

	<b>CONFIRMATION/ APPROVAL OF SCHOLARSHIP</b>	Document No.	WVSU-OSA-SOI-01
		Issue No.	1
		Revision No.	4
	<b>WEST VISAYAS STATE UNIVERSITY</b>	Date of Effectivity	May 13, 2025
		Issued by:	OSA
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## 1.0 PURPOSE

This document aims to standardize the process for confirming scholarships offered by the university, whether institutional, private, or government.

## 2.0 SCOPE

The procedure covers the confirmation and approval process for new scholars officially enrolled in the university.

## 3.0 DEFINITION OF TERMS

<b>Scholarship</b>	This refers to the form of assistance given to the financially challenged but academically deserving students through financial aid or grants.
<b>Free Higher Education (FHE)</b>	This refers to the government program under the Universal Access to Quality Tertiary Education Act (Republic Act No. 10931), which provides free tuition and other school fees to students in West Visayas State University (WVSU) and other schools mentioned in the said Republic Act.
<b>Government Scholarship</b>	This refers to scholarships under the Local Government Code subject to prescribed guidelines. Examples: DOST, LGU, CHED, GSIS.
<b>Institutional</b>	This refers to scholarships under the West Visayas State University (WVSU) that are approved by the Board of Regents (BOR) subject to prescribed guidelines. Examples: Academic, Entrance and Service Grants
<b>Private Scholarship</b>	This refers to financial assistance given to students based on need, merit, or honor by individual persons, groups, or institutions that have been received and confirmed through a signed Memorandum of Agreement (MOA).

## 4.0 RELATED RISK

Please see the Risk Registry Sheet for details.

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## 5.0 PROCESS /PROCEDURE FLOW

Key Steps	Responsible Person/s
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <b>Post the information on the confirmation/approval of scholarships</b> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <li>• Office of Student Affairs (OSA) Dean</li> <li>• Scholarship Coordinator</li> <li>• OSA Staff</li> </ul>
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <b>Issue the scholarship form</b> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <li>• Office of Student Affairs (OSA) Dean</li> <li>• Scholarship Coordinator</li> <li>• OSA Staff</li> </ul>
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <b>Receive and check the scholarship form</b> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <li>• Office of Student Affairs (OSA) Dean</li> <li>• Scholarship Coordinator</li> <li>• OSA Staff</li> </ul>
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <b>Release and post the confirmed scholarship.</b> </div>	<ul style="list-style-type: none"> <li>• Office of Student Affairs (OSA) Dean</li> <li>• Scholarship Coordinator</li> <li>• OSA Staff</li> </ul>

## 6.0 PROCESS/PROCEDURE DETAILS

### 6.1 Post the information on the confirmation/approval of the scholarship

6.1.1 Indicate the name of the scholarships, the requirements, and the period of application/confirmation on the postings on bulletin boards and the Official FB page.

### 6.2 Issue the scholarship form

6.2.1 Issue the scholarship form depending on the type of scholarship the student is applying for.

- WVSU-OSA-SOI-01-F01 for Private Scholarship
- WVSU-OSA-SOI-01-F02 for Government Scholarship
- WVSU-OSA-SOI-01-F03 for COM Freshmen Entrance Scholarship

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- WVSU-OSA-SOI-01-F04 for COM Academic Merit Scholarship
- WVSU-OSA-SOI-01-F05 for COM Service Grant Scholarship
- WVSU-OSA-SOI-01-F06 for Free Higher Education (FHE)

6.2.1.1 For Private/Government Scholarship and Free Higher Education

6.2.1.1.1 Ask the scholar/student to fill out and sign the scholarship form.

6.2.1.1.2 Instruct the scholar/student to attach the required documents.

6.2.1.2 For COM Freshmen Entrance/COM Academic Merit/COM Service Grant Scholarship

6.2.1.2.1 Ask the scholar/student to fill out and sign the scholarship form.

6.2.1.2.2 Instruct the scholar/student to attach the required documents.

6.2.1.2.3 Seek the approval for COM Dean and Registrar.

**6.3 Receive and check the scholarship form**

6.3.1. Receive and check the completeness of the information on the scholarship form and the required documents submitted by the scholar/student.

6.3.2 Forward to the OSA Dean the Scholarship form for signature.

**6.4 Release and post the confirmed/approved scholarship.**

6.4.1 Release the confirmed/approved scholarship form.

6.4.2 Post the list of scholars online/offline and their scholarship.

**7.0 REFERENCES**

Risk Registry Sheet

Issues, Risks Identified, and Opportunities Registry Sheet

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Attachment 1	WVSU-OSA-SOI-01-F01	Private Scholarship
Attachment 2	WVSU-OSA-SOI-01-F02	Government Scholarship
Attachment 3	WVSU-OSA-SOI-01-F03	COM Freshmen Entrance Scholarship
Attachment 4	WVSU-OSA-SOI-01-F04	COM Academic Merit Scholarship
Attachment 5	WVSU-OSA-SOI-01-F05	COM Service Grant Scholarship
Attachment 6	WVSU-OSA-SOI-01-F06	Free Higher Education (FHE)