



15. Distribution of ATM Cards per Municipality

This service is a one day activity of Iskolar ng Bataan wherein the ATM cards are distributed per municipality to the scholars. The main goal is to ease the burden of the beneficiaries who live far from the city to travel just to get their atm cards. This will not only save time but also their resources. The duration of the distribution takes 10 working days.

Office or Division: Office of the Provincial Governor -Iskolar ng Bataan

Classification: Simple

Type of Transaction: Government to Citizen

Who may avail: New iskolars and PUP Mariveles Beneficiaries

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest and Previous Certificate of Registration (1 Original, 2 Photocopies)		1. New Iskolars		
4. Valid ID (1 Original, 2 Photocopies with three (3) specimen signature)		4. New Iskolars		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-out the attendance sheet	1. Assists the beneficiaries and makes sure they fill-out the correct information at the attendance sheet	None	2 minutes	Administrative Aide IV Operations Section
2. Submits requirements	2. Checks the name of the beneficiary in the list of Iskolars (Return the requirements if not existed on the list) 2.1 Checks and receives the requirements (Return the requirements if incomplete/incorrect and informs the beneficiary to provide the correct requirements) 2.2 Gives the requirements to the LandBank Representative	None	3 minutes	Administrative Assistant III Data Technical Section
3. None	3. Conducts orientation	None	2 hours	Scholarship Coordinator
4. Proceeds to LandBank Representative to claim the ATM Card	4. Assists the LandBank Representative in releasing the ATM Card 4.1 Assists the beneficiary to sign the receiving form	None	3 minutes	Administrative Aide IV Operations Section
5. Signs in the receiving form and claims the ATM Card	5. Instructs the beneficiary on how to change PIN the ATM Card	None	1 minute	Administrative Aide IV Operations Section
TOTAL:		None	2 hours, 9 minutes	