

SCHOLARSHIP AND FINANCIAL ASSISTANCE SERVICE (SFAS)

About the Service

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

Psychological Examination Fee: P500.00

General Requirements:

1. Certification from the School Principal/Head (with dry seal)
2. Certification of Good Moral Character (with dry seal)
3. Certified True Copy of Birth Certificate authenticated by the National Statistics Office (NSO)
4. High School Card (Form 138)
5. Commencement Exercises Program with the List of Graduates
6. Income Tax Return of parent or guardian or Certification of Non- Payment of income tax from Barangay or Certificate of Indigency
7. 4 pieces 2x2 size photo with name plate

Requirements for Academic Scholarship - Complete General Requirements

Requirements for Non- Academic Scholarship -- President of High School Supreme Student Council, Achiever/ Awardee

1. Complete General Requirements
2. For Achiever/ Awardee- in addition to the General requirements, present proof of award/s won in citywide, provincial, regional, national or international co- curricular competition in an individual or team event

Requirements for Non- Academic Scholarship -- Campus Journalist, Outstanding Artist

1. Complete General Requirements

2. Additional documents for the:

2.1 Outstanding Artists

- A. Portfolio of commendable works and achievements in the field of Culture and the Arts in school, community and/ or nationwide competitions particularly in:
- Dance
 - Music
 - Theatre
 - Cultural Promotion and Management
 - Visual Arts

Note: Other pertinent documents that can support the portfolio such as school certification (all original copies) to support the veracity of his/her works and achievements should be presented

2.2 Campus Journalists and Creative Media Artists

- A. Possess skills in the following areas:

- News/ Feature writing
- Scriptwriting
- Lay-outing
- Proofreading
- Graphic Design
- Web design
- Photography
- Videography
- Photo/Video editing
- Directing

B. High School Average of 82 and above in both English and Filipino

C. Must be an Editorial Board member of the school last attended

D. Original copy of Certification from the School Paper Adviser

E. Portfolio of articles and/or photos published in the School Paper or in the Regional/ National publications

3. Must pass the interviews/screening audition/editorial examinations (whichever is applicable) set by the offices concerned: the University Center for Culture and the Arts (UCCA) for the Outstanding Artists and the Communication Management Office (CMO) for the Campus Journalists and Creative Media Artists.

Requirements for Non- Academic Scholarship - Outstanding Athlete

1. Complete General Requirements

2. Additional Requirements:

A. Medical Certificate

B. School Athletic Certification

C. Portfolio of commendable achievements in the field of Sports particularly participation and/or awards in local, national or international competitions:

- Sports Competition
- Certificate of Recognition/ Awards received in Sports Competition
- Documentation (Pictures)

3. Must pass the interview/screening set by the Screening Committee

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	DOCUMENTS REQUIRED	PROCESSING TIME
1. Present the required documents to SFAS for initial interview, evaluation of documents, and issuance of Route and Approval Sheet	Prof. Marisssa L. Mayrena	Room 119, Ground Floor, West Wing, PUP Main Campus	See General Requirements and Qualifications	10 minutes
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 Athletes</p> <p>Prof. Kriztine R. Viray, CMO Director for Campus Journalists and Creative Media Artists</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 Compund</p> <p>PUP Gymnasium, PUP Main Campus</p> <p>2nd Floor, North Wing, PUP Main Building, PUP Main Campus</p>	<p>See General Requirements and Qualifications; Route and Approval Sheet</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>
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	Properly filled-out receipt	Please see Cashier's Office' Citizen's Charter

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	Test Permit	Please see GCTC's Citizen's Charter
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. Cuerdo	Room 119, Ground Floor, West Wing, PUP Main Campus	Route and Approval Sheet	1 minute , provided results were already turned over by GCTC
6. Validation of Documents and Final Interview of Entrance Scholars	Prof. Lailanie G. Teves	Room 119, Ground Floor, West Wing, PUP Main Campus	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); online application form (downloadable at the PUP website Entrance Scholarship link); long brown envelope with name of the applicant written on the upper left corner	10 mins , provided documents being submitted are complete and properly accomplished
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	Route and Approval Sheet	Please see OSS Citizen's Charter
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	Route and Approval Sheet	Please see OVPSS Citizen's Charter
9. Upon approval of the VPSS, photocopy the	Mr. Charlemagne Cuerdo	Room 119, Ground Floor, West Wing PUP Main Campus	Photocopy of completed Route and Approval Sheet	10 seconds

completed Route and Approval Sheet and surrender the copy to the SFAS Office for tagging				
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

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

Qualifications:

No grade lower than 2.50 in any subject in the semester preceding the application, a residency of at least one semester in the University, carries the normal load prescribed by their respective curricula, of good moral character, and has not been subjected to any disciplinary action by the University.

