

14. Barangay Affairs and Public Assistance Division

14.1. AVAILMENT OF ACADEMIC SCHOLARSHIP FROM THE CITY SCHOLARSHIP PROGRAM

ABOUT THE SERVICE:

This program was enacted through City Ordinance No. 01, Series of 2002 with series of amendments, latest of which is City Ordinance No. 14, Series of 2015.

REQUIREMENTS/QUALIFICATIONS:

- Filipino Citizen and resident of the City
- Has general weighted average of not lower than 83% and with no failing grade in any subject
- Has passed the qualifying examination given by BAPAD/SCSMC
- Must not be a recipient of any scholarship grant, public or private

CLIENT GROUPS:

- Less privileged students who are willing to pursue college education

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to NOON and 1:00 PM to 5:00 PM

TOTAL PROCESSING TIME:

7 minutes (queuing, conduct of background investigation, checking of the exam and posting of exam result not included)

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of the Secretariat (BAPAD)	Transaction Time	Responsible Person
For Academic Scholars			
1. Proceed to Scholarship-in-Charge/ Sulay sa Futuro Board Secretariat for screening and submit accomplished application form with required documents.	Checks if the client is qualified to avail of the program. If qualified, provides application form.	5 minutes	MA. CHARO D. LOGRONIO Community Affairs Officer IV

	Receives form with attached documents and issues examination permit.		
2. Take the qualifying exam. If passed: Submit ITR/ Certificate of Tax Exemption	Checks the qualifying exam, conducts background investigation and posts passers. Encodes in the Scholarship Database and issues ID		
3. Claim the benefits	Pays-in financial benefits to beneficiary & pays tuition fee directly to school.	2 minutes	

14.2. AVAILMENT OF ALS FINANCIAL GRANT

ABOUT THE SERVICE:

This program was enacted through City Ordinance No. 15, Series of 2014 and is intended for those who went through Alternative Learning System and has passed the National A & E exam which qualifies an individual to pursue tertiary education.

REQUIREMENTS:

To avail, one has to:

- Secure a Certification from DepEd-ALS that the client comes from ALS education
- Pass the A & E exam

CLIENT GROUP:

Previously enrolled ALS students who passed the A & E Exam

SERVICE SCHEDULE:

Monday to Friday,
8:00 AM to NOON and 1:00 PM to 5:00 PM

TOTAL POCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps involved	Actions of the Secretariat (BAPAD)	Transaction Time	Responsible Person
1. Present to BAPAS the Certificate from DepEd ALS & the A&E Exam Result	Verifies the certificates & advises to enroll	5 minutes	MA. CHARO D. LOGRONIO

2. Present enrolment form	Encodes in the Scholarship Database and issues ID	15 minutes	Community Affairs Officer IV
3. Claim benefits	Pays-in financial benefits to beneficiary & pays tuition fee directly to school	5 minutes	

14.3. AVAILMENT OF EDUCATIONAL SUBSIDY FOR TERTIARY STUDENTS

ABOUT THE SERVICE:

Extended to students who are enrolled in the private tertiary schools in the City. The City provides financial assistance of **TWO THOUSAND PESOS (P 2,000.00)** per semester financial subsidy directly being paid at the school where the student is enrolled.

REQUIREMENTS:

- Application Form submitted directly to the school
- Barangay Certification stating residency and has no derogatory record

CLIENT GROUP:

College Students from the City who opted to enroll in Private Schools within the City

SERVICE SCHCEDULE:

Monday to Friday,
8:00 AM to NOON and 1:00 PM to 5:00 PM

TOTAL POCESSING TIME:

20 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps involved	Actions of the Secretariat (BAPAD)	Transaction Time	Responsible Person
1. If availing the service for the first time, proceed to the College Registrar and apply for Educational Subsidy for Tertiary Students.			College Registrar

2. Attend the orientation for grantees	Conduct group orientation by school of the program		MA. CHARO D. LOGRONIO Community Affairs Officer IV
3. Schools submit the Masterlist and Bill of Accounts	Prepares voucher & pay by check to private schools		MA. CHARO D. LOGRONIO Community Affairs Officer IV

14.4. AVAILMENT OF SOURCED-OUT SCHOLARSHIP

ABOUT THE SERVICE:

This program is a sole initiative of the City Mayor to add up to the present number of scholarship the City Fund can provide. From time to time, the City Mayor solicits or partners with private group, individuals and organization.

REQUIREMENT:

- Online application

CLIENT GROUP:

All tertiary/College students

SERVICE SCHCEDULE/S:

Monday to Friday,
8:00 AM to NOON and 1:00 PM to 5:00 PM

TOTAL POCESSING TIME:

7 minutes

TOTAL FEES/CHARGES:

None

PROCESS OF AVAILING THE SERVICE:

Steps involved	Actions of the Secretariat (BAPAD)	Transaction Time	Responsible Person
1. Proceed to Barangay Affairs and Public Assistance Section (BAPAS) and inquire on the availability of Scholarship Program from Outside Source	Orients the client on the available scholarship and assist in the online application	5 minutes	MA. CHARO D. LOGRONIO Community Affairs Officer IV
2. Apply online and enrol in school	Advices client thru text of application update	2 minutes	

14.5. AVAILMENT OF INTERVENTION, REHABILITATION AND RECOVERY PROGRAMS FOR DRUG DEPENDENTS

ABOUT THE SERVICE:

The Sorsogon City Anti-Drug Abuse Council (SCADAC) serves as the focal point through which various organizations and individuals work together in the planning implementation and evaluation of programs on drug abuse prevention and control. It refers the users and pushers to the police and other institutions for corresponding sanctions, rehabilitations and intervention. It provides technical support and keeps records of all activities implemented for documentation and submission to the Dangerous Drugs Board (DDB) and the DILG

CLIENT GROUPS:

Persons Who Used Drugs/Recovering Drug Dependents
Families of victims of drugs and substance abuse

REQUIREMENTS:

None

FEES:

None

SERVICE SCHEDULES:

Monday to Friday
8:00 AM to NOON and 1:00 PM to 5:00PM

TOTAL PROCESSING TIME:

25 minutes

PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of the SCADAC	Transaction Time	Responsible Person
1. Proceed to BAPAS Office to inquire on how to avail of the services and submit to an interview.	Gives information about the service and interviews the client to determine the category on drug use and abuse. Refers the case to the DDB accredited Physician for diagnosis	15 minutes	MA. CHARO D. LOGRONIO Community Affairs Officer IV
2. Wait for the schedule on the kind of intervention	Sets schedule of intervention	5 minutes	

3. Attends required intervention/ rehab	Conducts the proper category intervention General intervention for Low RISK Community BRP for moderate; IOP for mild; Residential Care for severe cases and After the intervention, client should report for After Care.		SCADAC/DDB-Accredited Physician
4. Complete the required session	Conduct graduation/ moving-up ceremony Issue Certificate of Completion	5 minutes	MA. CHARO D. LOGRONIO Community Affairs Officer IV