

## VISION

A globally-recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive to the challenges of 21<sup>st</sup> century.

## MISSION

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through, innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.

## CORE VALUES

Faith  
Patriotism  
Human Dignity  
Integrity  
Mutual Respect  
Excellence



Produced by the  
Office of Student Affairs & Services  
2017

# BATANGAS STATE UNIVERSITY



Institutional Student  
Programs and Services

**SCHOLARSHIP AND FINANCIAL  
ASSISTANCE OFFICE**

**MANUAL**

**2017 EDITION**

*Leading Innovations,  
Transforming Lives*

The Office of Student Affairs and Services Programs are aligned to the Vision, Mission of the Institution, goals and objectives in accordance with the CMO No. 09 series of 2013

### General Functions of the Office of Student Affairs and Services (OSAS)

The OSAS operates within the context of the Mission, Vision, and Core Values of the University. It is directly under the authority of the Office of Vice-president for Academic Affairs, it provides non-academic services that support academic instruction. The OSAS are the services and programs in the university that are concerned with academic support experiences of students to attain holistic student development. The purpose is to facilitate holistic student growth for active participation in the collective efforts to develop the community and build a progressive nation. These non-academic services are student-centered and three-pronged: student welfare services, student development programs and services and institutional student programs and services.

**Student Welfare Services** are the basic services and programs needed to ensure and promote the well-being of students. **Student Development Services** are services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities. **Institutional Student Programs Services** are services and programs designed to pro-actively respond to the basic health, food, shelter and safety concerns including student with special needs and disabilities and the school. These are programs and activities to facilitate the delivery of essential services to the students. The **Scholarship and Financial Assistance Office** services is under **Institutional Student Programs and Services**.

*The Policies and Procedures of the Scholarship and Financial Assistance Office was approved under Resolution No. 585 Series of 2017 during the Fifty Third (53rd) Regular Meeting of the Batangas State University Board of Regents held at Conference Room , 7th Floor , CIRTC Building , BatStateU Pablo Borbon Main I on March 25,2017.*

### Scholarship and Financial Assistance Office Contact Details

**BatStateU Pablo Borbon Main I**  
*scholarshipoffice3@gmail.com*  
*09985354992*  
*980-0385 loc. 1144/ 1134*

**BatStateU Lipa City**  
*417-6394*

**BatStateU Pablo Borbon Main II**  
*425-0139 loc. 2147*

**BatStateU Lobo**  
*417-3396*

**BatStateU JPLPC-Malvar**  
*778-2170 ; 778-66*

**BatStateU San Juan**  
*575-5192*

**BatStateU Balayan**  
*312-2822 loc. 3104*

**BatStateU Lemery**  
*411-0944*

**BatStateU ARASOF-Nasugbu**  
*741-0029 ; 416-0350 ; 706-3487*

**BatStateU Rosario**  
*321-0861 loc. 4204*

Faith

The University’s initiatives and activities are guided by a strong faith in a Supreme Being. These are anchored on high regard and respect for the beliefs and orientation of each member of the academic community for a productive and meaningful co-existence.

Patriotism

This value extends from promoting love of country to taking pride in being a Filipino. The University advocates a strong sense of commitment to national ideals through its active promotion of the Philippine culture and heritage , as well as concern for the environment and the nation’s natural biodiversity, all of which lead to the creation of a pool of professionals who are instrumental for nation building.

Human Dignity

This value affirms the uniqueness, inherent worth, and distinction of every member of the community, with high respect to equality, social justice, and human rights. This is seen as the most effective way to prevent or resolve conflicts, and is thus necessary to ensure a harmonious University environment.

Integrity

This pertains to the University’s steadfast adherence to morally-sound principles and ideals in the pursuit of institutional goals and objectives. It covers the values of accountability, honesty, righteousness, incorruptibility, and decency in the governance and implementation of academic, administrative, financial policies.

Mutual Respect

This refers to the recognition and acceptance of individual and professional differences in the exercise of academic freedom and the freedom of expression. It is exhibited by a community that is progressive-minded and receptive to growth and positive change.

Excellence

A strong commitment to excellence in the areas of instruction, research and extension services, as well as in the management of financial resources and in the general administration of the University, is the most significant factor in ensuring the successful attainment of the University’s vision. Excellence results to continuous quality improvement in the services offered by the university to its clientele and stakeholders.

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## SFAO in Action



## References

Board Resolution No.585,s.2017 Guidelines for Scholarship and Financial Assistance of Batangas State University

Ched Memorandum Orders No. 9, s. 2013 Enhanced Policies and Guidelines on Student Affairs and Services

Ched Memorandum Orders No. 29 , s. 2006 (Implementing Rules and Regulations for Scholarship and Grants-in-Aid Programs )

Ched Memorandum Order No. 13, s. 2014 (Revised Guidelines for the Implementation of Student Financial Assistance Programs)

Guidelines for Scholarship and Financial Assistance of Batangas State University

Quality Manual

Resolution No.485,s.2016– Approval of the Proposed Enhanced Benefits for Qualified Dependent of BatStateU Faculty Personnel (QDBSUFP)

Resolution No.45-A , s.2016 - Approval of the Proposed Enhanced Sports and Cultural Financial Assistance

Resolution No. 486,s.2016 - Approval of the Padua Family Financial Assistance

The Philippine Constitution Article XIV - Section 1

The Philippine Constitution Article XIV - Section 2 (3)

## GUIDELINES FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE OF BATANGAS STATE UNIVERSITY

In accordance with the provision of Article XIV, Section 1 of the Philippine Constitution “to protect and promote the rights of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all” and Article XIV, Section 2(3) “to establish and maintain a system of scholarship grants, student loan programs, subsidies and other incentives which shall be available to deserving students in both public and private schools”, and CHED Memorandum Orders No. 29, s. 2006 (Implementing Rules and Regulations for Scholarship and Grants-in-Aid programs) No. 13, s. 2014 (Revised Guidelines for the Implementation of Student Financial Assistance Programs), the following guidelines on Scholarships and Financial Assistance for students in Batangas State University are hereby adopted for the information, guidance and compliance of all concerned.

### ARTICLE I POLICY STATEMENT

**Section 1.** It is the policy of the University to provide enhanced access to quality education by giving grants and financial assistance to the deserving but financially challenged students.

**Section 2.** The University in constant collaboration and partnership with the local and international philanthropist, alumni, government and private agencies cater scholarships and financial assistance to aspiring and deserving students from Batangas and in nearby provinces as part of its aim of making quality education accessible to the youth.

### ARTICLE II SCOPE AND COVERAGE

**Section 3.** The policy covers the general guidelines, policies and procedures for application and renewal of scholarship and financial assistance in the University



**ARTICLE III  
DEFINITION OF TERMS**

**Section 4.** The following terms were defined for better understanding of the policy.

**Internally Funded Scholarship** – This refers to the scholarship grants which are funded by the University.

**Externally Funded Scholarship and Financial Assistance** – This refers to the scholarship and financial assistance which are funded by various local and international philanthropist, alumni, government, and non-government agencies.

**Certificate of Scholarship** – This refers to the document bearing the scholarship grant a student – scholar during a specific semester of a particular academic year.

**Certificate of Indigence** - This refers to the document swearing that your income / assets fall below a certain level.

**Scholarship Coordinator** – This refers to the designated personnel from each campus authorized to receive, evaluate, and approve scholarship grants of students.

**Selection Committee** - it refers to the team/group appointed by the University President to deal in the selection and evaluation of the documents of students applying for scholarship.

**Scholars Identification Card** – This refers to the card issued by Externally Funded sponsors identifying the bearer of a scholarship grant which shall be used in all transactions in the University.

