



Applying for the Naga's Tertiary Scholarship Program (NTSP)

ABOUT THE SERVICE

The Naga's Tertiary Scholarship Program (NTSP) provides scholarship benefits to poor but deserving students enrolled or enrolling in colleges/universities and technical vocational education courses and training. It promotes the right of the city's constituents to quality education at all levels. Through NTSP, the city established an access mechanism to tertiary education for its poor but deserving students thereby guaranteeing the completion of the college or technical vocational education and training of at least one (1) family member in each family in the city.

Those who would like to avail of the program may apply at Education, Scholarships and Sports Office (ESSO).

Department / Office:	EDUCATION, SCHOLARSHIPS AND SPORTS OFFICE (ESSO)
Classification:	Highly Technical (20D)
Type of Transaction:	G2C - Government to Citizens
Who may avail	<ul style="list-style-type: none"> • A Filipino citizen and resident of the City of Naga; • With good moral character and without any derogatory record; • Not more than twenty-five (25) years old at the time of filing of application; • A high school graduate with 75% percentile rank or above in the National Secondary Achievement Test (NSAT) or at least 80% average with no failing grade in any subject or has not yet completed a tertiary course, except for vocational scholars; • With weighted average of at least 2.5 or 80% in the last semester in college, if attended any; • Has passed the entrance examination, if required, of the school where he or she intends to enroll on; • With parents/guardians having a gross annual income of not more than Php180,000.00; and • Not presently enjoying any scholarship or study grant.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Application Form 	<ul style="list-style-type: none"> • Education, Scholarships & Sports Office (ESSO)
<ul style="list-style-type: none"> • 1 ½ x 2 inches photo or passport size photo w/ name tag and remember that computer or machine generated photo will not be accepted 	
<ul style="list-style-type: none"> • Latest BIR Income Tax Return (ITR) of applicant's parents/guardians; 	<ul style="list-style-type: none"> • Bureau of Internal Revenue (BIR) – Naga Office
<ul style="list-style-type: none"> • An affidavit of applicant's parents/guardians stating the reason for not filing the Income Tax Return (ITR), if the above second requirements is not applicable; 	<ul style="list-style-type: none"> • City Legal/ Public Attorney's Office
<ul style="list-style-type: none"> • High School Report Card (Form 138) for incoming freshmen; 	<ul style="list-style-type: none"> • School/ College/ University



<ul style="list-style-type: none"> National College Assessment Examination (NCAE) Result 		<ul style="list-style-type: none"> School/ College/ University 		
<ul style="list-style-type: none"> Official enrolment certificate and statement of accounts for those with college units; 		<ul style="list-style-type: none"> School/ College/ University 		
<ul style="list-style-type: none"> Official report of rating or certification of grades for the last semester attended issued by the school registrar/dean, with an average of not lower than 2.5 or 80% for those with college units; and 		<ul style="list-style-type: none"> School/ College/ University 		
<ul style="list-style-type: none"> Barangay certification that the applicant is a resident of the barangay and that he/she is of good moral character and without any derogatory record 		<ul style="list-style-type: none"> Barangay Hall 		
<ul style="list-style-type: none"> Birth Certificate of the applicant (student); 		<ul style="list-style-type: none"> City Civil Registrar / Phil. Statistics Office 		
<ul style="list-style-type: none"> Voter's ID or Voter's Certification (original and photocopy) of parents/guardians or of the applicant if he/she is already an eligible voter of the City of Naga 		<ul style="list-style-type: none"> Commission on Election – Naga City 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a copy of the Application Form from ESSO.	2. The Scholarship Coordinator and/or the Scholarship Officer will explain the need to meet the qualifications/ queries about NTSP.		3 – 5 minutes	MAVERICK DC. IGURA Administrative Aide I (Casual) / Scholarship Program Coordinator DELFIN V. AGUILAR Acting Department Head
3. Submit requirements. Proceed to ESSO and submit the requirements to the Scholarship Program Coordinator or to the Scholarship Officer.	4. The Scholarship Coordinator and/or the Scholarship Officer will review the submitted requirements and thereafter, if needed, shall require the applicant/s to submit lacking documents and requirements. They also explain to applicant/s with lacking requirement the process and where to secure copy of needed document or requirement.		3 – 5 minutes	MAVERICK DC. IGURA Administrative Aide I (Casual) / Scholarship Program Coordinator DELFIN V. AGUILAR Acting Department Head
5. Take the competitive			2 hours	MAVERICK DC. IGURA



<p>examination.</p> <p>The ESSO schedules the competitive examination. Qualified applicants take the written exam.</p>				<p>Administrative Aide I (Casual) / Scholarship Program Coordinator</p> <p>ESSO STAFF</p> <p>DELFIN V. AGUILAR Acting Department Head</p>
	<p>6. Evaluation, ranking and posting of the official list of qualified city scholars.</p> <p>ESSO ranks and posts the official list of qualified city scholars after evaluation and consideration of the following criteria:</p> <ul style="list-style-type: none"> • Results of written examination • High School report card rating average and NCAE result or GWA of report of grades of last semester attended • Submitted BIR ITR or the Certification of Exemption from Filing ITR <p>Applicants whose parents are members of Solo Parent, PWDs, 4Ps, QUEEN & Sangawadan sectors and those graduates from public high schools & ALS are given privilege points in the ranking process in compliance w/ Section 10 of Ord. No. 2013-010, as amended</p>		<p>One (1) month after the Competitive Exam</p>	<p>MAVERICK DC. IGURA Administrative Aide I (Casual) / Scholarship Program Coordinator</p> <p>DELFIN V. AGUILAR Acting Department Head</p>
TOTAL			<p>1 month / 2 hours and 10 mins.</p>	



EDUCATION, SCHOLARSHIPS AND SPORTS OFFICE (ESSO)

Naga City Youth Center, Civic Center Compound, Taal Avenue, Balatas, Naga City

For more information, please contact:

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