



Securing Referral for Scholarship Assistance

ABOUT THE SERVICE

Lingkod Barangay Office assists indigent members (out of school youths) of any youth organizations from the barangays of Naga City to provide opportunities for OSYs.

Department / Office:		LINGKOD BARANGAY OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Out of School Youths		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Barangay Certification bonafide member of barangay based youth organization 		<ul style="list-style-type: none"> Barangay Hall 		
<ul style="list-style-type: none"> HS graduate diploma 		<ul style="list-style-type: none"> Requesting Party 		
<ul style="list-style-type: none"> Certificate of Indigency 		<ul style="list-style-type: none"> Residency of Requesting Party 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements Submit all the requirements to Lingkod Barangay personnel			5 minutes	RUBEN D. JIMENEZ JR. Administrative Assistant II (Casual) DENNIS F. DE JESUS Administrative Aide II (Casual) JOSE P. MARTINEZ, JR. Administrative Aide I (Casual)
	2. Issuance Of Referral Letter Prepare a referral letter for scholarship assistance issued to the client must be submitted to the concerned agency/ies for appropriate evaluation		5 minutes	BERNARDO O. SANTOS Records Officer I (Casual) RUEL O. BARRIOS CGDH I Lingkod Barangay Officer I
TOTAL		P	10 minutes	

LINGKOD BARANGAY OFFICE

Room 115, Multi-Purpose Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

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