**Scholars Orientation Seminar** – This refers to the seminar given to the scholars to make them familiar with the policies, procedures, documentary and academic requirement for their grant.

**Scholar/grantee/recipient**– This refers to students who are endorsed by the sponsor and enjoying the benefits of the grant.



Republic of the Philippines  
**Batangas State University**  
Batangas City


**OFFICE OF STUDENT AFFAIRS AND SERVICES  
SCHOLARSHIP AND FINANCIAL ASSISTANCE OFFICE**

**CERTIFICATION OF NON-SCHOLARSHIP**

This is to certify that based on the records of this office, \_\_\_\_\_ is not a recipient of any Scholarship during the \_\_\_\_\_ Semester, A. Y. \_\_\_\_\_.

This certification is issued upon the request of \_\_\_\_\_ for whatever legal purpose it may serve him/her.

**NAME OF ASSISTANT DIRECTOR**  
Asst. Director for Scholarship and Financial Assistance



Republic of the Philippines  
**Batangas State University**  
Batangas City

**OFFICE OF STUDENT AFFAIRS AND SERVICES  
SCHOLARSHIP AND FINANCIAL ASSISTANCE OFFICE**

**CERTIFICATION OF SCHOLARSHIP**

This is to certify that based on the records of this office, \_\_\_\_\_ is a recipient of \_\_\_\_\_ with \_\_\_\_\_ full tuition fee discount/assessment discount during the \_\_\_\_\_ Semester, A.Y. \_\_\_\_\_.

This certification is issued upon the request of \_\_\_\_\_ for whatever legal purpose it may serve him/her.

**NAME OF ASSISTANT DIRECTOR**  
Asst. Director for Scholarship and Financial Assistance

**ARTICLE IV  
RESPONSIBLE OFFICIALS/PERSONNEL**

**Section 5. Assistant Director, Scholarship and Financial Assistance.**


Under the supervision of the Director for Office for Student Affairs and Services (OSAS), the Assistant Director for Scholarship and Financial Assistance Office (SFAO) shall be responsible for the implementation of the Internally Funded and Externally Funded scholarships and financial assistance of the University. Specifically, he/she has the following duties and responsibilities:

- 5.1** Implements regulations, policies and procedures related to scholarship and financial assistance.
- 5.2** Supervises the Heads/Coordinators and staff of SFAO on evaluation of grades, approval and renewal of scholarships and in preparation of pertinent reports.
- 5.3** Maintains master lists of scholars and sponsors.
- 5.4** Evaluates programs and services on scholarships and financial assistance.
- 5.5** Assists and facilitate in the signing of Memorandum of Agreement for scholarship and financial assistance.
- 5.6** Spearheads orientation for scholars of the University.
- 5.7** Disseminates and promote scholarship and financial assistance of the University.
- 5.8** Coordinates with the Accounting Office relative to financial report, liquidation, transfer of funds and release of stipend of internal and external grant and scholarship.
- 5.9** Conducts activities for scholars and sponsors.
- 5.10** Establishes linkages for scholarship and financial assistance.
- 5.11** Performs other tasks as may be assigned by higher authorities

**Section 6. Campus Head/Coordinator.**

Under the supervision of the Director of Student Affairs and Services and Assistant Director of SFAO, the Head/coordinator, shall be responsible for the following in their respective campus:

- 6.1 Assists in the implementation regulation, policies and procedures related to scholarship and financial assistance.
- 6.2 Evaluates and verify the authenticity of the required documents submitted by the applicants based on the rules and policies of the University and criteria stipulated in the Memorandum of Agreement of the sponsors.
- 6.3 Attends to the needs of the campus scholars in the renewal and approval of their scholarships during enrollment and as the need arises.
- 6.4 Prepares and maintain the campus data bank of the list, contact details of all scholarship sponsors and its scholars and grantees.
- 6.5 Submits the Master list of scholars to the accounting office to facilitate the preparation of accounting/billing statement/release of stipend.
- 6.6 Orients the scholars on their duties and responsibilities and on the policies and guidelines of the University on scholarships and financial assistance.
- 6.7 Facilitates and supervises the campus election of officers of scholars and grantees and act as adviser of the scholarship organizations.
- 6.8 Provides information and promote the Scholarship programs through the conduct of orientation to the graduating high school students in the province of Batangas and nearby provinces.
- 6.9 Prepares and submits reports and other pertinent documents related to scholarship and financial assistance.
- 6.10 Performs other tasks as maybe assigned by higher authorities.

			
<b>REQUISITION SLIP</b>			
Name of Requesting Personnel/Student:			
Department/College/Office:			
Please check:			
<input type="checkbox"/> GPB Main Campus I	<input type="checkbox"/> GPB Main Campus II	<input type="checkbox"/> Nasugbu Campus	<input type="checkbox"/> Malvar Campus
<input type="checkbox"/> Balayan Campus	<input type="checkbox"/> Lemery Campus	<input type="checkbox"/> Lipa Campus	<input type="checkbox"/> Rosario Campus
<input type="checkbox"/> San Juan Campus	<input type="checkbox"/> Lobo Campus		
Document/s requested: 1. _____			
2. _____			
Purpose of Request:			
Date Requested:		Date Released:	
_____ Signature over Printed Name			



**3. Type of house ownership**  
 being occupied for free with consent of owner  Rented  Owned/being amortized  
 being occupied for free without consent of owner  Government property  
 PNR Lot (Home Along the railroad)  Others, please specify \_\_\_\_\_

**4. Type of house material**  
 Makeshift/salvaged/improved  Wood  Bamboo/sawali/cogon/nipa  
 half concrete/brick/stone and half wood  Galvanized iron/ aluminum  
 Glass/asbestos  Others, please specify \_\_\_\_\_

**5. House type**  
 Multi-unit residence (3 units or more)  Single house  Duplex  
 Extension  Commercial/ industrial/agricultural  
 Institutional Living Quarters  Others, please specify \_\_\_\_\_

**6. Cooking utilities**  
 Kerosene (Gaas)  Wood  Electricity  LPG  Charcoal  Others

**7. Source of water**  
 Private Dug Well (Balon)  Public Dug Well (Balon)  
 Own use faucet, community water system  Shared faucet, community water system  
 Own use, tubed/piped deep well  Shared tubed/piped deep well  
 Spring, lake, river, rain, etc.  Mineral water, own use, community  
 Mineral water, shared faucet, community  Others, please specify \_\_\_\_\_

**8. Source of electricity**  
 MERALCO  BIOGAS  Solar Power  NAPOCOR  BATELEC  
 No Electricity  Battery  Barangay generator  Other please specify \_\_\_\_\_

**9. Monthly Bills (previous month)**  
 a. Electric Php \_\_\_\_\_ d. Water Php \_\_\_\_\_  
 b. Telephone Php \_\_\_\_\_ e. Cable (CATV) Php \_\_\_\_\_  
 c. Internet provider Php \_\_\_\_\_ Others, please specify Php \_\_\_\_\_

I hereby attest the truthfulness and accuracy of the above information.

Signature over printed name \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in \_\_\_\_\_, affiant exhibiting to me his/her ID No. \_\_\_\_\_.

Issued in \_\_\_\_\_ on \_\_\_\_\_ 20\_\_.

**ARTICLE V  
 POLICIES AND PROCEDURES**

**Section 7. Application for Internally Funded Scholarship and Financial Assistance.**

A student applying for Internally Funded scholarship and financial assistance shall submit the following documentary requirements at the Scholarship and Financial Assistance Office.

