



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the Secretary of the University  
and of the Board of Regents

**EXCERPT FROM THE APPROVED MINUTES OF THE**

**18<sup>th</sup> LSU Board of Regents Meeting**  
27 October 2004 \* LNU, Tacloban City

**Proposal to Modify the Application  
Procedure and Supporting Documents of  
LSU Funded Scholarship and Grants-In-  
Aid Programs**

**BOR RESOLUTION NO. 79, s. 2004**

Approving the modification of the scholarship procedure and supporting documents of LSU-funded scholarship and grants-in-aid programs, effective 2<sup>nd</sup> Semester SY 2004-2005.

**Certification of Grades**

Student-applicant will only submit a certified photocopy of grades and COR from the Registrar's Office.

**Certification of Good Moral Character (CGMC)**

Those with disciplinary cases and whose penalty has already been served may be granted scholarship grant one semester after.

**Income Requirement**

For Income Grant and Academic B applicant, the family gross income must not exceed P80,000 per annum or P6,000 per month.

**Certification of Scholarship Grants**


With the new scheme of payment of school fees wherein only the miscellaneous fees will be paid upon enrolment, and in order to reduce clogging of the registration flow, the application for scholarship will be done at OSA after the enrolment period as long as it is not beyond the deadline for application. Therefore, a Certification of scholarship grant will no longer be required during enrolment.

BOARD ACTION: **APPROVED**

Date : 27 October 2004

ATTACHMENT : Q

Certified True and Correct:

  
**DANIEL M. TUDTUD JR.**  
Board Secretary

cc: OVPAA - *03/08*  
OSA - *3/8*  
Univ. Registrar - *3/8/05*  
CIMDO - *JMB*



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Office of the University President

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27 October 2004


**The Honorable Chairman and  
Members of the LSU Board of Regents**

*Ladies/Gentlemen:*

I am hereby presenting to the Board of Regents the "**Proposal to Modify the Application Procedure and Supporting Documents of the LSU-Funded Scholarship and Grants-in-Aid**". The said proposal was reviewed and approved by the University Administrative Council during its October 15, 2004 meeting.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

  
**PACIENCIA P. MILAN**  
President

BOARD ACTION : \_\_\_\_\_  
DATE : 27 October 2004



# **PROPOSAL TO MODIFY THE APPLICATION PROCEDURE AND SUPPORTING DOCUMENTS OF THE LSU-FUNDED SCHOLARSHIP AND GRANTS-IN-AID**

## **Rationale:**

The existing procedure/and supporting documents required for applying LSU-funded scholarship and grants-in-aid in the undergraduate level needs modification on account of the following reasons:

1. to shorten application time;
2. to clarify certain issues regarding issuance of good moral character; and
3. to eliminate additional requirements because of new payment scheme of the university.

The income requirement for Income Grant and Academic B applicants is also proposed to be raised from the current P60,000.00 to P80,000.00 to be consistent with the income requirement of other government scholarship grants.

Existing	Proposed
<p><b>1. Certification of Grades</b></p> <p>The applicant write in the scholarship application form (to be secured at OSA) the grades of the preceeding semester/term and the subjects currently enrolled to be certified correct by the academic adviser. After the deadline of application (set by the OSA in-charge of scholarship section), OSA summarizes the list of applicants, then submit the list to the Registrar's Office for rechecking and confirmation/validation of data.</p>	<p>Student-applicant will only submit a certified photocopy of grades and COR from the Registrar's Office.</p>
<p><b>2. Certification of Good Moral Character (CGMC)</b></p> <p>OSA checks and verifies the record of student-application relative to his/her moral character as student. Those with disciplinary cases will not be granted scholarship/grants.</p>	<p>Those with disciplinary cases and whose penalty has already been served may be granted scholarship grant one semester after.</p>
<p><b>3. Income Requirement</b></p> <p>For Income Grant and Academic B applicant, the family gross income per annum is P60,000 and below.</p>	<p>For Income Grant and Academic B applicant, the family gross income must not exceed P80,000 per annum or P6,000 per month.</p>
<p><b>4. Certification of Scholarship Grants</b></p> <p>The student-applicant processes application during enrolment in order to secure a certification as to his/her scholarship grant which we will be used for presentation to the Cash Division so that only the miscellaneous fees will be paid.</p>	<p>With the new scheme of payment of school fees wherein only the miscellaneous fees will be paid upon enrolment, and in order to reduce clogging of the registration flow, the application for scholarship will be done at OSA after the enrolment period as long as it is not beyond the deadline for application. Therefore, a Certification of scholarship grant will no longer be required during enrolment.</p>