
(Date)

AY Foundation, Inc.
48th Floor, Yuchengco Tower
RCBC Plaza, 6819 Ayala Avenue
Makati City

Dear _____,

I am sending to AY Foundation the enclosed AYF scholarship application forms with the required documents. These forms have been reviewed by our office and we certify that the applicants meet the criteria specified in your packet.

The applicants' names are as follows:

Name	Grade/Year/Course
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Thank you.

Very truly yours,

(HRD Officer)

YGC HRD GUIDE FOR PRELIMINARY SCREENING OF THE AYF SCHOLARSHIP APPLICATIONS

FOR NEW APPLICATIONS:

1. Upon receipt of application form, print/sign your name and indicate date of receipt in the space provided at the bottom of the page.
2. Check if the application form is properly accomplished.
3. Check if the complete set of requirements (see checklist at page 2) have been submitted along with the application form.
4. Make sure all requirements are complete before transmitting the evaluated applications to the AY Foundation at 48th Floor, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City.
5. Write a transmittal letter addressed to the AY Foundation. Please use the pro-forma letter at page 8.