www.igorot.com

The IGO Scholarship Program (ISP)

Manual of the Board of Trustees

2012

(Approved by the ISP BOT, September 2012)

Contents

A. The IGO Scholarship Program (ISP)

I. The Igorot Global Organization

1. The Igorot Global Organization (IGO) is an association of Igorots/Cordillerans whose members trace their roots from the Central Cordillera (mountains) of Northern Luzon. Historically, the term Igorot, which literally means "people of the mountains," has been applied as a general name for the inhabitants of the Cordillera Region. The IGO members come from Abra, Apayao, Benguet, Ifugao, Kalinga, and Mountain Province, but are currently spread out all over the world.

2. Conceived during the 1st Igorot International Consultation (IIC1) in West Covina, California, USA in 1995, the IGO was formally endorsed during the 2nd IIC in Arlington, Virginia, USA in 1997, and formally organized at the 3rd IIC in Baguio City, Philippines in April 2000. The IGO is duly incorporated as a non-profit organization in the US, with a tax-exempt status.

II. The IGO Scholarship Program

1. The IGO, per its Mission Statement, aims "[T]o preserve for future generations the diverse heritage of the Igorot people and proactively promote their upliftment, advancement and interests and those of related people." In pursuance of this purpose, the IGO has put up an scholarship program for Igorot students who are economically challenged but have top academic credentials and are committed to pursue a college degree. This program is managed by the IGO Scholarship Program Board of Trustees (ISP-BOT) whose seat of operations is in Baguio City. The program started in AY 2006-07 and has already produced twelve graduates as of the end AY 2011-12. Every year, it accepts one scholar per province in CAR who will pursue their studies in institutions of higher learning in the region, preferably state universities and colleges.

III. Scholarship support

1. The ISP provides financial assistance in the amount of P5,000 per semester, which is meant to cover the tuition fees of the scholars. Any extra thereof may be used by the scholars for other needs related to their schooling.

IV. Duration

1. The grant will cover the normal length of time required to finish the course.

V. Target institutions

1. Scholars shall enroll in any of the state universities and colleges (SUCs) in CAR. However, they may be allowed to enroll in other schools in CAR if the course is not offered in the state institutions, although this needs to be approved first by the ISP–BOT.

VI. Requirements for scholarship candidates

1. a fresh graduate from a high school in the Cordilleras;
2. among the top ten students in the graduating class;
3. an Igorot by birth, by affinity, or by self-identification emanating from long and permanent residence in the Cordilleras;
4. must be of good moral character;
5. family is economically-constrained and has great difficulties in supporting the college education of the candidate;
6. personally committed to completing a college degree in a timely and focused fashion;
7. preferably with no other scholarship grant (either private or government), especially one that covers full tuition and allowances;
8. will enroll in an HEI located in CAR, preferably state universities and colleges; and,
9. must pass the entrance examination, if any, of the school where s/he intends to enroll.

VII. Expectations from scholars as students

1. to demonstrate diligence and hard work by passing or even surpassing the grade requirements of the program and finishing the course on schedule;
2. to be self-directed and responsible;
3. to appreciate and be proud of his/her ethnic roots and culture, including the language, tradition, stories, dances and songs, etc.; and,
4. to abide by the scholar's responsibilities stated in the Guidelines for ISP Scholars (see next page).

VIII. Expectations from scholars after graduation

1. to become dedicated and responsible Igorot professionals committed to serving back the Cordillera communities and peoples and/or to supporting the IGO and the ISP in whatever way they can;
2. to be actively involved as member of the IGO scholarship alumni association upon graduation; and,
3. to uphold the IGO vision-mission and be actively involved as member of the IGO once they are established as professionals.

IX. Appeals and Considerations

1. The ISP BOT selection of awardees is final. The ISP BOT reviews and approves the annual renewal of all scholarship grant awards. It reserves the right to review and rule on appeals that are made within reasonable time.

B. Guidelines for ISP Scholars

I. Grades/ Maintenance of the scholarship grant

1. To maintain the scholarship, a recipient must carry the normal load prescribed for the course to which the student is enrolled. (Note: An applicant must attach a copy of the prescribed course curriculum to his/her ISP application form.)

