MABALACAT CITY COLLEGE

MCC
Una

ANNUAL
REPORT

2023

ADMISSIONS
MABALACAT CITY COLLEGE

I.   Introduction

Step into the narrative of the 2023 Annual Report for the Admissions and Information Delivery Office, recounting the transformative academic journey of the inaugural post-pandemic year, 2023-2024. This document not only unfolds the intricacies of our admissions process but also proudly spotlights our community-driven admissions initiatives, policies, and their effective implementation. Beyond the routine procedures, we emphasize our commitment to inclusivity, diversity, and holistic student support services, including innovative Special Admissions Policies like the I-Peace and UNA Program for first-generation students, contributing to the vibrancy and growth of our academic community.

Executive Summary

In the academic year 2023-2024, the Admissions and Information Delivery Office took significant strides in redefining the admissions landscape, marking the first year after the pandemic-induced disruptions. The Special Admissions Program emerged as a beacon of inclusivity, embracing individuals with unique talents and qualifications. Notably, the Ipeace and UNA programs, designed for first-generation students, exemplify our commitment to breaking barriers and providing equal opportunities. Our community-driven approach, evident in the presentation and approval of the College Admissions Guidelines and Policies, fostered transparency and fairness. Virtual Information Meetings and the seamless transition to online applications enhanced accessibility, while the meticulous verification process solidified our commitment to accuracy. The College Entrance Exam, administered in six batches, marked a significant milestone as the first post-pandemic examination. The admissions reports not only delved into application statistics but also highlighted the diversity within our applicant pool. Beyond admissions, our supportive services, from academic to student life, showcased a holistic commitment to nurturing success and well-being.

Conclusion

In conclusion, the Annual Report for the Admissions and Information Delivery Office for the academic year 2023-2024 stands as a pivotal milestone, marking the first year after the pandemic-induced disruptions. It reflects a journey marked by community-driven initiatives, inclusivity, and unwavering dedication to student success. The integration of innovative Special Admissions Policies like I-Peace and UNA for first-generation students demonstrates our commitment to fostering a diverse and vibrant academic community. As we celebrate the accomplishments of the past year, we acknowledge the resilience and adaptability that defined our response to unprecedented challenges. Looking forward with optimism, we anticipate the continued growth and evolution of our institution, guided by its values of passion, integrity, excellence and service to the community. This report serves as a testament to the collective efforts that shape the foundation of our academic community, ushering us into a future marked by continued success and innovation.

II. Special Admissions Program

On *February 1, 2023*, Mabalacat City College President, Dr. Michelle Aguilar-Ong, signed a partnership with the City Social Welfare Development Office (CSWDO) Department Head Josephine B. Tanglao, RSW, to launch the MCC-UNA (First Generation Special Admissions Program) and I-Peace Program at the MCC Cultural Hall. These programs are part of the college's efforts to promote inclusivity and community engagement.

The MCC-UNA Program aims to provide automatic admission to first-generation students and support them through support group sessions, activities, and resources that address their unique experiences and challenges. Any applicant whose parents did not complete a 4-year college or university degree can qualify for automatic admission slots, regardless of other family member's level of education.

On the other hand, the **I-Peace Program** recognizes and fulfills the rights of indigenous peoples (IPs) residing in the community. It provides automatic admission slots for IPs who wish to pursue tertiary education, promoting equitable access to a college education.

To ensure that IP students are aware of the program and receive support in their application, MCC Kayantabe, the college's advocacy arm, collaborated with Mabalacat Technical Vocational Senior High School to identify interested IP students in pursuing higher education. The Aeta students and their parents were given an orientation about the I-PEACE program and other support programs under the I-PEACE CONNECT.

After the orientation, the students were given a campus tour at MCC. The event was attended by Mr. Jaypee Quioc, Guidance Designate of MTV-SHS, Dr. Josevy A. Taguibao, Assistant Vice President for SAID, Ms. Carol R. Arboleda, Manager of MCC Kayantabe, and the entire Kayantabe team. While on March 9, 2023, MCC OVPGROW staff went to MTV-SHS to assist some IP students with their online application and discuss the college's programs to encourage them to enroll.

In conclusion, Mabalacat City College's launch of the MCC-UNA and I-Peace Programs demonstrates its unwavering commitment to providing equal access to higher education and promoting inclusivity in the community. The college recognizes the unique challenges that first-

generation students and indigenous peoples face. These programs aim to support and provide them with opportunities to succeed academically and improve their quality of living. Overall, these efforts signify MCC's continuous efforts to create a diverse and supportive community in higher education.

III. Opening of Admissions for AY 2023-2024

A. Presentation and Approval of the College Admissions Guidelines and Policies for AY 2023-2024

Last *January 20, 2023*, Dr. Josevy A. Taguibao, LPT, RGC, presented the proposed Admissions Policies during the Academic Council Meeting, which included the discussion on College or program's enrollment capacity and applicants' residency where applicants who are non-residents of Mabalacat City shall be considered provided that they competitively meet the top rank among the applicants and where further deliberations may ensue.

Only applicants who qualify with complete and satisfactory admission requirements shall be eligible for the College Entrance Examination (CEE). Those who satisfy the competency-based qualifications set by the program or/and institutes shall be admitted and ranked following each program's carrying capacity. Institute Interview where the Admissions Officer shall endorse for institute interview the student applicants for the Institute of Hotel and Tourism Management and Bachelor of Physical Education. For the rest of the programs, only wait-listed students shall be endorsed for an interview at the dean's discretion.

Lastly, the proposal on adopting standardized testing for MCC College Entrance Exam was presented. Standardized testing was carefully considered because the college recognizes the potential of every senior high school graduate from various schools by giving everyone a chance to apply at MCC.

A presentation of competencies was also included. The competencies set per program vary depending on each program's required competencies which were reviewed by the Support for Academic and Institutional Development and Academic Council in consultation with relevant members of Admissions. The set of competencies per program that was completed last January 19, 2022 was presented. The following competencies measured by the CEE are: Verbal Reasoning, Numerical Reasoning, Abstract Reasoning, Perceptual and Speed Accuracy, Mechanical Reasoning, Space Relations, Spelling, and Language Usage.

B. Virtual Information Meeting

The Admissions Office supported the conduct of the Mabalacat City College *Virtual Information Meeting* headed by the AVP for Partnership and Linkages, Sir Kevin Peralta. The office also acknowledged the efforts and dedication of the Crimson Honors, who helped the senior high school students virtually navigate the MCC campus life.

This shows that the College not only has campus tours at MCC, but we also conduct virtual college information sessions.
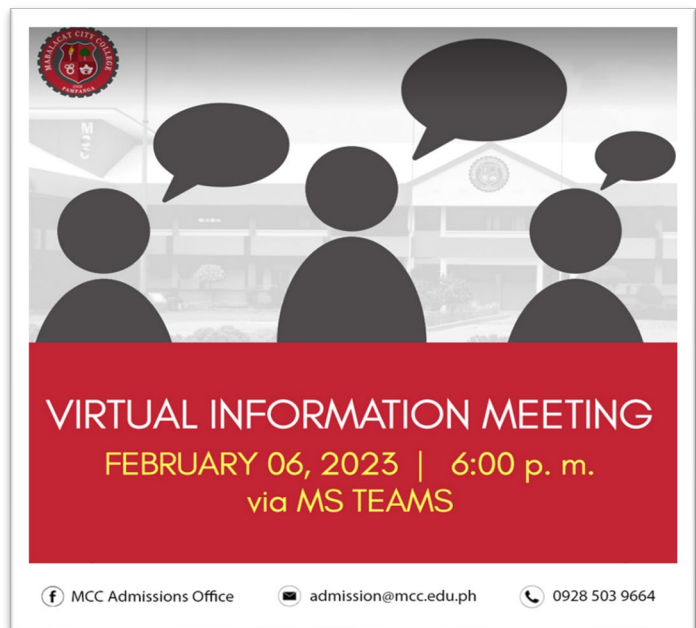
The activity has helped the attendees walk away from the session confident in their next steps toward college application. It was also their chance to ask specific questions and learn everything they could from our student ambassadors about Admissions, Financial Aid, College Life, and The Honors Program from the comfort of their homes.

C. Opening of Online College Application

On *February 06, 2023,* MCC Admissions Office posted the opening of College Online Applications for incoming First-Year and Transferee students for AY 2023-2024.

D. Onsite Submission of Printed Application and Required Documents
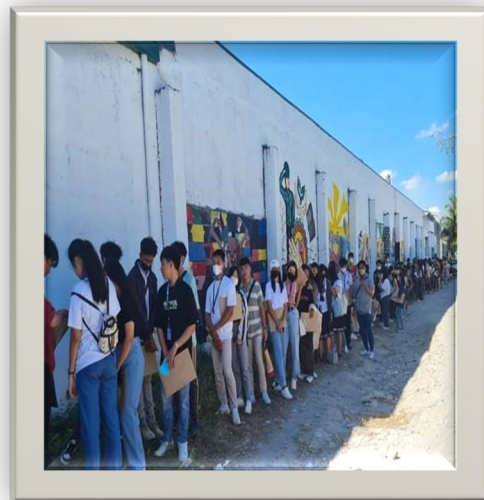
On **February 7, 2023**, aspiring members of the Crimson Tribe lined up at the MCC Admissions Office for the submission of their requirements, marking the second day of the College Application for Academic Year 2023-2024. The applicants patiently waited for their turn for the submissions of documents and to be oriented on the necessary steps for MCC college admission.

E.   **Verification of submitted Documents**

The Admissions Office verified the submitted printed application forms and their admissions application requirements.
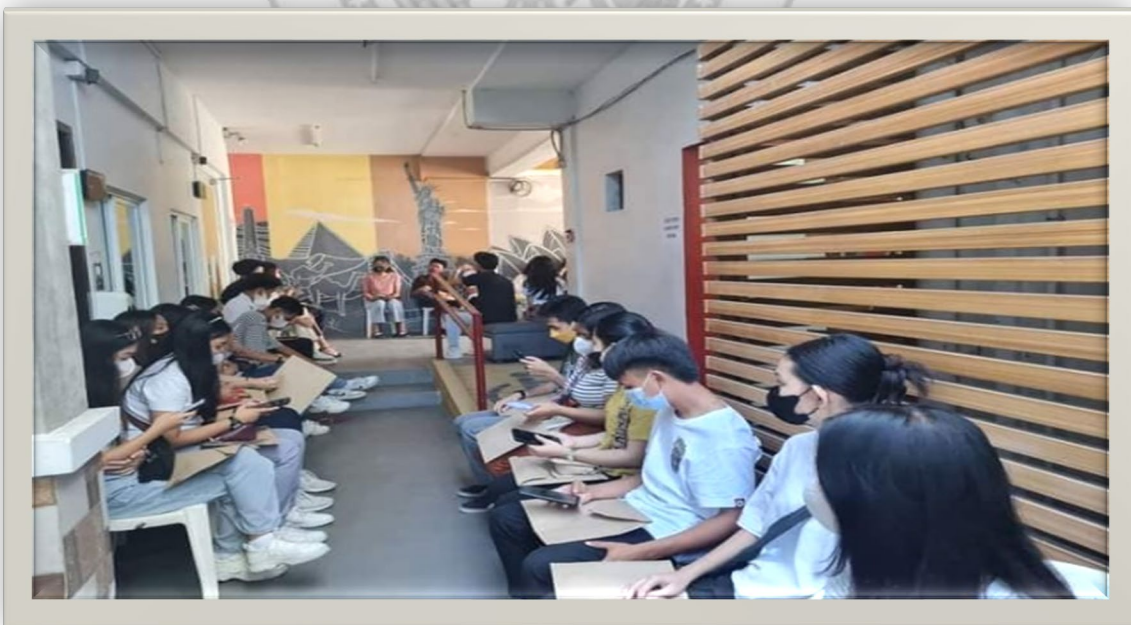
Upon verification of the student's submitted documents, a total of ***3,370 applicants were called*** and **sent an SMS** to their phone numbers and informed them of their Admissions concerns,

such as lacking necessary documents and wrong information with their college application, and requested them to visit the Admissions Office and comply with the requirements.