**7.1** Filled-up application form (*BatStateU-FO-SFA-01; BatStateU-FO-SFA-02; BatStateU-FO-SFA-03*).

**7.2** Photocopy of Form 138 (for incoming freshmen), report of ratings from the previous semester (for old students).

**7.3** Certificate of Good Moral from the school guidance counselor.

**7.4** Certificate of Tax Exemption from BIR, Latest Income Tax Return of parents/guardian, Certificate of Indigency, or Affidavit of No Income, certificate of employment, certification from the principal (if applicable).

**Section 8. Evaluation and Screening Procedure.**

The Scholarship and Financial Assistance Office shall accept the application and evaluate the document submitted by the qualified applicants. Submission of incomplete requirement shall not be accepted.

**Section 9. Renewal of Internally Funded Scholarship and Financial Assistance.**

A student enjoying Internally Funded scholarship shall renew their grant every semester. The grantee shall present BatStateU ID Card/ registration form/ assessment form at the SFAO for verification of grades and General weighted average (GWA) prescribed by the scholarship/grant they are enjoying. Qualified students shall proceed to the Assessment for re-assessment of their fees.

**Section 10. Application, Selection and Screening of Grantees for Externally Funded Scholarship and Financial Assistance.**

Application, selection, and screening of the applicants shall depend on the signed Memorandum of Agreement between the University and the sponsor. The SFAO shall extend assistance on the application, screening and selection upon the request of the sponsor.

**Section 11. Renewal of Externally Funded Scholarship and Financial Assistance.**

A student enjoying Externally Funded scholarship shall renew their grant every semester. The sponsor shall submit to the University the Master list of their grantees every semester. The grantees during renewal shall present BatStateU ID card/registration form/assessment form for verification and evaluation of grades as to the grant they are enjoying. Qualified students shall be approved via Scholarship System before the student proceed to the Assessment Office.

**ARTICLE VI  
GENERAL GUIDELINES**

**Section 12. Internally (BatStateU) Funded Scholarships and Financial Assistance**

**12.1** All applicants of scholarship grants and financial assistance shall pass the BatStateU Entrance Examination.

**12.2** All qualified students shall approved by the SFAO head/s as to scholarship or financial assistance via Scholarship Automated System.


**12.3** The renewal of all BatStateU-Funded scholarship and financial assistance is only until the first day of the scheduled preliminary examination of every semester and a week after the start of summer classes. Failure to report within the period would mean disqualification of the grant.

**12.4** For the externally-funded scholarship and financial assistance, the approval and renewal of the grant is until the first day of the scheduled midterm of every semester and subject to the sponsor’s discretion during summer term.

Temporary			
Contractual			
Others, please specify			
Occupation			
Company Name			
If OFW, what country?			
Monthly Income			
Below Php5,000			
Php5,000-Php15,000			
Php16,000-Php25,000			
Php 26,000-Php 35,000			
Php 36,000- Php 45,000			
Php 46,000- Php 55,000			
Php 56,000 and above			
<p><b>6. Other sources of income:</b></p> <p><input type="checkbox"/> support from relatives _____ (estimated amount per month)</p> <p><input type="checkbox"/> self-employed/owns a business _____ (estimated amount per month)</p> <p><input type="checkbox"/> support from government _____ (estimated amount per month)</p> <p><input type="checkbox"/> support from non-government institutions _____ (estimated amount per month)</p> <p><input type="checkbox"/> support from siblings _____ (estimated amount per month)</p>			
<p><b>7. Estimated Monthly Gross Income:</b> _____ (sum of monthly income in #5 and other sources of income in #6)</p>			
<b>C. Ownership, House Profile and Utilities</b>			
<b>1. Vehicle Ownership</b>			
<b>Vehicle</b>	<b>Number</b>	<b>Vehicle</b>	<b>Number</b>
3-Wheel		Van	
Jeepney		Motorcycle	
Car		AUV	
Owner type jeep		Bicycle	
Tricycle		Pedicab	
Truck		Others	
Pick-up			
<b>2. Appliances</b>			
<b>Appliances</b>	<b>Number</b>	<b>Appliances</b>	<b>Number</b>
Television		Microwave oven	
Refrigerator		Water dispenser	
Washing Machine		Desktop computer	
Rice cooker		Laptop computer	
Electric fan		Printer	
Air Conditioner		Component	
DVD player		Cellphone	
		Others	



Socio-Economic Survey Form

			
<b>SOCIO-ECONOMIC SURVEY FORM</b>			
<b>Please check:</b>			
<input type="checkbox"/> GPB Main Campus I <input type="checkbox"/> Balayan Campus <input type="checkbox"/> San Juan Campus	<input type="checkbox"/> GPB Main Campus II <input type="checkbox"/> Lemery Campus <input type="checkbox"/> Lobo Campus	<input type="checkbox"/> Nasugbu Campus <input type="checkbox"/> Lipa Campus	<input type="checkbox"/> Malvar Campus <input type="checkbox"/> Rosario Campus
<b>A. Personal Profile of Student</b>			
Age : _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female Civil status: <input type="checkbox"/> Single <input type="checkbox"/> Married Birth Order: <input type="checkbox"/> First Born <input type="checkbox"/> Middle Born <input type="checkbox"/> Last Born Religion: <input type="checkbox"/> Catholic <input type="checkbox"/> Non-Catholic Type of High School Graduated: <input type="checkbox"/> Public <input type="checkbox"/> Private Year Level: <input type="checkbox"/> First Year <input type="checkbox"/> Second Year <input type="checkbox"/> Third Year <input type="checkbox"/> Fourth Year <input type="checkbox"/> Fifth Year Program: _____ College: _____ General Weighted Average (GWA) Previous Semester: _____ Classification: <input type="checkbox"/> Regular <input type="checkbox"/> Irregular Scholarship Grant: <input type="checkbox"/> Internal <input type="checkbox"/> External Others: _____ Weekly Allowance: _____ Living Arrangement: <input type="checkbox"/> Living with Parents <input type="checkbox"/> Living with relatives <input type="checkbox"/> Boarding House <input type="checkbox"/> Apartment Means of Transportation to School: <input type="checkbox"/> Public Transportation <input type="checkbox"/> Own Vehicle <input type="checkbox"/> School Service <input type="checkbox"/> Others _____			
<b>B. Family Background:</b>			
1. Place of Residence: _____			
2. Number of family members: _____			
3. Form of family: <input type="checkbox"/> Living together <input type="checkbox"/> Permanently Separated <input type="checkbox"/> Legally separated/marriage annulled <input type="checkbox"/> Mother with another partner <input type="checkbox"/> Father with another partner <input type="checkbox"/> Temporary separate			
4. Number of siblings: _____			
5. Parents' Profile: Are Parents <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed			
<b>If employed, complete the table below. Otherwise proceed to item number 6</b>			
	<b>Father</b>	<b>Mother</b>	
Age (if living)			
Highest Educational Attainment			
Employment status			
Permanent			

**12.5** Only those who are approved in the Scholarship Automated System will be included in the official master list of scholars and grantees . The list will serve as the bases of the Accounting Office for the computation of the corresponding discount and Billing Statement.

**12.6** All scholars must conform to the grade and other requirements of the grant they are enjoying. For BatStateU-Funded scholarship and financial assistance, all subjects, except NSTP and PE, will be included in the computation of general weighted average (GWA).

**12.7** Only those with regular summer subjects offerings prescribe by their course can avail the scholarship grants during summer provided all the guidelines are followed.

**12.8** A student can avail a BatStateU-funded scholarship and an External-funded grant simultaneously, but not two (2) BatStateU funded/External Funded scholarships simultaneously unless otherwise specified by the external funded scholarship sponsor.

