

DR. MARIANO LAO
EDUCATIONAL AND EMERGENCY SUPPORT FUND

IMPLEMENTING GUIDELINES

I. Description

Established in the period of the COVID-19 pandemic, the Dr. Mariano Lao Educational and Emergency Support Fund (MLEESF) is an emergency short term, non interest and non-collateralized loan program for enrolled students and active and retired personnel of Silliman University.

II. Selection Committee

The Dr. Mariano Lao Educational and Emergency Support Fund (MLEESF) Selection Committee is composed of three members and a chairperson who are appointed by the University President. Their primary duty will be the determination of borrowers who may be qualified to avail of the loan provided for in this Policy.

III. Qualifications

Students:

- 1.1 Currently enrolled in the University and carrying the regular course load as follows:
 - a. Full time in the School of Basic Education (SBE)
 - b. Enrolled in at least 5 course subjects for baccalaureate degree programs
 - c. Enrolled in at least 3 course subjects in post baccalaureate degree programs.
- 1.2 Academic grade requirement:
 - a. A general grade average of 88% for SBE and with no failing grade.
 - b. A QPA of 2.5 for baccalaureate degree programs and with no failing grade.
 - c. Must reach the minimum grade requirement set by the program for post baccalaureate.
- 1.3 Residency requirement of at least 1 school year.
- 1.4 Should not have been convicted or found guilty in any disciplinary case

Active and Retired Personnel:

1. Active Personnel, regardless of rank and status must be a full-time employee of Silliman and has served the University for at least 2 years.
2. Retired Personnel who served Silliman University for at least 20 years, with children or grandchildren currently enrolled in the University.
3. Should not have been convicted or found guilty in any disciplinary case

IV. Eligibility Criteria for the Loan

The approval of a loan application is based on need and priority shall always be given to those who need it the most such as but not limited to a single parent family, or having two or more members of the family who are studying. The compelling need must fall into the following categories to merit the loan:

1. School fees and other school –related expenses (SF)
2. Medical Expenses incurred in an emergency illness that is not covered by the insurance company or HMO. (ME)
3. Experienced a direct impact of a natural calamity that caused damage to property and source of income. (NC)
4. Sudden death of an immediate family member. (SD)

V. Requirements

Students

Must submit the following to the Dean, Office of Student Services (OSS):

1. Application letter stating the need for the educational/emergency loan.
2. Supporting documents for the loan category applied:
 - SF Certification from the Business and Finance Office
 - ME Medical Certificate and Hospital bill
 - NC Certification of Damaged Properties may be from the Municipal and City Engineer’s Office
 - SD Death certificate
3. Grade Certification from the University Registrar
4. Parent/Guardian’s Promissory Note indicating the schedule of payment.

Active and Retired Personnel

Must submit the following to the Office of the HRD Manager (HRD):

1. Application letter stating the need for the educational/emergency loan.
 - SF Certification from the Business and Finance Office
 - ME Medical Certificate and Hospital bill
 - NC Certification of Damaged Properties may be from the Municipal and City Engineer’s Office
 - SD Death certificate
2. Promissory Note indicating the schedule of payment and signed by two co-makers among the active personnel of the University.

VI. Loanable Amount

1. The loanable amount is up to P15, 000.00
2. In extreme circumstances as determined by the Selection Committee, a loan of up to P30,000.00 may be allowed but subject to the availability of funds.

VII. Approval and Release

1. Complete applications received by OSS and HRD will be transmitted to the Chairperson of the Mariano Lao Educational and Emergency Support Fund (MLEESF) Selection Committee for processing. The Committee shall meet and determine the validity of each borrower’s need for the loan based on the set criteria found in Section IV of this Policy.

2. Given the nature of the need, the Approval by the MLEESF Selection Committee and Release of the loan by the Business and Finance Office (BFO) is within 3 working days.

VIII. Appeals

An appeal may be made to the University President whose decision would be final.

IX. Paying Period

The loan should be paid within 1 calendar year after receipt of the loan amount from the BFO. A grace period of 6 months may be allowed subject to the approval of the Ad Hoc Committee composed of the Treasurer, General Counsel, and OSS Dean (if a student) or Human Resource Manager (if an active or retired personnel). A request of extension must be submitted to the University Treasurer a week prior to the end of the paying period.

Entirely at the discretion of Dr. Lao, he may hold a raffle during Founders' Day for 2 winners among the active and retired personnel borrowers and 6 among the student borrowers. Dr. Lao may pay the balance of the winners' loans provided the winner has been regularly paying his/her scheduled payments.