

**CITIZEN CHARTER
PASIG CITY SCHOLAR OFFICE**

APPLICATION FOR SCHOLARSHIP

- Scholarship thru financial assistance to the Pasig City Scholar & Qualified Pasig City Residents

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| Office or Division: | Education Unit - Pasig City Scholarship Program |
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizens |
| Who may avail: | Bonafide Residents of Pasig City who are able to meet the program requirements. |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE / SUBMIT |
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| <p>1. Pasig City Scholarship Program - Regular & Special Scholarship Programs</p> <p>New Applicants</p> <p>1.1 Online Registration</p> <p>1.2 Hard copy of Scholarship Application Form</p> <p>1.3 Interview</p> <p>1.4 One (1) size 1”X1” photo with white background</p> <p>1.5 Photocopy:</p> <p>1.5.1 School ID</p> <p>1.5.2 Report of Grades</p> <p>1.5.3 Proof of Enrolment</p> <p>1.5.4 Barangay Certificate of Residency</p> <p>1.5.5 Proof of Parents/ Guardians Income</p> <p>1.5.6 Written Essay: Why Do I want To Be A Pasig City Scholar?</p> | <p>SECURE</p> <p>1. Applicant’s school</p> <p>2. Parents’ Employer/ Affidavit- PAO</p> <p>3. Barangay Office</p> <p>SUBMIT</p> <p>Pasig City Scholar Office 2nd Floor, Pasig Archive Building Pasig City Hall Complex Brgy. San Nicolas, Pasig City</p> <p>Drop Boxes at Various School Locations</p> |

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| <p>1.5.7 Add for Out-of-School Learners (OSL): ALS Certificate of Completion for passers</p> <p>Renewal</p> <p>1.1 Online Registration</p> <p>1.2 Hard Copy of Scholarship Application Form</p> <p>1.3 One (1) size 1"X1" photo with white background</p> <p>1.4 Photocopy:</p> <p>1.4.1 School ID</p> <p>1.4.2 Report of Grades</p> <p>1.4.3 Proof of Enrolment</p> <p>1.4.4 Barangay Certificate of Residency</p> <p>1.4.5 Proof of Parents/ Guardians Income</p> | |
| <p>2. Financial Assistance for Board/ Bar Examinations. Application must be submitted before the examination date.</p> <p>2.1 Hard copy of F.A. Application Form</p> <p>2.2 One size 2"X2" ID Picture With White Background</p> <p>2.3 Photocopy:</p> <p>2.3.1 Students Transcript of Record (TOR)</p> <p>2.3.2 Official Certificate of Graduation</p> <p>2.3.3 Endorsement by the College</p> <p>2.3.4 Notice Of Admission (NOA) issued by PRC/ Supreme Court/ MARINA as applicable</p> <p>2.3.5 Barangay Certificate of Residency stating the number of years of residence</p> | <p>SECURE</p> <ol style="list-style-type: none"> 1. School 2. Barangay Office 3. Professional Regulation Commission (PRC) / Supreme Court/ MARINA <p>SUBMIT</p> <p>Pasig City Scholar Office 2nd Floor, Pasig Archive Building Pasig City Hall Complex Brgy. San Nicolas, Pasig City</p> |
| <p>3 Incentives Program for Pasig City Scholars with Latin Honors</p> <p>3.1 Online Registration</p> <p>3.2 Hard Copy, F.A. Application Forms</p> | <p>SECURE</p> <ul style="list-style-type: none"> - School |

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| <p>3.2 Proof of Award of Academic Excellence</p> | <p>SUBMIT</p> <p>Pasig City Scholar Office 2nd Floor, Pasig Archive Building Pasig City Hall Complex Brgy. San Nicolas, Pasig City</p> |
| <p>4. Continuing High School Program Incentives (CHIP-In)</p> <p>New Applicants</p> <p>4.1 Online registration 4.2 Hard copy of CHIP-In Application Form 4.3 Interview of applicant accompanied by parent by CSWD 4.4 Photocopy:</p> <p>4.4.1 Report of grades 4.4.2 Proof of Enrolment 4.4.3 Barangay Certificate of Residency indicating number of years of residence 4.4.4 Proof of Parents/ Guardians Income or Certificate of Indigency if applicable 4.4.5 One size 1”X1” picture with white background</p> | <p>SECURE</p> <p>1. Applicant’s school 2. Parents’ Employer/ Affidavit- PAO 3. Barangay Office</p> <p>SUBMIT</p> <p>Pasig City Scholar Office 2nd Floor, Pasig Archive Building Pasig City Hall Complex Brgy. San Nicolas, Pasig City</p> |

| # | CLIENT STEPS | OFFICE ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON/S RESPONSIBLE |
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| 1 | <p>Pasig City Scholarship Program – Regular & Special Programs</p> | | | | |
| | <p>1.1 Register online * as prescribed 1.2 Submit hard copy of required documents to PCS Office or thru the drop boxes in the different schools in a brown envelope. 1.3 Attend interview with 1 parent / guardian (if minor) 1.4 Wait , and monitor the release of the list of qualified scholars on the</p> | <p>1.1 Coordinate with PIO on the posting of the announcement of the application period. 1.2 Review and generate the copy of the online registration list. 1. 3 Sort/classify the applications according to 1.) barangay; 2) academic level; 3.)Type of school (public or private); or 4.) Special Affiliations (PWD or Children of Solo Parent.</p> | None | 2-2.5 months depending on the volume or number of applications | Ester Yamson Abby Resurreccion Gerald Tuazon Joyce Karen Polintan Brian Dann Primalte Joana Patricia Saplan |

