

3. Proceed to the concerned department/college for advising.	3. Evaluate and approve or disapprove the application.	None	5 minutes	College Dean / Program Chair
4. Return the re-admission form at the admissions office	4. Notify the student of the status of the application and schedule of the submission of requirements	None	1 minute	Admission Staff
	TOTAL		21 minutes	

3. ENROLLMENT OF FRESHMEN STUDENTS

This service is given to freshmen students who passed the QCUCAT, have successfully undergone the interview of their respective College Deans, and have submitted complete admission requirements.

Office or Division:	Registrar and Admission Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Freshmen students who passed QCUCAT, departmental interview, and have submitted complete admission requirements	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For SHS Students <ul style="list-style-type: none"> Original SF9 (Grade 11 & 12 1st – to 4th Quarter) Photocopy of SHS Diploma (original copy should be presented) For High School Graduates (Old Curriculum) <ul style="list-style-type: none"> Form 138- High School Report Card Photocopy of HS Diploma (original copy should be presented) For ALS Passer for College <ul style="list-style-type: none"> Alternative Learning System Certificate ALS Diploma 	Previous school attended	
Original Certificate of Good Moral Character	Previous school attended	
Original PSA Birth Certificate	Philippine Statistics Authority	
Original and recent Barangay Certificate of Residency	Barangay Hall of your place of residence	
One (1) colored 2x2 picture (White background with name tag)	Any photo studio	
Medical Clearance	University physician	
Long brown envelope in a plastic envelope with student's Last Name, First Name, Middle Name		
Mailing stamp chosen based on the graduate's last school or university attended: Luzon P70.00; Visayas P90.00; Mindanao P100.00	Post Office	

Additional Requirements for the following Applicants:				
<ul style="list-style-type: none"> Applicants who stopped for 1 year or more - Affidavit of Non-Enrollment from other Universities If with discrepancy between PSA Birth Certificate and School Record – Affidavit of One and the Same Person If currently employed - Original Latest Certificate of Employment If married female student - Original Marriage Certificate Applicants from schools with non-numerical (Pass/Fail) grades-Certificate of Non-issuance of Numerical Grades (Issued by the School Registrar) In cases where the student-applicant cannot reasonably secure his/her school credentials for reasons beyond their control, such as: Closure of the school last attended and Damage of documents due to fire or natural calamities - Certificate of eligibility for admission to college from the Commission on Higher Education (CHED) 			Notary Public Notary Public Present employer Philippine Statistics Authority Previous school or university Commission on Higher Education	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
ONSITE				
1. Submit before the enrollment schedule. Successful applicants eligible for admission will receive their scheduled date of enrollment.	1. Post Enrollment Schedule (Website and Registrar FB Page)	None	5 days before the Enrollment Schedule	Registrar
2. Receive Enrollment Slip and Student Number	2. Issue Enrollment Slip and assign Student Number	None	2 minutes	Registrar Staff
3. Receive printed registration form	3. Print the registration form	None	5 minutes	Registrar Staff
4. Fill out the registration form for stamping	4. Stamp "Officially Enrolled" on the Registration Form	None	1 minute	Registrar Staff
	TOTAL		8 minutes	
OR ONLINE				
1. Successful applicants eligible for admission to receive confirmation via email of their scheduled date of enrollment	1.1 Verify documents submitted in the drop-off area. Admission Office to forward List of students for enrollment to the Registration Officer	None	5 working days	Admission Staff

	1.2 Enlist and officially enroll students	None	2 working days	Registrar Officer
	1.3 Send Registration Forms to officially enrolled students	None	5 working days	ICTO
2. Receive the Registration Form via the registered Gmail account and resend the signed Registration Form.		None		
	TOTAL		12 working days	

4. ENROLLMENT FOR TRANSFER STUDENTS

This service is given to transfer students who passed the interview of their respective College Deans and have submitted the complete admission requirements.

Office or Division:	Registrar and Admission Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Transfer students who passed departmental interview, and have submitted the complete admission requirements
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> • Transcript of Records (For evaluation purposes) with TOR GWA of the last semester attended duly signed by the Registrar. • Original Certificate of Transfer Credentials (CTC) • Original Subject Course Description (for accreditation of subjects) 	Previous university
Original Certificate of Good Moral Character	Previous university
Original PSA Birth Certificate	Philippine Statistics Authority
Original and recent Barangay Certificate of Residency	Barangay Hall of your place of residence
One (1) colored 2x2 picture (White background with name tag)	Any photo studio
Medical Clearance	University physician
Long brown envelope in a plastic envelope with students Last Name, First Name, Middle Name	
Mailing stamp chosen based on the graduate's last school or university attended: Luzon P70.00; Visayas P90.00; Mindanao P100.00	Post Office