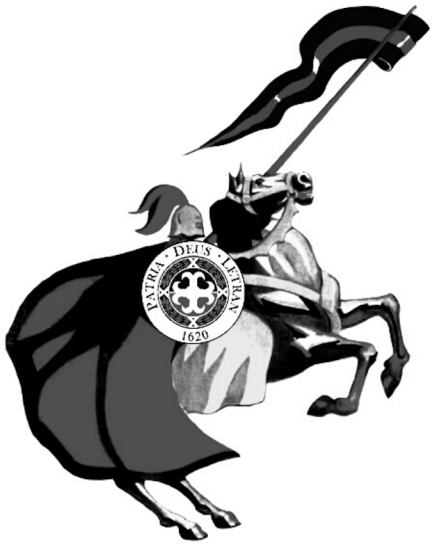


COLEGIO DE SAN JUAN DE LETRAN



2022

**SCHOLARSHIP
MANUAL**

2022 SCHOLARSHIP MANUAL

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2022 SCHOLARSHIP MANUAL

INTRODUCTION

It belongs to the Colegio's history to help *los niños huérfanos*, young people in need, seeking help to avail of good quality Catholic education.

This manual serves as formal documentation of the different scholarship programs of Colegio de San Juan de Letran. It offers description and details, policies and procedures, for easy, useful, accurate and up-to-date reference and guide to matters pertinent to various scholarships and discount schemes.

Through this, students and other parties of interest - academic and administrative officials, faculty members, support staff members, parents, alumni - may be duly informed of the various scholarships which could support the students' needs and be guided in the requirements and processes.

COLEGIO'S FOUNDATION

Mission

We are Colegio de San Juan de Letran. We are a Catholic School committed to Dominican Preaching through Education towards the integral formation of the Human Person, in the noble tradition of knightly excellence, with a special devotion to Mary, according to the ideal of DEUS, PATRIA, LETRAN.

Vision

Filled with the ARRIBA spirit towards 2022, we shall RAISE the awareness, efforts, and standards of LETRAN MANILA as a REPUTABLE SCHOOL OF QUALITY EDUCATION,

- That is centered on a Dominican community that preaches Christ;
- That offers programs in Academics, Research, Community Service that are responsive and responsible to the nation;
- That forms Letranites who are ready for a relevant role in the world.

COLEGIO'S OBJECTIVES

General Objective

The Colegio is a Dominican institution of learning tasked to form a student to become a person who has integrated within himself the natural and supernatural aspects of Catholic education that will effectively prepare him for his bounden duties as citizen of his country and a child of the Holy Mother Church.

Specific Objectives

Specifically, the student shall become a person:

Spiritual

- who lives a life of constant witnessing to the gospel message of Christ
- whose practice of faith is solidly based on sound Catholic doctrine
- who fearlessly stands up in the defense of his faith
- who possesses a strong community spirit
- who is an ardent devotee of the Blessed Mother and the Rosary, St. Dominic and other Dominican saints

Volitional

- who possesses a high degree of responsibility; a person who is master of his own action
- whose decisions are attuned to God as his ultimate goal in life

Intellectual

- whose passion for Truth is uncompromising
- who possesses the ability to think critically, analyze, synthesize and form right judgment
- who can organize and apply knowledge to real-life situations

Social

- who actively participates in the affairs of the Church and the society
- who is a respected leader in the society
- who works for the betterment of the marginalized members of the society
- whose altruism is manifested in his active concern for others

Cultural

- who adheres to the traditional Filipino values enriched by Catholic teachings
- who is proud of his heritage, customs and traditions which make Filipino unique in the world

Psychological

- who manifests a well-balanced personality

Physical

- who manifests a state of physical well-being
- who cares for his body as a temple of the Holy Spirit

Professional Productivity

- who is an asset to the betterment of the society
- who is prepared to meet the demands and challenges of his chosen profession
- who creates opportunities for the improvement of quality life and
- who can be world class professional, a person whose core competencies and skills are honed over time

COLEGIO'S MOTTO

The Colegio's Motto: Deus, Patria, Letran

Her motto is embodied in the triune ideal of God, Country and Alma Mater. First, God, as God cannot but be first. Then the Motherland, as all the bounties of God are rooted deeply in the land upon which she stands. Then finally, the school, the mother who takes the minds in her hands and fashions them in accordance with her supreme ideal.

SCHOLARSHIP PROGRAMS

Colegio de San Juan de Letran offers scholarships and discounts to qualified students under the following programs:

- I. Rector's Scholarship
- II. Honor's List/Dean's List
- III. Blessed Jesus Villaverde Andres Academic Scholarship
- IV. San Juan Macias Student Assistantship
- V. Fra Angelico Cultural Scholarship
- VI. Blessed Antonio Varona Athletics Scholarship
- VII. St. Martin de Porres Scholarship

Note: All scholarships in the Colegio shall be covered by a formal contract.

SCHOLARSHIP PROGRAMS INFORMATION

I. RECTOR'S SCHOLARSHIP

The Rector's Scholarship aims to invite academically outstanding students to enroll in the Colegio.

A. Junior and Senior High School

Eligibility

Students completing Grade 6, and applying in Letran Junior High School, are eligible for this scholarship; likewise, students completing Grade 10, and applying in Letran Senior High School are eligible.

Criteria / Qualifications

Student-applicants who obtained the “with highest honors” rank are automatically qualified in the program, with no further need to take the qualifying examinations.

Benefits and / Privileges

Rector’s scholars enjoy 100% discount on all fees except for selected miscellaneous and supplementary and various fees.

Retention Policy

In order to maintain their Rector’s scholarship (status) for every year of junior high school or senior high school, the recipient must:

1. Have a weighted average (WA) of at least 90;
2. Have NO grade lower than 87 in any quarter;
3. Be an officer or active member of any recognized organization in the Colegio;
4. Be an active participant in the Colegio’s community development programs; and
5. Not be subjected to any disciplinary action.

B. Collegiate Level

Eligibility

Students completing their senior high school (Grade 12) and applying in the collegiate programs of the Colegio are eligible.

Criteria/Qualifications

Students who obtained the “with highest honors” rank in senior high school are automatically qualified in the program, with no further need to take the qualifying examinations.

