



Republika ng Pilipinas
Lungsod Quezon
Tanggapan ng Tagapangasiwang Panlungsod



MEMORANDUM FOR THE MAYOR

For : HON. MA. JOSEFINA G. BELMONTE
City Mayor

Subject : IMPLEMENTING GUIDELINES FOR THE QUEZON CITY SCHOLARSHIP PROGRAM

Date : 29 OCTOBER 2021

SUMMARY:

Submitted for review is the revised Implementing Guidelines for the City's Scholarship Program.

The Scholarship and Youth Development Program is mandated to establish and maintain a system of scholarship grants which shall be available to deserving students, especially the underprivileged. The program is categorized into: scholarship for senior high school students; scholarship for tertiary students; scholarship for masters and doctorate students; and scholarship for vocational course.

RECOMMENDATION:

The draft of the Implementing Guidelines is proper and in order, and the approval and signing thereof is hereby recommended.

ATTY. LORD A. VILLANUEVA
Asst. City Administrator for General Affairs

Ref No. : 10202021EFR-0003

LAV FILE
MAAP/jcl



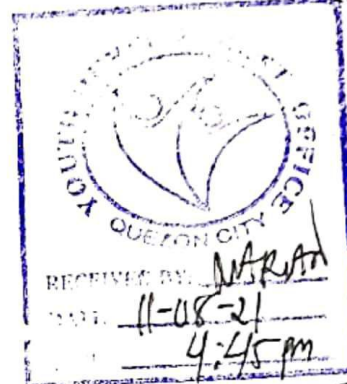
Republic of the Philippines
QUEZON CITY
YOUTH DEVELOPMENT OFFICE



October 27, 2021

HON. MA. JOSEFINA G. BELMONTE

City Mayor
Quezon City



Thru: **MS. ROWENA T. MACATAO**
Chief-of-Staff/ City Government Department Head III

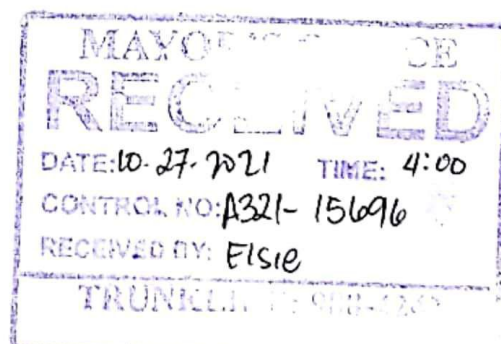
Hon. Mayor Belmonte:

The Scholarship Screening Committee is submitting herewith, for your approval and signature, the revised Implementing Guidelines of the Quezon City Scholarship Program.

Thank you very much.

Sincerely yours,

EDDILYN DC. DIVIDINA, DBA
Officer-in-Charge



7th Floor Commerce Building, Quezon City Hall Complex, Diliman, Quezon City, Metro Manila

(02) 8988 4242 LOC. 8738

sydp@quezoncity.gov.ph

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MEMORANDUM

FOR: Scholarship Screening Committee (SSC) Members

HON. IRENE R. BELMONTE

Chairperson, Committee on Education, Science and Technology,
Sangguniang Panlungsod

ARCH. PEDRO P. RODRIGUEZ, JR.

City Planning and Development Officer

MR. RONALD L. TAN

Officer-in-Charge, Human Resource Management Department

MS. MARIAN C. ORAYANI

City Budget Officer

MR. ROGELIO L. REYES,

Head, Public Employment Service Office

HON. IRENE R. BELMONTE

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MS. MARICRIS F. VELOSO

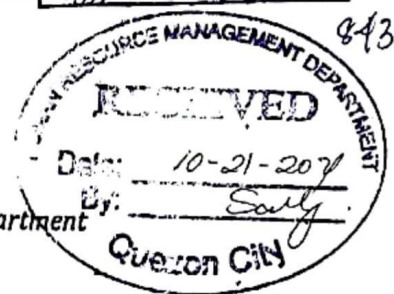
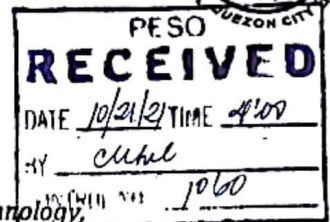
Head, Education Affairs Unit

DR. THERESITA V. ATIENZA

President, Quezon City University

SUBJECT: Revised Scholarship Guidelines

DATE: October 15, 2021



In reference to the Scholarship Screening Committee Meeting on October 14, 2021, attached herewith for your signature is the revised Scholarship Guidelines of the Quezon City Scholarship and Youth Development Program.

