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# ***SCHOLARSHIP and FINANCIAL ASSISTANCE OFFICE***

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# SCHOLARSHIP MANUAL

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**TARLAC STATE UNIVERSITY**

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# 1 INTRODUCTION

The Student Affairs Services (SAS) programs are aligned to the VMGO in accordance with CMO NO. 09 series of 2013.

## General Functions of Student Affairs and Services.

The SAS operates within the context of Vision, Mission and Core Values of the university. It is directly under the supervision of VPAA, it provides academic services that support academic instruction. The SAS are the services and programs in the university that are concerned with academic support experiences of students to obtain holistic student development. The purpose is to facilitate holistic student growth for active participation in the collective efforts to develop the community and build a progressive nation. These non-academic services are student-centered and three-pronged student welfare services; student development programs and services and institutional student program and services.

Student welfare services are the basic services and program needed to ensure and promote the wellbeing of students. Student Development services are services and programs designed for the exploration, enhancement and development of the student's full potential for personal development. Leadership and social responsibility through various institutional and/or student-initiated activities. Institutional student program and services designed to pro-actively respond to the basic health, food shelter and safety concern, including student with special needs and disabilities. These are programs and activities to facilitate the delivery of essential services to the students. The scholarship and financial assistance unit is under the Institutional Student Program and Services.

The policies and procedure of the scholarship and financial assistance unit were approved by the Board of Regents.

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## 2 VISION, MISSION AND OBJECTIVES

### Vision

The Scholarship and Financial Assistance Office is mandated to provide services to students who are financially challenged to be awarded either by the university or other government and private agencies as well as individual philanthropists.

### Mission

The Tarlac State University has a well-defined and sustainable Scholarship Programs and grants which enable beneficiaries to complete their studies successfully within the prescribed period. The demand for financial assistance constantly increases. To meet this, the university exerts much effort to tap all possible external and community resources so as to extend more assistance to a greater number of students in the future. Various industry, alumni, community agencies, special groups, private companies, and individual persons also share their resources to provide financial help and scholarship programs for the students.

### Objectives

1. To encourage academic excellence.
2. To provide financial assistance in the capacity in the tertiary education.
3. To develop student's confidence in their capacity to work their way through college.
4. To enable Tarlac State University benefactors, donors from industry, alumni, friends, various community agencies to share their resources in educating the students.

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# 3 OPERATIONS MANUAL

## Background of the Organization

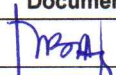
Through the years, the **Tarlac State University** has been extending financial assistance through its programs to the poor but deserving students.


The demand for financial assistance constantly increases. To meet this, the university exerts much effort to tap all possible external and community resources so as to extend more assistance to a greater number of students in the future.

To achieve its goal, the **Scholarship and Financial Assistance** is guided by the following objectives:

1. To encourage academic excellence.
2. To provide financial assistance in the tertiary education.
3. To develop students' confidence in their capacity to work their way through college.
4. To enable Tarlac State University benefactors, donors from industry, alumni, friends, various community agencies to share their resources in educating the students.



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### Quality Policy and Objectives

#### GENERAL QUALITY OBJECTIVES

The scholarship and financial assistance is committed to provide services and programs designed to pro-actively respond to the basic health, safety, and financial concerns of the students – most especially students with different needs and international students of the University.

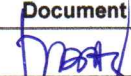
#### QUALITY POLICY


The scholarship and financial assistance office assist the university in achieving its vision, mission, and objectives by extending its educational facilities to students who are indigent but deserving and by providing them scholarship and financial assistance.

#### QUALITY OBJECTIVES

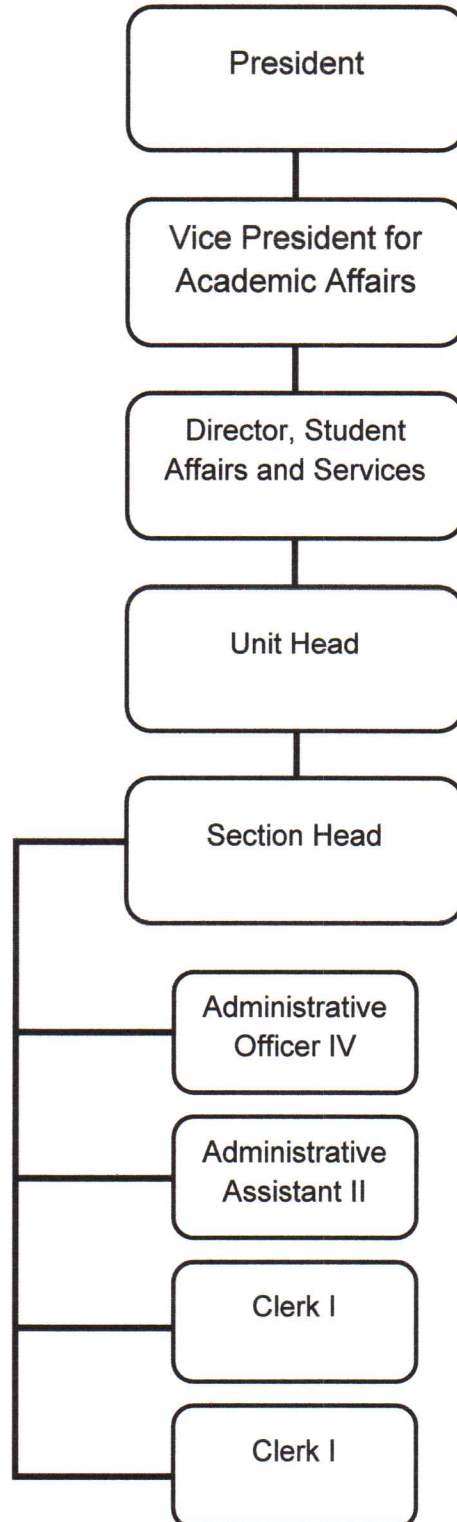
1. To provide financial assistance to deserving students so that they can acquire quality education
2. To implement a functional and continuing scholarship program were policies and guidelines are strictly observed
3. To maintain the efficient and effective implementation of scholarship program, projects and activities geared towards the attainment of our institutional vision, mission and objectives.
4. To monitor the scholars / grantees performance to enable them to maintain their scholarship grants.
5. To provide the necessary support and guidance to scholars.
6. To establish and maintain public relations and linkages with external agencies whether with government officers or private corporation/ and individual philanthropist/ foundation aimed at obtaining scholarship grants and related benefits for students.



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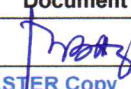
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### Organizational Structure




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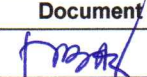
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### Duties and Responsibilities

HEAD & STAFF	FUNCTIONS AND DUTIES
<b>HEAD</b>	<p>Supervises and monitors staff in the preparation of reports and coordinate activities with the concerned agencies or offices.</p> <p>Serves as witness for the University MOA signing with the scholarship or financial assistance providers and represent the University in procedures, and discussion on criteria and policies regarding scholarships.</p> <p>Serves as the Scholarship Coordinator of Private and other Government Scholarship Programs.</p> <p>Serves as Chair/member of the Scholarship Committee.</p> <p>Establishes and maintains good relationship with the providers or sponsors.</p> <p>Evaluates applications for scholarship or financial assistance; review the academic performance of scholars, interview and advice recipients with their parents on the available assistance or scholarship.</p> <p>Recommends to the Director of Student Affairs the application of the grantees for approval.</p> <p>Endorses applicants to Scholarship Providers in private or government sector.</p> <p>Orients scholarship recipients on continuing student scholarship opportunities</p> <p>Conducts monthly meetings, orientations, seminars, and enriching programs of the different scholarship programs</p> <p>Performs tasks assigned by the Director of Student Affairs, VPAA, and University President.</p>
<b>ADMIN. OFFICER IV</b>	<p>Assists the Head of Scholarship on a full-time basis in the administrative function</p> <p>Tags and re-assesses scholars' assessment in the TSU Prisms System.</p>

