

SERVICE NAME: Negros Occidental Scholarship Program

Description of the Service: Provision of equal access to educational opportunities to poor but deserving students of Negros Occidental.

OFFICE OR DIVISION	Negros Occidental Scholarship Program Division - Office of the Governor	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2C - Public Service	
WHO MAY AVAIL	Residents of component cities and municipalities of Negros Occidental	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ul style="list-style-type: none"> ● Fully accomplished NOSP Application Form with recent photo ● Photocopy of Birth Certificate ● Photocopy of School Records <ul style="list-style-type: none"> A. Form 138-Grade 12 applicants B. Transcript of Records -for NOPMaNS/DCS/Post Graduate Studies/International Studies applicants <p><i>Additional requirements for:</i></p> <ul style="list-style-type: none"> ◆ Indigenous Peoples (IP)- Genealogy Form and Certificate of Confirmation from NCIP 	<p>Application Forms are available at the Negros Occidental Scholarship Program Division-Office of the Governor located at the 2nd Floor of the New Multi-Purpose Building, beside NBI Office, Aguinaldo Street, Bacolod City.</p> <p>It can also be downloaded through our Facebook Page “NOSP Applicants”.</p>

◆ NOPMaNs -Latest BIR Income Tax Return or Tax Exemption of Parents/Guardian

◆ Negrense Dualtech - ALS Certificate, NBI Clearance, High School Diploma, Certificate of Indigency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form from the Negros Occidental Scholarship Program Division (NOSPD)-Office of the Governor or download from Facebook Page "NOSP Applicants".	Release Application Form and post updates on the Facebook page for downloading	None	1 Minute	NOSPD Personnel
2. Submit duly accomplished Application Form and other requirements to the NOSPD	Receive and assess submitted documents Post/publish on FB Page schedule and venue of examinations		5 Minutes	NOSPD Personnel NOSPD Personnel
3. Take examinations	Administer written examinations and advise clients to wait for the schedule of interview	None	1 Hour	Test Examiners/ NOSPD Personnel

4. Attend one on one or panel interview for validation	Conduct thorough interview to validate documents	None	15 minutes	NOSPD Personnel
5. Sign scholarship agreement	Facilitate signing of scholarship agreement		3 minutes	NOSPD Personnel
6. Join online orientation	Conduct orientation online	None	30 Minutes	NOSPD Personnel
TOTAL:			NONE	