

**A. APPLICATION FOR BASIC VOUCHER SCHOLARSHIP**

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Grade 12 Public Senior High Graduates & Existing Private MSP Scholars	Submission and Verification of Requirements.	10 minutes	Melissa A. Dela Cruz MSP Front Liner	Filled-out Application Form with Required Attachments  <ul style="list-style-type: none"> <li>• Original Voucher</li> </ul> Photocopies of: <ul style="list-style-type: none"> <li>• Carecard</li> <li>• School ID (if applicable)</li> <li>• Enrolment Form/Certificate of Enrolment</li> </ul>
2	Grade 12 Public Senior High Graduates & Existing Private MSP Scholars	Prepare and Consolidate List of Applicants, and other required documents, for approval of MSP Head	1 to 2 Days	Melissa A. Dela Cruz MSP Screening Officer	Filled-out Application Form with Required Attachments  <ul style="list-style-type: none"> <li>• Original Voucher</li> </ul> Photocopies of: <ul style="list-style-type: none"> <li>• Carecard</li> <li>• School ID (if applicable)</li> <li>• Enrolment Form/Certificate of Enrolment</li> </ul>
3		Approved Signature of the MSP Head & City Mayor	1 to 2 Days	Melissa A. Dela Cruz MSP Screening Officer EnP. Alvin F. Veron MSP Head	Approved Letter of Request by the City Mayor
4		Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
5		Release of Cash Advance	1 to 2 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
6	Grade 12 Public Senior High Graduates & Existing Private MSP Scholars	All applicants are notified through MSP facebook page. List of names will be posted for checking of applicants	Schedule will be announced 3 to 4 days prior to the date of Allowance Distribution	Melissa A. Dela Cruz MSP Screening Officer	Batch List of Scholars posted through MSP Facebook Page

**B. APPLICATION FOR 10MOST, HONORS, ISKOLARSHIP, PRIORITY COURSE AND EXCELLENCE SCHOLARSHIP**

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Qualified Scholars	Submission and Verification of Requirements.	10 minutes	Marife L. Flores MSP Front Liner	Filled-out Application Form with Required Attachments: <ul style="list-style-type: none"> <li>• Certificate of Registration</li> <li>• Form 1-38</li> <li>• Good Moral</li> <li>• Voters ID / Voter's ID of parents</li> <li>• School ID (photocopy)</li> <li>• Muntinlupa Care Card/Voter's ID</li> <li>• 2x2 ID picture</li> <li>• previous quarter grades (if needed)</li> </ul>
2	Qualified Scholars	Applications are evaluated and approved by the concerned officer and MSP Head	1 to 2 Days	Marife L. Flores MSP Screening Officer EnP. Alvin F. Veron MSP Head	Approved Recommendation sheet signed by MSP Head
3		All Applicants are notified of status once the City Mayor has approved the application	1 to 2 Days	Marife L. Flores MSP Screening Officer	Approved Recommendation sheet signed by the City Mayor
4		Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
5		Release of Check	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
6		Applicants are notified once check is available, through text or call	1 Day	Marife L. Flores MSP Screening Officer	Valid ID (Representatives are not allowed to claim the checks)

**D. APPLICATION FOR HIGH SCHOOL AND ELEMENTARY LEARNERS ASSISTANCE PROGRAM (HELP)**

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Grade 1 to Grade 12 Students of Muntinlupa Public & Private Schools (HELP)	Submit Consolidated Master List of new scholars to the MSP HELP team on the agreed timeframe	Depending on the agreed schedule (Quarterly)	MSP Coordinator	Hard copy and Soft copy of Master List of new scholars
2		Applications are verified and transferred to the HELP database	1 to 2 Weeks	Jedd B. Rocha MSP HELP Officer in Charge	Merging of new and old scholars for the upcoming quarter
3		Master List will be sent to the Accounting Office for Pre-auditing	1 to 2 Days	City Accounting Office	Master list for the upcoming quarter
4		Approved Signature of the MSP Head & City Mayor	1 to 2 Days	Jedd B. Rocha MSP HELP Officer in Charge	Approved Letter of Request by the City Mayor
5	Grade 1 to Grade 12 Students of Muntinlupa Public & Private Schools (HELP)	Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget Head, and City Accountant
6					
7		Release of Check	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
8		All applicants are notified through MSP Facebook page and MSP School Coordinators	Schedule will be announced 3 to 4 days prior to the date of Allowance Distribution	Jedd B. Rocha MSP HELP Officer in Charge and MSP School Coordinators	Batch List of Scholars posted in Schools through MSP School Coordinators