2. S/he must pass all academic subjects prescribed by the course curriculum, with a weighted average of at least 80% each semester during the first year of studies and 85% for the succeeding years. Only academic subjects as prescribed in the curriculum of the chosen course will be included in the computation of grades.

3. Any student who gets a general weighted average that is lower than 80% in a semester during the first year (or lower than 85% in the following years) will be placed under probation in the following semester to allow her/him to improve her/his grades.

4. A second weighted average lower than 80% during the first year or 85% in the succeeding years will be a cause for the termination of the scholarship grant.

5. In case the scholastic delinquency is not due to academic inadequacy (ex., illnesses), the scholar may yet be allowed to continue. This is not automatic though. The scholar needs to inform in writing the ISP-BOT and request for a reconsideration.

II. Submission of grades and enrolment forms

Scholars are required to submit to the ISP-BOT a photocopy of their grades at the end of each semester, together with their enrolment form for the incoming semester.

III. Dropping

Dropping of any subject/s is allowed once and for valid reasons. If a scholar has to drop a subject, s/he has to inform the ISP-BOT Chair in writing. The scholar shall shoulder the fees for the same subject when s/he re-enrolls this later.

IV. Shifting and transferring

Shifting is allowed only during the second semester of the first year. The scholar needs to inform the ISP-BOT in writing and get the approval prior to shifting. Transferring to another school is not allowed, unless for a very compelling reason and, again, with written permission from the ISP-BOT.

V. Contact with the ISP-BOT

The scholar shall provide the ISP-BOT with accurate details regarding his/her current address and cellphone number. It is his/her responsibility to inform the ISP-BOT should there be any change in his/her contact address and numbers.

VI. Social responsibility

Scholars are expected to maintain good moral character. They are also encouraged to contribute to the betterment of society through volunteerism and other activities.

C. Strategy for Inviting Candidates to the IGO Scholarship Program

Note: ISP accepts one new scholar per province each school year.
1. Letters of invitation shall be sent to the high school principals on the first week of October. The invitation will include important details about the scholarship program, including the criteria for selection. A follow up communication shall be sent to the same schools on the first week of January.
2. The principals will be asked to form a School Selection Committee (see Attachment A) which shall endorse nominees, following the ISP criteria.
3. Not all schools in CAR or in each province will be given invitations at the same time. Instead, only ten schools in each province will be served invitations per school year.
4. How will the target schools per province be selected? All schools in each province shall be arranged alphabetically and numbered accordingly. The first ten of these shall be the ones given invitation this school year; next school year, it will be the next ten in line, and so forth.
5. As only ten schools per province will be invited, and each school will be allotted one candidate, each province shall have ten nominees in all. Overall, there shall be 60 candidates from the six provinces to be assessed per school year. This ensures a manageable number of applicants to select from. Yet the process is not compromised, as the candidates are already pre-qualified at the level of the target schools through the School Selection Committee.
6. The scheme is objective and orderly. Put simply, it is just a matter of scheduling the turns of the schools for a slot in our scholarship program. The beauty of it is that through this system, we shall eventually cover all the schools in each province in due time. God willing and the IGO Scholarship Program lives long, we shall look forward to sponsoring at least one scholar from each school in CAR in the long run.
7. One other distinct advantage of this system is that we can easily adjust the number of scholars anytime according to our financial capability. For instance, if our finances shall double up years from now, we can also increase the number of our target schools to be invited per province.

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Number of Secondary Schools in the CAR Provinces (As of SY 2011-2012)

AREA	Public	Private	TOTAL
Abra	33	21	54
Apayao	31	6	37
Benguet	53	22	75
Ifugao	34	7	41
Kalinga	46	11	57
Mountain Province	60	7	67
TOTAL	257	74	331
Baguio	21	57	78
TOTAL	278	131	409

