

Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

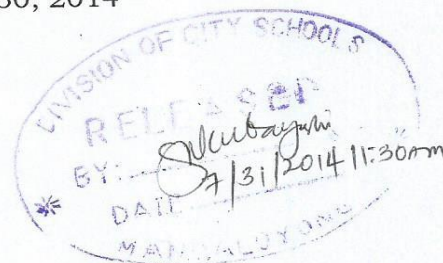


Tel. no. 533-60-85 Fax. no. 532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com

July 30, 2014

MEMORANDUM

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Public School District Supervisor
Principals, Public and Private Secondary Schools



2015 SCIENCE AND TECHNOLOGY SCHOLARSHIPS

The **Department of Science and Technology** announces the opening of the **2015 Science and Technology Undergraduate Scholarships** for qualified graduating senior high schools students all over the country.

The examination will be conducted on **September 21, 2014**. The deadline of filing of Application will be until **August 22, 2014**.

The test fee is **Two Hundred Pesos (P 200.00)** which is **non-refundable**. Personal and cash checks are not acceptable except postal money order, telegraphic transfer, certified cashier's and manager's checks which is payable to Science Education Institute.

Enclosed are copies of some collaterals, information sheet, brochure and posters for all secondary schools.

Immediate dissemination of this **Memorandum** is desired.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent 

/jzq/rga/



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

TO: DIR. LUZ ALMEDA, *Regional Director*
A&L SCHOOLS DIVISION SUPERINTENDENT - NCR

SUBJECT: 2015 SCIENCE AND TECHNOLOGY SCHOLARSHIPS

DATE: 7 July 2014

The Department of Science and Technology announces the opening of the 2015 Science and Technology Scholarships for qualified graduating senior high schools students all over the country.

The Undergraduate Scholarship Examination will be conducted nationwide on September 21, 2014 (Sunday). Filing of application will be until August 22, 2014 (Friday).

Enclosed are copies of some collaterals, information sheet, brochure and posters for all secondary schools, particularly in far-flung barangays.

For your information and dissemination.

DEPARTMENT OF EDUCATION
RECORDS DIVISION

RELEASED
014892

By: [Signature] Date: JUL 21 2014

RegOps/Magno

[Signature]
RIZALINO D. RIVERA
Undersecretary

5344

DIVISION OF CITY SCHOOLS	
RECEIVED	
By:	<u>Malon</u>
Date:	<u>23 JUL 2014</u>
Time:	<u>1:30pm</u>
MANDALUYONG	

TO BE FILLED-OUT BY DOST/SEI STAFF ONLY

TCC - APPLN. NO.

2013 Total Annual Family Gross Income: P
(Taxable & Non-taxable) Month 1 kwh
Average Electricity Consumption in kwh: Month 2 kwh
Month 3 kwh
Total = / 3 mos.
CV = kwh

4th Year Annual HS Net Tuition & Other School Fees: P

Scholarship Program Assessment:
 RA 7687
 Merit P 200.00/O.R. No.

Assessed by:
Printed Name/Signature
 SEI DOST RO. No.:

Republic of the Philippines
Department of Science and Technology
SCIENCE EDUCATION INSTITUTE
P.O. Box 18 Taguig Post Office

NOT FOR SALE
CAN BE REPRODUCED
ALL ENTRIES/SIGNATURE
IN THIS FORM MUST BE
ORIGINAL.

Attach recent
1" x 1"
picture here

INFORMATION SHEET

for the

**DOST-SEI
SCIENCE AND TECHNOLOGY
SCHOLARSHIPS FOR 2015**

Once officially stamped,
DO NOT detach photo.
Attach another copy of
1" x 1" picture for the
Test Permit.

FORM A Instruction: The applicant must be the one to accomplish Form A and affix his/her signature together with one of his/her parents or legal guardian. Write clearly in the box provided or check the box for the appropriate answer. Avoid erasures. For any erasure, the applicant should countersign the item corrected along the page margin. PLEASE ANSWER ALL ITEMS.