**E. APPLICATION FOR EDUCATIONAL DEVELOPMENT OF GOVERNMENT EMPLOYEES (EDGE) SCHOLARSHIP PROGRAM ASSISTANCE PROGRAM FOR PLMUN STUDENTS (APPS)**

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Public School Teachers and Government Employees	Submission and Verification of Requirements.	10 minutes	Melissa A. Dela Cruz Front Liner MSP	Filled-out Application Form with Required Attachments <ul style="list-style-type: none"> <li>• Letter of Intent Addressed to the City Mayor</li> <li>• School Admission Letter</li> <li>• Barangay Clearance</li> <li>• Proof of Enrollment/Proof of Expenses</li> <li>• Copy of Grades (if applicable)</li> <li>• School ID (photocopy)</li> <li>• Muntinlupa Care Card/Voter's ID</li> <li>• Cedula</li> <li>• Service Record (At least 2 years of service)</li> </ul>
2	Public School Teachers and Government Employees	Applications are evaluated and approved by the concerned officer and MSP Head	1 to 2 Days	Melissa A. Dela Cruz Screening Officer Alvin F. Veron MSP EnP. MSP Head	Approved Recommendation letter signed by MSP Head
3		All Applicants are notified of status once the City Mayor has approved the application	1 to 2 Days	Melissa A. Dela Cruz Screening Officer MSP	Approved Recommendation letter signed by the City Mayor
4		Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
5		Release of Check	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
6		Applicants are notified once check is available, through text or call	1 Day	Melissa A. Dela Cruz Screening Officer MSP	Valid ID (Representatives are not allowed to claim the checks)

## F. APPLICATION FOR LICENSURE (BAR AND BOARD) EXAMINATION TOPNOTCHERS

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Bar or Board Topnotcher applicants	Submission and Verification of Requirements	10 minutes	Melissa A. Dela Cruz MSP Front Liner	<ul style="list-style-type: none"> <li>• Barangay Clearance</li> <li>• Proof of passing the Bar/Board exam certified by PRC</li> <li>• School ID (photocopy)</li> <li>• Muntinlupa Care Card/Voter's ID</li> </ul>
2		Applications are evaluated and approved by the concerned officer and MSP Head	1 to 2 Days	Melissa A. Dela Cruz MSP Screening Officer EnP. Alvin F. Veron MSP Head	Approved Recommendation letter signed by MSP Head
3		All Awardees are notified of status once the City Mayor has approved the application	1 to 2 Days	Melissa A. Dela Cruz MSP Screening Officer	Approved Recommendation letter signed by the City Mayor
4	Bar or Board Topnotcher applicants	Processing of Obligation Request and Disbursement Voucher	1 to 2 Weeks	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
5		Release of Check per batch	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
6		Awardees are notified once check is available, through text or call	1 Day	Melissa A. Dela Cruz MSP Screening Officer	Valid ID (Representatives are not allowed to claim the checks)

C. APPLICATION FOR COLLEGE SCHOLARSHIP: CONTINUING ASSISTANCE FOR REINTEGRATING STUDENTS (CARES) & STATE UNIVERSITIES AND COLLEGE

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Walk-in College Applicants	Submission and Verification of Requirements.	10 minutes	Laarni Dolleton Capulong and/or Sheiryl S. Bonceli MSP Front Liners	Filled-out Application Form with Required Attachments  Photocopies of: • Carecard • School ID • Enrolment Form/Certificate of Enrolment • Certification of Previous Semester Grades(if applicable) • Affidavit of Undertaking (if applicable) • Service Obligation Form (if applicable)
2	Walk-in College Applicants	Application Categorized in Terms of Scholarship (SUC, CARES)	2 to 3 minutes	Ma. Laarni Dolleton Capulong and/or Sheiryl S. Bonceli MSP Screening Officers	Photocopies of: • Carecard • School ID • Enrolment Form/Certificate of Enrolment • Certification of Previous Semester Grades(if applicable) • Affidavit of Undertaking (if applicable) • Service Obligation Form (if applicable)
3		Prepare and Consolidate List of Applicants, and other required documents	1 to 2 Days	Ma. Laarni Dolleton Capulong MSP Screening Officer	• Batch List of Qualified Scholars in Payroll Form • Approved Letter of Request by the City Mayor • Obligation Request • Disbursement Voucher
4		Approved Signature of the MSP Head & City Mayor	1 to 2 Days	Laarni Dolleton Capulong and/or Sheiryl S. Bonceli MSP Screening Officers EnP. Alvin F. Veron MSP Head	Approved Letter of Request by the City Mayor
5		Processing of Obligation Request and Disbursement Voucher	1 to 2 Weeks	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
6	Walk-in College Applicants	Release of Cash Advance	1 to 2 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
7		All applicants are notified through MSP facebook page. List of names will be posted for checking of applicants	Schedule will be announce 3 to 4 days prior to the date of Allowance Distribution	Eleazer S. Lumukso MSP Information Officer	Batch List of Scholars posted through MSP Facebook Page