Benefits and Privileges

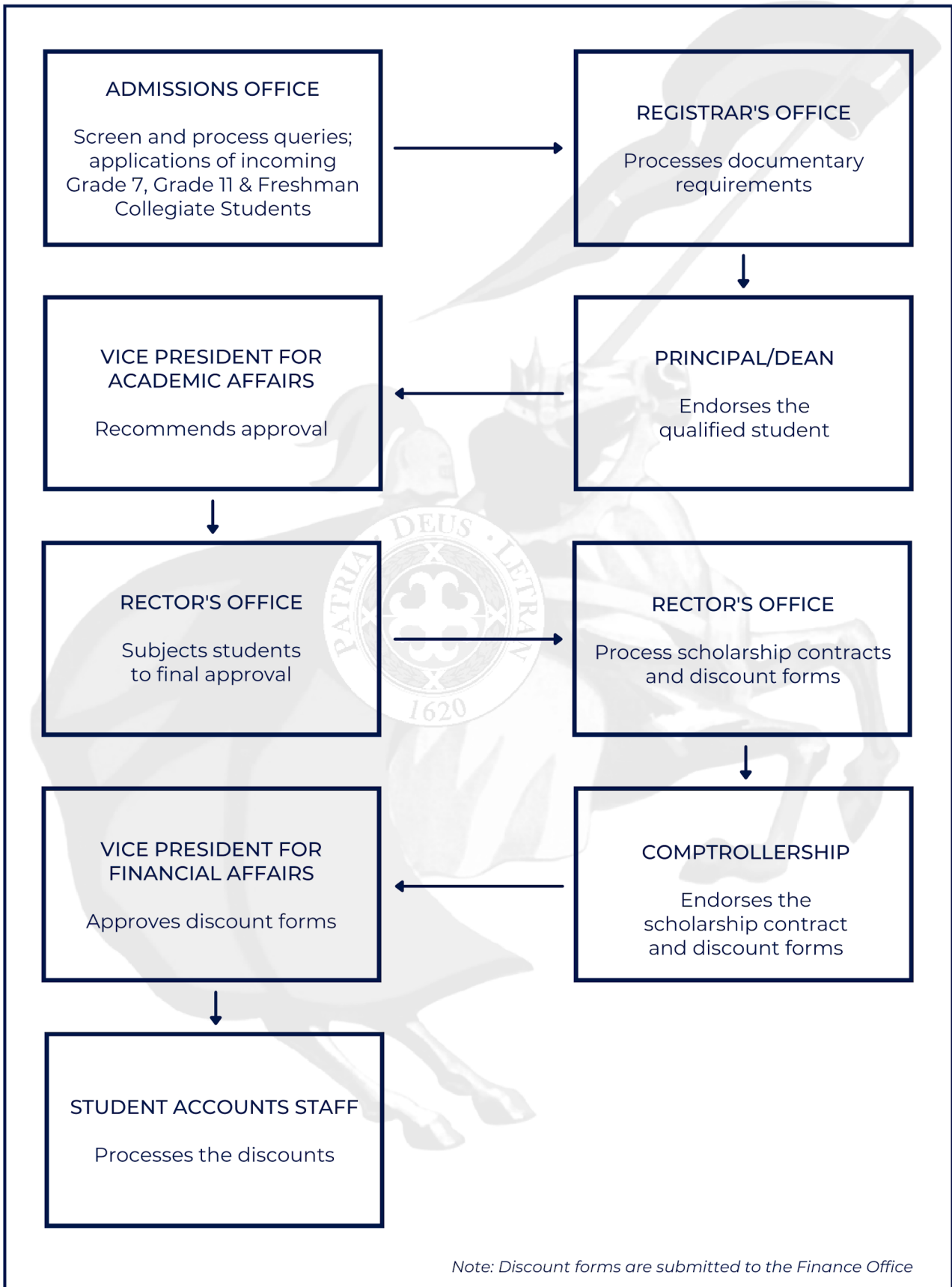
Rector’s scholars enjoy 100% discount on all fees except for selected miscellaneous, supplementary and various fees.

Retention Policy

To maintain their scholarship, the Rector’s scholars must:

1. Have a weighted average (WA) of at least 95% with no grade lower than 88% in any quarter/semester;
2. Be an officer or active member of any recognized organization in Letran;
3. Be an active member of the Letran and/ or Department’s community development programs; and
4. Not be subjected to any disciplinary action.

FIGURE 1. BASIC EDUCATION, SENIOR HIGH SCHOOL AND COLLEGIATE PROCEDURES FOR RECTOR'S SCHOLARSHIP



II. HONORS' LIST/DEAN'S LIST

A. Basic Education

Only the top three recipients of the academic honors in each grade level from Grade Two to Grade Ten in the Basic Education Department qualify for inclusion in the Honor's list and discounts on tuition fee for the succeeding school year.

B. Senior High School

Similarly, a student in Senior High School with meritorious performance in a given school year, qualifies for inclusion in the Honors' List and discounts on tuition fee for the immediate succeeding school year.

C. Collegiate

Any college student of the Colegio, with meritorious performance in a given semester, qualifies for inclusion in the Honors' List (Dean's List) and discounts on tuition fee for the immediately succeeding semester.

Criteria/Qualifications

Students should meet the following conditions:

1. Carry at least a regular load based on the approved curriculum; except when Practicum /OJT /Internship and/or Research are the ONLY regular course(s) to be enrolled for a term/semester. (per VPAA Memo 025-AY 2021-2022);
2. General weighted average of at least 92% per semester/year;
3. Have no grade below 88% in any course in the immediately preceding semester.
4. Have no withdrawn/dropped subject; and
5. Has not incurred a grade of INC
6. Have never been subjected to any disciplinary action prior to the current semester.

Benefits and Privileges

Students in the Honors' List shall receive tuition fee discounts corresponding to the ranking/ weighted average (WA) for the semester/year, according to the following scheme:

A. Basic Education

- First Honors (Top 1) - 100% discount on tuition fee
- Second Honors (Top 2) - 70% discount on tuition fee
- Third Honors (Top 3) - 40% discount on tuition fee

B. Senior High School

Grade 11 – Top 1 to 10

Top 1 – 100% discount on tuition fee

Top 2 – 75% discount on tuition fee

Top 3 - 50% discount on tuition fee

Top 4 to 10 – 25% discount on tuition fee

Grade 12

With highest honors (98-100)– 100% discount on tuition fee

With high honors (95-97) – 70% discount on tuition fee

With honors (91-94) -40% discount on tuition fee

C. Collegiate (Dean’s Listers)

Effective ONLY to Incoming First Year Students, starting AY 2022-2023

	WA	ALL YEAR LEVELS
First Honors	98-100	100% TF discount
Second Honors	95-97.99	70% TF discount
Third Honors	92.94.99	40% TF discount

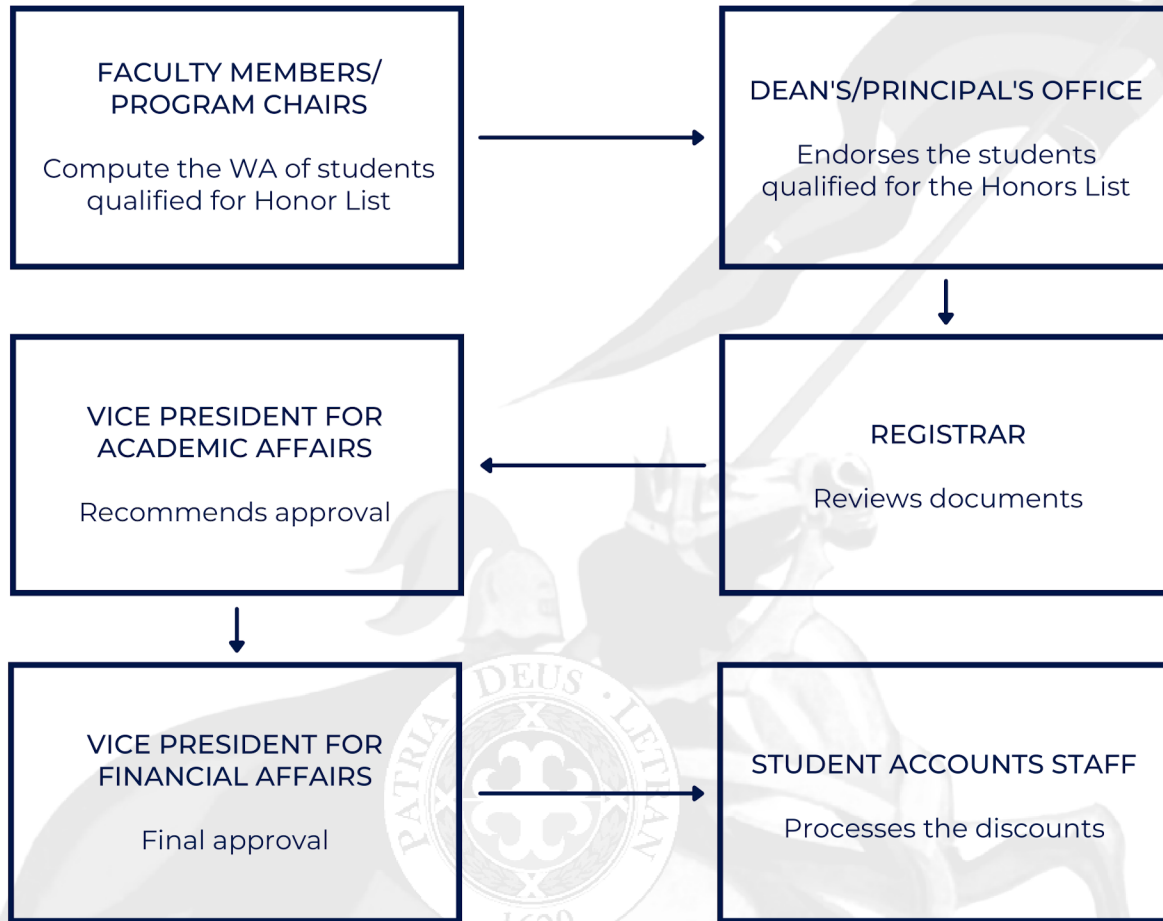
**Grades in ReEd (Theology) and NSTP are not included in the computation of WA.*

