



SSCT

"For Nation's Greater Heights"

- 1.8. The program of study allows the accommodation of students with special needs and assists them to finish the degree.



SURIGAO STATE COLLEGE OF TECHNOLOGY

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Institutional Scholarship and Financial Assistance Program for Undergraduate (ISFAPUS) Students Manual

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Table of Contents

Title	Page
I. Rationale	4
II. Program Title and Coverage	4
III. Purpose	5
IV. Funding	5
V. General Qualification Requirements	5
VI. Application Procedures and Documentary Requirements	5
VII. Guidelines for SSCT – SFAPUS	6
VIII. Renewal of Scholarship	9
IX. Leave of Absence	9
X. Grounds for Cancellation of Scholarship	9
XI. Incentives/Awards	9
XII. Responsibilities Implementers	10
XIII. Implementing Committees	11
XIV. Mechanism for Fund Generation for External Scholarship Grants	12
XV. System Monitoring	12
XVI. Transparency and Accountability	13

SURIGAO STATE COLLEGE OF TECHNOLOGY

Vision

An excellence-driven institution of higher learning committed to produce holistic and globally competitive individuals.

Mission

To provide relevant, high quality and sustainable instruction, research, production & extension programs and services within a culture of credible & responsive institutional governance.

Goals

- 1.To foster applications of the disciplines and provide its learners with industry-based training and education particularly in engineering, fisheries and agriculture;
2. To conduct and utilize studies for the development of new products, processes, systems and services relevant to Philippine life and of the global village; and
3. To promote the transfer of technology and spread useful technical skills, thus empowering its learners and their activities.

Institutional Scholarship and Financial Assistance Program for Undergraduate Students (ISFAPUS)

I Rationale

The Philippine Constitution, Article XIV, Section 1 stipulates that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all and shall establish and maintain a system of scholarship, grants, student loan programs, subsidies, and other incentives which shall be available to deserving students in both public and private schools, especially to the underprivileged (Article XIV, Section 2). The Surigao State College of Technology continually provides Institutional programs to ensure that the highlighted provisions are met, hence, the creation of Institutional Scholarship and Financial Assistance Program for Undergraduate Students (ISFAPUS).

II. Program Title and Coverage

The program shall be known as the Institutional Scholarship and Financial Assistance Program for Undergraduate Students (ISFAPUS). The beneficiaries of this program are the academically deserving, talented, and underprivileged students in all campuses of Surigao State College of Technology.

The following are the specific program components and sub-components:

A. SSCT Academic Scholarship Program (ASP)

- i. President's List. This scholarship is open to students who excel academically and duly recognized by the Registrar.
- ii. Dean's List. This scholarship is open to students who excel academically and duly recognized by the Registrar.

B. Culture, Arts, and Sport Scholarship (CAS)

- i. Chorale Scholarship. This scholarship is open to all members of SSCT Choral duly recognized and recommended by the Chorale Director and Director of Wellness, Sports, Culture; the Arts on a yearly basis.
- ii. Dance Troupe Scholarship. This scholarship is open to all members of SSCT Dance Troupe duly recognized and recommended by the Dance Troupe Coordinator and Director, for Sports and Wellness and Director of Student Affairs on a yearly basis.
- iii. Athletic Scholarship. This program is open to students who are members of SSCT-Athletic Team duly recognized and recommended by the Sports Director/Coordinator and Director of Student Affairs on a yearly basis.

C. PWD/LSEs and IP's Financial Assistance

- i. Person with Disability/ Learners with Special Educational Needs Scholarship
- ii. Indigenous People Scholarship

D. Drum and Bugle Financial Assistance

- i. Drum and Bugle Corps. This scholarship is open to all members of SSCT Marching Band.

III. Purpose

ISFAPUS aims to provide financial aid to financially underprivileged but academically deserving and talented students. In this way, there will be increased student diversity necessary to build a community of learners in a culture of mutual understanding and sensitivity to others.

IV. Funding

All funding requirements of the ISFAPUS shall be charged against the school funds.

V. General Qualification Requirements

The following are the guidelines for the applicants to be qualified for the scholarship:

1. Must be a Filipino.
2. Must be officially enrolled in any program catered by the school.

3. Must possess good moral standing.
4. Have not availed of any scholarship or financial assistance program, except for Special Population beneficiaries.

VI. Application Procedures and Documentary Requirements

Applicants are advised to follow the stipulated process.

