



City Education and Development Office External Services

1. Application for ILSP Qualifying Exam

Students can apply for the qualifying exam for different examinations under the Iskolar ng Lungsod ng San Pedro program, being the Full Scholarship Program and San Pedro Educational Assistance Program (SPEAP).

Office or Division:	City Education and Development Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	For Full Scholarship Applicants
	<ul style="list-style-type: none"> - Indigent residents of the City of San Pedro - Incoming freshman in the college level - Has a general average of 85% in the Senior High School Grade 12 report card. - Must not be a recipient of other scholarship programs for college. - Those whose joint family income must not exceed P300,000.00 - Will be enrolling in a school accredited by the ILSP
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Passport-sized pictures (2 Original Copies)	Requesting Client
2. COMELEC Certification	COMELEC Office where the applicant resides
For Full Scholarship Application:	
1. Grade 12 report card (1 Certified Copy)	Senior High School
For SPEAP Application:	
1. Certificate of grades (1 Certified copy) or Grade 12 report card (for incoming freshmen applicants) (1 Certified Copy)	From institution where applicant was last enrolled

CLIENT ACTIONS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit initial requirements and for interview during the scheduled application period.	1. Accept and evaluate the documents submitted and interview the applicant	None	5 Minutes	CEDO Staff
2. Fill-out the ILSP exam permit (2 copies) and register in the master list of examinees.	2. Check if permit is completely filled-out. Sign the permit and issue an examinee number. Give one copy to applicant and file the other copy. Have the applicant register his name in the master list of examinees. Advise the applicants that the room assignments and other details of the exam will be posted on the agency website, the ILSP Facebook page and at the ILSP office.	None	2 Minutes	CEDO Staff
TOTAL:		None	7 Minutes	

2. Conduct of the Qualifying Exam

Upon submission of the complete requirements to avail of the scholarships offered to the ILSP, a qualifying exam will be conducted to assess their qualification to the program. Examinees must be at the testing venue 30 minutes before the scheduled exam. Late comers will not be allowed to take the exam.

Office or Division:	City Education and Development Office			
Classification:	Simple			
Type of Transaction:	Citizens to Government			
Who may avail:	Applicants who have applied and have been issued test permits			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Test permits duly signed by the ILSP (1 Original Copy)	ILSP Office during the application period			
2. School ID (Original Copy)	Institution where the applicant is enrolled			
CLIENT SCHOOLS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the exam permit and school ID to the proctor.	1. Verify the test permit and check the name of the examinee on the masterlist.	None	1 minute	Exam Proctor
2. Take the qualifying exam. Submit the questionnaire and answer sheet to the proctor when finished. Sign the attendance sheet before leaving the examination room.	2. Give the questionnaire and answer sheet. Once examinee is done, collect the questionnaire and answer sheet and have the examinee sign the attendance sheet. Advise the examinees on how to view the results.	None	1 hour and 30 minutes	Exam Proctor

TOTAL:	None	1 hour and 31 minutes	
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3. Processing of Qualifying Exam Passers

This details the submission and evaluation of documents of applicants who passed the qualifying exam for the Full Scholarship Program and SPEAP under the Iskolar ng Lungsod ng San Pedro program.

Office or Division:		City Education and Development Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Applicants who have passed the qualifying exam		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Good Moral Character (1 Original Copy)		From institution where applicant was last enrolled		
If not working:				
1. BIR Certification of non-filing of ITR of Parents (1 Original Copy)		Bureau of Internal Revenue (BIR)		
If working:				
1. Income Tax Return (1 Original Copy)		Bureau of Internal Revenue (BIR)		
CLIENT ACTIONS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements.	1. Check if applicant is in the exam passers list. Accept and evaluate the documents submitted.	None	1 minute	CEDO STAFF
2. Fill-out the ILSP Personal Data Sheet	2. Check if PDS is completely filled- out. Accept the PDS. File together with all documents	None	2 minutes	CEDO STAFF

	in ILSP scholar individual folder.			
TOTAL:		None	3 minutes	

4. GAWAD SAN PEDRO (Academic Excellence Award) Application

The top performing San Pedrense graduates from Grade School, Senior High School, College graduates with English and Latin honors and the Passers of Government Licensure Examination will be recognized and acknowledged for their efforts to continuously excel and make San Pedro proud.

Office or Division:	City Education and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Applicants who have passed the qualifying exam			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Awardee Information Form	City Education and Development Office			
Certification from the School/College/University (Top 1 Graduates and Graduates with Latin Honors)	School/College/University the student graduated from			
Certification from PRC (Government Licensure Exam Passers)	PRC			
Parent's/Guardian's/Awardee's Voter's Certification	COMELEC			
Graduation Portrait Photo in High Resolution	School/College/University the student graduated from			
CLIENT SCHOOLS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Check if the documents submitted are complete.	None	5 minutes	CEDO STAFF
2. Fill out the Awardee Information Form	2. Check if Awardee Information Form is completely filled-out. Accept the Form. File	None	3 minutes	CEDO STAFF



	together with all documents in GAWAD SAN PEDRO folder.			
TOTAL:		None	8 minutes	

