

<div>5. Provision of Scholarship Assistance</div> <div>Description of the Service: Scholarship assistance is being provided to elementary, high school, and college students, out-of-school youth, and graduate students to augment their capability to acquire education. Before each school year, scholarship applications are processed by the Office of the City Mayor, through the Special Projects Office, where applicants are granted/issued scholarship grants.</div>	
Office or Divisions:	Office of the City Mayor
Classification:	SIMPLE
Type of Transaction:	G2C
Who may avail:	All Ilagueño Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<div>COLLEGE LEVEL</div> <div>For New Applicants:</div> <div><div>1. Biodata with 2x2 Picture</div><div>2. Barangay Clearance</div><div>3. Original Copy of Assessment/Enrollment Form, Certificate of Grades (COG) or Transcript of Records (TOR)</div><div>4. Biometrics/Precint Number and SK Chairman Endorsement</div><div>5. For Fresh Graduates, please include Diploma, Form 137-A and GMRC</div></div> <div>For Renewal:</div> <div><div>1. Barangay Clearance</div><div>2. Original Copy of COG, assessment/Enrollment Form</div><div>3. Biometrics/Precint No., SK Chairman Endorsement</div></div> <div>GRADUATE STUDIES</div> <div>For New Applicants:</div>	<div>From the Client</div> <div>From the Barangay where the individual resides</div> <div>From the School</div> <div>From the Barangay where the individual resides</div> <div>From the School</div> <div>From the Barangay where the individual resides</div> <div>From the School</div> <div>From the Barangay where the individual resides</div>

1. Certificate of Employment 2. Voter's ID 3. Barangay Clearance 4. Assessment and Enrollment Form 5. Application Form 6. Transcript of Records 7. Bio-data with 2x2 picture 8. Letter of Intent/Scholarship Application Letter 9. Cedula (Photocopy) 10. SK Chairman Endorsement (for 18-30 yo)		From the institution where the individual is employed From the Barangay where the individual resides From the Barangay where the individual resides From the School From the Special Projects Office From the School From the Client From the Client From the City Treasurer's Office From the Barangay where the individual resides		
For Renewal: 1. Barangay Clearance 2. Assessment and Enrollment Form 3. Certificate of Grades (Original with Dry Seal) 4. SK Chairman Endorsement (for 18-30 yo) 5. Photocopy of Voter's ID or Voter's Certification		From the Barangay where the individual resides From the School From the School From the Barangay where the individual resides From COMELEC		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements for assessment and verification	Accept, assess, verify, and file the documents	None	2 minutes	Pastor Bacungan HRMO III Special Projects Office
2. Accomplish Scholarship Application Form	Present Scholarship Application Form for accomplishment	None	3 minutes	Georgia Pontejos SPO Staff
3. Claim Scholarship Certificate and Voucher	Upon completeness of all requirements and signatures, Treasury Staff releases the Scholarship Certificate and Voucher	None	3 minutes	Eliseo Claravall Treasury Personnel
4. Proceed to Mayor's Office for signature of Scholarship Voucher	Sign the Scholarship Application and Voucher	None	2 minutes	Dr. Josemarie Diaz City Mayor
TOTAL:		10 minutes		