## G. APPLICATION FOR HONOR GRADUATES FINANCIAL INCENTIVES PROGRAM (LATIN HONORS)

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Latin Honor applicants	Submission and Verification of Requirements.	10 minutes	Laarni Dolleton Capulong MSP Front Liner	<ul style="list-style-type: none"> <li>• Barangay Clearance</li> <li>• Proof of Latin Honors Certified by the School</li> <li>• School ID (photocopy)</li> <li>• Muntinlupa Care Card/Voter's ID</li> </ul>
2		Awardees are evaluated and approved by the concerned officer and MSP Head	1 to 2 Days	Laarni Dolleton Capulong MSP Screening Officer EnP. Alvin F. Veron MSP Head	Approved Recommendation letter signed by MSP Head
3	Latin Honor applicants	All Awardees are notified of status once the City Mayor has approved the application	1 to 2 Days	MSP Screening Officer	Approved Recommendation letter signed by the City Mayor
4		Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
5		Release of Check per batch	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
6		Awardees are notified once check is available, through text or call	1 Day	Laarni Dolleton Capulong MSP Screening Officer	Valid ID (Representatives are not allowed to claim the checks)

**H. APPLICATION FOR OVERALL GRADUATING TOP 10 ELEMENTARY, JUNIOR HIGH AND SENIOR HIGH SCHOOL (HONORS GRADUATES FINANCIAL INCENTIVES PROGRAM)**

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Grade 6, Grade 10 & Grade 12 Overall Top 10 public school students	Submit Consolidated Master List of Overall top 10 on the agreed timeframe	Depending on the agreed schedule (1 Week)	MSP Coordinator	Hard copy and Soft copy of Master List of Overall top 10
2		Grantees are validated and verified	1 to 2 Weeks	Ma. Laarni Dolleton Capulong MSP HONORS Processing Officer	Proofreading of Soft copy against the Hard copy
3		Master List will be sent to the Accounting Office for Pre-auditing	1 to 2 Days	City Accounting Office	Master list for the upcoming quarter
4	Grade 6, Grade 10 & Grade 12 Overall Top 10 public school students	Approval Signature of the MSP Head & City Mayor	1 to 2 Days	Laarni Dolleton Capulong MSP HONORS PROCESSING Officer EnP. Alvin F. Veron MSP Head	Approved Letter of Request by the City Mayor
5		Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
6		Release of Cash Advance	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
7		All Grantees are notified through MSP facebook page. List of names will be posted for checking of applicants	Schedule will be announce 3 to 4 days prior to the date of Allowance Distribution	Ma. Laarni Dolleton Capulong MSP HONORS Processing Officer	Batch List of Beneficiaries posted through MSP Facebook Page



## I. APPLICATION FOR STUDENTS WITH AWESOME RECORDS (STAR)

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Top 1 Public Elementary, High School students	Submit Consolidated Master List of top 1 students on the agreed timeframe	Depending on the agreed schedule (1 Week)	MSP Coordinator	Hard copy and Soft copy of Master List of Overall top 10
2		Grantees are validated and verified	1 to 2 Weeks	Ma. Laarni Dolleton Capulong MSP HONORS Processing Officer	Proofreading of Soft copy against the Hard copy
3		Master List will be sent to the Accounting Office for Pre-auditing	1 to 2 Days	City Accounting Office	Master list for the upcoming quarter
4	Top 1 Public Elementary, High School students	Approval Signature of the MSP Head & City Mayor	1 to 2 Days	Laarni Dolleton Capulong MSP Screening Officer EnP. Alvin F. Veron MSP Head	Approved Letter of Request by the City Mayor
5		Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
6		Release of Cash Advance	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
7		All Grantees are notified through MSP facebook page. List of names will be posted for checking of applicants	Schedule will be announce 3 to 4 days prior to the date of Allowance Distribution	Ma. Laarni Dolleton Capulong MSP HONORS Processing Officer	Batch List of Beneficiaries posted through MSP Facebook Page

