



3. General Assembly and Orientation of New Batch of Scholars

A one day activity where the newly qualified batch of scholars are gathered to be informed and oriented regarding the process, policies and upcoming events of the Scholarship Program. The Orientation last two hours.

Office or Division:	PGO-Iskolar ng Bataan
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Qualified New Batch of Scholars

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Registration 1st semester of the current school year (1 Original, 1 Photocopy)	1. Iskolar
2. School ID (1 Original, 1 Photocopy)	2. Iskolar
3. Authorization Letter of the Iskolar authorizing the Representative (1 Original)	3. Iskolar
4. Valid ID of the Authorized Representative (1 Original, 1 Photocopy)	4. Authorized Representative
5. Iskolar's 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. Assists the beneficiaries and provides Iskolar's Information Form	None	2 minutes	<i>Communications Equipment Operator IV Admin Section</i>
2. Fills-out the form and submits the requirements	2. Checks and receives the requirements (Returns the requirements if incorrect and informs the beneficiary to provide the correct requirements) 2.1 Validates the requirements	None	6 minutes	<i>Administrative Assistant III Administrative Aide VI Data Technical Section</i>
3. None	3. Conducts Orientation to New Batch of Qualified Scholars	None	2 hours	<i>Scholarship Coordinator</i>
TOTAL:		None	2 hours, 8 minutes	