1. Pass the admission test.
2. Pass the interview.
3. Submit a Certificate of Good Moral Character from the last school attended.
4. Secure an endorsement from SFAU Office and Registrar.
5. Submit the accomplished ISFAPUS Application Form directly to the SFAU Office within one month after the first day of classes.
6. Approval from the Scholarship Committee.
7. Carry a regular load of the semester enrolled.
8. Maintain good moral character.

VII. Guidelines for SSCT-ISFAPUS:

Scholarship Name	General Requirement	Retention Requirements	Financial Benefits
Merit Scholarship			
1. President's List Scholarship	1. Must have a GPA of at least 1.5 or 90% upon application with no grade below 1.8 or 87% in all subjects enrolled.	1. Obtain and maintain at least 1.5 or 90% GPA with no grade below 1.8 or 87% in all subjects enrolled. 2. Comply academic deficiencies (INC) before the following semester starts (Ratings of INC are considered as failing grades unless complied). 3. Attend meetings, activities, and other programs for the ISFAP beneficiaries. 4. Student-Honors list (President/Dean's list) shall be ranked according to their GPA. The first Top 20 shall receive the financial benefits intended for President's Honors List. The next Top 30 shall receive the stipend for the Dean's Honors List. However, if the number of President's Honors List is	2,500.00/ semester

		less than 20, they shall be the ones entitled for the said benefit.	
2. Deans List's Scholarship	1. Must have a GPA of 1.7 or 88% upon application with no grade below 2.2 or 83% on the previous semester of the same school year.	<p>1. Obtain and maintain at least 1.7 or 87% GPA with no grade below 2.2 or 83% all subjects enrolled.</p> <p>2. Comply academic deficiencies (INC) before the following semester starts (Ratings of INC are considered as failing grades unless complied).</p> <p>3. Attend meetings, activities, and other programs for the ISFAP beneficiaries.</p> <p>4. Student-Honors list (President/Dean's list) shall be ranked according to their GPA. The first Top 20 shall receive the financial benefits intended for President's Honors List. The next Top 30 shall receive the stipend for the Dean's Honors List. However, if the number of President's Honors List is less than 20, they shall be the ones entitled for the said benefit.</p>	2,000.00/ semester
Non-Merit Scholarship			
3. Chorale Scholarship	<p>1. Endorsement from the Director, Culture and Arts and Director of Student Affairs.</p> <p>2. Only one Chorale Group shall be recognized for the entire SSCT.</p> <p>3. Maximum of 30 members of the chorale group.</p>	<p>1. Must obtain and maintain at least 2.5 or 80% GPA with no grade below 2.5 or 80% of all subjects enrolled, no failing grades.</p> <p>2. Comply academic deficiencies (INC) before the following semester starts (Ratings of INC are considered as failing grades unless complied).</p> <p>3. Attend meetings, activities, and other programs for the ISFAP beneficiaries.</p> <p>4. The school shall provide choral attire.</p>	<ul style="list-style-type: none"> • 2,000.00/ semester • free 1 set type a & b costume per school year
4. SSCT Dance Troupe	1. Endorsement from the Director, Culture and Arts	1. He/She must obtain and maintain at least 2.5 or 80%	<ul style="list-style-type: none"> • 2,000.00/ semester

	<p>and Director, Student Affairs.</p> <p>2. Only one Dance Troupe shall be recognized for the entire SSCT.</p> <p>3. Maximum of 30 members of the dance troupe.</p>	<p>GPA with no grade below 2.5 or 80% of all subjects enrolled, no failing grades.</p> <p>2. Comply academic deficiencies (INC) before the following semester starts (Ratings of INC are considered as failing grades unless complied).</p> <p>3. Regularly attend meetings, activities, and the like.</p>	<ul style="list-style-type: none"> • free costume per school year
5. Sports/ Athletic Scholarship	<p>1. Endorsement from the Director, Culture and Arts and Director, Student Affairs.</p> <p>2. Maximum of 104 members across sports events.</p>	<p>1. Must obtain and maintain at least 2.5 or 80% GPA with no grade below 2.5 or 80% of all subjects enrolled, no failing grades.</p> <p>2. Comply academic deficiencies (INC) before the following semester starts (Ratings of INC are considered as failing grades unless complied).</p> <p>3. Attend meetings, activities, and other programs for the ISFAP beneficiaries.</p>	1,000.00/ semester
6. PWDs/ LSEs Financial Assistance Program	<p>1. Certification from the School Clinic and endorsement from the Student Affairs Director.</p>	<p>1. Must obtain and maintain at least 2.5 or 80% GPA with no grade below 2.5 or 80% of all subjects enrolled, no failing grades.</p> <p>2. Comply academic deficiencies (INC) before the following semester starts (Ratings of INC are considered as failing grades unless complied).</p> <p>3. Attend meetings, activities, and other programs for the ISFAP beneficiaries.</p>	1,000.00/ semester

