

3. Quezon City Youth Development Office (QCYDO) Financial Assistance

The Quezon City Youth Development Office (QCYDO) provides financial assistance programs specifically designated to support QCU students, aiming to alleviate financial burdens and promote educational opportunities for the youth in the community.

Office or Division:		Scholarship, Placement, and Alumni Relations Division		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		<p>The eligibility requirements for applicants across all scholarship categories are as follows:</p> <ol style="list-style-type: none"> 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 apply with/maintain a General Weighted Average of at least 3.0 or its equivalent. 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Every Semester 1.QC-YDO Financial Assistance Compliance.</p> <p>Hardcopy: A. Cover Letter signed by the University President. B. QC-YDO Application Form Template (in excel file) C. A notarized and signed Registrar’s Certification.</p> <p>Softcopy: A. Cover Letter signed by the University President. B. Accomplished Application Form Template (in excel file) C. Scanned copy of notarized and signed Registrar’s Certification.</p>		<p>- Cover letter will be provided by the SPAR Division and will be forwarded to the Office of the President for signing.</p> <p>- The QCYDO Application Form will be supplied by the designated YDO focal person, tailored to meet specific requirements and gather necessary details from student applicants.</p> <p>-Registrar’s Certification will be signed and issued by the University Registrar.</p>		
<p>2.Important documents needed to upload:</p> <ol style="list-style-type: none"> 1. QC E-services account with approved & verified QCtizen ID. 2. 1x1 ID picture with white background in JPEG format. 3. 3 specimen handwritten signatures. 		<p>- All QCU students</p> <p>*To access the QC E-services Portal, they can use this link: https://qceservices.quezoncity.gov.ph/</p>		
LUCs/CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Prepare the QCYDO Application Form supplied by the designated YDO focal person, tailored to meet specific requirements and gather necessary details from student applicants.	1.1 Initiate the preparation of the application form as directed by the designated YDO focal person.	None	20 - 30 minutes	Scholarship, Placement, and Alumni Relations Division
	1.2 Forward the application form to the concerned offices for the inclusion of fields necessary for gathering pertinent details of the student applicants through email.	None	10 - 15 minutes	Scholarship, Placement, and Alumni Relations Division
	1.3 Fill-out all the required fields necessary for the details of the student applicants in the QC-YDO Application Form.	None	Two (2) working days	-Registrar's office -Information, Communication, and Technology office
	1.4 Receive the accomplished form from the Registrar's office thru email.	None	5 - 10Minutes	Scholarship, Placement, and Alumni Relations Division
	1.5 Check the completeness and details of the accomplished form to avoid errors.	None	Four (4) to Five (5) working days	- Scholarship, Placement, and Alumni Relations Division
	1.6 Filter the form based on YDO's specified criteria, such as kinship or QC residence to ensure that applications meet the required YDO standards and eligibility.			- Registrar's office - Information, Communication, and Technology office
	1.7 If errors are identified, communicate with the concerned offices to rectify the inaccuracies in the student applicant's information.	None	Two (2) working days	- Scholarship, Placement, and Alumni Relations Division - Registrar's office - Information, Communication, and Technology office.
2.Submit the final list/application form of eligible student	2.1 Print the list/application form of qualified student	None	Two (2) to Three (3) hours	Scholarship, Placement, and Alumni Relations

applicants, cover letter, and notarized Registrar's Certification for the QCYDO financial assistance to the QCYDO designated focal person.	applicants.			Division.
	2.2 Forward the printed list of qualified student applicants to the concerned person for necessary signatures.	None	One (1) working day	Scholarship, Placement, and Alumni Relations Division.
	2.3 Generate a copy of signed list/application form of the student applicants as a receiving copy after the submission to QC-YDO.	None	30 minutes to One (1) hour	Scholarship, Placement, and Alumni Relations Division.
	2.4 Gather all the hardcopies and softcopies for the compliance of QCYDO financial assistance application.	None	One (1) working day	Scholarship, Placement, and Alumni Relations Division.
	2.5 Submit both hardcopies and softcopies of the compliance to the QCYDO designated focal person on/or before the given deadline.	None	One (1) working day	Scholarship, Placement, and Alumni Relations Division.
3. Inquire about the status of the submitted documents and check if any additional requirements or follow up submissions are needed.	3.1 Communicate with the QCYDO focal person to inquire about the status of the submitted compliance for financial assistance application.	None	10 to 15 minutes	Scholarship, Placement, and Alumni Relations Division.
4. Announce the application and renewal for QCYDO financial assistance, along with the list of required documents to be uploaded on the QCU E-services portal.	4.1 Post an announcement for the opening of the application and renewal of QCYDO financial assistance on the Scholarship Facebook Page.	None	10 - 15 minutes	Scholarship, Placement, and Alumni Relations Division.
5. Submit the necessary documents set by the QCYDO to the QC E-services portal for the evaluation and screening process	5.1 Fill out Scholarship Application or Renewal information via QC services.	None	Three (3) to Four (4) days	ALL QCU student applicants
	5.2 Answer the one-way interview			

by the QCYDO Team.	questions.			
	5.3 Upload documentary requirements.			