



5. Gurong Iskolar Ng Bataan Masteral And Doctoral Application

The Gurong Iskolar ng Bataan Doctoral and Masteral is a program of Iskolar ng Bataan in partnership with the Bataan Peninsula State University and DepEd Division Office. This service will enhance the professional knowledge and skills of teachers in molding and developing well-rounded and life-long learners by providing incentives for post-graduate studies through the Gurong Iskolar ng Bataan Program. The Bataan Peninsula Graduate will screen the applicant. Once qualified, the applicant will submit the application form and requirements to DepEd Division Office. The DepEd Division Office will schedule the applicant's examination and conduct an interview. The DepEd Division Office will submit the list of qualified new batch of Gurong Iskolars and applications forms with the requirements at Iskolar ng Bataan Office. Announcement will be provided in the Gurong Iskolar ng Bataan Facebook Page for the schedule of application.

Office or Division:	Office of the Provincial Governor -Iskolar ng Bataan		
Classification:	Complex		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	A Master's Degree Holder in Education		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Gurong Iskolar ng Bataan Application Form		1. Iskolar ng Bataan Office, DepEd Division Office Bataan, Gurong Iskolar ng Bataan Facebook Page	
2. Letter of intent applying for scholarship (1 original)		2. Applicant	
3. 2x2 Recent Colored Picture (1 piece)		3. Applicant	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4. Very Satisfactory (VS) Performance Appraisal Rating for the past two (2) rating periods (1		4. Employer		
5. Transcript of Records (Bachelor's Degree) (1 certified true copy)		5. School Registrar		
6. Transcript of Records of units earned in Masteral / Doctoral Degree (1 certified true copy)		6. School Registrar		
7. Certificate of Employment (1 original)		7. Employer		
8. Medical Certificate issued by government physician (1 original)		8. Any government physician		
9. For Masteral, Certification from the Head Office that the nominee is in active service and recommendation or scholarship duly endorsed by the principal / superintendent (1 original)		9. Head Office		
10. For Doctoral, Certification from the immediate School Head that the nominee is regular in the National, PSB, LSB or Private Schools as Pre-Elem., Elementary or Secondary Teachers (1 original)		10. Immediate School Head		
11. COMELEC I.D., Registration or Certification		11. Comelec Office in your Municipality		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the list of qualified Gurong Iskolar with the application forms and requirements	1. Receives the list of qualified Gurong Iskolar, application forms and requirements	None	3 minutes	Administrative Aide IV Operation Section
2. None	2. Encodes the applications of the qualified Gurong Iskolar in the Gurong Iskolar ng Bataan System	None	8 hours	Administrative Aide VI Admin Section
3. None	3. Prints the credit advice and contracts of the Gurong Iskolar	None	8 hours	Administrative Aide VI Admin Section
4. None	4. Notifies the new batch of Gurong Iskolar for the schedule of General Assembly, Contract Signing and Orientation via text or phone call	None	8 hours	Administrative Aide VI Admin Section
TOTAL:		None	3 days, 3 minutes	