

SCHOLARSHIP AND FINANCIAL ASSISTANCE SERVICE

Citizen's Charter

Functional Statement

The Scholarship and Financial Assistance Service is one of the administrative units under the Office of the Vice President for Student Affairs and Services (OVPSAS). The SFAS Citizen's Charter provides our clients with information on the different services, requirements, procedures, fees and timelines with the objectives of improving service delivery and ensuring client satisfaction.

SFAS is committed to provide access to educational opportunities in terms of scholarship and financial assistance to students.

Tel. Number: 716-7832 loc. 339

Entrance Scholarship

Description of Service: Given to upcoming Freshman students with exemplary achievements in the Secondary level.

Academic Scholarships - Valedictorian, Salutatorian, First Honorable Mention

Non- Academic Scholars - Campus Journalist, President of High School Supreme Student Council, Achiever/Awardee, Outstanding Artist, Outstanding Athlete

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	CLIENTS	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Present the required documents to SFAS for initial interview, evaluation of documents, and issuance of Route and Approval Sheet	Entrance Scholarship Applicants	Prof. Marisssa L. Mayrena	Room 119, Ground Floor, West Wing, PUP Main Campus	10 minutes	Certification from the School Principal/Head (with dry seal) Certification of Good Moral Character (with dry seal) Certified True Copy of Birth Certificate authenticated by the National Statistics Office (NSO) High School Card (Form 138)

					<p>Commencement Exercises Program with the List of Graduates</p> <p>Income Tax Return of parent or guardian or Certification of Non-Payment of income tax from Barangay or Certificate of Indigency</p> <p>4 pieces 2x2 size photo with name plate</p> <p>(above documents are referred to as General Requirement Documents)</p>
2. Proceed to respective Screening Committees		<p>Prof. Marissa L. Mayrena for Academic Scholars</p> <p>Prof. Jose M. Abat (Director, Student Services) for Achievers, Awardees, and Presidents of Supreme Student Government</p> <p>Prof. Bely Ygot, UCCA Director, for Outstanding Artists</p> <p>Prof. Lualhati A. Dela Cruz, Director, Sports Development Office for Outstanding</p>	<p>Room 119, Ground Floor, West Wing, PUP Main Campus</p> <p>2nd Floor, Charlie del Rosario Bldg., PUP Main Campus</p> <p>Tanghalang PUP, COC Compound</p> <p>PUP Main Building, 3rd Floor South Wing</p>	<p>5 mins</p> <p>Please see OSS Citizen's Charter</p> <p>Please see UCCA's Citizen's Charter</p> <p>Please see Sports Development Office's Citizen's Charter</p>	<p>General Requirements</p> <p>Route and Approval Sheet</p>

		Athletes Prof. Kriztine R. Viray, CMO Director for Campus Journalists and Creative Media Artists	2 nd Floor, Sampaguita Canteen Building, PUP Main Campus	Please see CMO's Citizen's Charter	
3. Entrance Scholars who passed the screening, proceed to the payment of Psychological Examination Fee		PUP Cashier's Office	Ground Floor, South Wing, PUP Main Building	Please see Cashier's Office' Citizen's Charter	Properly filled-out receipt
4. Take the Psychological Exam on the scheduled date and time of the examination.		Prof. Barbara P. Camacho Guidance, Counseling and Testing Center (GCTC)	2 nd Floor, Charlie Del Rosario Building, PUP Main Campus	Please see GCTC's Citizen's Charter	Test Permit
5. After two days from the date of examination, check the result at the Scholarship and Financial Assistance Services (SFAS) office		Prof. Marissa L. Mayrena; Mr. Charlemagne O. Cuervo	Room 119, Ground Floor, West Wing, PUP Main Campus	1 minute , provided results were already turned over by GCTC	Route and Approval Sheet
6. Validation of Documents and Final Interview of Entrance Scholars		Prof. Lailanie G. Teves	Room 119, Ground Floor, West Wing, PUP Main Campus	10 mins , provided documents being submitted are complete and properly accomplished	Original and Photocopies of General Requirements Route and Approval Sheet Personal Data Sheet (original and photocopy) 1 pc. 2 x 2 photo psychological exam result (original and photocopy)