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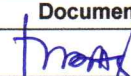
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	<p>Prepares Statement of Billing and Liquidation reports of private and other government funded scholarship/grants.</p> <p>Prepares the payroll and vouchers for stipend and book allowance, refunds of tuition and other fees and reimbursements of other expenses of all scholars/grantees.</p> <p>Facilitate the timely monthly release of financial benefits to the student grantees.</p> <p>Monitor and reports the academic performance of ISSF and PAFCPIC scholar grantees every semester.</p> <p>Prepares PPMP of the Scholarship office.</p> <p>Serves as at the Office of Public Affairs Coordinator of Scholarship Office</p> <p>Prepares office correspondences such as letters, electronic mails, text messages, FB Scholarship page Announcements, query responses, requests and justifications.</p> <p>Prepares Monthly and Annual Accomplishment Reports, DPCR and other required reports for COTO, Institutional and QMS Accreditations.</p> <p>Conducts tracking of graduate scholars</p> <p>Perform other duties as assigned by the Head of Scholarship.</p>
<b>ADMINISTRATIVE ASSISTANT II (TECHNICAL STAFF OF CHED-TES-TDP-K-12 SCHOLARHIP)</b>	<p>Releases Application forms to all grantees of Tertiary Education Subsidy Scholarship Program.</p> <p>In-charge of all CHED Scholarship Programs such as Tertiary Education Subsidy, Tulong Dunong Program and K-12 Scholarship Program.</p> <p>Encodes names of potential student grantees to the UNIfast Portal as per advise by the UNIfast.</p> <p>Prepares the Liquidation Report and Billing Statement of Tertiary Education Subsidy (TES), Dunong Program (TDP) and other CHED Scholarship Program.</p>

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	<p>Assists CHED Coordinator in conducting orientation program for the student grantees and their parents / guardians on the policies and procedures of the scholarship office and their providers.</p> <p>Monitors the academic performance of the student grantees at the end of each academic year until graduation.</p> <p>Creates a Master List of all CHED grantees per gender, per campus, per course and per program including personal information such as address, contact numbers, units enrolled, GWA and year level.</p> <p>Assists the Accounting Office in the preparation of report for the 4SRSafe Loan as needed.</p> <p>Assists in timely monthly release of financial benefits to all CHED grantees.</p> <p>Conducts tracking of CHED graduate scholars.</p> <p>Perform other duties as assigned by the Head of Scholarship.</p>
<p><b>CLERK I</b></p>	<p>Maintains a systematic filing system of all Private Scholarship Program.</p> <p>Receives, records and processes all scholars/ grantees of all Private Scholarship Program.</p> <p>In-charge of all Private Scholarship Programs such as PSF/PLDT Gabay Guro Scholarship Program, LCKK, Rotary Club of Downtown Tarlac, MAC (Megasavers), Yokohama, TSUAAI, PAFCPIC and ISSF.</p> <p>Assists the QMS and Document Control Officer in updating and preparing documents for COTO, Institutional and QMS Accreditations.</p> <p>In-charge of FOI who maintains a logbook for all incoming and outgoing documents.</p> <p>Conducts tracking of graduate scholars.</p> <p>Responds to queries of scholars/grantees through SMS messaging services, messenger and scholarship unit Facebook page regarding the status</p>



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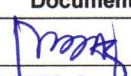
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	<p>of their scholarship and release of their stipend every semester.</p> <p>Accomplishes tasks which may be assigned by the Head of Scholarship Office</p>
<b>CLERK I</b>	<p>Assists the Head of Scholarship on a full-time basis in the technical function.</p> <p>Maintains a systematic filing system of all Scholarship Program.</p> <p>In-charge of front-line information desks, walk-in inquiries, requests &amp; appointments.</p> <p>Serves as QMS and Document Control Officer.</p> <p>Conducts tracking of graduate scholars.</p> <p>Prepares the Master List of all scholars/grantees per scholarship provider, per gender, per campus, per program, per course including important information such as address &amp; contact number of each scholar/ grantee.</p> <p>Traces notable scholar graduates as to their employment status</p> <p>Prepares documents needed for the Institutional Accreditation, IMS and Evaluation of the University,</p> <p>Perform other duties as assigned by the Head of Scholarship.</p>

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## 4 SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS OFFERED:

Through the efforts of the Head and Staff of the Scholarship and Financial Assistance, in collaboration with our university and other sponsors, these scholarship programs were created to extend help to our dear students in providing their financial needs related to their matriculation fees and other school fees. Fortunately, some programs prescribe employment after graduation for their scholars, specifically, the private sponsors that requires manpower services subject to the limitations written in the agreement. Hence, students are encouraged to excel in the field of the course they've chosen and be one of our advantaged students.

For easy reference, the following scholarship programs are classified as follows:

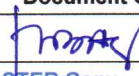
- Internally funded scholarships;
- Scholarships sponsored by the local government/units
- Scholarships sponsored by the other government agencies; and
- Scholarships provided by the private companies, associations and individual sponsors


### GUIDELINES FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE OF TARLAC STATE UNIVERISTY

In accordance with the provision of article XIV Section 1, of the Philippine constitution "To protect and promote the rights of all citizens quality education at all levels and shall take appropriate steps to make such education accessible to all" and article XIV, section 2 (3) to established and maintain a system of scholarship grants, students loan programs, subsidy and other incentives which shall be available to deserving students in both public and private schools, and CHED memorandum orders no. 29. s, 2006 (Implemented rules and regulations for scholarship and grants- in and programs) no. 13 s, 2014 (Revised Guidelines for the implementation of student financial assistance programs), the following guidelines in scholarship and financial assistance unit for students in Tarlac State University are hereby adopted for the information, guidance and compliance of all concerned.

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## GENERAL GUIDELINES ON THE SCHOLARSHIP POLICIES

### A. Eligibility/Retention Policies

Students receiving financial assistance have a responsibility to maintain a certain academic standard to remain eligible for financial assistance. All students in the scholarship program must be guided by the following:

- Must maintain a Grade Weighted Average (GWA) as stipulated in the MOA and must not incur any incomplete or failing grades.
- Must enrolled on a regular/full load as prescribed by the course curriculum;
- For the continuation of scholarships, the Head of the Scholarship and Financial Assistance may reconsider those students who did not meet the academic requirements on a case to case basis; provided, they are in good academic standing from previous semesters;
- Must not have been subjected to disciplinary action by the university due to misconduct or misbehavior; and
- All grantees are required to submit their Certification of Grade issued by the Registrar's Office to the Scholarship and Financial Assistance immediately after the end of each term.

### B. Termination of Scholarship

The Scholarship and Financial Assistance has the right to terminate the scholarships of grantees if the following conditions were failed to meet:

- Maintain the academic requirements;
- Adherence to the terms and conditions set by the implementing scholarship program; and
- Should not be found guilty of grave misconduct/misdemeanor in accordance with the existing TSU policies, rules and regulations.

### C. Supervision

One of the functions of the Unit is to monitor the academic status of the qualified applicants. Thus, students are required to submit their Report of Grades during pre-screening procedures. In addition to, scholars are monitored weekly through submission of Monitoring Card with respective signatures from their professors.

The students are advised to ask counsel from the Head of the Scholarship and Financial Assistance regarding the status of his/her scholarship program. Consultation shall be done during office hours only.

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### Article I

#### POLICY STATEMENT

- Section 1.** It is the policy of the university to provide enhanced access to quality tertiary education by giving grants to deserving but financially challenged students.
- Section 2.** The university in constant collaboration and partnership with the local and international philanthropist, alumni, government and private agencies cater scholarships and financial assistance to aspiring and deserving students from Tarlac province and in nearby provinces as part of its aim of making quality in tertiary education accessible to all.

### Article II

#### SCOPE AND COVERAGE

- Section 3.** The policy covers the general guidelines, policies and procedures for application and renewal of scholarship and financial assistance in the university.

#### DEFINITION OF TERMS

- Section 4.** The following terms were defined for better understanding of the policies and procedure:

**Internally funded scholarship.** This refers to the scholarship grants which are funded by the university.

**Externally funded scholarship and financial assistance.** This refers to the scholarship and financial assistance which are funded by various local and international philanthropist, alumni government and non-government agencies.

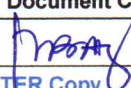
**Certificate of scholarship.** This refers to the document bearing the scholarship grant a student-scholars during a specific semester of particular academic year.


**Certificate of Indigency-** This refers to the document swearing that his/her income, family income is below poverty line as certified by the **Bureau of Internal Revenue (BIR)** or **Department of Social Welfare and Development (DSWD)**.

**Scholarship Head-** This refers to the designated personnel to receive, evaluate and approve scholarship grants of students.

**Selection Committee-** It refers to the team/ group appointed by the university president to deal in the selection and evaluation of the documents of students applying for scholarship.



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**Scholarship Providers/ Benefactors/ Sponsors-** This refers to individual person / private agency / government agency who gives financial assistance to the qualified students.

**Scholars/ Grantees/ Recipient-** This refers to students who are endorsed by the sponsor and successfully met the criteria or requirements set by the provider.