Deadline for Submission: 22 August 2014 (Friday)

Date of Examination: 21 September 2014 (Sunday)

I. PERSONAL DATA

1. Name of Applicant
Surname First Name Middle Name

2. Sex Male Female 3. Date of Birth 4. Place of Birth

5. Citizenship 6. Do you have a dual citizenship? Yes No If yes, please specify:

7. Contact Nos.: Landline Phone No. Cell Phone No. 8. Email Address:

9. Permanent Address
No. Street Barangay City/Municipality Province Zip Code

10. Number of Children in the Family 11. Birth Order of Applicant (1st child, 2nd child, etc.) District (Encircle) LONE/1st/2nd/3rd/4th/5th/6th/7th

12. Name of High School

13. Type of High School Regular Public Science Private High School Code (To be provided by DOST-SEI)

14. Address of High School

15. Tuition and Other School Fees Paid in a Private High School P
Please attach assessment form or statement of account provided by the school. If under scholarship: indicate name of scholarship, amount of grant and submit certification from school or foundation.

16. Have you been issued a passport? Yes No Passport No.

II. FAMILY DATA

	Father	Mother	Legal Guardian (To be accomplished ONLY by those whose parents are deceased, working abroad, etc; should submit affidavit of guardianship)
17. Name			
18. Highest Educational Attainment			
19. Occupation (pls. specify)			
20. Name of Employer			
21. Employer Address			
22. 2013 Annual Gross Income (in pesos; taxable and non-taxable)			
23. If self-employed, declare 2013 Annual Gross Income			
24. Tribal Affiliation If applicable, please submit a certification of membership from the local Office of Muslim Affairs or National Commission on Indigenous People.			
25. Is your family a beneficiary of the DSWD's <i>Pantawid Pamilyang Pilipino Program</i> (4Ps)? If yes, please provide clear photocopy of your family's 4Ps ID.			<input type="checkbox"/> Yes <input type="checkbox"/> No

III. SCHOLARSHIP INTENTIONS DATA

26. Check appropriate box for scholarship program applied for:

- RA 7687 SCIENCE AND TECHNOLOGY SCHOLARSHIP**
For applicant who belongs to a family whose socio-economic status does not exceed the set values of ALL the identified indicators as approved by the Advisory Committee on S&T Scholarships.
- DOST-SEI MERIT SCHOLARSHIP**
For an applicant who belongs to a family whose socio-economic status exceeds the set values of any of the identified

indicators. Applicant must pay a non-refundable test fee of P200.00.

27. Have you applied for scholarship other than the DOST-SEI? Yes No

If yes, please identify which scholarship: OWWA CHED GSIS Others, specify _____

28. College/University where you intend to enroll: _____

*You are advised to take the admission test of the college/university where you intend to enroll in SY 2015-2016.

29. Test Center nearest your school: _____

*Please refer to the list of designated test centers in the 2015 S&T Scholarship announcement brochure.

The scholarship examination will be administered on **21 September 2014 (Sunday)** at an identified test center in your province.

I hereby certify that all answers given above are true and correct to the best of my knowledge.

Attested by:

Parent/Legal Guardian
 (Please print name and sign above it.)

Signature of Applicant
 Date: _____

FORM B – HOUSEHOLD INFORMATION QUESTIONNAIRE (HIQ)

A. FAMILY PROFILE

1. Profile of family members (Please include only the parents, applicant and applicant's siblings who are single, age 21 and below, live under the same roof and share in common food.)

(Ibilang ang mga magulang, aplikante at mga kapatid ng aplikante na walang asawa, may edad 21 pababa, kasalukuyang nakatira sa bahay at kasama sa inhahaing pagkain.)

Name (Put Family Head* as first in the list; include name of applicant)	Relationship to Applicant	Age	Civil Status (See codes below)	Highest Educational Attainment (Specify grade, year or degree)	Grade or Year Attending if Currently in School	Occupation of Working Family Member	Class of Worker (See codes below)	Gross Income for the Year 2013 (in pesos)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								

*Family head usually provides the chief source of income for the family. He or she is responsible for the organization and care of the family or who is regarded as such by the members of the family.