For those student applicants with incomplete documents, the office has reached out to them through phone calls and asked them to submit the requirements needed, such as the following:

For New Students:
- Printed Application form with signature
- Scanned and printed copy of 2x2 formal picture with white background
- Form 138 - original and scanned copy (1st semester and 2nd semester of either Grade 11 or Grade Senior High School Card)
- Voter's ID/Voter's Slip (Student or Parent) or National ID / or any two permanent IDs indicating the Address of the student/parents (Mabalacat-Residents Only)
- One (1) Long Brown Envelope

For Transferees:
- Printed Application form with signature
- Scanned and printed copy of 2x2 formal picture with white background
- Original and scanned Copy of Grades/Transcript of Records from previous/current institution
- Voter's ID/Voter's Slip (Student or Parent) or National ID / or any two permanent IDs indicating the Address of the student/parents (Mabalacat-Residents Only)
- One (1) Long Brown Envelope

IV. Admissions Responsive Services

The College Admissions office staff promptly assisted and passionately answered inquiries received from incoming first-year students and transferees for the Academic Year 2023 – 2024. From February 06, 2023 to December 29, 2023, following the releasing of the College Entrance Exam results period, update for the upcoming opening of Admissions for Academic Year 2024-2025 students have been raising concerns thru SMS or Messenger accounts about their schedule of CEE, submissions of Application forms, failure to submit their applications, change of courses, and incomplete requirements. Others had encoded information erroneously such as, no email received, not included on the posted schedule for CEE, etc.

In response, the Admissions assistants promptly replied to their inquiries by sending messages and/or calling the concerned applicant. The table below shows the number of students served by the admissions office from February 06, 2023 to December 29, 2023.

Admissions Responsive Services				
Month	Email	Phone Calls	Office Inquiries	Online Inquiries
January to March	1507	672	2483	770
April to June	1863	85	620	709
July to September	2828	355	734	253
October to December	-	78	127	237
TOTAL	**6198**	**1190**	**3964**	**1969**

Overall, there were **2828** emailed sent to applicants, *3165* served applicants thru phone calls, *4420* served office inquiries, and *2009* online inquiries during the period. The number of online and onsite inquiries was generally consistent throughout the period. The most common inquiries from applicants concerns, the availability of slots, changing their residency status, and retrieving original documents needed for the enrollment process.

V.   Admissions Report (Application Period)

A total of **3,370** applications were received during the application period from February 6, 2023, to March 27, 2023. A total of **3027,** were verified and encoded, while **343** were asked to re-submit their application form and comply with the required documents.

Number of Applications Per Institute
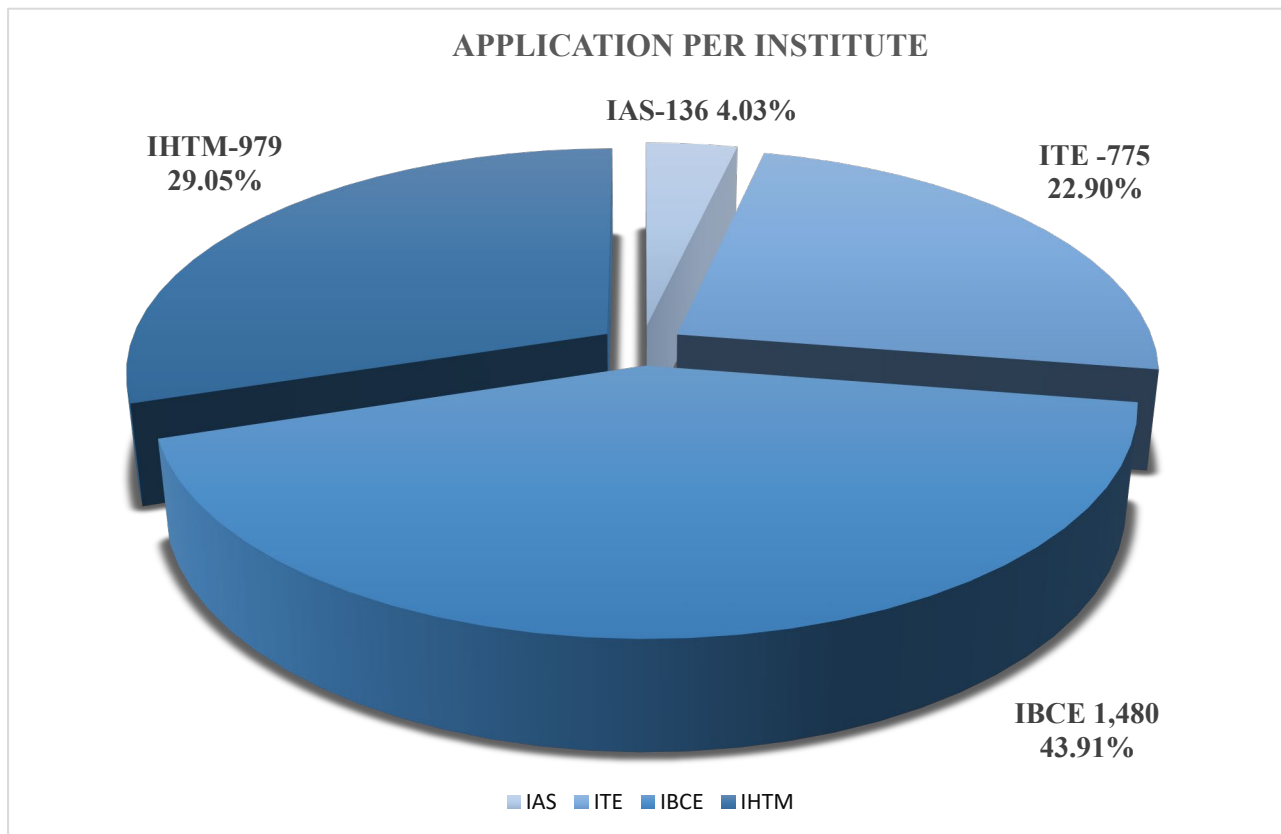
The data shows the number of applicants per institute for college admissions. Among the four institutes, *IBCE has the highest number of applicants with 1,480* applicants, followed by *IHTM with 979 applicants,* and *ITE with 775 applicants*. The institute with the lowest number of applicants is *IAS with only 136 applicants*.

The data suggests that there is a considerable variation in the number of applicants per institute for college admissions. It is important for the college to analyze this data and determine the factors that contribute to the popularity of certain institutes and programs. This can help the school to make informed decisions about admissions policies, program offerings, and marketing strategies to attract more applicants to their institutes.

Number of Application Per Program

APPLICATION PER PROGRAM

Program	Applications
BSIT	876
BSTM	433
BSHM	546
BSMA	255
BSED-ENG	171
BSCA	185
BEED	92
BPED	166
BSE	75
BSED-FIL	100
BSOA	89
BS BIO	102
BSED-MATH	61
BTVTED	31
BSED-SCI	44
BECED	32
ABH	34
BSED-SS	78

APPLICATION PER PROGRAM
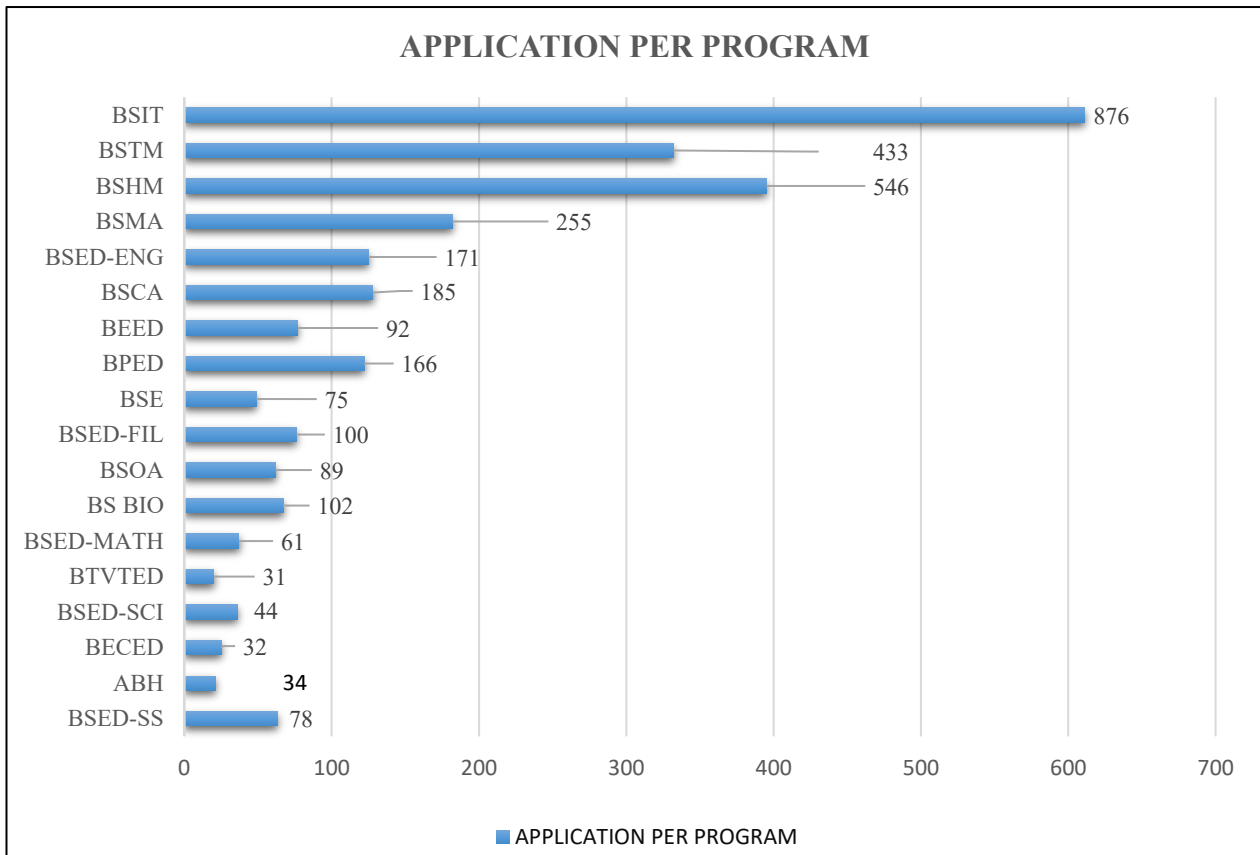
Meanwhile, the table below shows data on the number of applicants for each program for college admissions. The program with the highest number of applicants is BSIT, with 876 applicants, followed by BSHM, 546 applicants, and BSTM, with 433 applicants.

On the other hand, the programs with the lowest number of applicants are ABH, with 34 applicants; BECED, with 32 applicants; and BTVTED, with 31 applicants.

Overall, the data indicates a significant variation in the number of applicants per program, with some programs being more popular than others. This information can be helpful for the college to help them make informed decisions about program offerings and admissions policies on slot availability.

