

REGISTRATION OF RESIDENT ACADEMIC SCHOLARS, CHED SCHOLARS AND BARANGAY BENEFICIARIES

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday (week before enrolment or as scheduled)

Clients/Customers: Academic Scholars, CHED Scholars and Barangay Beneficiaries

Requirements: **For Academic Scholars and CHED Scholars** –Class cards, Summary of Grades, Photocopy of previous and current registration form

For Barangay Beneficiaries – Entrance test result, High School Report Card, Certificate of Good Moral Character (for 1st year students), Summary of grades signed by the Dean (for Old Students), Birth Certificate, Latest Certificate of Incumbency

Processing Time: 1 hour and 5 minutes

STEP	CUSTOMER/ APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Fills out summary of grades form. Secures signature of College Dean/Institute Director and submits to OSS	Receives summary of grades form and evaluates the grades of applicants as to their qualifications.	15 minutes	None	OSS Director/ Staff	Summary of grades form
2		Approves or disapproves application	30 minutes	None	OSS Director	Registration form
3	If application is approved, photocopies registration form and gives copies to OSS, Cashier, Registrar and Budget Officer	Records/files approved scholarship	5 minutes	None	Staff	Registration form
END OF TRANSACTION						

NOTE: Qualifications for Academic Scholars

-with an average grade of 1.0-1.5 (for Full Academic Scholars) and 1.51-1.75 (for Partial Academic Scholars)

-no grade lower than 2.0 in any subject.

-carries the full semestral load as prescribed by their respective curriculum