Codes for Col. 4 (civil status):

1 Single 2 Married 3 Widowed 4 Divorced/Separated 5 Unknown

Codes for Col. 8 (class of worker):

1 Works for private household 5 Employer in own family-operated farm/business
 2 Works for private establishment 6 Works with pay on own family-operated farm/business
 3 Works for government agency/corporation 7 Works without pay on own family-operated farm/business
 4 Self-employed without any employee 8 Unemployed (e.g. housewife)
 (e.g., sari-sari store owner, dressmaker)

2.a Annual Family Gross Income 2013 P _____

2.b If both parents are unemployed, do you have any relative/s other than those in the profile of family members (whether here or abroad) who contribute in meeting your family expenses? Yes No

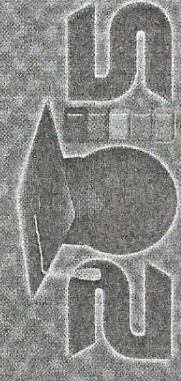
If yes, please accomplish the table below:

Nature of Financial Contribution (e.g., remittances)	Relationship of Contributor to Applicant (e.g., brother who is an OFW)	Frequency of Contribution (please mark with ✓)	Average Contribution (In pesos)
		() Monthly	
		() Quarterly	
		() Every ___ (no. of mos.) month	

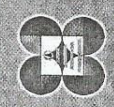
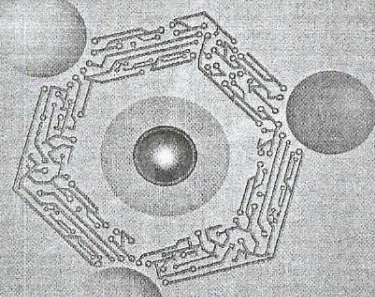
Paalala:

- Kung ang mga magulang ay may hanapbuhay (employed) o di kaya ay may sariling negosyo, magbigay ng kopya ng Income Tax Return (ITR) o W-2 para sa taong 2013.
- Kung walang hanapbuhay (unemployed) ang ama, magbigay ng kopya ng BIR Certification o Municipal/Barangay Certification of Indigency o Exemption ng pag file ng ITR.
- Kung ang ina ay "housewife", hindi na kailangang magsumite ng nasabing sertipikasyon.

SCIENCE AND TECHNOLOGY UNDERGRADUATE SCHOLARSHIPS



**MAKE S&T
YOUR FUTURE
BE A DOST SCHOLAR!**



SCIENCE EDUCATION INSTITUTE
Department of Science and Technology

F. Scholarship Requirements

- An awardee must seek admission and enroll at any of the:
 - State universities and colleges.
 - Tertiary institutions identified as Centers of Excellence or Centers of Development by CHED for the priority S&T courses.
 - DOST-SEI identified network institutions.

He/She should pass the qualifying examination for admission to the university where he/she plans to enroll in.

- An awardee shall comply with the terms of the Scholarship Agreement to be entered into between himself/herself, parents or legal guardian and the DOST-SEI.
- After signing the Scholarship Agreement, the awardee's name shall be included in the lists of scholars needing clearance from DOST-SEI forwarded to the appropriate government agency/ies for tracking purposes.
- An awardee shall maintain the grade requirements of the scholarship.
- Upon completion of his/her course, an awardee shall serve in the country, preferably in his/her home region, on full-time basis along his/her field of training for a minimum period equivalent to the length of time he/she enjoyed the scholarship.

G. Examination Coverage

This is an aptitude test designed to measure abilities that determine academic and professional success in science, mathematics and engineering. The test is divided into two major components:

- Intellective**
 - Scientific Ability; Quantitative Ability; Mechanical and Technical Ability; Linguistic Ability; Imagery; Inspection; Sensorimotor Ability and Spatial Reasoning.
- Non-Intellective**

H. Selection Criteria

The awardees shall be selected on the basis of their performance in the 2015 S&T Scholarship Examination.

I. Final Selection

The list of awardees as approved and announced by the DOST Secretary is final and unappealable.

MGS
MARCO G. MONTEJO
Secretary, DOST

DOST REGIONAL OFFICES

DOST R.O. 6
Magsaysay Village, La Paz, Iloilo City
Tel No. (83) 320-0083
Fax No. (83) 320-0608, 608-7183

DOST R.O. 7
The Luning S&T Complex, Sulong, Cebu City
Telefax No. (32) 416-9055

DOST R.O. 8
Government Center, Candahug, Palo Leyte
Tel. No. (63) 323-3252, 323-7111
Fax No. (63) 323-7110

DOST R.O. 9
Petit Barracks, Zamboanga City
Tel No. (62) 991-1024
Fax No. (62) 992-1114

