

SCHOLARSHIP CONTRACT ISSUANCE

Scholarship Contracts are issued for students who are members of the Indigenous People (IP) group residing in Gingoog City.

Office or Division:	IP Indigenous Higaonon Development Program, Office of the City Mayor			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students who are members of IP group residing in Gingoog City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<input type="checkbox"/> Certification (IP group member or lineage) (1 original)		Barangay Hall of the Barangay where the IP applicant is currently residing		
<input type="checkbox"/> Biodata (1 original)		Requesting party/Client		
<input type="checkbox"/> Latest Grades (1 photocopy)		School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Biodata, latest grades, and <i>Certification</i> at the Office of the City Mayor, 2 nd floor, City Hall	1. Receive the Biodata, latest grades and <i>Certification</i> 1.1. Prepare the <i>Scholarship Contract</i> 1.2. Brief the client regarding the contract and ask him/her to sign it	None	15 Minutes	Rosemarie M. Abutan <i>Admin. Asst. I/IP Staff</i> Office of the City Mayor
2. Review and sign the <i>Scholarship Contract</i>	2. Retrieve the <i>Scholarship Contract</i> and route for signing	None	10 Minutes	Rosemarie M. Abutan <i>Admin. Asst. I/IP Staff</i> Office of the City Mayor
	2.1. Review and Sign the <i>Scholarship Contract</i>	None	1 Day	<i>Hon. Erick G. Cañosa</i> <i>City Mayor</i> Office of the City Mayor
	2.2. Review and notarize the <i>Scholarship Contract</i>	None	1 Day	Atty. Philip S. Galagar <i>Asst. City Civil Registrar</i> Office of the City Legal Officer
	2.3. Issue the <i>Scholarship Contract</i>	None	2 Minutes	Rosemarie M. Abutan <i>Admin. Asst. I</i> Office of the City Mayor
3. Accept and acknowledge receipt of the <i>Scholarship Contract</i>	3. File a copy of the <i>Scholarship Contract</i> along with the requirements	None	5 Minutes	Rosemarie M. Abutan <i>Admin. Asst. I</i> Office of the City Mayor
TOTAL:		None	2 Days, 32 Minutes	