



SCHOLARSHIP COMMITTEE CHARTER

1. **Purpose:**

The primary purpose of the committee is to help the Board of Trustees in pursuing the scholarship for College and the scholarship for Master of Arts Program.

2. **Composition:**

The committee shall consist of three (3) member trustees who shall be elected annually by the Board from among its members.

3. **Meetings:**

The committee shall meet at least once a month or as need arises at the discretion of the chairman.


4. **Duties and Responsibilities:**


The committee shall be responsible for:

- 4.1 Preparing the guidelines in the operation of the scholarship program.
- 4.2 Implementing the scholarship guidelines for College and Masteral Scholarship Program.
- 4.3 Responding to inquiries from students and parents regarding the implementation of the program.
- 4.4 Coordinating with Administration in the selection of applicants.
- 4.5 Administering qualifying test to applicants in both the College and Masteral Program.
- 4.6 Evaluating test results and reports to the Board the outcome of the examination.
- 4.7 Following up the progress of scholars with respect to their grades.
- 4.8 Monitoring the financial assistance given to the scholars.
- 4.9 Engaging in the process of handling matters presented to the committee.
- 4.10 Updating the guidelines as need arises to suit present needs and present this to the Board for approval.

Prepared by:


ANGELITA L. ALFANTE
Chairman


MARGARITA R. LACSON
Member


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