D. The ISP-BOT Officers and their Responsibilities

1. Chair (PH-based)
    1. Sets agenda for BOT meetings and presides over these meetings
    2. Ensures that all functions/responsibilities of the ISP-BOT are performed well
    3. Follows up on the implementation of resolutions
    4. Communicates appropriate guidelines, policies, schedules and makes sure tasks are completed accordingly
    5. Requests for reports/updates from the other officers on agreed upon schedules
    6. Initiates action to dismiss and replace a member of the BOT who, for no valid reason, abandons or does not perform responsibilities
    7. Temporarily takes over tasks that may not be attended to by other BOT members, or assist in these tasks when requested by the assigned member
    8. Prepares and presents ISP-BOT reports to the COE, annually or as requested
    9. Serves as BOT's official spokesperson to COE and ISFP on BOT policy recommendations and advisories
    10. Ensures and oversees the smooth transition of tasks and documents from outgoing ISP officers to the incoming ones

2. Vice Chair (PH-based)
    1. Assists the Chair in the performance of his/her duties
    2. Takes over the tasks of the Chair when the latter is on leave, resigns or is incapacitated
    3. Concurrently serves as the ISP Alumni Coordinator

3. Treasurer (PH-based)
    1. Takes responsibility for securing ISP money in the Philippines, including all financial records and paraphernalia
    2. Records and tracks all financial transactions for accountability and cash flow purposes
    3. Disburses funds in accordance with approved BOT policies and procedures
    4. Prepares annual budget at the beginning of the academic year
    5. Prepares annual financial report at the end of the academic year
    6. Monitors and confirms disbursements and cash inflows
    7. Prepares financial reports that may be requested by the Auditor, the COE, or the SFRC
    8. Leads in the analysis of financial reports and provides guidance in targeting and managing funds

4. Secretary (PH-based)
    1. Takes down notes during meetings
    2. Keeps minutes of meetings
    3. Keeps all records and documents of the ISP-BOT
    4. Keeps the individual records of all scholars
    5. Administers website of the ISP (once set up)
    6. Produces data on the ISP when requested
    7. Keeps Administrative Calendar of the ISP and reminds the BOT on the schedules
    8. Updates SEC registration of the ISP
    9. Prepares and provides ISP information that may be requested by the SFRC, the COE, and other interested parties

10. Ensures that BOT members have most up-to-date policies and resolutions when deliberating implementation matters

5. Internal Auditor (may be PH-based or not)
   1. Conducts an annual audit of the ISP's finances
   2. Ensures that the established financial control procedures are working
   3. Assesses the efficiency and effectiveness of the current controls and makes recommendations for their improvement

6. Promotions and Selections Officer (PH-based)
   1. Promotes the IGO Scholarship Program to the CAR high schools
   2. Communicates with and invites CAR high schools for scholarship nominees
   3. Takes lead role in the selection of scholars, ensuring the required quality and number of new scholars are met each year
   4. Accepts nominations from schools and attends to queries on submission
   5. Convenes and chairs the selection committee
   6. Submits selection report to the ISP-BOT at the end of the academic year
   7. Notifies the selected scholars and their recommending schools
   8. Attends to the pre-enrolment queries and issues of the accepted candidates
   9. Orients the new scholars on the ISP and its expectations from them
   10. Endorses the newly accepted scholars to the care of the Liaison and Support Officer as soon as the scholars are enrolled in the CAR HEIs

7. Liaison and Support Officer (PH-based)
   1. Maintains contacts with scholars and monitors their academic performance
   2. Liaises with schools where scholars are enrolled, notifying these of the new set of scholars at the start of each academic year
   3. Follows-up and re-iterates the ISP's expectations to the new scholars
   4. Keeps scholastic records submitted by the grantees (to be turned over to the Chair and the Secretary as annexes to his/her annual report at the end of the academic year)
   5. Reports to the ISP-BOT re scholars' status after each semester
   6. Reports anytime on any major concern/news involving the scholars
   7. Initiates and implements activities in support of the scholars especially those with problems
   8. Coordinates with and gives go-signal to the Treasurer for the release of financial assistance to scholars
   9. Leads in the collection of accurate information about cost of schooling in CAR schools, availability of other scholarships and financial aids, and other policies that can impact ISP BOT policy directions

8. ISP Alumni Coordinator (concurrently held by the Co-Chair)
   1. Maintains contacts with alumni and keeps track of their status
   2. Keeps a directory of ISP alumni and updates their contact numbers and addresses
   3. Shall organize the ISP Scholars Alumni Association and assist the group in its plans and activities
   4. Shall serve as the ISP Scholars Alumni Association's Adviser and Liaison to the ISP-BOT