Number of Mabalacat and Non-Mabalacat Residents

RESIDENCY
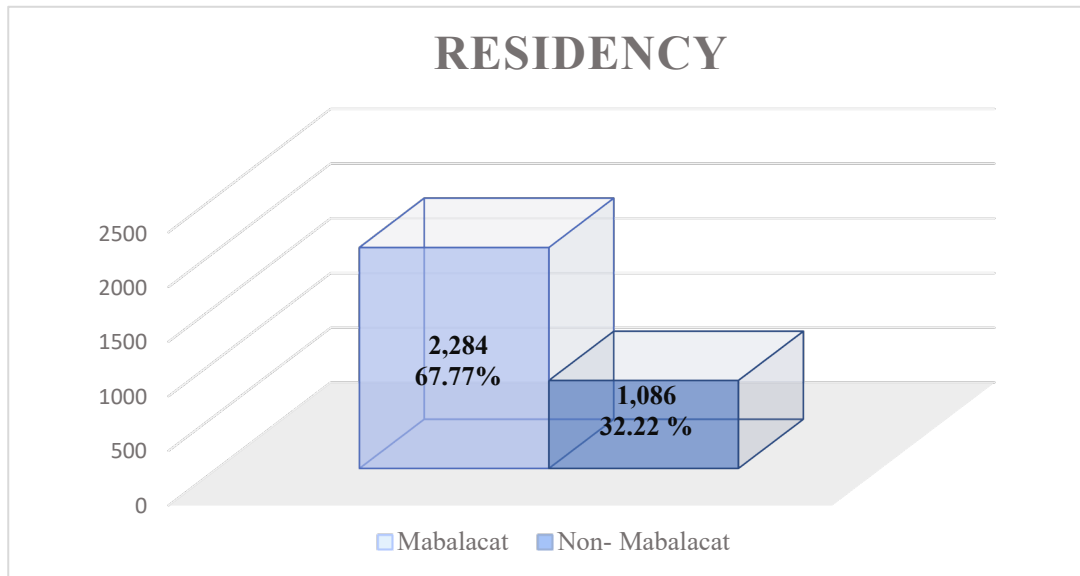
The data is categorized into "Mabalacat" and "Non-Mabalacat" applicants for academic year 2023-2024. Given that the institution is a local college of Mabalacat City, priority is accorded to local citizens of the city. However, as a community college, MCC warmly welcomes non-Mabalacat residents to apply for college admissions, contingent upon their performance in the college entrance exam and the availability of slots. With a total of 3,370 applicants, 2,284 individuals, constituting *67.77%* of the total, are from *Mabalacat,* while *1,086* individuals, representing *32.22%* of the total, are college applicants from *non-Mabalacat* residencies. The applicant's place of residence was considered a crucial factor in the admission process.

Number of Verified Applicants for Special Admissions Program
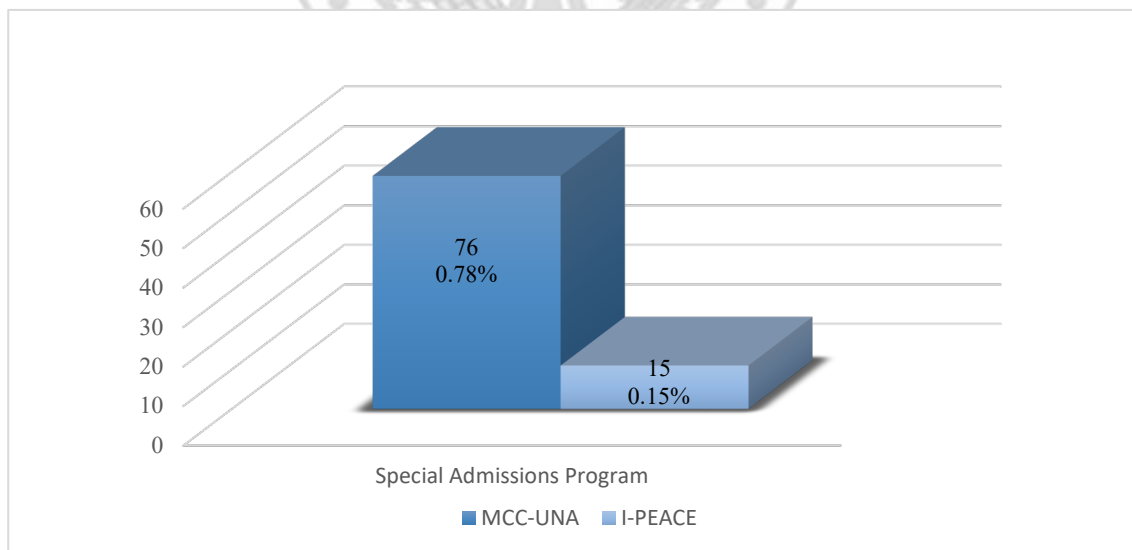
The presented data indicates that there were 76 verified applicants for the MCC-UNA program and 15 verified applicants for the I-Peace program. These figures offer valuable insights into the number of eligible applicants granted in these special admission programs.

V. College Entrance Exam (CEE) Verification and Scheduling Update

On March 22, 2023, Mabalacat City College (MCC) successfully conducted the verification and scheduling for the 3rd-6th batches of applicants for the College Entrance Exam (CEE), spanning from April to May. The scheduling for the 3rd batch occurred from April 25 to May 10, 2023, the 4th batch from May 11 to May 15, 2023, and the 6th batch from May 16 to June 5, 2023. During these exams, stringent guidelines were observed to ensure a standardized testing environment.

Efficient communication channels were utilized to inform applicants of their respective testing schedules, utilizing their registered email addresses and phone numbers. Furthermore, to enhance accessibility, the schedules were prominently displayed at key locations: MCC Main Gate 2, the MCC Admissions and Information Delivery Office, and the MCC-Admissions page. As an additional measure, applicants were advised to take note of essential details such as seat number, scheduled day and time, and LRN (Learner Reference Number). This strategic approach aims to provide applicants with clear and convenient access to their testing information, contributing to a well-organized and transparent examination process.

On *March 4, 2023* Admissions Office posted the link of the 1st batch of applicants with complete and verified

VI. College Entrance Exam for AY 2023-2024

application requirements (February 6 to 17, 2923) and scheduled for College Entrance Exam from March 6 to March 27, 2023.

While **on *March 23, 2023***, the link for the 2nd batch of applicants with complete and verified application requirements (February 20 to March 21, 2023) are scheduled for the College Entrance Exam for April 3 to 20, 2023.

On ***March 14, 2023,*** MCC conducted the first batch of verified applicants of the College Entrance Exam (CEE) from February 6-17. The first batch of CEE was scheduled for March 14-31, 2023, and standard guidelines during the college entrance exam (CEE) was observed.

MABALACAT CITY COLLEGE COLLEGE ENTRANCE EXAM A.Y. 2023-2024
First Batch of Examination Schedule: March 06 to 27, 2023

MCC Admissions Office | admission@mcc.edu.ph | 0928 503 9664

MABALACAT CITY COLLEGE COLLEGE ENTRANCE EXAM A.Y. 2023-2024
Second Batch of Examination Schedule: April 03-20, 2023

MCC Admissions Office | admission@mcc.edu.ph | 0928 503 9664

The applicants were informed of their testing schedules through their registered email addresses and contact numbers. The schedules were also made available on the MCC-Admissions page and were posted at the MCC Admissions and Information Delivery Office and MCC Main-Gate 2 to ensure that the applicants have easy access to the information. They were also instructed to take note of their LRN, scheduled date and time, and seat number.

To avoid any inconvenience, they were advised to arrive promptly at 8:00 AM for the MORNING SCHEDULE and 1:00 PM for the AFTERNOON SCHEDULE. The applicants were directed to proceed to MCC Main (Dolores) - Gate 2 for the attendance signing before heading to the testing venue at the MCC Cultural Hall, 2nd Floor. To ensure proper identification, applicants were instructed to wear a facemask, white T-shirt or school uniform, and present their ID. They were also reminded to bring a Black ball pen and pencil, pre-packed snacks, and drinks. Applicants were strongly advised to only being necessary items.

FIRST BATCH - COLLEGE ENTRANCE EXAM
TESTING VENUE: MCC CULTURAL HALL & RM 207-208

WEEK	DATE	DAY	SCHEDULED (Notified through Email, text and posting)			COMPLETED		
			AM	PM	TOTAL	AM	PM	TOTAL
1	March 14, 2023	Tuesday	70	70	140	65	61	126
	March 15, 2023	Wednesday	70	70	140	66	62	128
2	March 20, 2023	Monday	70	70	140	65	65	130
	March 21, 2023	Tuesday	70	70	140	66	68	134
	March 22, 2023	Wednesday	70	70	140	60	63	123
	March 23, 2023	Thursday	70	70	140	66	63	129
	March 24, 2023	Friday	70	-	70	61	0	61
3	March 27, 2023	Monday	70	70	140	65	69	134
	March 28, 2023	Tuesday	70	70	140	67	65	132
	March 29, 2023	Wednesday	70	70	140	69	67	126
	March 30, 2023	Thursday	70	70	140	-	-	-
	March 31, 2023	Friday	70	-	70	-	-	-
TOTAL			840	700	1540	650	583	1,233

Note: Verified Applications from February 6 to March 17, 2023

The table above shows the second batch of the College Entrance Exam for the verified applications from February 6 to March 17, 2023.

SECOND BATCH - COLLEGE ENTRANCE EXAM
TESTING VENUE: MCC CULTURAL HALL

WEEK	DATE	DAY	SCHEDULED (Notified through Email, text and posting)			COMPLETED		
			AM	PM	TOTAL	AM	PM	TOTAL
1	April 25 2023	Tuesday	70	-	70	62	-	62
	April 26 2023	Wednesday	70	-	70	44	-	44
	April 27 2023	Thursday	70	-	70	53	-	53
2	May 03 2023	Wednesday	62	-	62	52	-	52
	May 04 2023	Thursday	70	-	70	48	-	48
TOTAL							259	

Note: Verified Applications from February 20 to March 21, 2023

The table above shows the second batch of the College Entrance Exam for the verified applications from February 20 to March 21, 2023.

THIRD BATCH - COLLEGE ENTRANCE EXAM

TESTING VENUE: MCC CULTURAL HALL

WEEK	DATE	DAY	SCHEDULED (Notified through Email, text and posting)		COMPLETED
			AM	PM	TOTAL
1	April 03, 2023	Tuesday	70	N/A	70
	April 04, 2023	Wednesday	70	N/A	70
2	April 11, 2023	Tuesday	70	N/A	70
	April 12, 2023	Wednesday	70	N/A	70
	April 13, 2023	Thursday	70	N/A	70
	April 14, 2023	Friday	70	N/A	70
3	April 18, 2023	Tuesday	70	N/A	70
	April 19, 2023	Wednesday	70	N/A	70
	April 20, 2023	Thursday	70	N/A	70
TOTAL					630

Note: Verified Applications from March 22 to April 14, 2023

The table above shows the third batch of the College Entrance Exam for the verified applications from March 22 to April 14, 2023.

FOURTH BATCH - COLLEGE ENTRANCE EXAM

TESTING VENUE: MCC CULTURAL HALL

WEEK	DATE	DAY	SCHEDULED (Notified through Email, text and posting)			COMPLETED		
			AM	PM	TOTAL	AM	PM	TOTAL
1	May 08, 2023	Monday	-	71	71	-	51	51
	May 09, 2023	Tuesday	70	70	140	57	56	113
	May 10, 2023	Wednesday	70	71	141	39	51	90
TOTAL								254

Note: Verified Applications from May 9-12, 2023

The table above shows the third batch of the College Entrance Exam for the verified applications from May 9 to 12, 2023.