					<p>online application form (downloadable at the PUP website Entrance Scholarship link)</p> <p>long brown envelope with name of the applicant written on the upper left corner</p>
7. Proceed to the Student Services Director for the final recommendation .		Prof. Jose M. Abat	2 nd Floor, Charlie Del Rosario Bldg. PUP Main Campus	Please see OSS Citizen's Charter	Route and Approval Sheet
8. Proceed to the Vice President for Student Services for approval of application		Dr. Herminia E. Manimtim, VPSS	2 nd Floor, South Wing, PUP Main Campus	Please see OVPSS Citizen's Charter	Route and Approval Sheet
9. Upon approval of the VPSS, photocopy the completed Route and Approval Sheet and surrender the copy to the SFAS Office for tagging		Mr. Charlemagne Cuerdo	Room 119, Ground Floor, West Wing PUP Main Campus	10 seconds	Photocopy of completed Route and Approval Sheet
Proceed to Admissions and Registration's Office (ARO) for Enrolment					

Resident Scholarship (Academic)

President's Lister/University Scholar

- Weighted Average of at least 1.50
- **Equivalent amount of FULL** tuition fee discount to be credited to the Scholars' graduation fee
- **No grade lower than 2.5 in any subject in the semester preceding the application**
- At least one year residency
- Of good moral character

Dean's Lister/College Scholar

- Weighted average of at least 1.75

- **Equivalent amount of PARTIAL** tuition fee discount to be credited to the Scholars' graduation fee
- **No grade lower than 2.5 in any subject in the semester preceding the application**
- At least one year residency
- Of good moral character

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	CLIENTS	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit the accomplished forms (F4-2008, downloadable at the Scholarship link at the PUP Website) to SFAS together with other required documents	Academic Resident Scholarships Applicants	Prof. Marissa L. Mayrena Mr. Charlemagne Cuervo Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	2 minutes provided submitted documents are complete	<ul style="list-style-type: none"> • Accomplished Scholarship Agreement Form (F4-2008) • Original Registration Card from the previous semester • Original copy of the current registration card • Print Screen copy of Grades (SIS Account) reflecting the full name, course, teacher, and the General Weighted Average (GWA)
2. SFAS staff will evaluate the grades if the applicant belongs to the President's or Dean's List and shall stamp the scholarship agreement and the		Prof. Marissa L. Mayrena, Mr. Charlemagne Cuervo Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	3 minutes	<ul style="list-style-type: none"> • Accomplished Scholarship Agreement Forms (F4-2008) • Original Registration Card of the previous semester • Original copy of the current

<p>registration card accordingly.</p> <p>Stamped forms and registration cards shall be signed by the SFAS Chief and shall be returned to the applicant who shall be instructed to photocopy the signed scholarship agreement form and current semester's registration card.</p>		<p>Prof. Lailanie G. Teves</p>			<p>registration card</p> <ul style="list-style-type: none"> • Print Screen copy of Grades (SIS Account) reflecting the full name, course, teacher, and the General Point Average (GPA)
<p>3. Scholarship applicant shall surrender the photocopy of the Scholarship Agreement Form 4 and the current Registration Card.</p> <p>SFAS staff shall tag the student's account for scholarship discount.</p> <p><i>Note:</i> Aailed discount is to be reflected in the Graduation Fees.</p>		<p>Mr. Charlemagne O. Cuervo</p> <p>Ms. Georgina Antoinette Laurel</p>	<p>PUP Main Campus, Room 119, Ground Floor, West Wing</p>	<p>1 minute</p>	<p>Photocopy of the duly stamped and signed Scholarship Agreement Form and current semester's registration card</p>
<p>End of Transaction</p>					

Resident Scholarship
(Non- Academic)

Exclusively for:

PUP Student Council Officers
PUP Publication Staff
Cultural Group Members
Athletes
ROTC Officers

Qualifications:

- ROTC Officers, Artists, Athletes, and Campus Journalists: should be duly recommended by the Heads of the respective offices assigned in monitoring their performance; with complete grades from the previous semester with General Weighted Average not lower than 2.5.