7. Indigenous People Scholarship Program.	1. Certification from the IP Focal Person as recognized IP. 2. Endorsement from the Student Affairs Director.	1. Must obtain and maintain at least 2.5 or 80% GPA with no grade below 2.5 or 80% of all subjects enrolled, no failing grades. 2. Comply academic deficiencies (INC) before the following semester starts (Ratings of INC are considered as failing grades unless complied). 3. Attend meetings, activities, and other programs for the ISFAP beneficiaries.	1,000.00/ semester
8. SSCT Drum and Bugle Corps	1. Endorsement from the SSCT Drum and Bugle Corps In-Charge and Student Affairs Director. 2. Maximum of 70 members.	1. Must obtain and maintain at least 2.5 or 80% GPA with no grade below 2.5 or 80% of all subjects enrolled, no failing grades. 2. Comply academic deficiencies (INC) before the following semester starts (Ratings of INC are considered as failing grades unless complied). 3. Attend meetings, activities, and other programs for the ISFAPUS beneficiaries.	P1,000.00/semester

VII. Renewal of Scholarship

A scholarship may be renewed upon evaluation of the student's academic performance and fulfillment of responsibilities as a scholar per school year. It may include summer and introductory courses or remedial subjects if there are, as required in the curriculum.

IX. Availment of Institutional Scholarship/Grant

- The SSCT Institutional Scholarship and Financial Assistance Program for Undergraduate (ISFAPUS) is over and above the financial grants provided from other government scholarship and financial grant providers.
- The scholar/grantee can choose the scholarship/grant which is higher in terms of financial benefits provided that the student is qualified to the said scholarship/grant.

X. Leave of Absence

A student must file a leave of absence in case he/she stops attending school within the current and next semester. Leave of Absence is allowed for 1 (one) school year only provided that it is still covered in the specified year of agreement.

XI. Grounds for Cancellation of Scholarship

Scholars must strictly observe the rules and regulations of the institution and of the beneficiary's agency. The following are grounds for the cancellation of scholarship:

1. Any act of immorality like drunkenness, dishonesty, forgery, discourtesy, and insulting person in authority;
2. Any act that is considered immoral in Philippine social norms; and
3. Membership/participation in any subversive organizations.

XII. Incentives/Awards

Aside from the financial assistance of the institution, scholars will also receive rewards in representing the college during national and international competitions.

a. Level of Winners

Level	Category	Ranking	Medal	Amount
International	Group	1 st	Gold	P 30,000.00
		2 nd	Silver	P 20,000.00
		3 rd	Bronze	P 10,000.00
	Individual	1 st	Gold	P 15,000.00
		2 nd	Silver	P 10,000.00
		3 rd	Bronze	P 5,000.00
National	Group	1 st	Gold	P 10,000.00
		2 nd	Silver	P 7,500.00
		3 rd	Bronze	P 5,000.00
	Individual	1 st	Gold	P 5,000.00
		2 nd	Silver	P 3,000.00
		3 rd	Bronze	P 1,500.00

b. Means of Verification

The student must present the following:

1. Official invitation to the competition
2. Memorandum to participate from the college
3. Official program
4. Narrative report with pictures
5. Certificate of Award

XIII. Responsibilities of Implementers:

a. Scholarship and Financial Assistance Unit (SFAU)

- i. Accepts and screens applicants for ISFAPUS;
- ii. Monitors and evaluates the academic performance of all ISFAPUS Scholars;
- iii. Submits reports to the Student Affairs Office after the end of the semester for the terminated and continuing ISFAPUS beneficiaries;
- iv. Releases Notice of New ISFAPUS Grantees or Notice of Continuing ISFAPUS Grant to ISFAPUS beneficiaries;
- v. Orients the ISFAPUS Scholars on their obligations, and of the rules and regulations of the program;
- vi. Conducts meetings of the College ISFAPUS Committee; and
- vii. Maintains a database of the ISFAPUS beneficiaries.

b. Guidance Office

- i. Designs, selects, and administers the ISFAPUS Qualifying Examination to applicants;
- ii. Provides guidance and counseling services to the beneficiaries; and
- iii. Designs guidance program for the ISFAPUS beneficiaries to remediate academic, persona-social, and career needs and concerns.

c. Student Affairs Office (SAO)

