



Internal/External

7. SERVICE NAME: PROVISION OF SCHOLARSHIP ASSISTANCE

Description of the Service: Scholarship assistance is provided to elementary, high school, college, graduate students, and out-of-school youth to support their education. Applications are processed by the Office of the City Mayor through the Special Projects Office (SPO). Approved applicants are granted scholarship certificates and vouchers for the school year.

Office or Division:	Office of the City Mayor – Special Projects Office
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Ilagueño students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
College Level <i>New Applicants:</i> <ol style="list-style-type: none">1. Biodata with 2x2 picture2. Original Assessment/Enrollment Form, Certificate of Grades (COG), or Transcript of Records (TOR)3. Barangay Clearance4. Biometrics/Precinct Number and SK Chairman Endorsement5. For Fresh Graduates: Diploma, Form 137-A, and GMRC	<ul style="list-style-type: none">➤ From client➤ From the School, College or University➤ Barangay Hall of the applicant's residence➤ Barangay Hall of the applicant's residence➤ From the School, College or University➤ From the School, College, or University➤ Barangay Hall of the applicant's residence



<p><i>Renewal Applicants:</i></p> <ol style="list-style-type: none"> 1. Original COG, Assessment/Enrollment Form 2. Barangay Clearance 3. Biometrics/Precinct Number and SK Chairman Endorsement 	<ul style="list-style-type: none"> ➤ Barangay Hall of the applicant's residence
<p>Graduate Studies</p> <p><i>New Applicants:</i></p> <ol style="list-style-type: none"> 1. Letter of Intent / Scholarship Application Letter 2. Application Form 3. Certificate of Employment (if applicable) 4. Endorsement from SK Chairman (for 18-30 years old) 5. Barangay Clearance 6. Voter's ID 7. Assessment and Enrollment Form 8. Transcript of Records 9. Biodata with 2x2 picture <p><i>Renewal Applicants:</i></p> <ol style="list-style-type: none"> 1. Certificate of Grades (Original with Dry Seal) 2. Assessment and Enrollment Form 3. Barangay Clearance 4. Endorsement from SK Chairman (for 18-30 years old) 5. Photocopy of Voter's ID or Voter's Certification 	<ul style="list-style-type: none"> ➤ From client ➤ From the Special Projects Office ➤ From the Institution/ Agency where applicant is employed ➤ Barangay Hall of the applicant's residence ➤ From the School, College or University ➤ From COMELEC ➤ From School, College, or University ➤ From School, College, or University ➤ From the client ➤ From the School, College, or University ➤ From the School, College, or University ➤ Barangay Hall of the applicant's residence ➤ Barangay Hall of the applicant's residence ➤ From COMELEC

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Present all required documents for assessment and verification	Receive, assess, verify completeness, and file documents	None	3 minutes	Pastor Bacungan, <i>HRMO III / Special Projects Office Focal Person</i>
2. Accomplish the Scholarship Application Form	Provide and guide client in accomplishing the application form	None	3 minutes	SPO Staff
3. Claim Scholarship Certificate and Voucher	Review completeness of requirements and signatures, then release Scholarship Certificate and Voucher	None	3 minutes	SPO Staff
4. Proceed to Mayor's Office for signature of Scholarship Voucher	Verify and sign Scholarship Application and Voucher	None	1 minute	Hon. Josemarie L. Diaz, <i>City Mayor</i>
TOTAL			10 minutes	