University of the Philippines Mindanao
Office of Student Affairs
Scholarships and Financial Assistance Section

Approved Implementing Guidelines for UP Mindanao Adopt-A-Scholar Program
(A Need-Based Grants and Financial Assistance Program of UP Mindanao)

Background :

In response to the call of the University of the Philippines System to come up with various need-based grants and financial assistance, the Office of Student Affairs of University of the Philippines Mindanao came up with a project proposal to entice potential generous donors and benefactors such as alumni, firms, foundations, private groups and other friends of UP Mindanao and help undergraduate students pay education-related expenses while pursuing a degree.

The need to come up with additional financial aid programs is another way of encouraging potential enrollees of UP Mindanao to pursue studying with alternative options aside from the tuition fee subsidies of the Socialized Tuition and Financial Assistance Program (STFAP).

Specifically, the program aims to provide the basic needs of the qualified undergraduate students through the following programs :

- Plate **UP** – subsidy for the daily meal allowance
- Live **UP** – subsidy for the monthly housing allowance
- Ride **UP** – subsidy for the daily transportation allowance

Coverage of the Grant :

Interested donors and benefactors may select to support and provide funds to finance one or all of the proposed programs specified below. Moreover, extended assistance may be provided but not limited to one student-grantee per program. The duration of the sponsorship is renewable every semester. Below is the tabular presentation and computation of the benefits to be extended to a qualified grantee :

Need-based grants and aid	**Description**	**Objectives** During the duration of the program , the student-grantee shall have **:**	**Financial Benefits (per grantee every semester)**
Plate **UP** (Meal Allowance)	This program is intended to subsidize the daily meal expenses of qualified beneficiaries belonging to lower income bracket and identified by the Health Services Section (HSS) as poorly nourished.	• been supported in their learning capacity by being able to have taken complete meals in a day; • been ensured a healthy physical condition through taking nutritious food; • been given the opportunity to develop well-nourished physical bodies while studying here in UP Mindanao; • been provided moral support, encouragement and guidance for a healthy lifestyle for their overall positive development.	<u>Option 1 :</u> P35 per meal x 3 meals a day x 22 days per month =P2,310.00/month or =P11,550/semester* <u>or Option 2 :</u> P50 per day x 22 days per month = P1,100/ month or =P5,500/semester* *non-monetary benefits; the student-grantee shall receive meal stubs equivalent to the awarded amount of grant
Live **UP**	This program shall	• been provided a shelter	P500 per month

Need-based grants and aid	Description	Objectives During the duration of the program , the student-grantee shall have **:**	Financial Benefits (per grantee every semester)
(Housing Allowance)	finance the dormitory expenses of a qualified recipient as identified by the Student Housing Section (SHS).	while studying in UP Mindanao; • been supported in their financial obligation in the dormitory; • been able to develop wholesome values through social interaction and community living.	x 5 months =P2,500/semester* ** the grant shall be in non-monetary form; the subsidy shall be directly credited to the student-grantee's account in UP Mindanao*
Ride **UP** (Transportation Allowance)	This program intends to subsidize cost of transportation of qualified beneficiaries as identified by the Counseling and Testing Section and Scholarship and Financial Assistance Section.	• been able to sustain the daily transportation expenditures in going to and from the campus; • been able to attend the classes regularly and avoided incurring absences due to unmet transportation needs; • been motivated to pursue his academic goals despite financial difficulties.	P35 per day x 22 days a month =P770/month or P3,850/semester ** the grant shall be provided in monetary form*

Obligation of Sponsor(s) and terms of conditions:

The Sponsor(s) shall enter into contract with UP Mindanao through a Deed of Donation and Acceptance indicating the terms and conditions between the sponsor and partner University.

Included in the said agreement are as follows :

a) specific amount to be donated and the program to be supported;
b) advance funding/amount to be deposited equivalent to the coverage of the grant or program for the whole semester;
c) provisions for renewal every semester with allowance for amendments and modifications for improving the program as agreed upon by both parties.

Qualifications of the grantee :

1. Must be a bonafide undergraduate student enrolled in UP Mindanao;
2. Must be financially in need. The student must be an STFAP grantee. Priority is given to those who are assigned in Brackets E1, D and C whose annual Gross Family Income does not exceed P250,000. He/She must be recommended by the Department Chair;
3. Must have at least a General Weighted Average of 3.0 or better during the preceding semester;
4. Must not have incurred 3 minor offenses or zero major offense and duly recommended by the Dormitory Manager (for those who are applying for the Live UP program).

Administration and Management:

A. Plate UP or subsidy for the daily meal allowance (to be administered by the Health Services Section in coordination with the Counseling and Testing Section).

a) Meal stubs will be issued to qualified and selected students for three meals a day from Monday to Friday only. Weekend meals will be the student-grantee's responsibility.

b) Meal stubs will be good for 1 month only and be used either at CSM canteen or at the Kalimudan Student Center.
c) Issuance of meal stubs will be done by the Office of Student Affairs via the personnel in-charge of the program. Monitoring and follow-up of the recipient/s shall take place during the monthly issuance.
d) The student-grantee shall surrender one meal stub and sign a “meal register” every time she takes a particular meal for the day.
e) Payment to the partner canteens shall be through the UP Mindanao Cash Office one month in advance before the program/grant commences.
f) Partner canteens will prepare a meal equivalent to the amount indicated in the meal stub consisting of veggies, side dish and main viand (of either fish, chicken, lean meat, eggs, etc. depending on whether it is for breakfast, lunch, or dinner). The focus of the menu will be cheap but healthy food.
g) Partner canteens will keep and monitor the “meal register” and submit it to OSA every month.

B. Live UP or subsidy for monthly housing allowance (to be administered by the Housing Services Section).

a) The Student Housing Services will give the list of qualified student residents, who are in need of subsidy, to the Office of Student Affairs 15 days before the start of the check-in period of the dormitory.
b) The chosen student-recipients must sign the Memorandum of Agreement indicating that they will pay the excess fees in excess of the amount donated.

C. Ride UP or subsidy for the daily transportation allowance (to be administered by the Scholarship and Financial Assistance Section in coordination with the Counseling and Testing Section)

a) The documents necessary in the release of the monetary assistance shall be processed every month by the personnel in-charge of the Office of Student Affairs
b) Release of grants/benefits shall be through the Cash Office of UP Mindanao.
c) The student-grantee shall submit the monthly summary of transportation expense to the Office of Student Affairs.

Monitoring and Evaluation :

a) A student can not avail all of the three programs at the same time; however a qualified student may enjoy either of the two (2) programs at the same time- (a) Plate UP and Live UP or (b) Plate UP and Ride UP.
b) Recipients of the grants shall be required to submit to OSA thank you letters or notes every semester for the sponsors. OSA shall take charge in forwarding such letters/notes to sponsors.
c) All person-in-charge through the Scholarships and Financial Section of the Office of Student Affairs shall submit a periodic report every end of the semester.