



## 12. Vocational Course Scholarship Program Application

This service is an opportunity for out-of-school youth, highschool graduates and any individual residents of Bataan who are willing to develop and hone their skills. This will give them the advantage and opportunity for employment.

<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>	18 years old and above, bonafide resident of Bataan and atleast a high school graduate

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form	1. Iskolar ng Bataan Office, Iskolar ng Bataan Facebook Page
2. Letter of Intent applying for scholarship (1 original)	2. Applicant
3. 2x2 Recent Colored Picture (2 pieces)	3. Applicant
4. Birth Certificate (1 Original, 1 Photocopy)	4. Local Civil Registry Office, Philippines Statistics Office
5. Comelec ID/ Registration (1 Photocopy)	5. Comelec Office in your Municipality

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application forms and requirements	1. Receives and checks application form and requirements (Return the requirements if incomplete or incorrect and informs the applicant to submit the correct requirements)	None	3 minutes	<i>Administrative Aide IV</i> Operations Section
2. None	2. Encodes and screens the applications of the applicants	None	5 minutes	<i>Administrative Assistant II</i> Admin Section
3. None	3. Prints the credit advice of the qualified beneficiaries	None	3 minutes	<i>Administrative Assistant II</i> Admin Section
4. None	4. Prepares and prints contracts of the qualified beneficiaries	None	1 minute	<i>Administrative Assistant II</i> Admin Section
5. None	5. Updates and informs beneficiaries regarding the schedule of orientation via text or phone call	None	1 minute	<i>Administrative Assistant II</i> Admin Section
<b>TOTAL:</b>		<b>None</b>	<b>13 minutes</b>	