Note:

1. This discount is applicable effective AY 2022-2023 (for incoming freshmen and their succeeding year level thereafter)

2. For old students 2nd year to 4th year during the AY 2022-2023, refer to the scholarship manual 2018.

FIGURE 2. HONOR'S LIST/DEAN'S LIST PROCEDURES



ELEM/JHS/SHS/CLAS/CBAA/CEIT/CoED

III. BLESSED JESUS VILLAVERDE ANDRES ACADEMIC SCHOLARSHIP

The Blessed Jesus Villaverde Andres Academic Scholarship, named after a former Rector of the Colegio and beatified martyr (1877-1936), aims to attract academically exceptional students to enroll in selected tertiary level flagship programs of the Colegio. These programs ordinarily require government board examinations, and performance in these examinations is an important measure of the quality education which the Colegio offers and maintains. A limited number of slots are allocated annually per program.

Eligibility

A student:

1. With the intent of enrolling in the following programs:
Psychology, Accountancy, Nutrition and Dietetics, Engineering, Education
2. Graduated at least, “with high honors” rank in school;
3. With a weighted average of 95% and above in (his/her) Grade 12.

Benefits and Privileges

Students (scholars) under the Blessed Jesus Villaverde Andres Academic Scholarship program will enjoy 100 % full discount on tuition, miscellaneous, supplemental fees, except for selected various fees which are course/subject related. In addition, the scholars will enjoy the following:

1. Free books
2. Free four (4) sets of school uniform (excluding PE & NSTP Uniforms) for first year only
3. Free board and lodging (with 3 meals)

Application and Selection Process

1. Student applicant should submit the following:
 - a. Accomplished application form available at the Marketing and Admission Section
 - b. Photocopy of the Report Card
 - c. Principal's/Registrar's certification that applicant received, at least, “with high honors” rank
 - d. Certificate of Good Moral Character
 - e. Photocopy of the Parent's Income Tax Return (ITR)
 - f. Two (2) Copies of 2x2 ID Pictures
2. After submission of documentary requirements, the student will undergo the examinations (Letran College Admission Test and Scholastic Achievement Test) as administered by the Admissions Office and Guidance Office.
3. The student will also be subject to interview by Program Chair/Dean and the Scholarship Committee.

Retention Policy

To maintain the Blessed Jesus Villaverde Andres Academic scholarship, a student must:

1. Carry the regular load for the semester;
2. Maintain an average of 95% with no grade lower than 88 in any subject/semester;
3. Must not shift to other program
4. Have not dropped any subject; and
5. Have not been subjected to any disciplinary action.
6. Must not take a leave of absence

Other Requirements

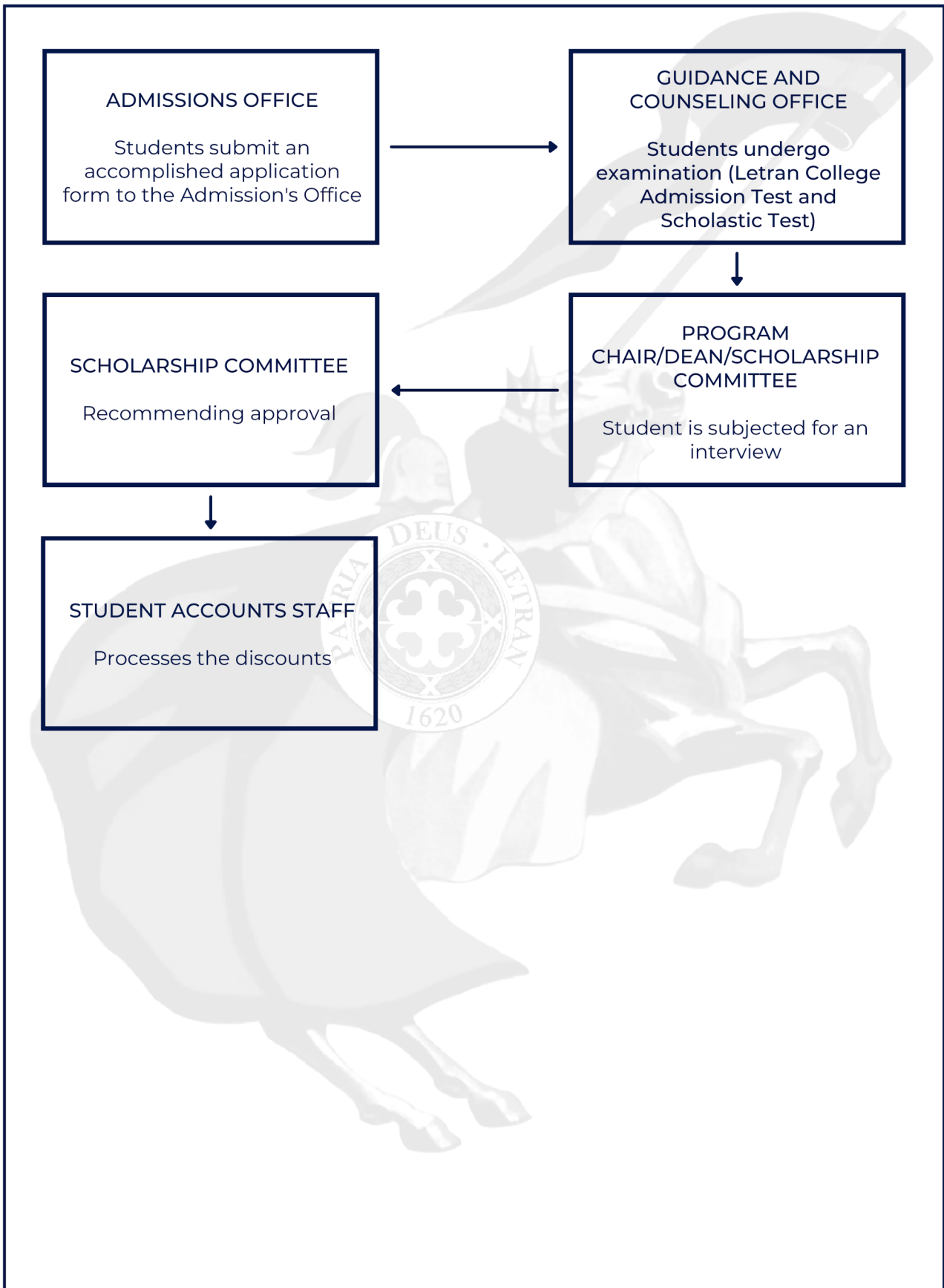
The Scholarship Committee shall determine other requirements for students who are accepted in the Blessed Jesus Villaverde Andres Academic scholarship, such as, but not limited to:

