**SCHOLARSHIP CONTRACT ISSUANCE**

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

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| **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** | | |
| * Certification (IP group member or lineage) (1 original) | | | Barangay Hall of the Barangay where the IP applicant is currently residing | | |
| * Biodata (1 original) | | | Requesting party/Client | | |
| * Latest Grades (1 photocopy) | | | School | | |
| **CLIENT STEPS** | **AGENCY ACTION** | | **FEES TO BE PAID** | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| 1. Submit Biodata, latest grades, and *Certification* at the Office of the City Mayor, 2nd floor, City Hall | 1. Receive the Biodata, latest grades and *Certification* 2. Prepare the *Scholarship Contract* 3. Brief the client regarding the contract and ask him/her to sign it | | None | 15 Minutes | **Rosemarie M. Abutan** *Admin. Asst. I/IP Staff* Office of the City Mayor |
| 1. Review and sign the *Scholarship Contract* | 1. Retrieve the *Scholarship Contract* and route for signing | | None | 10 Minutes | **Rosemarie M. Abutan** *Admin. Asst. I/IP Staff* Office of the City Mayor |
| 1. Review and Sign the *Scholarship Contract* | | None | 1 Day | ***Hon. Erick G. Cañosa*** *City Mayor* Office of the City Mayor |
| 1. Review and notarize the *Scholarship Contract* | | None | 1 Day | **Atty. Philip S. Galagar** *Asst. City Civil Registrar* Office of the City Legal Officer |
| 1. Issue the *Scholarship Contract* | | None | 2 Minutes | **Rosemarie M. Abutan** *Admin. Asst. I* Office of the City Mayor |
| 1. Accept and acknowledge receipt of the *Scholarship Contract* | 1. File a copy of the *Scholarship Contract* along with the requirements | | None | 5 Minutes | **Rosemarie M. Abutan** *Admin. Asst. I* Office of the City Mayor |
| **TOTAL:** | | | **None** | **2 Days, 32 Minutes** |  |