


Memorandum No. LRS-2021-024

TO : DEANS, COLLEGE SECRETARIES, AND UNIT HEADS
STUDENTS
UP Diliman

FROM : 
LOUISE JASHIL R. SONIDO
Vice Chancellor for Student Affairs

SUBJECT : Clarificatory Guidelines for the Expanded Coverage of the
Financial Assistance for Student Contingencies Program

DATE : 29 June 2021

These guidelines are being issued to provide further clarification on Memorandum No. LRS 2021-13, which provides the guidelines for the expanded coverage of the Financial Assistance for Student Contingencies Program (FASCP), mandated through Memorandum No. FRN 21-42, in order to assist students-in-need on their medical expenses during pandemic.

I. BENEFITS

Financial assistance shall be given on a reimbursement basis, net of PhilHealth and other health insurances, not to exceed ₱20,000.00 per student per academic year.

Students may avail of this benefit more than once within the academic year.

Medical expenses subject to reimbursement include the following:

1. Diagnostic examinations
2. Medications
3. Hospital fees such as OR fees and for accommodation

II. EXCLUSIONS

The following are excluded from the coverage of this financial assistance program:

1. Injuries resulting from or related to conflicts between students or student organizations, natural disasters, willful participation in any crime;
2. Childbirth, miscarriage, or any pregnancy-related complications;
3. Accidents or losses while under the influence of alcohol or unprescribed or prohibited drugs;
4. Injuries incurred from professional sports and flying, except as a fare-paying passenger in any scheduled/non-scheduled commercial aircraft, racing and other high-risk sports activities
5. Other injuries sustained by reason of or for causes attributable to the student's gross negligence or willful action
6. Doctors' professional fees
7. Elective COVID-19 testing

III. PRIORITIZATION

Because the FASCP is a limited fund, priority will be given to cases with hospitalization, urgent or life-threatening illnesses, severe mental health conditions with prescribed medications, and severe chronic illnesses.

Lower-income students will also be prioritized.

All applications will be subject to the appraisal of the Diliman Committee on Scholarships and Financial Assistance.

IV. PRESCRIPTIVE PERIOD

This program reimburses expenses incurred from the beginning of classes of the second semester, A.Y. 2020-2021 on March 1, 2021 until further notice.

V. REQUIREMENTS

Applications for financial assistance must be supported by the following:

1. Duly accomplished application form with requisite attachments
2. Medical certificate and/or Clinical Abstract
3. Original official receipts with itemized breakdown of expenses such as for diagnostic examinations, hospital accommodation, OR fees, medicines (with accompanying prescriptions if bought outside hospital), medical supplies
4. Validated Form 5; (Registration Form with OR number for UPIS students)

For approved claims, the original copies of the receipt must be submitted to the OSG for processing of the voucher.

Claimants must fill out the form and upload the requisite supporting documents through bit.ly/osg_fascp and email the FASCP team at osgfascp.upd@up.edu.ph with the subject heading "FASCP claim" to notify the UPD Office of Scholarships and Grants of your application.

Thank you.

CC: Office of Scholarships and Grants
Diliman Accounting Office