

You need to file for a temporary clearance. Here are the requirements:

The following must be submitted at least 2 weeks before leaving:

1. Letter of request addressed to the ERDT Project Leader stating the reason for travel, inclusive dates/duration). The letter must be endorsed by your thesis/dissertation adviser.
2. Notarized Deed of Undertaking (see attached file). Please take note the CTC/sedula is no longer accepted. Just indicate the valid I.D. numbers.
3. Assigning a co-maker is required upon filing this request. Please note that the Co-maker is supposed to be residing in the Philippines and is not part of the travel/trip abroad. Kindly attach the co-maker's proof of income (Recent Certificate of Employment or Income Tax Return (ITR)).
4. Photocopy of valid I.D declared in the deed of undertaking: scholar & co-maker.

Deed of Undertaking

KNOW ALL MEN BY THESE PRESENT:

I, _____ and _____, both of
(Scholar) (Co-Maker)

legal age, Filipino citizens and residents of _____
(Scholar's Address)

and _____, respectively, Philippines do hereby depose and say:
(Co-Maker's Address)

That I, _____, is a scholar-graduate under the DOST-SEI
(Scholar) Scholarship Program.

That I, _____, hereby intend to leave the country for a
(Scholar)

_____ in _____ on
(Purpose) (Destination)

_____.

That I, _____, hereby commit to return to the Philippines
(Scholar)

on _____. In case of my failure to do so, I hereby undertake
(Date of Return)

to pay the financial support provided to me during my scholarship under the DOST-SEI Scholarship Program.

That I, _____, _____ promise to pay the
(Co-Maker) (Relationship to Scholar)

financial support given to _____ under the DOST-SEI Scholarship Program
(Scholar)

should _____ fail to return to the Philippines to fulfill his/her scholarship
(Scholar)

financial or service obligation. Moreover, I am declaring that I am not an accompanying party of this travel.

This Deed of Undertaking shall serve as our Promissory Note in favor of the DOST-SEI Scholarship Program to pay
whatever financial support given to me, _____,
(Scholar)

in case of my failure to return to the Philippines on _____.
(Date of Return)

IN WITNESS WHEREOF, we have here to set our hands this _____ day of _____ in
_____.

_____ **Scholar**

CTC # _____

Date of Issue _____

_____ **Co-Maker**

CTC # _____

Date of Issue _____

SIGNED IN THE PRESENCE OF:

_____ **Witness (Printed Name and Signature)**

_____ **Witness (Printed Name and Signature)**

BEFORE ME THIS _____ in _____ personally appeared
_____ and _____ presented themselves to be the same
persons who executed this instrument and acknowledge the same to be their true and voluntary act and deed.

Witness my hand and seal

Doc. No. _____
Page No. _____
Book No. _____
Series of _____