



COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY  
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Electrical Engineering Bldg., UP Los Baños, College, Laguna 4031  
+63-49-2538366 | ceatdo.uplb@up.edu.ph | <https://ceat.uplb.edu.ph>



## CEAT ADOPT-A-STUDENT PROGRAM

The Adopt-a-student Program is a financial assistance program conceived for low-income students at the College of Engineering and Agro-industrial Technology (CEAT), University of the Philippines Los Baños (UPLB) and will be administered by the CEAT Alumni Association, Inc (CEAT-AA).

### 1. Application

The CEAT Committee on Scholarship and Financial Assistance selects the grantees of the Adopt-a-Student Program. Application forms may be obtained from and filed with the CEAT-Office of College Secretary. The applicant must submit the following:

- a. A photocopy of current registration Form 5 with stamp “registered”.
- b. Proofs of financial need by presenting ANY ONE of the following:
  - Copy of Income Tax Return of parents (or tax exemption)
  - Original Certificate of Indigency issued by Barangay or equivalent document certifying low-income family
- c. Additional Attachments:
  - Copy of pictures of house certified by the barangay
  - Copy of utility bills

### 2. Selection and Renewal

- a. The CEAT Committee on Scholarship and Financial Assistance selects grantees from a list of candidates. The list is composed of CEAT students appealing for a better tuition discount or in need of additional support as referred by the different UPLB units. Selection may also be made in consultation with the donor.
- b. The CEAT Committee on Scholarship and Financial Assistance determines the amount to be given to each grantee, based on the need of the student and qualifications set by the donor.
- c. The Adopt-a-Student Program provides financial assistance for one (1) term (semester or midyear) only for students funded by the Pool. Grantees may be renewed for another semester depending on availability of funds and the academic and financial status of the grantee as determined by the CEAT Committee on Scholarship and Financial Assistance. To be eligible for renewal, grantee must:
  - d. be in good academic standing as certified by the Office of the College Secretary (OCS); and
  - e. be enrolled in a minimum of 15 units, unless graduating, with certification from the OCS, or required to take up midyear classes.

For disqualified grantees, they may be reinstated only as recommended by CEAT Committee on Scholarship and Financial Assistance and upon approval of the donor,



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when applicable. If the newly selected recipients do not claim the awards within two (2) consecutive terms, the funding shall be returned to the Pool for other prospective grantees.

### 3. Donor's Role

- a. The Adopt-a-Student Program provides financial assistance by pooling monetary contributions from institutional and individual donors. Organizations, small groups, private individuals, UP faculty members and even UP students can help by contributing a portion of their income and allowance to a pool of funds that finances the allowances of students under the program. Donors may choose to contribute to cover a portion of a CEAT student's monthly allowance for lodging or they may finance the entire cost to study in the university for one (1) semester.
- b. To adopt a student enrolled in at least fifteen (15) units during a semester/six (6) units during a midyear term, there are several benefit packages which donors can choose from depending on their capacity:

OPTION 1: Giving a FULL SUPPORT PACKAGE up to SIXTY-FIVE THOUSAND PESOS (Php 65,000.00) per semester OR TWENTY-SIX THOUSAND (Php 26,000.00) per midyear term.

- School fee subsidy (tuition and miscellaneous fees) up to THIRTY THOUSAND PESOS (30,000.00) per semester OR TWELVE THOUSAND PESOS (12,000.00) for midyear term.
- Monthly living allowance of SEVEN THOUSAND PESOS (Php 7,000.00) for five (5) months in a regular semester OR for two (2) months during midyear term.

OPTION 2: Giving a SUPPLEMENTARY LIVING ALLOWANCE of FOUR THOUSAND PESOS (Php 4,000.00) monthly for five (5) months during a regular semester OR for two (2) months during midyear term.

OPTION 3: Giving a THESIS SUPPORT of TEN THOUSAND PESOS (Php 10,000)\*\*

This is a one-time financial grant awarded to deserving CEAT students in need of financial support at the various stages of the conduct of thesis. This grant is an assistance to ensure that the student is able to complete the conduct of his/her thesis.

OPTION 4: Giving a PRACTICUM SUPPORT of TEN THOUSAND PESOS (Php 10,000)\*\*

This is a one-time financial grant awarded to deserving CEAT students in need of financial support at the various stages of the conduct of practicum. This grant is an



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assistance to ensure that the student is able to complete the conduct of his/her practicum.

OPTION 5: To give ONE-TIME DONATION to be added to a pool of funds for students with immediate financial need.

