



MABALACAT CITY COLLEGE

VICE PRESIDENT FOR EXTERNAL AFFAIRS OFFICE

1. ACCOMODATION OF ADMISSION INQUIRIES THROUGH PERSONAL VISIT

Office or Division:	Admissions Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	Student applicants			
CHECKLIST OF REQUIREMENTS				
<ul style="list-style-type: none">• INQUIRY LOG SHEET• LIST OF REQUIREMENTS• LIST OF PROGRAMS OFFERING				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1. Student applicants personally visits the Admissions Office for their queries. 1.2. Log in the inquiry log sheet	1.1. Accommodate and answer Admission Inquiries	NONE	5 to 15 minutes	Admission Clerk



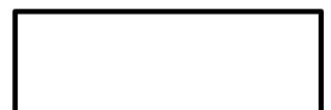


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2. ACCOMODATION OF ADMISSION INQUIRIES THROUGH E-MAILS, FACEBOOK PAGE, PHONE MESSAGES/CALLS

Office or Division:	Admissions Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	Student applicants			
CHECKLIST OF REQUIREMENTS				
• NONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.1. Student applicants shall raise their inquiries via E-mail, Facebook message or Phone messages/calls	1.2. Accommodate and answer Admission Inquiries through E-mails, Facebook Page, Phone messages/calls	NONE	30 minutes to 1 day	Admission Clerk



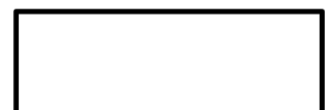


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3. APPLICATION FOR ADMISSION

Office or Division:	Admissions Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	Student applicants			
CHECKLIST OF REQUIREMENTS				
<ul style="list-style-type: none"> • SYSTEM FOR ONLINE APPLICATION • PSA FOR THE ANNOUNCEMENT OF OPENING OF ONLINE APPLICATION 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3.1. Go to www.mcc.edu.ph/admission-applicant/form</p> <p>3.2. Fill out necessary Information needed</p> <p>3.3. Upload a scanned copy of grades to complete the Online Application Form.</p> <p>3.4. Print the application form that will be sent to the applicant's email upon completion and submission of online application form.</p> <p>3.5. Submit the printed copy of application form with copy of grades from grade 11 or 12 and 2x2 picture at the admissions office.</p>	<p>3.1. Commencement of the Application for admission by posting the Online Application Link</p> <p>3.2. Received application forms submitted by the applicant/s</p> <p>3.3. Collect the submitted forms for the day</p> <p>3.4. Check the submitted forms from the previous day if there are no discrepancies on</p>	NONE	<p>30 seconds to 2 minutes</p> <p>2 minutes</p> <p>5 to 10 minutes</p> <p>1 hour to 4 hours</p>	Admission Clerk





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	<p>the form and the needed requirements to submit.</p> <p>3.5. Encode the data of the collected forms from the previous day on the tabulation sheet</p>		<p>1 working day to 2 working days</p>	
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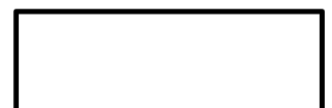


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4. SCHEDULING OF INTERVIEW

Office or Division:	Admissions Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	Student applicants			
CHECKLIST OF REQUIREMENTS				
<ul style="list-style-type: none"> INTERVIEW TOOLS SUBMITTED APPLICATION FORMS 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4.1. Check e-mail regularly	4.1. Evaluate the Applicants' application form and Grades	NONE	30 seconds to 1 minute	Admission Clerk
4.2. Go to MCC main campus on their scheduled interview	4.2. Set the applicants' interview schedule (for qualified applicants) depending on their program		30 minutes to 1 hour	
4.3. Log time in to the interview log sheet				
4.4. Wait for their turn to be interviewed	4.3. E-mail applicants for interview scheduled on a specific day.		1 hour to 2 hours	
4.5. Interview proper				
4.6. Log time out after the interview	4.4. Prepare the interview documents		30 minutes	
4.7. Wait for the results	4.5. Inform the VPAA/Institute Deans for the schedules of interview		10 minutes	





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	4.6. Interview proper per student		15 minutes	Institute Dean/FOSH
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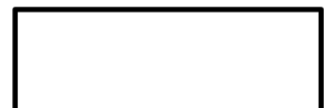