**12.9** The continuance of external-funded scholarship grants, especially Private Scholarship, is based on the decision of the sponsoring agency. Scholars availing such grant should always present a school ID and registration form at the scholarship office for verification of grades as stated in the MOA.

**ARTICLE VII  
TERMS AND CONDITIONS, GENERAL WEIGHTED  
AVERAGE AND BENEFITS**

**Section 11. BatStateU Funded Scholarship and Financial Assistance**

**BATSTATE U SCHOLARSHIP FOR UNDERSUBSCRIBED PROGRAMS**

**TERMS AND CONDITIONS**

- a. Shall maintain general weighted average (GWA) of 2.5 ( 80-82 ) at the end of semester.
- b. Shall not shift to any course otherwise he/she loses the scholarship.

**BENEFITS**

50 % discount on tuition fee.

**UNIVERSITY SCHOLARSHIP**

**TERMS AND CONDITIONS**

- a. Shall have general weighted average (GWA) of 1.0-1.25 and or 1.251 -1.75 at the end of every semester.

**BENEFITS**

- a. GWA of 1.0 -1.25 -Free tuition and miscellaneous fees for one (1) semester.
- b. GWA of 1.251-1.75 - Free tuition fee for one (1) semester.

**BATSTATEU FINANCIAL ASISTANCE FOR GOVERNMENT OFFICIALS AND EMPLOYEES OF GOVERNMENT INSTITUTIONS / AGENCIES OTHER THAN BATSTATEU**

**TERMS AND CONDITIONS**

- a. Shall enroll in full load prescribe by the course.
- b. Shall avail within a maximum of four (4) years.

**BENEFITS**

25% discount on tuition fee.

**SCHOLARSHIP FOR STUDENT LEADERS**

**TERMS AND CONDITIONS**

- a. Must be a bonafide student of Batangas State University.
- b. Must be a duly elected officer of the Supreme Student Councils Confederation and Supreme Student Council.
- c. Shall enroll a minimum academic load of 18 units per semester or as prescribed by their respective curriculum.
- d. Shall present a certification from the Office of the Student Affairs and Services duly signed by the Assistant Director for SOA.

**BENEFITS**

- a. Full Assessment-President f SSCC
- b. 100% Tuition Fee discount-Officers of SSCC
- c. 50% Tuition Fee Discount-Officers of SSC

**PLEASE ANSWER THE FOLLOWING QUESTIONS IN YOUR OWN HANDWRITING**

1. Have you ever worked to support your own schooling? If you have, state what you did and how much income you received?

---



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2. What extra-curricular activities have you participated?

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3. Why do you want this scholarship?

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*I hereby certify that the above information is true and correct. Any misrepresentation of facts will render this invalid and immediately disqualifies my application to this scholarship.*

APPLICANT'S SIGNATURE OVER PRINTED NAME

Date: \_\_\_\_\_



Application Form for Financial Assistance

**MODIFIED SOCIALIZED TUITION FEE PROGRAM**

**TERMS AND CONDITIONS**

- a. Must belong to economic class E.
- b. Shall not be a recipient of any other scholarship.
- c. Must be a regular student of the University (no failing grade, dropped or incomplete in any course).

**BENEFITS**

100% tuition fee

**ENHANCED BENEFITS FOR QUALIFIED DEPENDENT OF BATSTATEU FACULTY AND PERSONNEL**

**TERMS AND CONDITIONS**

- a. Shall enroll in the chosen program every semester.
- b. Shall finish the program in the prescribed number of years.
- c. Shall communicate with the University's scholarship office with regards to his/her academic performance and submission of pertinent documents.

**BENEFITS**


Integrated school-30% tuition fee discount  
 Laboratory School- 50% discount  
 College- 100% tuition fee discount

**ENHANCED SPORTS AND CULTURAL ASSISTANCE**

**SPORTS**

**TERMS AND CONDITIONS**

- 1. Must be a bonafide Student of Batangas State University
- 2. Must be an active member of the University Sports Varsity team.
- 3. Must not be a recipient of any BatStateU funded scholarship.
- 4. Must be a enrolled in a minimum required academic load of (15) units every semester or in the regular load prescribed by the course, except for graduating students and must have passed the required percentage as follows:

			
<b>APPLICATION FORM FOR FINANCIAL ASSISTANCE</b>			
Financial assistance being applied: Semester:			
NOTE: Please PRINT all information asked. If YES, please specify Do you have any existing financial assistance? [ ] Yes [ ] No _____			
<b>PERSONAL DATA</b>			
Last Name:		First Name:	Middle Name:
Age:	Sex:	Civil Status:	Telephone No.:
Birthdate:		Birthplace:	
Permanent Home Address:			
Municipality:		Postal Code:	
Program:	College/School:		Campus:
Year Level:	General Weighted Average (GWA):		
Honors Received (if any):			
<b>FAMILY DATA</b> (If parents are deceased, give data for the nearest relative and indicate relationship to you)			
	<b>Father</b>		<b>Mother</b>
NAME:			
CITIZENSHIP:			
AGE:			
HIGHEST EDUCATIONAL ATTAINMENT:			
OCCUPATION (please specify):			
EMPLOYER:			
EMPLOYER ADDRESS:			
GROSS ANNUAL INCOME:			
NUMBER OF CHILDREN IN THE FAMILY: _____			
<b>NAME OF BROTHERS/SISTERS:</b>			
NAME	AGE	PROGRAM FINISHED/ ENROLLED	OCCUPATION

Academic Load	Passing %
12 units	100%
13-18 units	70%
19 and above	60%

5. Must have undergone and passed the series of try-out conducted by the office of sports.
6. Must follow the policies and guidelines stipulated in the statement of commitment bind between athletes , guardians and the Office of Sports.
7. Master list of varsity certified by the Director for Sports and approved by the University shall be forwarded to the Scholarship and Financial Assistance Office for the approval of the grant.

**BENEFITS**

Full Assessment

**CULTURE AND ARTS**

**TERMS AND CONDITIONS**

1. The applicant must be a bonafide student of Batangas State University.
2. Must be an Active member and participant of the BatStateU Choir , BatStateU Dance Troupe, BatStateU Theater Arts , BatStateU Rondalla , BatStateU Band , Literary and Visual Arts performers.
3. Must not be a recipient of any BatStateU funded scholarship.
4. Must carry a minimum academic load of twelve (12) units in the first and second semester or term of the current school year and must have passed the required percentage as follows .
5. University policy on residency shall be applied to all culture and arts

Academic Load	Passing %
12 units	100%
13-18 units	70%
19 -30 units	60%

performers. Graduating college students with less than twelve (12) academic units in the current semester or term are eligible to avail scholar ship in the Culture and the Arts Office, provide they fall within seven (7) years maximum plying / performing period, after graduating from high school and passed all the subjects enrolled in the previous semester as required in his / her curriculum.

**PLEASE ANSWER THE FOLLOWING QUESTIONS IN YOUR OWN HANDWRITING**

1. Have you ever worked to support your own schooling? If you have, state what you did and how much income you received?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What extra-curricular activities have you participated?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Why do you want this scholarship?