1. Regular class attendance
2. Active membership or officership in a Recognized Student Organization (RSO)
3. Regular attendance in Academic Scholars Activities/ Sunday Eucharist

Evaluation

1. The Department of Student Affairs (DSA), in cooperation with the Office of the Dean, shall monitor the over-all performance of the Blessed Jesus Villaverde Andres scholars.
2. At the end of every term/ semester, the scholarship committee, with input from the DSA, shall deliberate and evaluate every Blessed Jesus Villaverde Andres scholar.
3. Blessed Jesus Villaverde Andres scholars who do not abide by its retention and other policies shall be disqualified from the scholarship, and its benefits and privileges.
4. The scholarship committee shall decide with finality on matters of retention and disqualification.

FIGURE 3. BLESSED JESUS VILLAVERDE ANDRES ACADEMIC SCHOLARSHIP PROCEDURES



IV. SAN JUAN MACIAS STUDENT ASSISTANTSHIP

The San Juan Macias Student Assistantship, named after a canonized Dominican cooperador-brother (1585 -1645), who lived and died in Lima, Peru, aims to assist the students in the tertiary level who are financially handicapped. Alongside pursuing a college education, this scholarship provides them with service opportunities as Student Assistants.

Eligibility and Criteria

The qualification of the Student Assistant shall be determined on the basis of the following:

1. Financial Need

A student is considered financially challenged when neither his or her parents nor his guardians have sufficient resources to finance his/her higher education, through a duly certified statement of annual income (income bracket, to be determined by the Financial Affairs Division).

2. Academic Requirement

- a. To be considered intellectually capable, the applicant must possess good academic standing (no grade below 80%) and with a weighted average (WA) of 83%
- b. The applicant passes the Letran College Admission Test (LCAT)

3. General Ability to Perform Work Requirement

To qualify, the applicant must be:

- a. Of good moral character and integrity, as certified by former principal, guidance counselor, parish priest/pastor
- b. Without derogatory records from the local police or local barangay
- c. Physically fit for work as certified by duly licensed physician
- d. Screened by the DSA for positive work attitude and ethics

Benefits and Privileges

All Student Assistants (SAs) may enjoy 100% full discounts on tuition and miscellaneous fees equivalent to 21 units only across all programs. Supplemental fees are not included in this benefit and thus will be shouldered by the student assistant personally. If the SA enrolled beyond 21 units, he/ she has to pay the excess units or render additional service to the Colegio, during semestral/summer break.

Conditions/Requirements

1. Student Assistants have to render 20 hours duty per week equivalent to a minimum of 15 units or a maximum of 21 units across all programs.
2. Should Student Assistants enroll for more than 21 units, they should first write a letter to DSA subject for approval.

3. The office of the Vice President for Financial Affairs shall determine the corresponding additional number of hours available during the semestral/summer break.

- a. A monetary equivalent is assigned to every service hour.
- b. In cases when the Student Assistant's service hours are insufficient to cover the amount of the discount granted, the Student Assistant should pay the remaining balance at the end of the semester.

4. The service hours of Student Assistants are determined by the attendance registered on the Biometrics System and Departmental Attendance Logbook.

Application and Selection Process

1. Incoming first year college students should have a weighted average of at least 83%.

2. Student-applicants should pass the Letran College Admissions Test (LCAT).

3. Students, who have been in the Colegio for at least a year, should have a weighted average of 83% and no grade below 80.

4. Students shall fill up the application form for Student Assistantship, with the Department of Student Affairs (DSA)

5. Student-applicants shall submit all requirements to DSA (as stated in the San Juan Macias Student Assistantship Application Form)

6. Student-applicants shall undergo additional set of exams as scheduled by the Department of Student Affairs (DSA) and administered by the Guidance Office

a. Student-applicants should pass the Culture Fair Intelligence Test (CFIT), with a rate of "average."

7. Student-applicants who passed the exam will be included in a shortlist, for interview by the members of the Scholarship Committee.

8. The Scholarship Committee shall deliberate and determine the final list of student assistants per semester.

9. Upon admission to the scholarship program, the DSA shall conduct a formal orientation on the mission and vision of the Colegio; SA policies, rules and regulation; and other pertinent matters relative to their assignment before the start of their service.

Duties and Responsibilities

In general, the Student Assistant is expected to assist the department or office in all the activities inherent to the official tasks. The Student Assistant shall accept clerical, messengerial and ministerial tasks pertinent to the needs of the department and other tasks which the Department Head may assign.

Behavioral Standards

The Student Assistant is expected to discharge the following duties and responsibilities:

1. To safeguard and keep in order the records, apparatus, office equipment and other instruments stored in the office where he is assigned
2. To safeguard the inviolability of confidential matters connected to the department
3. To keep restricted areas out of bounds to unauthorized persons. (Friends should not be brought to these areas)
4. To be honest in the performance of tasks
5. To be punctual and always present
6. To be gracious and courteous in dealing with other people. Extra care must be observed especially in answering the phone
7. To acquire the proficiency in handling and operating different office and laboratory equipment pertinent to the duties in the office
8. To use their ID as their official identification card. IDs should be worn at all times while in the school premises

Working Hours

1. To afford the Student Assistant sufficient time for regular studies, the number of service hours per day shall be not more than four (4) hours, completing twenty (20) hours per week. This does not cover summer session.
2. The contract is valid for only one academic year subject for review every semester and every succeeding academic year until the Student Assistant graduates.

Time Keeping

1. The Student Assistant is required to maintain and keep time records for his arrival and departure with the use of the infotrak. (Fingerprint)
2. Under no circumstances shall the Student Assistant be allowed to put time entries of another Student Assistant's infotrak.
3. Expectation on Time Entries – The Student Assistant is expected to be at his post doing his tasks during his working hours unless given permission to leave for official business by the Department Head, SAP Coordinator and DSA Directress.

Attendance Correction

1. Correction shall be accomplished one (1) day after receipt of the daily time record.
2. Only two official corrections of the same transaction shall be allowed. Any uncorrected transaction shall be considered absent.
3. Corrections should be duly signed by the Department Head and SAP Coordinator and/or Head.

4. The Student Assistant has the responsibility and obligation to perform his/her task upon posting his / her time of arrival in the infotrak.
5. Under Time – The Student Assistant is considered under-timed if he/she leaves his/her duty before the official time.
6. Leaves of Absence – The Student Assistant is allowed to go on leave of absence (LOA) for
meritorious reasons subject to prior authorization by the Department Head, SAP Coordinator and
DSA Directress.
7. Notification Requirement – In case of sudden illness or family need which prevents the Student
Assistant to write a notice or absence, a telephone call or any possible means of communication to the Department Head, SJMSA Coordinator, and SJMSA Head, should constitute compliance of Prior Authorization Requirement.
8. Absence/s incurred without such prior authorization shall be considered Absence Without Leave (AWOL).
9. Absences in excess of four (4) working days per month without prior authorization or notification shall be subject to disciplinary sanction.
10. Unauthorized leaves, which are leaves taken when application for leave has been denied, are subject to disciplinary sanction.

