



**Department of Science and Technology**

**Certification of Specific  
Research and Development Project**

**MS. BRENDA L. NAZARETH-MANZANO**

Undersecretary for Regional Operations

**S&T Foundation Unit (STFU)**

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Specific research and development projects are certified for DOST funding 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 individuals, firms and educational institutions undertaking specific Science and Technology projects
- Private foundations which do not qualify for certification as a science foundation

## **REQUIREMENTS:**

In two copies:

1. Letter of intent to apply for certification, addressed to the Department Secretary
2. Specific research and development program accompanied by a detailed project study in the form prescribed and approved by the DOST with proposed budget covering the duration of the said project, signed by the Project Leader/Proponent and endorsed by the Head of the implementing organization or equivalent officer

## **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:

<b>Step</b>	<b>Activity of the Office-in-Charge</b>	<b>Duration of Activity</b>	<b>Office-in-charge</b>
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, referral letter to Evaluator, 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 and concerned DOST Agency/Council	5 minutes	STFU
4	Conducts investigation of applicant organization and prepares report on the findings relevant to the application	1 working day	STFU
5	Evaluates Specific Research and Development Project based on DOST criteria	5 working days	DOST Agency/Council

<b>Step</b>	<b>Activity of the Office-in-Charge</b>		<b>Duration of Activity</b>
6	Consolidate reports, e.g. evaluation/recommendation, certification of specific research and development project, notification letter, and attachments for approval of UsecRO	3 hours	STFU
7	Reviews/endorsees 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 applicant 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
11	Acknowledges payment, requests Order of Payment and issues official receipt	2 working days	Collection and Disbursement Section
12	Mails notification letter, certification of specific research and development project, and official receipt to applicant	10 minutes	Records Section