E. ISP-BOT ADMINISTRATIVE CALENDAR

SCHEDULE	ACTIVITY	RESPONSIBLE OFFICER/S
July (week 3)	Compute the amount needed to support current scholars till they graduate (four-five years at most for the newly accepted scholars)	Treasurer, BOT Chair
August (week 1)	Know how much ISP money is available (with ISP Treasurer and with COE) vis-à-vis the needed amount for the next four-five years for all current scholars	BOT Chair
September (week 1)	Decide on number of scholars for next academic year	ISP-BOT
October (week 1)	Invite CAR high schools to nominate candidates for the ISP (deadline: April 15 of the next year)	Promotions and Selections Officer (PSO)
November (week 2)	Submission of midyear reports by concerned Officers (see draft *ISP-BOT Reports and their Content*)	Secretary, Treasurer, PSO, Liaison & Support Officer (LSO)
November (week 3)	Start of releasing of financial assistance to scholars for Second Semester	LSO, Treasurer
December (week 1)	Annual gathering among ISP-BOT, Scholars and Alumni	PH-based BOTs
January (week 1)	Send second communication to the CAR high schools, following up on the submission of their nominees	PSO
April (week 4)	Meeting/s of Scholars' Selection Committee	PSO and all PH-based BOTs
May (week 2)	Ratification of list of newly selected ISP Scholars	ISP-BOT
May (week 2)	Submission of year-end reports by individual BOT officers to the ISP –BOT thru the Chair	All ISP-BOT Officers
May (week 3)	Notification of newly accepted scholars and their nominating schools	PSO
May (week 4)	Submission of ISP Year-end Report to the COE, together with the request for the next year's budget	BOT Chair
June (week 2)	Submission of year-start reports by concerned Officers	PSO, LSO
June (week 2-3)	Group/individual orientation of new grantees	LSO
June (week 3)	Start of releasing of financial assistance to scholars for First Semester	LSO, Treasurer

F. ISP-BOT REPORTS AND THEIR CONTENTS

I. REGULAR INTERNAL REPORTS

1. YEAR-START REPORTS (June, week 2-3)

Source	Content
PSO	List of newly accepted scholars and their profile (home address, contact number/s, high school attended, HEI enrolled in, course and number of years to finish, etc.)
LSO	List of all scholars enrolled for the first semester, including their schools, courses, year level, and status

2. MIDYEAR REPORTS (November, week 2)

Source	Content
Secretary	Resolutions made, compilation of minutes, issues arising, recommendations, etc.
Treasurer	All cash inflows and expenses (June to October)
PSO	List of CAR high schools sent communications for their scholarship candidates
LSO	Performance of scholars for First Semester, and List of scholars enrolled for second semester and their status

3. YEAR-END REPORTS (May, week 2)

Source	Content
Secretary	Resolutions made, compilation of minutes, issues arising, recommendations, etc.
Treasurer	All cash inflows and expenses, issues arising, recommendations, etc.
PSO	Summary of selection process, list of high schools invited, response from high schools, list and profile of candidates received, issues encountered, recommendations, etc.
LSO	Performance and status of scholars, issues arising, support activities conducted, recommendations, etc.
ISP Alumni Coordinator	Updates on alumni, alumni directory, association's activities and accomplishments, issues arising, recommendations, etc.
Auditor	Audit report

II. ISP-BOT REPORTS TO THE IGO-COE

1. YEAR-START REPORT (June, week 3)
- List of newly accepted scholars and their profile (home address, contact number/s, high school attended, target HEI, target course, etc.)
- Summary of selection process for new scholars (list of high schools invited, response from high schools, number of candidates received, issues encountered, etc.)
- List of all scholars enrolled for the first semester, including their schools, courses, year level, and status

2. YEAR-END REPORT (May, week 4)
   - Scholars' performance and status
   - Financial report
   - Board resolutions
   - Accomplishments
   - ISP Alumni updates
   - Issues arising
   - Recommendations

G. ANNEXES

IGO Scholarship Program
A Project of the Igorot Global Organization

Scholarship Grant Application Form

Important: *To be filled out by the student applicant and his/her parents/guardians. Avoid erasures. For any erasure, the applicant should countersign the item corrected along the page margin. Answer all questions. When the question is not applicable, write NA. Do not leave blanks. Use black or blue ink only.*

