



9. Awarding of Scholarship Grants of Gurong Iskolar Beneficiaries and Vocational Iskolar Beneficiaries

The Gurong Iskolars and Vocational Iskolar beneficiaries receives their scholarship grants through credit advice. The credit advice is a form of cashless scholarship grant that the Iskolar ng Bataan Office will process in order to be credited directly to the beneficiaries school/universities/training center.

Office or Division:	Office of the Provincial Governor -Iskolar ng Bataan
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Gurong Iskolars and Vocational Iskolars beneficiaries

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. List of beneficiaries	1. Iskolar ng Bataan Office
2. Billing Statement of the Gurong Iskolars (1 original)	2. BPSU Graduate School
3. Billing Statement of the Vocational Iskolars (1 original)	3. Training Center

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Generates the validated beneficiaries	None	3 minutes	<i>Computer Programmer I Data Technical Section</i>
2. None	2. Prints the credit advice	None	3 minutes	<i>Administrative Assistant II Operation Section</i>
3. None	3. Submits the list through email or in person with credit advice number and the total amount of scholarship grants to school to prepare the billing statement	None	3 minutes	<i>Administrative Assistant II Administrative Aide VI Admin Section</i>
4. Submits the billing statement	4. Checks and receives the billing statement (Returns the billing statement if incorrect and informs the representative of the school to provide the correct billing statement)	None	3 minutes	<i>Administrative Aide IV Operation Section</i>



5. None	5. Prepares and prints OBR, certifications, vouchers and summary of scholarship grants 5.1 Consolidates OBR, Vouchers, Certifications, Summary of Scholarship Grants, Credit Advice, School Billing and submits to Finance Department for processing	None	3 days	<i>Administrative Assistant Aide VI</i> Data Technical Section
6. None	6. Coordinates to school once the cheques are already available	None	1 day	<i>Administrative Assistant II</i> <i>Administrative Aide VI</i> Admin Section
7. Proceeds to Iskolar ng Bataan Office	7. Assists the School Representative to claim the cheque at the Provincial Treasurer's Office	None	1 day	<i>Administrative Assistant II</i> <i>Administrative Aide VI</i> Admin Section
8. None	8. Provides announcement at the Iskolar ng Bataan Facebook Page that the scholarship grants has been credited to their schools	None	2 minutes	<i>Computer Programmer I</i> Data Technical Section
TOTAL:		None	5 days, 17 minutes	