

## Schedule of Onsite Renewal and Processing of Scholarships/Grants for Term 2, AY 2022-23

We are pleased to inform the academic community that the scholarship renewal of current grantees who are required to process their grants manually for Term 2, AY 2022-2023 will be conducted onsite at the **2<sup>nd</sup> Floor Henry Sy Sr. Hall, ESH Lobby**, from **January 30 – February 3, 2023**.

To ensure and maintain safety, the following schedule will be strictly enforced:

DATE	TIME		
	8:30AM to 12:00NN (By Surname)	12:00NN to 4:00PM (By Surname)	4:00PM to 5:00PM
January 30 (Monday)	A – B	C – D	*Special Accommodations
January 31 (Tuesday)	E - F	G – H	
February 1 (Wednesday)	I - J	K - L	
February 2 (Thursday)	M - O	P - R	
February 3 (Friday)	S - T	V - Z	

*\*Special accommodations include walk-in scholars whose time slots conflict with class schedules, official class activities, etc.*

### Important reminders for scholars:

- Only scholars who were not included in the automatic scholarship renewal process are required to participate in the onsite renewal activity.
  - To check if the scholarship has been automatically processed, scholars must access their MLS account and check the details under “View Assessment” starting **January 28, 2023 (Saturday)**. If a Credit Reference Number (RF) has been credited to the total tuition and fees, it means that the scholarship has already been processed.
- Processing of scholarship grant must be done by the scholar. In case a representative transacts on the scholar’s behalf, an authorization letter and a valid ID of both the scholar and the representative must be presented at the venue.
- For DOST Scholars, please bring two (2) printed copies of your Letter of Enrollment (LOE) from DOST together with the copy of your Enrollment Assessment Form for Term 2 AY 2022-23.
- The Certificate of Support (COS) will be issued at the venue during the onsite processing. There will also be a representative from the Office of Chief Finance Officer to receive tuition and fees payments.

Please be guided accordingly.

For inquiries, please email [scholarships@dlsu.edu.ph](mailto:scholarships@dlsu.edu.ph)