Identification Card

The Student Assistant is required to WEAR HIS/HER ID AT ALL TIMES while inside the school.

Attendance in SJMSA Function

The Student Assistant should give full support to all SJMSA Activities. He / She should attend meetings, seminar, religious activities, etc.

Retention Policy

To maintain the scholarship, a student assistant must:

1. Carry a minimum of 15 units per semester
2. On their final semester before graduation, a student-assistant may appeal to the SAP, to be allowed to carry less than 15 units
3. Maintain a weighted average (WA) of at least 83% with no grade below 80% and complete all INC grades within the prescribed period
4. Have a performance appraisal rating of at least 83%
5. Not be subjected to any major disciplinary action
6. Attend assigned extra-curricular activities
7. Be present regularly and observe punctuality in duty assignment

Status Evaluation

1. Student Assistants shall be evaluated twice (2x) per semester, during the midterm and final period.

2. Their respective Department Heads and Coordinator shall conduct the performance appraisal of the SAs:

- a. 80% given by their Department Heads
- b. 20% given by the SAP Coordinator

3. The evaluation form is distributed 5 days before the midterm and final period to the evaluators.

4. At the end of every semester, the DSA shall request for the final grades of the Student Assistants for inclusion in the deliberation and evaluation.

Extra-Curricular

Student assistants are not just into working and studying. The San Juan Macias Student Assistantship Program also provides seminars, religious activities and team building for the Student Assistants for their development, spiritually, physically, mentally and emotionally.

1. Once a month, the Student Assistants together with their Coordinator and their Head hold a meeting.

2. Quarterly, SAs are all required to attend different kinds of seminars designed for them.

3. Annually, student assistants organize and participate in sportsfest, wherein they can showcase their skills in different sports and games.

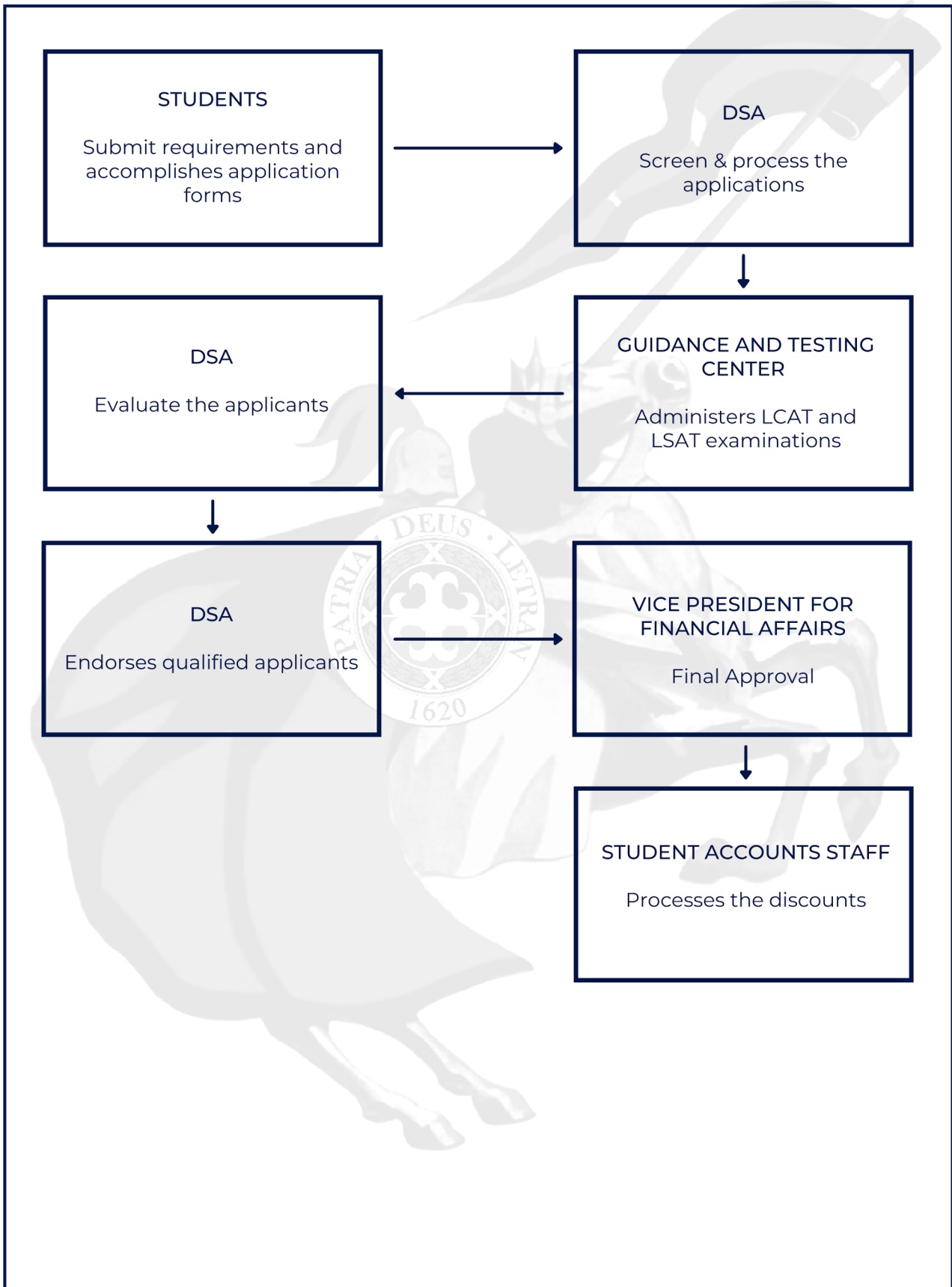
Disqualification

If the student assistant failed to follow the Colegio's rules and regulations as well as to meet and maintain the retention policies as stated, this can lead to the disqualification from the scholarship program. If the student committed a major offense stipulated in the College Students' Handbook, this is a ground for his/her immediate removal from the program.

If he/she is disqualified, he/she can no longer enjoy the benefits and privileges given to him/her and needs to pay as a regular student.

Disqualification from the Student Assistantship Program is irrevocable.

FIGURE 4. SAN JUAN MACIAS STUDENT ASSISTANTSHIP APPLICATION PROCEDURES



V. FRA ANGELICO CULTURAL SCHOLARSHIP

The Fra Angelico Cultural Scholarship, named after a beatified Dominican friar (1395–1455) renowned Italian Renaissance painter, aims to provide support to the studies of students with interest and inclination towards the performing arts, through officially recognized performing cultural groups of the Colegio. The Fra Angelico Cultural Scholarship can be classified into four (4) categories namely:

Letran Singing Ambassadors (LSA)

The Letran Singing Ambassadors is the official choral group of the Colegio. Its members are college students with the exceptional gift for singing, supported by means of this scholarship, as well as a quality program of training and performance including representing the Colegio in official functions.

Letran Filipiniana Dance Company (LFDC)

The Letran Filipiniana Dance Company is the official dance group of the Colegio. Its members are college students with exceptional gifts in dancing, supported by means of this scholarship, as well as a quality program of training and performance, including representing the Colegio in official functions.

Letran Band

The Letran Band is officially recognized by the Colegio. Its members are college students with talents in playing musical band instruments, supported by means of this scholarship, as well as a quality program of training and performance, including representing the Colegio in official functions.

