



8. Awarding of Financial Assistance to Qualified Board/Bar Review Beneficiaries				
A one day activity of Iskolar ng Bataan Office to award the financial assistance to the qualified beneficiaries. Awarding of financial assistance last two (2) hours.				
Office or Division:	Office of the Provincial Governor -Iskolar ng Bataan			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Qualified Reviewees who have not yet availed the financial assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 Original, 1 Photocopy)		1. Beneficiary		
2. Cash Refund Form		2. Iskolar ng Bataan Office		
3. Authorization Letter from the beneficiary (1 Original)		3. Beneficiary		
4. Authorized Representative Valid ID (1 Original, 1 Photocopy)		4. Authorized Representative		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-out the attendance sheet located at the registration	1. Assists the beneficiaries and makes sure they fill-out the correct information at the attendance sheet 1.1 Provides the Cash Refund Form	None	3 minutes	<i>Administrative Aide III</i> Operations Section



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Fills out the Cash Refund Form and submits the requirements	2. Receives and checks the requirements. 2.1 Inputs the cashier and payroll number to the Cash Refund Form 2.2 Attaches the Cash Refund Form and returns the requirement	None	3 minutes	<i>Administrative Assistant II</i> Admin Section
3. Receives the requirements	3. Conducts orientation to board/bar reviewees.	None	2 hours	<i>Scholarship Coordinator</i>
4. Proceeds to the designated cashier and submits the requirements	4.1 Receives the requirements 4.2 Checks the name of the beneficiary in the payroll and assists the beneficiary to sign the payroll	None	2 minutes	<i>Administrative Assistant II</i> Admin Section
5. Signs the payroll and receives the financial assistance	5. Releases the financial assistance to the board/bar reviewees	None	2 minutes	<i>Administrative Assistant II</i> Admin Section
TOTAL:		None	2 hours, 10 minutes	