\_\_\_\_\_

\_\_\_\_\_


\_\_\_\_\_

*I hereby certify that the above information is true and correct. Any misrepresentation of facts will render this invalid and immediately disqualifies my application to this scholarship.*

\_\_\_\_\_  
 APPLICANT'S SIGNATURE OVER PRINTED NAME  
 Date: \_\_\_\_\_



Application Form for Student Scholarship

			
<b>APPLICATION FORM FOR STUDENT SCHOLARSHIP</b>			
Scholarship being applied: Semester :			
NOTE: Please PRINT all information asked. Do you have any existing scholarship? [ ] Yes [ ] No <span style="float: right;">If Yes, please specify: _____</span>			
<b>PERSONAL DATA:</b>			
Last Name: _____		First Name: _____ Middle Name: _____	
Age: _____	Sex: _____	Civil Status: _____	Telephone No.: _____
Birthdate: _____		Birthplace: _____	
Permanent Home Address: _____			
Municipality: _____		Postal Code: _____	
Program: _____	College/School: _____	Campus: _____	
Year Level: _____	General Weighted Average (GWA): _____		
Honors Received (if any): _____			
<b>FAMILY DATA</b> <i>(If parents are deceased, give data for the nearest relative and indicate relationship to you)</i>			
	<b>Father</b>	<b>Mother</b>	
NAME:			
CITIZENSHIP:			
AGE:			
HIGHEST EDUCATIONAL ATTAINMENT:			
OCCUPATION (please specify):			
EMPLOYER:			
EMPLOYER ADDRESS:			
GROSS ANNUAL INCOME:			
NUMBER OF CHILDREN IN THE FAMILY: _____			
<b>NAME OF BROTHERS/SISTERS:</b>			
NAME	AGE	PROGRAM FINISHED/ ENROLLED	OCCUPATION

6. The applicant must have undergone and passed the series of audition in culture and arts group.
7. Must follow the policies and guidelines stipulated in the statement of commitment bind between athletes, guardians and the Office of Culture and Arts.
8. The Master list of Culture and Arts performers certified by the Director or for Scholarship of Culture and Arts and approved by University shall be forwarded to the Scholarship and Financial Assistance Office for the approval of the grant.

**BENEFITS**

Full Assessment

**PADUA FAMILY FINANCIAL ASSISTANCE**

**TERMS AND CONDITIONS**

1. Must be endorsed by the SPONSOR and must be a resident of the 1st Congressional District of Batangas.
2. Must be of good moral character
3. Must not be enjoying any other scholarship funded by the University;
4. Must pass the college entrance examination conducted by the University's Testing and Admission office (TAO).

**BENEFITS**

A maximum of Php 6,000.00 in Miscellaneous fees for each term.

**BATSTATEU SCHOLARSHIP FOR GOVERNMENT OFFICIALS AND EMPLOYEES OF GOVERNMENT INSTITUTIONS/ AGENCIES OTHER THAN BATSTATEU**

**TERMS AND CONDITIONS**

- a. Must present a certificate of employment from his/her agency upon enrollment every semester.
- b. Shall be casual, temporary, or permanent (not applicable to contractual)
- c. Must not be a recipient of any other government scholarship
- d. Must not officially or unofficially drop any subject from the previous semester
- e. Must maintain a grade of 1.75 or better in all subject enroll at the end of every semester

- f. Grantees are not allowed to change program
- g. Grantees shall avail the grant for:
  - Masteral level
    - Three (3) years for Non-thesis
    - Four (4) years for with thesis program
  - Doctoral level
    - Five (5) years

**BENEFITS**

50% discount on tuition fee

**DUTIES AND RESPONSIBILITIES OF THE STUDENT**

1. Enroll in full academic load prescribed in the program curriculum.
2. Present certificate of employment and registration form at SFAO during enrollment
3. Communicate with the University’s scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
4. Shall pay the remaining tuition fee balance and miscellaneous fees.

**RETENTION**

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

**BATSTATEU ALUMNI SCHOLARSHIP**

**TERMS AND CONDITIONS**

- a. Must present any proof that he/she is a BatStateU graduate.

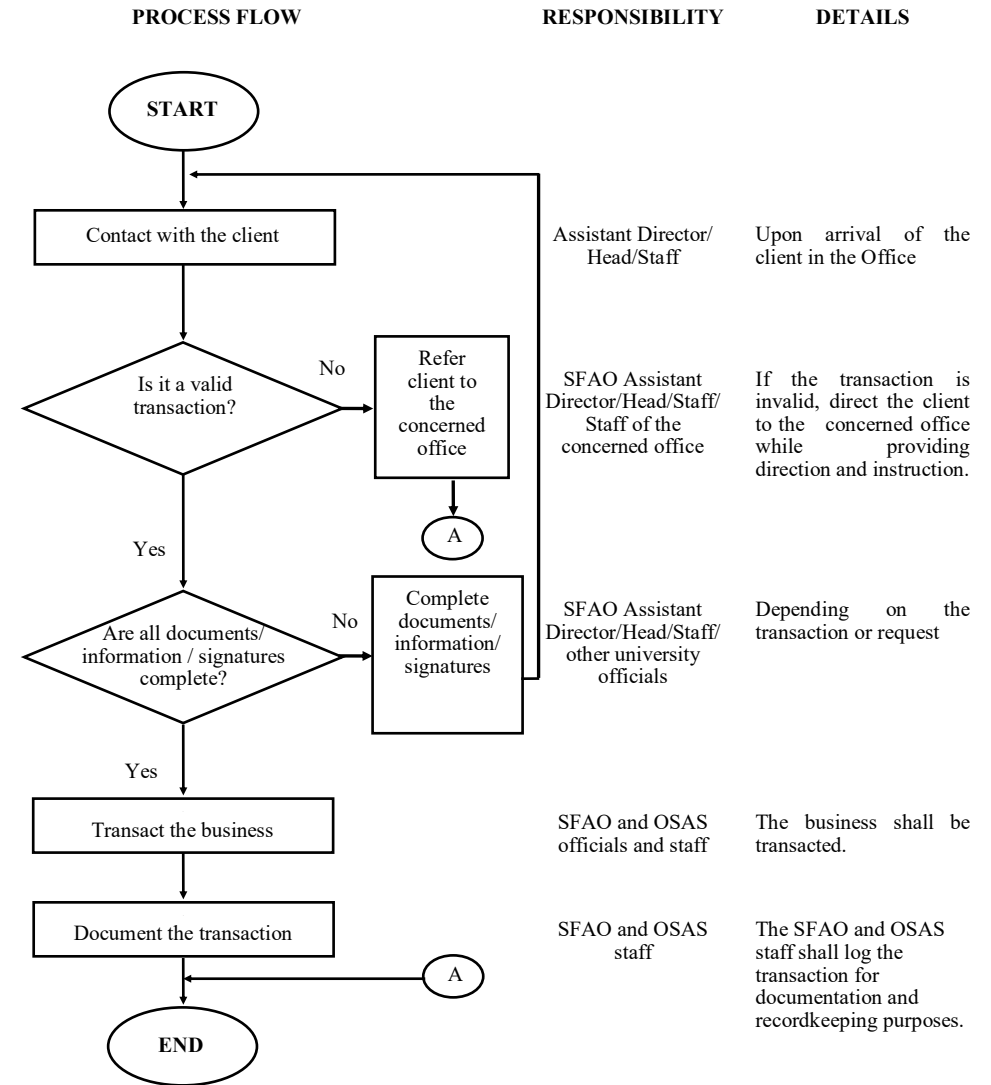
**For GRADUATE SCHOOL STUDENTS**

- a. Shall maintain a grade of 1.75 or better in all subject
- b. Shall avail the grant for three (3) years (non-thesis); four (4) years (with thesis) and five (5) years for Doctoral level.

