

Iligan City Hall, Buhanginan Hills, Pala-o, 9200 Iligan City
Tel.: (063) 223-9395; 223-1533; **223-9680**; email: chrmo@iligan.gov.ph

Frontline Service : GRANTING OF SCHOLARSHIP ASSISTANCE

Schedule of Availability of Service : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of services starts after flag raising

Who May Avail of the Service : Poor but deserving students residing in different Barangays of Iligan City

What are the Requirements :

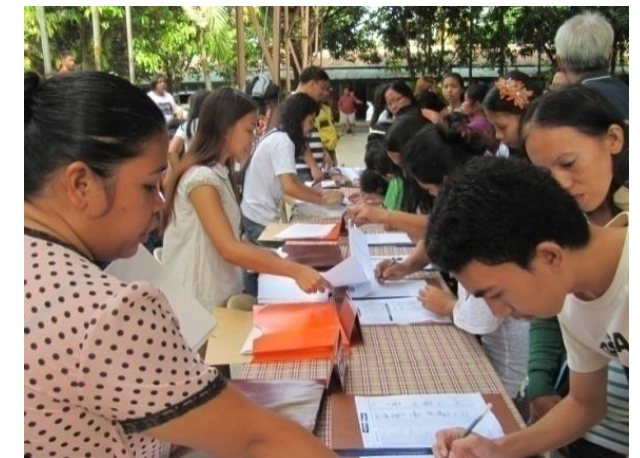


Mr. GLENMOORE F. LONGAKIT
Supervising Administrative Officer
Officer In-charge, CHRMO

I - REGULAR SCHOLARSHIP PROGRAM

SAGIP (for elementary) – Scholarship Assistance from the Government for Impoverished Pupils

- Biodata
- 1 long clean folder
- Birth Certificate
- Elementary Report Card
- Certification of good moral character from the school duly certified by the Principal
- Certificate of residency and indigency signed by the Barangay Captain.
- His/her aggregate family income of the same household and shall not exceed Php 70,000.00 per annum.
- Two (2) pcs. 2x2 ID photo



PUSO (for High School) – Providing the Underprivileged with youth Scholarship Opportunity

- Biodata
- Birth Certificate
- 1 long clean folder Elementary Report Card
- Certification of good moral character from the school duly certified by the Principal
- Certification that the applicant belongs to the upper 30% of the graduating class to be issued by the school principal
- Certificate of residency and indigency signed by the Barangay Captain
- Certification from City Mayor's (NO Business)
- Certification from City Assessor's (NO Real Property)
- His/her aggregate family income of the same household and shall not exceed Php 100,000.00 per annum.
- Two (2) pcs. 2x2 ID Photo

Elementary Valedictorian and Salutatorian Grant

- Biodata
- Birth Certificate
- Form 138 or Report Card
- Barangay clearance
- Certification as school valedictorian or salutatorian to be issued by the Principal
- Two (2) pcs. 2x2 ID Photo
- 1 long clean folder

High School Valedictorian and Salutatorian Grant

- Same requirements with Elementary Valedictorian and Salutatorian Grants



CMS (for college) – City Mayor’s Scholar

- Biodata
- Birth Certificate
- Form 138 or Report Card
- Certificate of good moral character from the school duly certified by the principal
- Certification that the applicant belongs to the upper 30% of the graduating class to be issued by the school principal
- Certificate of residency and indigency signed by the Barangay Captain
- Certification from City Mayor’s (NO Business)
- Certification from City Assessor’s (NO Real Property)
- His/her aggregate family income of the same household and shall not exceed Php 120,000.00 per annum.
- Two (2) pcs. 2x2 ID Photo
- 1 long clean folder

G.A.S.A (Granting the Athletes with Scholarship Assistance)

GASA A (for elementary)

GASA B (for high school)

GASA C (for college)

- Biodata
- Birth Certificate
- Form 138 or Report Card
- Certificate of good moral character from the school duly certified by the principal
- Cert. by the Div. School Superintendent of the DepEd and in case of private school any of it’s authorized personnel that the applicant is a member of the Iligan City Sports Delegates playing in an individual/team event and has secured 1st, 2nd and 3rd place in national or international sports competition.
- Certificate of residency and indigency signed by the Barangay Captain
- Certification from City Mayor’s (NO Business)
- Certification from City Assessor’s (NO Real Property)
- Two (2) pcs. 2x2 ID Photo
- 1 long clean folder



ICGESP (Iligan City Government Employees Scholarship Program)

- Recommendation letter from the department head addressed to the chairman of Iligan City Government Scholarship Committee.
- Certification of no pending administrative/criminal charges issued by the City Legal Office.
- Written consent from the nominee's spouse interposing no objection to his/her eventual endorsement to avail scholarship.
- Certified copy of nominee's service record.
- Authenticated TOR and/or diploma.
- Health certificate issued by a government physician.
- Green folder w/ metal tab.