J. APPLICATION FOR LAW AND MEDICINE PROGRAM (LAMP)

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Law and Medicine Students	Submission and Verification of Requirements.	10 minutes	Melissa A. Dela Cruz Front Liner MSP	<p>Filled-out Application Form with Required Attachments</p> <ul style="list-style-type: none"> <li>• Letter of Intent Addressed to the City Mayor</li> <li>• Recommendation Letter from Immediate Supervisor</li> <li>• NMAT/PhiSAT result</li> <li>• Affidavit of Scholarship</li> <li>• Barangay Clearance</li> <li>• Proof of Enrollment/Proof of Expenses</li> <li>• Copy of Grades (if applicable)</li> <li>• School ID (photocopy)</li> <li>• Muntinlupa Care Card/Voter's ID Cedula</li> </ul>
2	Law and Medicine Students	Applications are evaluated and approved by the concerned officer and MSP Head	1 to 2 Days	Melissa A. Dela Cruz Screening Officer F. Veron MSP EnP. Alvin MSP Head	Approved Recommendation letter signed by MSP Head
3		All Applicants are notified of status once the City Mayor has approved the application	1 to 2 Days	Melissa A. Dela Cruz Screening Officer MSP	Approved Recommendation letter signed by the City Mayor
4		Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
5		Release of Check	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
6		Applicants are notified once check is available, through text or call	1 Day	Melissa A. Dela Cruz Screening Officer MSP	Valid ID (Representatives are not allowed to claim the checks)

K. APPLICATION FOR SENIOR CITIZEN TRAINING AND EDUCATION PROGRAM (STEP), FINANCIAL ASSISTANCE (STUDENT ATHLETES & STUDENT WITH SPECIAL SKILL & TALENTS, ETC.)

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	Walk-in qualified applicants	Submission and Verification of Requirements.	10 minutes	Melissa A. Dela Cruz MSP Front Liner	Filled-out Application Form with Required Attachments <ul style="list-style-type: none"> <li>• Letter of Intent Addressed to the City Mayor</li> <li>• Proof of Enrollment (photocopy)</li> <li>• Proof of Expenses / receipts (photocopy)</li> <li>• Copy of Recent Grades (if applicable)</li> <li>• School ID (photocopy)</li> <li>• Muntinlupa Care Card/Voter's ID (photocopy)</li> <li>• Cedula (photocopy)</li> <li>• Certificate of Indigency</li> <li>• Letter of Invitation (if applicable)</li> </ul>
2	Walk-in qualified applicants	Applications are evaluated and approved by the concerned officer and MSP Head	1 to 2 Days	Melissa A. Dela Cruz MSP Screening Officer EnP. Alvin F. Veron MSP Head	Approved Recommendation letter signed by MSP Head
3		All Applicants are notified of status once the City Mayor has approved the application	1 to 2 Days	Melissa A. Dela Cruz MSP Screening Officer	Approved Recommendation letter signed by the City Mayor
4		Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
5		Release of Check	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
6		Applicants are notified once check is available, through text or call	1 Day	Melissa A. Dela Cruz MSP Screening Officer	Valid ID (Representatives are not allowed to claim the checks)

## L. APPLICATION FOR MCTI NC II GRANT

STEP	APPLICANT/CLIENT	SERVICE	DURATION OF ACTIVITY/TIME FRAME	PERSON-IN-CHARGE	REQUIREMENTS/DOCUMENTS NEEDED
1	MCTI Applicants	Receive list of students remmended by the MCTI Director	10 minutes	Laarni Dolleton Capulong MSP Front Liner	Recommendation letter signed by the MCTI Director
2		Verification and preparation of documents needed for processing of application for NC II Review	10 to 15 minutes	Laarni Dolleton Capulong MSP Front Liner	Enrollment registration and other documents required from the recommended students
3		Approval Signature of the MSP Head & City Mayor	1 to 2 Days	Laarni Dolleton Capulong MSP Screening Officer EnP. Alvin F. Veron MSP Head	Approved Recommendation letter signed by the City Mayor
4	MCTI Applicants	Processing of Obligation Request and Disbursement Voucher	1 Week	City Budget Office & City Accounting Office	Obligation Request & Disbursement Voucher signed by the City Budget, and City Accountant
5		Release of Cash Advance	2 to 3 Days	City Treasury Office	Check signed by the City Mayor and City Treasurer
6		Applicants are notified once check is available, through text or call	1 Day	Laarni Dolleton Capulong MSP Screening Officer	Valid ID (Representatives are not allowed to claim the checks)

Certified by:

**EnP. ALVIN F. VERON**

Acting Head

Muntinlupa Scholarship Program

Approved by;

**JAIME R. FRESNEDI**

City Mayor

City Government of Muntinlupa