Office of the Assistant Director for Scholarship and Financial Assistance

Profile
The Scholarship and Financial Assistance Office (SFAO) assists the University in providing access to Quality Education to the poor but deserving students through scholarship and financial assistance.

Location
Student Center, Gov. Pablo Borbon Main Campus I.

Contact Details
(043) 980-0385; 980-0392 to 0394 local.105, 1147
0998-535-4992

<table>
<thead>
<tr>
<th>FRONTLINE SERVICE</th>
<th>CLIENTS</th>
<th>REQUIREMENTS</th>
<th>SCHEDULE OF AVAILABILITY OF SERVICE</th>
<th>FEES</th>
<th>FORMS</th>
<th>PROCESS CYCLE TIME</th>
<th>RESPONSIBLE PERSON / OFFICE / LOCATION</th>
</tr>
</thead>
</table>
| 1. Receiving and evaluation of students’ scholarship documents from new scholarship / grants applicants. | Students/ scholars | In a long brown envelope  
- 1x1 picture  
- Course prospectus  
- photocopy of NSO Birth Certificate  
- registration form / Proposal Slip  
- Notice of Passing (freshmen transferees or | Monday – Friday 7:00 am – 6:00 pm Without noon break  
Saturday 8:00 am – 5:00 pm (Main Campus I only) | None | Application Forms | 10 mins. | SFAO  
Head/Coordinator/In-charge/ and Staff  
Scholarship and Financial Assistance Office/ Student Center Building |
### Receiving of students’ scholarship forms and evaluation of grades from renewing applicants

<table>
<thead>
<tr>
<th>Students/scholars</th>
<th>Monday – Friday 7:00 am – 6:00 pm Without noon break (Main Campus)</th>
<th>None</th>
<th>None</th>
<th>5 mins.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. <strong>Receiving of</strong></td>
<td><strong>BSU Identification Card/Latest Registration Form</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Receiving of</strong></td>
<td><strong>Certification of Continuance from Sponsors (if applicable)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Receiving of</strong></td>
<td><strong>Certificate of Scholarship from sponsors (if applicable)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Receiving of</strong></td>
<td><strong>Report of Ratings</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Receiving of</strong></td>
<td><strong>Report of Grades</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Receiving of</strong></td>
<td><strong>except for Freshmen, transferees and shifters</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Issuance of certificates (Scholarship and Honors)

<table>
<thead>
<tr>
<th>Students/scholars, Representativ e &amp; public in general</th>
<th>Monday – Friday 7:00 am – 6:00 pm Without noon break (Main Campus)</th>
<th>None</th>
<th>Requests Slip</th>
<th>10 mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. <strong>Issuance of</strong></td>
<td><strong>Registration Form/BSU ID</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Issuance of</strong></td>
<td><strong>Certificate of Scholarship from sponsors (if applicable)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Issuance of</strong></td>
<td><strong>Report of Ratings</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Issuance of</strong></td>
<td><strong>Report of Grades</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Issuance of</strong></td>
<td><strong>except for Freshmen, transferees and shifters</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SFAO Head/Coordinator/In-charge/ and Staff**

**Scholarship and Financial Assistance Office/ Student Center Building**

Non Requests Slip 10 mins Scholarship Staff / Scholarship Office / Student Center
| 4. Answering queries regarding scholarship matters | Students/scholars, sponsors, parents, Public in general | None | Monday – Friday 7:00 am – 6:00 pm Without noon break (Main Campus) | None | None | 3 mins. | Scholarship Staff / Scholarship Office / Student Center |
Receiving of Student’s scholarship forms from new scholarship grant applicants

Schedule of Availability of Service
January to December
Monday – Friday  7:00 am – 6:00 pm without noon break (Main Campus)
Saturday   8:00 am – 5:00 pm (Main Campus)

Who may avail of the services
Students / Scholars

Duration
10 mins.