### Article III

#### RESPONSIBLE OFFICIALS/ PERSONNEL

**Section 4.** Under the supervision of the Director of SAS and Unit Head of ISPS, the Section Head shall be responsible for the implementation of the internally funded scholarships and financial assistance of the university specifically, the following duties and responsibilities are to be considered:

- Implements, policies and procedure related to scholarship and financial assistance program.
- Supervise the Staff of SFA office in evaluation of grades, approval, and renewal of scholarship and in preparation of pertinent reports.
- Maintains master list of scholars and sponsors.
- Evaluates program and services on scholarship and financial assistance.
- Assist and facilitate in the signing of memorandum of agreement for scholarship and financial assistance.
- Spearheads orientation for scholars of the university.
- Disseminates and promote scholarship and financial assistance of the university.
- Coordinates with the accounting and cashiering office relative to financial reports, liquidation, transfer of funds and release of stipend of internal and external grant and scholarship.
- Conducts activities for scholars and sponsors.
- Establishes linkage for scholarships and financial assistance.
- Perform other task as may be assigned by higher authorities of the University.

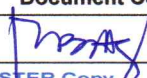
**Section 5.** In-Charge of Tagging, Billing, Payroll Preparation and Liquidation Report

- Tags and re-assesses scholars' assessment.
- Assist the accounting office in the preparation of billing and liquidation reports of the University private and other government funded scholars.
- Prepares vouchers and remittances of payment of tuition fees of scholars/grantees to TSU.
- Prepares statement of account and billing (detailed and summary) of the different scholarship grantors/providers.
- Prepares the payroll for the stipend and other benefits of scholarship grants.
- Prepares and releases payroll/voucher of refund excess payment of tuition fees to scholars/grantees.
- Assist in monthly release of financial benefits to the student grantee specifically to the 4P's and PWD scholars if necessary.


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## Article IV

### POLICIES AND PROCEDURE

#### **Section 6.** Application for internally funded scholarship and financial assistance

A student applying for internally funded scholarship and financial assistance shall submit the following documentary requirements at the SFA office/scholarship website.

- 6.1. Filled up application form (TSU-Personal Information Sheet (PIS)) (TSU-SFA-SF-14) thru website.
- 6.2. Photocopy of form 138 (for incoming freshmen) reports of rating from the previous semester (for old students)
- 6.3. Certificate of Good moral from the school Guidance Counselor.
- 6.4. Certificate of tax exemption from BIR, latest Income tax return of parents/ Guardians/ Certificate of indigency or affidavit of No Income.

#### **Section 7.** Evaluation and Screening procedure

The scholarship and financial assistance unit shall accept application and evaluate the document submitted by the qualified applicants; submission of incomplete requirements shall not be accepted.

#### **Section 8.** Renewal of internally funded scholarship financial assistance.

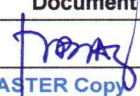
A student enjoying internally funded scholarship shall renew their scholarship grant every semester. The grantee shall present TSU ID card, registration form or pre-assessment form at the SFA office for verification grades and general weighted average (GWA) prescribed by the scholarship grant they are enjoying. Qualified student shall proceed to the assessment of their fees.


#### **Section 9.** Application, Selection and screening of grantees for externally funded scholarship and financial assistance.

Application and screening of applicants shall be depending on the signed MOA between the university and the sponsor. The SFAU shall extend assistance on the application, screening and selection upon the request of the sponsor.

#### **Section 10.** Renewal of externally funded scholarship.



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A student enjoying externally funded scholarship shall renew their grant every semester. The sponsor shall submit to the university the master list of their grantees every semester. The grantees during the renewal shall present TSU ID card/ Registration form/ Assessment form for verification and evaluation of grades as to the grant they are enjoying. Qualified students shall be approved via scholarship system before the student proceed to the assessment office. Please see Appendix B on page 37-40.

## Article V

### GENERAL GUIDELINES

#### Section 11. Internally funded scholarship and financial assistance.

- All application of scholarship grants and financial assistance shall pass the TSU entrance examination.
- All qualified applicants shall approve by the SFAU head as to scholarship authorized system.
- The renewal of all TSU funded scholarship and financial assistance only until the first day of the scheduled preliminary examinations of every semester and a week after the start of summer classes. Failure to report within the period would mean disqualification of the grant.
- For the externally- funded scholarship and financial assistance, the approval and renewal of the grant is until the first day of the scheduled midterm of every semester and subject to the sponsor discretion during summer term.
- Only those who are approve in the scholarship automated system will be included in the official master list of scholars and grantees. The list will serve as the bases of the accounting office for the computation of the corresponding discount and billing statement.
- All scholars must conform to grade and other requirement of the grant they are enjoying for TSU SFF. Assistance of all subjects expect NSTP and P.E, will be included in the computation of General Weighted Average.
- Only those with regular summer subject offering prescribe by their course can avail the scholarship grants during summer provided all the guidelines are allowed.
- A student can avail a TSU- funded scholarship and an eternally- funded grant simultaneously but no two (2) TSU- funded externally scholarships simultaneously unless otherwise specified by the external funded scholarship sponsor.
- The continuance of external- funded scholarship grants. Especially private scholarship is based on the decision of the sponsoring agency. Scholars availing such grant should always present a school I. D and registration form at the scholarship office for verification of grade as stated in the MOA.

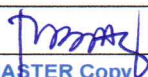
## Article VI


### TERMS AND CONDITIONS OF THE SCHOLARSHIP AND FINANCIAL ASSISTANCE GRANTS

#### Section 12. For Internally funded scholarship and financial assistance.

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- A. Shall maintain a general weighted average (GWA) of 2.5 (80-82) at the end of every semester.
  - B. Shall not shift to any course otherwise he/she loses the scholarship.
- SCHOLARSHIP FOR STUDENT LEADERS**

**Section 13. SSC Officers and Governors of each College.**

**Requirements:**

- Must be of Good moral character.
- Must be an elected SSC Officer or a Governor of a college as certified by the Head of the Student Development Office.
- Must carry a regular load as prescribe by the curriculum.
- Must not have been subjected to any disciplinary action due to misconduct/ misbehavior.

**Benefits:**

5,000 financial assistance per semester.

**A. INTERNALLY FUNDED SCHOLARSHIPS**

**PERFORMING ARTS**

*Qualifications/Requirements:*

- Must be a bona fide student of Tarlac State University.
- Must be of good moral character.
- Must the screening process as per approval by the Head of the Cultural and Arts.

*Renewal:*

- Very satisfactory performance during the preceding semester.
- Must not have any failing grades in all his/her subjects.
- Compliance with the existing rules and regulations of the TSU Performing Arts.
- Must not have been subjected to any disciplinary action by the university due to misconduct/misbehavior.

**Scholarship Coverage:** Financial Assistance Php 5,000.00 per semester.

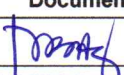
**ATHLETIC STUDY GRANT**


*New Applicants:*

- Must pass the TSU College Admission Test
- Must present an authenticated credentials of the following:
  - a. At least a THIRD PLACER as shown by a certificate/medal in a regional/national competition.
  - b. Original certificate of participation in a regional/national competition (ex. NCAA,

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VAAP, etc.) from the DepED/PE Sports Supervisor, Regional PE Sports Supervisor/PE and Sports Director.

- c. Must pass a medical examination issued by a government physician.

*Transferees (From SCUAA Member Institutions only)*

- Original certificate of grades/transcript of records and honorable dismissal from the institution last attended.
- Must not have a failing grade (5.0).
- Must present an original credential certifying his/her award (at least 3rd place) as individual or team member.
- Must pass a medical examination issued by a government physician.
- One (1) year residence as a student player/athlete (for applicants from Private schools).

*Renewal:*

- Must be a bona fide student of TSU.
- Must be of good moral character.
- Must carry an academic load of not less than twelve units (12).
- Must pass seventy-five percent (75%) of the total units enrolled during the semester for those who are enrolled in more than twelve (12) units, one hundred percent (100%) for those who are carrying twelve (12) units only.
- Must pass a medical examination issued by a government physician.
- Recommendation by the coach of the team.
- Lowest individual team performance is THIRD PLACE.
- The grant may be renewed every semester on the requirements.
- Must not have been subjected to any disciplinary action by the university due to misconduct/misbehavior.

*Returnees:*

- Must be officially re-enrolled with twelve (12) units or more.
- Must be of good moral character.
- Must not have been subjected to any disciplinary action due to misbehavior/misconduct before leaving the University.
- Must pass seventy-five percent (75%) of his/her academic load during his/her last enrollment as certify by an academic evaluation document signed by the Registrar's office.
- At least 3<sup>rd</sup> placer (individual or team) in a regional/national competition.

