

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.

Office or Division:		Education Affairs Unit (EAU)		
Classification:		Highly Technical		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Schools Division Office – Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request for financial assistance addressed to the Schools Division Superintendent (1 original, 1 photocopy)		School Head's Office – School Head		
DepEd Advisory (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		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents at the receiving area. Endorsements must be submitted by the SDO to the EAU no later than nine (9) weeks before the date of the competition.	1. Log the received documents and submit to the Unit Head for review	None	5 minutes	<i>Staff</i> Education Affairs Unit <i>Head</i> Education Affairs Unit



	2. After careful review, the EAU shall request from the City Budget Department a certificate of availability of funds per request for financial assistance.	None	5 days	<i>Staff Education Affairs Unit</i>
	3. The EAU shall submit to the Office of the City Mayor its recommendation	None	5 days	<i>Staff Education Affairs Unit</i>
2. The Schools Division Office shall be responsible in informing the requesting party of the status of its request.	4. The EAU shall inform the Schools Division Office of the status of requests upon endorsement from the Office of the City Mayor.	None	1 day	<i>Staff Education Affairs Unit</i>
TOTAL:		None	11 days and 5 minutes	