



11. Educational Assistance for PUP Mariveles Beneficiaries

The Educational Assistance of the PUP Mariveles beneficiaries are credited through their LMPC (LandBank MasterCard Prepaid Card). The PUP Mariveles University will submit the list of enrolled PUP students in the Iskolar ng Bataan Office.

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

Classification: Complex

Type of Transaction: G2C - Government to Citizen

Who may avail: PUP Mariveles Beneficiary

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|--|------------------------------|----------------------------|--|
| 1. . Valid ID (1 Original, 1 Photocopy) | | 1. PUP beneficiary | | |
| 2. Authorization Letter of the Iskolar authorizing the Representative (1 Original) | | 2. PUP beneficiary | | |
| 3. Valid ID of the Authorized Representative (1 Original, 1 Photocopy) | | 3. 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 |
| 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 | None | 2 minutes | Administrative Assistant II Admin Section |
| 5. Signs the payroll | 5. Releases the financial assistance to the board/bar reviewees | None | 2 minutes | Administrative Assistant II Admin Section |
| TOTAL: | | None | 2 hours, 10 minutes | |