



Republic of the Philippines

DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, Philippines 8105

Website: www.dnsc.edu.ph; Tel. 63 84 6284301;

Email: dnscpanabo@gmail.com; jab@dnsc.edu.ph

STUDENT SERVICES

SCHOLARSHIP SERVICES

PREFACE

The Scholarship Services takes charge of all the scholarship programs of the college, other government and non-government organizations. It is managed by a Chairperson.

This unit screens and facilitates poor but deserving students to receive scholarship and grants-in-aids subject to the conditions prescribed by the CHED and by the institution. Thereafter, quarterly accomplishment report is required.

Main Functions:

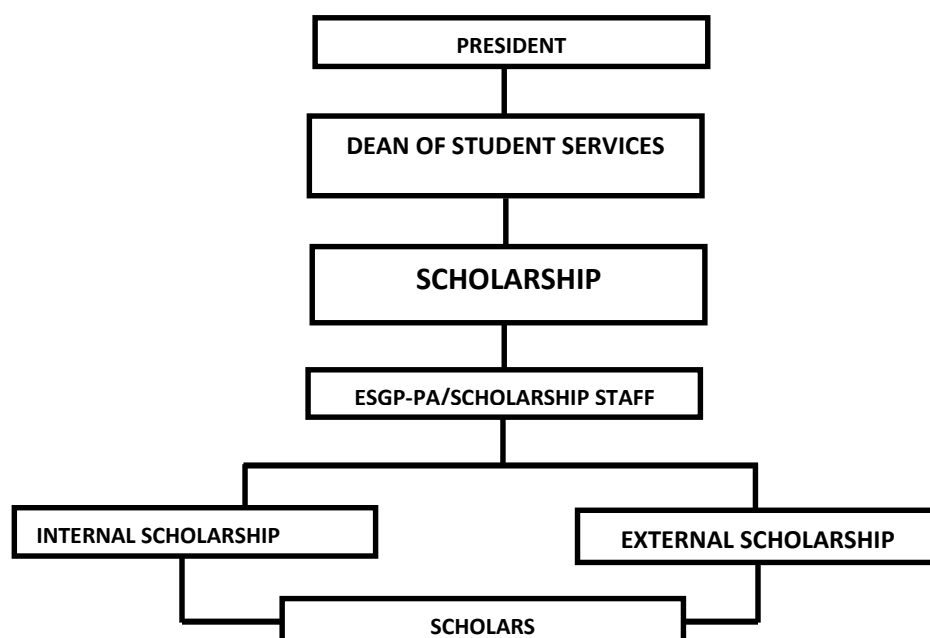
The OSS Scholarship Program functions with these objectives:

1. to provide scholarships/grants to students who have exhibited academic excellence;
2. provide grant-in-aid for students with special skills in the arts, athletics, etc.;
3. provide financial assistance to poor but deserving students through student labor;
4. extend assistance to immediate dependents of faculty and staff;
5. give assistance to students from indigenous tribes; accommodate scholarship grants of local government and other scholarship foundations;
6. identify weaknesses in the program in the program through development planning. Accommodate the Expanded Student Grant-in-aid Program for Poverty Alleviation (ESGP-PA).

Services Rendered:

1. Establishes linkages to other agencies/organization for more scholarship funding;
2. organizes activities for the scholarship society;
3. administering grants-in-aids scholarship program to the poor but deserving students.

Organizational Chart:





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SCHOLARSHIP PROGRAM

(excerpt from the handbook pages 45-48)

III. STUDENT SCHOLARSHIP, GRANTS, PRIVILEGES AND ASSISTANCE PROGRAM

The student scholarship program of the Davao Del Norte State College aims to support quality higher education which shall be awarded to any student who has exhibited academic excellence in his studies.

TYPES OF SCHOLARSHIPS

I. Internally Funded Scholarship Grants

A. Entrance Scholarship

Entrance scholarships, providing for free tuition fees, are awarded to valedictorians (full) and salutatorians (50% discount) of the public or recognized private high schools, of at least 30 graduates.

A certificate to this effect, signed by the principal or director of the high school from which applicant has graduated, must accompany each application for scholarships.

Students on entrance scholarship must comply the grade requirements of the academic scholarship.

B. Academic Scholarship

The privileges under this scholarship are; (1) free tuition, and laboratory, medical-dental, guidance registration, athletic and entrance fees; (2) free use of textbook and other instructional materials; (3) a monthly stipend of Php. 500.00 for First Honors and Php. 300.00 for Second Honors. Candidates for the Academic Scholarship Grant must meet the following requirements:

- a. He must be a bonafide student of the college and at least a resident for a semester.
- b. He must have an average grade of 1.75 without a grade of 2.5 or lower in all academic subjects in a full load prescribed in his curriculum in a given semester.