- PUP Student Council Officers should be duly certified that he/she is a duly elected officer of the PUP Student Council; with complete grades from the previous semester, with General Weighted Average not lower than 2.5.

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	CLIENTS	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>1. Download and accomplish the scholarship agreement form (SFAS F4- 2008).</p> <p>Accomplish the forms with the signature of parent or guardian and submit them to SFAS together with the requirements.</p>	Non-Academic Resident Scholarship Applicants	<p>Scholarship and Financial Assistance (SFAS)</p> <p>Prof. Marissa L. Mayrena</p> <p>Mr. Charlemagne Cuervo</p> <p>Ms. Georgina Antoinette Laurel</p>	PUP Main Campus, Room 119, Ground Floor, West Wing	<p>2 minutes, provided submitted documents are complete</p>	<p>Scholarship Agreement Form (F4-2008) original and one photocopy.</p> <p>Original copy of the current registration card</p> <p>Print Screen copy of Grades (SIS Account) reflecting the full name, course, teacher and the General Point Average (GWA)</p> <p>For ROTC Officers, Artists, Athletes, and Campus Journalists: Recommendation from the Heads of the Offices assigned to monitor their performance.</p> <p>For PUP Student Council: Certification that the student is a duly elected officer of the PUP Student Council.</p>
2. SFAS will evaluate the documents if the applicant is qualified to avail of the financial aid		Prof. Marissa L. Mayrena,	PUP Main Campus, Room 119, Ground Floor, West Wing	3 minutes provided SFAS Chief is available to sign the stamped agreement form and current	Scholarship Agreement Form (F4-2008) original and one photocopy.

<p>grant.</p> <p>If qualified, SFAS staff will stamp the scholarship agreement and the registration card to be signed by the SFAS Chief.</p> <p>Stamped and signed scholarship agreement form and current registration card shall be returned to the scholarship applicant for photocopying</p>		<p>Mr. Charlemagne Cuervo</p> <p>Ms. Georgina Antoinette Laurel</p> <p>Prof. Lailanie G. Teves</p>		<p>registration card</p>	<p>Original copy of the current registration card</p> <p>Print Screen copy of Grades (SIS Account) reflecting the full name, course, teacher and the General Point Average (GWA)</p> <p>For ROTC Officers, Artists, Athletes, and Campus Journalists: Recommendation from the Heads of the Offices assigned to monitor their performance.</p> <p>For PUP Student Council: Certification that the student is a duly elected officer of the PUP Student Council.</p>
<p>3. Applicant shall surrender a photocopy of the signed scholarship agreement form and current registration form to the SFAS staff</p> <p>SFAS staff shall tag the student's account for scholarship discount. Avail discount is to</p>		<p>Mr. Charlemagne Cuervo</p> <p>Ms. Georgina Antoinette Laurel</p>	<p>PUP Main Campus, Room 119, Ground Floor, West Wing</p>	<p>1 minute</p>	<p>Photocopy of the signed scholarship agreement and current registration form</p>

be reflected in the next semester's assessment fees					
End of Transaction					

Financial Aid

Work-Study-Plan or Student Assistantship (S.A.)

Description of the Service:

This is a term of employment of not more than 24 hours a week or 100 hours a month at a compensation rate of Php25.00/ hour. The term of employment is subject to renewal every semester.

Qualifications:

A bonafide student of the University who has had at least two semesters or one year of residency in the University; duly recommended by the Office in need of S.A, with complete grades from the previous semester with general weighted average of at least 2.50 and no failed, dropped or withdrawn mark in any subject.