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	DOCUMENTS REQUIRED	PROCESSING TIME
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1. Submit the accomplished forms (F4-2008, downloadable at the Scholarship link at the PUP Website) to SFAS together with other required documents	Prof. Marissa L. Mayrena Mr. Charlemagne Cuervo Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> Accomplished Scholarship Agreement Forms (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 minutes provided submitted documents are complete
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 registration card accordingly. 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.	Prof. Marissa L. Mayrena, Mr. Charlemagne Cuervo Ms. Georgina Antoinette Laurel Prof. Lailanie G. Teves	PUP Main Campus, Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> Accomplished Scholarship Agreement Forms (F4-2008) Original Registration Card of 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 Point Average (GPA) 	3 minutes
5. Scholarship applicant shall surrender the photocopy of the Scholarship Agreement Form 4 and the current	Mr. Charlemagne O. Cuervo Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	Photocopy of the duly stamped and signed Scholarship Agreement Form and current semester's registration card	1 minute

Registration Card. SFAS staff shall tag the student's account for scholarship discount. <i>Note:</i> Aailed discount is to be reflected in the Graduation Fees.				
End of Transaction				

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	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	DOCUMENTS REQUIRED	PROCESSING TIME
1. Download and accomplish the scholarship agreement form (SFAS F4- 2008). Accomplish the forms with the signature of parent or guardian and submit them to SFAS together	Scholarship and Financial Assistance (SFAS) Prof. Marissa L. Mayrena Mr. Charlemagne	PUP Main Campus, Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> • Scholarship Agreement Form (F4-2008) original and one photocopy. • Original copy of the current registration card • Print Screen copy of Grades (SIS Account) reflecting the full name, course, 	2 minutes , provided submitted documents are complete

with the requirements.	Cuerdo Ms. Georgina Antoinette Laurel		<p>teacher and the General Point Average (GWA)</p> <ul style="list-style-type: none"> For ROTC Officers, Artists, Athletes, and Campus Journalists: Recommendation from the Heads of the Offices assigned to monitor their performance. 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 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>Prof. Marissa L. Mayrena,</p> <p>Mr. Charlemagne Cuerdo</p> <p>Ms. Georgina Antoinette Laurel</p> <p>Prof. Lailanie G. Teves</p>	PUP Main Campus, Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> Scholarship Agreement Form (F4-2008) original and one photocopy. Original copy of the current registration card Print Screen copy of Grades (SIS Account) reflecting the full name, course, teacher and the General Point Average (GWA) For ROTC Officers, Artists, Athletes, and Campus Journalists: Recommendation from the Heads of the Offices assigned to monitor their performance. For PUP Student Council: Certification that the student is a duly elected officer of the PUP Student Council. 	3 minutes provided SFAS Chief is available to sign the stamped agreement form and current registration card
3. Applicant shall	Mr. Charlemagne	PUP Main	Photocopy of the signed	1 minute

surrender a photocopy of the signed scholarship agreement form and current registration form to the SFAS staff SFAS staff shall tag the student's account for scholarship discount. Avail discount is to be reflected in the next semester's assessment fees	Cuerdo Ms. Georgina Antoinette Laurel	Campus, Room 119, Ground Floor, West Wing	scholarship agreement and current registration form	
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	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	DOCUMENTS REQUIRED	PROCESSING TIME
1. Present letter of recommendation from the office in need of S.A., together with other required documents.	Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> • Print Screen of Grades (SIS) • Photocopy of current registration card • Recommendation letter 	1 minute
2. Evaluation of Grades and Approval of request	Chief Lailanie G. Teves	PUP Main Campus, Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> • Print Screen of Grades (SIS) • Photocopy of current registration card • Recommendation letter 	1 day

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	SFAS Form Personal Information Form	3 minutes provided filling out of the form shall be accomplished at once by the applicant
4. Proceed to the Guidance, Counseling and Testing Center for the psychological test.	Guidance, Counseling and Testing Center	PUP Main Campus 2 nd Floor, Charlie Del Rosario Bldg.	SFAS Personal Information Form	Please see GCTC Citizen's Charter
5. Check Test Result evaluation from SFAS	Ms. Georgina Antoinette Laurel	PUP Main Campus, Room 119, Ground Floor, West Wing	Psychological Test Result	1 minute
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	Psychological Test Result	5 mins.
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	Personal Data Sheet	5 minutes provided filling out of the form shall be accomplished at once by the applicant
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				

Note: Opening of Landbank Account

1. Present the Special Order (S.O.) to the Scholarship Office and have it stamped with a Certified True Copy Mark duly signed by the SFAS Chief.
2. Bring the S.O. and the Recommendation Letter to Landbank branch.