C. Grant In-Aids for Special Skills Learning in Arts, Athletics, etc.

Under this scholarship, the privilege is free for tuition. However, under BOT Resolution No. 069 s 2003, additional privileges are also granted such as free miscellaneous fee, free monthly dormitory fee, tutorial and priority to work as a student assistance to earn allowance particularly for athletes and performing artists.

In addition, the SSC President shall enjoy full free tuition fee privilege while the other SSC officers shall enjoy 50% tuition fee discount.

Candidates for the grant In- Aids for Special Skills in Arts, Athletics, and Leadership organizations must meet the following requirements:

- a. He must be one of who has shown excellence and expertise in his respective skills be it in arts, athletics and leadership organizations.
- b. He must be one who has no failure in any of the subjects enrolled in his curriculum. Provided further that the subjects enrolled should not be less than 75% of the regular load requirements in a particular semester;



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- c. He must undergo try-out/training and be certified and recommended by the Coach, and to be endorsed by the Sports Coordinator to the Scholarship Coordinator, in the case of an athlete;
- d. He must undergo audition/training and be certified and recommended by the Trainer, and to be endorsed by the Socio-Cultural Coordinator to the Scholarship Coordinator, in the case of performing artists;
- e. He should be one who has displayed qualities of leadership, as well as deep interest and favorable attitude towards the advancement of the students. The school and the community, in the case of student leader/council officer/s;
- f. He must be physically fit as indicated in physical health examination conducted and certified by a government physician.
- g. Priority is given to Indigenous Peoples and Differently-abled persons.

D. Student Assistance (SA)

Awarded to any student assistants belonging to a low-income family provided he renders work in the State College.

1. A 5-year arrangement for any 4-year program for Working Students

- a. Free Tuition
- b. Free Miscellaneous
- c. Free Dormitory
- d. Meal Allowance of P12.50 per meal during school days only

Requirements:

- a. 5-year schema for a 4-year degree program
 - b. Render four hours of service everyday
 - c. No failing grades (4.0, 5.0, INC)
 - d. Stanine 4 cut off, and conditional for Stanine 3
 - e. Poor but deserving (with Certification from BIR and background check)
2. Student labor not only during summer but also during regular class days for P10.00/hour compensation with a maximum of 4 working hours a day.
3. Priority is given to Indigenous Peoples and Differently-abled persons.

E. Dependents' Privilege

Under this, the privilege is free tuition fee. The following requirements are as follows:

- a. Dependents cover naturally and legally adopted children of regular employees and others as provided by law.
- b. Birth Certificate shall be required to support the claim.
- c. A dependent shall only enjoy the prescribed number of years of his program.

II. Externally Funded Scholarships

A. Sci-Tech Scholarship

Under this scholarship, the privilege shall be the same with the academic scholarship Grant.

Candidates for Sci-Tech scholarship must meet the following requirements:

- a. He must be a bonafide student of the State College and a resident for at least one year.



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- b. He must be one who has made inventions, discovery, breakthrough or innovation in line with science and technology or a winner in regional and national competition such as CALTEX, SCIENCE FAIR and other science award.
- c. He must be one who has no failure in any subjects enrolled for the semester.

B. Local Government Scholarship/Other Scholarship Grants

These privileges shall be implemented in accordance with the provision of the New Local Government Code and rule of the College.

Section 393, paragraph b. 4 of R.A 7160 states that "the Punong Barangay, the Sanguniang Barangay Member, the Barangay Treasurer and the Barangay Secretary shall be exempted during their incumbency from payment of tuition and matriculation fees for those legitimate children attending state college or universities. He may likewise avail of such educational benefits in a state college or university located within the province or city to which the barangay belongs."

Section 434 of R.A 7160 maintains that the Sanguniang Kabataan Chairman shall have the same privilege enjoyed by other Sanguniang Barangay officials under this Code subject to such requirements and limitations provided herein. During their incumbency Sanguniang Kabataan Officials shall be exempted from payment of tuition and matriculation fees while enrolled in public tertiary schools, including state college and universities. The national government shall reimburse the said college or university the amount of tuition and matriculation fees; Provided that, to qualify for the privilege, the said official shall enroll in the state college or university within or nearest to their area of jurisdiction.

