

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

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Series of \_\_\_\_\_