II - ALTERNATIVE SCHOLARSHIP ASSISTANCE (ASA)

is an assistance for economically disadvantaged constituents of Iligan City who are determined to pursue their studies, however, their qualification of the course they wish to take are not included in the existing scholarship program, It is composed of the following grants:

ABC (for college) Assistance on Baccalaureate Completion – *a financial assistance that provides a chance to grantee who have taken or earned units in college, however, due to economic poverty and is unable to complete a bachelor's degree*

- Biodata
- Birth Certificate
- Evaluation of Grades (No failing grades) signed by the registrar/authorized personnel.
- Certificate of good moral character from the school duly certified by the principal
- Certification that the applicant belongs to the upper 30% of the graduating class to be issued by the school principal
- Certificate of residency and indigency signed by the Barangay Captain
 - a) Certification from City Mayor's (NO Business)
 - b) Certification from City Assessor's (NO Real Property)
- His/her aggregate family income of the same household and shall not exceed Php 120,000.00 per annum.
- Two (2) pcs. 2x2 ID Photo
- 1 long clean folder

STALCA (for college) Short Term and Ladderized Course Assistance - a scholarship grant for impecunious students of the city who opted to take up non-degree technical/vocational courses due to economic difficulties.

- Biodata
- Birth Certificate
- High school report card/ ROG (reports of Grades- for college)
- Certificate of good moral character from the school duly certified by the principal
- Certification that the applicant belongs to the upper 30% of the graduating class to be issued by the school principal
- Certificate of residency and indigency signed by the Barangay Captain
 - a) Certification from City Mayor's (NO Business)
 - b) Certification from City Assessor's (NO Real Property)
- His/her aggregate family income of the same household and shall not exceed Php 120,000.00 per annum.
- Two (2) pcs. 2x2 ID Photo
- 1 long clean folder

AMPAE (Alay ni Mayor Para sa Accreditation & Equivalency Test Passers) - a financial aid to the Accreditation & Equivalency Passers of Iligan City who want to pursue formal schooling

- Biodata
- Birth Certificate
- Certification as ALS & E passers from Education Secretary
- Certificate of residency and indigency signed by the Barangay Captain
 - a) Certification from City Mayor's (NO Business)
 - b) Certification from City Assessor's (NO Real Property)
- His/her aggregate family income of the same household and shall not exceed Php 120,000.00 per annum.
- Two (2) pcs. 2x2 ID Photo
- 1 long clean folder

Duration : 12 hours & 46 minutes

How to Avail of the Service :

GRANTING OF SCHOLARSHIP ASSISTANCE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Secure application form & checklist of requirements.	Issue application form and checklists of requirements	3 minutes	Scholarship Staff	-	Scholarship Application Form
2	Submit filled up application form with all requirements in the checklist.	Receive and check completeness of documents submitted	2 minutes	Scholarship Staff	-	-
*	Receive all the documents submitted and note deficiency/ies of the documentary requirements.	Return all the documents if there are lacking requirements with instruction to comply the deficiency.	3 minutes	Scholarship Staff	-	-
3	Wait for the result of evaluation	Evaluate accomplished application form and documents and Indicate result of initial evaluation on Scholarship Application Slip	5 minutes	Scholarship Staff	-	Scholarship Application Slip (perforated part of Scholarship Application Form)
4	Receive Scholarship Application Slip with action	Release Scholarship Application Slip	2 minutes	Scholarship Staff	-	Scholarship Application Slip
5	Note the schedule of written test	Schedule the applicants who qualify the initial evaluation based on documents submitted	3 minutes	Scholarship Staff	-	
Stage 2 - Conduct of written examination						
6	Log in attendance sheet	Ask examinees to log in attendance	1 minute	Scholarship Staff	-	Attendance Sheet
7	Take written test	Administer the written test	3 hours	Scholarship Staff	-	Questionnaires and Answer Sheets
8	Listen and ask questions to clarify instructions	Instruct client to see posting after 2 days	1 minute	Scholarship Staff	-	
9	See posting of exam result and interview schedule	Post result of exam and schedule of interview	1 minute	Scholarship Staff	-	

How to avail the service - GRANTING OF SCHOLARSHIP ASSISTANCE

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
Stage 3 - Conduct of interview to those who passed the written examination						
10	Log in attendance sheet	Ask applicants to log in attendance sheet	1 minute	Scholarship Staff	-	Attendance Sheet
11	Listen to instruction and proceed to interviewer	Instruct applicant to proceed to interviewer	1 minute	Scholarship Staff	-	
12	Answer questions of the interviewer	Conduct interview and inform aspirant of result of interview (except if there is need to verify information) - If there is need to verify information, instruct client to see posting of final list of qualified applicants after 7 working days	20 minutes per client	Iligan City Gov't. Scholarship Committee Members and Scholarship Staff	-	
13	See the posted list of qualified applicants	Post list of the qualified applicants with information on the schedule of orientation of the new scholars	1 minute	Scholarship Staff	-	-
Stage 4 - Conduct of orientation of new scholars						
15	Log in attendance sheet	Ask qualified applicants to log in attendance	1 minute	Scholarship Staff	-	Attendance Sheet
16	Attend the orientation and note schedule of Contract Signing	Conduct orientation of new scholars on the scholarship guidelines and policies and inform clients regarding the schedule of the signing of contract	4 hrs	Scholarship Staff	-	
Stage 5 - Contract Signing						
17	Log in attendance sheet	Ask qualified applicants to log in attendance	1 minute	Scholarship Staff	-	Attendance Sheet
18	Attend the Signing of Contract Ceremony with the City Mayor	Facilitate the Signing of Contract Ceremony	4-5 hrs	Iligan City Gov't. Scholarship Committee Members and Scholarship Staff	-	Contract
END OF TRANSACTION						

Note: If documents submitted are incomplete. Client will go back to **Step 2**.
Elementary and High School *Valedictorian and Salutatorian Applicants skip Stages 2 and 3*