



17. Validation of Grades for Gurong 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:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Gurong Iskolar beneficiary			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Previous Certificate of Grades (1 Original, 1 Photocopy)		1. Gurong Iskolar Beneficiary		
2. Current Certificate of Registration (1 Original, 1 Photocopy)		2. Gurong Iskolar Beneficiary		
3. School ID/ Any Valid ID (1 Photocopy)		3. Gurong Iskolar Beneficiary		
4. Validation of Grades Acknowledgement Receipt		4. Iskolar ng Bataan Office		
5. Iskolars 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	1.1 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 Validates the requirements. 2.3 Fills out the GWA, signs the validation of grades acknowledgement receipt and returns to the beneficiary	None	5 minutes	<i>Administrative Aide VI</i> Admin Section
3. Receives the validation acknowledgement receipt	3. Instructs the beneficiary to keep the validation acknowledgement receipt 3.1 Informs the Gurong Iskolar to wait for an announcement if the scholarship grants has been credited to BPSU Graduate School	None	2 minutes	<i>Administrative Aide VI</i> Admin Section
TOTAL:		None	10 minutes	