We recognize your vital role in this endeavor, and we thank you for your support.

Sincerely,

Eddilyn D.C. Dividina
EDDILYN DC. DIVIDINA, DBA
Officer-in-Charge, QC Youth Development Office

CITY BUDGET DEPARTMENT
RECEIVED: 20114
CONTROL#:
DATE: 10/21/2021
TIME: 4:00 pm

loc. 1120

Noted by:

Michael Victor N. Alimurung
MICHAEL VICTOR N. ALIMURUNG
City Administrator
SSC Chairperson

RECEIVED
BY: Reed DATE: 10/21/21 TIME: 3:46pm
EDUCATION AFFAIRS UNIT
8309

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26 Oct 21



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QUEZON CTY SCHOLARSHIP AND YOUTH DEVELOPMENT PROGRAM SCHOLARSHIP GUIDELINES 2021

The Scholarship and Youth Development Program is mandated to establish and maintain a system of scholarship grants which shall be available to deserving students, especially the underprivileged. The Program is categorized into: (1) scholarship for senior high school students; (2) scholarship for tertiary students; (3) scholarship for masters and doctorate students, and; (4) scholarship for vocational courses.

ELIGIBILITY

The eligibility requirements for applicants *across all scholarship categories* are as follows:

1. Must be a Quezon City resident
2. Must be enrolled/registered/accepted at a recognized educational institution at the time of scholarship application
3. Must meet the qualifications for the scholarship category being applied for

QUALIFICATIONS

I. SCHOLARSHIP FOR SENIOR HIGH SCHOOL STUDENTS

1. Must be a graduate of a Quezon City public or private secondary school
2. Must be a Grade 10 completer with academic honors, overall Rank 1 to 10
3. Must maintain a General Weighted Average of at least 85%

II. SCHOLARSHIP FOR TERTIARY STUDENTS

Academic Scholarship

1. Must be a graduate of a Quezon City public or private high school
2. Must be a senior high school completer with academic honors, overall Rank 1 to 10
3. Must maintain a General Weighted Average of at least 1.5 or its equivalent for Academic overall Rank 1 & 2 and at least 1.75 or its equivalent for Academic overall Rank 3 to 10

Economic Scholarship

1. Must be a graduate of a Quezon City public or private high school
2. Must apply with/maintain a General Weighted Average of at least 3.0 or its equivalent
3. Must belong to any of the following groups: indigent families, displaced/relocated families, and vulnerable and marginalized sectors (PWDs, Kasambahays, ALS graduates, solo parents, children in conflict with the law, families of tricycle drivers and operators)

Athletic and Arts Scholarship

1. Must be a graduate of a Quezon City public or private high school
2. Must be a recipient of a top individual award/recognition for sports and arts in the most recent school year/school term/playing season given by recognized institutions
3. Must apply with/maintain a General Weighted Average of at least 2.5 or its equivalent
4. Must be active in the current school year/school term/playing season



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Youth Leaders Scholarship

1. Must be a graduate of a Quezon City public or private high school
2. Must be a "Joy of Public Service" awardee or an elected leader in any of the following: Sangguniang Kabataan, Supreme Student Council, Quezon City registered youth organizations
3. Must serve as Sangguniang Kabataan Council member, Supreme Student Council member, or as president/vice-president (or equivalent) of Quezon City registered youth organizations
4. Must apply with/maintain a General Weighted Average of at least 2.5 or its equivalent

Specialized Courses Scholarship

1. Must be a graduate of a Quezon City public or private high school
2. Must apply with/maintain a General Weighted Average of at least 1.75 or its equivalent
3. Must be enrolled/registered/accepted in any of the priority courses identified by CHED, with priority on undersubscribed courses and/or courses deemed necessary to address the needs of the city

III. SCHOLARSHIP FOR MASTERS AND DOCTORATE STUDENTS

1. Must be a Quezon City LGU employee
2. Must be enrolled/registered/accepted in a CHED recognized Higher Education Institution or in a recognized International Education Institution
3. Must be employed for at least 2 years and occupy at least a Salary Grade Level 14 position or its equivalent
4. Must apply with/maintain a General Weighted Average of at least 2.0 or its equivalent