- i. Issues certification to students who are PWDs/LSEs;
- ii. Coordinates with the Sports Director, Choir Director, and Dance Troupe Director for the list of recommended students;
- iii. Helps in identifying potential students qualified for ISFAPUS;
- iv. Monitors the SFAU Office, Guidance Office, and other related offices in the implementation of their functions; and
- v. Administers tracer and evaluation studies of the program.

d. Registrar's Office

- i. Releases grades of the ISFAPUS beneficiaries every after end of the semester;
- ii. Issues certification to students who received academic awards (PL and DL) for two consecutive semesters; and
- iii. Prints Certificate of Registration (COR) to ISFAPUS beneficiaries without initial payment but only a copy of the Notice of New ISFAPUS Grant or Notice of Continuing ISFAPUS Grant.

e. Accounting Office, Cashier's Office, and Budget Office

- i. Processes the release of monthly stipend of ISFAPUS beneficiaries; and
- ii. Accommodates queries of beneficiaries regarding their financial accountabilities.

XIV. Implementing Committees

a. The ISFAPUS Committee is composed of the following:

- Chair - Vice President for Academic Affairs
- Vice Chair - Director, Student Affairs
- Members - College Deans (all campuses)
- SFAU Coordinators (All Campuses)

b. Functions of the ISFAPUS Committee are as follows:

- i. Oversees the operation and implementation of the program;
- ii. Enhances policies that will ensure that the services provided for by the program shall serve the target students;
- iii. Decides on appeals, grievances, complaints, request for additional slots; and
- iv. Monitors and evaluates the administration and implementation of the program.
- v.

XV. Mechanism for Fund Generation for External Scholarship Grants

A. Government Scholarship Grants

- The external government scholarship agencies are mandated to pay the financial responsibilities based on the CMOs and current laws and policies.
 - CHED Scholarships and Financial Grants
 - DSWD- ESGP-PA Scholarship
 - DOST
 - ABAMIN Party List
 - Office of the Vice President (OVP)
 - Others
- Signed Memorandum of Agreement for payment schemes between SSCT and Local Government Unit (LGU).
 - Municipality of Claver Scholarship
 - Municipality of Basilisa Scholarship
 - Provincial Eskolaran of Surigao del Norte
 - Surigao City Scholarship
 - Others

B. Private Scholarship Grants

- Signed Memorandum of Agreement between SSCT and private agencies for the guidelines and payment schemes.
 - Taganito Mining Corporation Scholarship
 - Taganito HPAL Scholarship

- Platinum Group Metal Corporation
- Others

XVI. System of Monitoring

The monitoring and evaluation of **externally funded scholarship grant** is evaluated and monitored by the agency provider based on their guidelines. The SFAU will base its actions on the list of scholars/grantees per semester given by the provider.

The monitoring and evaluation for institutional scholarship is evaluated every semester based on the guidelines set by the college.

XVII. Transparency and Accountability

The offices concerned shall adopt a strict policy on transparency and accountability in the disbursement of the funds and shall be governed by the existing laws and regulations of the college.

Scholarship Committee

Chairperson:

Vice President for Academic Affairs

Vice- Chairperson:

Director, Student Affairs

Members:

- **Dean, College of Arts & Sciences,**
- **Dean, College of Teacher Education**
- **Dean, College of Technology**
- **Dean, College of Engineering and I.T**
- **SFAU Coordinator- City Campus**
- **SFAU Coordinator- Mainit Campus**
- **SFAU Coordinator- Del Carmen Campus**
- **SFAU Coordinator- Malimono Campus**



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

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**SERVICES FOR LEARNERS WITH SPECIAL EDUCATIONAL
NEEDS**

**Data on the Number of LSEN's Enrolled by Course
AY 2021-2022**

Name	Program/Course Year Level	Type of Disability				No. of LSEN's Enrolled		Total
		Visual	Hearing	Orthopedic	Other types	Male	Female	
Ariar, Charligem V.	BEXET 2	1				1		
Bolante, Romalyn J.	BSIT - 3		1				1	
Dadaa, Danilo L.	BSEE - 1				Cleft Lip	1		
Enso, Mae Ann M.	BSICT 1				Cleft Lip		1	
Latras, James T.	BSCS - 3				Cleft Lip & Palate	1		
Libago, Orjie M.	BSCE - 3				Cerebral Palsy		1	
Mozar, Mariel O.	BSEE - 3	1					1	
Oriel, Jasper Jan A.	BSCPE - 4				Epilepsy	1		
Patulin, Laravie B.	BSIS - 4		1			1		
Sanglitan, Prince Alfe E.	BSCE - 2				Leukemia Survivor	1		
Total:		2	2		6	6	4	10

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Health Services Officer

Certified Correct:

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