**Scholarship Coverage :** Financial Assistance Php 5,000.00 per semester.

**STUDENT LEADERSHIP GRANT**

*SSC Officers and Governors of each College*

*Qualifications/Requirements:*


- Must be of good moral character.

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- Must be an elected SSC Officer or a Governor of a College
- Must carry a regular load as prescribed by the curriculum.
- No failing grades in all subjects during the preceding semester.
- Must not have been subjected to any disciplinary action due to misconduct/misbehavior.

**Scholarship Coverage :** Financial Assistance Php 5,000.00 per semester.

### **STUDENT JOURNALISM SCHOLARSHIP GRANTS (The Work)**

*Qualifications/Requirements*

- Must be a bona fide students
- Must be of good moral character.
- Must pass the Editorial Board Examination.
- Must carry a regular load as prescribed by the curriculum.
- Had been chosen as The Work, Editorial Board.
- No failing grades in all academic subjects.
- Must not have been subjected to any disciplinary action by the university due to misconduct/misbehavior.

**Scholarship Coverage :** Financial Assistance Php 5,000.00 per semester.

### **ROTC CADET/CADETTE OFFICERS**

*Qualifications/Requirements:*

- Must be a bona fide student of TSU.
- Must be of good moral character.
- Compliance with the requirements of the University.
- No failing grades.
- Must carry a regular load as prescribed by the course.
- A certification of highest rank among the corps of cadets.
- Must not have been subjected to any disciplinary action by the university due to misconduct/misbehavior.


**Scholarship Coverage :** Financial Assistance Php 5,000.00 per semester.

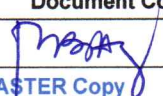
### **SCHOLARSHIP FOR DIFFERENTLY-ABLED INDIVIDUALS**


**Rationale**

In consonance with the provision in Article XIV, Section 2 (3) of the Philippine Constitution that the state shall “Establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged.”

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Beneficiaries of this program are the physically-challenged students such as:

- Students with orthopedic disabilities resulting to Neo and Ortho Permanent Impairment
- Visually-impaired students/blind
- Hearing-impaired students
- Students with cerebral palsy
- Mute and Deaf

*Qualification/Requirements:*

*New grantee:*

- A bona fide student
- Has completed high school or its equivalent
- Passed the University Entrance Examination
- Not more than 30 years of age
- Must enroll in any course offered by the institution

*Renewal:*

- Report of grades, previous semester
- Carry a full load per semester as prescribed in the curriculum
- Maintain a satisfactory performance in accordance with the policies and standard of the university
- No failing grades
- Must not have been subjected to disciplinary action by the school due to misconduct or misbehavior committed by him/her.

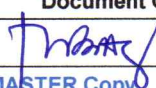
*Documentary Requirements:*


- Duly accomplished scholarship form
- Medical certificate as proof of disability
- Authenticated NSO Birth Certificate
- Certificate of Good Moral Character from the school where he/she enrolled.
- Proof of indigency as certified by DSWD or must present a Tax Exemption Certificate of parents or guardian a gross income of not more than Php 100,000.00 per annum as certified by BIR.

**Scholarship Coverage:**

- Book allowance of Two Thousand Pesos (Php 2,000.00)
- Monthly allowance of One thousand pesos (Php 1,000.00)



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## B. OTHER GOVERNMENT AGENCIES SCHOLARSHIP PROGRAMS

These are scholarships granted to students who are selected, screened and sponsored by the government agencies, providing them financial assistance to deserving students.

### DEPARTMENT OF SCIENCE AND TECHNOLOGY-SCIENCE EDUCATION INSTITUTE (DOST-SEI) SCHOLARSHIP

The **Science Education Institute**, as a service agency of **Department of Science and Technology**, undertakes undergraduate scholarship programs:

#### 1. DOST-SEI Merit Scholarship Program

- Merit scholars pursue priority courses in the basic sciences, engineering, other applied sciences and mathematics teaching at identified universities.

#### 2. RA 7687 Scholarship Program

- Republic Act No. 7687, also known as the “Science and Technology Scholarship Act of 1994”, provides for scholarships to talented and deserving

students whose families’ socio-economic status do not exceed the set cut-off

values of certain indicators. Qualifiers must pursue priority fields of study in the basic sciences, engineering, other applied sciences and mathematics teaching.

S & T Scholarships aims to stimulate and entice talented Filipino youths to pursue lifetime productive careers in science and technology; and

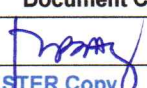
ensure a steady, adequate supply of qualified S&T human resources which can steer the country towards national progress and development.


Upon receiving endorsement from the said agency, the Scholarship and Financial Assistance has to do screening procedures of the DOST applicants to ensure compliance with the rules and regulations subject to the provisions of Memorandum of Agreement (MOA) made by the GRANTOR and the Tarlac State University.

#### Qualifications/Requirements:

- Must pass the TSU College Admission test.
- Must be of good moral character.
- Must be single.
- No failing grades in all his/her academic subjects.
- Must have a GWA of 85% or above.



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- Combined gross family income of not more than Php 156,000.00 per annum based on the ITR Certification (Tax Exemption Certificate).
- Must have a regular load as prescribed by the curriculum.
- Must not be a grantee of any private or government scholarship grants.

*Renewal:*

- Must maintain a GWA of 2.5 or above per semester.
- Must carry a regular load as prescribed by the curriculum.
- Must not have been subjected to any disciplinary action by the university due to misconduct/misbehavior.

**Scholarship Coverage:** Financial Assistance Php 7,000 monthly

### COMMISSION on HIGHER EDUCATION (CHED) StuFAPs:

#### CHED-TDP (TULONG DUNONG PROGRAMS)

*Qualifications/Requirements:*

- For High School graduates, GWA must at least be a passing grade;
- For Graduating High School students, their GWA must at least be a passing grade in the 3<sup>rd</sup> year and in the first 3 grading periods of the 4<sup>th</sup> year;
- For other applicants. They must pass the Alternative Learning System (ALS) or the Philippine Educational Placement Test (PEPT).
- Form 138 or Certificate of grades.
- Latest Income Tax Return (ITR) of parents/guardians
- For Those exempted from filing income tax, any of the following should submitted:
  - a. Certificate of Tax Exemption
  - b. Certificate of Indigency
  - c. Case Study from DSWD
  - d. Affidavit of No Income
- Certificate of Good Moral Character.

**Scholarship Coverage:** Financial Assistance of Php 3,000.00 but not exceed Php 6,000.00 per semester.

#### EXPANDED STUDY GRANT PROGRAM FOR POVERTY ALLEVIATION (ESGP-PA)

*Qualifications/Requirements:*

- Accomplished ESGP-PA Application Form.
- DSWD Certification– as Pantawid Pamilya beneficiary.
- NSO Birth certificate.
- Medical Certificate certified by the government physician.
- Form 138 or passer of PEPT exam.
- Report of Grades from the previous semester.
- “4P” beneficiary.
- Must not be more than 30 years of age at the time of application.

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- Must be physically and mentally fit.
- Must be a high school graduate or its equivalent.
- The scholar must not avail of any other higher education scholarships or grants from public institutions simultaneously.
- Must pass the entrance exam and academic requirements set by the SUCs.
- Must pass the requirements set by the National ESGP-PA Committee.
- Must enroll/shift/transfer to CHED Priority programs preferably in the leading identified SUCs most accessible from their residence.

**Scholarship Coverage:** Maximum of Php 60,000.00 per school year.

Tuition fee and other fees of Php 10,000.00 per semester, Php 2,500.00 book allowance per semester, and a stipend of Php 3,500.00 per month for 10 months.

### **TERTIARY EDUCATION SUBSIDY / LISTAHANAN**

*Qualifications/Requirements:*

- Accomplished ESGP-PA Application Form.
- DSWD Certification– as Pantawid Pamilya beneficiary.
- NSO Birth certificate.
- Medical Certificate certified by the government physician.
- Form 138 or passer of PEPT exam.
- Report of Grades from the previous semester.
- “4P” beneficiary.
- Must not be more than 30 years of age at the time of application.
- Must be physically and mentally fit.
- Must be a high school graduate or its equivalent.
- The scholar must not avail of any other higher education scholarships or grants from public institutions simultaneously.
- Must pass the entrance exam and academic requirements set by the SUCs.
- Must pass the requirements set by the National ESGP-PA Committee.
- Must enroll/shift/transfer to CHED Priority programs preferably in the leading identified SUCs most accessible from their residence.

