



REPUBLIC OF THE PHILIPPINES
**SOCIAL SERVICES DEVELOPMENT
DEPARTMENT**

QUEZON CITY, METRO MANILA

July 3, 2026



Case Summary Report

I. IDENTIFYING INFORMATION:

NAME : PRINCESS LEANA R. CAPUNDAN
AGE : 18 years old
ADDRESS : Blk 15 Lot 18 Asamba Compd., Sitio Mendez, Brgy. Baesa, Quezon City
BIRTHDATE : January 25, 2008
PLACE OF BIRTH : Quezon City
GRADE/YEAR LEVEL : Incoming 1st Year College
SCHOOL ATTENDED : St. Matthew Hospitality and Technology Institute (SMHATI) Inc.
INFORMANT/RELATIONSHIP : Client Herself

II. FAMILY COMPOSITION:

NAME	AGE	RELATIONSHIP TO CLIENT	EDUCATIONAL ATTAINMENT	OCCUPATION/ INCOME
Princess Leana R. Capundan	18	Subject of this Report		
Leo Gen Capundan	39	Father	High School Graduate	Construction Worker / P3,500.00 a week
Erna Capundan	37	Mother	High School Graduate	Housewife
Nigel Capundan	15	Brother	Grade 10	Student
Nicole Capundan	11	Sister	Grade 6	Student
Prince Lenard Capundan	8	Brother	Grade 4	Student

III. PROBLEM PRESENTED:

Client came to this office requesting Case Summary Report as one of the requirements to avail the scholarship program of **CHED MERIT SCHOLARSHIP PROGRAM (CMSPs)**. The family could hardly sustain the educational needs of the client.

IV. FINDINGS:

Princess Leana is 18 years old being born on January 25, 2008 in Quezon City. She graduated Senior High School at St. Matthew Hospitality and Technology Institute (SMHATI) Inc., under Academic Track - Humanities and Social Sciences (HUMSS) Strand. Accordingly, father is the sole provider of the family working as a Construction Worker with weekly salary of P3,500.00, while mother is a plain housewife attending the needs of the children.

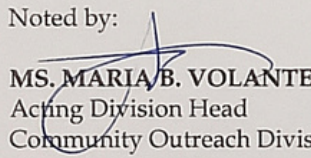
The family is presently residing at Blk 15 Lot 18 Asamba Compd., Sitio Mendez, Brgy. Baesa, Quezon City sharing abode with maternal relatives. Their family food consumption is P400.00 a month, water and electric consumption is P1,300.00 combined. Client is going to enroll her tertiary education at Polytechnic University of the Philippines to take Bachelor of Secondary Education Major in Filipino. Unfortunately, family income is not enough to suffice for their basic needs and other expenses more so with client's educational, other relatives could not be of help as they have their own families to support. Hence, the family is seeking assistance thru **CHED MERIT SCHOLARSHIP PROGRAM (CMSPs)**. As per Barangay Certification, the family is also considered indigent.

V. RECOMMENDATION:

In view hereof, undersigned worker respectfully recommends **PRINCESS LEANA R. CAPUNDAN** to avail Scholarship Program thru **CHED MERIT SCHOLARSHIP PROGRAM (CMSPs)**.

Prepared by: 

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Noted by: 

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