**FOR UNDERGRADUATE STUDENTS**

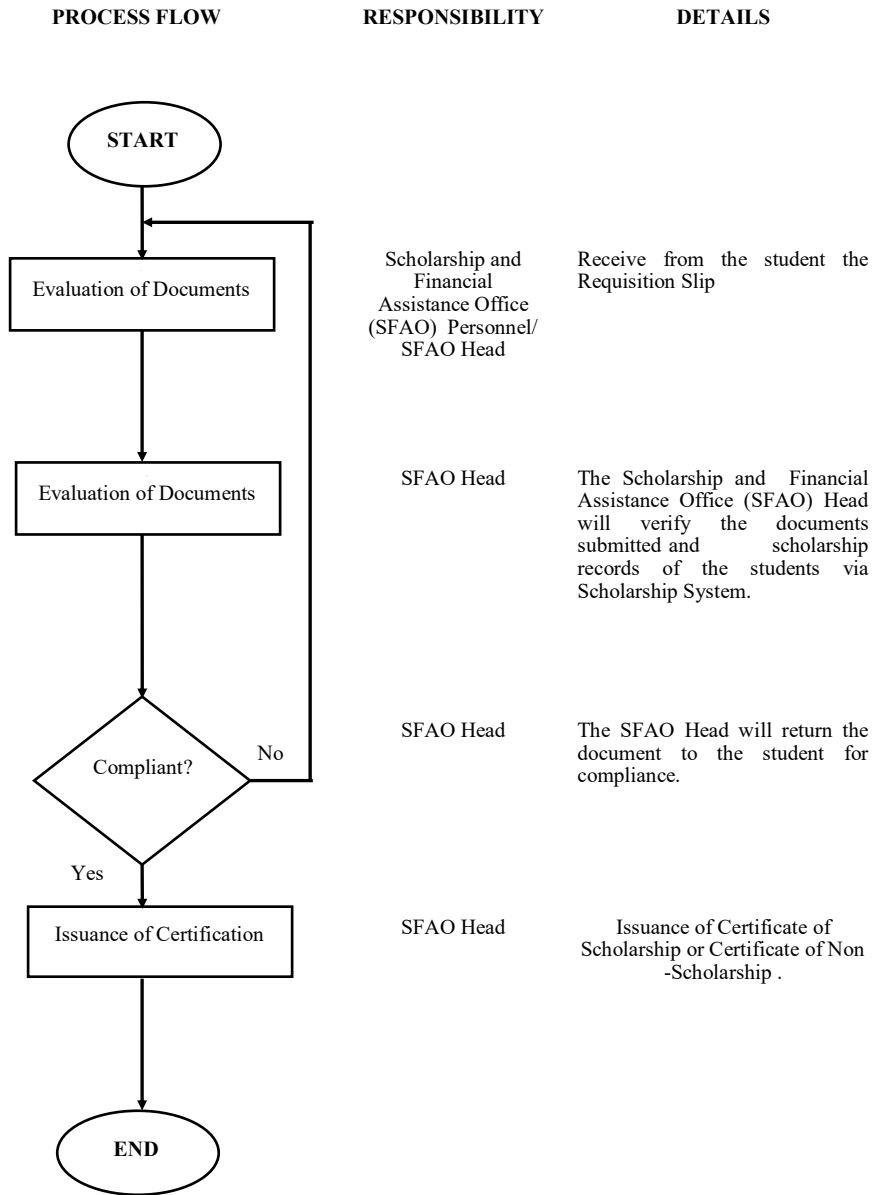
- a. Must not receive a grade of Inc.; 4.0 or failing grades from the previous semester
- b. Must no officially or unofficially drop in any subject from the previous semester

**Work Instruction**  
**Walk-in Inquiry**





**Work Instruction**  
**Issuance of Certification**



- c. Must enroll in full academic load in every semester except for IPTP participants.
- d. Must maintain a general weighted average of 2.0 at the end of the semester.

**BENEFITS**

20% DISCOUNT ON TUITION FEE

**DUTIES AND RESPONSIBILITIES OF THE STUDENT**

- 1. Enroll in full academic load prescribed the program curriculum.
- 2. Present TOR, diploma and registration form at SFAO during enrollment
- 3. Communicate with the University’s scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
- 4. Shall pay the remaining tuition fee balance and miscellaneous fees.

**RETENTION**

- 1. Student shall follow all the terms and conditions stipulated herein.
- 2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

**BATSTATEU TUITION FEE DISCOUNT FOR COOPERATING TEACHERS**

**TERMS AND CONDITIONS**

- a. Must be a cooperating teacher during the last semester prior to enrollment
- b. Must not be a recipient of ant other government scholarship
- c. Must submit a certification as cooperating teacher
- d. Scholarship is good for one semester only

**BENEFITS**

50% DISCOUNT ON TUITION FEE

**DUTIES AND RESPONSIBILITIES OF THE STUDENT**

1. Enroll in full academic load prescribed in the program curriculum.
2. Present certification registration form at SFAO during enrollment
3. Communicate with the University’s scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
4. Shall pay the remaining tuition fee balance and miscellaneous fees.

**RETENTION**

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

**STUDENT ASSISTANTS**

**TERMS AND CONDITIONS**

- a. Must be at least second year college.
- b. Have at least one semester residence in the University.
- c. Have enrolled at least 18 units load in the previous semester and enroll a minimum of 18 units in the current semester.
- d. Must not have received a grade of 5.0, 4.0, or Inc., nor dropped any subject (officially or unofficially) in the previous semester.
- e. Must present a certification from OSAS.
- f. Must maintain a general weighted average of 3.0 at the end of the semester.

**BENEFITS**

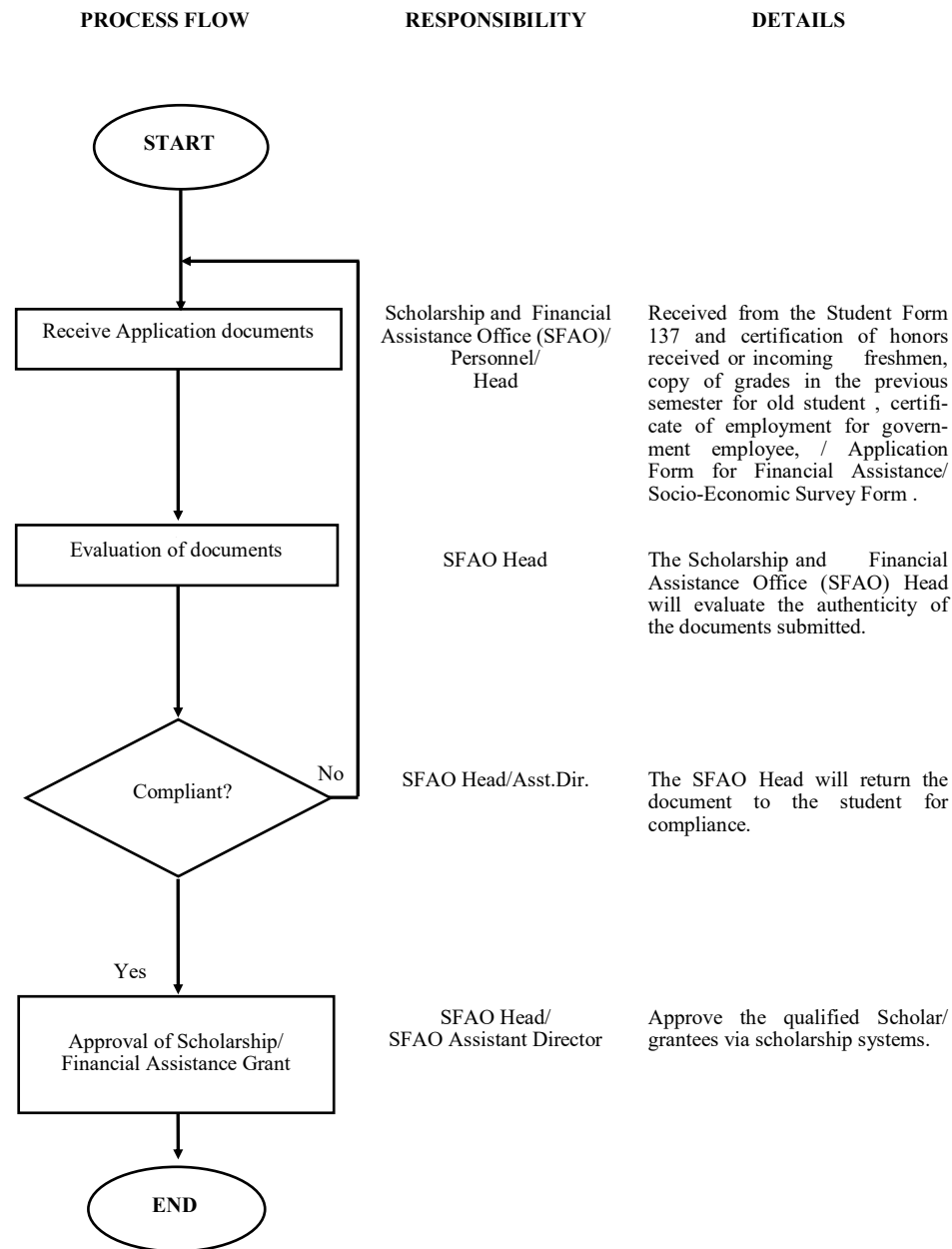
50% discount on tuition fee and a Php25.00 rate per hour.

