

## 5. Provision of Scholarship Assistance

**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.

<b>Office or Divisions:</b>	<b>Office of the City Mayor</b>
<b>Classification:</b>	<b>SIMPLE</b>
<b>Type of Transaction:</b>	<b>G2C</b>
<b>Who may avail:</b>	<b>All Ilagueño Students</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>COLLEGE LEVEL</b>	
For New Applicants: 1. Biodata with 2x2 Picture 2. Barangay Clearance 3. Original Copy of Assessment/Enrollment Form, Certificate of Grades (COG) or Transcript of Records (TOR) 4. Biometrics/Precint Number and SK Chairman Endorsement 5. For Fresh Graduates, please include Diploma, Form 137-A and GMRC	From the Client From the Barangay where the individual resides From the School  From the Barangay where the individual resides From the School  From the Barangay where the individual resides From the School
For Renewal: 1. Barangay Clearance 2. Original Copy of COG, assessment/Enrollment Form 3. Biometrics/Precint No., SK Chairman Endorsement	From the Barangay where the individual resides
<b>GRADUATE STUDIES</b>	
For New Applicants:	

<ol style="list-style-type: none"> <li>1. Certificate of Employment</li> <li>2. Voter's ID</li> <li>3. Barangay Clearance</li> <li>4. Assessment and Enrollment Form</li> <li>5. Application Form</li> <li>6. Transcript of Records</li> <li>7. Bio-data with 2x2 picture</li> <li>8. Letter of Intent/Scholarship Application Letter</li> <li>9. Cedula (Photocopy)</li> <li>10. SK Chairman Endorsement (for 18-30 yo)</li> </ol> <p>For Renewal:</p> <ol style="list-style-type: none"> <li>1. Barangay Clearance</li> <li>2. Assessment and Enrollment Form</li> <li>3. Certificate of Grades (Original with Dry Seal)</li> <li>4. SK Chairman Endorsement (for 18-30 yo)</li> <li>5. Photocopy of Voter's ID or Voter's Certification</li> </ol>				
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
<b>TOTAL:</b>		<b>10 minutes</b>		