1. **PURPOSES:**

ANA LIZA R. PUBLICO

* 1. To provide financial assistance to students who serve the university through student assistantship and students who represent the university in various programs by showcasing their skills and talents.
  2. For proper endorsement of qualified students.

1. **SCOPE:**

The scope is the processing of financial assistance programs for PUP main, branches and satellite campuses including the Open University System. The process include the facilitation of the student assistantship program and financial assistance for the artists under the University Center for Culture and the Arts. The procedure covers the evaluation of qualifications of endorsed students, request for release of Special Order and request to release the financial assistance.

1. **DEFINITION OF TERMS**

|  |  |  |
| --- | --- | --- |
| 3.1 | Student Assistantship | Program for the working students who assist the selected administrative and academic offices. |
| 3.2 | Special Order | It is a document signed by the head of the university that authorizes specific disbursement to be made. |
| 3.3 | UCCA Artist Financial Assistance | The financial support given per semester to endorsed artists of the UCCA representing the university in culture and arts events. |

1. **RECORDS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE/ CODE** | **LOCATION** | **RETENTION CRITERIA** | **RETENTION PERIOD** | **DISPOSAL METHOD** |
| 1. Academic Records of Scholars | OSFA | Manual of Operations | Permanent | Not Applicable |
| 1. List of Endorsed Students | OSFA | Manual of Operations | One (1) year | Shred after Scanning |
| 1. Special Order | OSFA | Manual of Operations | Permanent | Not Applicable |

1. **REFERENCES:**
   1. ISO 9001:2015. Clause 7: Support
   2. Related documents linked to the procedure (None)
      1. Procedure for **Control of Nonconformity and Corrective Action Planning, PUP-QMS-PM 05-XX**

**6. PROCEDURE: FACILITATION OF FINANCIAL ASSISTANCE**

ANA LIZA R. PUBLICO

| **ACTIVITY FLOW** | **RESPONSIBLE** | **DETAILS** |
| --- | --- | --- |
| START  Accept the endorsement for financial assistance program | Chief  Administrative Staff | Two (2) forms of Financial Assistance Program:  1. Student Assistantship  2. Financial Assistance for UCCA Artists  The endorsement will come from the heads of offices and UCCA |
| Check status of enrollment and grades in SIS | Administrative Staff | The endorsed students shall be presently enrolled and had passing grades in all subjects from the previous semester. |
| Inform the endorser of the disqualification.  Enrolled and passed in all subjects?  No  Yes | Chief  Administrative Staff | The endorser may submit another student for evaluation. |
| A  END  Determine the financial assistance program | Chief  Administrative Staff | Check if the endorsed student is for student assistantship program or UCCA Artist. |
| A  Request for Special Order | Director  Chief | The Special Order for UCCA Artists is separate from the Student Assistants. |
| Monitor the Special Order  No  Yes  Is the Special Order released? | Chief  Administrative Staff |  |
| Provide copy to the student assistant, advice to submit Landbank ATM details to PUP Fund Management Office and monthly DTR to the Payroll Section on or before the deadline.  Submit request for fund release for UCCA Artists to the Accounting Department. | Chief  Administrative Staff  B | Students assistants and UCCA Artists will receive the financial assistance through the Landbank ATM.  The student assistant receives P25.00 per hour of service with maximum of 100 hours per month.  The UCCA Artists will receive a fixed amount of P2,500.00 per semester. |
| B  Monitor Performance  Implement Corrective Action | Director  Chief  Administrative Staff | The copy of Advice to Debit Account (ADA) from the Fund Management Office confirms the release of fund to the students.  Refers to Procedures for Corrective Action |
| Target Achieved? | Director  Chief  Administrative Staff |  |
| END  Report to Sector Head | Director | Submits Accomplishment Report to the VPSAS. |