



Manila Tytana Colleges
Student Affairs and Services Directorate
Student Development and Activities Department
Scholarships and Financial Aid Section

SCHOLARSHIPS FOR SY 2023-2024 (COLLEGE)

❖ **Modalities**

- Full scholarship grant (full fees coverage and allowances - book, uniform, living)
- Partial scholarship grant

Tytana reserves the right to assign the applicant to the different scholarship grants by Tytana and its scholarship benefactors based on the qualifications and the need of the applicant.

❖ **Qualifications**

- Must be a Filipino citizen
- Must be qualified for admission at Tytana
- Must have a general weighted average of at least 87%, or its equivalent
- Must have a combined gross family income of not more than P400,000 for a family of four; or P100,000/capita if more than four in the family. This MAY be waived if the applicant is an honor student.
- Must have substantial extra-curricular and leadership involvements
- Must be of good moral character
- Must not enjoy other scholarship grants or financial assistances

❖ **Documentary requirements**

READ THOROUGHLY.

Submit the following documents together with the duly accomplished Scholarship Application Form. The applicant must be the one to accomplish the form and affix his/her signature with one of his/her parents or legal guardian. Write clearly on the form using black ink only. Avoid erasures. Make sure to answer ALL ITEMS.

Only complete documents will be processed. Application will be processed on a first-come, first-served basis. The applicant must PERSONALLY submit the documents. Initial interview will be conducted during submission of application.

The scholarship benefactors might request for additional documents other than those enumerated below.

Deadline of submission of application form and ALL documentary requirements is on May 12, 2023 (Friday), 3:00pm.

Checklist of documentary requirements:

- Application Form
- Parents'/Guardian's **detailed** personal letter about the family's financial situation justifying the need for financial assistance. **The letter must answer the questions: why the family needs assistance, what are the sources of income of the family, what are the major expenses of the family, why the applicant deserves to receive a grant.**
- One (1) pc. of 2x2 (on white background) most recent photograph of applicant. Paste (do not staple) photo in the application form.
- Photograph of applicant with family/guardian. Print name at the back of the picture.
- Proof of household income:

For employed parents: Most recent copy of Income Tax Return (ITR) or Certificate of Compensation Payment/Tax; Certificate of Employment and Compensation (including bonuses, allowances and commissions). Overseas Filipino Workers must submit copy of employment contract.

For self-employed parents: Submit business permit, detailed description of business and latest income and expenses financial statement.

For parents not filing an ITR: Please indicate in the letter the reason for non-filing. Provide certified true copy of Certificate of Non-Filing from Bureau of Internal Revenue (BIR).

For retired parents/guardian: Submit retirement and/or pension voucher.

Siblings and other relatives currently helping out with the expenses of the family including educational expenses may be required to submit the above-mentioned documents.

- Proof of latest electricity and water billing statements. If statement is registered under a different name other than the applicant's parent/guardian, include a certification letter from property owner.
- Copies of certificates and/or Certification of Leadership, Extra/Co-curricular involvement of the applicant
- Two (2) letters of recommendation from teacher. Form is enclosed in the application form.

FOR TYTANA'S USE ONLY

Course applied for : _____

Initial Interview

- a. High school grade : Grade 11 _____ Grade 12 _____
- b. Grade 11 honors : _____
- c. 2022 /23 Total Annual Family Gross Income : _____
- d. Water and electricity bill : _____

Assessed by : _____
 Pending Documents : _____
 Schedule of FI : _____
 Result of FI : _____
 Final Result : _____
 Grant : _____

Instruction: The applicant must be the one to accomplish the form and affix his/her signature with one of his/her parents or legal guardian. Write clearly on the form using black ink only. Avoid erasures. Make sure to answer ALL ITEMS. Answer this questionnaire carefully, completely and honestly. Parents may be called for interview for clarification of the information given.

APPLICATIONS WITH INCOMPLETE INFORMATION AND WITHOUT THE REQUIRED DOCUMENTS WILL NOT BE PROCESSED.

Name	Last	Given
	Middle	
Landline		
Mobile Number		
Email Address		
Name of High School		
Address of High School		
Type of School	<input type="checkbox"/> Public General <input type="checkbox"/> Public Special (science, arts) <input type="checkbox"/> Laboratory of SUC <input type="checkbox"/> Private Sectarian <input type="checkbox"/> Private Non-Sectarian	

Paste 2x2" photo on white background here.

LETTER OF UNDERTAKING

Date: _____

MANILA TYTANA COLLEGES
Student Affairs and Services Directorate
Student Development and Activities Department
Scholarships and Financial Aid Section

This is to formally signify my intention to apply for a scholarship grant in Manila Tytana Colleges. I understand that I have to undergo the complete process including the submission of all documentary requirements for my application to be considered.

