

## PROCESSING OF SCHOLARSHIP APPLICATIONS (CHED SCHOLARS)

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Schedule of Availability of Service:	8:00 am – 5:00 pm; Monday to Friday (March – April)
Clients/ Customers:	CHED Scholar Applicants
Requirements:	High School Report Card (Form 138), Latest Income Tax Return of parents or guardian, NCAE Result, Certificate of Good Moral Character, Medical Certificate, 2x2 ID picture
Processing Time:	2 hours and 20 minutes

STEP	CUSTOMER /APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Fills out STUFAP OSS application form upon presentation of the requirements	Receives STUFAP OSS application form and evaluates completeness of documents	5 minutes	None	Staff	STUFAP OSS application form
2		Consolidates all application forms received from March to April  Rank-lists the applicants and submits rank-listed applicants to CHEDRO as required	2 hours	None	Staff/ Scholarship Coordinator	
3		Receives the confirmation slip from CHED *  Posts the names of the chosen recipients along with the schedule of briefing on provisions of the scholarship program	5 minutes	None	Staff/ Scholarship Coordinator	

4	Reports to OSS on scheduled date for briefing	Explains provisions of the scholarship program (new scholars)	10 minutes	None	Staff/ Scholarship Coordinator	
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**END OF TRANSACTION**

*\*Confirmation slips awarded to recipients usually takes 3-5 months.*

