DEPARTMENT OF STUDENT SERVICES & DEVELOPMENT

FILING OF STUDENT ASSISTANT FLOW CHART

Present the following requirements at the DSSD for assessment:

- A. Photocopy of the current assessment form:
- B. Certification of grades in the previous semester



The DSSD Director/Section Chief for Scholarship and Financial Assistance will interview the applicant before the issuance of Student Assistantship Form;



Fill-up the Student Assistantship Form stating the following:

- A. Function at the Office/Project; &
 - B. Time allocated for the day;



Submit the filled-up form to the following School Officials for endorsement & approval:

- Head of Office/Unit/College
- DSSD Director/ Section Chief for Scholarship and Financial Assistance; &



Copy furnish the following offices of the duly signed student assistantship form:

- Accounting Office
- College Dean/Project Manager/DSSD Director

Prepared By:

Approved:

ELISE DIOREENE B. CARIÑO
Scholarship Coordinator

DESIREE A. BALLITOC, MSA

Director, DSSD