Part I – Personal Information

First Name	Middle Name	Last Name

Age	Sex	Date of Birth	Place of Birth

Contact Number	Email Address	Ethnic Group

High School Attended	High School Address	Year Graduated	Years attended
High School Principal	Principal's Contact Number	Principal's Email	

Student's Home Address (street, barangay, city/town) include contact number if available	
Father's Name & Address (include contact number if available)	Father's Highest Educational Attainment ( ) College ( ) High School ( ) Elementary
Mother's Name & Address (include contact number if available)	Mother's Highest Educational Attainment ( ) College ( ) High School ( ) Elementary
Guardian's Name & Address, if not living with parents (include contact number if available)	Relationship with guardian: _____

Part II – Academic Evaluation

Target Course	Target institution	Address of Target Institution

Please answer the questions below. Enter an X on the left of the range. Each reply is subject to validation.

What is your general weighted average grade?

	96 - 100
	91 - 95
	86 - 90
	81 - 85
	75 - 80

What is your average grade in the core courses of Math, Sciences, and Languages?

Math	Science	English	
			96 - 100
			91 - 95
			86 - 90
			81 - 85
			75 - 80

What is your percentile ranking in class?

	Top 5%
	Top 10%

Please list down the academic, social or community awards you have received throughout your high school years?

Title of the Awards	Date / Year Received	Conferring Organization

Please identify all academic and community organizations in which you belong.

Name of Organization	Position	Nature of Activity of Organization

Part III – Financial Evaluation

1. Do you have siblings enrolled in any school? ( ) NO ( ) YES					If yes, please fill out below	
Name of sibling	School	Degree/Course/Grade/Year	Ages	Year	Studies financed by:	

2. Average annual family income	3. Sources of household income		4. No. of children still dependent on family financial support
	Business			5 to 6
	Practice of profession			3 to 4
121,000 – 140,000	Farm/Fishpond			1 to 2
111,000 – 120,000	Salary/Wage		
91,000 – 110,000	Remittance from abroad		What are their ages?
71,000 – 90,000	Pensions		_____
Below 70,000	Other		_____

5. Do you own any property?( )NO ( )YES (lots, farmland, etc)	If yes, enter location and approximate value	
6. Does your family own the house you live in? ( ) NO ( ) YES		
If your family rents the house, what is your monthly rental?		

7. List all siblings who are earning, including those abroad.						
Name	Present civil status	Currently living with family? Y/N	Highest degree earned	School attended/ graduated	Present job designation	Previous year's gross income

8. If you qualify for this grant, where do you plan to reside?	9. Mode of travel to school
Immediate family	By foot
Dorm	Personal vehicle
Boarding house	Bicycle/Tricycle
Relatives	Public transport, enter daily cost
Others - pls. specify	

11. Are there any special circumstances which the Board of Trustees should consider in evaluating your application?

Part IV – Essay

Please provide the ISP Board of Trustees with an essay detailing your academic goals and aspirations, how you see your education contributing to the development of Cordilleran communities, and the reasons why you feel you qualify for this scholarship. *(If space is not enough, you may continue at the back of this page).*

Part V – Statement/Agreement

I hereby certify, upon my honor, that all the data and information which I have furnished are accurate and complete and I understand that any misinformation and/or withholding of information will automatically disqualify me from receiving any financial assistance. Furthermore, if such misinformation and/or withholding of information on my part is discovered after I have been awarded the scholarship grant or any form of financial assistance, I will be required to reimburse all the financial benefits received plus all the legal rate of interest prevailing at the time of reimbursement without prejudice to the filing of charges against me.

Moreover, I authorize the Board of Trustees to make any third-party verification they may deem appropriate to check on the veracity of the information contained in this application or to obtain any additional information in this regard.

I understand that aside from this accomplished form, I may yet have to submit other documents to be requested by the BOT. I also understand that should this application be successful, it will be my duty to abide by the guidelines of the IGO Scholarship Program, like meeting the required cumulative grade average as well as the other requirements.

Finally, I understand that the accomplishment and submission of this application does not guarantee admission to the ISP.