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	CLIENTS	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Present letter of recommendation from the office in need of S.A., together with other required documents.	Student Assistant Applicants	Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	1 minute	Print Screen of Grades (SIS) Photocopy of current registration card Recommendation letter
2. Evaluation of Grades and Approval of request		Chief Lailanie G. Teves	PUP Main Campus, Room 119, Ground Floor, West Wing	1 day	Print Screen of Grades (SIS) Photocopy of current registration card Recommendation letter
3. Fill out the personal information form from SFAS for endorsement to the Guidance Office		Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	3 minutes provided filling out of the form shall be accomplished at once by the applicant	SFAS Form Personal Information Form
4. Proceed to the Guidance,		Guidance, Counseling and	PUP Main Campus 2 nd	Please see GCTC	SFAS Personal

Counseling and Testing Center for the psychological test.		Testing Center	Floor, Charlie Del Rosario Bldg.	Citizen's Charter	Information Form
5. Check Test Result evaluation from SFAS		Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	1 minute	Psychological Test Result
7. If the applicant passed the Psychological Test, the SFAS Chief will conduct a final interview with the applicant.		Chief Lailanie G. Teves	PUP Main Campus, Room 119, Ground Floor, West Wing	5 minutes	Psychological Test Result
8. Qualified applicant will fill out the Personal Data Sheet		Prof. Marissa L. Mayrena Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	5 minutes provided filling out of the form shall be accomplished at once by the applicant	Personal Data Sheet
9. The SFAS will endorse the student assistant to the University President for the approval of Special Order. Approval of S.O Upon receipt of Special Order, the S.A. will assume duty to the designated office that requested him/her		Prof. Lailanie G. Teves Office of the President Designated Office	PUP Main Campus, Room 119, Ground Floor, West Wing PUP Main Campus, 2 nd Floor, South Wing	One day Please see OP's Citizen's Charter	
End of Transaction					

Special Grants (Private)

Description of the Service:

Awarded by external entities to financially-disadvantaged but deserving bonafide students of PUP.

Qualifications:

- Bonafide student of PUP (course and year level varies in accordance with Grantor's preference)
- Of good moral character
- Of good academic standing (no failed, incomplete, withdrawn, dropped or 3.0 mark, GWA depends on the requirement of the Grantor)

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	CLIENTS	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit documents required by Grantor to SFAS for evaluation and interview	Private Scholarship Grant Applicants	Prof. Lailanie G. Teves Prof. Marissa L. Mayrena	West 119, PUP Main Campus	30 mins.	Check desired Grantor's requirement at the SFAS Bulletin Board or at the Scholarship Link at the PUP Website
2. If Grantor requests a Psychological Exam, proceed to the Guidance Office for the Exam, if not proceed to step No. 3		GCTO Staff	2 nd Floor, Charlie del Rosario Bldg, PUP Main Campus	1-2 hours	Information Form from SFAS
3. If the Applicant is qualified, SFAS will recommend the applicant to the Grantor		Prof. Lailanie G. Teves	West 119, PUP Main Campus	1 day	Documents required by the Grantor; endorsement letter by SFAS
4. Once an applicant is approved, SFAS shall issue the scholarship agreement form and shall stamp the same, as well as the		Ms. Georgina Antoinette LAurel	West 119, PUP Main Campus	5 mins.	SFAS Personal Data Sheet; Scholarship Agreement Form (F4)

already credited					
End of Transaction					

Special Grants (Government)

Description of the Service:

Awarded by government establishments to financially-disadvantaged students of PUP.