**Scholarship Coverage:** Financial Assistance including book allowance Php 20,000.00 per semester.

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### C. PRIVATE COMPANIES, ASSOCIATIONS, AND INDIVIDUAL-SPONSORED SCHOLARSHIP PROGRAMS

These are scholarships granted to students who are selected, screened and sponsored by companies and organizations by providing financial assistance to deserving students.


#### YOKOHAMA TIRE PHILIPPINES, INC. SCHOLARSHIP PROGRAM


**YOKOHAMA TIRE PHILIPPINES, INC.**, a corporation organized and existing under the laws of the Republic of the Philippines, which office address at IES Clark Freeport Zone, Philippines 2023, represented by its **Executive Vice-President/Administration Division Manager, MR. MASAHIRO YUKI.**

#### Program Terms and Retention of Scholarship

- The YTPPI Scholarship Program shall cover the cost for the entire or remaining college term of the grantee starting from the time he/she was officially selected as scholar of YTPPI. Renewable every semester/term provided the scholars carry the full load per semester as prescribed by the TSU's curricular approved by the CHED. Provided further, that the grantees comply with the University standards on moral, health and scholastic requirements.
- Evaluation of the program shall be done by the TSU's Scholarship and Grants Officer and the authorized representative of YTPPI at the end of every school year to determine the progress and scholarship status of its grantees.
- The screening process shall be facilitated by the HAU's scholarship and Grants Officer before recommendation to YTPPI for official orientation and signing of waiver.
- The grantees shall maintain a GPA not lower than 2.00 each semester.
- The grantees may not withdraw from any subject without prior approval by the College Dean based on valid and meritorious reason/s.
- The grantees shall not fail in any subject during the entire duration of their course.
- The grantees shall exhibit integrity and proper behavior and decorum in all their actuations as grantees of the scholarship. Commission of fraud, dishonesty, or crime or a scandalous behavior shall result in termination of the grant.
- The grantees shall forfeit their right to the scholarship if their discontinuance is only due to sickness/ serious physical and mental injury and emigration.
- The grant may also be terminated if such illness will prevent the grantees from continuing their studies within a reasonable period.
- The grantees shall not enjoy any other similar financial assistance from other sources.
- The grantees are prohibited from accepting any kind of employment while they are on scholarship, the intent is to require them to devote full time to their studies.
- The grantees shall maintain communication and updates with TSU's Scholarship and Grant Office.
- Failure to meet and maintain any of these requirements may be grounds for terminating the grant.



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**Qualifications:**

- The grantees shall be chosen from among the academically outstanding students per year level in the College of Engineering at the time of the signing of the Partnership Agreement between TSU and YTPi that are enrolled in the following courses:
  - a. Mechanical Engineering
  - b. Electronics Communications Engineering
  - c. Electrical Engineering
  - d. Chemical Engineering
- The basis is the General Point Average (GPA) of the student during the previous semester, having a GPA of 2.0 or above.
  - a. For the 1st year students, the General Weighted Average upon High School graduation will be considered.
  - b. For 2nd year students and above, the GPA of all previous semester will be considered.
- He/she is a Filipino citizen.
- He/she should be a full time student carrying the regular load as prescribed by the curriculum.
- All other University Scholarship guidelines apply.

**Requirements:**

- For HS graduates : Photocopy of all F-137A authenticated by the high school Principal or Registrar.
- College students: Photocopy of Official Transcript of Records (OTR) authenticated by the Registrar.
- A brief essay stating the reason why the applicant is deserving of the scholarship.
- Completed Scholarship Form.

**Scholarship Coverage:** Financial Assistance including book allowance Php 12,000.00 per semester.

**GABAY GURO SCHOLARSHIP PROGRAM (2G PROGRAM)**

**PLDT-SMART FOUNDATION, INC.** is a non-stock, non-profit corporation duly organized and existing in accordance with the laws of the Republic of the Philippines, with business address at Ramon Cojuangco Bldg., Makati Avenue, Makati City, represented by its **Treasurer, JUNE CHERYL A. CABAL-REVILLA.**


The foundation, together with the PLDT Managers Club, Inc. (PMCI), have jointly established the Gabay Guro Program (“2G Program”) which aims to provide full tuition

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fee support and allowances to scholars who are enrolled in BS Education courses preferably majoring either in English, Science and Mathematics.

**Application and Screening Procedures:**

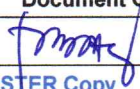
- Application forms shall be obtained from and filed with the Office of the Dean of Student Affairs or the appropriate office of the University. The University shall administer competitive examination/s and/ or interview applicants, the results of which shall be provided to the GRANTOR upon request.
- For the first semester grants, application for the Grant shall be open within thirty (30) days after the opening of the academic year. The application period applies to all incoming first year students.
- The University shall advise the GRANTOR, by standard or electronic mail, of the names and addresses as well as the courses of the qualified candidates not later than two weeks prior to the start of regular registration period for the semester. The GRANTOR shall select its scholars from among the candidates endorsed by the University not later than one week prior to the start of the registration period. The University shall then notify the grantees in writing of the selection.
- To assist in the evaluation for the selection of applicants, the University shall provide the GRANTOR, by standard or electronic mail, scanned or photocopies of each candidates' application. Final selection of the scholars will be done by the GRANTOR.


**Program of Scholarship**

- Each grantee shall continue to enjoy the scholarship until graduation from the University provided he/she maintains a weighted average of 85% or better in all his/her academic subjects in the previous semester, provided that he/she has no failing grade or unremoved "incomplete" and provided further that he/ she has not dropped any subject thereby reducing his load below the regular academic load. GRANTEE must obtain a passing grade in all his/her non-academic subjects.
- The scholarship grant shall be awarded to the applicant for the remainder of his/her course work of his/her intended degree and for the duration of the normal period to complete the degree, commencing on the first year of admission to the University, or in case of GRANTEES who are not freshmen, reckoning period shall be the first year of their inclusion to the Grant. The normative period is four years as specified by the University catalog for the undergraduate degree program sought by the student.
- The scholarship grant shall be automatically and completely terminated if:
  - a. He /she fails to meet the above stated academic requirements;
  - b. Fails to regain Good Standing status despite the probationary period given;
  - c. He/she abandons or relinquishes the scholarship grant;
  - d. He/she fails to enroll or drop course/s in any semester, provided that if non-enrolment or dropping of course/s is due to disabling sickness, in which case, the continuation of his/her scholarship program will be considered on a case to case basis by the GRANTOR and the University;
  - e. He/she shifts to another course other than those specified above;

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f. He/she is found guilty of grave misconduct or misdemeanor in accordance with existing University policies, rules and regulations.

- The GRANTOR reserves the right to discontinue the scholarship grant at any time and shall notify the University of its decision to do so prior to the start of the following enrollment period.

*Qualifications:*

- Must be a Filipino citizen.
- Must belong to families whose annual gross income is not more than Php 250,000.
- Must not be enjoying other scholarship with benefits exceeding Php 7,500 per semester.
- Must have obtained a general weighted average of at least 85% during their last year in high school.
- For continuation of scholarship, a scholar must obtain a GPA of 85% or better with no failing grade or unremoved "incomplete" in any academic and non-academic subjects. A scholar who successfully maintains this status is in "Good Standing". In case of failure to maintain Good Standing status for one (1) semester, a scholar shall be given one-time, non-extendible probationary period of one (1) semester in order to recover Good Standing status; otherwise, the scholar shall be disqualified to continue availing of the Grant and the University shall recommend another applicant to replace the disqualified scholar.
- Must be a good moral character.
- Must not have been the subject of any disciplinary action or participated in fraternity hazing or any on and off campus violence or criminal incidents.
- Must be willing to sign an undertaking to teach in schools in the Philippines for an equivalent number of years as the scholar has been granted scholarship.

**Scholarship Coverage:**

Free Tuition and Financial Assistance Php 2,500.00 monthly.

Book Allowance Php 5,000.00 per semester

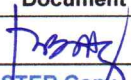
**TSU INVESTMENT AND STUDENT SCHOLARSHIP FUND (ISSF)**

*Qualifications/Requirements:*

*New Grantee:*


- Must pass the Tarlac State University Admission Test.
- Must be of good moral character.
- Must have a GWA of 80% and above on his/her report rating card. (For entering freshmen student)
- For old students no failing grades/ incomplete grades.
- Proof of indigency as certified by MSWD/Brgy. Captain in the BIR.
- Must not be a grantee of any private or government scholarship grant.

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*Renewal:*

- Must carry a regular load as prescribed by the curriculum.
- No failing grades/ and INC grades in all his/her subject.
- Must not have been subjected to any disciplinary action due to misconduct/misbehavior.
- Must not be a grantee of any private or government scholarship grant.