I agree to submit myself to the criteria established by the Tytana Student Development and Activities Department or its partner grantors in the selection of qualified and deserving candidates and its procedures in the processing of my application. I understand that the decision of the Selection Committee is final and unappealable.

Respectfully yours,

Signature over Printed Name of Applicant

Signature over Printed Name of Parent/Guardian

DATA PRIVACY CONSENT FORM

Dear Applicant:

Personal Data Protection Statement for Applicants

In the course of your application process with the Manila Tytana Colleges and its scholarship partners (together, "Tytana") for the SY 2023 - 2024 Tytana Scholarship Program, Tytana has collected or obtained, and will obtain or collect from time to time, personal data from you or in relation to you ("Personal Data"). Please note that your Personal Data has been or will be collected, processed, used and stored for purposes directly or indirectly relevant to your application for scholarship. Your Personal Data may also be used for Tytana's administration and management of applicants and for compliance with applicable laws and regulations.

By signing and returning this Consent Form to Tytana, you confirm that you consent to the collection, use, recording, storing, organizing, consolidation, updating, disclosure, transfer, sharing and/or general processing of your Personal Data by Tytana as stated above and you undertake in turn to help Tytana to observe the requirements of the Data Privacy Act of the Philippines (Republic Act No. 10173), its implementing rules and regulations and other relevant issuances of the National Privacy Commission. The permission you are granting to Tytana shall be effective immediately and shall continue for a period of one (1) year from the date of this consent form or until graduation from Tytana for those who will be approved in the program (the "Permission Period), unless you inform us in writing of your decision to revoke your permission prior to the end of the Permission Period, in which case, Tytana shall immediately cease from collecting, using, recording, storing, organizing, consolidation, updating, disclosure, transfer, sharing and/or general processing of your Personal Data.

Should you have questions regarding the privacy policy you may contact our Data Privacy Officer at (02) 8 859-0813 or email at dpo@mtc.edu.ph.

Student Affairs and Services Directorate
Student Development and Activities Department
Scholarships and Financial Aid Section

Consent:

I hereby consent to the collection, use, recording, storing, organizing, consolidation, updating, disclosure, transfer, sharing and/or general processing of my Personal Data by Tytana in accordance with the terms of this Personal Data Protection Statement for Applicants.

Applicant's Signature over Printed Name
Date:

I. PERSONAL DETAILS

Date of Birth : _____
Age : _____
Place of Birth : _____
Civil Status : _____

Religion : _____

Current Address: () Own home
 () Dormitory/Boarding House
 () Living with relatives
 () Others: _____

Write complete address including house number, street, barangay, municipality/city, province, and zip code.

Cost of two-way transport (cheapest rate): PhP _____

Means of transport (bus, plane, boat, etc.): _____

If the applicant is renting:

 Monthly rent: PhP _____

 Monthly lodging: PhP _____

 Who shoulders the expenses: _____

Permanent Address (if different from current address):

Write complete address including house number, street, barangay, municipality/city, province, and zip code.

Cost of one-way transport (cheapest rate): PhP _____

Means of transport (bus, plane, boat, etc.): _____

How many times does the applicant go home to specified permanent address?

Is the residence owned by the parents of the applicant? () Yes () No

If not owned by parents, by whom? _____

II. EDUCATIONAL ATTAINMENT

Name of Primary School : _____
Address of Primary School : _____
Year Graduated : _____ General Average: _____
Honors/Awards Received : _____

(use additional sheet if necessary)

Name of Junior High School : _____
Address of JH School : _____
Year Graduated : _____ General Average: _____
Honors/Awards Received : _____

(use additional sheet if necessary)

Name of Senior High School : _____
Address of SH School : _____
Honors/Awards Received : _____

(use additional sheet if necessary)

Amount of fees paid in senior year: PhP _____

Did the applicant enjoy any form of scholarship or financial aid in secondary school? This includes the ESC program of the government. () Yes () No

If yes, specify grant: _____ Total amount of grant: PhP _____

Who finances the applicant's schooling? (check all applicable)
() Parents () Sibling () Self () Others: _____

Estimated amount of financial support? PhP _____

Is the applicant a working student? () Yes, full time () Yes, part time () No

Name of Company/Employer: _____
Address : _____
Monthly income : PhP _____

II-A. Academic Performance

This portion should be accomplished by the adviser and guidance counselor, and certified by the principal.

Name of school: _____

Population of graduating class: _____

General average of applicant in Grade 11 : _____

General average of applicant in Grade 12, First Semester: _____

Grade 12:

Subject	Quarter 1	Quarter 2

Remarks on grading scale:

Signature over printed name of teacher/adviser

II-B. Character

This is to certify that the applicant has consistently maintained good moral character, there having no disciplinary action taken against him/her as of the date of application.