DOST R.O. 10
J.R. Borja Memorial Compound, Carmen, Cagayan de Oro City
Tel No. (88) 858-6790
Fax No. (88) 858-9331

DOST-CARAGA
CSU Campus, Ampayon, Butuan City
Tel No. (85) 341-9551
Fax No. (85) 342-5684

DOST R.O. 11
Davao Medical Center Comp., Cor. Friendship and Dumalatas Rds., Bajada, Davao City
Tel No. (82) 221-5228
Fax No. (82) 221-5295

DOST R.O. 12
LTP Compound, Colabato City
Tel No. (64) 421-6008
Fax No. (64) 221-5295

DOST-ARMIL
ORC Complex, Colabato City
Tel No. (64) 390-1154, (64) 552-0263
Fax No. (64) 421-1972, (64) 421-8183

TEST CENTERS

Region VI
Aklan, Antique, Capiz, Guimaras, Iloilo, Negros Occidental

Region VII
Bohol, Cebu, Siquijor, Negros Oriental

Region VIII
Biliran, Eastern Samar, Leyte, Northern Samar, Southern Leyte, Western Samar

Region IX
Isabela City (Basilan), Zamboanga del Norte, Zamboanga del Sur, Zamboanga Sibugay

Region X
Bukidnon, Camiguin, Misamis Occidental, Misamis Oriental, Lanao del Norte

CAFAGA
Agusan del Norte, Agusan del Sur, Dinagat Islands, Surigao del Norte, Surigao del Sur

Region XI
Davao del Norte, Davao del Sur, Davao Oriental, Compostela Valley

Region XII
Colabato City, North Colabato, South Colabato, Sultan Kudarat, Sarangani

ARMIL
Basilan Province, Lanao del Sur, Maguindanao, Sulu, Tawi-Tawi

NCR
Mandaluyong, Manila, Marikina, Paranaque, Quezon City, Taguig



Department of Science and Technology
SCIENCE EDUCATION INSTITUTE
1st and 2nd Level Science Heritage Bldg.,
DOST Compound, General Santos Ave., Butuan, Taguig City
Contact nos. (02) 839-0083, (02) 837-1333, 837-2071 loc. 2382
www.sei.dost.gov.ph, www.science-scholarships.ph

E. Where to Secure / File Application

- The application form can be obtained at the Science Education Institute, 2nd Level, Science Heritage Bldg., DOST Compound, General Santos Ave., Butuan, Taguig City, Metro Manila, DOST Regional Offices, Provincial Science and Technology Centers (PSTC) or Offices of the Congressmen and Senators. It can be downloaded at the websites, www.sei.dost.gov.ph and www.science-scholarships.ph.
- Accomplished form can be filed at the Science Education Institute, or DOST Regional Offices/PSTC nearest the applicant's school or home address.

Deadline for Filing of Application:
August 22, 2014
Date of Examination:
September 21, 2014
1st batch 7:00 AM - 12:00 NN
2nd batch 1:00 PM - 6:00 PM

The Test Permits shall be mailed to the applicants or school principal for distribution to the applicants. In case the test permits are not received within the week before the examination day, the examinees may inquire from the DOST Regional Office/PSTC and check the nearest designated test center a day before the examination.

DOST REGIONAL OFFICES

CAR
Abra, Apayao, Benguet, Ilugao, Kalinga, Mt. Prov.

Region I
Ilocos Norte, Ilocos Sur, La Union, Pangasinan

Region II
Balabac, Cagayan, Isabela, Nueva Vizcaya, Quirino

Region III
Aurora, Bataan, Bulacan, Nueva Ecija, Pampanga, Tarlac, Zambales

Region IV-A
Batangas, Cavite, Laguna, Quezon, Rizal

Region IV-B
Marikina, Occidental Mindoro, Oriental Mindoro, Palawan, Romblon

Region V
Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate, Sorsogon

TEST CENTERS

DOST-CAR
BSU Campus, La Trinidad, Benguet
Tel. No. (74) 422-0979
Fax No. (74) 422-2214

DOST R.O. 1
DMMISU-HILU Campus, San Fernando City, La Union
Telefax No. (72) 888-3389, 706-2372

DOST R.O. 2
Regional Government Center, Caring Sur, Tuguegarao, Cagayan
Tel No. (78) 304-3426
Fax No. (78) 846-7241, 804-8654