Qualifications:

- Bonafide student of PUP (course and year level varies in accordance with Grantor's preference)
- Currently enrolled
- Must belong to the Pantawid Pamilya Household of DSWD (for ESGPPA Scholars)
- Academic standing depends on the requirement of the Grantor for ESGPPA and a passing General Weighted Average for Tulong Dunong

HOW TO AVAIL OF THE SERVICE (Tulong Dunong)

STEP/S TO FOLLOW	CLIENT	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit documents required to CHED for evaluation and interview or sign up at the SFAS Walk-in scholarship applicant logbook for forwarding to CHED Office.	Tulong Dunong Scholarship Applicants	CHED personnel SFAS personnel	CHED Main Office SFAS Office	5 mins.	Check desired Grantor's requirement at the SFAS Bulletin Board or at the Scholarship Link at the PUP Website
2. If the Applicant is qualified, SFAS will recommend the applicant to the Grantor		Prof. Lailanie G. Teves	West 119, PUP Main Campus	1 day provided documents required of the applicants are complete	Documents required by the Grantor; endorsement letter by SFAS
4. Once an applicant is approved, SFAS shall issue the		Mr. Charlemagne Cuervo	West 119, PUP Main Campus	5 mins.	SFAS Personal Data Sheet; Scholarship Agreement

scholarship agreement form and shall stamp the same, as well as the current registration card					Form (F4)
5. Grantee shall submit the ATM account number and the Official Receipt of the fees paid to SFAS for the release of his/her stipend		Mr. Charlemagne Cuervo	West 119, PUP Main Campus	5 mins.	Landbank Receipt; PUP Official Receipt
6. SFAS forwards a request to the Accounting Department for billing to CHED.		Chief Lailanie G. Teves Mr. Charlemagne Cuervo	West 119, PUP Main Campus	1 day	Request for billing
6. Once payment has been made by CHED to PUP, SFAS Chief forwards a request for release of stipend and the tuition fee refund (in instances when applicant was already enrolled when the grant was given to PUP) to the Vice President Of Finance		Prof. Lailanie G. Teves Mr. Charlemagne Cuervo VP Marissa J. Legaspi	West 119, PUP Main Campus	1 day Please see OVPF's	Endorsement Letter from SFAS

to be credited in the grantee's personal account.		Grantee		Citizen's Charter	
VP of Finance authorizes release of stipend and tuition fee refund (when applicable)					Grantee's ATM
Grantee monitors his/her ATM account to check if stipend was already credited					
End of Transaction					

HOW TO AVAIL OF THE SERVICE
(Expanded Students' Grants-in-Aid Program for Poverty Alleviation)

STEP/S TO FOLLOW	CLIENTS	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit documents required to your DSWDCitylink for evaluation and interview or sign up at the SFAS Walk-in scholarship applicant logbook for forwarding to DSWD.	ESGPPA Scholarships Applicants	CHED personnel SFAS personnel	CHED Main Office SFAS Office	5 mins.	Check desired Grantor's requirement at the SFAS Bulletin Board or at the Scholarship Link at the PUP Website
2. If the applicant is qualified,		DSWD	Depends on the Regional	NA	NA

Citylink forwards recommended list to DSWD Regional Office. Regional Office then forwards list to PUP Scholarship Office for enrolment verification.			Branch involved		
3 Once validated if enrolled, DSWD Regional Office officially endorses list of official scholars.		DSWD	Depends on the Regional Branch involved	NA	NA
4 Scholar submits documents to the Scholarship Office		Mr. Charlemagne Cuerdo	West 119, PUP Main Campus	5 mins.	SFAS Personal Data Sheet; Scholarship Agreement Form (F4) Landbank Receipt; PUP Official Receipt
5 SFAS Chief signs documents submitted by the Scholar.		Chief Lailanie G. Teves	West 119, PUP Main Campus	5 mins.	SFAS Personal Data Sheet; Scholarship Agreement Form (F4) Landbank Receipt; PUP Official Receipt
6 SFAS facilitates securing of signature from the members and Chair of the Regional		Chief Lailanie G. Teves Mr. Charlemagne O. Cuerdo		4 days provided all signatories are available to sign	

