


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 3.8
	DOCUMENT NAME SCHOLARSHIP CATEGORIZATION AND RE-CATEGORIZATION	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVES

- 1.1 To establish procedure and maintain documented information for the implementation of the scholarship categorization and re-categorization of PSHS scholars.
- 1.2 To ensure that the procedure of categorization and re-categorization is followed in consonance with the guidelines set by the PSHS System-BOT.
- 1.3 To ensure that a scholar has complete scholarship requirements for timely and proper categorization.

2.0 SCOPE

This procedure covers all activities and processes relative to Scholarship Categorization and Re-categorization of PSHS.


3.0 POLICIES

3.1 Scholarship Categorization/ Re-categorization

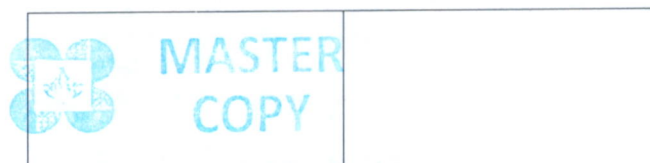
- 3.1.1 By virtue of RA 3661, the Philippine Science High School (PSHS) is mandated to offer on a scholarship basis a free secondary education with emphasis on science. Thus, PSHS grants all its students a financial reward for them to study, act, and behave as respected scholars.
- 3.1.2 The components of the reward include free tuition, monthly stipend, group life insurance, and loan of available textbooks.
- 3.1.3 In addition, a monthly living allowance determined by the Board of Trustees, uniform and transportation allowance are provided to its financially-deserving scholars.
- 3.1.4 PSHS shall grant additional benefits to financially deserving scholars.




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- 3.1.5 The grant of benefits is subject to availability of funds, government rules, accounting and auditing guidelines and practices.
- 3.1.6 PSHS reserves the right to assess and determine the scholarship category that the student deserves.
- 3.1.7 The Committee shall evaluate the application using the Scholarship Categorization Assessment guidelines set by the PSHS System –BOT to ensure the reliability of the information provided.
- 3.1.8 Committee shall submit to the MANCOM the scholarship categorization/re-categorization of students showing the points earned and scholarship category of each student.
- 3.1.9 Scholarship category is valid for four school years. However, the PSHS can review the categorization any time or students may apply for re-categorization if there is a significant change in their socio-economic circumstance.
- 3.1.10 Students of newly established campuses may not be categorized in the first two years of operation as campus facilities are still being established or developed.
- 3.1.11 If a campus has not attained 50% student capacity, then it may not apply the scholarship categorization. The living allowance and benefits may be used as a promotional tool to attract more students.
- 3.1.12 Children of full-time employees (temporary or permanent) of PSHS who qualified for admission to PSHS shall be awarded full scholarship in recognition of the employees' contribution and dedication to the School.
- 3.1.13 Each scholar shall submit all the required documents to be evaluated for categorization or re-categorization purposes:
- 3.1.13.1 For incoming Grade 7 scholars:

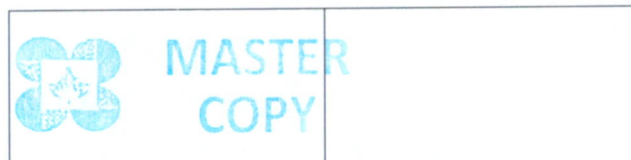



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- 3.1.13.1.1 One 2" x 2" picture
- 3.1.13.1.2 Accomplished/Notarized Student Scholarship Categorization Application Form
- 3.1.13.1.3 Latest Income Tax Return (ITR) of parents
- 3.1.13.1.4 For the unemployed or exempt: BIR Certification of Exemption from non-filing of ITR
- 3.1.13.1.5 Unemployment/Retirement Papers (if applicable)
- 3.1.13.1.6 Certified true copy of the latest Tax Declaration(s) of all real properties by Municipal/City Assessor
- 3.1.13.1.7 For no real property, certification of no landholding or real property by Municipal/City Assessor.
- 3.1.13.1.8 Certificates of registration of vehicles (if applicable)
- 3.1.13.1.9 Electric bills for the last three months or a statement of electric consumption from the power utility firm in the last three months.