**Scholarship Coverage :** Financial Assistance Php 5,000.00 per semester.

**TSU ALUMNI ASSOCIATION, INC. (TSUAAI)**

The TSUAAI Scholarship Program is open to poor but deserving students who can be able to meet certain qualifications.

**Qualifications/Requirements:**

**For College Students:**

- A child of alumni of Tarlac State University (TSU), Tarlac College of Technology (TCT), Tarlac School of Arts and Trades (TSAT), Tarlac Trade School (TTS);
- Must maintain a grade point average (GPA) of at least 2.5 in the preceding semester and has no failing grade or INC;
- With an annual gross family income of not more than One Hundred Twenty Thousand Pesos (P 120,000.00), as evidenced by the parents' or guardians' Income Tax Return (ITR) for the preceding fiscal year and Certificate of Indigency from the Municipal/Treasure's Office;
- Of good moral character;
- Currently enrolled as a regular student with a minimum load of 18 units.

**Scholarship Coverage:** Financial Assistance Php 5,000.00 per semester.

**ROTARY CLUB OF MIDTOWN TARLAC**

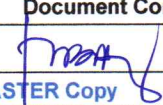
**ROTARY CLUB OF MIDTOWN TARLAC**, an organization existing under the laws of the Philippines and that Rotary International with office and principal address at M.H. Del Pilar St. Brgy. Sto. Cristo, Tarlac City, Tarlac, represent by its President **DIOSDADO R. LAGASCA**, RY 2018-2019 now and hereinafter referred to as Grantor.


1.) That the candidates for the scholarship must possess the following Qualifications:

**I. Admission**

- a.) The student Must be a Filipino Citizen;



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- b.) He/She should be a high school graduate with general average of 85% and for existing student of TSU must have a grade of 2.5 or Better and recommend by the Scholarship Office;
  - c.) He/She Must be financially Indigent as certified by the DSWD/ in the Barangay Office;
  - d.) He/She Must be physically and mentally fit as certified by the physician;
  - e.) He/She Must be single (unmarried) always during the duration of the scholarship grant;
  - f.) He / She should pass a qualifying and screening process to be conducted by the committee;
- 2.) That the following Terms and Condition of Scholarship requirements be maintained during the duration of the grant:
- a.) After s semester's grant the scholar will be entitled to continue as a scholar provided he/she obtains an average of at least 2.5 or its equivalent, has no grade lower than 3.00 or its equivalent;
  - b.) Must not have a failing grades in the previous semester failure to meet grade requirement automatically discontinue the scholar;
  - c.) Any grade of incomplete must be removed or completed prior to the next registration period;
  - d.) Should not have dropped any subject in the previous semester;
  - e.) The scholar must enroll in a full academic load based on the school program per semester according to the school curriculum;
  - f.) The course must be pursued from semester to semester continuously, successively and must be completed within the time allotment for the four (4) five (5) year course;
  - g.) The scholar must not have been subjected to any disciplinary action by the school due to misconduct or misbehavior;
  - h.) The students Must remain unmarried during the duration of the grant;
  - i.) The scholar is encouraged to help future scholars through orientation of new applicants;

**Scholarship Coverage:** Financial Assistance Php 5,000.00 per semester.

**TARLAC MAC ENTERPRISES, INC. (1<sup>ST</sup> MEGASAVER)**


**TARLAC MAC ENTERPRISES, INC. (1<sup>ST</sup> MEGASAVER)**, an educational institution duly organized and existing under and by the laws of the Philippines with official address at 1030 Mac Arthur Highway Brgy. San Nicolas, Tarlac City represent by **AILEEN UY CHAN**.


That the following Terms and Condition of Scholarship requirements be maintained during the duration of the grant:

- a.) After s semester's grant the scholar will be entitled to continue as a scholar provided he/she obtains an average of at least 2.5 or its equivalent.
- b.) Must not have a failing grades in the previous semester failure to meet grade requirement automatically discontinue the scholar;

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- c.) Any grade of incomplete must be removed or completed prior to the next registration period;
- d.) Should not have dropped any subject in the previous semester;
- e.) The scholar must enroll in a full academic load based on the school program per semester according to the school curriculum;
- f.) The course must be pursued from semester to semester continuously, successively and must be completed within the time allotment for the four (4) five (5) year course;
- g.) The scholar must not have been subjected to any disciplinary action by the school due to misconduct or misbehavior;
- h.) The scholar is required to submit their semestral academic records to the sponsor not later than 3 weeks after the end of semester before the release of the payment student allowance for the whole semester.
- i.) The allowance shall be released to the scholars by Tarlac State University.

**Scholarship Coverage:** Financial Assistance Php 15,000.00 per semester.

**LUIS CO CHI KIAT FOUNDATION, INC. (LCCKI)**

Luis Co Chi Kiat Foundation, Inc., a non-stock, non-profit corporation duly organized and existing under Philippine laws with principal office at 900 Romualdez St., Paco, Manila, represented by its **MR. LORENZO CO.**

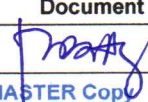
A. The committee shall recommend only candidates with the following qualifications:

- (1) Filipino citizen;
- (2) Single;
- (3) Not employed or engaged in a lucrative occupation;
- (4) In good health as certified by a physician accredited by the Foundation;
- (5) Not already a recipient of any scholarship grant;
- (6) Not a scholar/beneficiary of an educational plan;
- (7) The aggregate monthly income of both parents is not more than Fifteen Thousand Pesos (₱15,000.00);
- (8) Of good moral character as certified by the Barangay Chairman of the community where the candidate lives and by the Guidance counselor of the school;
- (9) Will enroll every semester the full load of subjects prescribed by the course he will take; and
- (10) Whose general weighted average when he graduated from high school or finished the preceding semester at college is at least 85% and with no failing or incomplete grade in any subject.


B. The committee shall review every semester the academic performance of every scholar and recommend the continuance of his scholarship provided:

- a. He does not have any failing or incomplete grade. A scholar with a failing grade in any semester of the first year shall be given a grace period of



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another semester. The scholarship of any one who gets a failing grade after the first year shall be discontinued.

- b. He maintains a general weighted average of at least 85% every semester.
- c. He has not been found guilty of any offense or irregularity and meted disciplinary action by the School.
- d. Has not been observed engaged in gambling, taking alcoholic drinks or prohibited drugs.
- e. Has not married or lived with a premarital partner.

**Scholarship Coverage:** Financial Assistance Php 5,000.00 per semester.

**Philippine Army Finance Center Producers Integrated Cooperative (PAFCPIC)**

Conditions of the Grant:

1. Must only enroll to any baccalaureate degree in Tarlac State University;
2. Must pass the evaluation of Tarlac State University on qualifications for scholarship;
3. Must not be a recipient of any scholarship from other institutions/individuals;
4. Must carry a full semester or term load and finish within the normal duration of the course enrolled in;
5. Must not have any failing grades during the course of the scholarship grant;
6. Must not drop any subject without the consent of the PAFCPIC Scholarship Committee;
7. Must not have any incomplete grades during the semester or term except upon a reasonable ground determined by Tarlac State University. Any incomplete grade must be endorsed to PAFCPIC for consideration and must be justified with corresponding school certification;
8. Must meet a General Weighted Average (GWA) of eighty-three percent (83%) or its equivalent, without failing grades in an enrolled subject;
9. Must not shift course without seeking prior consent from the PAFCPIC Scholarship Committee;
10. Leave of Absence (LOA) for any semester must be with prior approval of the PAFCPIC Scholarship Committee;
11. Must not commit any infraction against Tarlac State University and PAFCPIC; or any criminal offense against any person, during the period of scholarship;
12. Renewal of Scholarship with Tarlac State University will be on a yearly basis.

**Scholarship Coverage:** Book/Material Allowance of Php5,000.00 per term  
Living Allowance(Food, Transportation, Internet, Board and Lodging) of Php6,000.00 per month (Php30,000.00 per semester)

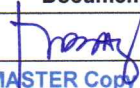
Uniform Allowance of Php3,000.00 per school year


**Other Benefits:**

1. Graduation Allowance of Php5,000.00
2. Meritorious Incentives for Graduating with honors, as follows:
  - a. Summa cum Laude Php10,000.00
  - b. Magna cum Laude Php6,000.00



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- c. Cum Laude Php3,000.00
- 3. Board Review Php8,000.00
- 4. Top 10 Board/Licensure's Incentives Php20,000.00
- 5. Learning Gadget (Tablet)

**KASS & KAYE SCHOLARSHIP PROGRAM**

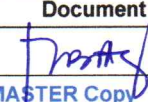
That the following scholastic requirements be maintained during the duration of the grant


- The scholars must carry the regular load prescribed by the curriculum and must maintain a weighted average of at least 2.25 in the preceding academic semester last attended;
- Must not get a grade of 5.00 or failure or its equivalent in every semester;
- Any grade of 4.00 or incomplete must be removed or completed prior to the next registration period;
- Must not have been subjected to disciplinary action by the school due to misconduct or misbehave committed by him/her individually;
- Must remain unmarried during the duration of the grant.
- Must not be a grantee of any scholarship program both public and private sectors

Non-fulfillment of any of the foregoing requirement will result in automatic and complete termination of the grant.

