

Date: _____

**The Chairman
The Philippine Women’s University
Taft Avenue, Manila**

Through Channels

Dear Sir:

This is to apply for a Graduate Study Tuition Discount Privilege for **Employees** under **PWU CDCEC Scholarship Program**.

I hereby submit the following in support of my application.

Name:

PWU CDCEC Branch:

Tuition Privilege applied for SY _____
Program: _____

- 1st Trimester
- 2nd Trimester
- 3rd Trimester

Thank you very much.

Sincerely yours,

Verified and Recommended by :

PWU CDCEC Branch - School Director

For PWU CDCEC Taft and PWU Scholarship Committee only.

Endorsed by:

Approved by:

PWU CDCEC Director

Scholarship Committee

Application Procedures (For Employees):

1. Secure a copy of your Certificate of Employment from your respective PWU CDCEC branch.
2. Accomplish the Scholarship Application Form (*CSP Application Form for Employees v1 2025*).
3. Submit the accomplished form and required documents to the PWU CDCEC Director for endorsement to the Scholarship Committee at least one (1) month prior to the start of the school year or trimester.
4. The Scholarship Committee shall deliberate on the application and endorse its recommendation to the Chairman for final approval.
5. Once approved, a copy of the duly signed form shall be forwarded to the Finance/Billing Office and the CDCEC Main Office for proper documentation and implementation.

Note: The employee scholarship shall be renewed every term, provided that the employee remains in active service with a complete teaching or administrative load at PWU CDCEC, and that the recipient maintains satisfactory academic standing.