What are the requirements
In a long brown envelope:
• Course prospectus from the College/Department
• photocopy of NSO Birth Certificate
• registration form / Proposal Slip
• Notice of Passing (freshmen transferees or shifters) to be secure from the Testing and Admission Office
• Certificate of Scholarship/Continuance from sponsors (if applicable)
*  Report of Ratings
*  Report of Grades
*  except for Freshmen, transferees and shifters

How to Avail of the Services

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant / Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submit all the required documents and duly accomplished application form to the Scholarship and Financial Assistance Office for evaluation.</td>
<td>SFAO</td>
<td>10 mins.</td>
<td>SFAO Head/Coordinator/In-charge</td>
<td>None</td>
<td>Application Form</td>
<td>Approved/Disapproved Scholarship grants</td>
</tr>
</tbody>
</table>
## Receiving of Scholarship Records from Renewing Applicants

### Schedule of Availability of Service
January to December
Monday – Friday
7:00 am – 6:00 pm without noon break (Main Campus)
Saturday
8:00 am – 5:00 pm (Main Campus)

### Who may avail of the services
Students / Scholars

### What are the requirements
- BSU Identification Card/Latest Registration Form
- Certification of Continuance from Sponsors (if applicable)

### Duration
5 minutes

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (under Normal Circumstances)</th>
<th>Person – in – Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Present the BSU Identification Card/Latest Registration form and Certificate of Continuance to the Scholarship and Financial Assistance Office for verification.</td>
<td>SFAO</td>
<td>10 mins.</td>
<td>SFAO Head/Coordinator/In-charge</td>
<td>None</td>
<td>None</td>
<td>Renewed Scholarship Grant</td>
</tr>
</tbody>
</table>
Issuance of Certificates (Scholarship & Honors)

Schedule of Availability of Service
January to December
Monday – Friday
7:00 am – 6:00 pm without noon break (Main Campus)
Saturday
8:00 am – 5:00 pm with noon break (Main Campus)

Who may avail of the services
Scholars

What are the requirements
• Request Slip
• BSU ID/Registration Form

Duration
• 45 minutes

How to Avail of the Services

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (under Normal Circumstances)</th>
<th>Person – in – Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secure request slip from Scholarship Office Staff</td>
<td>SFAO</td>
<td>1 minute ( day 1 )</td>
<td>SFAO Administrative Aide III (JO)</td>
<td>None</td>
<td>Request Form</td>
<td>Request Form issued</td>
</tr>
<tr>
<td>2</td>
<td>Submit the completely filled – up request slip to the Scholarship and Financial Assistance Office</td>
<td>SFAO</td>
<td>45 minutes</td>
<td>SFAO Administrative Aide III (JO)</td>
<td>None</td>
<td>Completely filled – up Request Form</td>
<td>Certificate issued</td>
</tr>
</tbody>
</table>
**Answering Queries Regarding Scholarship Matters**

**Schedule of Availability of Service**
January to December
Monday – Friday
7:00 am – 6:00 pm without noon break (Main Campus)
Saturday
8:00 am – 5:00 pm with noon break (Main Campus)

**Who may avail of the services**
Scholars, scholar’s parents, representatives, sponsors, public in general

**What are the requirements**
None

**Duration**
10 – 15 minutes

**How to Avail of the Service**

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client Activity</th>
<th>Service Provider</th>
<th>Duration of Activity (under Normal Circumstances)</th>
<th>Person – in – Charge</th>
<th>Fees</th>
<th>Forms</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Approach any of the Scholarship and Financial Assistance Office staff and ask questions regarding scholarship matters.</td>
<td>SFAO</td>
<td>10 – 15 minutes</td>
<td>SFAO Head/Coordinator/In-charge SFAO Administrative Aide III (JO)</td>
<td>None</td>
<td>None</td>
<td>Queries answered and scholarship matters well explained</td>
</tr>
</tbody>
</table>