



**STUDENT RECORDS OFFICE**  
**Office of the College Secretary**

College of Social Work and Community Development  
 University of the Philippines Diliman

Magsaysay Ave., UP Diliman, Quezon City • Contact No. 8981-8500 local 4105

**GUIDELINES FOR SCHOLARSHIP APPLICATIONS<sup>1</sup>**

1. Scholarships available for the semester are announced after the enrollment period;
2. Apart from the basic requirements for application (refer to the process below), donors provide specific provisions for their scholarships.

**a. Fe Paragas Israel Benito Scholarship Grant**

- 1) Must be a Bachelor of Science in Community Development (BSCD) / Bachelor of Science in Social Work (BSSW) student. Priority will be given to students enrolled in Field Instruction courses;
- 2) Must be enrolled in at least 15 units at the time of the award of the grant;
- 3) Must have obtained an average grade of "2.25" or better for a load of at least 15 units with no grade of "5.00" in the semester preceding the semester applied for. Any grade of "4.00" or "incomplete" must be removed or completed on or before the last day of registration of the following semester.
- 4) The student belongs to a family with an annual income not exceeding P500,000;
- 5) Must not be a recipient of any scholarship grant;
- 6) Must not have been held liable in any disciplinary action; and
- 7) Must not shift to another course or go on leave of absence without prior approval from the Office of Scholarships and Grants.

For BSCD/BSSW Field Instruction Program (FIP) Students			
Type of scholarship support	Monthly cost (Php)	# of months	Semestral cost (Php)
Fieldwork Stipend	2,500	5	12,500
Transportation	2,000	5	10,000
Sundries (communications, books, etc.)	2,000	one-time	2,500
<b>Total</b>			<b>25,000</b>
For BSCD/BSSW Non - FIP Students			
Stipend, Transportation, and sundries	2,000	5	10,000

**b. Sugguiyao Family Grant for BSCD Students**

- 1) Students qualified for this grant must be undergraduate BSCD students enrolled in the FIP courses [CD 180, CD 181].
- 2) The student applicant will be screened and recommended by the CSWCD Committee on Student Academic Welfare (CSAW) based on a review of the student's filled-up CSWCD Application for Student Support Form and other application requirements.
- 3) A student grantee will be given a total amount of PhP 10,000.00 (ten thousand pesos) per semester.
- 4) Only three (3) students will be granted support in the first semester and another two (2) students in the second semester for a total of five (5) students per academic year.
- 5) A student that has been previously granted support through this grant cannot reapply.

<sup>1</sup> Updated for the Fe Paragas Israel Benito and Sugguiyao Family Funds intended primarily for BSSW and BSCD FI students.

3. Applicant's annual gross family income not to exceed P250,000.00 [unless stated otherwise by the specific grants provider];
4. Student must have a GWA of at least 2.25;
5. Student must submit applications end of June for first semester and end of November for second semester;
6. In case of multiple applicants for a scholarship slot, priority will be decided based on qualitative and quantitative considerations.
  - a. The quantitative formula is as follows:
    - Income decile will be derived from the result of this equation:  
*AFI (annual family income based on ITR) / family size*
    - Income decile table:

Income decile	Low	High
0	below	40,000
1	40,001	64,000
2	64,001	80,000
3	80,001	100,000
4	100,001	122,000
5	122,001	160,000
6	160,001	200,000
7	200,001	240,000
8	240,001	280,000
9	280,001	320,000
10	320,001	above

- Priority Score:  
*Income Decile + GWA (the lower score will be prioritized)*
- b. Some qualitative considerations include:
    - Overall academic standing and graduating status students
    - Absence of regular source of income
    - Number of children/dependents in the family
    - Other family circumstances
7. The College Secretary convenes the CSWCD Committee on Student Academic Welfare (CSAW) to decide on the applications. The list will be forwarded to the CSWCD Dean for approval.
  8. The approved applications will be forwarded by the CSAW to the UPSARDFI or to the OSG for processing of checks.
  9. Application and Processing Period:
    - a. First 2 weeks of January
    - b. SRO consolidates applications by 3<sup>rd</sup> week of January
    - c. CSAW deliberation by 4<sup>th</sup> week of January

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## APPLICATION PROCESS FOR FIP SUPPORT

### STEPS:

1. Prepare the following:

#### **For New Applicants**

- a) Duly accomplished Application for FIP Support Form
- b) Application letter stating the reasons why you are applying for a scholarship.
- c) Endorsement letter from the FIP Coordinator and Department Chair (to also indicate standing in lieu of actual grades)
- d) Certified TCG (current semester; to follow after deadline of grades submission)
- e) Form 5 (to follow after enrollment)
- f) One (1) 2 x 2 photo
- g) Photocopy of parents/guardians last year Income Tax Return (ITR) and/or
- h) BIR Tax exemption for the year or Barangay Certification of Indigency/No Income (if parents/guardians are not working)

#### **For Renewal of Application for Scholarship**

- a) Duly accomplished Application for FIP Support Form
  - b) Application letter stating the reasons why you are applying for a scholarship.
  - c) A 1-page essay about how the earlier scholarship helped you in your studies.
  - d) Endorsement letter from the FIP Coordinator and Department Chair (to also indicate standing in lieu of actual grades)
  - e) Certified TCG (current semester; to follow after deadline of grades submission)
  - f) Form 5 (to follow after enrollment)
  - g) One (1) 2 x 2 photo
  - h) Photocopy of parents/guardians last year Income Tax Return (ITR) and/or
  - i) BIR Tax exemption for the year or Barangay Certification of Indigency/No Income (if parents/guardians are not working)
2. Fill-up the Application Form for FIP Support ([click here](#))
  3. Fill-up the [Application for Scholarship](#) google form. *APPLICATION AND SUPPORTING DOCUMENTS LISTED ABOVE TO BE SUBMITTED ONLINE VIA THE GOOGLE FORM.*
  4. The SRO will evaluate the submitted documents and forward the list of applicants and supporting documents to the College Committee on Student Academic Welfare (CSAW) for action/recommendation.
    - a. The applications can be referred back to the respective FI committees/SWACs for deliberation and shortlisting prior to the deliberation of the CSAW.
  5. The CSAW through the OCS will send its action/recommendation to the SRO.
  6. The SRO will inform the student of the results of their application. - end.

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***Please keep posted for updates/announcements/information pertaining to academic affairs, enrollment, deadlines, etc. You may refer to the following:***

UPD Office of the University Registrar: <https://our.upd.edu.ph/>

UPD CRS official website: <https://crs.upd.edu.ph/>

UPD CSWCD official website: <https://cswcd.upd.edu.ph/>

UPD CSWCD SRO official website: <https://pages.upd.edu.ph/srocswwcd>

UPD CSWCD SRO official facebook page: <https://www.facebook.com/sro.cswcd>

***Inquiries, submission of applications and other forms, requests and other needed assistance from SRO should be coursed through to our email address: [cswcdsro.upd@up.edu.ph](mailto:cswcdsro.upd@up.edu.ph)***

For your guidance. Thank you.

-SRO, CSWCD-