FIFTH BATCH - COLLEGE ENTRANCE EXAM

TESTING VENUE: MCC CULTURAL HALL

WEEK	DATE	DAY	SCHEDULED (Notified through Email, text and posting)			COMPLETED		
			AM	PM	TOTAL	AM	PM	TOTAL
1	May 11, 2023	THURSDAY	70	70	140	53	66	119
	May 12, 2023	FRIDAY	81	74	155	78	67	145
	May 15, 2023	THURSDAY	72	70	142	66	66	132
TOTAL								396

Note: Verified Applications from May 22-24, 2023

The table above shows the third batch of the College Entrance Exam for the verified applications from May 22 to 24, 2023

SIXTH BATCH - COLLEGE ENTRANCE EXAM

TESTING VENUE: MCC CULTURAL HALL

WEEK	DATE	DAY	SCHEDULED (Notified through Email, text and posting)			COMPLETED		
			AM	PM	TOTAL	AM	PM	TOTAL
1	June 05, 2023	MONDAY	59	-	59	56	-	56
TOTAL						56		

Note: Verified Applications from May 22-24, 2023

The report provides a breakdown of the scheduled and completed testing administration for each batch, with separate columns for AM and PM sessions. The data covers one-six batch, from the month of March 2023 to the first-week of the month of June 2023.

The data covers a total of *2,828 examinees* from six batches of college entrance examination, therefore, 70 examinees per session, with 140 examinees per day across both AM and PM sessions. The task completion rate is generally high, with the total number of completed examinees for each day. Overall, the report indicates that the schedule is being effectively managed, with a high completion rate for the CEE. However, absentees during their scheduled CEE would mean the possibility for the request for a re-schedule.

A. Report Preparation:

VII. Admissions Report for the Preparation and Presentation of Results

1. **Comprehensive Reporting:**
   - Compiled and prepared comprehensive reports detailing the results of qualified applicants.
   - Ensured that each report provided specific insights for the respective institutes within the IBCE.
2. **Accuracy Verification:**
   - Conducted thorough checks to guarantee the accuracy and completeness of all reports before the scheduled meeting.

A. **Explanation and Presentation on MS Teams:**

1. **Report Upload:**
   o Uploaded reports to the designated location on MS Teams, ensuring accessibility for relevant stakeholders, including the Institute of Teacher Education (ITE), Institute of Business Education (IBCE), Institute of Hotel and Tourism Management (IHTM), and Institute of Arts and Sciences (IAS). Special consideration for IHTM and ITE (BPED) as a reference for institute interviews.

2. **Meeting Presentation:**
   o Conducted an articulate explanation and presentation of the reports during the scheduled meeting.
   o Provided a clear overview of the results, emphasizing key findings and important trends.
3. **Interactive Session:**
   o Responded to questions and offered additional information as needed to ensure a thorough understanding of the reports.
   o Facilitated an interactive session to address inquiries and gather feedback from the stakeholders.

B. **Communication with the Deans:**

1. **Active Engagement:**
   o Maintained effective communication with the Deans, before and during the meeting.
   o Addressed concerns, inquiries, and provided necessary assistance to ensure the deans' active participation.
2. **MS Teams Messenger:**
   o Utilized MS Teams messenger for active communication with the deans, ensuring seamless collaboration and information exchange.
   o Proactively engaged with the Deans to facilitate a cohesive and productive discussion during the report presentation.

Note: Effective communication with the deans is crucial for the success of the meeting. The Admissions Team prioritized communication via MS Teams messenger, demonstrating their commitment to assisting the institute and addressing any concerns raised by the Deans.

VIII. Releasing of Admissions Results (Admissions Status)

The **Admissions Status** pertains to the number of admitted applicants including those admitted through special admissions such as MCC-UNA (First Generation), I-Peace Program applicants, Sponsored Admissions and Provisional Acceptance.

A. Number of College Entrance Examination Passers

INSTITUTE	PROGRAM	PASSED
	ADMISSIONS STATUS	
IAS	Bachelor of Arts in History	54
	Bachelor of Science in Biology	85
ITE	Bachelor of Early Childhood Education	40
	Bachelor of Elementary Education	68
	Bachelor of Physical Education	70
	Bachelor of Secondary Education, Major in English	76
	Bachelor of Secondary Education, Major in Filipino	33
	Bachelor of Secondary Education, Major in Math	60
	Bachelor of Secondary Education, Major in Science	43
	Bachelor of Secondary Education, Major in Social Studies	52
	Bachelor of Technical-Vocational Teacher Education	46
IBCE	Bachelor of Science in Customs Administration	69
	Bachelor of Science in Information Technology	238
	Bachelor of Science in Management Accounting	75
	Bachelor of Science in Entrepreneurship	69
	Bachelor of Science in Office Administration	123
IHTM	Bachelor of Science in Hospitality Management	246
	Bachelor of Science in Tourism Management	167
	TOTAL	**1614**

From *July 6- September 11, 2023*, the admissions office completely sent congratulatory letters through email via the Admissions' Outlook account for the dissemination of the College Entrance Examination results for the Academic Year 2023-2024. Congratulatory letters were based on examination performance and slots availability of the chosen program. All verified passers need to confirm the slot to reserve the slot on the link provided.

The table*1* indicates the total number of *1,614* examinees in each program who attained the institute's specific standards, program criteria, interview and College Entrance Examination (CEE) standards.

1. MCC-UNA

Seventy-six applicants have been successfully admitted through MCC-UNA (First Generation), possessing eligible certifications meticulously screened and endorsed by the City Social Welfare Development Office of Mabalacat. These individuals were granted automatic admission to the college, with the approval of their chosen program hinging on the alignment with their applied program and fulfillment of program requirements.

Number of MCC-UNA (First Generation)

ADMISSIONS STATUS		
INSTITUTE	**PROGRAM**	**PASSED**
IAS	Bachelor of Arts in History	2
	Bachelor of Science in Biology	5
ITE	Bachelor of Early Childhood Education	1
	Bachelor of Elementary Education	1
	Bachelor of Physical Education	6
	Bachelor of Secondary Education, Major in English	6
	Bachelor of Secondary Education, Major in Filipino	3
	Bachelor of Secondary Education, Major in Math	0
	Bachelor of Secondary Education, Major in Science	2
	Bachelor of Secondary Education, Major in Social Studies	2
	Bachelor of Technical-Vocational Teacher Education	3
IBCE	Bachelor of Science in Customs Administration	3
	Bachelor of Science in Information Technology	20
	Bachelor of Science in Management Accounting	4
	Bachelor of Science in Entrepreneurship	0
	Bachelor of Science in Office Administration	11
IHTM	Bachelor of Science in Hospitality Management	6
	Bachelor of Science in Tourism Management	1
TOTAL		**76**

The MCC-UNA (First Generation) initiative is designed to provide valuable opportunities for families to have a degree holder, fostering academic achievement within the family unit. These admitted students are endorsed to the Student Life Unit, where they can access specialized services tailored to their specific needs.

2. MCC-Indigenous People Equitable Access to College Education

Fifteen applicants have been successfully admitted to the I-Peace Program, selecting programs that align with their unique skills and capabilities. This initiative aims to provide equal educational opportunities for indigenous people (IPs). These admitted students are endorsed to the Kayantabe Unit for the I-Peace Connect Program, where they can access specialized services tailored to their specific needs.

Number of I-Peace

INSTITUTE	PROGRAM	I-PEACE
	ADMISSIONS STATUS	
IAS	Bachelor of Arts in History	0
	Bachelor of Science in Biology	0
ITE	Bachelor of Early Childhood Education	0
	Bachelor of Elementary Education	1
	Bachelor of Physical Education	1
	Bachelor of Secondary Education, Major in English	0
	Bachelor of Secondary Education, Major in Filipino	0
	Bachelor of Secondary Education, Major in Math	0
	Bachelor of Secondary Education, Major in Science	0
	Bachelor of Secondary Education, Major in Social Studies	0
	Bachelor of Technical-Vocational Teacher Education	0
IBCE	Bachelor of Science in Customs Administration	0
	Bachelor of Science in Information Technology	8
	Bachelor of Science in Management Accounting	1
	Bachelor of Science in Entrepreneurship	0
	Bachelor of Science in Office Administration	0
IHTM	Bachelor of Science in Hospitality Management	3
	Bachelor of Science in Tourism Management	1
TOTAL		**15**

3. **Probationary**

A total of ***109 admitted applicants*** were initially placed under ***Probationary status*** as they did not meet the program's criteria. Reconsideration for this status was based on CEE ranking and the availability of program slots. The Bachelor of Science in Customs Administration had the highest number of Probationary applicants, with 30 individuals, followed by the Bachelor of Science in Office Administration with 23. Other programs had varying numbers of Probationary applicants, with some having none.

To support their learning, additional assessments, evaluations, and preparatory learning activities may be introduced. Consequently, names were endorsed to ***Academic Affairs*** to provide an early intervention program. These initiatives aim to offer opportunities for applicants to demonstrate their suitability and capabilities during the probationary period.

Number of Probationary

INSTITUTE	PROGRAM	Probationary
ADMISSIONS STATUS		
IAS	Bachelor of Arts in History	5
	Bachelor of Science in Biology	0
ITE	Bachelor of Early Childhood Education	2
	Bachelor of Elementary Education	2
	Bachelor of Physical Education	2
	Bachelor of Secondary Education, Major in English	3
	Bachelor of Secondary Education, Major in Filipino	0
	Bachelor of Secondary Education, Major in Math	19
	Bachelor of Secondary Education, Major in Science	3
	Bachelor of Secondary Education, Major in Social Studies	0
	Bachelor of Technical-Vocational Teacher Education	6
IBCE	Bachelor of Science in Customs Administration	30
	Bachelor of Science in Information Technology	0
	Bachelor of Science in Management Accounting	0
	Bachelor of Science in Entrepreneurship	5
	Bachelor of Science in Office Administration	23
IHTM	Bachelor of Science in Hospitality Management	1
	Bachelor of Science in Tourism Management	8
TOTAL		**109**

4. Sponsored Admissions

A total of *38 admitted applicants* under Sponsored Admission are on probationary status primarily because they did not initially qualify. Their reconsideration was solely due to external sponsorship or exceptional circumstances. The Bachelor of Science in Office Administration has the highest number, with nine applicants reconsidered, compared to other programs such as Bachelor of Secondary Education (Major in Science and Major in Social Studies), Bachelor of Science in Hospitality Management, and others.

Interestingly, some programs, namely Bachelor of Science in Biology, Bachelor of Physical Education, Bachelor of Secondary Education (Major in English and Major in Filipino), Bachelor of Science in Customs Administration, Bachelor of Science in Information Technology, and Bachelor of Science in Management Accounting, have no admitted applicants under Sponsored Admission.

These applicants were given an opportunity to demonstrate their aptitude during the probationary period. In order to enhance their learning, we may introduce additional assessments, evaluations, and preparatory learning activities. Subsequently, names have been forwarded to Academic Affairs to implement an early intervention program. These initiatives are designed to provide opportunities for applicants to showcase their suitability and capabilities during the probationary period.

