



2. Iskolar ng Bataan Application - Online Submission of Requirements for the College Scholarship Program

All applicants who have successfully registered in the Online Registration for College Scholarship Program will submit their requirements through the Iskolar ng Bataan Information Hub. The Iskolar ng Bataan Information Hub integrates the submission of requirements for the new applicants of Iskolar ng Bataan using any web connected devices. Applicants can now submit requirements conveniently through the comfort of their own home. This service was initiated in the midst of the pandemic to adapt to the new normal as the applicants no longer have to queue outside of the Iskolar ng Bataan Office. The schedule of the submission will be posted at the Iskolar ng Bataan Facebook Page.

Office or Division:	Office of the Provincial Governor -Iskolar ng Bataan
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Incoming College and College Students

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent applying for scholarship (1 electronic copy)	1. Applicant
2. 2x2 Recent Colored Picture (2 pieces)	2. Applicant
3. Comelec ID/ Registration/ Certification of both Parents (1 scanned copy)	3. Comelec Office in your Municipality
4. For incoming Freshmen College: Copy of Report Card (Form 138) duly certified by the school registrar with minimum average of 80% (1 scanned copy)	4. School Registrar
5. For college: Certified True Copy of the Latest Grades with minimum average of 2.50 (1 scanned copy)	5. School Registrar
6. Birth Certificate (1 scanned copy)	6. Local Civil Registry Office, Philippines Statistics Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Provides the link for account retrieval at the Iskolar ng Bataan Facebook page	None	1 minute	Computer Programmer / Data Technical Section



<p>2. Retrieves Account using the registered email address and waits for an email containing link for account creation</p> <ul style="list-style-type: none"> • Clicks the link that was sent in your email for account creation • Log ins at www.iskolarngbataan.com using your registered email address and password • Clicks the "I Forgot Password" on the Login Page if you have forgotten your password and enters the username associated with your account (System will send an email on how to reset your password) • Sends a message at https://www.facebook.com/iskolar if you need assistance signing into your account or uploading the necessary requirements. 	<p>2. Provides assistance to the applicants</p>	<p>None</p>	<p>6 minutes</p>	<p><i>Administrative Assistant III Computer Programmer I Data Technical Section</i></p>
<p>3. Fills out Personal Information, Parents, Education and Others</p> <ul style="list-style-type: none"> • Uploads the requirements to the "Drop/Submission Bin" • Clicks the upload button (Maximum size per file is 2mb. Uploading of requirements depends on the speed of your internet) • Views the status of the submitted requirements by logging in to your account at www.iskolarngbataan.com • Reuploads the correct and complete requirements until the last day of submission 	<p>3. Checks the uploaded requirements</p> <p>3.1 Validates the requirements if complete</p> <p>3.2 Rejects the requirements if incomplete/incorrect and notifies the applicant by leaving a notation in the beneficiaries' INB accounts</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Computer Programmer I Administrative Assistant III Data Technical Section</i></p>
<p>TOTAL:</p>		<p>None</p>	<p>12 minutes</p>	