Signature over printed name of guidance counselor

Attested by Principal (signature over printed name):

III. FAMILY BACKGROUND

Status of Relationship of Parents: () Living together () Separated () Single
 () Father deceased () Mother deceased
 () Others, _____

	Father	Mother	Guardian (if not living with parents)
Full Name			
Birth Date			
Age			
Current Address			
Permanent Address (if different from current address)			
Contact Number			
Highest Educational Attainment			
School			
Living Abroad? Yes or No			
<i>If employed</i>			
Employer			
Address			
Position			
Previous Year's Gross Income			
<i>If self-employed</i>			
Nature of work			
Number of years in business			
Previous Year's Gross Income			
<i>If unemployed</i>			
Last company joined			
When			
Reason for being unemployed			

If the applicant is not living with parents

What is the relationship to guardian? _____
 Does the guardian contribute to the family expenses? () Yes () No
 How much is the monthly contribution? PhP _____

Siblings

Total Number of Siblings : _____

Number of Working Sibling/s : _____

Number of Studying Sibling/s : _____

Use additional sheet if necessary.

	Sibling 1	Sibling 2	Sibling 3
Name			
Year of Birth			
Civil Status			
If with children, indicate how many			
Permanent Home Address			
Currently living with family? (Yes/No) <i>If No, indicate if he/she is living abroad or not</i>			
Contact Number			
Highest Educational Attainment			
School			
Received Scholarship? (Yes/No)			
School fees per year (if student)			
Occupation or Year/Grade Level			
Employer			
Business Tel. No.			
Average Monthly Income			

Does any of the applicant's siblings contribute to the family's expenses? () Yes () No

Who contributes? _____

If yes, is the contribution regular? () Yes () No

What is the frequency of the contribution? () 1x a month () 2x a month () Others:

_____ How much is the average contribution? PhP _____

Relatives

Does the applicant have any relatives (whether in the Philippines or abroad) who contribute to the family's expenses? () Yes () No

If yes, how much is the average monthly contribution? PhP _____

If assistance is not in cash, what kind of help do they give?

Household companions

Does the applicant have any house companions other than parents and siblings?

() Yes () No

Use additional sheet if necessary.

	Companion 1	Companion 2	Companion 3
Name			
Relationship to Student			
Age			
Civil Status			
Mobile Number			
Occupation/ Year or Level (<i>if student</i>)			
Employer/ School			
Average Monthly Income			
Sharing with house expenses? Yes/No			

IV. HOUSEHOLD ECONOMIC BACKGROUND

FAMILY INCOME (Annual Gross)

Combined Annual Pay (father, mother)	PhP
Combined Annual Pay (siblings – if living under same house)	
Income from Business	
Income from Land Rentals	
Income from Res/Bldg Rentals/Lease	
Retirement Benefits/Pension	
Commissions	
Financial Support from Relatives	
Bank Deposits	
Others (Specify)	
Total Annual Income	PhP

FAMILY EXPENSES (Monthly)

House Rental	PhP
Food and Grocery	
Loan /Amortization (specify)	
Transportation/Gasoline	
Education Plan Premiums	
Insurance Policy Premiums	
SSS/GSIS/PAG-IBIG Loans	
School/Office Uniform/Clothing	
School Allowance	
Utilities (Electricity, Water, Cable, Phone, Internet)	
Medicines	
Recreation	
Others (specify)	
Total	PhP
Sub-total x 12 months	PhP

FAMILY EXPENSES (Annual)	
School Tuition and Fees	PhP
Withholding Tax	
SSS/GSIS/PAG-IBIG Contribution	
Insurance, Plans (per Year)	
Others (specify)	
Sub-total	PhP
Total Annual Expenses (Monthly + Annual)	PhP

If annual expenses is higher than annual income, please explain how you cover for the deficit.

What are the sources of income of the household? Please check all applicable items.

- Salaries or wages Commissions Remittances from abroad
 Practice of profession Business Real estate rentals
 Retirement pension Others: _____