Sponsored Admissions

INSTITUTE	PROGRAM	Sponsored Admissions
	ADMISSIONS STATUS	
IAS	Bachelor of Arts in History	5
	Bachelor of Science in Biology	0
ITE	Bachelor of Early Childhood Education	5
	Bachelor of Elementary Education	7
	Bachelor of Physical Education	0
	Bachelor of Secondary Education, Major in English	0
	Bachelor of Secondary Education, Major in Filipino	0
	Bachelor of Secondary Education, Major in Math	2
	Bachelor of Secondary Education, Major in Science	1
	Bachelor of Secondary Education, Major in Social Studies	1
	Bachelor of Technical-Vocational Teacher Education	2
IBCE	Bachelor of Science in Customs Administration	0
	Bachelor of Science in Information Technology	0
	Bachelor of Science in Management Accounting	0
	Bachelor of Science in Entrepreneurship	3
	Bachelor of Science in Office Administration	9
IHTM	Bachelor of Science in Hospitality Management	1
	Bachelor of Science in Tourism Management	2
	TOTAL	**38**

5. Provisional Acceptance

A total of 114 admitted applicants under Provisional Acceptance are individuals who applied but did not pass the College Entrance Exam (CEE) for their chosen program. This category of acceptance is designated for applicants required to fill the available slots allotted for CEE Passers. Their approval was granted after a thorough reconsideration of their CEE results, ranking, and the availability of the program. Notably, the Bachelor of Science in Hospitality Management has the highest number of accepted applicants under this category. In contrast, programs such as the Bachelor of Physical Education, Bachelor of Secondary Education Major in Filipino, Bachelor of Science in Tourism Management have fewer applicants, and the Bachelor of Science in Customs Administration has none.

To further enrich their educational experience, supplementary assessments, evaluations, and preparatory learning activities may be introduced. As a follow-up, the names have been submitted to Academic Affairs to execute an early intervention program. These measures aim to create avenues for applicants to demonstrate their aptitude and capabilities throughout the probationary period.

Number of Provisional Acceptance

ADMISSIONS STATUS		
INSTITUTE	**PROGRAM**	**Provisional Acceptance**
IAS	Bachelor of Arts in History	15
	Bachelor of Science in Biology	0
ITE	Bachelor of Early Childhood Education	15
	Bachelor of Elementary Education	5
	Bachelor of Physical Education	1
	Bachelor of Secondary Education, Major in English	3
	Bachelor of Secondary Education, Major in Filipino	1
	Bachelor of Secondary Education, Major in Math	13
	Bachelor of Secondary Education, Major in Science	7
	Bachelor of Secondary Education, Major in Social Studies	2
	Bachelor of Technical-Vocational Teacher Education	13
IBCE	Bachelor of Science in Customs Administration	0
	Bachelor of Science in Information Technology	2
	Bachelor of Science in Management Accounting	2
	Bachelor of Science in Entrepreneurship	3
	Bachelor of Science in Office Administration	8
IHTM	Bachelor of Science in Hospitality Management	23
	Bachelor of Science in Tourism Management	1
TOTAL		**114**

6. **Mabalacat and Non Mabalacat Residents (admitted)**

The data is categorized into "Mabalacat" and "Non-Mabalacat" admitted first year students for admitted first-year students in AY 2023-2024. Given that the institution is a local college of Mabalacat City, priority is accorded to local citizens of the city. However, as a community college, MCC warmly welcomes non-Mabalacat residents to apply for college admissions, contingent upon their performance in the college entrance exam and the availability of slots. With a total of 964 admitted first-year students, 790 individuals, constituting 81.9 % of the total, are from Mabalacat, while 174 individuals, representing 18.1 % of the total, are college applicants from non-Mabalacat residencies. The applicant's place of residence was considered a crucial factor in the admission process.

Number of Mabalacat and Non Mabalacat Resident

RESIDENCY

790
81.9%

174
18.1 %

☐ Mabalacat ☐ Non- Mabalacat
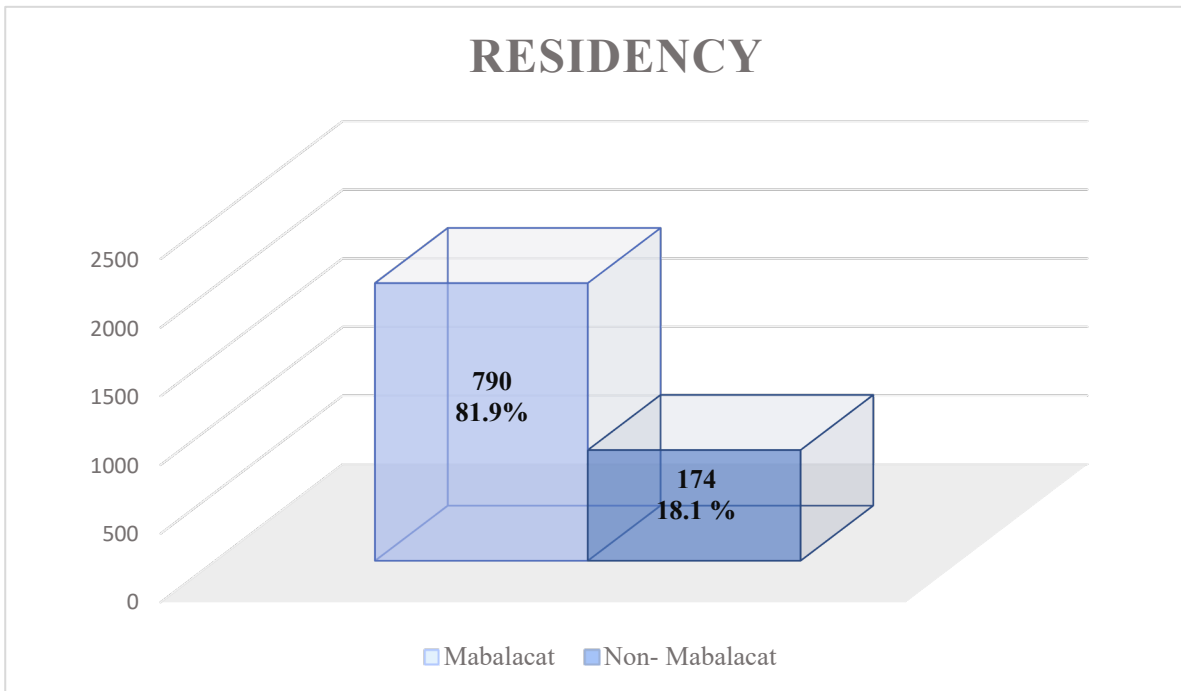
Early Academic Intervention Endorsement Statistics

EARLY ACADEMIC INTERVENTION

Provisional
Acceptance
109

Sponsored
Admissions
38

Probationary
109

I-PEACE Program
11

MCC UNA Program
47

Late Enrolllees
(1st Batch)
148
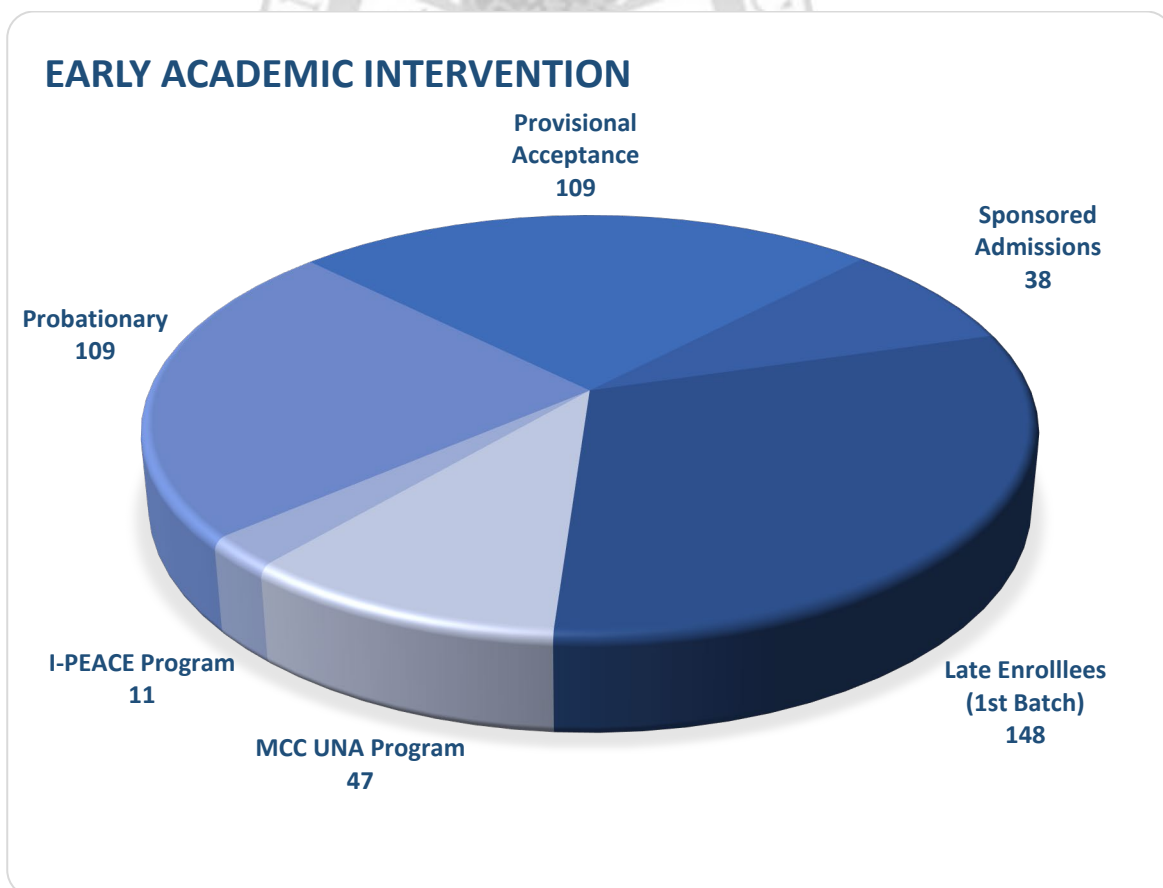
XI. SUPPORTIVE SERVICES

A. Academic Support

1. Support for the Registrar Office During the Enrollment Process of Incoming First-Year and Transferee Students

Between August 22, 2023, and September 11, 2023, the Admissions staff actively collaborated with the College Registrar to address minor irregularities, such as sudden changes in program selection that did not meet the ITE program standards for transferees. This led to discrepancies with the reserved and confirmed slots.

Additionally, the Admissions office played a crucial role by providing the College Registrar with responses to common inquiries found in the Frequently Asked Questions section. This ensured a smooth flow of information during the enrollment period.

During enrollment, some students contested their residency status, while others failed to submit supporting documents for their claims. To address these issues, the admission office issued Certifications of Residency or Non-Residency for students who had successfully changed their residency status.

As the scheduled enrollment date concluded, the Admissions staff diligently monitored the number of enrolled students compared to the expected enrollees. Students listed but not enrolled on their scheduled date were proactively contacted via calls and/or SMS for verification. In instances where students did not proceed with enrollment, the Admissions staff promptly opened the vacated slots and offered them to those on the waitlist.

A. Official Number of Endorsed Late Enrollees to Registrar

Total of 171 late enrollees were processed and submitted to the Registrar's office as an addendum to the original passers to occupy vacant slots. These slots were initially reserved for individuals who had confirmed their enrollment but did not proceed with the process.

