

S & T Foundations Supervision Unit  
Office of the Undersecretary for S & T  
2/F Imelda Bldg., DOST Compound  
Gen. Santos Ave., Bicutan, Taguig City  
Tel. No. 837-2071 loc. 2026

Science and technology oriented foundations are accredited for tax exemption purposes as mandated by the R.A. No. 2067 (Science Act) and pursuant to the National Internal Revenue Code and Tax Reform Act of 1997.

If requirements are complete, this transaction can normally be completed in 22 working days.

### WHO MAY AVAIL OF THE SERVICE

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Private foundations engaged in, and whose funds are dedicated to scientific pursuits

### REQUIREMENTS (in three copies)

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1. A written request for accreditation addressed to the Office of the Secretary of the DOST
  2. Certified true copy of articles of incorporation and by-laws with SEC registration
  3. Proposed 5-year S&T / R&D Program with corresponding budget allocation
  4. List of Officers / Board of Trustees and working staff
  5. Certification by the treasurer of the foundation that it has an initial capital of at least Php 50,000.00

### SCHEDULE OF AVAILABILITY OF SERVICE

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Monday-Friday  
8:00 AM – 12:00 NN  
1:00 PM – 5:00 PM

### FEES

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Registration Fee worth P500.00 to be paid upon approval of accreditation

## HOW TO AVAIL OF THE SERVICE :

| Step   | Applicant-Foundation  | Activity of the Office-in-Charge |
|--|---|----------------------------------|
| 1  | Inquire via phone or visit the Office of the client with a 20 minutes briefing on the service |                                  |
| 2  | Send letter of request and required documents   |                                  |
| Receive the letter of request and required documents |   |                                  |
| 1 working day  |   |                                  |
| Office of the Secretary (OSEC)                       |   |                                  |
|  | Check verify and transmit working documents to SFU  | Concerned DOST Agency/Council    |
| Evaluate Proposals                                   |   |                                  |
| 15 working days                                      |   | DOST Agency/Council              |
| Prepare recommendation                               |   |                                  |
| 1 working day  |   | SFU                              |
| Clear/ endorses documents                            |   |                                  |
| 1 working day  |   | OUSEC-S & T                      |
| Approve/ disapprove application                      |   |                                  |
| 1 working day  |   |                                  |
|  | OSEC  |                                  |

|  |                                   |             |
|--|-----------------------------------|-------------|
| Transmit approved application and advise client on the courses of action to be taken by the foundation | 1 working day                     | SfE         |
| 3  | Pay the P 500.00 Registration Fee | 100 minutes |
|  | Repayment and issue of            |             |

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