



7. Financial Assistance for Board/Bar Review Application

A financial assistance for review to students who will take their Board/Bar examination. This service will help them ease the expenses of their review such as enrollment fees, cost of books, review materials, transportation expenses and cost of living. The applicant will need to submit their requirements prior to the date of their examination. The applicant is only allowed to apply once and must not be residing in City of Balanga. The residents of Balanga City can submit their requirements at the City Social Welfare Development Office (CSWDO).

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| Office or Division: | Office of the Provincial Governor -Iskolar ng Bataan |
| Classification: | Complex |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail: | Must be a graduate of Bachelor's Degree requiring board examination and a residents of Bataan except from City of Balanga |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|--|
| 1. Application Form | 1. Iskolar ng Bataan Office, Iskolar ng Bataan Facebook Page |
| 2. Certificate of Enrollment (1 Original) | 2. Review Center |
| 3. Assessment Fee (can be included in the Certificate of Enrollment) | 3. Review Center |
| 4. Notice of Admission (1 Photocopy) | 4. Professional Regulation Commission |
| 5. Certificate of Indigency (Name of the | 5. Baranggay Hall |
| 6. Voters ID/Voters Certification (1 Photocopy) | 6. Comelec Office in your Municipality |

| CLIENTS STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Submits application form and requirements | 1. Checks and receives application form and requirements (Returns the requirements if incomplete or incorrect) | None | 3 minutes | <i>Administrative Aide IV</i> Operation Section |
| 2. None | 2. Encodes received applications and checks whether the applicant has previously availed from the program | None | 1 day | <i>Administrative Assistant III</i> Data Technical Section |
| 3. None | 3. Notifies the applicant via text or phone call to let them know that they are not qualified since they have already availed from the program | None | 1 day | <i>Administrative Assistant II</i> Admin Section |
| 4. None | 4. Prepares payroll, OBR and double check the requirements of the board/bar examinees | None | 2 days | <i>Administrative Assistant III</i> <i>Administrative Assistant II</i> Operation Section |



| CLIENTS STEPS | AGENCY ACTION | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------|---|------------------|--------------------------|--|
| 5. None | 5. Consolidates and submits payroll, OBR and certifications from the generated list of scholarship grant beneficiaries to finance department for processing | None | 1 day | <i>Administrative Assistant III</i> <i>Administrative Assistant II</i> Operation Section |
| 6. None | 6. Updates and informs beneficiaries regarding the schedule of orientation and awarding of financial assistance via text or phone call | None | 1 minute | <i>Administrative Assistant II</i> Operation Section |
| TOTAL | | None | 5 days, 4 minutes | |