# SIDA-HRDP SCHOLARSHIP PROGRAM PROCESS FLOW

#### I. APPLICATION AND BOARD APPROVAL

#### **APPLICANT**

Submits the documentary requirements to Stakeholder /
Endorser / MDDC, at the MDDC Office or SRA Field Office
(within one day for the complete application)

#### **AUTHORIZED ENDORSERS / STAKEHOLDERS**

Stakeholders/Endorsers (MDDC, Block Farm Organizations, etc.) will issue an Endorsement Letter to the applicant attesting that he/she is a qualified, deserving children and dependent of sugarcane industry workers or small sugarcane farmers (2 days)

#### MILL DISTRICT OFFICERS (MDOs)

Screen and validate the completeness of applicant's documents and endorse / transmit the same to the HRDP Technical Working Group (TWG), SRA, Quezon City (max. of 5 days)

## HRDP- TWG (SRA OFFICE, QUEZON CITY)

- 1. Reviews the completeness and authenticity of the documents, and screens and assess the qualifications of the applicant; (max. of 2 days)
- 2. Recommends to the Sugar Board the identified qualified applicant/s for approval (max. of 2 days)

## SUGAR BOARD OFFICE

- 1. Includes the TWG recommendation in the Board Meeting Agenda ( $\underline{1 \; day}$ )
- Deliberates the TWG recommendation and approves the recommendation, if found in order; (1 day)

### II. ENDORSEMENT

# HRDP- TWG (SRA OFFICE, QUEZON CITY)

- Receives the list of the Board approved applicants together with the Board Secretary's Certificate; (1 day)
- 2. Identifies and checks the availability of the scholarship slots per region; (1 day)

Prepares the transmittal and endorses the list of approved applicants to CHED Central Office and CHED Regional Office (2 days)

**Under SRA implementation:** 

Prepares the Scholarship Contract (SC) and sends the same to the MDO; (1 day)

## III. IMPLEMENTATION



In Accordance with CHED Memorandum Circular No. 6, Series of 2022

CHED-OSDS and CHEDRO receives the list of the Board approved applicants together with the complete and authentic documents/requirements;

Validates and evaluates the completeness and authenticities of the attached documents/requirements;

Identifies and checks the availability of the scholarship slots per region.

Issues the Notice Scholarship Award and furnish SRA with the Master list of approved SIDA Scholars

Informs the scholar to sign the Scholarship Contract.

Release the monthly stipend and other financial benefits:

Monitors the progress of the status of the scholars, and their academic performance.

Coordinates with the different SUCs; and

Regularly submits monitoring and status report of all scholars to SRA, HRDP-TWG.

CHED and SRA monitors the graduates of the SIDA – Scholarship Program for the return service requirement of the program

CHED furnishes SRA the list of graduates and will serve as pool of applicants in the Human Resource Unit in cases of hiring

## **SRA**

In Accordance with Memorandum Circular 4, Series of 2022

MDOs facilitate the signing of the Scholarship Contract (SC); orient the scholar, sign as witness, and send the SC back to SRA Office, Q.C. (max. of 5 days)

Admin & Finance certifies the availability of funds (1 day)

SRA Administrator signs the Scholarship Contract (SC) –  $\underline{1 \text{ day}}$ 

TWG forwards the SC to the Legal Department (1 day)

Legal Department notarize the Scholarship Contract and forwards the same to the TWG (max. of 10 days)

Applicant submits the following documentary requirements to TWG, SRA,Q.C. (1-2 day)

- 1. Certificate of Registration (every start of the semester)
- 2. Grades (15 days after the end of the semester)

TWG prepares the payroll with the corresponding attachments and submits to Admin & Finance (AFD); (max. of 3 days)

AFD audits the documents, process the payroll and download the financial benefits to the scholars' Landbank account (max. of 5 days)

TWG informs the MDOs and scholars if financial benefits are already downloaded (1 day)

TWG / MDOs monitor the progress / status of scholars by requiring them to submit their grades at the end of every semester and for graduates, the return of service requirement

TWG forwards the list of graduates to Human Resource Unit to serve as pool of applicants in cases of hiring