



## 6. General Assembly, Orientation and Contract Signing of the New Batch of Gurong Iskolars

A one day activity of Iskolar ng Bataan where Newly Qualified Batch of Gurong Iskolars are gathered to sign the contract and be oriented regarding the process and policies of the program. Orientation last two (2) hours.

<b>Office or Division:</b>	Office of the Provincial Governor -Iskolar ng Bataan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Qualified New Batch of Gurong Iskolars			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration 1st trimester of the current school year (1 Original, 1 Photocopy)		1. Gurong Iskolar		
2. Valid ID (1 Original, 1 Photocopy)		2. Gurong Iskolar		
3. Iskolars Information Form		3. Iskolar ng Bataan Office		
4. Contract Form		4. Iskolar ng Bataan Office		
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  1.1 Checks the names in the list of new batch	None	2 minutes	<i>Administrative Aide VI</i> Admin Section
2. Submits the requirements	2. Checks the requirements and attaches the Iskolars Information Form  2.1. Return the requirements  2.2 Provides contract form to the Gurong Iskolar	None	3 minutes	<i>Administrative Aide VI</i> Admin Section
3. Fills-out the Iskolars Information Form and contract form and signs the contract	3. Conducts orientation to new qualified Gurong Iskolars.  3.1 Awards certificate	None	2 hours	<i>Administrative Aide VI</i> Admin Section  <i>Scholarship Coordinator</i>
4. Submits the contract and requirements	4. Receives the contracts and	None	3 minutes	<i>Administrative Aide VI</i> Admin Section
<b>TOTAL:</b>		<b>None</b>	<b>2 hours,8 minutes</b>	