- a. Memorandum of Agreement (MOA)
- b. Criteria shall be those prescribed by the sponsoring agency except Barangay Scholars and Sanguniang Kabataan

Implementing and Procedural Guidelines

2. Any student who qualifies in any of the scholarship grants shall apply to the scholarship committee. The committee is headed by the Scholarship Chairperson, SSC President, Program Chairperson of the Institute where the student applicant belongs, College Nurse, Dormitory Manager as members.
3. He/she must present his/her grade certified by the registrar and a recommendation letter coming from the Division Chairman where he/she belongs.
4. The scholarship committee shall screen, evaluate and review the documents submitted by the applicant.
5. All qualified applicants shall be endorsed by the committee to the College President for approval.
6. An applicant shall be notified if he/she qualifies for the scholarship grant applied for.
7. A list of Scholars shall be publicized in the school bulletin board for further dissemination.

Grounds for Disqualifications

1. He/she violates DNSC Policies, Rules and Regulations and has been sanctioned for suspension.
2. He/she has not consistently performed his/her duties/responsibilities as required, subject for the recommendation of the Coach/Trainer/office heads.



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List of scholarship grants/financial assistance available (Second semester, 2013)

Internally funded

NO.	SCHOLARSHIP	NUMBER OF SCHOLARS						Amt. of Grant per Student per Semester
		S.Y. 2012-2013		S.Y. 2013-2014		S.Y. 2014-2015		
		1 ST SEM	2 ND SEM	1 ST Sem	2 ND Sem	1 ST Sem	2 ND Sem	
1.	Dependents	4	4	6	6	8	8	100% free tuition
2.	Entrance	2	0	12	0	15	0	100% free tuition for Valedictorian & 50% discount tuition fee for salutatorian
3.	Academic	10	5	15	10	15	12	100% free tuition and miscellaneous fees plus P500.00 stipend for First Honors and P300.00 stipend for 2 nd Honors
4.	GIA-Cultural Chorale	31	27	25	23	25	23	100% free tuition
5.	GIA-Dance Troupe	19	18	25	25	25	25	100% free tuition
6.	GIA-SPORTS							100% free tuition and dormitory
	a. Basketball	15	13	15	12	15	12	100% free tuition and dormitory
	b. Badminton	7	8	4	4	4	4	
	c. Table Tennis	5	2	5	5	5	5	
	d. Volleyball	-	-	12	10	12	10	
7.	Student Assistants	41	41	42	40	42	40	Stipend of P10.00 per hour maximum of 4 hours a day service
8.	Socialized Tuition Bracket A	-	-	2	2	5	3	100% free tuition
9.	Working Student	-	-	2	1	3	2	100% free tuition, free Dormitory and P12.50 per hour maximum of 4 hours a day service
10.	SSC Officers	11	18	15	15	15	15	100% free tuition
11.	Davao Reef Editor-in-Chief	-	1	1	1	1	1	100% free tuition
	SUB-TOTAL	145	137	181	154	190	160	100% free tuition
								100% free tuition

Externally Funded

NO.	SCHOLARSHIP	NUMBER OF SCHOLARS						Amt. of Grant per Student per Semester
		S.Y. 2012-2013		S.Y. 2013-2014		S.Y. 2014-2015		
		1 ST SEM	2 ND SEM	1 ST Sem	2 ND Sem	1 ST Sem	2 ND Sem	
1.	Iskolar Ng Lungsod	29	30	38	35	40	37	100% free tuition and misc. fees
2.	City Educational Grant	78	78	90	85	95	90	100% free tuition and misc. fees
3.	CIPMSG	31	29	40	35	40	35	100% free tuition and misc. fees
4.	CHED Congressional	5	4	5	5	5	5	100% free tuition and misc. fees
5.	CHED-SAFE	30	7	-	-	-	-	100% free tuition and misc. fees
6.	CHED One Town One Scholar	1	1	-	-	-	-	100% free tuition and misc. fees