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5. RELEASING OF RESULT

Office or Division:	Admissions Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	Student applicants			
CHECKLIST OF REQUIREMENTS				
<ul style="list-style-type: none"> • INTERVIEW TOOLS • SUBMITTED APPLICATION FORMS 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.1. Check MCC- Admissions Office Facebook page for the announcement of release of result 5.2. Check E-mail regularly for the release of result 5.3. Submit all necessary requirements for completion of admission indicated on the e-mail of release of result	5.1. Wait until all applicants are done with the interview	NONE	1 to 2 months	Admission Clerk
	5.2. Encode the score obtained by the applicants during the interview		1 to 3 days	
	5.3. Rank all the applicants for the specific program.		1 to 3 hours	
	5.4. E-mail admission result to the applicants		1 week	
	5.5. Approve all eligible applicants in the system		3 days	



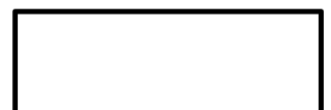


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1. Career Placement Activities

Office or Division:	Career Placement Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	All students enrolled in Mabalacat City College			
CHECKLIST OF REQUIREMENTS				
<ul style="list-style-type: none"> Career Activities Card 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Obtain Career Activities Card for graduating students	1.1 Provide career activity card to graduating students	NONE	5 minutes	Career Placement Coordinator
2.1 Proceed to the appointed date for career services 2.2 Log on the registration form for documentation and record-keeping purpose	2.1 Conduct career services to graduating students	NONE	30 minutes to 4 hour	Career Placement Coordinator
3.1 Accomplish activity evaluation form	3.1 Provide activity evaluation form to student	NONE	5 minutes to 10 minutes	Career Placement Coordinator





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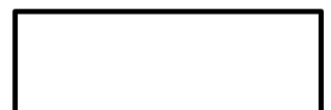
2. Job Postings

Office or Division:	Career Placement Office
Classification:	Complex
Type of Transaction:	Government to Clients
Who may avail:	All students enrolled in Mabalacat City College

CHECKLIST OF REQUIREMENTS

Company Linkages – Job Postings

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Submit e-mail/letter of request, company profile and list of vacant positions for job posting. 1.2 Accomplish logbook intended for company representatives for documentation and record-keeping	1.1 Acknowledge receipt of request.	NONE	5 – 10 minutes	Career Placement Coordinator
	1.2. Forward the request to the Vice President for External Affairs for approval.		1-7 Working Days	
	1.3. Inform the company of the result of the request through e-mail.		1-2 Working days after receiving approval from VPEA	
	1.4. Submit a copy of job ad to the OVPEA and Records Management Office for recording and stamping of official documents		1 Working day	
	1.5. Post job ads at the campus/Official Facebook Page of		1-2 Working days once marked for release by Records	





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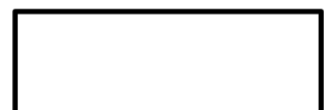
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	Career and Placement Office		Management Office and OVPEA	
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1. Obtaining scholarships from the institution.

Office or Division:	Scholarships and Grants Office
Classification:	Simple
Type of Transaction:	Government to Clients
Who may avail:	All students enrolled in Mabalacat City College

CHECKLIST OF REQUIREMENTS

Scholarships and Grants Application Form

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Secure Applications Form	1.1 Provide Scholarships and Grants Application Form	NONE	5 minutes	Scholarships and Grants Coordinator
2.1 Accomplish Application Forms 2.2 Log on the registration form for documentation and record-keeping purpose	2.1 Conduct evaluation to all applicants 2.2 Endorsement of pre-screen applicants to the sponsors	NONE	30 minutes to 2hrs. 2 days	Scholarships and Grants coordinator
3.1 Submission of original documents	3.1 Issued scholarship result thru tracking application number (TAN)	NONE	5 minutes to 10 minutes	Scholarships and Grants Coordinator





MABALACAT CITY COLLEGE

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1. Application For Partnerships/Membership to Institutional Associations/Hosting or Sponsoring a Conference

Office or Division:	Partnerships and Linkages
Classification:	Simple
Type of Transaction:	Government to Clients
Who may avail:	Focal Head/Organizer

CHECKLIST OF REQUIREMENTS

- Company Profile (for Partnerships and Membership to Institutional Associations)
- Rationale of the Conference
- Curriculum Vitae of the Speaker/s
- Letter of Invitation to the Speaker/s
- Confirmation of the Speaker/s
- Poster and all other Publicity Materials
- Memorandum of Understanding for the Conference (if applicable)
- Certificates Design Proposal
- Budget Proposal
- Proposed Program and Committees

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application form and submission of complete requirements at the Office of the Vice President for External Affairs (OVPEA)	1.1 Provide the application form	NONE	5 minutes	Academe-Industry Linkages Coordinator
	1.2 Forward the application form to the the OVPEA for evaluation		4 working days	
	1.3 After approval by the OVPEA, forward the application to the Vice President for Administration and Finance (if applicable)		5 working days	
	1.4 Seek final approval of the College		5 working days	

