**A C A D E M I C T R A C K R E Q U I R E M E N T S**

**The APPLICANT must have the following documents:**

* School Head’s Certification that (in one certificate):the applicant has a final grade (average of the 3 grading periods) of at least 80%, or is an Alternative Learning System (ALS) graduate;
* Certified True Copy of Form 138 or Certification of Accreditation and Equivalency (A&E) in the case of ALS graduates;
* Certificate of Completion (of Junior High School in the City of Naga);
* 2x2 Formal ID Picture

**For the PARENTS/GUARDIAN of the applicant:**

* Certificate of Residency for a minimum of five (5) years immediately preceding the date of the scholarship application, from the Punong Barangay;
* Voter’s Certification or Voter’s ID from the COMELEC;
* BIR Certification of Income with attached ITR;

**For the GUARDIAN of the applicant (only if applicable):**

* Affidavit of Parent/s duly notarized by the Notary Public, designating a person as guardian of the applicant;
* Affidavit of Guardian duly notarized by the Notary Public, stating that he/she has been designated guardian of the applicant;
* Affidavit of Punong Barangay that the person is the guardian of the applicant;
* In the case of parents’ death, the guardian shall present Death Certificates of the applicant’s parents.