

**PROVISION OF FINANCIAL ASSISTANCE TO QUEZON CITY PUBLIC SCHOOL STUDENTS PARTICIPATION IN REGIONAL, NATIONAL, AND INTERNATIONAL COMPETITIONS**

The Quezon City Government recognizes the importance for elementary and secondary school students to participate in regional, national, and international competitions to further harness their skills and knowledge. As such, financial assistance is given to the qualified applicants to ease them from the financial costs that often accompany such competitions.

<b>Office or Division:</b>	Education Affairs Unit (EAU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Schools Division Office – Quezon City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request for financial assistance addressed to the Schools Division Superintendent (1 original, 1 photocopy)		School Head's Office – School Head		
DepEd Advisory/Memorandum Identifying the event (1 original, 1 photocopy)		Department of Education website		
Event invitation, identifying the name of the participant, date, time, and venue (1 original, 1 photocopy)		Event host		
Travel Itinerary (1 original, 1 photocopy)		Transportation Service Provider		
Endorsement of SDO addressed to the City Mayor (1 original, 1 photocopy)		Schools Division Office – Schools Division Superintendent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the visitor's log book	1. Give the log book to the visitor	None	<b>5 minutes</b>	<i>Staff</i> Education Affairs Unit
2. Submit request with complete requirements to the Education Affairs Unit, no later than nine (9) weeks before the date of the competition.	2. Log the received documents and submit to the Unit Head for review	None	<b>5 minutes</b>	<i>Staff</i> Education Affairs Unit  <i>Head</i> Education Affairs Unit
	3. After careful review, the EAU shall request from the City Budget Department a certificate of availability of funds per request	None	<b>5 days</b>	<i>Staff</i> Education Affairs Unit

	for financial assistance.			
	4. The EAU shall submit to the Office of the City Mayor its recommendation.	None	<b>5 days</b>	<i>Staff Education Affairs Unit</i>
3. The Schools Division Office shall be responsible in informing the requesting party of the status of its request.	5. The EAU shall inform the Schools Division Office of the status of requests upon endorsement to the Office of the City Mayor.	None	<b>1 day</b>	<i>Staff Education Affairs Unit</i>
<b>TOTAL:</b>		None	<b>11 days and 10 minutes</b>	

## PROVISION OF CASH INCENTIVES TO PUBLIC SCHOOL STUDENTS REPRESENTING QUEZON CITY FOR OUTSTANDING PERFORMANCE IN COMPETITIONS

The Quezon City Government provides cash incentives in recognition of the excellent performance of students in regional, national and international competitions.

<b>Office or Division:</b>	Education Affairs Unit (EAU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Schools Division Office – Quezon City			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request for cash incentive addressed to the Schools Division Superintendent with information about the award received (1 original, 1 photocopy)		School Head's Office – School Head		
DepEd Advisory/Memorandum - Identifying the event (1 original, 1 photocopy)		Department of Education website		
Proof of Award / Information about the competition and the award received (1 original, 1 photocopy)		Event host		
Endorsement of SDO addressed to the City Mayor (1 original, 1 photocopy)		Schools Division Office – Schools Division Superintendent		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the visitor's log book	1. Give the log book to the visitor	None	<b>5 minutes</b>	<i>Staff</i> Education Affairs Unit
2. Submit request with complete requirements to the Education Affairs Unit no later than four (4) weeks after the date of the competition.	2. Log the received documents and submit to the Unit Head for review	None	<b>5 minutes</b>	<i>Staff</i> Education Affairs Unit  <i>Head</i> Education Affairs Unit
	3. After careful review, the EAU shall request from the City Budget Department a certificate of availability of funds per request for financial assistance.	None	<b>5 days</b>	<i>Staff</i> Education Affairs Unit
	4. The EAU shall submit to the Office of the City Mayor its recommendation.	None	<b>5 days</b>	<i>Staff</i> Education Affairs Unit

3. The Schools Division Office shall be responsible in informing the requesting party of the status of its request.	5.The EAU shall inform the Schools Division Office of the status of requests upon endorsement to the Office of the City Mayor.	None	<b>1 day</b>	<i>Staff Education Affairs Unit</i>
<b>TOTAL:</b>		None	<b>11 days and 10 minutes</b>	