

# **SCHOLARSHIP UNIT**

## **CITIZEN's CHARTER SERVICES**

Address: Ground Flr. Bacoor Government Center  
Bacoor Blvd. Bayanan, City of Bacoor  
Telephone No.: 481-4100 Loc. 212

## **CITY OF BACOR Scholarship Programs**

### **I. LEGAL BASIS**

**Republic Act # 101160** – An Act converting the Municipality of Bacoor into a component city to be known as the City of Bacoor

#### **Article IV, Section 11 Part 5 (xi) of the General Provisions**

Approve ordinances which shall ensure the efficient and effective delivery of basic services and facilities as provided for under the Local government Code of 1991 and in addition to said services and facilities, shall

**(xi)** Establish a scholarship Fund for the poor but deserving students in schools located within it's jurisdiction or for students residing within the city.

### **II. QUALIFICATIONS OF H.S., COLLEGE and IN-SCHOOL STUDENTS**

Natural-born Filipino citizen residing at Bacoor, Cavite

Parents (Mother and Father) are registered voter of this City.

Maintaining an average grade of 85% or 2.0

### **III. REQUIREMENTS**

- General Average grade of 85% or 2.00 for Coll
- General Average grade of 85%
- Cert. of Good Moral Character (for incoming 1<sup>st</sup> yr students H.S & Coll
- Photocopy of latest report card or class cards
- 2 pcs. 1x1 ID picture
- Barangay Certificate of Residency
- Photocopy of parent's Voter's ID or Comelec certificate
- Accomplished Scholarship Data Form
- Letter of intent addressed to Mayor Lani M. Revilla

#### **IV. PERIOD OF IMPLEMENTATION**

3<sup>rd</sup> Quarter – Partial release and 1<sup>st</sup> Quarter (last release) of succeeding year

#### **V. FINANCIAL PRIVILEGES**

- Financial assistance of 2,000.00 pesos per year for high school Students.
- Financial assistance of 2,000.00 pesos per semester for college students.
- Free Tuition or 50% assistance on Tuition Fees on various schools.

#### **SCHOOLS WITH SCHOLARSHIP PROGRAMS**

1. International School for Hotel and Restaurant Management (ISHRM)
2. Datacom
3. St. Dominic College of Asia
4. Cavite State University
5. St, Francis College of Assisi
6. Perpetual Help Coll of Rizal – Molino Campus
7. Green Valley Academy
8. Bearer of Light and Wisdom Colleges

**CITIZEN's CHARTER SERVICES**  
City of Bacoor, Province of Cavite

Responsible Department/Unit      **Scholarship Unit**  
Service Name                      **Financial Assistance/Scholarship Program**  
Service Description              **Financial Assistance given to poor and deserving students of Bacoor**  
Client                                **High School, Senior High School and College Student currently enrolled.**  
Maximum Duration of Process  
Requirements                      **See other Page**  
**How to Avail Service**

Step	Action / s to be Taken		Office / Person Responsible	Time to Complete (w/ complete requirements)	Fees	Form /s Use
	Applicant/Client	Frontline Service Unit				
1	Secure Requirements & Fill Up Application Form	Assist Client and Check Requirements	Armida S. Abellanos Garry Louie S. Giron	3 min.	None	Scholarship Data Form
2	Submit Application	Review and Assessed submitted documents	Armida S. Abellanos	5 min.	None	None
3	Screening	Screens and Review Documents	Bacoor Scholarship Guild	2 min.	None	None
4	Encoding	Encodes Clients Name and Data	Armida S. Abellanos	1 min.	None	None
5	Processing	Processing of Budgetary requirements	Budget Office	1 day	None	OBR & Voucher
6	Releasing	Releasing of Allowance to Students	Treasurer's Office	1 min.	None	None

