



Internal/External

1. SERVICENAME: SCHOLARSHIP ASSISTANCE

Description of the Service: Scholarship assistance is being provided to all Ilagueno Students where applicants are granted/issued scholarship grants.

Office or Division:	Special Projects Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Ilagueno Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>College Level</p> <p>For New Applicants:</p> <ol style="list-style-type: none"> 1. Biodata with 2x2 Picture 2. Barangay Clearance 3. Original Copy 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 <p>For Renewal:</p> <ol style="list-style-type: none"> 1. Barangay Clearance 2. Original Copy of COG, assessment/Enrollment Form 	<p>From the Client</p> <p>From the Barangay where the individual resides</p> <p>From the school</p> <p>From the Barangay where the individual resides</p> <p>From the school</p> <p>From the Barangay where the individual resides</p> <p>From the school</p> <p>From the Barangay where the individual resides</p>



<p>3. Biometrics/Precint No., Sk Chairman Endorsement</p> <p>Graduate Studies</p> <p>For New Applicants:</p> <ol style="list-style-type: none"> 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 y/o) <p>For Renewal:</p> <ol style="list-style-type: none"> 1. Barangay Clearance 2. Assessment And Enrollment Form 3. Certificate of Grades (Original with Dry Seal) 4. Sk Chairman Endorsement (For 18-30 y/o) 5. Photocopy of Voter's ID or Voter's Certification 	<p>From the Institution where the individual resides</p> <p>From the Barangay where the individual resides</p> <p>From the Barangay where the individual resides</p> <p>From the school</p> <p>From the Special Projects Office</p> <p>From the School</p> <p>From the Client</p> <p>From the Client</p> <p>From the City Treasurer's Office</p> <p>From the Barangay where the individual resides</p> <p>From the Barangay where the individual resides</p> <p>From the School</p> <p>From the School</p> <p>From the Barangay where the individual resides</p> <p>From the COMELEC</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTION</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>



1. Present requirements for assessment and verification	Accept, assess, verify, and file the document	None	2 minutes	Pastor Bacungan HRMO IV Special Projects Office
2. Accomplish Scholarship Application Form	Present the Scholarship Application form for Accomplishment	None	3 minutes	Jee-yun Reyes SPO Staff
3. Claim Scholarship certificate and Voucher	Upon Completeness of all requirements and signatures, SPO Staff releases the Scholarship Certificate and Voucher	None	3 minutes	Jee-yun Reyes SPO Staff
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		None	10 minutes	