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| | <p>Pasig City Scholarship Office FB page</p> | <p>1.4 Assess the requirements relative to completeness, authenticity and compliance</p> <p>1.5 Deficient/ Defective- Mark the envelope “Not OK”; indicate reason and inform the applicant accordingly.</p> <p>1.6 Complete- Mark the envelop “OK” and file with the other envelopes.</p> <p>1.7 Put an “0” opposite the applicant’s name on the computer- generated list list to indicate it is OK.</p> <p>1.8 Prepare the ranking list.</p> <p>1.9 Weed out the names of those with siblings. Communicate with the concerned scholars and make them choose who of the siblings will stay. In the absence of a reply, PCS Office will retain the sibling who is entitled to a higher allowance.</p> <p>1.10 Prepare the ranking list by academic level. 1.11 Make a separate ranking list for new private schools applicants in the elementary, junior, and senior high school.</p> <p>1.12 Input the 1% new applicants of solo parents who failed to hurdle the cut-off grade.</p> <p>1.2.13 Prepare the Scholars Masterlist for each academic level.</p> <p>1.2.14 Submit the master lists to the City Mayor for approval.</p> <p>12.15 Provide PIO with the list of qualified scholars for publication on the PIO FB page, and also on the Pasig</p> | | | |
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| | | <p>City Scholarship Office FB page.</p> <p>12.16 Entertain inquiries or concerns, if any from the applicants.</p> <p>12.17 Resolve the concerns and make the appropriate action.</p> | | | |
| | <p>2.1 Wait, and monitor the announcement of the schedules of the release of the allowances on the Pasig City Scholarship Office FB page.</p> | <p>2.1 Prepare, check, and print the allowances payrolls per academic level, classification or manner of distribution, i.e., "With ATM" or "Without ATM".</p> <p>2.2 Route the documents to the HRDO for checking and to the Education Unit Head for approval</p> <p>2.3 Prepare the Summary of Payroll required for the preparation of the ALOBS.</p> <p>2.4 Submit to the City Accounting Office for the preparation of the voucher.</p> <p>2.5 Submit all documents to Treasury for the issuance of the check, signature of the City Administrator on the check and release the check to the Pay Masters concerned for "Without ATM".</p> <p>Allowances of Scholars Without ATM</p> <p>2.6 Announce the release dates of the allowances thru the Pasig City Scholarship Office Fb page.</p> <p>2.7 Assist the Payroll Section in the distribution of the scholars allowances</p> <p>Allowances of Scholars With ATM</p> <p>2.8 Obtain the check and the debit memo from the City Accounting Office</p> <p>2.9 Accomplish the Land Bank Findes.</p> | None | 1-2 weeks | <p>Ester Yamson Gerald Tuazon Abby Resurreccion Joyce Karen Polintan Brian Dann Primalte Joana Patricia Saplan</p> <p>Ester Yamson Gerald Tuazon Abby Resurreccion Joyce Karen Polintan Brian Dann Primalte Joana Patricia Saplan</p> <p>Ester Yamson Gerald Tuazon Abby Resurreccion Joyce Karen</p> |

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| | | <p>2.10 Deposit the checks to LandBank.</p> <p>2.11 Announce the release dates of the allowances thru the Pasig City Scholarship Office Fb page.</p> | | | <p>Polintan Brian Dann Primalte Joana Patricia Saplan</p> |
| 2 | Financial Assistance for Board Examinations | | | | |
| | <p>2.1 Obtain the F.A. Application Form for Board Examinations at the PCS Office</p> <p>2.2 Accomplish the application form and submit to the PCS Office together with the requirements.</p> <p>2.3 Photocopy: 2.3.1 Students Transcript of Record (TOR) 2.3.2 Certificate of Graduation 2.2.3 Certificate of Good Moral Character 2.2.4 Comelec Voters Registration Record 2.2.5 College Dean's Endorsement 2.2.6 Barangay Certification of Residency stating number of years of residence 2.2.7 Notice of Admission (NOA) – PRC/ Supreme Court / MARINA which ever is applicable</p> <p>2.3 Wait for the advice of the PCS Office on the distribution of benefit schedule.</p> <p>2.4 Come in person to collect the assistance on the due date. Bring ID.</p> | <p>2.1 PCS Office processes the application forms every quarter.</p> <p>2.2 Checks / reviews the application forms received to determine if the applicant is qualified, and if the requirements are complete and authentic</p> <p>2.3 Prepares the list of qualified applicants and the recommendation letter.</p> <p>2.4 Submit the list and all documents to the Head of the Education Unit who will in turn present the list to the City Mayor for approval.</p> <p>2.5 Prepares and routes the payroll to the concerned offices- Budget, the signatories, City Accounting Office, Treasury and the Payroll Section.</p> <p>2.6 Obtain the schedule of distribution to the beneficiaries from the Payroll Section and the Education Unit Head.</p> <p>2.7 Advise the beneficiaries of the schedule of distribution.</p> <p>2.8 Assist in the actual distribution .of the money to the beneficiaries</p> | None | Every Quarter of the year | <p>Ester Yamson Gerald Tuazon Abby Resurreccion Joyce Karen Polintan Brian Dann Primalte Joana Patricia Saplan</p> |

