



13. Vocational Course Scholarship Program Orientation to Qualified Beneficiaries

This service is a one day activity of Iskolar ng Bataan Office where newly qualified batch of trainees are gathered to sign the contracts and be oriented regarding the process and programs.

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| Office or Division: | Office of the Provincial Governor -Iskolar ng Bataan |
| Classification: | Simple |
| Type of Transaction: | G2C - Government to Citizen |
| Who may avail: | Vocational Scholarship Program Trainees |

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|---|---|--------------------------|---------------------------|---|
| Contract Form | | 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 in signing the attendance sheet 1.1 Provides contract form to the beneficiary | None | 3 Minutes | <i>Administrative Aide IV</i> Operation Section |
| 2. Receives and fills - out the contract form | 2. Conducts orientation to the new batch of qualified beneficiaries | None | 2 Hours | <i>Scholarship Coordinator</i> |
| 3. Signs the contract form and submits to the Iskolar ng Bataan Staff | 3. Receives the contract form | None | 2 minutes | <i>Administrative Assistant II</i> Admin Section |
| TOTAL: | | None | 2 hours, 5 minutes | |