

Application for Conferment in the Scientific Career System

Office of the Assistant Secretary
Room No. 206, DOST Main Building
Tel No. 837-2940 / Trunk line No. 837-2071 local 2030/2049
Website:
Email address: scs@dost.gov.ph

Scientist rank may be conferred to highly qualified and productive scientific personnel, for the benefit of incentives, rewards and career progression.

If requirements are complete, conferment of scientist rank may be completed from six months to one year.

WHO MAY AVAIL OF THE SERVICE:

Scientific personnel engaged in research and development in the government service with masters degree and/or doctorate in natural sciences, engineering and technology, medical sciences, agricultural sciences, selected field of social sciences and other related disciplines as may be determined by the Scientific Career Council (SCC).

REQUIREMENTS

1. Full curriculum vitae with initial in each page and signature at the last page of the applicant.
2. Description of position and functions of the applicant duly certified by the authorized official including the organizational chart of the office/division showing the position of the said nominee.
3. Description of the functions of the unit where the applicant belongs.
4. Photocopies of the following:
 - NBI Clearance
 - Civil Service Commission Clearance
 - Clearance from the Office of the Ombudsman
 - Clearance from the Office of the Sandiganbayan
 - Clearance from the disciplinary board of the nominee's agency
- Accomplished nomination form duly signed by the head of agency.
- Photocopies of MS/PhD diplomas.
- Photocopies of Civil Service Eligibilities.
- Report of ratings of the nominating agency's Scientific Career Evaluation Committee (SCEC) including:
 - Endorsement letter from the head of department/agency
 - Recommended scientist rank
- Certification that the agency has sufficient funds to pay for salary differentials of its nominees.
- Certification from the head of agency on the R&D works and activities being undertaken by the nominee.
- Original copy of the nominee's best three (3) publications, one of which has been published within the last five (5) years.
- Documents to support technical outputs of actual R & D works and results of services documented (papers certified by head of agency)
- Certification of the number of years of teaching experience in graduate courses, training courses conducted for researchers/ technologists in research labs of government/private

- institutions; thesis advisee graduated/specialty board passed.
- Proof of awards, membership to organizations, citation index, patents, others.

SCHEDULE OF AVAILABILITY OF SERVICE:

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

HOW TO AVAIL OF THE SERVICE:

Step	Applicant	Activity of the Office-in-Charge	Duration
1	Submits application to the respective agency	For respective application of Head of Agency to the SCC	
	Reviews and Evaluates	application	
	Approves/ endorses	application to SCC if qualified, otherwise, returns documents to applicants	
	SCEC		

Approves/endorsees application Agency Head

2 Submits application to the Scientific Career Council (SCC) Secretariat

Acknowledges receipt of documents using standard format via mail, fax and/or email

Reviews completeness of documents

5 working days

SCC Secretariat

Provided documents are complete and proper, reviews points earned by the applicant

Prepares and sends materials for STC meeting

SCC Secretariat

If documents are incomplete, informs applicant.

Coordinates STC meeting sends out notice by mail, fax and e-mail

Once common date of availability of STC members have been identified, meeting is set.

Arranges venue, logistics and administrative requirement for the meeting

5 working days

SCC Secretariat

Once common availability of STC members has been set, meets en banc and evaluates qualification of

Submits ratings of applicant/scientist to Secretariat

1-3 meetings (depending on the evaluation of STC)

SCC-Special Technical Committee

Summarizes STC ratings with STC signature day that SCC Secretariat decide on the nominee's application

Prepares and sends STC lettering to SCC re: evaluation SCC Secretariat

Inform the applicant/scientist of application status if not qualified, otherwise, prepares recommendation

Arranges SCC meeting

Prepares and sends documents of applicant/scientist for SCC consideration 1-2 weeks before meeting

SCC meets 2x a year although Special meeting may be arranged subject to availability of SCC members

Evaluates qualification of applicant/scientist during SCC meeting and subsequently approves/disapproves

Prepares resolution stating the approval/disapproval of the SCC

Prepares letter informing the applicant and agency head re: approval/disapproval of application

6 working days once SCC Secretariat the application

Signs resolution

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SCC

Upon receipt of completely signed resolution, sends letter informing the applicant and agency head

Schedules/ arranges conferment of applicant

Prepares documents: certificates, ID, food and press conference

SCC Secretariat

Confers ranks to applicants as soon as possible upgrade

SCC OP

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