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## **SCHOLARSHIPS FOR SY 2018-2019 (SENIOR HIGH SCHOOL)**

### ❖ **Modalities**

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

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 pass the Manila Tytana Colleges Admission Test
- 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**

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 March 23, 2018 (Friday).**



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**Checklist of documentary requirements:**

- Application Form
- Parents'/Guardian's detailed personal letter about the family's financial situation justifying the need for financial assistance.
- Two (2) pcs. of 2x2 (on white background) most recent photograph of applicant. Attach one 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 filling 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



# MANILA TYTANA COLLEGES

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FOR TYTANA'S USE ONLY:

Course/Track/Strand applied for : \_\_\_\_\_

Result of MTCAT : CFIT \_\_\_\_ Total \_\_\_\_  
E \_\_\_\_ M \_\_\_\_ S \_\_\_\_ GI \_\_\_\_

Initial Interview

a. High school grade : Grade 9 \_\_\_\_ Grade 10 \_\_\_\_

b. 2016/7 Total Annual Family Gross Income : \_\_\_\_\_

c. 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.**

<b>Name</b>	_____
	Last                      Given                      Middle
<b>Landline</b>	_____
<b>Mobile Number</b>	_____
<b>Email Address</b>	_____
<b>Name of High School</b>	_____
<b>Address of High School</b>	_____
<b>Type of School</b>	<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



**MANILA TYTANA COLLEGES**

*Formerly Manila Doctors College*

**A Partner of the Metrobank Group**

Date: \_\_\_\_\_

**MANILA TYTANA COLLEGES**  
**Directorate for Student Affairs**  
**Student Welfare and Development Department**

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 Welfare and Development 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



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## **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 2018-2019 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) 859-0834 or email at [DPO@mtc.edu.ph](mailto:DPO@mtc.edu.ph).

### **Student Welfare and Development Department Directorate for Student Affairs**

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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: \_\_\_\_\_ 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: \_\_\_\_\_

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

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

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 and Awards Received : \_\_\_\_\_  
(use additional sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_

Name of Junior High School : \_\_\_\_\_  
Address of Junior High School : \_\_\_\_\_

Honors and Awards Received : \_\_\_\_\_  
(use additional sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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 : \_\_\_\_\_  
 Class size of graduating class : \_\_\_\_\_  
 General average of applicant in Grade 9 : \_\_\_\_\_

Grade 10:

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**





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Status of Relationship of Parents:     Living together     Separated     Single  
 Father deceased     Mother deceased  
 Others, \_\_\_\_\_

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

	<b>Sibling 1</b>	<b>Sibling 2</b>	<b>Sibling 3</b>
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? ( ) Once a month ( ) Twice 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.

	<b>Companion 1</b>	<b>Companion 2</b>	<b>Companion 3</b>
Name			
Relationship to Student			
Age			
Civil Status			
Mobile Number			
Occupation/ Year or Level (if student)			
Employer/ School			
Business Address			
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 (brother, sister – 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)	
<b>Total Annual Income</b>	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)	
<b>Total</b>	PhP
<b>Sub-total x 12 months</b>	PhP



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

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

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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

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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.

<b>Name</b>	<b>Relation to Applicant</b>	<b>Company</b>	<b>Contact Number</b>
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) HS teacher/adviser, (b) HS guidance counselor, (c) HS 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 HS teacher/adviser, HS guidance counselor, or HS 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name (please print)** \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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