Does any member of the family household have credit cards? Yes No

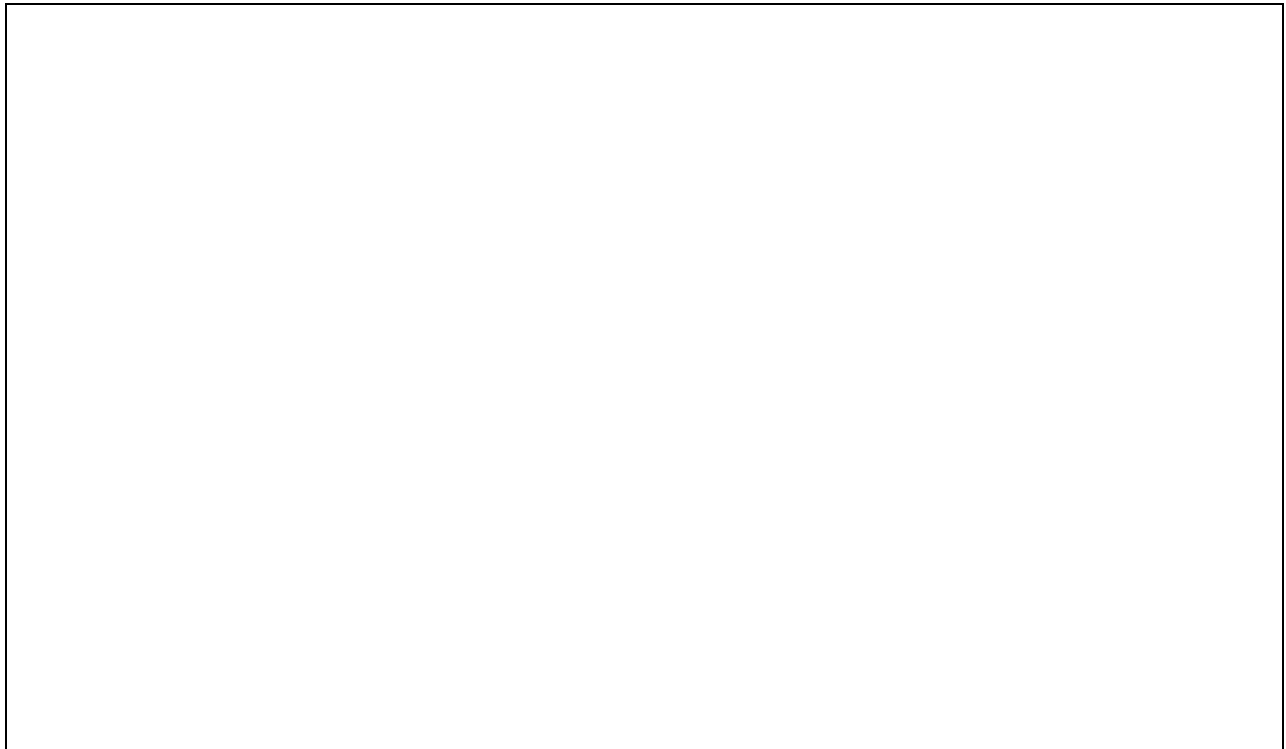
References

Immediate and extended family are not allowed to be used as reference. Preferred persons are high school teacher, guidance counselor/principal, or family friend.

Name	Relation to Applicant	Company	Contact Number
1.			
2.			

V. VICINITY MAP

Draw a map that shows how to get from your residence to Tytana. State landmarks and names of major streets and use an "X" to indicate your house in the map.



DECLARATION OF ACCURATENESS AND COMPLETENESS OF INFORMATION

We hereby certify that all the information and documents submitted are accurate and complete. We understand that any misinformation and/or withholding of information will automatically disqualify the undersigned applicant from receiving any financial assistance, or subsidy, and may serve as a basis for the cancellation of the scholarship grant that may be awarded by the College. **Furthermore, if such misinformation and/ or withholding of information on our part is discovered after the Tytana Scholarship Grant has been awarded, it is to our knowledge that we will be required to reimburse full amount received thru the scholarship grant without prejudice to the filing of charges against us.**

Signature over Printed Name of Applicant

Signature over Printed Name of Parent

Date

Date

VII. RECOMMENDATION FORM

Instructions to the applicant: Please fill out the entries on the upper half of the form. The applicant must submit two (2) recommendations from any one of the following (preferably the one who knows you best) – (a) SHS teacher/adviser, (b) SHS guidance counselor, (c) SHS principal.

Please PRINT all entries.

To be filled out by the applicant

NAME OF APPLICANT _____
Last Given Middle

Applying for (course) _____

To be filled out by the SHS teacher/adviser, SHS guidance counselor, or SHS principal

The student whose name appears above is applying for Scholarship at Manila Tytana Colleges. To help the College evaluate the qualifications of the applicant, kindly answer the items below as sincerely as possible.

Is the applicant a recipient of financial assistance/scholarship in SHS?
 Yes No

Do you have enough information about the applicant’s family to say that they will not be able to send him/her to Tytana without scholarship? Yes No

Will the applicant’s family be able to send him/her to Tytana even without scholarship?
 Yes No

Please use the portion below in case you have any comments about the applicant’s qualifications for financial assistance or academic ability. Use back portion if necessary.

Name (please print) _____
Position _____

Signature _____ Date _____

Please return this appraisal to the applicant in a sealed envelope with your signature across the seal.