

# Education and Employment Services



## 1. Processing of Scholarship Application

College scholarship for incoming College students is available through the Provincial Educational Assistance Program.

<b>Office or Division:</b>	Education and Employment Services Division		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C		
<b>Who may avail:</b>	All incoming college students who are: <ol style="list-style-type: none"> <li>1. graduates of any recognized public/private Senior High School in the province;</li> <li>2. bona fide residents of Oriental Mindoro; and</li> <li>3. with general average of not lower than 90.0 for Bachelor's Degree and 80.0 for Pang-alalay sa Edukasyon in Grade 12.</li> </ol>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>For all applicants</b>			
1. Birth Certificate (1 photocopy)		Local Civil Registrar or Philippine Statistics Authority (PSA)	
2. Certificate of Indigency (1 original copy)		Barangay Hall in place of residence	
3. Grade 12 Report Card (1 Photocopy)		Senior High School where you graduated	
4. 1x1 ID pictures (3 original copies)		Any	
<b>For qualifiers</b>			
1. Certificate of No Property (1 original copy)		Municipal or City Assessor's Office	
2. Certificate of Indigency (1 original copy)		Municipal or City Social Welfare and Development Office (MSWDO/CSWDO)	
3. Income Tax Return of the family (1 original copy)		Bureau of Internal Revenue (BIR)	
4. Birth Certificate (1 original copy)		Local Civil Registrar or Philippine Statistics Authority (PSA)	
5. for IPs only: Certificate proving legitimacy as Mangyan (1 original copy)		Tribal Leader and National Commission on Indigenous Peoples (NCIP)	
6. Grade 12 Report Card (1 original copy)		Senior High School where you graduated	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled-up application form with the requirements	1. Receive application form	None	5 mins	Administrative Aide I
2. Wait for notice of examination	2.1. Pre-screen applicants based on requirements submitted 2.2. Notify qualifiers for the date of examination	None	2 days	Administrative Aide I  Administrative Aide V
3. Take the qualifying examination	1. Administer the examination 1. Check the examination	None	5 hours	Supervising Labor and Employment Officer (SLEO), Labor and Employment Officer (LEO) II
4. Wait for notice of interview	4. Notify qualifiers who ranked 1 to 16 (per municipality/tribe)	None	2 weeks after examination	Administrative Aide IV
5. (For Bachelor's Degree scholarship ranks 1-3) Undergo interview	5. Conduct interview	None	20 mins	SLEO, LEO III
6. Wait for notification on the result of the interview and list of qualifiers	6.1. Deliberate on the results of the interview 6.2. Rank the qualifiers 6.3. Notify interviewees of the results of the ranking	None	2 days  1 day  5 mins	SLEO, LEO III  Administrative Aide IV Administrative Aide IV
7. Submit additional requirements	7.1 Receive additional requirements	None	5 mins  1 day	Administrative Aide I

	7.2 Finalize list of BD and PA beneficiaries			LEO III, Administrative Aide IV
8. Get allowable benefits	8. Prepare and process documents for the release of allowable benefits	None	20 mins	Administrative Aide IV
<b>TOTAL:</b>		None	16 days, 5 hours and 55 mins	

## 2. Processing of Review Assistance, TUPAD, Research Assistance and Post-graduate Financial Assistance

Financial assistance, through the Provincial Educational Assistance Program, is given to students who will take review classes, pupils/students with disabilities, agricultural students and teachers who are enrolled in post-graduate studies.

<b>Office or Division:</b>	Education and Employment Services Division		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C		
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>1. For Review Assistance: scholars who will take review classes prior to taking the licensure exams</li> <li>2. For Tulong Aral Walang Sagabal (TUPAD) – students classified as persons with disability</li> <li>3. For Research Assistance: students taking up Agriculture and allied courses</li> <li>4. For Post-graduate Financial Assistance: public school teachers taking up post-graduate studies in the fields of Science or Agriculture</li> </ol>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Request Letter (1 original copy)			
2. Billing Statement (1 original copy)		College where the applicant is enrolled	
3. Certificate of Enrolment (1 original copy)		College where the applicant is enrolled	
4. School ID (1 photocopy)		College where the applicant is enrolled	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>For submission of application:</i>				
1. Submit the Request Letter to the Office of the Governor	1. Record the name of student requesting for assistance	None	5 mins	Administrative Aide I
2. Wait for approval	2. Follow up request at the Governor's office	None	2 days	Administrative Aide I
<b>TOTAL:</b>		None	2 days and 5 minutes	
<i>For release of approved grants:</i>				
1. For approved applications, submit requirements to GO-EESD	1. Inform the grantee of his/her approved request	None	2 mins	Administrative Aide IV
2. Get allowable grant	2. Process documents for the release of grant	None	15 mins	Administrative Aide IV
<b>TOTAL:</b>		None	17 mins	

### 3. Processing of Financial Assistance for Students Who Will Compete

Financial assistance, through the Provincial Educational Assistance Program, is given to students/pupils who will take compete in regional, national or international scholastic, sports, cultural or artistic competitions.

<b>Office or Division:</b>	Education and Employment Services Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C
<b>Who may avail:</b>	Bona fide students/pupils of any private or public elementary, high school or college in Oriental Mindoro who will represent the province in competitions

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original copy)				
2. Invitation/Official Notice (1 original copy)		Contest organizers		
3. Endorsement from the school principal		School to be represented		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>For submission of application for financial assistance:</i>				
1. Submit the Request Letter and other requirements to the Office of the Governor	1.1 Receive Request Letter and other requirement 1.2 Wait for the approved request from the Governor's Office	None	5 mins	Administrative Aide I (G.O.)  Administrative Assistant II
2. Wait for notification from EESD about the approval of the request	2. Notify the requesting party if the request has been approved	None	5 mins	Administrative Aide I
<b>TOTAL:</b>		None	10 mins	
<i>For release of financial assistance:</i>				
1. Wait for notification from EESD about the release of the financial assistance	1. Notify the requesting party about the release of the financial assistance	None	5 mins	Administrative Aide I
2. Get financial assistance from the Provincial Treasurer's Office	2. Record the release of the financial assistance	None	5 mins	Administrative Assistant II
<b>TOTAL:</b>		None	10 mins	

#### 4. Assistance to Employers/Companies for Recruitment

Assistance is given to employers/companies who will recruit workers through the conduct of local or special recruitment activities (LRA/SRA).

<b>Office or Division:</b>	Education and Employment Services Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Employers/Companies who are recruiting local or overseas workers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of intent addressed to the PESO manager (1 original copy)				
2. Company profile with job offer (1 original copy)				
3. List of qualifications and requirements (1 original copy)				
4. Special Recruitment Authority (1 original copy)		POEA Satellite Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of intent with requirements	1.1 Receive letter of intent and requirements	None	2 mins	Administrative Assistant II
	1.2 Issue Certificate of No Objection (CNO)		15 mins	SLEO
2. Submit SRA	2. Receive SRA	None	2 mins	Administrative Assistant II
3. Discuss details of activity	3.1. Discuss details of activity	None	30 mins	Administrative Assistance II
	3.2. Disseminate information		4 days	
<b>TOTAL:</b>		None	4 days and 59 mins	