IV. SCHOLARSHIP FOR VOCATIONAL COURSES

1. Must belong to any of the following groups: indigent families, displaced/relocated families, and vulnerable and marginalized sectors (PWDs, Kasambahays, ALS graduates, solo parents, children in conflict with the law, families of tricycle drivers and operators)
2. Must be enrolled/registered/accepted in a TESDA accredited training institution or other training institutions recognized by the Quezon City Government
3. Must be enrolled in vocational courses designed to develop necessary workforce skills related to:
 - a. Service and Logistics
 - b. E-commerce
 - c. Business Start-up / Business Administration
 - d. Financial Literacy
 - e. Information and Communications Technology
 - f. Product/Service Development
 - g. Office Administration / Business Communication

***Note:** Scholarship grant for this category is released one-time. The scholarship ends when the scholar completes the training hours prescribed by the training institution. An individual will only be allowed to avail this scholarship once.





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SCHOLARSHIP GRANT AMOUNT

Scholarship Category	Scholarship Sub-Category	Tuition Fee Per Year (Maximum)	Stipend Per Year (Maximum)	Thesis / Dissertation Grant
Scholarship for Tertiary Students	Academic Scholarship Rank 1-2	P80,000.00	P32,000.00	-
	Academic Scholarship Rank 3-10	P50,000.00	P20,000.00	-
	Economic Scholarship	P10,000.00	P4,000.00	-
	Athletic and Cultural Arts Scholarship	P10,000.00	P4,000.00	-
	Youth Leaders Scholarship	P10,000.00	P4,000.00	-
	Specialized Courses Scholarship	P80,000.00	P32,000.00	-
Scholarship for Senior High School Students		P10,000.00	P4000.00	-
Scholarship for Masters and Doctorate Students	Masters Students	P50,000.00	P20,000.00	P30,000.00*
	Doctorate Students	P50,000.00	P20,000.00	P30,000.00*
Scholarship for Vocational Courses		P6000.00	-	-

*Thesis / Dissertation grant is released one-time upon approval of policy/program proposals presented to the Scholarship Screening Committee.

CONDITIONS

The following conditions apply to all scholarship categories except Scholarship for Vocational Courses:

1. Scholars must meet/maintain the prescribed General Weighted Averages per scholarship category.
2. Scholars with INCOMPLETE grades will be allowed to apply for scholarship grant. However, release of grant will be put on hold pending grade completion within the school term the scholarship is applied for and provided that the prescribed General Weighted Average is met.
3. In any given semester, scholars with one DROPPED / FAILED subject will be allowed to apply for scholarship grant provided that the computed General Weighted Average of all subjects taken in the school term the scholarship is applied for meets the prescribed General Weighted Average.
4. Scholarship will be renewed every regular school term and will cover the prescribed or remaining number of terms/years as per the scholar's curriculum/program/degree requirements.
5. Scholars who are unable to meet the conditions for their scholarship have the option to apply in other categories and reapply in their original category, provided all qualifications are met.
6. Scholars must carry the full load prescribed (or allowable) in the curriculum.
7. Scholars who shift courses or transfer schools may be allowed to apply for scholarship. However, the number of years/ school terms covered by the scholarship based on the scholar's first scholarship application will remain.
8. Scholarship grants may only be claimed until the succeeding semester.



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9. Scholars are encouraged to actively participate in community/special projects initiated by the City Government for the duration of his/her scholarship or as the need arises.
10. For Masters/Doctorate Students, theses/dissertations must incorporate policy/program proposals for the QC LGU and must be presented to the Scholarship Screening Committee. The Youth Development Office must be provided a copy of the scholars' policy/program proposals, at minimum, taking into consideration school policies on sharing of student theses and dissertations.
11. Masters/Doctorate students must render service for a year after degree completion, or otherwise be required to pay the scholarship amount equivalent to 1 year.
12. Only one member per family may avail a scholarship grant at any given time.
13. Scholars of other national or private organizations will be allowed to avail scholarship grant from the city provided that the scholar meets all conditions stated in his/her other scholarships. In which case, the city will only cover the additional amount needed by the scholar, not exceeding the allowable scholarship grant for the scholarship category being applied for. Scholars of other LGUs, however, are not eligible for scholarship grant.
14. Scholars who are from private schools or from schools outside Quezon City may be allowed to apply for scholarship grant provided they meet the qualifications for Economic Scholarship. However, additional proof of income, proof of residence, or other related documents may be required.
15. Additional documents may be required by the Youth Development Office, as the need arises.
16. All other special cases will be raised to the Scholarship Screening Committee for appropriate action.

