

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

How to Sponsor a Scholarship Program

Requirements:

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

Fees:

Administrative Fee*	
Government Institution	Php500.00
Private Individual/ Institution	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 PUP with 3 original notarized copies.		Benefactor/Grantor	PUP Main Campus, Room 119, Ground Floor, West Wing		Final copy of approved MOA
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					