



**Department of Science and Technology**

## **Certification of Science Foundations**

**MS. BRENDA L. NAZARETH-MANZANO**  
Undersecretary for Regional Operations

**S&T Foundation Unit (STFU)**  
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Science and technology oriented foundations are certified for tax exemption purposes pursuant to Section 24 of R.A. No. 2067 (Science Act), as amended by R.A. No. 3589.

### **WHO MAY AVAIL OF THE SERVICE:**

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

## **REQUIREMENTS:**

In two copies:

1. Letter of intent to apply as a DOST-certified science foundation addressed to the Department Secretary
2. A certified true copy the applicant's:
  - a. Articles of Incorporation
  - b. By-Laws
  - c. Certificate of registration of said Articles of Incorporation and By-Laws as well as their amendments issued by the Securities and Exchange Commission (SEC)
3. Scientific and Technological Activities (STA) Program with proposed budget for a period of three (3) years covered by the certification signed by the Executive Director or equivalent officer of the Foundation, accomplished using the DOST approved and prescribed forms
4. A list of Officers and working staff other than the trustees
5. A certification by the Treasurer of the foundation that it has an initial capital of at least One Million Pesos (Php1,000,000.00)

## **SCHEDULE OF AVAILABILITY OF SERVICE:**

Monday-Friday  
8:00 AM – 5:00 PM

## **FEES:**

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

## HOW TO AVAIL OF THE SERVICE:

Step	Activity of the Office-in-Charge	Duration of Activity	Office-in-charge
1	Receives letter of request and required documents; reviews completeness of the submitted documents; verifies documents relative to the application; prepares acknowledgement letter of the submitted documents, and letter for the conduct of investigation by STFU personnel for OUSECRO's approval	2 hours	STFU
2	Signs and returns communication to STFU	UsecRO's time is beyond control	Undersecretary for Regional Operations
3	Releases letters to Records Management Section thru eRMS for mailing to applicant foundation and concerned DOST Agency/Council	5 minutes	STFU
4	Conducts investigation of foundation and prepares report on the findings relevant to the application	1 working day	STFU
5	Evaluates Programs/Projects/Activities (PPAs) based on DOST criteria	10 working days	DOST Agency/ Council

Step	Activity of the Office-in-Charge		Duration of Activity
6	Consolidate reports, e.g. evaluation/recommendation, certificate as a science foundation, notification letter, and attachments for approval of UsecRO	3 working days	STFU
7	Reviews/endorse consolidated reports for DOST Secretary's action	UsecRO's time is beyond control	Undersecretary for Regional Operations
8	Approves application, returns documents to STFU	Secretary's time is beyond control	Office of the Secretary
9	Transmits to Records Management Section thru eRMS for authentication of approved application and advises foundation to return signed notification letter and pay registration fee	15 minutes	STFU
10	Returns Conforme Letter to STFU and pays registration fee	30 minutes	Applicant foundation
11	Acknowledges payment, requests Order of Payment and issues official receipt	2 working days	Collection and Disbursement Section
12	Mails notification letter, certificate as science foundation, and official receipt to applicant foundation	10 minutes	Records Section