TERMINATION OF SCHOLARSHIP

The following constitute general grounds for termination of scholarship:

1. Non-fulfillment of conditions stated in the Scholarship Guidelines
2. Forging, falsification, and misrepresentation
3. Conviction of a crime and health conditions that render the scholar unfit to pursue studies during the term/school year applied for
4. Other causes as may be determined by the Youth Development Office

DOCUMENTARY REQUIREMENTS

General Requirements

1. Letter of Intent addressed to the Mayor
2. QCitizen ID
3. Proof of school enrollment/registration/acceptance for the current school year or school term
4. True Copy of Grades/Transcript of Records/Form 137/Form 138 of the previous school year or school term
5. eApplication Form with the following attachments:
 - a. Notarized Attestation and Undertaking
 - b. Latest 2x2 photo with white background and name plate
 - c. Specimen signature with white background
 - d. Parent Consent Form for applicants below 18 years old



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Additional Requirements

1. *Scholarship for Senior High School Students:*
Certification of Honors Received
2. *Scholarship for Tertiary Students:*

Academic Scholarship:
Certification of Honors Received
Course Curriculum

Economic Scholarship:
Course Curriculum
Any of the following documents to confirm parents' income:

- a. Latest Income Tax Return of parents
- b. Parents Affidavit of Non-filing of Income Tax Return
- c. Certificate of Tax Exemption from BIR
- d. Certificate of Indigence from Barangays or DSWD
- e. Proof that the person is registered with SSS as *Kasambahay*
- f. DepEd Certification of Equivalency for ALS Graduates
- g. Solo Parent ID issued by QC/Certification from DSWD
- h. DSWD Certificate for Children in Conflict with the Law
- i. Latest copy of contract or proof of income for children of OFWs

Athletic and Arts Scholarship:
Course Curriculum
Proof of recent top individual award/recognition received from recognized institutions
Proof of practice

Youth Leaders Scholarship:
Course Curriculum
Proof of leadership position held from the organization

Specialized Courses Scholarship:
Course Curriculum

3. *Scholarship for Masters and Doctorate Students:*
Course Curriculum
Certificate of Employment
Recommendation from the Head of Office
4. *Scholarship for Vocational Courses:*
Course / Training Curriculum

Scholarship Renewal Requirements

1. Accomplished Scholarship Renewal eForm
2. True Copy of Grades/Transcript of Records/Form 137/Form 138 of the previous school year or school term
3. Proof of school enrollment/registration/acceptance for the current school year or school term
4. Certificate of Scholarship of the previous school year or school term

5



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5. Approved Leave of Absence (for scholars who did not enroll / did not transact in the previous school year or school term)

SCHOLARSHIP APPLICATION PROCEDURE

For First-time Applicants

1. Applicant secures a QCitizen ID
2. Applicant registers and applies via QCeServices Portal
3. YDO conducts documentary evaluations and validations through interviews
4. Applicant receives notification that they qualify for the scholarship grant
5. Applicant and parent/guardian sign the Scholarship Contract (for applicants below 18 years old)
6. YDO issues a Certificate of Scholarship to approved scholar
7. Scholar requests for a Statement of Account (SOA) from their schools (if enrolled in Private Schools/Colleges/Universities)
8. Scholar receives the scholarship grant upon submission and YDO validation of the Statement of Account (SOA)

For Existing Scholars (Scholarship Renewal)

1. Scholar submits scholarship renewal requirements
2. Scholar receives notification that they qualify for scholarship renewal
3. YDO issues a Certificate of Scholarship to approved scholar
4. Scholar requests for a Statement of Account (SOA) from their schools (if enrolled in Private Schools/Colleges/Universities)
5. Scholar receives the scholarship grant upon submission and YDO validation of the Statement of Account (SOA)



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APPROVED:

MR. MICHAEL VICTOR N. ALIMURUNG
City Administrator
Scholarship Screening Committee Chairperson