Letran Cheering Squad (LCS)

The Letran Cheering Squad is officially recognized by the Colegio to perform at NCAA events and other institutional activities supported by means of this scholarship, as well as a quality program of training and performance, including representing the Colegio in official functions.

Eligibility and Criteria

Letran Singing Ambassadors

1. Bonafide student of Colegio de San Juan de Letran
2. Musically gifted in singing
3. With previous experience in choir singing
4. Pass the audition conducted by the Conductor of the Chorale
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

Letran Filipiniana Dance Company

1. Bonafide student of Colegio de San Juan de Letran
2. Willing to promote Philippine culture, traditions, and beliefs through songs and dances
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the Artistic Director of the Dance Company
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

Letran Band

1. Bonafide student of Colegio de San Juan de Letran
2. Must know how to play musical instrument/s; Must know how to read musical notes
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the band master
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

Letran Cheering Squad

1. Bona fide students in Tertiary level of Colegio de San Juan de Letran
2. Skills in cheerleading
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the Coach
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

Benefits and Privileges

For LSA and LFDC

1. May enjoy 50%,70%, 100% discount on tuition fees only subject to the recommending approval of Scholarship Committee
2. Professional Training
3. Officially represent Letran
4. Costumes/Uniform
5. Props/Supplies
6. Medical Assistance for performance-related health needs
7. Budget for Seminar/Workshop, Competition, Performances, Team Building

For Letran Band and LCS

1. May enjoy 50%,70%, 100% discount on tuition fees, miscellaneous, supplementary fees except for various fees which are course/subject related. This is subject to the recommending approval of Scholarship Committee.
2. Professional Training
3. Officially represent Letran
4. Costumes/Uniform
5. Props/Supplies
6. Medical Assistance for performance-related health needs
7. Budget for Seminar/Workshop, Competition, Performances, Team Building

Application and Selection Process

1. Must be a bonafide student of the Colegio
2. Must maintain a general weighted average of at least 80%
3. Must meet all the requirements of his/her respective program
4. Must pass the LCAT
5. Must submit a Medical Certificate
6. Must pass the audition/try-out conducted by the coach/trainer.
7. Must be recommended by the coach/trainer, for evaluation by the Scholarship Committee and recommending approval of the VPAA to the VPFA.

Retention Policies for Letran Singing Ambassadors and Letran Filipiniana Dance Company

In order to maintain the scholarship, the student should:

1. Maintain a semestral average of at least 80% with no failing grades; INC grades must be completed within the prescribed period
2. Not have been subjected to any disciplinary action
3. Be favorably evaluated by the coaches and by the Scholarship Committee

Retention Policies for Letran Band and Letran Cheering Squad (LCS)

In order to maintain the scholarship, the student should:

1. Pass at least 60% of their enrolled subjects/courses in order to maintain the scholarship. The students must pay all failed subjects.
2. Not have been subjected to any disciplinary action
3. Be favorably evaluated by the coaches and by the Scholarship Committee

Status Evaluation

A student under the cultural scholarship shall be evaluated every semester, based on his/her cultural performance by the respective Coaches, academic performance as monitored by the Department of Student Affairs, and the Scholarship Committee.

Other requirements

Every student under the Cultural Scholarship should perform at:

1. Institutional programs on campus (all performing groups)
2. Institutional Eucharistic celebrations (Letran Singing Ambassadors)
3. Colegio's community development programs and activities
4. Seminars and workshops, designed for each student

For in-campus and off-campus activities, all students must adhere with the policies and procedures of application of activities.

Disqualification and Re-admission

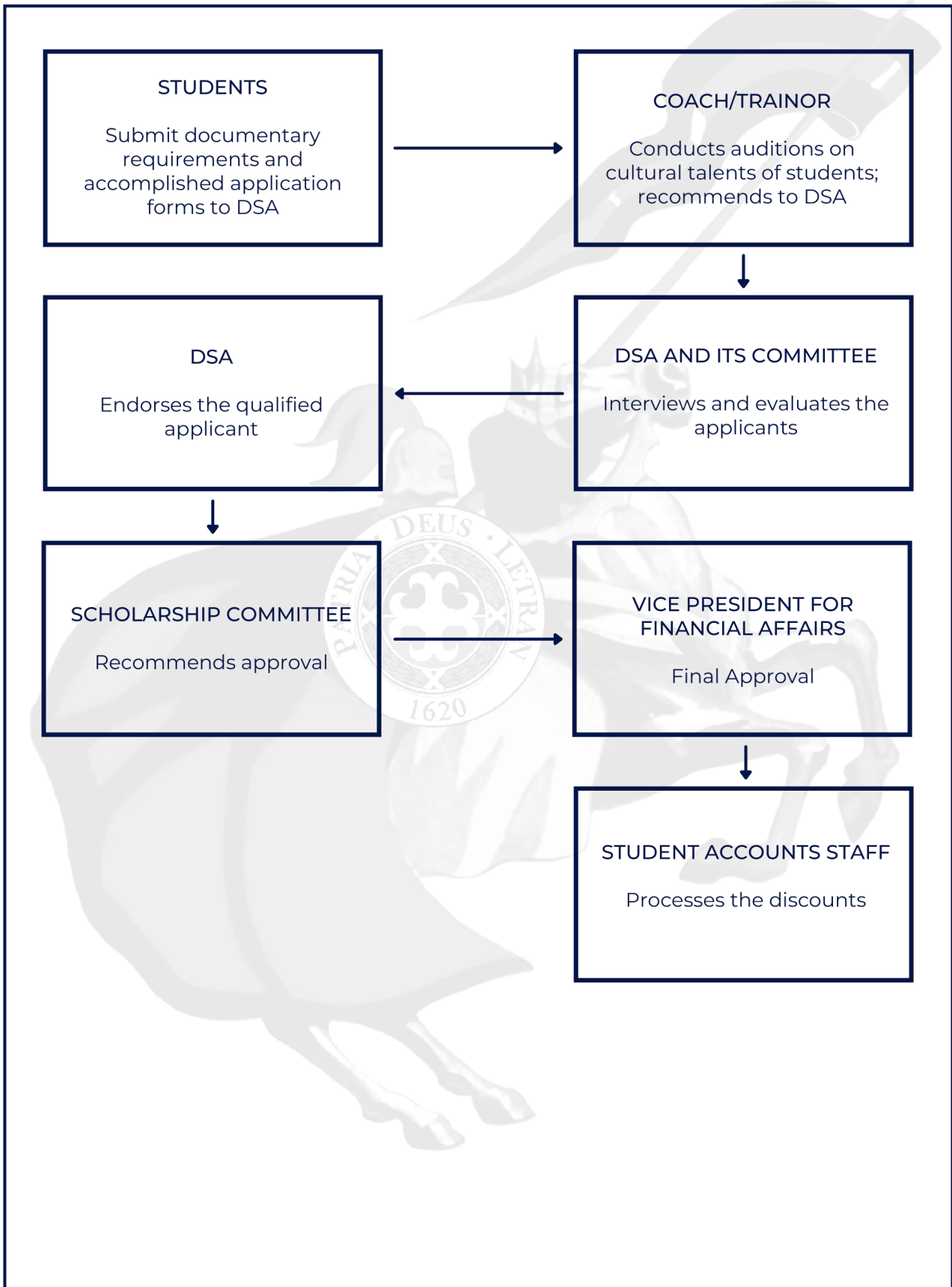
The cultural scholarships are measured by compliance with retention policies, as well as attendance in practice and quality performance.