**Scholarship Coverage:** Financial Assistance Php 5,000.00 per semester.




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## Appendices

### Appendix A

#### Solicitation of Scholarship Grant

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	SOLICITATION OF SCHOLARSHIP GRANT	TSU-SFA-SP-01	EFFECTIVITY DATE: September 28, 2021
			REVISION DATE: September 9, 2021
			REVISION NO.:
		COPY NO.:	00

#### 1.0 OBJECTIVE

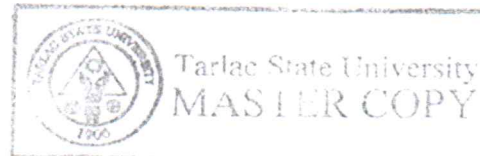
To establish and maintain a documented procedure in the solicitation of scholarship grant/s.

#### 2.0 SCOPE

This procedure applies to all scholarship providers and student applicants of TSU.

#### 3.0 RESPONSIBILITY

- UP
- DSAS
- SFAH
- SFAS
- SP
- LG
- CRO



#### 4.0 DEFINITION OF TERMS




- UP - University President
- DSAS - Dean, Student Affairs Services
- SFAH - Scholarship and Financial Assistance Head
- SFAS - Scholarship and Financial Assistance Staff
- SP - Scholarship Provider
- LG - Legal Counsel
- CRO - Central Records Office

#### 5.0 RELATED PROCEDURE

All TSU procedures related to the receiving of official letter/s or documents and legal review or counselling of official documents.

#### 6.0 DOCUMENTATION AND RECORDS

- Endorsement Letter
- Memorandum of Agreement (MOA)
- Scholarship Applicant's screening requirements
- List of Selected Scholars

PREPARED BY:  <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	REVIEWED BY:  <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	APPROVED BY:  <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services
---	--	--

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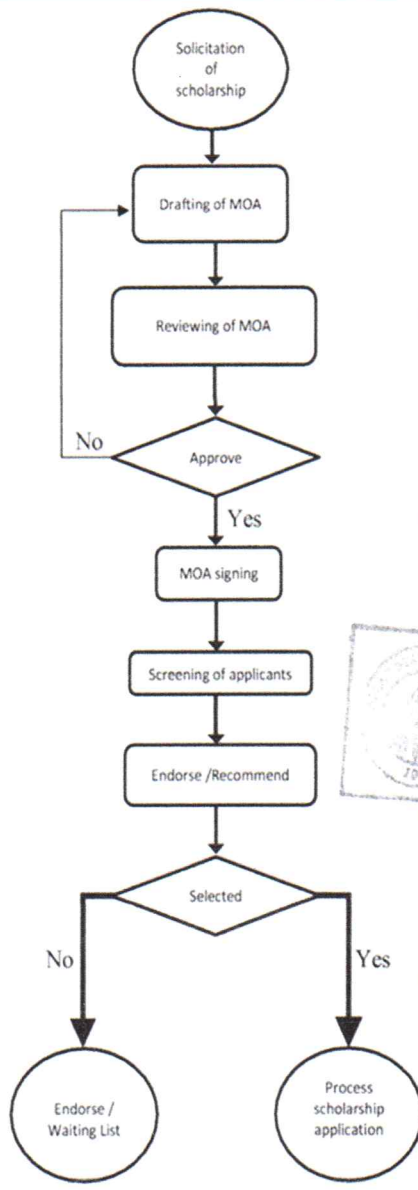
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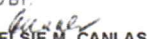


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	<b>TITLE:</b> SOLICITATION OF SCHOLARSHIP GRANT	<b>DOCUMENT NO.:</b> TSU-SFA-SP-01	Page 2 of 2
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			<b>REVISION DATE:</b> September 9, 2021
			<b>REVISION NO.:</b> 00


7.0 PROCEDURE DETAILS

RESPONSIBLE	FLOW CHART	DETAILS
UP DSAS SFAH	 <pre> graph TD     A([Solicitation of scholarship]) --&gt; B[Drafting of MOA]     B --&gt; C[Reviewing of MOA]     C --&gt; D{Approve}     D -- No --&gt; B     D -- Yes --&gt; E[MOA signing]     E --&gt; F[Screening of applicants]     F --&gt; G[Endorse / Recommend]     G --&gt; H{Selected}     H -- No --&gt; I([Endorse / Waiting List])     H -- Yes --&gt; J([Process scholarship application])           </pre>	1. Scholarships will be solicited through referrals or endorsements via verbal or written request by DSAS.
SP SFAH		2. Drafting of the MOA
UP DSAS SFAH LG		3. Draft MOA will be reviewed by UP, DSAS, SFAH, and LG.  -If not approve, editing of MOA based on the recommendations of UP, DSAS, SFAH, and LG.
		-If approve, MOA Signing Ceremony
		4. Screening of scholarship applicant/s
	5. Endorsement of scholarship applicant/s to SP for evaluation and selection.	
SFAH SP SFAS	-Unselected applicants will be considered waiting list to other scholarship programs.  -Processing scholarship application of the Selected applicants.	

<b>PREPARED BY:</b>  <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	<b>REVIEWED BY:</b>  <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	<b>APPROVED BY:</b>  <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services
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	<b>SCHOLARSHIP AND FINANCIAL ASSISTANCE OFFICE</b>	Revision No.:	00
	<b>SCHOLARSHIP AND FINANCIAL ASSISTANCE MANUAL</b>	Effective Date:	January 21, 2022
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## Appendix B

### Scholarship Application, Re-Assessment, Tagging, Billing and Payroll

	TITLE:	DOCUMENT NO.:	Page 1 of 4
	SCHOLARSHIP APPLICATION, RE-ASSESSMENT/TAGGING, BILLING, & PAYROLL	TSU-SFA-SP-02	EFFECTIVITY DATE: September 28, 2021
			REVISION DATE: September 9, 2021
			REVISION NO.: 00

#### 1.0 OBJECTIVE

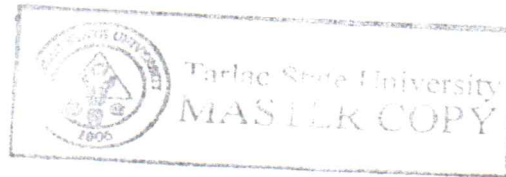
To establish and maintain a documented procedure in processing scholarship application, reassessment/tagging, billing, and payroll.

#### 2.0 SCOPE

This procedure applies to all internal and external documents related to the Scholarship and Financial Assistance of TSU.


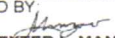

#### 3.0 RESPONSIBILITY

- SG
- SP
- UP
- SFAH
- SFAS
- DSAS
- ARO
- BO
- AO
- CO
- SAS

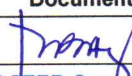



#### 4.0 DEFINITION OF TERMS


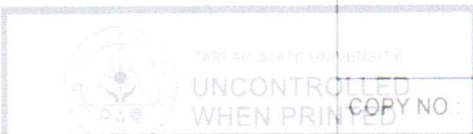
- SG - Scholarship Grantees
- SP - Scholarship Provider
- UP - University President
- SFAH - Scholarship and Financial Assistance Head
- SFAS - Scholarship and Financial Assistance Staff
- DSAS - Dean of Student Affairs
- ARO - Admissions and Registration Office
- BO - Budget Office
- AO - Accounting Office
- CO - Cashiering Office
- SAS - Student Affairs Services

PREPARED BY:  <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	REVIEWED BY:  <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	APPROVED BY:  <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services
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	TITLE:	DOCUMENT NO.:	Page 2 of 4	
		<b>SCHOLARSHIP APPLICATION, RE-ASSESSMENT/TAGGING, BILLING, &amp; PAYROLL</b>	<b>TSU-SFA-SP-02</b>	
			EFFECTIVITY DATE:	September 28, 2021
			REVISION DATE:	September 9, 2021
		REVISION NO.:	00	




**5.0 RELATED PROCEDURE**


All TSU procedures related to enrolment, assessment, and accounting.