Witnessed by:

Guidance Counselor / Class Adviser

Applicant's Signature

Noted By:

(By signing this document, you agree to abide by all terms and conditions set forth in this application)

School Principal

Part VI – Statement of the Applicant's Parents and/or Guardian

       I hereby certify that I have read the entire questionnaire and that I certify to the truthfulness and completeness of the information which my son/daughter has furnished in this application together with all the documents attached. I understand that any misinformation and/or withholding of information will automatically disqualify him/her from receiving any financial assistance. I further recognize that in signing this application form, I share with my son/ daughter the responsibility for the truthfulness and completeness of the information supplied herein.

       Furthermore, I authorize the ISP-BOT or any of its authorized representatives to conduct a third party verification of the information provided here to check on their truthfulness.

_____
Parent's or Guardian's Name & Signature

IMPORTANT NOTICE

Application Forms must reach the ISP BOT on_____.

Send application form to:
    The IGO Scholarship Program

_____

_____

The ISP-BOT reserves the right to determine who among the applicants are most deserving of scholarship support, following the IGO Scholarship Program Guidelines and Criteria. The decision of the BOT is final.

***** This space is for the BOT evaluation. *****

Date of assessment: _____

Summary of Points:

	Highest Points	**Points Earned**
Academic -	30 points	_____
Financial -	30 Points	_____
Community -	20 points	_____
Communication -	20 points	_____
TOTAL	100 points	_____

Result:
Accepted _____   Not accepted _____   Decision pending _____

Other comments:

Date when applicant was notified of the results: _____
Mode of Notification/ Notifying Officer: _____
_____

***** End of Application Form *****

Endorsement and Certification from the School Selection Committee

Name of Candidate: _____

Name of School: _____

Address of School: _____

Name of Principal: _____

Contact Number and Email of Principal: _____

Date: _____

To the ISP Board of Trustees:

This serves as an endorsement of the above-named student candidate for acceptance into the IGO Scholarship Program.

We certify that the candidate satisfies the following requirements –
- graduating this school year
- among the top ten students in the graduating class
- family is economically-constrained and has difficulties in supporting the college education of the candidate
- of good moral character
- demonstrates diligence and hard work to ensure that s/he meets the grade requirements of the program and finish the course on schedule
- willing to enroll in a course available at one of the state universities and colleges in CAR, unless the target course is not offered in the CAR-SUCs
- agrees that if accepted, s/he must pass the entrance examination, if any, of the school where s/he intends to enroll as a condition for getting the scholarship grant

Attested to by the selection committee:

Name	Designation	Signature

Is there any special reason why you think this particular candidate should be accepted into the IGO Scholarship Program? (Please write this below.)

_____
_____
_____
_____
_____
_____

ISP Scholar's Conforme

I. Grades/ Maintenance of the scholarship grant

1. To maintain the scholarship, a recipient must carry the normal load prescribed for the course to which the student is enrolled. (Note: An applicant must attach a copy of the prescribed course curriculum to his/her ISP application form.)

2. S/he must pass all academic subjects prescribed by the course curriculum, with a weighted average of at least 80% each semester during the first year of studies and 85% for the succeeding years. Only academic subjects as prescribed in the curriculum of the chosen course will be included in the computation of grades.

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V. Contact with the ISP-BOT

The scholar shall provide the ISP-BOT with accurate details regarding his/her current address and cellphone number. It is his/her responsibility to inform the ISP-BOT should there be any change in his/her contact address and numbers.

VI. Social responsibility

Scholars are expected to maintain good moral character. They are also encouraged to contribute to the betterment of society through volunteerism and other activities.

CONFORME:

I have read and understood the above provisions of the ISP Scholarship Program and will abide by them to the best of my ability. Failure to do so will be a condition for the loss of my scholarship grant.

_____   _____
Name and signature of ISP scholar   Date

ISP-BOT Manual_Annexes (2012.08.27)

Scholarship Allowance Acknowledgment Receipt

Date: _____

I received the amount of _____ as financial assistance from the IGO Scholarship Program for the _____ SEMESTER, AY _____.

_____
Name and signature of ISP scholar

Course and year: _____
School: _____
Contact No.: _____

The IGO Scholarship Program (ISP)