

DILG Regional Office 8 FRONTLINE SERVICES

Service: Processing of Application for Scholarship Grants

Client: Local Government Officials and Employees

FRONTLINE SERVICES / CLIENT	PROCEDURES	TIME	RESPONSIBLE PERSON	REQUIREMENTS	OUTPUT
<p>Service: Processing of Application for Scholarship Grants</p> <p><i>Client: Local Government Officials and Employees</i></p>	<ol style="list-style-type: none"> 1. Receiving / recording of request 2. Verification of records and evaluation of request <ul style="list-style-type: none"> • If complete, prepares indorsement to Regional Office • If incomplete, prepares checklist of lacking documents to be returned to applicant through PO 3. Signing of Indorsement / letter 4. Releasing of Certificate / Written request for additional supporting document 	<p>5 minutes</p> <p>30 minutes</p> <p>10 minutes</p> <p>5 minutes</p> <p>10 minutes</p>	<p>RACHEL PAPISTOL Receiving Officer</p> <p>CARMELITA M. ZABALA Chief, LGMED</p> <p>CARMELITA M. ZABALA Chief, LGMED</p> <p>RD PEDRO A NOVAL JR Regional Director</p> <p>JENNEFER PAGATPAT Releasing Officer</p>	<ol style="list-style-type: none"> 1. Resume (with 2x2 pictures) 2. Transcript of Records (certified true copy of BS Degree and MS, if any) 3. Diploma (certified true copy) 4. List of Trainings / Seminars Attended 5. Updated Service Record 6. Certified actual duties and responsibilities 7. Performance ratings for the last two (2) rating periods (certified true copy) 8. Certificate of No Pending Nomination in Local/Foreign Scholarship Programs 9. Certificate of No Pending Administrative and Criminal Case 10. Certificate of No Service Obligation from Local /Foreign Scholarship Programs 11. LCE's indorsement 12. MLGOO's and PD's indorsement 	<p>Indorsement to LGA / Central Office</p> <p>Checklist of lacking documents</p>