**A F F I D A V I T**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Filipino, single/married, of legal age, with residence at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ after being duly sworn in accordance with law, hereby depose and state that:

1. I am the Position/Designation of **Name of Organization** with *registered* *principal office* address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having been in the same position since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The Name of Organization is a non-stock, non-profit organization with its Articles of Incorporation *(AOI)* and By-Laws *(BL)* duly registered with the Securities and Exchange Commission (SEC) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. *The AOI and BL of the* Name of Organization *contain provisions, verbatim or otherwise, stating its adherence to the current DOST certification guidelines in accordance with Republic Act No. 2067, as amended by RA No. 3589 and other relevant laws, rules, and regulations.*
4. The Name of Organization was organized and operat*ing* in the interest of the public and no portion of its funds is being used to the benefit of private individuals or juridical entities whether domestic or foreign.
5. *On an annual basis,* at least sixty (60%) of the annual gross *receipts* of the Name of Organization *shall be* devoted to undertaking, directly financing, or supporting scientific pursuits in any or all of the following priority areas:
6. *Natural Sciences*
7. *Health Research and Development*
8. *Agriculture, Aquatic, and Natural Resources*
9. *Industry, Energy, Engineering, and Emerging Technology*
10. *Disaster Risk Reduction and Climate Change Adaptation*
11. *Science Communication and Public Engagement*
12. Social Science and the Humanities
13. *On an annual basis, the level of general and administrative expenses of the* Name of Organization *shall not exceed thirty percent (30%) of the annual gross receipts for the taxable year and no more than twenty percent (20%) of the restricted donations and no more than ten percent (10%) of the unrestricted donations received for the taxable year shall be used for administration purposes.*
14. The S&T programs, projects, and activities *(PPAs)* of Name of Organization are consistent with *the* purposes *of establishment and operations* stated in its *AOI*, and the actual operations justify its continuing existence as a viable and actual science foundation rather than as a mere conduit for receiving tax-free contribution or funds raised by occasional fund drives.
15. The proposed *S&T PPAs* of Name of Organizationin support of its application for certification are aligned with *and support* the current *thrusts and priorities* of the Department of Science and Technology *and the S&T activities classified by the General Appropriations Act (GAA).*
16. The Name of Foundation and its officers *are aware of* the rules and regulations governing the DOST Certification of S&T Foundations *and* *commit to* abide by *the concomitant responsibilities for the issued certification specified in Annex A of this document* and understand that failure to comply with and/or violation thereof shall result in the suspension or revocation of the issued certification, and maybe penalized accordingly.
17. I am executing this affidavit to attest to the truth and veracity of the foregoing and for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Philippines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiant

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| --- | --- |
| Government Issued ID: |  |
| ID No |  |
| Issued at |  |
| Issued on |  |

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, exhibiting to me his/her Government Issued ID (above-written).

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**CONCOMITANT RESPONSIBILITIES AS A DOST-CERTIFIED S&T FOUNDATION**

**ANNEX A**

During the period covered by the approved certification, DOST-certified S&T foundations shall abide by the duties and obligations of the certification as specified below:

1. **Compliance with Regulations:** The certified S&T foundation shall comply with all the provisions governing the DOST Certification Service stated in the current certification guidelines of the DOST and other applicable laws, orders, rules, and regulations.
2. **Not-for-Profit Purpose:** The certified S&T foundation, during the validity of the issued certification, shall continuously meet the specified eligibility requirements as a nonstock, nonprofit non-governmental organization (NGO) and the purpose for the establishment thereof outlined in the current certification guidelines of the DOST.
3. **Prohibition on Private Benefit:** The certified S&T foundation shall abide by the prohibition of providing benefits to individuals, private parties, or juridical entities whether domestic or foreign to ensure that the funds and activities thereof remain in the interest and benefit of the public.
4. **Prohibition on Conflict of Interest:** Certified S&T foundations shall adhere to the principle of the prohibition of conflict of interest to the best of their abilities and as provided for in the current certification guidelines of the DOST.
5. **Programs, Projects, and Activities:** The certified S&T foundation shall uphold that the programs, projects, activities, and other undertakings thereof adhere, align with, and support the current thrusts and priorities of the DOST and ensure that the execution thereof follows the approved plan, objectives, and timelines.
6. **Documentation and Record Management:** The certified S&T foundation shall maintain accurate and efficient records relevant to the organization, financial operations, projects and activities, and other related matters.
7. **Reportorial Requirements:** The certified S&T foundation shall complete and promptly submit all the requisite reports or documents as specified in the current certification guidelines of the DOST and other reasonable requirements of the DOST.
8. **Transparency and Accountability:** The certified S&T foundation shall observe transparency and accountability in organizational and financial management and governance by appropriately disclosing credible information and conforming to ethical and legal standards.
9. **Ethical Standards:** The certified S&T foundation shall uphold high ethical standards in the conduct of its operations.
10. **Timely Communication:** The certified S&T foundation shall promptly notify the DOST of any changes in the organization's activities, structure, or financial status that may impact the certification thereof.
11. **Cooperation with Compliance Audit and Monitoring:** The certified S&T foundation shall fully cooperate with the DOST in the conduct of periodic audits and/or monitoring to verify compliance with the terms and conditions of the certification including the activities and financial operation thereof.
12. **Cooperation with Relevant Authorities:** The certified S&T foundation shall fully cooperate with other relevant government authorities, in cooperation with the DOST, in conducting pertinent activities relating to the DOST Certification of S&T Foundations.