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7.	CHED Full Merit Scholarship Program	2	2	3	2	5	3	100% free tuition and misc. fees
8.	CHED Half-Merit Scholarship Program	1	1	2	2	3	3	100% free tuition and misc. fees
9.	CHED Tulong-Dunong	2	2	3	3	4	4	100% free tuition and misc. fees
10.	Students Grant-in-Aid Program for Poverty Alleviation (SGP-PA)	-	204	204	204	204	204	100% free tuition and miscellaneous fee, free dormitory, book allowance, food allowance, and monthly allowance
11.	Grant-in-Aid Program (OVP Jejomar Binay)	20	20	20	20	20	20	100% free tuition and misc. fees
12.	DOST	1	1	4	3	5	4	100% free tuition and misc. fees
13.	BFAR	13	12	15	15	15	15	100% free tuition and misc. fees
14.	Sulong Dunong (COMVAL)	1	1	2	2	2	2	100% free tuition and misc. fees
15.	COMVAL Educational Grant	-	-	1	1	3	2	100% free tuition and misc. fees
16.	Brgy. New Visayas	8	8	8	6	8	8	100% free tuition and misc. fees
17.	Iskolar ng Bayan (Carmen)	9	3	7	5	10	8	100% free tuition and misc. fees
18.	SK Educational Grant (Brgy. Sto. Niño)	3	3	3	2	4	3	100% free tuition and misc. fees
19.	SK Officials	22	17	23	20	25	22	100% free tuition and misc. fees
20.	Youth in Agriculture & Fisheries Program (YAFFP)	3	3	3	2	4	3	100% free tuition and misc. fees
21.	SANTEH Aquaculture Science & Technology	1	4	4	3	5	4	100% free tuition and misc. fees
22.	Marsman Drysdale Foundation Inc.	1	1	1	1	1	1	100% free tuition and misc. fees
23.	Overseas Workers Welfare Administration (OWWA)	3	2	3	2	3	3	100% free tuition and misc. fees



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PROGRAM SERVICE AREA QUALITY

Staffing:

NAME	POSITION/DESIGNATION	NATURE OF APPOINTMENT	EDUCATIONAL ATTAINMENT	SIGNATURE
Prof. Josiedel Santamaria	Instructor I, Scholarship/ ESGP-PA Coordinator	Permanent	BS Psychology Master of Arts in Teaching Guidance and Counseling	

Citizen's Charter:

SCHOLARSHIP

Title of Frontline Service: Processing of Application to Avail of Scholarship / Grants

Schedule of Availability: Monday – Friday, 8:00am-5:00pm

Who may avail of the service: scholars / grantees

What are the requirements:

1. Certification from scholarship
2. Sponsor ; ID

Duration (total processing time) : 42 minutes

Step	Applicant/ Client Activity	Service Provider Activity	Duration of Activity Under Normal Circumstances	Person In Charge	Fees	Forms	Output from the Service Provider



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1	<p>Entrance Scholar: Secure the ff. requirements: Recent certification/recommendation duly signed by the principal from school where the student graduated</p> <p>For Academic Scholar: Secure evaluation of grades from the program chairperson</p> <p>For GIA: Undergo Try-out/training</p> <p>For Externally Funded Scholar: Submit certification letter to the Scholarship duly signed by the sponsoring agency</p>	<p>Evaluates completeness of documents</p> <p>Verifies the signature of the chairperson</p> <p>Certified and recommended by the coach and endorsed by the Sports/cultural coordinator to Scholarship coordinator</p> <p>Verification of the scholarship of sponsoring agency</p>	8 mins.	Scholarship coordinator/ staff	none	Scholarship Form	Documents evaluation
2	Get request form for "certificate of rating (COR)"	Cashiering Unit receives payment	10 mins.	Cashier	P40.00	Student request slip	COR official receipt
3	Submit a copy of evaluation of grades, COR	Evaluation of grades by the Scholarship Coordinator	10 mins.	Scholarship coordinator/ staff	none	none	Documents evaluation
4	Submit certification letter to the Scholarship duly signed by the sponsoring agency	Verification of the scholarship of sponsoring agency	10 mins.	Scholarship coordinator/ staff	none	none	Documents evaluation
5	Get request form for "certificate of rating (COR)"	Cashiering Unit receives payment	10 mins.	Cashier	P40.00	Student request slip	COR official receipt
6	Submit a copy of evaluation of grades, COR	Evaluation of grades by the Scholarship Coordinator	10 mins.	Scholarship coordinator/ staff	none	none	Documents evaluation
7	Secures signature of Scholarship Coordinator	Recommends approval or disapproval	3 mins	Scholarship Coordinator	none	do	Recommendation of approval/disapproval of



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							application.
8	Secures signature from the Assessment Office Head	Verifies financial component	5 mins	Head Assessment Office	none	do	Verification of financial component of the scholarship / grant. End of Transaction.