Screening Committee, submits the same to the Chair of the Regional Screening Committee and waits for the release of the Notice of Cash Allocation.					
<p>7 Once NCA has been issued to PUP, SFAS Chief forwards a request for release of stipend to the Vice President Of Finance to be credited to the grantee's personal account.</p> <p>VP of Finance authorizes release of</p> <p>Grantee monitors his/her ATM account to check if stipend was already credited</p>		<p>Prof. Lailanie G. Teves</p> <p>Mr. Charlemagne Cuervo</p> <p>VP Marissa J. Legaspi</p> <p>ESGPPA Scholar</p>	West 119, PUP Main Campus	<p>1 day</p> <p>Please see OVPPF's Citizen's Charter</p>	<p>Request for Release of Stipend Letter from SFAS;</p> <p>Grantee's ATM</p>
END OF TRANSACTION					

How to Sponsor a Scholarship Program

Requirements:

- Letter of Intent
- Proposed Memorandum of Agreement (MOA)

Fees:

Administrative Fee*

Government Institution
Private Individual/ Institution

Php500.00
Php1, 000.00
*per scholar/ semester

Processing Time: 1-2 months

HOW TO SPONSOR A SCHOLARSHIP PROGRAM

STEP/S TO FOLLOW	CLIENT	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit a Letter of Intent to SFAS Chief.	Aspiring Scholarship Grantors	Benefactor/ Grantor	PUP Main Campus, Room 119, Ground Floor, West Wing	1 Minute	Letter of Intent
2. Set a meeting with the possible donor/ benefactor.		Prof. Marissa L. Mayrena, Benefactor Coordinator	PUP Main Campus, Room 119, Ground Floor, West Wing	5 minutes	
3. Prepare and submit a draft MOA to SFAS.		Benefactor/ Grantor	PUP Main Campus, Room 119, Ground Floor, West Wing	Depends on the Grantor	Draft MOA
4. Pre-evaluate and submit MOA to Legal Office.		Prof. Lailanie G. Teves, SFAS Chief	PUP Main Campus, Room 119, Ground Floor, West Wing	1 day	Draft MOA
5. The Legal Office will evaluate the MOA.		Atty. Joana A. Liao Fernandez, Chief Legal Counsel	PUP Legal Office, 3 rd Floor, South Wing	See Legal Office's Citizen's Charter	Draft MOA
6. The SFAS will return the approved or disapproved MOA to donor/ benefactor.		Prof. Marissa L. Mayrena, Benefactor Coordinator	PUP Main Campus, Room 119, Ground Floor, West Wing	1 day	Received Draft MOA
7. If approved, have the MOA signed by both parties.. <i>If disapproved, go back to Step 3.</i>		Prof. Marissa L. Mayrena, Benefactor Coordinator Prof. Lailanie G. Teves, SFAS Chief	PUP Main Campus, Room 119, Ground Floor, West Wing	4 days, provided all concerned signatories are available to sign	Final copy of approved MOA
8. Notarize the signed MOA and provide		Benefactor/ Grantor	PUP Main Campus, Room 119,		Final copy of approved MOA

PUP with 3 original notarized copies.			Ground Floor, West Wing		
9. Submit an original notarized MOA to OP and duplicate copy to VPSS and Accounting Office.		Scholarship and Financial Assistance (SFAS)	PUP Main Campus, Room 119, Ground Floor, West Wing	1 day	Final copy of approved MOA
END OF TRANSACTION					

Official and Staff



Lailanie G. Teves
Chief



Marissa L. Maynera
Benefactor Coordinator for Private Grants



Georgina Antoinette Laurel

Administrative Staff in Charge of Private Grants, Student Assistanship



Charlemagne O. Cuervo

Administrative Staff in Charge of Government Grants

Contact Information

Email

scholarship@pup.edu.ph

Postal Mail

Scholarship and Financial Assistance Services

Room W-119 G/F West Wing Main Building

PUP A. Mabini Campus, Anonas St., Sta. Mesa
Manila, Philippines 1016

Telephone

335-1764 or 335-1777 local 339