



## 14. ATM Card Enrollment

A program initiated by the Office of Iskolar ng Bataan as response to the new normal amidst the pandemic. The goal of the office is to find a more convenient way to award the scholarship grants without the beneficiaries going through the hassle of queuing for hours and risking their health just to claim the educational assistance. Through the ATM card enrollment, the beneficiaries can access their grants at their own convenience. ATM Card enrollment takes 7 working days.

<b>Office or Division:</b>	Office of the Provincial Governor -Iskolar ng Bataan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	New Batch of Qualified Scholars and PUP Mariveles Beneficiaries

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 scanned copy)		1. Iskolars and PUP Mariveles Beneficiaries		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Posts the procedures and list of qualified beneficiaries for ATM Card Enrollment at the Iskolar ng Bataan Facebook Page	None	3 minutes	<i>Computer Programmer I</i> Data Technical Section
2. Clicks the registration link provided at Iskolar ng Bataan Facebook Page • Fills out the required filled. • Takes a picture and scan copy of your photo ID • Reviews the details and clicks confirm to proceed. • Checks the mobile number or email address fo the OTP. (Make sure to have a strong mobile network signal to receive the OTP)	2. Checks and approves the application of the beneficiary	None	5 minutes	<i>Admin Aide VI</i> Admin Section
3. Receives via SMS/ Email the notification	3. Provides announcement at the Iskolar ng Bataan Facebook Page regarding the schedule of ATM distribution.	None	1 minute	<i>Computer Programmer I</i> Data Technical Section
<b>TOTAL:</b>		<b>None</b>	<b>9 minutes</b>	