



# Proof of Financial Status

(Submit documents based on your household's income source)

## How to Use this Checklist

As part of [scholarship requirements](#), you may need to submit proof of income. Check which documents your chosen [scholarship program](#) requires and prepare them in advance to avoid delays.

Family Situation	Accepted Document	📌 Where to Get It
<b>Formally Employed</b> Ex: office staff, teachers, gov't employees, factory workers	<input type="checkbox"/> Income Tax Return (ITR) <input type="checkbox"/> BIR Tax Exemption Certificate	→ <a href="#">Bureau of Internal Revenue (BIR)</a> – Revenue District Office (RDO)
	<input type="checkbox"/> <a href="#">Certificate of Employment</a> with Compensation <input type="checkbox"/> Latest Payslip	→ Employer / HR Department
<b>OFW / Seafarer / Abroad</b> Ex: domestic helpers, ship crew, engineers, construction workers abroad	<input type="checkbox"/> BIR Tax Exemption Certificate	→ <a href="#">Bureau of Internal Revenue (BIR)</a> – Revenue District Office (RDO)
	<input type="checkbox"/> Valid Employment Contract	→ <a href="#">Philippine Overseas Employment Administration (POEA)</a> → Agency → Employer
	<input type="checkbox"/> Remittance Slip or Payslip	→ Remittance Center → Employer Abroad
	<input type="checkbox"/> Proof of Foreign Income	→ <a href="#">Philippine Overseas Employment Administration (POEA)</a>

		→ Employer
	<input type="checkbox"/> Affidavit of Support and Consent	→ Notary Public Office
<b>Self-Employed / Informal Worker</b> Ex: vendors, tricycle drivers, online sellers, farmers, fisherfolk, freelancers	<input type="checkbox"/> Business Permit / <a href="#">DTI</a> Certificate (if applicable)	→ City Hall → <a href="#">Department of Trade and Industry (DTI)</a> Office
	<input type="checkbox"/> Barangay Certificate of Livelihood <input type="checkbox"/> Certificate of Low Income or Indigency	→ Barangay Hall → <a href="#">DSWD</a> Office
	<input type="checkbox"/> Affidavit of Non-Filing of ITR , Affidavit of Support and Consent <input type="checkbox"/> Sworn Statement of Estimated Monthly Income	→ Notary Public Office
<b>Unemployed / No Regular Work</b> Ex: no job, stay-at-home, under crisis	<input type="checkbox"/> Affidavit of Non-Filing of ITR <input type="checkbox"/> Sworn Statement of No Source of Income	→ Notary Public Office
	<input type="checkbox"/> Certificate of Indigency	→ Barangay Hall → <a href="#">DSWD</a> Office
<b>Under Government Social Programs</b> Ex: 4Ps, Listahanan, <a href="#">DSWD</a> -assisted	<input type="checkbox"/> 4Ps ID or Certification <input type="checkbox"/> Listahanan Certificate	→ <a href="#">DSWD</a> Office

## Friendly Advice

Applying for a [scholarship program](#) takes time and preparation. For [government scholarships](#) like CHED, every document matters, so be organized, prepare early, and keep photocopies of your papers. Always check the [types of CHED scholarships](#) available to know which one fits your situation. This way, you avoid stress and increase your chances of a smooth application.

**Powered by:**

[IskolarPlaybook™](#) - The Scholar Success System by [PhilScholar](#)