DOST R.O. 3
Disdiado Macapagal, Gov.'s Center, Maimpis, City of San Fernando, Pangasinana
Tel. No. (45) 455-2348
Fax No. (45) 455-0800

DOST R.O. 4A
Jamboree Rd., Brgy. Timugan, Los Baños, Laguna
Telefax: (49) 536-4894

DOST R.O. 4B
DOST Compound, Gen Santos Avenue, Butuan, Taguig City
Tel. No. (02) 837-2071 loc. 2393

DOST R.O. 5
Regional Center Site, Camarines Sur, Legaspi City, Masbate, Sorsogon
Telefax No. (52) 482-0634

The Department of Science and Technology – Science Education Institute (DOST-SEI) will award Bachelor of Science degree scholarships to students who wish to pursue priority fields of study in science, mathematics and engineering.

BACHELOR OF SCIENCE COURSES

- Agriculture
- Agricultural Biotechnology*
- Agricultural Chemistry
- Agricultural Engg.
- Agricultural and Biosystems Engg.*
- Applied Mathematics
- Applied Physics
- Biochemistry
- Biology
- Ceramics Engg.
- Chem w/ Applied Comp. System
- Chem w/ Materials Sci. & Engg.
- Chemical Engg.
- Chemistry
- Civil Engg.*
- Computer Engg.
- Computer Science
- Electrical Engg.
- Electronics & Communications Engg.
- Environmental Science
- Fisheries
- Food Technology
- Forestry
- Geology
- Geodetic Engg.
- Geothermal Engg.
- Industrial Engg.
- Industrial Management Eng'g-TI**
- Information Technology
- Instrumentation and Control Engg.
- Manufacturing Eng'g Management-Biomedical Eng'g**
- Manufacturing Eng'g Management-Mechatronics & Robotics**
- Manufacturing Eng'g
- Materials Eng'g.
- Mathematics
- Mathematics Teaching
- Mechanical Engg.
- Metallurgical Engg.
- Mining Engg.
- Molecular Biology & Biotechnology
- Physics
- Physics w/ Applied Comp. System
- Applied Physics w/ Materials Sci. & Engg.
- Science Teaching (Bio, Chem, Physics, Physical Science)
- Statistics

Study Placement (Refer to F-1 to F-3)

* at UP System only
** at DLSU only

RA 7687

A. General Criteria of Eligibility	RA 7687	MERIT
<ul style="list-style-type: none"> • natural-born Filipino citizen; • poor, talented and deserving student who belongs to a family whose socio-economic status does not exceed the set values of certain indicators; • top five percent (5%) of the regular high school graduating class; or • member of the graduating class of a DOST-SEI identified or DepEd-recognized science high school; • resident of the municipality for the last 4 years as attested by the barangay; • of good moral character and in good health; and • qualifier of the 2015 S&T Scholarship Examination 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✗</p> <p>✓</p> <p>✗</p> <p>✓</p> <p>✓</p>
B. Not Qualified to Apply		
<ul style="list-style-type: none"> • those who have earned units in any post-secondary/ undergraduate course; • those who have taken any previous DOST-SEI Scholarship Examination; and • those who have applied for immigrant status in the USA or any other country. 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
C. Scholarship Privileges		
Tuition and other school fees	P10,000.00/semester or P8,000.00/trimester	P10,000.00/semester or P8,000.00/trimester
Book Allowance	P500.00/year	P500.00
MSPE uniform (1st Semester of First Year only)	1 economy-class roundtrip fare	1 economy-class roundtrip fare
Transportation Allowance (for those studying outside of home province)		
Monthly Living Allowance		
<ul style="list-style-type: none"> • For BS Physics/Applied Physics/Physics Teaching/Geology/MiningE • Other DOST-SEI priority courses 		
Summer Allowance (if required per curriculum)		
<ul style="list-style-type: none"> • Tuition and other school fees • Book Allowance • Monthly Allowance 		
Post-graduation clothing allowance		
D. Items to be Submitted		
DOST-SEI Information Sheet (Form A)	✓	✓
Household Information Questionnaire (Form B)	✓	✓
Certificate of Good Moral Character (Form C)	✓	✓
Certification that applicant belongs to the upper 5% of graduating class (Form D); or	✓	✓
Certification that applicant belongs to the graduating class of DOST-SEI identified or DepEd-recognized science high school (Form D2)	✓	✓
Statement of applicant that he/she has not taken any undergraduate units or post secondary course (Form E)	✓	✓
Statement of parent that applicant has no pending application as immigrant to any other country (Form F)	✓	✓
Certificate of Residency (Form G)	✓	✓
Two recent (1"x1") pictures	✓	✗
Photocopy of Birth Certificate	✓	✓
Parents 2013 Income Tax Return (w/2) Employment Contract for OFW/ Bkr. Cert. of Exemption from Filing of ITR / Brgy. Cert. of Indigency	✓	✗
Electric bill for 3 consecutive months in 2014	✓	✗

