

U. P. Scholarship

Schedule of Availability of Service

Monday to Friday
8:00am to 5:00pm

Who may avail of the Service

UP Office of Student Affairs

What are the Requirements

UP List of Qualified Students
Billing

Duration: 7 working days

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	UP submits list of qualified students and detailed billing	OP receives the documents from UP	5 minutes	Receiving OP Officer		-
2		OP forwards the documents to CorpCom.	5 minutes	Receiving OP Officer		-
3		CorpCom reviews the documents and makes recommendation for approval to approve list of candidates	half day	CorpCom Head		-
4		OP approves list of candidates for support	1 day	President		
5		CorpCom prepares disbursement voucher	30 minutes	CorpCom personnel		-
6		The President approves the DV for processing	Half day	President	-	
7		CorpCom forwards the DV to Accounting/Treasury for processing	5 days	CorpCom	-	
8		CorpCom informs UP of check availability	10 minutes	Director	-	

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