The distribution of late enrollees across institutes is as follows:

- Institute of Teacher Education: 60 late enrollees
- Institute of Business and Computing Education: 56 late enrollees
- Institute of Hospitality and Tourism Management: 38 late enrollees
- Institute of Art and Science: 17 late enrollees

LATE ENROLLEES		
INSTITUTE	**PROGRAM**	**No. of Students**
IAS	Bachelor of Arts in History	3
	Bachelor of Science in Biology	14
ITE	Bachelor of Early Childhood Education	6
	Bachelor of Elementary Education	8
	Bachelor of Physical Education	1
	Bachelor of Secondary Education, Major in English	6
	Bachelor of Secondary Education, Major in Filipino	5
	Bachelor of Secondary Education, Major in Math	9
	Bachelor of Secondary Education, Major in Science	6
	Bachelor of Secondary Education, Major in Social Studies	8
	Bachelor of Technical-Vocational Teacher Education	11
IBCE	Bachelor of Science in Customs Administration	11
	Bachelor of Science in Information Technology	8
	Bachelor of Science in Management Accounting	6
	Bachelor of Science in Entrepreneurship	15
	Bachelor of Science in Office Administration	16
IHTM	Bachelor of Science in Hospitality Management	13
	Bachelor of Science in Tourism Management	25
TOTAL		**171**

2. Number of Endorsed Students for Early Academic Intervention

Early academic intervention programs play a crucial role in supporting students facing various challenges during their college journey. As seen in Figure 2, the pie chart provides an in-depth overview of admitted students and their diverse admission categories within Mabalacat City College. Understanding that not all admitted students are College Entrance Exam (CEE) passers, the Admissions Office has implemented special admission programs and reconsiderations for those with unique qualifications.

Recognizing the diverse needs of students, the institution acknowledges the importance of early academic intervention to ensure a successful transition into the college environment. This section outlines the statistical breakdown of students participating in various admission categories and highlights the institutional commitment to providing tailored support for their academic success. On September 5, 2023, the AVP SAID initiated the endorsement of the list of students admitted under special circumstances to the Office of the Vice President of Academic Affairs. This proactive approach aligns with the college's dedication to fostering a supportive and inclusive learning environment for all students

3. Special Academic Council Meeting

Finalization of Admissions Opening for Academic Year 2024-2025

On December 5, 2023, the AVPAA and Office of AVP for Support for Academic and Institutional Development conducted a Special Academic Council Meeting through Microsoft Teams. The primary agenda was to finalize the opening date of admissions for the upcoming Academic Year 2024-2025. After thorough deliberation, it was collectively agreed that the proposed schedule for the commencement of admissions would be from December 12, 2023, to February 12, 2024 which will be included in the academic resolution.

Key Discussions:

1. **College Deans' Confirmation:** The College Deans actively participated in the meeting, confirming and verifying their respective institute policies. This collaborative effort ensures that each institute is well-prepared to navigate the upcoming admissions process efficiently.
2. **Clarification of Admission Slots:** A pivotal aspect of the meeting involved the clarification of the required number of students for admissions in each program. This detailed clarification aims to provide transparency and aligns with our commitment to a fair and inclusive admissions process.

Next Steps: As we move forward with the finalized schedule and clarified policies, it is imperative for all stakeholders, including institute staff and prospective applicants, to be well-informed. The collaboration and commitment demonstrated in this meeting pave the way for a smooth and well-organized admissions period.

Admissions Matrix Guidelines Per Institute for Academic Year 2024-2025

INSTITUTE	PROGRAMS	REQUIRED NO. OF STUDENTS FOR ADMISSION	PER CLASS	REQUIRED GPA	PROTOCOL		
					ADMISSIONS CEE 1ST	SPECIAL DESIGNED EXAM/QUALIFYING EXAM 2ND	INTERVIEW 3RD
IAS	Bachelor of Arts in History	50	25-30	85	YES-AVERAGE	NONE	Attend Gen. Meeting
	Bachelor of Science in Legal Management	50	50	NONE	YES-AVERAGE	NONE	Not Required
	Bachelor of Science in Biology	50	25-30	85	YES-AVERAGE	NONE	Not Required
ITE	Bachelor of Early Childhood Education	50	35	NONE	YES-AVERAGE	NONE	Attend Gen. Meeting
	Bachelor of Elementary Education	50	50	NONE	YES-AVERAGE	NONE	Not Required
	Bachelor of Physical Education	50	40	NONE	YES-AVERAGE	NONE	Required
	Bachelor of Secondary Education, Major in English	50	50	NONE	YES-AVERAGE	NONE	Required
	Bachelor of Secondary Education, Major in Filipino	35	35	NONE	YES-AVERAGE	NONE	Not Required
	Bachelor of Secondary Education, Major in Math	50	50	NONE	YES-AVERAGE	NONE	Not Required
	Bachelor of Secondary Education, Major in Science	35	35	NONE	YES-AVERAGE	NONE	Not Required
	Bachelor of Secondary Education, Major in Social Studies	35	35	NONE	YES-AVERAGE	NONE	Not Required
	Bachelor of Technical-Vocation Teacher Education	35	35	NONE	YES-AVERAGE	NONE	Not Required

B. Student Life Supportive Activities

1. Proposal for UNA (First Generation) Student and Parent Orientation 2023-2024

Upon the submission of the proposal letter from the AVP Support for Academic and Institutional Development, Dr. Taguibao, and with approval from the College President, Dr. Ong,

the proposed Student and Parent Orientation for UNA members underwent extensive discussion with Ms. Florient Non, the Assistant Vice President for Student Life. In her capacity as AVP SAID, Dr. Taguibao wholeheartedly pledged the full support of the department to this significant initiative.

This orientation seeks to offer valuable insights to parents regarding their privileges and responsibilities as UNA members, supporting their son/daughter's educational journey towards earning a bachelor's degree at the institution. Acknowledging the importance of parental involvement, this activity is expected to strengthen student-parent relationships and enhance the overall quality of learning, fostering increased confidence in the achievement of educational goals.

2. Mental Health and RACE Against Suicide Roll-out Training for School-wide Suicide Prevention

On November 17, 2023, the AVP for Support for Academic and Institutional Development, in collaboration with the Guidance Services Unit, orchestrated a comprehensive Mental Health Seminar and RACE Against Suicide Training, marking a significant stride in school-wide suicide prevention. The theme, "Suicide Prevention Begins with All of Us," aimed to enhance awareness and understanding of mental health issues among teachers, staff, and students.

Training Objectives

Dr. Josevy A. Taguibao, the primary facilitator and speaker, dedicated efforts towards training college instructors, guidance designates, and selected personnel as gatekeepers. The training sought to equip them with the skills necessary to recognize and assist individuals at risk of suicide. The overarching goal was to prepare school staff to effectively act as gatekeepers, managing and referring learners-at-risk for appropriate assistance.

C. INSTITUTIONAL SUPPORT

1. CHED UNIFAST

Reported to CHED Unifast, the current enrollment status highlights the successful admission of *964* applicants who passed the admission test and are currently enrolled. In addition, *650* applicants who passed chose not to enroll, and *1214* applicants did not meet the admission requirements.

These figures provide an overview of the admissions process, reflecting the number of applicants who took the admissions test, their outcomes, and the enrollment status.

2. Community-Driven Admissions Activity: MCC UNA Program Presentation at CDC Clark

A collaborative initiative unfolded as representatives from the Mabalacat City College (MCC) Kayantabe, Admissions Office (represented by Dr. Josevy A. Taguibao), and the Clark Development Corporation (CDC) convened for a productive discussion at CDC Clark. The primary focus was the presentation of MCC's Special Admission Programs, particularly emphasizing services tailored for first-generation students and Indigenous Peoples (IPs). This session served as an opportunity to explore potential partnerships and delve into the prospects of offering specialized educational services. The MCC team showcased a diverse array of programs, sparking a dialogue that addressed crucial topics essential for active participation and the co-creation of shared success. The engagement aimed at fostering collaboration that could lead to breakthroughs in providing accessible and tailored educational opportunities for the community.

3. I-Peace Connect Scholars (Yokohama Tires Philippines Inc.)

Mabalacat City College's I-PEACE Connect Scholars, in collaboration with Yokohama Tires Philippines Inc. (YTPI), were recipients of hygiene kits and school supplies. This annual initiative is part of YTPI's Brigada Eskwela program. The Admissions Office actively participated and supported the event on September 27, 2023.

XV. ARCHIVING AND RECORDS MANAGEMENT

A. Shredding of Spoiled Testing Materials

On November 6-10, 2023, the Admissions Personnel sorted, decluttered and shredded spoiled test materials to safeguard all the damaged test booklets, answer sheets and other forms. In decluttering and shredding papers helps to sustain the cleanliness and proper arrangement of all the documents in preparation for upcoming opening of Admissions in Academic Year 2024-2025.

B. Archiving of Submitted Requirements Academic Year 2023-2024

In a collaborative meeting with the Quality Assurance Office on September 12, 2023, crucial decisions were reached concerning the systematic archiving of admission files. The consensus was to retain application forms within the Admissions Office as active files for a period of one year. Furthermore, a dedicated hard drive will be provided by the Quality Assurance team specifically for saving scanned application forms, excluding attachments, since the Management Information System (MIS) already possesses copies of the attachments. The existing application forms will be meticulously organized and stored in labeled boxes under the supervision of a Quality Assurance officer to ensure a methodical and well-documented archiving process.

XVI. Program Implementation Review of Admissions 2023-2024 and Discussion of Admissions Policies for Academic Year 2024-2025

Background:

In a Special Academic Council Meeting on November 20, 2023, Dr. Josevy A. Taguibao, LPT, RGC, along with Ms. Camille Esguerra, Admission Assistant and Ms. Rinalyn Alimpolo, Testing Assistant presented the Admissions Policies. The discussions were multifaceted, delving into critical areas such as the college's enrollment capacity, residency requirements, and a comprehensive review of the recently concluded Admissions for 2023-2024.

Special Admissions Programs:

The continuation of special admissions programs, including UNA and I-Peace, remains in effect, underscoring our commitment to providing diverse pathways for student inclusion and success.

Residency Considerations:

For non-residents of Mabalacat City, consideration in these special admissions programs is contingent upon their competitive ranking among the top applicants. While meeting residency requirements is an important factor, it is essential to emphasize that residency alone does not guarantee admission. The primary determinant for admission is the competitive ranking achieved by the applicants.

Admission Requirements:

Only applicants meeting the complete and satisfactory admission requirements, defined by standard and predetermined criteria set by the office, will be eligible for the College Entrance Examination (CEE).

Competency-Based Qualifications:

Admission decisions will hinge on program-specific competency-based qualifications. These competencies, reviewed by the Support for Academic and Institutional Development and Academic Council on November 5, 2023, provide a robust framework for evaluating applicants.

Institute Interviews:

Certain programs necessitate interviews, including the Institute of Hotel and Tourism Management, Bachelor of Physical Education, Bachelor of Secondary Major in English, Bachelor of Science in Information Technology, Bachelor of Science in Customs Administration, and Bachelor of Science in Management Accounting. For other programs, wait-listed students may be endorsed for interviews at the dean's discretion.

MCC - Academic Affairs
November 14, 2023 · ⊕

Special Academic Council Meeting
November 14, 2023
Admission Processes for A.Y. 2023-2024

The OIC-VPAA Ms. Marilyn S. Arcilla, together with the Academic Council and the Admission Office Staff convened a special academic council meeting to discuss the proposed Admission Policy for A.Y. 2024-2025 presented by Dr. Josevy Taguibao, the Assistant Vice President for Support for Academic and Institutional Development.

This meeting aims to improve the systematic flow of the enrollment process aland testing process for the incoming freshmen students, transferees, and returning students.

#SDG4QualityEducation #TeamAkads #SpecialAcademicCouncilMeeting

Standardized Testing:

The MCC College Entrance Exam (CEE) will continue to incorporate standardized testing. This decision is driven by the goal of offering equal opportunities to senior high school graduates from diverse schools, ensuring a fair and unbiased evaluation process.

Competencies Measured by CEE:

The CEE assesses competencies in Verbal Reasoning, Numerical Reasoning, and Abstract Reasoning. Applicants achieving an AVERAGE rating in these competencies will be recommended for an interview.

