

**VI. SCHOLARSHIP OFFICE
FRONTLINE SERVICES**

1. SCHOLARSHIP OFFICE FRONTLINE SERVICE : PROVISION OF ASSISTANCE IN THE ADMINSSION AND APPLICATION OF SCHOLARSHIP
TOTAL RESPONSE TIME : 8 MINUTES

STEP BY STEP PROCEDURE		DURA-TION	FEEES	REQUIREMENTS	RESPONSIBLE PERSON	LOCATION
Client	Service Provider					
1. Log-in at the Scholarship log-book		1 min.	none	2 pcs 2x2 recent ID picture		Scholarship Coordinator's Office located at the office of the guidance counselor
2. Secure application form	3. Provide application form.	1 min	None		Scholarship Coordinator -Mrs. Luningning Aribbay	
4.Fill in application form	5.Review entry for corrections	4 mins	none		Scholarship Coordinator	
	6.Affix signature to fully accomplished and reviewed application form	2 mins.	none		Scholarship Coordinator	
END OF TRANSACTION						

2. SCHOLARSHIP OFFICE FRONTLINE SERVICE : PROVISION OF ASSISTANCE ON THE SUBMISSION OF REQUIREMENTS FOR SCHOLARSHIP APPLICATION

TOTAL RESPONSE TIME : 6 MINUTES

CLIENT	SERVICE PROVIDER	DURATION	FEES	REQUIREMENT	RESPONSIBLE	LOCATION
1.Log-in to the scholarship log-book		1 min	none			
2.Submit Requirements	3.Check and review requirements for lacking documents/ requirements.	5 mins		-Certificate of grades -Cert. of Good moral character -2x2 ID -Cert. of indigency or tax exemption -biodata	Scholarship Coordinator	Scholarship Coordinator's Office located at the office of the guidance counselor
	4.Affix signature and receive requirements for submission.				Scholarship Coordinator	
END OF TRANSACTION						

3. SCHOLARSHIP COORDINATOR'S FRONTLINE SERVICES : Provision of Assistance in the releasing Scholarship Certificate
TOTAL RESPONSE TIME : 8 MINUTES

CLIENT	SERVICE PROVIDER	DURATION	FEES	REQUIREMENT	RESPONSIBLE PERSON	LOCATION
1. Log-in at the scholarship logbook						Office of the Scholarship Coordinator
2. Secure official receipt at the Cashier office			25.00		Collecting Officer	Cashier's Office
	3. Encode and print out scholarship certificate.	7 mins	none	Official Receipt	Scholarship Coordinator	Office of the Scholarship Coordinator
	4. Issue the requested certificate	1min.	none	none	Scholarship Coordinator	Office of the Scholarship Coordinator
END OF TRANSACTION						