### APPLICATION / RENEWAL PROCEDURE FOR SCHOLARSHIP

**Schedule of availability of Service:**
- Monday – Friday: 8:00AM-12NN/1:00PM-5:00PM (No Noon Break)

<table>
<thead>
<tr>
<th>Step</th>
<th>Applicant/Client</th>
<th>Service Provider</th>
<th>Duration</th>
<th>Person in Charge</th>
<th>Fees</th>
<th>Form</th>
</tr>
</thead>
</table>
| 1    | Applicant       | Submits the following documents:  
- Accomplished OSFAS Application Form  
- 2x2 Picture  
- Letter of Intent  
- Autobiography  
- Certificate of Registration  
- Certificate of Grades  
- ITR/Certificate of Brgy. Indigency  
- Clear Photo of Residence | 4 minutes | OSFAS Staff / Student Assistants | None | Application Form (BULSU-OP-OSFAS-01F1)  
Renewal Form (BULSU-OP-OSFAS-02F1) |
| 2    | Applicants       | undergo examination | 30 minutes | OSFAS Staff / Benefactor | None | Examination form |
| 3    | Applicants       | undergo interview  | 5 minutes | OSFAS Staff / Benefactor | None | None |
| 4    | Applicants gets notice of acceptance | Posting of qualified applicants at the University Bulletin Board | 2 minutes | OSFAS Staff / Student Assistants | None | Final List of grantees from OSFAS |
| 5    | Applicants gets Contract (individual MOA) & accomplished the said contract | Issue scholarship contract | 3 minutes | OSFAS Staff / Benefactor | None | MOA / Logbook (BulSU-SP-QMS-01S) |

**END OF TRANSACTION (TOTAL = 44 Minutes)**

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### Contact Center ng Bayan

**Your direct line to quality government service**

**Hotline:** 1-6565 *5.00 VAT per call here in the Philippines via PLDT landlines from 8 am to 5 pm, Monday to Friday

**SMS/Text Access:** 0908-8816565

**Log-on to** [www.contactcenterngbayan.gov.ph](http://www.contactcenterngbayan.gov.ph)

[www.facebook.com/contactcenterngbayan](http://www.facebook.com/contactcenterngbayan)

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### FEEDBACK AND REDRESS MECHANISMS

Bulacan State University shall establish and implement a feedback mechanism which includes the following:

- Accomplish our Customer Satisfaction Feedback Form available in the offices and put this in the drop box outside the concerned office or at the Centralized Receiving Unit, Ground Floor Level of the Flores Hall.
- Send your feedback through e-mail at officeofthepresident@bulsu.edu.ph or call (044)791-0153.

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### VISION

Bulacan State University is a progressive knowledge generating institution globally recognized for excellent instruction, pioneering research, and responsive community engagements.

### MISSION

Bulacan State University exists to produce highly competent, ethical and service-oriented professionals that contribute to the sustainable socio-economic growth and development of the nation.

### CITIZEN’S CHARTER (Step-by-Step)

This Citizen’s Charter is in compliance with RA 9485 otherwise known as the Anti-Red Tape Act of 2007 (ARTA) and Civil Service Memorandum NO.12, S. 2008.

This Citizen’s Charter is a product of collaborative efforts of the University’s Key Officials, Deans, Directors and Heads of Units. It describes the step-by-step procedures in availing the key services of the University in commitment to provide efficient and highest quality services to the clients. It ensures transparency and right to information.

We hope that on their part, the clients would respond and reciprocate in a positive way because we believe BulSU is pushing aggressively to make a difference.

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**SOAR BulSU!**

Service to God and Community, Order and Peace
Assurance of Quality and Accountability, Respect and Responsibility
### RESERVATION OF SLOT FOR INCOMING GRADE 7

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant submits the following documents to Admissions Office: A. Certified True Copy of Report Card (Form 138) or Transcript of Records. B. Certificate of Good Moral Character. C. 2 Copies of 2x2 ID Picture, white background, with complete name tag and in school uniform</td>
<td>Admissions Office and Clerks</td>
<td>4 minutes</td>
<td>Head of Admissions Office and Clerks</td>
<td>None</td>
<td>Application Form 1 (BuSU-OP-UAO-01F1)</td>
</tr>
<tr>
<td>2</td>
<td>Applicants receive Examination Permit</td>
<td>Admissions Office and Clerks</td>
<td>2 minutes</td>
<td>Head of Admissions Office and Clerks</td>
<td>None</td>
<td>Application Form 1 (BuSU-OP-UAO-01F1)</td>
</tr>
</tbody>
</table>

**END OF TRANSACTION (TOTAL = 6 Minutes)**

### APPLICATION / RENEWAL PROCEDURE OF FINANCIAL ASSISTANCE

#### OFFICE OF THE ADMISSION & ORIENTATION SERVICES

**ATBuSU Application for NEW COLLEGE STUDENT**

- Monday – Friday: 8:00am – 5:00pm (No noon break)

#### OFFICE OF THE STUDENT FINANCIAL ASSISTANCE AND SCHOLARSHIPS

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant submits the following documents to Admissions Office: A. Certified True Copy of Report Card (Form 138) or Transcript of Records. B. Certificate of Good Moral Character (for Grade 7 only). C. 2 Copies of 2x2 ID Picture, white background, with a complete name tag and in school uniform</td>
<td>Admissions Office and Clerks</td>
<td>4 minutes</td>
<td>Head of Admissions Office and Clerks</td>
<td>None</td>
<td>Application Form 1 (BuSU-OP-UAO-01F1)</td>
</tr>
<tr>
<td>2</td>
<td>Applicants receive Examination Permit</td>
<td>Admissions Office and Clerks</td>
<td>2 minutes</td>
<td>Head of Admissions Office and Clerks</td>
<td>None</td>
<td>Application Form 1 (BuSU-OP-UAO-01F1)</td>
</tr>
</tbody>
</table>

**END OF TRANSACTION (TOTAL = 11 Minutes)**