The Department of Science and Technology – Science Education Institute (DOST-SEI) will award scholarships in Bachelor of Science degree programs to students with high aptitude in science and mathematics and willing to pursue fields of science and technology.

MERIT

INSTITUTIONS	BASIC SCIENCES	APPLIED SCIENCES
1. Adamson Univ.	Chemistry	ChE, IE, CoE, EE, GeE, ME, ECE
2. Aquinas Univ.	Chem, Math, Physics	CoE
3. Ateneo de Davao Univ.		ME, EE, ChE
4. Ateneo de Manila Univ.		CS, ECE, CoE, Environmental Science, Chem w/ ACS, Chem w/ MSE, App. Phys w/ MSE
5. Balangas State U		EE, ME
6. Bulacan State U		EE, ME
7. Cagayan State U		CoE, EE
8. Central Phil. Univ.		ME, ChE
9. Cebu Inst. of Tech. - Univ.	Chem, Math, Physics	IT, ME
10. De La Salle Univ.		ME, ChE, ECE, IE, EE, MfgE, OS, Industrial Mgt. E-IT, Manufacturing E Mgt.-Biomedical Engg., Mechatronics & Robotics
11. Don Bosco Tech. Coll.		ME, ECE, CoE
12. Holy Angel Univ.		EE, IE, ECE
13. Mapua Inst. of Tech.		ChE, EE, IE, MeE, ECE
14. Mariano Marcos SU	Chem, Math, Physics	Geological Sci. & Engg., Ceramics Engg.
15. MSU-IIT		ME, EE, MeE, ECE, Ceramics Engg
16. Negros Oriental SU		Geothermal Engineering
16. Phil. Normal Univ.		Physics Teaching
17. Rizal Tech. Univ.		EE, ICE
18. Siliman Univ.	Chem, Math, Physics	ME
19. St. Louis Univ.		ChE, IE, MiningE, ECE, EE, ME
20. Tiarac State Univ.		EE
21. TUP-Manila		ME, ECE, EE
22. TUP-Visayas		ME
22. Univ. of the East		ME
23. Univ. of Mindanao		ME
24. UNO-Recoletos	Biology, Chem, Math, Physics	ChE, CoE, ECE, EE, IE, ME, MeE, Agriculture, Agri. Biotech., Agri. Chem, Agri. and Biosystems Eng., Biochem, MBB, MiningE, CS, Geology, CivilE, MaterialsE, Science Teaching, Math Teaching, Forestry, Statistics, Food Tech, GeodeticE, Fisheries, Applied Math, Applied Physics
26. Univ. of San Carlos	Chem, Math, Physics	ChE, CoE, ECE, EE, EE, Phys-Chem Teaching, Phys-Math Teaching, EE, ECE
27. Univ. of South-Eastern Phils.	Chem, Math	ECE, IE, ChE, EE, BioChem, ME
28. Univ. of Sto. Tomas		ChE, CoE, ECE
29. Univ. of St. La Salle		Agriculture
30. Visayas State Univ.	Chem, Math	ChE, ME, EE
31. Xavier Univ.		ECE
32. Wesleyan Univ.		EE, ME
33. Western Inst. Of Tech.		Science Teaching
34. Western Mindanao State University		(Bio, Chem, Physics)

Test Fee

• A non-refundable test fee of P200.00 will be collected. Applicants should send postal money order instead of cash when mailing applications. The payee of the money order should be SCIENCE EDUCATION INSTITUTE.

• SEI can accept only cash, postal money orders, telegraphic transfer, certified cashier's and manager's checks. PERSONAL CHECKS ARE NOT ACCEPTABLE.