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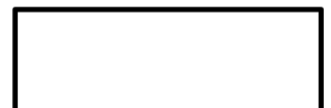
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	President for the application (if applicable)			
2. Retrieve application form	2. Release of the result of the application	NONE	5 minutes	Academe-Industry Linkages Coordinator

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1. Application for Participating in an International Conference, Seminar or Training

Office or Division:	Internationalization			
Classification:	Complex			
Type of Transaction:	Government to Government Employees and Clients			
Who may avail:	Instructors, Students, Office Staff			
CHECKLIST OF REQUIREMENTS				
<ul style="list-style-type: none"> • Letter of invitation from the host institution or country • Liquidations of participation fees and allowances • Certificate of participation or completion • Acquired linkages from other participating institutions or countries • Other documentations, e.g. pictures, videos, conference materials, etc. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application form and submission of complete requirements at the Office of the Vice President for External Affairs (OVPEA)	1.1. Provide the letter of invitation from the host institution or country with attached filled up assessment and approval form from OVPEA. 1.2. Forward the filled up assessment and approval form with the letter of invitation to the the OVPEA for evaluation. 1.3. After the recommending approval by the OVPEA, forward the application to the Vice President for Administration and Finance 1.4. Seek final approval of the College President for the application	NONE	At least 6 months before the date of the conference, seminar or training 3 working days 4 working days	Internationalization Officer Assistant Vice President for External Affairs Vice President for External Affairs

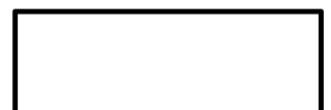




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			5 working days	
2. Retrieve approval form	2.1. Release of the result of the application	NONE	5 minutes	Internationalization Office Coordinator Assistant Vice President for External Affairs Vice President for External Affairs
3. Release of payment for the participation fee or allowance	3.1. If the application is approved, finance department will issue the payment for the participation fee or allowance	TBA	At least 3 months before the date of the conference, seminar or training	Internationalization Office Coordinator Assistant Vice President for External Affairs Vice President for External Affairs Vice President for Admin and Finance
4. Submit liquidations and documentations	4.1. After the event, participant should submit liquidations and documentations of the event, e.g. certificate of participation/completion/attendance, pictures, videos, conference program, conference materials, list of acquired networks or connections etc. (for cross border conference, boarding pass should be submitted)	NONE	5 working days after the date of the conference, seminar or training	Internationalization Office Coordinator Assistant Vice President for External Affairs Vice President for External Affairs Vice President for Admin and Finance



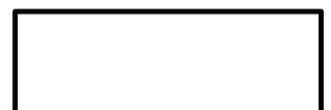


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2. Application for Membership in an International Organization or Movement

Office or Division:	Internationalization			
Classification:	Complex			
Type of Transaction:	Government to Government Employees and Clients			
Who may avail:	Instructors, Students, Office Staff			
CHECKLIST OF REQUIREMENTS				
<ul style="list-style-type: none"> • Letter of acceptance from the international organization or movement • Liquidations of membership fees • Certificate of acceptance or membership • Acquired linkages from other members 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Filing of application form and submission of complete requirements at the Office of the Vice President for External Affairs (OVPEA)	3.1. Provide the profile of the organization with attached filled up assessment and approval form from OVPEA.	NONE	15-30 minutes	Internationalization Officer Assistant Vice President for External Affairs Vice President for External Affairs
	3.2. Forward the filled up assessment and approval form with the profile of the organization to the the OVPEA for evaluation.		3 working days	
	3.3. After the recommending approval by the OVPEA, forward the application to the Vice President for Administration and Finance		4 working days 5 working days	





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	3.4. Seek final approval of the College President for the application			
4. Retrieve approval form	4.1. Release of the result of the application	NONE	5 minutes	Internationalization Office Coordinator Assistant Vice President for External Affairs Vice President for External Affairs
5. Release of payment for the membership fee	5.1. If the application is approved, finance department will issue the payment for the membership fee	TBA	At least 3 months before the date of payment	Internationalization Office Coordinator Assistant Vice President for External Affairs Vice President for External Affairs Vice President for Admin and Finance
6. Submit liquidations and documentations	6.1. Membership fee liquidations will be sent to the finance department	NONE	5 working days after the date of payment	Internationalization Office Coordinator Assistant Vice President for External Affairs Vice President for External Affairs Vice President for Admin and Finance