Individual Admissions Protocols: To address specific concerns and nuances in the admissions process for each institute, a collective decision was made. Every institute is tasked with formulating its unique admissions protocol, inclusive of detailed guidelines, an interview matrix with scoring guidelines, and a table of specification. Should an institute opt for an additional institutional exam, providing details on its validity and reliability is advised, subject to subsequent review and approval.

Timely Submission:

Timely submission is critical for adherence to the individualized admissions protocols. Failure to submit within the specified timeframe would result in following the standard admissions procedure outlined by the office.

In conclusion, these refined policies underscore our commitment to a fair, transparent, and inclusive admissions process, fostering an environment where every applicant has the opportunity to showcase their potential.

XVII. Admissions Preparation for Academic Year 2024-2025

A. Admissions Brochures

In preparation with the opening of Academic Year 2024-2025, the College Admissions Office created and releases brochures for admissions and testing to be guided by the process, programs offered, availabilities of special programs, requirements needed and provided a frequently asks questions (FAQs) to provide an assistance and guidance for all the applicants.

1.1 Brochure for Incoming Freshmen *(Appendices)*
1.2 Brochure for Transferees *(Appendices)*
1.3 Brochure for UNA (First Generation) *(Appendices)*
1.4 Brochure for I-Peace *(Appendices)*
1.5 Brochure for Testing *(Appendices)*

B. Admissions Form-AID

College Admissions Office created several forms to collect the other information of every applicant, providing their queries and served every applicant's concern for academic year 2024-2025.

2.1 Form-AID 01-1 Admissions Application Form- students can print their online application form and will be submitted during the scheduled examination date. *(Appendices)*

2.2 Form-AID 02-1 Admissions Procedure Form- Incoming Freshmen will be guided by the procedure form from submitting an online application to obtaining CEE Results. *(Appendices)*

2.3 Form-AID 02-2 Admissions Procedure Form for Transferee- Transferees will be guided by the procedure form from submitting an online application to obtaining CEE Results. *(Appendices)*

2.4 Form-AID 03-1 Answer Sheet (Appendices)

2.5 Form AID 03-2 Test Result Form- will be utilized when recording the test scores and results of College Entrance Examination. *(Appendices)*

2.6 Form-AID 04-1 Transferee Endorsement Form- use in endorsing the transferee to the College Registrar for accreditation of courses. *(Appendices)*

2.7 Form-AID 04-2 Change of Residency Form (Non-Resident to Resident)- use in requesting MIS to change information encoded regarding residency from Non-Resident to Resident. *(Appendices)*

2.8 Form-AID 04-3 Change of Residency Form (Resident to Non-Resident)- use in requesting MIS to change information encoded regarding residency from Resident to Non- Resident. *(Appendices)*

2.9 Form-AID 04-4 Applicant's Request Form- use for requesting submitted documents for retrieval. *(Appendices)*

2.10 Form-AID 04-5 Change of Data-Request to Management Information System- use in requesting MIS to change information encoded on the application form of the student applicant. *(Appendices)*

C. Coordination with AVP for Finance and Administration

On December 6, 2023, the Admission Personnel coordinated with Mr. Niel Rigdao to update and request a stationing guard in front of the Admissions Office at Gate 2 for the opening of Admissions A.Y. 2024-2025. The submission of application forms held on the 13th Day of December 2023 via dropbox.

D. Coordination with CSWDO

On December 7, 13 and 20, the Admissions personnel engaged in direct coordination with Ms. Elsie S. Dela Cruz of CSWDO to inform and update their office about the upcoming admission process in preparation for the opening of the UNA Program—a collaborative Special Admission initiative between MCC and CSWDO.

The Admissions personnel visited and personally communicated with Ms. Elsie S. Dela Cruz of CSWDO to ensure their office was well-informed and prepared for the forthcoming admission process associated with the opening of the UNA Program, a joint Special Admission effort between MCC & CSWDO.

XXII. Opening of Admissions for Academic Year 2024-2025

On December 12, 2023, the Office of Admissions initiated the online application process for Academic Year 2024-2025. Subsequently, all applicants proceeded to MCC Main Campus Gate 2 to submit the hard copy of their application forms and other requirements through a drop box, with the security personnel aiding the admissions staff in managing the influx of applicants. Moreover, the admissions team consistently revised and enhanced the processes, flows, and FAQs to ensure that every applicant remained well-informed and ready for their prospective journey as part of the Crimson Tribe in the future. As part of this ongoing effort, it was updated that applicants could submit their printed application forms during their scheduled entrance exam to streamline the admissions

Appendices

APPENDIX A.
CLASSIFICATION BY SENIOR HIGH SCHOOL

Abuyog Academy	2
Aca	1
Acacia National Highschool	1
Aclc Dau Mabalacat City, Pampanga	9
Actec Bacoor	1
Addition Hills Integrated School	1
Adlay National High School	1
Advanced Institute Technology	1
Air Force City High School	3
Aisat	2
Alugan National School Of Craftsmanship And Home Industry	1
Alternative Learning System	6
Ama Computer Learning Center	3
Ama Basic Education Of Apalit	1
Ama Angeles City	1
Ama University	1
Amsic Integrated School	6
Anastacio G. Yumul High School	5
Andres M Luciano High School	1
Angeles City National High School	8
Angeles City National Trade School	7
Angeles City Science High School	11
Angeles University Foundation	4
Aranguren Integrated School	4
Arayat National High School	2
Asian College Of Aeronautics	12
Atlu Bola High School	48
Ayala High School	3
Bacoor National Highschool - Molino Main	1
Bahay Pare National High School	1
Balitucan National High School	2
Baliwag Polythecnic College	1
Balucuc High School	2
Baruya High School	1
Basista National High School	2
Bataan National Highschool Senior Highschool	1
Bataan Peninsula State University - Abucay Campus	1
Batangas State University - Alangilan Campus	1
Benigno S. Aquino National High School	25
Bernardo College	1

Bestow Emmanuel College Foundation Inc.	53
Bical High School	28
Bicol Central Academy	1
Biri National Highschool	1
Blessed Land Academy	1
Bonifacio V. Romero High School	1
Bright Learners School Bamban Inc.	1
Cabanatuan City Senior High School	1
Cabulay High School	1
Calabuanan National High School	1
Calangitan High School	1
Calatrava National Highschool	1
Caluluan National High School	4
Camachiles National High School	100
Camarines Sur Polytechnic Colleges	1
Canumay East National High School	2
Capas National High School	64
Carot National High School	1
Casiguran National High School	1
Cawayan National High School	1
Central Azucarera Tarlac High School	1
Central Luzon College Of Science And Technology	1
Central Luzon Doctors' Hospital Educational Institution	1
Centro Colegio De Tarlac	23
Children Of Fatima School Inc	317
Christian Vision Academy Corp.	15
City College Of Angeles	5
City College Of San Fernando Pampanga	4
City Of Balanga National Highschool	1
Clark International College Of Science And Technology	99
Cnhs	1
Colegio De Montalban	1
Colegio De San Bartolome De Novaliches	1
Colegio De Sebastian	1
College Of Our Lady Of Mt. Carmel	1
Concepcion Catholic School	3
Concepcion Holy Cross College	3
Costa Rica National High School	2
Cristo Rey High School	12
Cuyapo National High School	1
Dallidagum Foundation Incorporated High School	1
Dapdap High Schoo;	244
Don Honorio Ventura State University	12
Diosdado Macapagal Memorial High School	1
Dolores National Highschool	26

Dominican College Of Tarlac (Dct)	20
Don Bosco Academy Pampanga	1
Don Jesus Gonzales High School	6
Don Ramon E. Costales Memorial National High School	1
Doña Assuncion Lee Integrated School	128
Don Teodoro V. Santos	21
Dr. Adelaido C. Bernardo National High School	11
Doña Aurora National High School	1
Dr. Clemente N Dayrit Sr. Memorial High School	1
Dr. Ramon De Santos National High School	1
Dr. Yanga's College Inc.	1
Duquit High School	29
Eastern Porac National Highschool	4
Eulogio "Amang" Rodriguez Institute Of Science And Technology	1
Far East College And Technology	7
Fdsa	1
Fgsnhs	1
Francisco G. Nepomuceno Memorial High School	8
Fundamental Baptist College For Asians	2
Gen. Ricardo G. Papa Sr. Memorial Highschool	1
General Licerio Geronimo Memorial National High School	1
Gordon College	2
Governor Luis A. Ferrer Junior East National High School	1
Granja Kalinawan National High School	1
Great Shepherd Christian Academy Asian Foundation	1
Guagua National Colleges	2
Guevara High School	1
Holy Angel University	21
Holy Cross College	1
Imus National High School	1
Icct Cainta Colleges	1
Jose C. Feliciano College Foundation	88
Jocson College	15
Jose Rizal Institute	1
Justino Sevilla High School	5
Lawy National High School	5
Lydia Aguilar National High School	5
Lubao National High School	1
Mabalacat National High School - Senior High	147
Mabalacat Community High School	56
Mabalacat Ciity College	3
Mabalacat Technical Vocational School	48
Madapdap Resettlement High School	235
Magalang Christian Ecumenical School, Inc.	15
Magalang Institute Corporation	3

Magalang St. Nicolas School Corp.	1
Maimpis Integrated High School	1
Mangaldan National High School	1
Malabanias Integrated School	3
Mangatarem National High School	1
Magballo Catholic High School	1
Malino National High School	1
Maranatha Christian Academy Of Dau	3
Maruhat National High School	1
Mary Our Help Technical Institute For Women	5
Marcelo H. Del Pilar Nastinal High School	1
Mary The Queen College	1
Masantol Senior High School	1
Masbate National Comprehensive High School	1
Mawaque Resettlement High School	122
Monkayo College Of Arts, Sciences, And Technology	1
Montessori Professional College Of Asia	1
Morong National High School Senior High School	1
Mother Of Good Counsel Seminary	1
Mystical Rose School Of Bulacan Inc.	1
Natividad Highschool	1
New Christian Academy	1
New Era University	4
Northern Bukidnon Community College	1
O'donnell High School	1
Our Lady Of Fatima University	4
Our Lady Of Peace College Seminary	1
Pampanga High School	6
Padapada National High School	1
Palawan National School	
Pampanga State Agricultural College	19
Park Ridge School Of Montessori	1
Philsca Basa Air Base Pampanga	1
Phinma Araullo University	1
Phinma University Of Pangasinan	1
Pila Senior High School	1
Porac Model Community High School	1
Porac National High School	2
Precious High Academy	2
President Ramon Magsaysay State University	2
Pulung Santol National High School	2
Quezon National High School	2
Rafael L Lazatin Memorial Senior Highschool	14
Rafaelites Academy Of Tarlac Inc	1
Republic Central Colleges	4

Rizal Technological University	1
Rododfo V. Feliciano Memorial High School	3
Rosebelle Academy Of Tarlac	1
Sablig National High School	1
Saint Anthony College Of Technology	27
Saint Mutein College And Technology	1
Saint Vincent De Paul Diocesan College	1
San Antonio National High School	1
San Fernando National High School	1
San Guillermo Archdiocesan School, Inc.	3
San Juan National Highschool	1
San Matias High School	1
San Nicolas National High School	1
San Roque National High School	268
Santos Ventura National Senior Highschool	83
Sapang Bato National Highschool	2
Sapang Biabas Senior High School	122
School Of The Infant Jesus	8
Sea And Sky College	1
Senior High School Dapdap High School	1
Senior High School In Magalang Stand Alone 2	1
Sindalan National High School	2
St Joseph School Of Candaba Inc.	1
St. Louise De Marillac College Of Sorsogon Gubat Campus	1
St. Paul Colleges Foundation Paniqui Tarlac Inc.	1
St. Nicolas College Business And Technology	1
St. Thomas Academy	1
Sta. Lucia Academy	1
Sta. Monica High School	1
Sti College Angeles	11
Sti College Dasmariñas	1
Sto Tomas National High-School	2
Sto. Niño Academy Of Bamban, Inc.	36
System Plus College Foundation	74
Tagumbao National High School	3
Talamban National High School	1
Tangalan National High School	1
Tarik Suliman High School	1
Tarlac State University	8
Tinajero National Highschool-Annex	93
Tnhs Tarlac National High School Annex	1
Tominamos Integrated High School	1
Ugong Pasig National Hogh School	1
Um Tagum College	1
Unisan Integrated High School	1

University Of The Cordilleras	1
University Of The Philippines Diliman Extension Program In Pampanga	1
University Of Rizal System - Antipolo	1
University Of Mindanao	1
Wesleyan University	1
Zambales National High School	1

APPENDIX B.
CLOSING OF COLLEGE ADMISSION APPLICATION

MABALACAT CITY COLLEGE
ADMISSIONS OFFICE

Memo No. 1, S. 2023

TO : All Local Government Officials, Department Heads & Staff of Mabalacat City

FROM : Office of the Vice President for Support for Academic & Institutional Development

SUBJECT: Information for the Official Closing of College Admission Application for SY 2023-2024

DATE : May 2, 2023

Please be informed that the closing of application for Mabalacat City College Admission for the upcoming academic year 2023-2024 will be on **May 12, 2023, at exactly 3:00 PM** with the approved BOT Resolution No. 13, s. 2023. This is to ensure that we follow the College Calendar of Activities and timely submission and compliance on the CHED Unifast cut-off.