**STUDENT ASSISTANTS’ RESPONSIBILITIES**

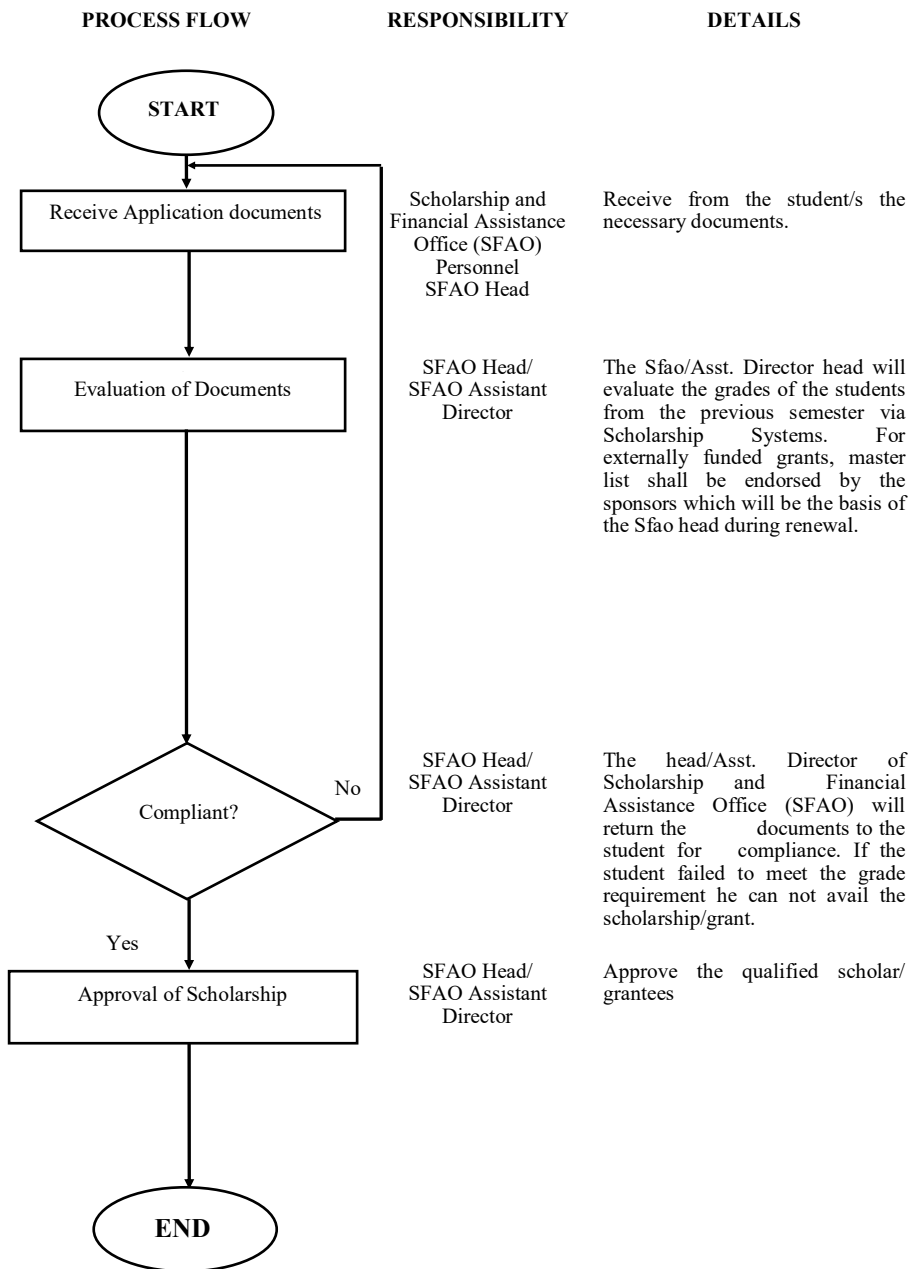
1. Shall submit class schedule and official time of duty duly signed at OSAS.
2. Report to work station during schedule time of duty.
3. Submit duly signed DTR and accomplishment report at OSAS every 15<sup>th</sup> and 30<sup>th</sup> and the month.
4. Inform the immediate supervisor in case of absent.
5. Assist with the daily office operation as determined by supervisor.
6. Coordinate with other offices.
7. Type correspondence, entering data/computing.

**Work Instruction**

Application of Internally Funded Scholarship/Financial Assistance



**Work Instruction**  
**System Renewal of Scholarship/Financial Assistance**



8. Answer phones.
9. Post fliers/ announcements/postings around the campus.
10. Filing.
11. Promote campus events through innovative and traditional PR/ advertising techniques.
12. Maintain scheduled office hours and report and submit daily time records at OSAS.
13. Other functions assigned by supervisor or related higher authority.

**RETENTION**

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

**NROTC SCHOLARSHIP**

**TERMS AND CONDITIONS**

- a. Must be an active NROTC Officer
- b. Must maintain a general weighted average of 2.5 (80-82) at the end of the semester.
- c. Must not have failing grade/s, 4.0, or Inc. in the previous semester
- d. Must not officially or unofficially drop any subjects from the previous semester.
- e. Must be enrolled in the minimum required load of eighteen (18) units every semester.
- f. Must present certification from the NROTC Office upon enrollment.

**BENEFITS**

100% discount on tuition fee

**DUTIES AND RESPONSIBILITIES**

1. Serve as colors during commencement exercises and other activities in the University.
2. Serve as drill instructor as the need arises.
3. Extend training activities during summer.
4. Report to ROTC Office as scheduled.
5. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.

**RETENTION**

- 1. Student shall follow all the terms and conditions stipulated herein.
- 2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

**FAMILY TUITION FEE PRIVILEGES**

**TERMS AND CONDITIONS**

- a. Must be enrolled in full academic load every semester except for IPTP participants
- b. Must not have failing grade, 4.0, or Inc. from the previous semester
- c. Must not officially or unofficially drop any subjects from the previous semester.
- d. Only those who are in college level can avail the discount.

