  
DOST-Science Education Institute

SUBSCRIBED AND SWORN to before me this JUN 01 2017 in Bicutan, Taguig City, Philippines, with affiant exhibiting to me his/her SEI Employee ID issued on 17 April 2017 at Bicutan, Taguig City, Philippines.

NOTARY PUBLIC

Doc. No. 234  
Page No. 48  
Book No. XV  
Series of 2017

  
**ATTY. MARION IVY DE LA CRUZ-DECENA**  
NOTARY PUBLIC  
For the Cities of Pasig; San Juan; Pateros & Taguig  
Appointment No. 46 (2016-2017)  
DOST-TAPI, Gen. Santos Ave., Bicutan, Taguig City  
Roll of Attorneys 52998  
PTR No. A-2608924; 01 / 03 / 17; Taguig City  
IBP No. 1054349; 12 / 12 / 16; Pasig City



**CERTIFICATION OF COMPLIANCE**

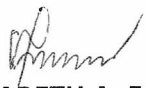
*Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor*

I, **ELIZABETH A. FONTANILLA**, Filipino, of Legal Age, Officer-In-Charge of the SCIENCE EDUCATION INSTITUTE-DEPARTMENT OF SCIENCE AND TECHNOLOGY, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following truths:

1. The **SCIENCE EDUCATION INSTITUTE** has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and mission of the agency
  - b. Frontline services offered
  - c. Step-by-step procedure in availing of frontline services
  - d. Employee responsible for each step
  - e. Time needed to complete the procedure
  - f. Amount of fees
  - g. Required documents
  - h. Procedure for filing complaints
2. The Citizen's Charter is posted as information signage and displayed near the S&T Scholarship Division of the Science Education Institute that delivers the frontline services.
3. The Citizen's Charter is positioned at the main entrance of the office.
4. The Citizen's Charter is written in English as a hand book.
5. The Citizen's Charter is uploaded in the SEI Official Website and accessible to the public.
6. The Citizen's Charter was printed on September 23, 2009.
7. The Citizen's Charter already shows the improvements in processing of scholarship applications and securing DOST-SEI clearances/certifications with step by step guide information for applicants/scholars of S&T Scholarship Program.

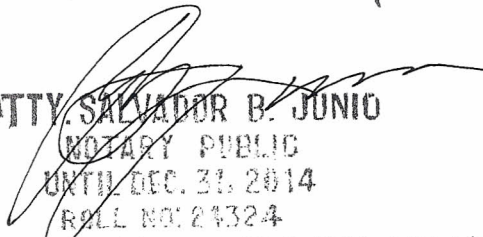
This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 22nd day of November 2013 in Bicutan Taguig City, Philippines.

  
**ELIZABETH A. FONTANILLA**  
Director, DOST-ALS and  
Officer-In-Charge, SEI

SUBSCRIBED AND SWORN to before me this day of NOV 22 2013 in TAGUIG CITY, M.M., with affiant exhibiting to me his/her DOST ID No. 1047-CO0-1991 issued on 03 May 2012 at Bicutan, Taguig City.

Doc. No.: 097  
Series of: 09  
Fee Paid: 11  
O.R. No.: 2013

  
**ATTY. SALVADOR B. JUNIO**  
NOTARY PUBLIC  
UNTIL DEC. 31, 2014  
ROLL NO. 24324  
P.T.R. NO. A-1734145-TAGUIG CITY-1/22/13  
L.B.P. NO. 877710-01/04/13-PASIG CITY  
M.C.L.E. II-001537-12/24/08





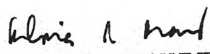
**CERTIFICATION of COMPLIANCE**

This is to certify that the **SCIENCE EDUCATION INSTITUTE** has complied with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, and the person whose signature appears below hereby declares and certifies the following truths:

1. That the **SCIENCE EDUCATION INSTITUTE** has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and mission of the agency
  - b. Frontline services offered
  - c. Step-by-step procedure in availing of frontline services
  - d. Employee responsible for each step
  - e. Time needed to complete the procedure
  - f. Amount of fees
  - g. Required documents
  - h. Procedure for filing complaints
2. That the Citizen's Charter is positioned at the main entrance of the office.
3. That the Citizen's Charter is printed out in a tarpaulin and displayed near the S&T Scholarship Division of the **SCIENCE EDUCATION INSTITUTE** that delivers frontline services.
4. That the Citizen's Charter is published and written in English.

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS WHEREOF, I have hereunto set my hand this 27 day of Nov. 2012 in  
Bicutan, Taguig City, Philippines.

  
**FILMA G. BRAWNER**  
Director