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WORK AND FINANCIAL PLAN (ACTION PLAN) 2016-2017

CORE FUNCTIONS	INDICATORS	STRATEGIES	BUDGET ALLOCATION
Sub-goal: Participation in Regional Event	Number of grantees participated in Social Investiture for National Achievers of Grants-In-Aids (SINAG)	<ul style="list-style-type: none"> * Inform the grantees through text and facebook * Facilitate the submission of list of DNSC S/ESGPPA graduates *Supervise /Assist the hall preparation of the venue * Facilitate the food and other needs for the activity. 	9,000
	Number of grantees and parents to participate the ESGPPA orientation and values enhancement seminar		37,050.00
Core Functions Goal: Student Holistic Development and Welfare Sub-goal: Student Competitiveness	Number of grantees/scholars received the awards	Academic - 123 (First Sem., SY, 2015-2016) 29 (2 nd sem., SY, 2015-2016) Non-Academic – 32 (2 nd Sem. SY, 2015-2016)	
Sub-goal: Quality of Students	Number of City Scholarship & ESGPPA applicants served during the entrance examination		
	Number of scholars/grantees served during enrolment period	Internally funded Externally Funded	
Outstanding Human and Organizational Development Sub-goal: Quality of Services	Percent of the clients rate the service of Scholarship as "good" or "better"		
Support Functions Quality Assurance Program Accreditation	Percent of the documents needed for accreditation of the programs scheduled for the year were prepared before the visit (STUDENT-SCHOLARSHIP)		
TOTAL			Php 46,050.00



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STUDENT SERVICES

SOCIALIZED TUITION APPLICATION FORM

OSS Form 03

BRACKET A – APPLICATION FORM FOR NEW ENTRANTS

NAME OF THE STUDENT	
Family Name: _____	Given Name: _____ Middle Name: _____
Complete Address	
Contact Number	
Name of Parent/ Guardian	
Course	
Semester:	School Year

A. Documents:

1. Income Tax Return/Brgy. Certification of tax Exemption
2. High School Report Card (Photocopy)
3. OLSAT Result

B. Home Ocular Inspection/Pictures

Action Taken

III) Recommendation: [] For approval [] For Disapproval

Reason/s for Disapproval:

RECOMMENDING APPROVAL: (COMMITTEE ON EVALUATION)

I) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

SSC President/ Representative

Date

II) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

Program Chairperson

Date

III) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

Scholarship Chairperson

Date

IV) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

College Registrar

Date

IV) RECOMMENDATION: [] Approved [] For Disapproval

Reason/s for Disapproval:

Dr. Jo Mark M. Libre
Dean, Office of the Student Services

Date



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OSS Form 04

WORKING STUDENT APPLICATION FORM

Kindly fill-in necessary data/information below.

NAME OF THE STUDENT	
Family Name: _____	Given Name: _____ Middle Name: _____
Office Assignment	
Complete Address	
Contact Number	
Name of Parent/ Guardian	
Course	
Semester: _____	School Year _____

A. Documents:

1. High School Report Card (Photocopy)

2. OLSAT Result

3. Barangay Certification of Tax Exemption/Affidavit of Low Income

B. Home Ocular Inspection/Pictures

Action Taken

I) Recommendation: [] For approval [] For Disapproval

Reason/s for Disapproval:

RECOMMENDING APPROVAL: (COMMITTEE ON EVALUATION)

I) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

SSC President/ Representative

Date

II) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

Program Chairperson

Date

III) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

Scholarship Chairperson

Date

IV) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

College Registrar

Date

IV) RECOMMENDATION: [] Approved [] For Disapproval

Reason/s for Disapproval:

Dr. Jo Mark M. Libre
Dean, Office of the Student Services

Date



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OSS Form 05

STUDENT LABOR/ASSISTANT APPLICATION FORM

Kindly fill-in necessary data/information below.

NAME OF THE STUDENT	
Family Name: _____ Given Name: _____ Middle Name: _____	
Office Assignment	
Schedule of Duty (Day and Time) <i>pls specify</i>	
Complete Address	
Contact Number	
Name of Parent/ Guardian	
Course	
Semester:	School Year

Reason/s for Application

_____ Signature-over-Printed Name Name of the Student	_____ Signature-over-Printed Name Name of the Parent Contact#: _____
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I) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

Office Head

Date

II) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

SSC President/ Representative

Date

III) RECOMMENDATION: [] For approval [] For Disapproval

Reason/s for Disapproval:

Scholarship Chairperson

Date

IV) RECOMMENDATION: [] Approved [] For Disapproval

Reason/s for Disapproval:

Dr. Jo Mark M. Libre
Dean, Office of the Student Services

Date