Non-compliance may result in disqualification from the scholarship program.

In meritorious cases, because of special cultural talent, a student, previously disqualified, may appeal, with mitigating circumstances, through the coach/DSA, for re-admission to the cultural scholarship, subject to stricter conditions.

The Scholarship Committee shall decide, with finality, on matters of disqualification and re-admission.

FIGURE 5. FRA ANGELICO CULTURAL SCHOLARSHIP APPLICATION PROCEDURE



VI. BLESSED ANTONIO VARONA ORTEGA ATHLETIC SCHOLARSHIP

The Blessed Antonio Varona Ortega Athletic Scholarship, named after a former athletic moderator of Letran and beatified martyr (1901-1936), aims to support students with exceptionally kinetic intelligence and athletic abilities who are willing to represent the Colegio in officially sanctioned sporting events, in the National Collegiate Athletic Association (NCAA), and other officially sanctioned tournaments. It is designed to help financially incapable students to pursue a career by giving them quality education while pursuing excellence in sports.

Eligibility

All bona fide students of Letran who have a strong passion and aptitude for sports are eligible to apply to the program.

Application and Selection Process

1. The athlete undergoes the screening/try-out conducted by the respective coach and trainer.
2. The coach identifies the athletes who passed the screening in the Coaches Recommendation Form. The coach also recommends the privileges awarded to the athlete.
3. The Athletics Moderator reviews the Coaches' Recommendation Form and decides on the extent of privilege granted to the athlete.
4. With the assistance of the support staff at the Athletics Office, the student-athlete proceeds with the enrolment process and plays for the Colegio.

Admission Requirements

1. Original Philippine Statistics Authority (PSA) Birth Certificate
2. Previous Grade Slip/Card (Form 137/Transcript of Records for transferees)
3. Good Moral Character Certificate
4. Philippine Physical Activity Readiness Exam (NCAA Requirement)
5. Medical Clearance

N.B. All these documents must be duly executed/submitted in good faith. Any form of dishonesty invalidates the application.

Criteria/Qualifications

To qualify, the student must:

1. Be at least 13-18 years of age for high school and 16 – 23 years of age for college
2. Be physically and psychologically fit to play
3. Pass the entrance examination, both academic and psychological as administered by the Admissions Office/ Guidance and Counseling
4. Be of good moral character and has never been subjected to any disciplinary action
5. Must pass the try-outs administered by the coaches
6. Must pass all academic subjects/courses of previous school year

Benefits and Privileges

Athletes will be given the following benefits/privileges:

- Team A athletes. May enjoy zero payment on all fees, except selected supplemental fees and various fees which are course/subject related; or

100% discount on tuition fees and selected miscellaneous, supplemental, and course/subject related various fees.

- Team B athletes are given a 50% discount on tuition fees only.

The athlete's socio-economic status, performance and budget allotment of the Athletics Department shall be considered in recommending other discount schemes, such as:

1. Free Board and lodging
2. Free Meal
3. Medical Assistance
4. Other benefits to be arranged by the Athletics Moderator

Retention Policies

To maintain the scholarship, the athletes should:

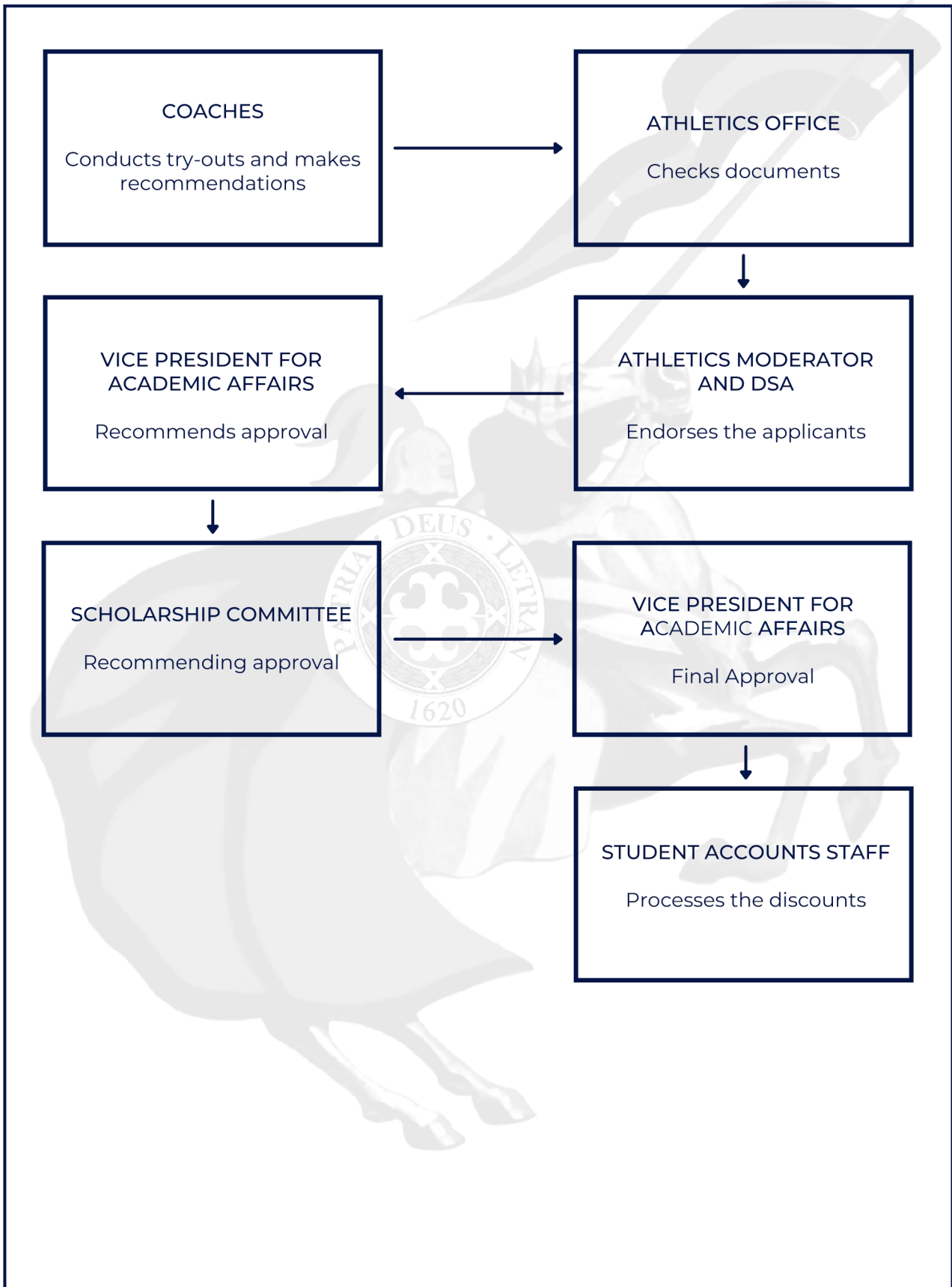
1. Abide by the Colegio's student retention program, as stipulated in the Student's Handbook
2. Pass at least 60% of their enrolled subjects/courses in order to remain in the Athletics Program
3. Not be sanctioned for any disciplinary action; in which case, they shall be automatically removed from the program
4. Abide by the Colegio's policies, as well as the policies, rules and regulations implemented by the National Collegiate Athletic Association (NCAA)

No athlete is allowed to leave prematurely his/her enrollment and scholarship with the Colegio, unless there is written consent from the Athletics Moderator.