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	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED	PROCESSING TIME
1. Submit documents required by Grantor to SFAS for evaluation and interview	Prof. Lailanie G. Teves Prof. Marissa L. Mayrena	West 119, PUP Main Campus	Check desired Grantor's requirement at the SFAS Bulletin Board or at the Scholarship Link at the PUP Website	30 mins.
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	Information Form from SFAS	1-2 hours
3. If the Applicant is qualified, SFAS will recommend the applicant to the Grantor	Prof. Lailanie G. Teves	West 119, PUP Main Campus	Documents required by the Grantor; endorsement letter by SFAS	1 day
4. Once an applicant is approved, SFAS shall issue the scholarship agreement form	Ms. Georgina Antoinette LAurel	West 119, PUP Main Campus	SFAS Personal Data Sheet; Scholarship Agreement Form (F4)	5 mins.

and shall stamp the same, as well as the current registration card				
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	Ms. Georgina Antoinette Laurel	West 119, PUP Main Campus	Landbank Receipt; PUP Official Receipt	5 mins.
6. 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) from the Vice President Of Finance to be credited in the grantee's personal account. VP of Finance authorizes release of stipend and tuition fee refund (when applicable) Grantee monitors his/her ATM account to check if stipend was already credited	Prof. Lailanie G. Teves Ms. Georgina Antoinette Laurel VP Marissa J. Legaspi	West 119, PUP Main Campus	Endorsement Letter from SFAS; Grantee's ATM	1 day Please see OVPF's Citizen's Charter
		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	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED	PROCESSING TIME
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.	CHED personnel SFAS personnel	CHED Main Office SFAS Office	Check desired Grantor's requirement at the SFAS Bulletin Board or at the Scholarship Link at the PUP Website	5 mins.
2. If the Applicant is qualified, SFAS will recommend the applicant to the Grantor	Prof. Lailanie G. Teves	West 119, PUP Main Campus	Documents required by the Grantor; endorsement letter by SFAS	1 day provided documents required of the applicants are complete
4. Once an applicant is approved, SFAS shall issue the scholarship agreement form and shall stamp the same, as well as the current registration card	Mr. Charlemagne Cuervo	West 119, PUP Main Campus	SFAS Personal Data Sheet; Scholarship Agreement Form (F4)	5 mins.
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	Landbank Receipt; PUP Official Receipt	5 mins.

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.	CHED personnel SFAS personnel	CHED Main Office SFAS Office	Check desired Grantor's requirement at the SFAS Bulletin Board or at the Scholarship Link at the PUP Website	5 mins.
2. If the applicant is qualified, Citylink forwards recommended list to DSWD Regional Office. Regional Office then forwards list to PUP Scholarship Office for enrolment verification.	DSWD	Depends on the Regional Branch involved	NA	NA
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 Cuervo	West 119, PUP Main Campus	SFAS Personal Data Sheet; Scholarship Agreement Form (F4) Landbank Receipt; PUP Official Receipt	5 mins.
5 SFAS Chief signs documents submitted by the Scholar.	Chief Lailanie G. Teves	West 119, PUP Main Campus	SFAS Personal Data Sheet; Scholarship Agreement Form (F4) Landbank Receipt; PUP Official Receipt	5 mins.
6 SFAS facilitates securing of signature from the members	Chief Lailanie G. Teves Mr. Charlemagne O. Cuervo			4 days provided all signatories are available to sign

Processing Time: 1-2 months

HOW TO SPONSOR A SCHOLARSHIP PROGRAM

STEP/S TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	DOCUMENTS REQUIRED
1. Submit a Letter of Intent to SFAS Chief.	Benefactor/ Grantor	PUP Main Campus, Room 119, Ground Floor, West Wing	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	
3. Prepare and submit a draft MOA to SFAS.	Benefactor/ Grantor	PUP Main Campus, Room 119, Ground Floor, West Wing	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	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	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	Received Draft MOA
7. If approved, set a schedule for MOA Signing. <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	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	Final copy of approved MOA

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

