

Local Government Capability Development Division (LGCDD)

Endorsement for Application of Scholarship Grants

Type of Service:

Frontline Non-Frontline

Kind of Transaction:

Simple Complex Highly Technical

Duration:

1 Hour and 30 Minutes

Responsible Division:

Local Government Capability Development Division (LGCDD)

Service Description:

LCEs, Barangay Officials and Functionaries, Private Sectors, Planning Coordinators

Who may avail:

Requirements:

1. Endorsement from the DILG Regional Director, Provincial Director/City Director
2. LCE's endorsement
3. Certificate of no pending administrative and/or criminal case;
4. Resume with 2x2 picture
5. Transcript of Records - Certified true copy
6. List of Seminars/ Trainings attended
7. Updated Service Records
8. Certified Actual Duties and responsibilities relevant to the course/ program
9. Performance Ratings for the last two (2) rating periods, January-June and July to December (Certified true copy)
10. Certificate of No pending nomination in local and/or Foreign Scholarship Grants
11. Statement of direct benefits derived from scholarship grant

Availability of Service:

Monday to Friday 8AM to 5PM (No Noon Break)

Fees:

No payment required

How to avail of Service:

RESPONSIBILITY			DURATION (1 Hour and 30 Minutes)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Submits letter of request and requirements to the receiving officer	1. Receiving staff (stamp RECEIVED) records and forwards the documents to LGCDD.	Records Officer	15 Minutes
	2. Person in charge evaluates the documents in accordance with the Scholarship Grants Guidelines/ Checklist. If complete and in order, prepare the Endorsement duly reviewed by LGCDD chief and signed by the Regional Director	LGCDD - Focal Person	30 Minutes

RESPONSIBILITY			DURATION (1 Hour and 30 Minutes)
CLIENT	OFFICE	PERSON IN CHARGE	
	3. Regional Director signs the endorsement letter and returns the same to division concerned	Regional Director/ Asst. Regional Director	15 Minutes
2. Client receives the signed endorsement including the attached documents	4. Records personnel records and releases the signed endorsement, including the attached documents to the Local Government Academy	LGCCDD Staff/ Records staff	30 Minutes