**BENEFITS**

- Two (2) children enrolled - Each student will get 20% discount on tuition fee
- Three (3) children enrolled - Each student will get 25% discount on tuition fee
- Four (4) student enrolled - Free tuition for one child and the rest will pay the full amount

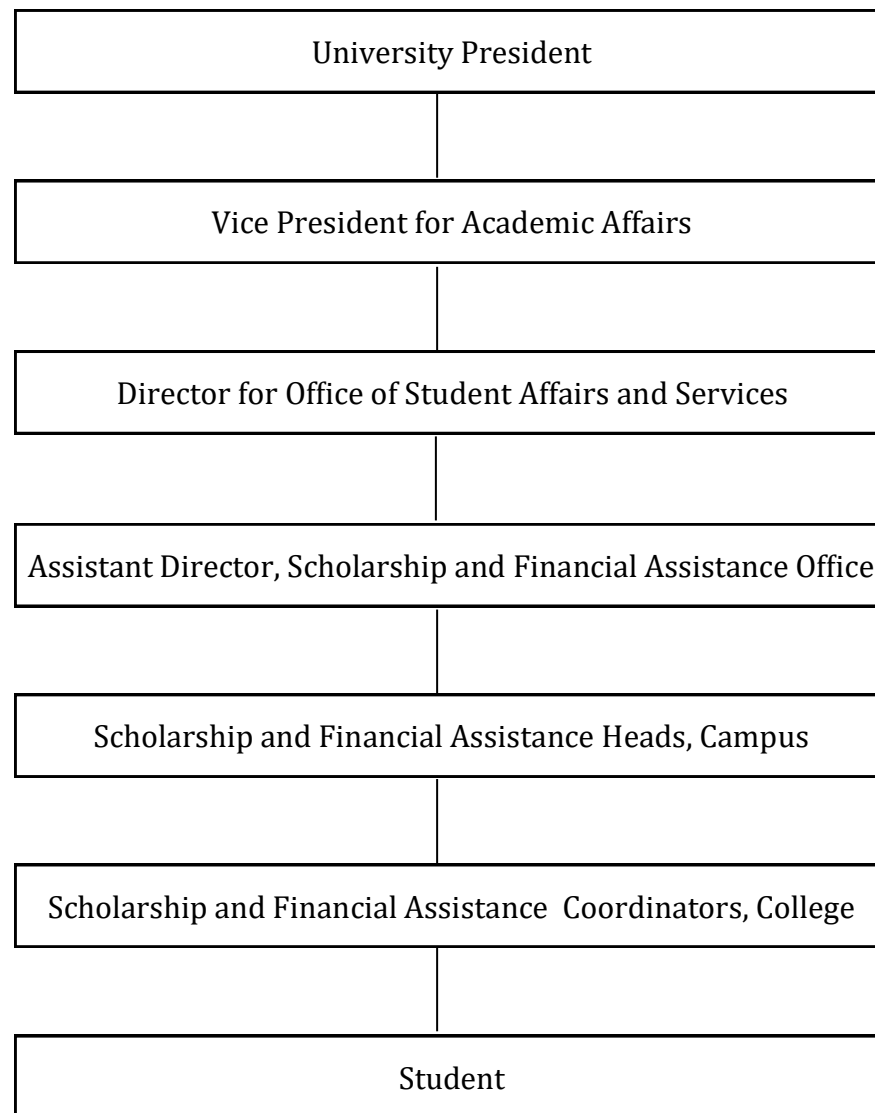
**DUTIES AND RESPONSIBILITIES OF THE STUDENT**

- 1. Enroll in full academic load prescribed in her chosen program.
- 2. Present proof of siblings (photocopy of NSO birth certificate) and registration form at SFAO during enrollment.
- 3. Communicate with the University’s scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
- 4. Shall pay the remaining balance and miscellaneous fees.

**RETENTION**

- 1. Student shall follow all the terms and conditions stipulated herein.
- 2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for College Students.

**ORGANIZATIONAL CHART**





**BENEFITS**

FULL Assessment as reflected in the Registration Form

**DUTIES AND RESPONSIBILITIES**

1. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
2. Enroll in a regular load prescribed by the program curriculum per semester.
- 3 Shall not shift/change program.

**RETENTION**

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

**BARANGAY OFFICIALS, BARANGAY HEALTH WORKERS, QUALIFIED DEPENDENT OF BARANGAY OFFICIALS (QDBO), QUALIFIED DEPENDENT****SCOPE**

1. Limited only to the aforementioned officials within the Batangas province and two of their qualified dependents.
2. Barangay officials and two of their dependents shall enroll in the campus proximate to their place of jurisdiction.

**TERMS AND CONDITIONS**

1. Must present certification from the Office of the Municipal Mayor attested by the DILG officer upon enrollment.
2. Must maintain a general weighted average (GWA) 2.25 (83-84) at the end of the semester.
3. Limited to the priority courses specified by the university\*\*

**BENEFITS**

100% tuition fee Discount.

**DUTIES AND RESPONSIBILITIES**

1. Enroll in full academic load prescribed in the program curriculum.
2. Present certification from DILG and registration form at SFAO during enrollment
3. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
4. Shall pay the miscellaneous fees.

**RETENTION**

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for College Students.

**QUALIFIED DEPENDENT OF THE ARMED FORCES OF THE  
PHILIPPINES (AFP), QUALIFIED DEPENDENT OF  
PHILIPPINE NATIONAL POLICE (PNP)**

**SCOPE**

1. Limited to two (2) qualified dependents of the aforementioned officials within the Batangas province.

**TERMS AND CONDITIONS**

1. Must present NSO birth certificate and certification from the AFP/PNP Main office upon enrollment.
2. Must maintain a general weighted average (GWA) 2.25 (83-84) at the end of the semester.
3. Must not officially or unofficially drop any subject from the previous semester.
4. Must not have a grade of 4.0, inc or failing grade from the previous semester
5. Must be enrolled in the regular load prescribe in the program curriculum except for IPTP participants.
6. Limited to the priority courses specified by the university\*\*

**BENEFITS**

100% tuition fee Discount.

**DUTIES AND RESPONSIBILITIES**

1. Enroll in full academic load prescribed in the program curriculum.
2. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
3. Shall pay the miscellaneous fees.

**RETENTION**

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for College Students.

**FINANCIAL ASSISTANCE FOR PERSONS WITH DISABILITIES**

**TERMS AND CONDITIONS**

1. Must present a PWD Identification card issued by the city or municipal mayor or barangay captain of the place where the person resides or issued by the National Council for the Welfare of Disabled persons
2. Have enrolled at least 18 units load in the previous semester and enroll a minimum of 18 units in the current semester.
3. Must not have received a grade of 5.0, 4.0, or Inc., nor dropped any subject (officially or unofficially) in the previous semester.

**BENEFITS**

20% DISCOUNT ON TUTION FEE

**DUTIES AND RESPONSIBILITIES**

1. Communicate with the University's scholarship office all matters related to their academic performance and ensure prompt submission of pertinent documents.
2. Shall pay the miscellaneous fees.

**RETENTION**

1. Student shall follow all the terms and conditions stipulated herein.
2. The scholars shall not commit any MAJOR OFFENSE as defined in the Norms of Conduct for Students.

**SCHOLARSHIP FOR INDIGENT STUDENTS  
WHERE THE UNIVERSITY OPERATES**

**TERMS AND CONDITIONS**

1. Must be a resident of the adopted barangays of the University in Batangas province.
2. Must be a bonafide graduating students of Batangas State University.
3. Must not be a recipient of any scholarship grant.
4. Must carry the regular load prescribed by the program curriculum per semester.
5. Must present ITR/Certificate of Tax Exemption and proof of residency at the SFAO.