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| 3 | Incentives for Program for Pasig City Scholars With Latin Honors | <p>3.1 Check the online generated list of applicants against the scholars' masterlist to verify if all applicants are graduating PCS scholars.</p> <p>3.2 Check the requirements submitted.</p> <p>3.3 Prepare the list of qualified recipients and secure the approval of the Education Unit Head and the City Mayor</p> <p>3.4 Prepare, print and process the payroll</p> <p>3.5 When the check is ready, get the schedule of warding of the benefit and relay it to the grantees.</p> | None | 1-2 months | Ester Yamson Gerald Tuazon Abby Resurreccion |
| 4 | CHIP-IN | | | | |
| | <p>4.1 Apply online</p> <p>4.2 Submit hard copy of the CHIP-In Application Form and required documents inside a brown envelope to the PCS Office.</p> <p>4.3 Attend the interview with 1 parent/ guardian.</p> <p>4.4 Wait for the publication of the qualified CHIP-In applicants on the CHIP-In Beneficiaries FB page,</p> <p>4.5 File an inquiry / appeal within the prescribed 5-day period for concerns.</p> <p>4.6 Verify to ensure that your concern is resolved.</p> <p>4.7 Wait for the announcement of the schedule of the release of the allowance on the CHIP-In Beneficiaries FB page.</p> <p>4.8 Come personally to</p> | <p>4.1 Ready the application link.</p> <p>4.2 Coordinate with PIO on the official announcement of the application period.</p> <p>4.3 Schedule with CSWD the interview schedule of new CHIP-In applicants</p> <p>4.4.5 Review all applications for completeness, compliance and authenticity of supporting documents.</p> <p>4.4.5 Prepare the list of qualified beneficiaries and secure its approval by the Education Unit Head and the City Mayor.</p> <p>4.4.6 Publish the list of qualified CHIP-In Beneficiaries on the CHIP-In Beneficiaries FB page.</p> <p>4.4.7 Prepare, print, and process the payroll by routing it to the HRDO, Budget Office, City Accounting Office and Treasury.</p> | None | 1-2 months | Ester Yamson Gerald Tuazon Abby Resurreccion Joyce Karen Polintan Brian Dann Primalte Joana Patricia Saplan |

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| | collect the allowance on your scheduled date. Bring ID. | 4.4.8 Obtain the distribution of allowances schedule from the Payroll Section. 4.4.9 Assist the Payroll Section in the distribution of the allowances to the CHIP_in Beneficiaries. | | | |
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Feedback and Complaints

| FEEDBACK AND COMPLAINTS MECHANISM | |
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| How to send feedback | Feedbacks/ Inquiries/ Concerns may be sent to the Pasig City Scholarship Office thru any: of the following: <ol style="list-style-type: none"> 1. Personal appearance at the PCS Office 2. Pasig City Scholarship Office FB 3. Email: scholarship office @ pasigcity. gov.ph 4. Ugnayan sa Pasig Various Social Media Handles of the PASI LGU |
| How feedback is processed | Feedbacks sent to the PCSOoffice, Pasig City Scholars Fb and the PCS email , the concern will be elevated to the Head of the Pasig City Scholarship Program, to the Education Unit Head after getting the position of the staff concerned and the conduct of proper investigation as warranted. <p>For feedbacks sent to Ugnayan sa Pasig Office, the PCS Office will be informed about the concern. PCS Office is required to comment / reply. All concerns raised thru the Ugnayan Office will be reported periodically to the City Mayor.</p> <p>For feedback to various media accounts of the Pasig LGU, the concerns will be forwarded to the PCS Office for appropriate action.</p> |
| How to file a complaint | Any complaint may be filed with the Office of the City Administrator (OCA) or the Office of the City Mayor (OCM). |
| How complaints are processed | With the endorsement of the OCA or the OCM, the Legal Office or the Human Resource Development Office (HRDO). As warranted by the findings, the case will be forwarded to the Administrative Cases Board. |

Contact Information

Pasig City Scholarship Office

Tel. 8643- 1111 local 1142

Email: scholarshipoffice@pasig.gov.ph

Facebook Pasig City Scholarship Office

Education Unit

Tel. 8244-8139

Email: educationunit.pch@gmail.com

Ugnayan sa Pasig

Tel. 8643-1111 local 550

Email: ugnayansap.gov.pasig

Facebook: [https://www.facebook.com](https://www.facebook.com/OfficialUgnayanSaPasig)

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