



DepEd – DIVISION OF QUEZON

Sitio Fort, Brgy. Talipan, Pagbilao, Quezon
Cell # 09175824627 or at www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

March 6, 2019

DIVISION MEMORANDUM

DM No. 71, s. 2019

APPLICATION FOR COCOFOUNDATION SCHOLARSHIP

To: Assistant Schools Division Superintendents, Curriculum Implementation Division, School Governance and Operations Division, Public Schools District Supervisors, Elementary and Secondary School Heads, Teachers and All Concerned

1. **COCOFOUNDATION** is opening **15 new scholarship slots** for children of small coconut farm owners/workers/tenants at **Polytechnic University of the Philippines (PUP), Lopez Campus** for the following **4-year or 5-year collegiate courses** that will start in **School Year 2019 – 2020**.

BS Business Administration	BS Information Technology
BS Hospitality Management	Bachelor of Secondary Education
BS Accountancy	BS Civil Engineering
BS Agri-Business Management and Entrepreneurship	BS Electrical Engineering

2. **Deadline of submission of application** is on **April 23, 2019 at PUP – Lopez, Office of Student Affair and Services** and on **April 30, 2019 at COCOFOUNDATION – Naga City**.
3. **Scholarship benefits** include the following:
 - a. Php 6,000.00 per semester for school fees, if any, or total of Php 12,000 per school year;
 - b. Php 2,000.00 monthly allowance for books, transportation, meals and other school expenses or a total of Php 20,000.00 per school year;
 - c. Php 2,000.00 for summer class school fees, if any, and if required by course curriculum; and
 - d. Php 2,000.00 monthly allowance for the two months of required summer class or a total of Php 4,000.00.
4. Please be reminded that all tuition and other school fees shall be paid directly to the school and amount in excess of the above will be paid by the parents of the scholars.
5. **Qualification criteria for this scholarship** are the following:
 - a. Must be a child of a coconut farm owner/worker/tenant (*Note: Children of coconut farm owners with over 10 hectares of coconut farm are not qualified*)

DEPEDQUEZON-TM-SDS-04-009-001

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

Cell No: 09175824629



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- b. Must be a senior high school graduate and either an incoming an incoming freshman or sophomore;
 - c. If an incoming freshman, must have:
 - c.1. a general average grade not lower than 80% in grades 11 and 12;
 - c.2. no failing grades in any subjects in grades 11 and 12;
 - c.3. grades for English, Math and Science not lower than 80% in all grading periods in grades 11 and 12;
 - d. If an incoming sophomore, must have:
 - d.1. a cumulative grade point average of at least 2.5 or its equivalent in the previous semesters;
 - d.2. no "DROPPED, INCOMPLETE, or FAILED" subject in the previous semesters
 - e. Must be of good moral character; and
 - f. Must pass/ have passed the PUP College Entrance Test (PUPCET) for the chosen course
6. **Requirements for application** include the following:
- a. Duly accomplished application form with 2x2 photograph and contact number;
 - b. Certification that applicant is a child of a coconut farm owner/worker/tenant signed by the Philippine Coconut Authority's (PCA) Coconut Development Officer or Provincial Manager or Regional Manager; or Head of religious service (e.g. parish priest or head minister) the applicant attends
 - c. Clear copy of birth certificate ; and
 - d. Clear copy of Income Tax Return; or Certificate of Exemption on Income Tax; or Certification of Low Income Family (for those with annual income below Php 30,000.00) signed by the head of religious service the applicant attends.
7. Enclosed herewith are the Application Form and Letterhead of Certifying Office/Church.
8. For any queries or concerns, please contact SGOD-HRTD Office at 09567597391 or 09569463128.
9. Widest dissemination of this Memorandum is desired.

hrdmgd03/06/2019

DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time:	3-6-19
By:	Guan
Ref. no.	

MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-000-001

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**UCPB-CIIF Foundation, Inc.**17 / F UCPB Corporate Offices,
7907 Makati Avenue, Makati City

Tel. Nos. (02)840-3269 (02) Fax No. (02) 892-9648

PHOTO
"2 x 2"**APPLICATION FORM FOR COCOFOUNDATION SCHOLARSHIP**

Last Name: _____ First Name: _____ Middle Name: _____
Home Address: _____
Telephone No/Cellphone No: _____
Date of Birth: Month _____ Day _____ Year _____ Age _____
Name/Address of High School: _____
Years Attended: _____ - _____ Date of graduation: _____
School applied for: _____
College Course Interested In: _____

Last Name of Father: _____ First Name: _____ Middle Initial: _____
Last Name of Mother: _____ First Name: _____ Middle Initial: _____
No. of Siblings: _____ and their names: _____

_____ Date of Birth: M _____ D _____ Y _____
_____ Date of Birth: M _____ D _____ Y _____
_____ Date of Birth: M _____ D _____ Y _____
_____ Date of Birth: M _____ D _____ Y _____

(Please use back page if more space is required)

Location of Coconut Farm: _____
Owner () tenant/Worker () Size of Farm: _____ hectares Number of Coconut Trees: _____
If parent is a member of a coconut farmer organization, please state name and address: _____

Requirements for Application Attached Herewith:**FOR ALL APPLICANTS**

- ☐ Duly accomplished application form with **contact number** and with 2x2 picture;
- ☐ Certification as child of coconut farmer / tenant or coconut farm worker signed by:
 - o Coconut Development Officer or Provincial Manager or Regional Manager of the Philippine Coconut Authority; **OR**
 - o Head of religious group (parish priest or head minister) where applicant attends services
- ☐ Clear copy of Birth Certificate;
- ☐ Clear copy of Income Tax Return; **OR** Certificate of Exemption on Income Tax **OR** Certification of Low Income Family if annual income is below P30,000 signed by the head of religious group (parish priest or head minister) where applicant attends service.

FOR INCOMING FRESHMEN APPLICANTS:

- ☐ Certificate of Good Moral Character signed by the principal, class adviser or guidance counselor;
- ☐ Clear copy of the Permanent Secondary School Record (Form 137) **showing grades in all grading period** or copy of Grade 11 and 12 report cards showing general average not lower than 80%; grades not lower than 80% for Math, Science and English in all of the following grading periods:
 - a. Grade 11 grades for 1st, 2nd, 3rd and 4th grading period and average grade
 - b. Grade 12 grades for 1st, 2nd, 3rd grading periods only, if grades of 4th grading period are not yet complete upon submission of application. However, clear copy of report card with complete grades for Grade 12 and average should be submitted during final interview.
- ☐ Copy of result of College Admission Test

FOR INCOMING SOPHOMORE APPLICANTS:

- ☐ Endorsement Letter from the Head of College
- ☐ Copy of grades of previous semesters with no failing grades nor INC nor Drop and CGPA of 2.00 or better.

From whom did you hear about the scholarship? Please check: () Coop (name) _____
() PCA () High School () LGU () Church () Cocofoundation Scholar () Others _____

I attest that the information given above is TRUE and CORRECT.

Signature of Applicant: _____ Date: _____

Letterhead of certifying office/church

CERTIFICATION AS CHILD OF COCONUT FARMER/TENANT/FARM WORKER
(Requirement for application to COCOFOUNDATION Scholarship Program)

GENERAL INFORMATION:

This is to certify that _____, the parent of _____, is a
(Name of Parent) (Name of Applicant)

(please ✓) ☐ coconut farm owner ☐ coconut farm tenant ☐ coconut farm worker

If the parent is a coconut farm owner, please fill in the blanks below:

The size of coconut farm is _____ located in _____
(in Ha) (Barangay/Municipality, Province)

and planted with _____ coconut trees.
(Number)

If the parent is a tenant/coconut farm worker, please fill in the blanks below:

The parent is a tenant/ coconut farm worker in the farm of _____
(Name of coconut farm owner)

located in _____ since _____
(Barangay/Municipality, Province) Year

Certified by: Please check ✓

- ☐ Head of Religious Group (parish priest or head minister) or
☐ Philippine Coconut Authority

Printed Name and Signature

Position

Date

Name and address of church or Location of PCA

Contact Number

or

☐ COCOFOUNDATION

☐ COCOFINANCE

Printed Name and Signature

Position

Date