Prepared by: REMEDIO V. SANTERO  
OIC - Scholarship Unit

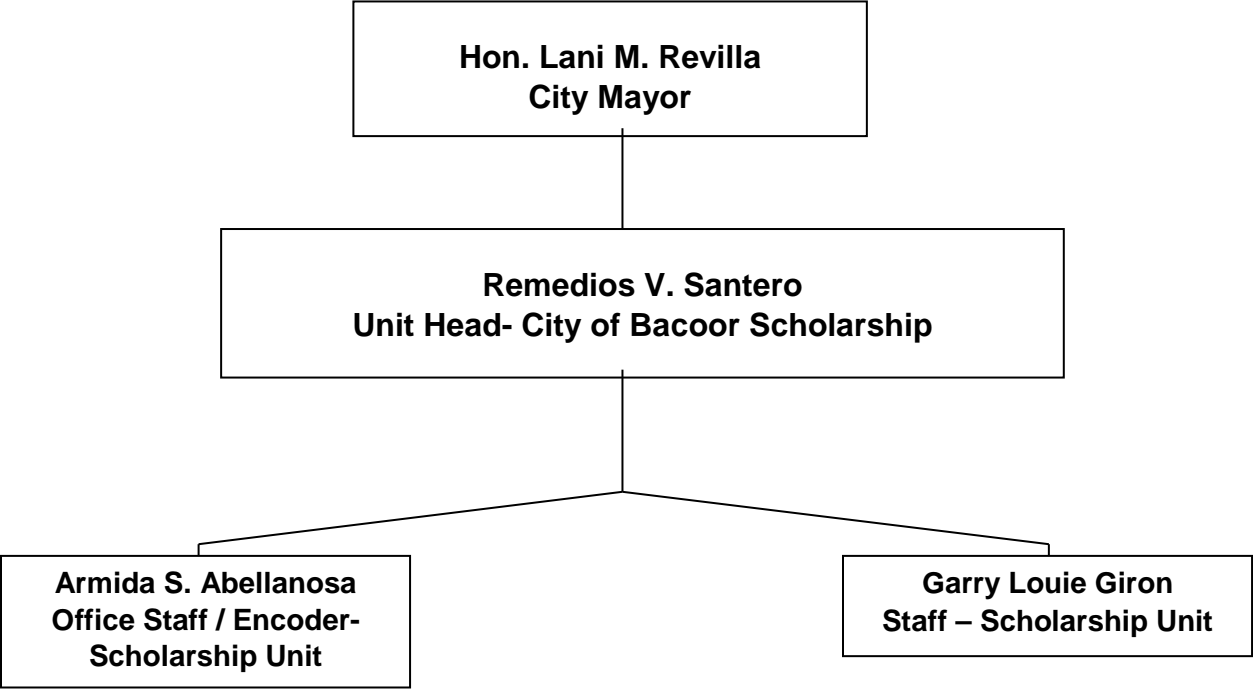
## SCHOLARSHIP UNIT WORK FLOW

<b>Remedios V. Santero</b> <b>Unit Head – City of Bacoor Scholarship Program</b>	<ul style="list-style-type: none"><li>➤ Handle the scholarship program of Mayor Strike B. Revilla.</li><li>➤ Accommodates and answers all queries in line with the scholarship requirements and other matters regarding scholarship program.</li><li>➤ Checking and review of requirements for scholarship programs – Free Tuition Fee on Computer Programming courses.</li><li>➤ Recommends students for Mayor’s Endorsement Letter for Colleges.</li><li>➤ Keep records of Scholar for Financial Assistance Recipients.</li><li>➤ Coordinates with Local School Board for allotted Scholarship Funds.</li><li>➤ Coordinates and prepares Memorandum of Agreement between the Students, the School and the City.</li><li>➤ Plans and meet with the Bacoor Scholarship Guild for future programs and activities of the scholars.</li><li>➤ Coordinates with Councilor Rowena Mendiola – Chairman Committee on Education and Councilor Rey Palabrica for Budgetary requirements for Scholarship Financial Assistance.</li><li>➤ Assist scholars applying for Financial Assistance at DSWD Region 4-A.</li></ul>
<b>Armida S. Abellanos</b> <b>Office Staff / Encoder – Scholarship Unit</b>	<ul style="list-style-type: none"><li>➤ Encodes data on Scholarship Programs.</li><li>➤ Accepts and assess student’s application form for scholarship both College and High School.</li><li>➤ Checking and review of requirements for scholarship programs</li><li>➤ Preparing documents that will sign by the Scholarship Guild, Budget and City Mayor</li><li>➤ Keeps records, coordinates, and communicates with student for updates, info’s, requirements, programs and other related matters in connection with scholarship programs.</li><li>➤ Maintain and update filling, database system either manually or using computer</li></ul>
<b>Garry Louie Giron</b> <b>Staff</b>	<ul style="list-style-type: none"><li>➤ Assist Client and Check Requirements</li><li>➤ Follow up students for their Financial Assistance thru texting them</li><li>➤ Informing students for the lacking documents</li></ul>

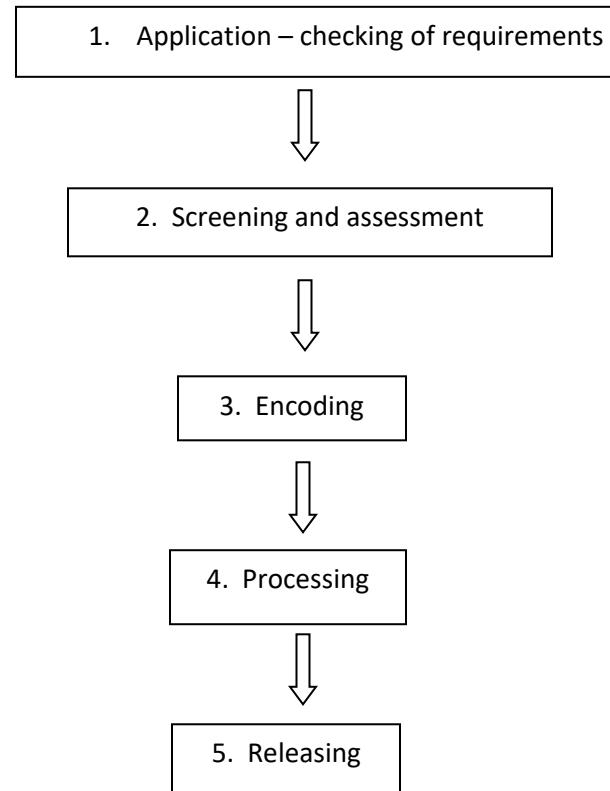
Prepared and submitted by:

**REMEDIOS V. SANTERO**  
OIC – Scholarship Unit

**CITY OF BACOR SCHOLARSHIP PROGRAM ORGANIZATIONAL CHART**



**FLOWCHART FOR SCHOLARSHIP PROGRAM**  
**High School, Senior High School and College**



**OPERATION MANUAL**  
**Scholarship Unit**

PPA's	LEGAL BASIS	EXPECTED OUTPUT	OPR	TIME/POI	FUNDS Amount/Source	Remarks
Scholarship Programs	R.A. # 101160	Financial Assistance provided to deserving H.S., Senior High School and College students of Bacoor	O.M	3 <sup>rd</sup> week Sept. 2016 3 <sup>rd</sup> week of Feb. 2017	20M	

**Prepared by:**

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**OIC - Scholarship Unit**