Donors may indicate certain qualifications of CEAT students to be given priority during the selection of grantees. A donor may also opt to support more than one (1) CEAT student per semester.

#### 4. Pledge of Donation

Donors need to accomplish the Pledge of Donation form to formalize the grant and submit to CEAT Secretary's Office.

#### \*\*ADDITIONAL GUIDELINES FOR THESIS /PRACTICUM SUPPORT

A successful applicant is entitled to a thesis support of Php 10,000.00 inclusive of allowance for the purchase of raw materials/substrate/reagents, cost of tests/laboratory analyses, cost of fabrication/retrofitting of equipment, and manuscript binding.

As for practicum support, a successful applicant will receive Php 10,000.00 to help defray expenses for transportation, board and lodging, living allowance and manuscript binding.

#### Qualifications

- The applicant must be a CEAT student in good standing status
- For thesis, the student must have successfully defended his/her thesis proposal, as approved by an advisory committee. The student must have an approved thesis outline.
- The application must be recommended by the Thesis Adviser.
- For practicum, the student must have accomplished his/her Memorandum of Understanding (MOU), attached with his/her accident insurance.

#### Supporting Documents

- Photocopy of Form 5 and/or Form 26
- Consent of Instructor for thesis/practicum
- Thesis outline approval sheet signed by the Guidance Committee
- Line item budget for thesis and practicum

#### Schedule of Fund Release and Report

Upon the approval by the CEAT Committee on Scholarships and Financial Assistance of the thesis/practicum support application, eighty percent (80%) of the grant shall be released for the grantee. The other twenty percent (20%) shall be released after final defense and manuscript binding.



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**CEAT ADOPT-A-STUDENT PROGRAM**

**PLEDGE OF DONATION FORM**

Name:

Mailing Address:

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I wish to support a Iskolar ng Bayan student by pledging:

**OPTION 1:** Giving a FULL SUPPORT PACKAGE up to SIXTY FIVE THOUSAND PESOS (Php 65,000.00) per semester/TWENTY SIX THOUSAND (Php 26,000.00) per midyear term.

- School fee subsidy (tuition and miscellaneous fees) up to THIRTY THOUSAND PESOS (30,000.00) per semester/TWELVE THOUSAND PESOS (12,000.00) for midyear term.
- Monthly living allowance of SEVEN THOUSAND PESOS (Php 7,000.00) for five (5) months in a regular semester/for two (2) months during midyear term.

**OPTION 2:** Giving a SUPPLEMENTARY LIVING ALLOWANCE of FOUR THOUSAND PESOS (Php 4,000.00) monthly for five (5) months during semester/for two (2) months during midyear term.

**OPTION 3:** Giving a THESIS SUPPORT of TEN THOUSAND PESOS (Php 10,000). This is a one-time financial grant awarded to deserving CEAT students in need of financial support at the various stages of the conduct of thesis. This grant is an assistance to ensure that the student is able to complete the conduct of his/her thesis.

**OPTION 4:** Giving a PRACTICUM SUPPORT of TEN THOUSAND PESOS (Php 10,000). This is a one-time financial grant awarded to deserving CEAT students in need of financial support at the various stages of the conduct of practicum. This grant is an assistance to ensure that the student is able to complete the conduct of his/her practicum.

**OPTION 5:** To give ONE-TIME DONATION to be added to a pool of funds for students with immediate financial need.



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My preferred recipient/s of my grant (for OPTIONS 1 - 4) may belong to the following criteria (Please check all that apply).

- year level : \_\_\_\_\_
- degree program : \_\_\_\_\_
- home province: \_\_\_\_\_
- Others, please specify: \_\_\_\_\_
- none, as long as he/she is financially needy as determined by the CEAT Committee on Scholarship and Financial Assistance

Kindly accomplish the PLEDGE OF DONATION FORM to formalize your support and send it to the CEAT Alumni Association, Inc., EE Building, Pili Drive, UPLB, College, Laguna, or via email at uplbceataa@gmail.com.

Accepted modes of donation are by cash or cheque.

- Please issue cheque payable to UPLB CEAT Alumni Association, Inc. and send to CEAT Dean's Office, 2<sup>nd</sup> Floor, EE Building, Pili Drive, UPLB, College, Laguna.
- If in cash, please deposit at PNB, UP Los Baños Branch RBU; Savings Account name: UPLB CEAT Alumni Association, Inc.; Savings Account number: 562-653-3000-25;

All cash and check donations shall be acknowledged by temporary receipts. Once the amount is credited in the program account, the CEAT Alumni Association will send the official receipt to the donor's mailing address.