Any athlete found to violate any of the above provisions, will be given the necessary sanctions as stated in the Student's Handbook and the policies imposed by the NCAA.

Note: The Colegio shall continue to support the athlete to earn his/her degree, for a period of 2 semesters and a term (3rd term) after serving their playing eligibility.

FIGURE 6. BLESSED ANTONIO VARONA ATHLETIC SCHOLARSHIP APPLICATION PROCEDURE



VII. ST. MARTIN DE PORRES SCHOLARSHIP PROGRAM

Rationale and background

The St. Martin de Porres Scholarship Program, named after the renowned Dominican Lay Brother, is an initiative of the Community Extension Department (CED) under its De Esperanza Community Development Program. It aims to enable and ensure that deserving Senior High School graduates from partner communities, especially those from families that have limited financial means, will receive a college education at Colegio de San Juan de Letran - Manila. Specifically, to provide unprivileged youth of Letran's partner communities access to education and to empower them to work for the improvement of their quality of life.

General guidelines

- The applicant must be a resident of the partner communities of Letran; the family is financially incapable to support the formal education of the children.
- The applicant shall undergo a system of verification to test the validity and authenticity of the documents submitted. Falsification of related documents shall mean disqualification.
- The applicant who passed the screening process shall undergo the qualifying examination to be administered by Letran.
- The "One Scholar per Family Policy" shall be strictly observed.
- At most two (2) scholars can benefit from the scholarship program every two school years: A graduate of Lyceum of Camiguin and one eligible member of Letran's partner communities.

Documentary requirements

1. Senior High School report card (Grade 11 and 12) for incoming freshmen students eligible for college.
2. Latest Income Tax Return (ITR) of parents/ guardians or indigency report from Barangay or Department of Social Welfare and Development.
3. Photocopy of the baptismal certificate,
4. Certified true copy of the birth certificate
5. A recommendation letter from the Parish Priest and Barangay Chairperson
6. Two copies of 2"x2" colored ID pictures

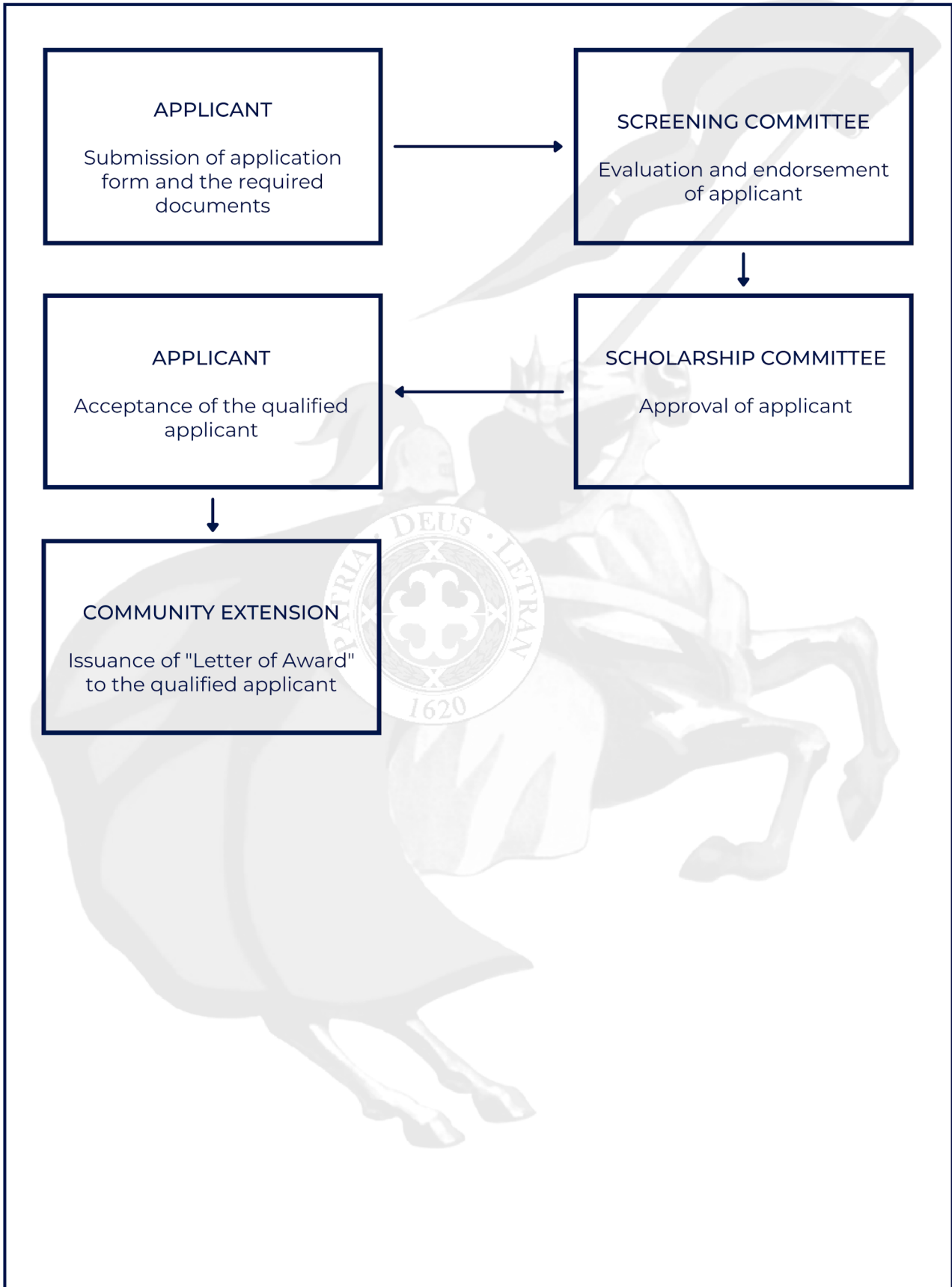
Benefits and Privileges

1. 100% discount on tuition, miscellaneous, and various fees.
2. Financial assistance for books, school uniforms, meals, and transportation allowance, and accommodation.

Retention Policy

1. Maintain a general weighted average of 85% with no grades below 80%.
2. No grade of Incomplete (INC) prior to his/her enrollment in the succeeding semester.
3. Comply with the provisions provided in the students' handbook of Letran.
4. Not be subjected to any disciplinary sanction during the duration of his/her scholarship program.

FIGURE 7. ST. MARTIN DE PORRES SCHOLARSHIP PROGRAM
APPLICATION PROCEDURE



SCHOLARSHIP COMMITTEE 2022

REV. FR. RAYMUND FERNANDO P. JOSE, O.P.
Vice President for Financial Affairs
Chairperson

ASST. PROF. CATHERINE D. SANCHEZ
Directress, Department of Student Affairs
Vice Chairperson

Members:

ASSOC. PROF. ERIC AWI, PhD
Principal-Senior High School

ASSOC. PROF. JINKY BATIDUAN
Registrar

REV. FR. VICTOR CALVO, O.P.
Athletics Moderator

CONCERNED DEPARTMENTS

RECTOR'S OFFICE

DEAN'S OFFICES

PRINCIPAL'S OFFICES

VICE PRESIDENT FOR ACADEMIC AFFAIRS

FINANCIAL AFFAIRS DIVISION

REGISTRAR'S OFFICE

DEPARTMENT OF STUDENT AFFAIRS

ATHLETICS OFFICE

RELIGIOUS AFFAIRS DIVISION