



4. Validation of Grades for College Iskolars

The Iskolar ng Bataan staff will validate the submitted requirements. Validation must be done every semester in order for the beneficiaries to maintain their scholarship. The beneficiaries will be informed of their validation status on the day of submission.

Office or Division:	Office of the Provincial Governor -Iskolar ng Bataan
Classification:	Complex
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Iskolar Beneficiary

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Previous Certificate of Registration (1 Original, 1 Photocopy)	1. Iskolar (Undergraduate) Beneficiary
2. Previous Certificate of Grades (1 Original, 1 Photocopy)	2. Iskolar (Undergraduate) and Gurong Iskolar Beneficiary
3. Current Certificate of Registration (1 Original, 1 Photocopy)	3. Iskolar (Undergraduate) and Gurong Iskolar Beneficiary
4. School ID (1 Original, 1 Photocopy)	4. Iskolar (Undergraduate) Beneficiary
5. Validation of Grades Acknowledgement Receipt	5. Iskolar ng Bataan Office
6. Iskolars Information Form	6. Iskolar ng Bataan Office

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills-out the attendance sheet	1.1 Assists the beneficiaries to sign in the attendance sheet 1.2 Provides Iskolars Information Form and Iskolar Validation of grades acknowledgement receipt	None	3 minutes	<i>Administrative Assistant II</i> Admin Section
2. Fills-out the Iskolars Information Form and Iskolars Validation Stub and submits the requirements	2. Receives and checks the requirements (Returns the requirements if incomplete/ incorrect and informs the beneficiary to provide the correct requirements) 2.1 Attaches the Iskolars Information Form and Iskolars Validation Stub if complete requirements 2.2 Returns the requirements and instructs the beneficiary to proceed to validation area	None	5 minutes	<i>Computer Programmer I</i> <i>Administrative Assistant III</i> Data Technical Section



<p>3. Receives and submits the requirements to validation area</p>	<p>3. Receives the requirements</p> <p>3.1. Validates the grades of the beneficiary</p> <p>3.2 Fills out the GWA, signs the validation of grades acknowledgement receipt and returns to the beneficiary</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Computer Programmer I Administrative Assistant III Data Technical Section</i></p>
<p>4. Receives the validation acknowledgement receipt</p>	<p>4. Instructs the beneficiary to keep the validation acknowledgement receipt</p> <p>4.1 Informs the Iskolar (Undergraduates) beneficiaries to wait for an announcement if the scholarship grants have been credited to their account</p> <p>4.2 Informs the Gurong Iskolar to wait for an announcement if the scholarship grants has been credited to BPSU Graduate School</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Administrative Assistant III Data Technical Section</i></p>
<p>TOTAL:</p>		<p>None</p>	<p>13 minutes</p>	