



## 6. General Assembly, Orientation and Contract Signing of the New Batch of Gurong Iskolars

A one day activity of Iskolar ng Bataan where Newly Qualified Batch of Gurong Iskolars are gathered to sign the contract and be oriented regarding the process and policies of the program. Orientation last two (2) hours.

<b>Office or Division:</b>	PGO-Iskolar ng Bataan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Qualified New Batch of Gurong Iskolars			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate of Registration 1st trimester of the current school year (1 Original, 1 Photocopy)		1. Gurong Iskolar		
2. Valid ID (1 Original, 1 Photocopy)		2. Gurong Iskolar		
3. Iskolars Information Form		3. Iskolar ng Bataan Office		
4. Contract Form		4. Iskolar ng Bataan Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills-out the attendance sheet	1. Assists the beneficiaries and makes sure they fill-out the correct information at the attendance sheet  1.1 Checks the names in the list of new batch of Gurong Iskolar	None	2 minutes	<i>Administrative Aide VI</i> Admin Section



<p>2. Submits the requirements</p>	<p>2. Checks the requirements and attaches the Iskolars Information Form</p> <p>2.1. Return the requirements</p> <p>2.2 Provides contract form to the Gurong Iskolar</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Administrative Aide VI Admin Section</i></p>
<p>3. Fills-out the Iskolars Information Form and contract form and signs the contract</p>	<p>3. Conducts orientation to new qualified Gurong Iskolars.</p> <p>3.1 Awards certificate</p>	<p>None</p>	<p>2 hours</p>	<p><i>Administrative Aide VI Admin Section Scholarship Coordinator</i></p>
<p>4. Submits the contract and requirements</p>	<p>4. Receives the contracts and requirements</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Administrative Aide VI Admin Section</i></p>
<p><b>TOTAL:</b></p>		<p><b>None</b></p>	<p><b>2 hours,8 minutes</b></p>	