

Requirements for Grant Applicants – **FRESHMEN**

1. 2x2 ID Picture
2. Student's Birth Certificate (NSO).
3. Latest telephone billing statement and official receipt of the **last 3 months**.
4. Latest cellphone billing statement and official receipt of the **last 3 months**.
5. Latest water billing statement and official receipt of the **last 3 months**.
6. Latest electric billing statement and official receipt of the **last 3 months**
7. Official receipt of monthly house rent of the **last 3 months** updated and Certification from the landlord.
8. Official receipt of monthly house amortization.
9. Realty Tax declarations and official receipt of the past year.
10. Recommendation letter from your immediate supervisor (if currently employed).
11. Certificate of Employment with Compensation (Parents, Siblings and Applicant).
12. Latest pay slips of the **last 3 months** (Parents, Siblings and Applicant).
13. DTI or Municipal Business permit, Income Tax Return, Balance sheet, and financial statement of parent's business (if self-employed).
14. Pension Voucher of parents or guardian (if retired).
15. Death certificate of parent (if not living).
16. Parent's Agreement of Financial Support (if separated)
17. Letter from Parent's explaining the reason for seeking financial assistance.
18. Medical Certificate and Medical History of a reported medical concern of a family member.
19. Vicinity Sketch of Residence (Attached here is the template. Please draw and scan.)

Note:

- *Please scan or have a softcopy of the applicable requirements. You will upload it later on the application process.*
- *Please submit a photocopy and original copy of the applicable requirements. Submit it together with the accomplished and printed application.*
- *Incomplete Requirements will not be processed.*

Requirements for Grant Applicants – **UPPER STUDENTS**

1. 2x2 ID Picture
2. Student's Birth Certificate (NSO).
3. Certificate of Cumulative Grade Point Average (CGPA)
4. Unofficial Transcript of Records (from registrar).
5. Sealed recommendation from Counselor or Adviser.
6. Certificate of Good Moral Character from the Office of Student Behavior (OSB).
7. Letter that explains in detail for each case why your payments were delayed (if applicable).
8. Latest telephone billing statement and official receipt of the **last 3 months**.
9. Latest cellphone billing statement and official receipt of the **last 3 months**.
10. Latest water billing statement and official receipt of the **last 3 months**.
11. Latest electric billing statement and official receipt of the **last 3 months**
12. Official receipt of monthly house rent of the **last 3 months** updated and Certification from the landlord.
13. Official receipt of monthly house amortization.
14. Realty Tax declarations and official receipt of the past year.
15. Recommendation letter from your immediate supervisor (if currently employed).
16. Certificate of Employment with Compensation (Parents, Siblings and Applicant).
17. Latest pay slips of the **last 3 months** (Parents, Siblings and Applicant).
18. DTI or Municipal Business permit, Income Tax Return, Balance sheet, and financial statement of parent's business (if self-employed).
19. Pension Voucher of parents or guardian (if retired).
20. Death certificate of parent (if not living).
21. Parent's Agreement of Financial Support (if separated)
22. Letter from Parent's explaining the reason for seeking financial assistance.
23. Medical Certificate and Medical History of a reported medical concern of a family member.
24. Vicinity Sketch of Residence (Attached here is the template. Please draw and scan.)
25. Letter explaining in detail for each case why payments were delayed.

Note:

- *Please complete the requirements and submit it 1 week after the prior application.*
- *Please scan or have a softcopy of the applicable requirements. You will upload it later on the application process.*
- *Please submit a photocopy and original copy of the applicable requirements. Submit it together with the accomplished and printed application.*
- *Incomplete Requirements will not be processed.*

VICINITY SKETCH OF RESIDENCE (For background investigation)

Draw a map that shows how to get from your residence to Benilde. Indicate landmarks and names of major streets and use an "X" to mark your house on the map.