



## 10. Submission of Requirements of PUP Mariveles beneficiaries

A one day activity of the Iskolar ng Bataan Office where the PUP Mariveles beneficiaries will submit the requirements to Iskolar ng Bataan staff during the scheduled submission of requirements. The Iskolar ng Bataan staff will validate the submitted requirements. Submission of requirements must be done every year in order for the beneficiaries to maintain their scholarship.

<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>	PUP Mariveles Beneficiaries

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Registration (1 Original, 1 Photocopy)	1. PUP Mariveles beneficiary
2. Valid ID (1 Original, 1 Photocopy)	2. PUP Mariveles beneficiary
3. Birth Certificate (1 Original, 1 Photocopy)	3. Local Civil Registry Office, Philippines Statistics Office
4. Voters ID/Voters Certification of both parents (1 Photocopy)	4. COMELEC Office in your municipality
5. PUP Mariveles Student Information Form	5. 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 to sign in the attendance sheet and provides PUP Mariveles Information Form	None	3 minutes	<i>Administrative Assistant II</i> Admin Section
2. Fills-out the form and submits the requirements	2. Checks the name in the list of PUP Mariveles beneficiaries 2.1 Checks and receives the requirements (Return to the beneficiary if incomplete or incorrect)	None	5 minutes	<i>Administrative Assistant III</i> Data Technical Section
3. None	3. Conducts orientation	None	2 hours	<i>Scholarship Coordinator</i>
<b>TOTAL:</b>		<b>None</b>	<b>2 hours, 8 minutes</b>	