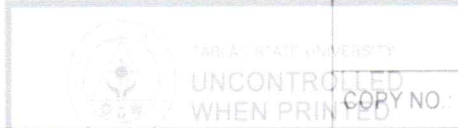
**6.0 DOCUMENTATION AND RECORDS**

- Client's Log Book (TSU-SFA-SF-16)
- Approved Scholarship Application Form (AF) of different providers (TSU-SFA-SF-01 to TSU-SFA-SF-13)
- Personal Information Sheet(PIS)(TSU-SFA-SF-14)
- Billing/Payroll/Monitoring Reports
- List of Scholars/Scholarship Provider
- Incoming Document Log Book (TSU-SFA-SF-20)

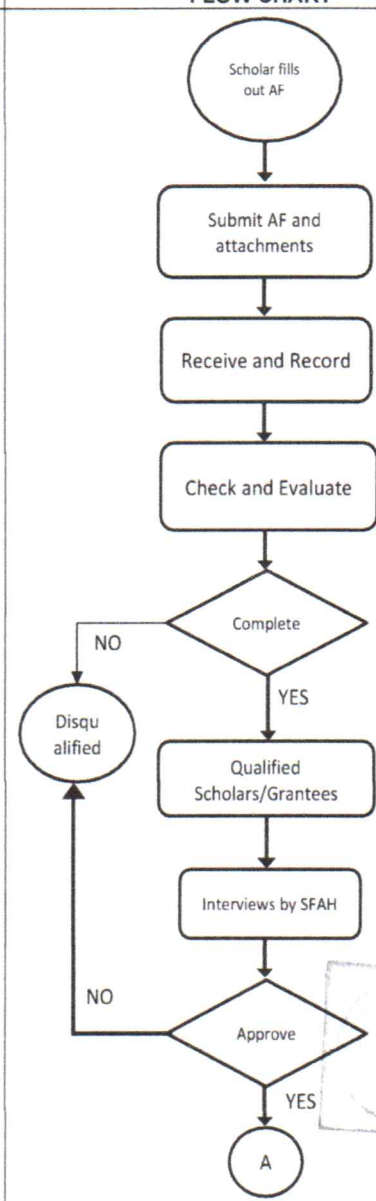



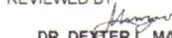

PREPARED BY:  <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	REVIEWED BY:  <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	APPROVED BY:  <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services
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	<b>TITLE:</b> SCHOLARSHIP APPLICATION, RE-ASSESSMENT/TAGGING, BILLING, & PAYROLL	<b>DOCUMENT NO.:</b> TSU-SFA-SP-02	Page 3 of 4 <b>EFFECTIVITY DATE:</b> September 28, 2021
			<b>REVISION DATE:</b> September 9, 2021
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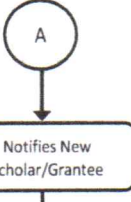
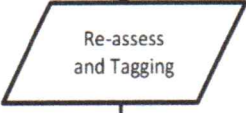
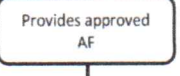

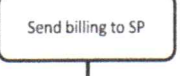
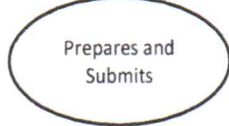
**7.0 PROCEDURE DETAILS**

RESPONSIBLE	FLOW CHART	DETAILS
SG		1. Student fills out application forms and Personal Information Sheet (PIS).
SG SFAS		2. Students submits the duly accomplished Application Forms, PIS and attachments.
SFAS		3. The SFAS receives and records the AF and Attachments to the scholarship log book of incoming documents.
SFAS		4. The SFAS checks and verifies the submitted AF and attachments.  -If incomplete, application is invalid.
SG SFAH SP		- If complete, the SFAH evaluates the AF base on qualifications and requirements.
SFAH SP SG		5.SFAH interviews Qualified Scholars/Grantees.

<b>PREPARED BY:</b>  <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	<b>REVIEWED BY:</b>  <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	<b>APPROVED BY:</b>  <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services
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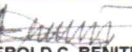
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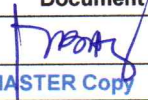
RESPONSIBLE	FLOW CHART	DETAILS
SFAS		-If approved, the SFAS notifies the new scholar/grantee through Scholarship Facebook page.
SFAS		6. The SFAS re-assess and tags the approved application form to Free Tuition Fee (FTF) and scholarship provider to the TSU Prisms System.
SFAS SG		7. SFAS provides the scholar/grantee a copy of approved application form.
SG ARO		8. Scholar/grantee presents the approved application form to the Admission and Registration Office to secure Certificate of Registration.
SFAS SP		9. SFAS will send Statement of Billing to the scholarship provider.
SFAS BO		10. SFAS prepares payroll for stipend and allowances and submits to the Budget Office.

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<b>PREPARED BY:</b>  <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	<b>REVIEWED BY:</b>  <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	<b>APPROVED BY:</b>  <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services
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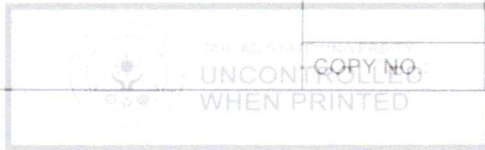


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## Appendix C

### Issuance of Certificate of Scholarship

	TITLE:	DOCUMENT NO.:	Page 1 of 2
	ISSUANCE OF CERTIFICATE OF SCHOLARSHIP	TSU-SFA-SP-03	EFFECTIVITY DATE: September 28, 2021
		COPY NO.:	REVISION DATE: September 9, 2021
			REVISION NO.: 00



#### 1.0 OBJECTIVE

To establish and maintain a documented procedure in the issuance of Certificate of Scholarship.

#### 2.0 SCOPE

This procedure applies to the Scholarship and Financial Assistance on issuing Certificate of Scholarship

#### 3.0 RESPONSIBILITY

- SFAS
- SFAH
- CO
- CUST

#### 4.0 DEFINITION OF TERMS

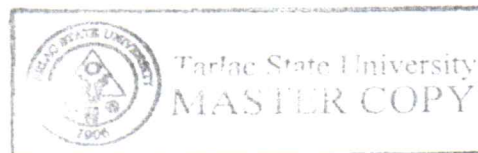
- SFAS - Scholarship and Financial Assistance Staff
- SFAH - Scholarship and Financial Assistance Head
- CO - Cashiering Office
- CUST - Customer/Client(Scholar)


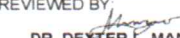

#### 5.0 RELATED PROCEDURE

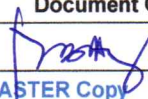
All TSU procedures related to assessment and payment of fees


#### 6.0 DOCUMENTATION AND RECORDS


- Certificate of Scholarship (TSU-SFA-SF-15)
- Receipt





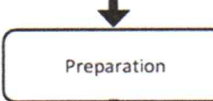
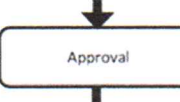
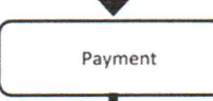
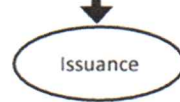
PREPARED BY:  <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	REVIEWED BY:  <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	APPROVED BY:  <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services
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


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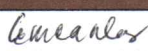
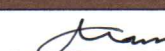
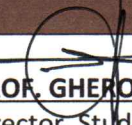
	TITLE:	DOCUMENT NO.:	Page 2 of 2
	ISSUANCE OF CERTIFICATE OF SCHOLARSHIP	TSU-SFA-SP-03	EFFECTIVITY DATE:
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			REVISION NO.:
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**7.0 PROCEDURE DETAILS**

RESPONSIBLE	FLOW CHART	DETAILS
CUST		1. The requestor requests Certificate of Scholarship through phone call, Scholarship FB page or electronic mail. -The SFAS records the request.
SFAS		2. SFAS verifies enrolment, scholarship and period of scholarship in the TSU Enrolment System.
SFAS		3. SFAS prepares the Certificate of Scholarship.
SFAH		4. The SFAH approves and signs the Certificate of Scholarship.
CO		5. The requestor pays the certificate fee at the TSU Cashiering Office.
CUST		6. Issuance of the Certificate of Scholarship to the requestor.



PREPARED BY:  <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	REVIEWED BY:  <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	APPROVED BY:  <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services
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Prepared by:	Reviewed by:	Approved by:
 <b>DR. ELSIE M. CANLAS</b> Section Head, Scholarship and Financial Assistance	 <b>DR. DEXTER L. MANZANO</b> Unit Head, Institutional Student Program and Services	 <b>PROF. GHEROLD C. BENITEZ</b> Director, Student Affairs and Services

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