3.1.13.2 For re-categorization applicants

- 3.1.13.2.1 Letter of intent addressed to the Campus Director
- 3.1.13.2.2 Updated Scholarship Categorization Documents
- 3.1.13.2.3 Income Tax Return (latest)
- 3.1.13.2.4 Certified True Copy of the Latest Tax Declaration of Real Properties
- 3.1.13.2.5 BIR Certification of Exemption from non-filing of ITR (if applicable)
- 3.1.13.2.6 Unemployment/Retirement Papers (if applicable)
- 3.1.13.2.7 Certificates of registration of vehicles (if applicable)
- 3.1.13.2.8 Electric bills for the last three months or a statement of electric consumption from



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the power utility firm in the last three months.

3.1.14 All campuses that will implement the scholarship categorization for the first time shall apply the scholarship categorization guidelines to all their students.

3.1.15 The Scholarship Categorization Committee shall endorse to the Management Committee the results of evaluation for incoming Grade 7 scholars and the request of an applicant for re-categorization (if it is justifiable).

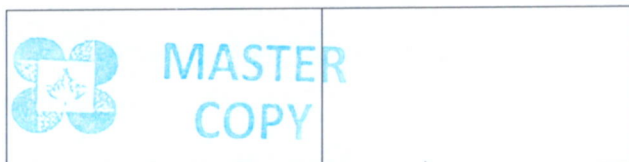
3.1.16 The Management Committee and the Campus Director shall act on the endorsement upon verification of documents submitted.


4.0 PROCEDURES

4.1 Grade 7 Scholars Categorization

Responsibility	Activity
Scholarship Categorization Committee	<ol style="list-style-type: none"> 1. Orients the scholars and parents about the guidelines on scholarship categorization. 2. Distributes Scholarship Categorization Forms and Checklist of required documents to be submitted. 3. Receives, reviews, and evaluates the submitted Scholarship Categorization Forms and required documents.

Responsibility	Activity
Scholarship Categorization Committee	<ol style="list-style-type: none"> 4. Conducts face-to-face interviews with incoming scholar and his/her parents. 5. Conducts background check/investigation about



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the socio-economic profile of the incoming scholar (i.e. home visitation).

Grade 7 Homeroom
Advisers

6. Help the Scholarship Categorization Committee in validating the evaluation and assessment of the documents submitted.

7. Conduct individual interview with the scholars (if needed).

Scholarship
Categorization
Committee

8. Finalizes the results of evaluation for submission and endorsement to the Management Committee.

Management
Committee

9. Approves the scholarship categorization of scholars and endorses the approval to the Campus Director through a resolution.

Campus Director


10. Approves the scholarship categorization of scholars and endorses/informs the Office of the Executive Director through a ManCom resolution.

4.2 For Re-categorization Applicants

Responsibility	Activity
Campus Director	1. Receives the submitted letter of intent for scholarship re-categorization. 2. Forwards the request to the Scholarship Categorization Committee for evaluation.
Scholarship	3. Receives and evaluates the letter of intent and



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Categorization
Committee

submitted updated documents.

4. Finalizes the results of evaluation for submission and endorsement to the Management Committee.

Management
Committee


5. Approves the scholarship re-categorization of scholars.
6. Endorses the approval of the re-categorization to the Campus Director.

Campus Director

7. Approves the scholarship categorization of scholars and endorses/informs the Office of the Executive Director and to the Execom.
8. Writes the student/parents/guardian about the result of scholarship re-categorization request.



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5.0 LIST OF FORMS AND REPORTS

5.1 Forms

5.1.1 Scholarship Categorization Application Form




5.1.2 Scholarship Categorization Evaluation Form

5.2 Reports

5.2.1 Lists of Scholarship Categorization of Scholars

5.2.2 Management Committee Resolution

5.2.3 Endorsement Letters to the Management Committee and
Campus Director

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