



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte 6521-A, Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

Website: www.vsu.edu.ph

Vision : *The premier University of science and technology in the Visayas.*

Mission : *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*

FRONTLINE SERVICE: VSU-FUNDED SCHOLARSHIPS AND GRANTS

Procedure:

STEP	APPLICANT/CLIENT	OFFICE ACTIVITY	DURATION	PERSON IN-CHARGE
1	Fills up and submit the Checklist of Scholarship/Grant Requirements and the supporting documents * Reports for Interview (for Income Grant & Academic B Applicants only)	Checks and evaluates documents and returns duly signed checklist with notations (such as schedule of interview or follow-up) *Conducts interview	5 minutes 30-40 minutes per applicant	Ms. C. A. Brit USSO Grants-in-Aid Committee
2	Follows up application two weeks after the deadline	Verifies from the list of approved applications and Issues Scholarship Certification	2 minutes	Ms. C. A. Brit
3	Proceeds to the Cash Division and submits Scholarship/Grant Certification	Facilitates availment of Free Tuition fees	5 minutes	Cash Division Staff

Amount of Fee: **None**

Requirements:

A. For Freshmen

1. Basic Requirements:
 - a. Certified photocopy of High School Card
 - b. Certified photocopy of Birth Certificate
 - c. Certified Photocopy of C.O.R (Certificate of Registration)
2. Other Supporting Documents:
 - a. Certificate of Honors Received for Honorific Scholarship
 - b. Reply/Acceptance Slip for Entrance Scholarship
 - c. Certificate of Employment for Staff Dependent Grant
 - d. DILG Certification & BIR-Income Tax Return for the SB/SK Grant
 - e. Latest BIR-Income Tax Return of Parents and Certification that the applicant is in need of Financial Assistance for Income Grant
 - f. Duly accomplished application form for the Culture & Arts Center (CAC) and Varsity Grants

B. For Continuing Students

1. Basic Requirements
 - a. Certified photocopy of C.O.R (Certificate of Registration)
 - b. Copy of grades (previous semester)
2. Other Supporting Documents:
 - a. Duly Accomplished Application form for the CAC (Culture and Arts Center) and Varsity Grants
 - b. Latest DILG Certification for the SB/SK Grant (to be submitted once a year)
 - c. Latest Certificate of Employment for the Staff Dependent Grant (to be submitted once a year)

Complaints:

Please call Prof. Manolo B. Loreto, Jr., Dean of Students at telephone number 335-2642 or 563-7430 or Dr. Lualhati M. Noriel, Chair, Student Scholarship Committee at telephone number 335-2446 or drop your concern/s in the suggestion box at the main entrance of the ONE-STOP-SHOP.



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FRONTLINE SERVICE: STUDENT ASSISTANTSHIP

Procedure:

STEP	CLIENT/APPLICANT	OFFICE ACTIVITY	DURATION	PERSON IN-CHARGE
1	Secures and submit s duly accomplished application form to the Office/Dept. applied for	Screens applicants and recommends for approval	30-40 minutes per applicant	Department. or Office-S.A. In-charge
2	Proceeds to the USSO for Approval of Application form	Interviews & checks Qualifications Approves the application	5-10 minutes per applicant	Ms. M.A.G. Cobico & Prof. M. B. Loreto, Jr.
3	Submits one copy of the approved application form to the direct supervisor and render services	Facilitates conduct of S.A. Services	5 minutes	Dept/Office S.A. Supervisor
4	Submit s Daily Time Record at the end of every month for processing of salary	Prepares payroll	5 minutes per payroll	Dept./Office or Dorm Administrative Staff

Amount of Fee: **None**

Requirements:

1. Must be officially enrolled within the semester
2. Must be without or with only one deficiency

With all requirements and qualifications met, an application for Student Assistantship can be approved within four hours from filing of application. However, for those who fall short of the qualifications, it may take another day or two to comply with additional documents required such as justification or completion of incomplete marks.

Complaints:

Please contact Ms. Chona A. Brit, USSO Scholarship and Financial Assistance Section In-charge or Prof. Manolo B. Loreto, Jr., Dean of Students at Telephone Numbers 335-2642 or 563-7430 or drop your concern/s in the suggestion box at the main entrance of the ONE-STOP-SHOP.



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FRONTLINE SERVICE: OTHER-AGENCY FUNDED SCHOLARSHIPS AND GRANTS

Procedure:

STEP	CLIENT/APPLICANT	OFFICE ACTIVITY	DURATION	PERSON INCHARGE
1	Fills up and submits the Checklist of Scholarship/Grant Requirements with supporting documents	Checks and evaluates documents & Issues Scholarship Certification	5 minutes	Ms. C.A. Brit
	* Reports for Screening (for applicants)	*Conducts screening of applicants(per request of donors)	30-40 minutes per applicant	Designated Committee
	* Waits for notification from the USSO or sponsor	* Conducts orientation and facilitates signing of contracts and issues scholarship certification	2-4 hours	USSO and Scholarship Sponsor
2	Proceeds to the Cash Division and submit Scholarship/Grant Certification	Facilitates availment of free tuition or and other school fees	5 minutes	Cash Division Staff

Amount of Fee: **None**

Requirements:

1. Notice of Award
2. Certificate of Registration

Complaints:

Please contact Ms. Chona A. Brit, USSO Scholarship and Financial Assistance Section In-charge or Prof. Manolo B. Loreto, Jr., Dean of Students at Telephone Numbers 335-2642 or 563-7430 or drop your concern/s in the suggestion box at the main entrance of the ONE-STOP-SHOP.