

## FRONTLINE SERVICE

### Application Process for High School, Senior High School, and College Categories

Steps	Action/Service	Venue	Timeline	Responsible Person/s
1	Acquisition of application form (applicant)	City Administrator's Office	Under 1 minute	GC Alvar/ AV Federizo
2	Submission of application and undertaking of validation interview (applicant)	City Administrator's Office	3 minutes (1 month is allocated for the acceptance of application)	GC Alvar/ AV Federizo
3	Undertaking of qualifying examinations (applicant)	Bislig City Cultural and Sports Center	2.5 hours	AV Federizo
4	Official declaration and posting of qualified applicants (secretariat)	City Hall premises	After the official declaration during the CSAC meeting	City Scholarship Advisory Council

### Application Process for Elementary School Category

Steps	Action/Service	Venue	Timeline	Responsible Person/s
1	Grade I Teachers observe and evaluate potential pupils based on previous assessment/rating and present classroom performance	Respective classroom	Beginning of classes up to a month hence	Grade I Teachers
2	Submission of endorsement of potential Grade I scholars (teachers or parents)	City Administrator's Office	-	GC Alvar/ AV Federizo
3	Acquisition of application form (applicant)	City Administrator's Office	Under 1 minute	GC Alvar/ AV Federizo
4	Submission of application and undertaking of validation interview (applicant)	City Administrator's Office	2 minutes	GC Alvar/ AV Federizo
5	Official declaration and posting of qualified applicants (secretariat)	City Administrator's Office	After the official declaration during the CSAC meeting	City Scholarship Advisory Council

## Preparation/Signing of Scholarship Agreement

Steps	Action/Service	Venue	Timeline	Responsible Person/s
1	Preparation of the scholarship contract (secretariat)	City Administrator's Office	After the declaration of scholars	GC Alvar AV Federizo
2	Orientation of scholars and parents	Bislig City Cultural and Sports Center	1.5 hours	GC Alvar/ AV Federizo
3	Signing of contract (scholars and parents)	Bislig City Cultural and Sports Center	2.5 hours	GC Alvar/ AV Federizo
4	Signing of contract (City Mayor)	City Mayor's Office	-	GC Alvar/ AV Federizo
5	Notarization of contract (City Legal Officer)	City Mayor's Office	-	GC Alvar/ AV Federizo

## Processing of payout for Elementary, Public High School, Senior High School, and Collegiate Agriculture Categories

Steps	Action/Service	Venue	Timeline	Responsible Person/s
1	Submission of unified Certificate of Enrolment (parents)	City Administrator's Office	-	GC Alvar/ AV Federizo
2	Preparation of payroll and documentary attachments (secretariat)	City Administrator's Office	-	GC Alvar/ AV Federizo
3	Processing of documents (various offices)	Various offices	2 - 4 weeks	GC Alvar/ AV Federizo
4	Payout of scholars	City Treasurer's Office	1 minute	CTO personnel

## Processing of payment for scholars' tuition/ miscellaneous fees in private schools, colleges, and universities

Steps	Action/Service	Venue	Timeline	Responsible Person/s
1	Submission of unified Certificate of Enrolment and previous grades (parents/scholars /scholarship coordinators)	City Administrator's Office	-	GC Alvar/ AV Federizo
2	Preparation of unified payment and documentary attachments (secretariat)	City Administrator's Office	-	GC Alvar/ AV Federizo
3	Processing of documents (various offices)	Various offices	2 - 4 weeks	GC Alvar/ AV Federizo
4	Issuance of check to be collected by respective school treasurer	City Treasurer's Office	2 minutes	CTO personnel

## Other documentary requirements

Steps	Action/Service	Venue	Timeline	Responsible Person/s
1	Submission of previous grades for Public Elementary and High School Categories (parents/scholars)	City Administrator's Office	-	GC Alvar/ AV Federizo
2	Submission of Official Receipts (ORs) as proof of allowable payments/ purchases in Public Elementary and High School (within 14 days following the payout)	City Administrator's Office	-	GC Alvar/ AV Federizo