Members

DR. EDDILYN D.C. DIVIDINA
Officer-in-Charge, QC Youth Development Office

HON. IRENEO BELMONTE
Chairperson, Committee on Education, Science and Technology,
Sangguniang Panlungsod

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QUEZON CTY SCHOLARSHIP AND YOUTH DEVELOPMENT PROGRAM SCHOLARSHIP GUIDELINES 2021

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QUALIFICATIONS

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Academic Scholarship

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3. Must maintain a General Weighted Average of at least 1.5 or its equivalent for Academic overall Rank 1 & 2 and at least 1.75 or its equivalent for Academic overall Rank 3 to 10

Economic Scholarship

1. Must be a graduate of a Quezon City public or private high school
2. Must apply with/maintain a General Weighted Average of at least 3.0 or its equivalent
3. Must belong to any of the following groups: indigent families, displaced/relocated families, and vulnerable and marginalized sectors (PWDs, Kasambahays, ALS graduates, solo parents, children in conflict with the law, families of tricycle drivers and operators)

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1. Must be a graduate of a Quezon City public or private high school
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 - d. Financial Literacy
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 - f. Product/Service Development
 - g. Office Administration / Business Communication

*Note: Scholarship grant for this category is released one-time. The scholarship ends when the scholar completes the training hours prescribed by the training institution. An individual will only be allowed to avail this scholarship once.

SCHOLARSHIP GRANT AMOUNT

Scholarship Category	Scholarship Sub-Category	Tuition Fee Per Year (Maximum)	Stipend Per Year (Maximum)	Thesis / Dissertation Grant
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	Economic Scholarship	P10,000.00	P4,000.00	-
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Additional Requirements

1. *Scholarship for Senior High School Students:*
Certification of Honors Received
2. *Scholarship for Tertiary Students:*

Academic Scholarship:

Certification of Honors Received
Course Curriculum

Economic Scholarship:

Course Curriculum

Any of the following documents to confirm parents' income:

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- g. Solo Parent ID issued by QC/Certification from DSWD
- h. DSWD Certificate for Children in Conflict with the Law
- i. Latest copy of contract or proof of income for children of OFWs

Athletic and Arts Scholarship:

Course Curriculum

Proof of recent top individual award/recognition received from recognized institutions

Proof of practice

Youth Leaders Scholarship:

Course Curriculum

Proof of leadership position held from the organization

Specialized Courses Scholarship:

Course Curriculum

3. *Scholarship for Masters and Doctorate Students:*
Course Curriculum
Certificate of Employment
Recommendation from the Head of Office
4. *Scholarship for Vocational Courses:*
Course / Training Curriculum

Scholarship Renewal Requirements

1. Accomplished Scholarship Renewal eForm
2. True Copy of Grades/Transcript of Records/Form 137/Form 138 of the previous school year or school term
3. Proof of school enrollment/registration/acceptance for the current school year or school term
4. Certificate of Scholarship of the previous school year or school term
5. Approved Leave of Absence (for scholars who did not enroll / did not transact in the previous school year or school term)

SCHOLARSHIP APPLICATION PROCEDURE


For First-time Applicants

1. Applicant secures a QCitizen ID
2. Applicant registers and applies via QCeServices Portal
3. YDO conducts documentary evaluations and validations through interviews
4. Applicant receives notification that they qualify for the scholarship grant
5. Applicant and parent/guardian sign the Scholarship Contract (for applicants below 18 years old)
6. YDO issues a Certificate of Scholarship to approved scholar
7. Scholar requests for a Statement of Account (SOA) from their schools (if enrolled in Private Schools/Colleges/Universities)
8. Scholar receives the scholarship grant upon submission and YDO validation of the Statement of Account (SOA)

For Existing Scholars (Scholarship Renewal)

1. Scholar submits scholarship renewal requirements
2. Scholar receives notification that they qualify for scholarship renewal
3. YDO issues a Certificate of Scholarship to approved scholar
4. Scholar requests for a Statement of Account (SOA) from their schools (if enrolled in Private Schools/Colleges/Universities)
5. Scholar receives the scholarship grant upon submission and YDO validation of the Statement of Account (SOA)

APPROVED BY:


HON. MA. JOSEFINA G. BELMONTE
City Mayor

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