We strongly encourage all interested applicants to submit their applications on or before the said deadline. The set deadline will be strictly implemented.

For inquiries and other concerns, please do not hesitate to contact the MCC- Admissions Office.

JOSEVY A. TAGUIBAO, RGC, PhD
AVP SAID for Admissions

RECEIVED
DATE: MAY 05 2023
TIME: 11:10 AM
RICARDO L. PRES...

OFFICE MABALACAT CITY
CITY SOCIAL WELFARE DEVELOPMENT
RECEIVED BY:
DATE 9/5/23
TIME 10:28 am

LG - MABALACAT
RECEIVED
BY:
DATE: 5-5-23
TIME: 1:13 PM

CITY POPGAD OFFICE
MABALACAT CITY, PAMPANGA
RECEIVED
BY:
DATE: 05-05-23
TIME: 11:16 am

RECORDS OFFICE
☐ RECEIVED
☑ RELEASED 3:44 PM
5-5-23

MCC
ANG COMMUNITY COLLEGE NATIN

APPENDIX C.
EXTENSION OF DEADLINE FOR COLLEGE ADMISSION APPLICATION

MABALACAT CITY COLLEGE
ADMISSIONS OFFICE

Memo No. 2, S. 2023

TO   :   All Local Government Officials, Department Heads & Staff of Mabalacat City

FROM :   Office of the Vice President for Support for Academic & Institutional Development

SUBJECT: Extension of Deadline for College Admission Application

DATE : May 17, 2023

Please be informed that we have made the decision to extend the college admission application deadline until **May 24, 2023, at 3:00 PM**. This extension is being implemented to accommodate prospective students who may require additional time to complete their application process or make a decision regarding their college application.

Rationale:
1. **Flexibility for prospective students:** By extending the admission deadline, we aim to provide flexibility and alleviate any time constraints that prospective students may be facing. This extension will enable them to carefully consider their options and make informed decisions about their educational future.
2. **Access for late applicants:** Some individuals may have encountered unforeseen circumstances that prevented them from submitting their application by the original deadline. Granting an extension allows these late applicants an opportunity to complete their application and be considered for admission.
3. **Promoting a diverse and talented student body:** Extending the admission deadline ensures that a wider range of potential candidates have the opportunity to apply. This promotes a diverse student body, which enhances the overall educational experience for all students and contributes to a vibrant community college.

Important Details:
1. **New Deadline:** The new deadline for college admission applications is **May 24, 2023 at 3:00 PM.** All online applications must be completed and required documents must be submitted and validated to be considered as examinee(s) for the college entrance exam.
2. **Admissions Support:** Our admissions team will be available to answer any questions or provide assistance to prospective students during this extended period. They will ensure a smooth application process and offer guidance to applicants as needed.

OFFICE OF THE CITY MAYOR
MABALACAT CITY, PAMPANGA
RECEIVED
NAME: Jomas Sarronte
DATE: 05/19/2023

RECEIVED
DATE: MAY 19 2023
TIME: 9:02 AM
SIG:

DILG - MABALACAT CITY
RECEIVED
BY: Vicky
DATE: 5/19/23
TIME: 9:05 AM

RECORDS OFFICE
☐ RECEIVED
☑ RELEASED 12:12 PM
1 8 MAY 2023   000078

Street Barangay Dolores, Mabalacat City, Pampanga, Philippines   info@mcc.edu.ph | MCC

MCC
ANG COMMUNITY COLLEGE

MCC
ANG COMMUNITY COLLEGE NATIN

APPENDIX D.
DEFINITION OF TERMS FOR MCC COLLEGE ADMISSIONS

Definition of Terms for MCC College Admissions

The definitions provided below offer a comprehensive insight into the diverse avenues of acceptance and reconsideration within the college admissions process. They encompass a range of scenarios, taking into account program slots availability, along with specialized admission programs like UNA and I-Peace:

Admissions Status	Code	Definition	Process
Passed (Regular Acceptance)	PASSED	Applicants who meet program criteria, including the College Entrance Examination (CEE), interview, and program-specific standards.	Admittance to chosen program based on exam performance and other evaluations, factoring in program slots availability.
Passed due to Special Admissions – UNA Program for First Generation Students	UNA	Eligible applicants for UNA (First Generation Students) program receive automatic admission to their chosen program.	Opportunity for UNA candidates to pursue a program aligning with skills and openings, considering program slots availability. UNA program aids first-gen students, supplemented by preparatory learning activities for college education.

Passed due to Special Admissions for I-Peace Program (Members of Indigenous People)	I-PEACE	Eligible applicants for I-Peace (Indigenous Peoples) program receive automatic admission to their chosen program.	Chance for I-Peace applicants to pursue a program aligning with skills and openings, considering program slots availability. I-Peace program supports indigenous students, coupled with further preparatory learning activities for college education.
Probationary Status (Ranking Reconsideration)	PROBATIONARY STATUS	Applicants on probationary status initially didn't meet program criteria. Reconsidered based on CEE ranking and program slots availability.	Opportunity for these applicants to demonstrate suitability and capabilities during probation. Additional assessments, evaluations, and preparatory learning activities may occur, considering program slots availability.

Probationary Status (Sponsorship Reconsideration)	SPONSORED ADMISSIONS	Applicants on probationary status due to sponsorship didn't qualify initially. Reconsidered due to external sponsorship or exceptional circumstances.	Chance for these applicants to prove aptitude during probation. Additional assessments, evaluations, and preparatory learning activities may be conducted, considering program slots availability.
Provisional Acceptance	PROVISIONAL ACCEPTANCE	Applicants who applied but didn't pass the CEE for chosen program. Receive provisional acceptance into an alternative program with available slots, considering CEE results, ranking, and program availability.	Opportunity for enrollment in a different program aligning with strengths and openings, with consideration of program slots availability. Additional assessments, evaluations, and preparatory learning activities may take place.

APPENDIX E.

ADMISSIONS AND TESTING BROCHURES

1.1.   Brochure for Incoming Freshmen

MABALACAT CITY COLLEGE
SUPPORT FOR ACADEMIC AND INSTITUTIONAL DEVELOPMENT
ADMISSIONS OFFICE

Programs offered by the college are the following:

Institute of Arts and Sciences

- Bachelor of Arts in History (ABH)
- Bachelor of Science in Biology (BS BIO)

Institute of Teacher Education

- Bachelor of Early Childhood Education (BECED)
- Bachelor of Elementary Education (BEED)
- Bachelor of Physical Education (BPED)
- Bachelor of Secondary Education, Major in English (BSED-ENG)
- Bachelor of Secondary Education, Major in Filipino (BSED-FIL)
- Bachelor of Secondary Education, Major in Math (BSED-MATH)
- Bachelor of Secondary Education, Major in Science BSED-SCI)
- Bachelor of Secondary Education, Major in Social Studies BSED-SOC STUD)
- Bachelor of Technical-Vocational Teacher Education (BTVTE)

Institute of Business and Computing Education

- Bachelor of Science in Customs Administration (BSCA)
- Bachelor of Science in Information Technology (BSIT)
- Bachelor of Science in Management Accounting (BSMA)
- Bachelor of Science in Entrepreneurship (BSE)
- Bachelor of Science in Office Administration (BSOA)

Institute of Hospitality and Tourism Management

- Bachelor of Science in Hospitality Management (BSHM)
- Bachelor of Science in Tourism Management (BSTM)

Requirements for Incoming First year students:

- Printed Application form with signature (https://mcc.edu.ph/admissions/applicant/freshmen/form...)
- Scanned and printed copy of 2x2 formal picture with white background
- Form 138 - (1st semester and 2nd semester of either Grade 11 or Grade 12 Senior High School Card) **[Photocopy]**
- Voter's ID/ Voter's Slip (Student or Parent) or National ID Slip (Student or Parent) [for **Mabalacat Residents Only**] **[Photocopy]**
- One (1) Long Brown Envelope

Special Admission Program

MCC UNA Applicants:

- Certificate of indigency (original copy)
- Barangay residency (original copy)
- Certificate of eligibility (original copy)

I-PEACE APPLICANTS:

- Barangay certificate (Original Copy)

09285039665
09285039664
09399263974

admission@mcc.edu.ph

MCC - Admissions Office

MCC
ANG COMMUNITY COLLEGE NATIN

MCC
ANG COMMUNITY COLLEGE NATIN

1.2 Brochure for Transferees

(FOR TRANSFEREES)

MABALACAT CITY COLLEGE

SUPPORT FOR ACADEMIC AND INSTITUTIONAL DEVELOPMENT
ADMISSIONS OFFICE

Programs offered by the college are the following:

Institute of Arts and Sciences

- Bachelor of Arts in History (ABH)
- Bachelor of Science in Biology (BS BIO)

Institute of Teacher Education

- Bachelor of Early Childhood Education (BECED)
- Bachelor of Elementary Education (BEED)
- Bachelor of Physical Education (BPED)
- Bachelor of Secondary Education, Major in English (BSED-ENG)
- Bachelor of Secondary Education, Major in Filipino (BSED-FIL)
- Bachelor of Secondary Education, Major in Math (BSED-MATH)
- Bachelor of Secondary Education, Major in Science BSED-SCI)
- Bachelor of Secondary Education, Major in Social Studies BSED-SOC STUD)
- Bachelor of Technical-Vocational Teacher Education (BTVTE)

Institute of Business and Computing Education

- Bachelor of Science in Customs Administration (BSCA)
- Bachelor of Science in Information Technology (BSIT)
- Bachelor of Science in Management Accounting (BSMA)
- Bachelor of Science in Entrepreneurship (BSE)
- Bachelor of Science in Office Administration (BSOA)

Institute of Hospitality and Tourism Management

- Bachelor of Science in Hospitality Management (BSHM)
- Bachelor of Science in Tourism Management (BSTM)

Requirements for Transferees:

- Printed Application form with signature (https://mcc.edu.ph/admissions/applicant/transferee/form...)
- Scanned and printed copy of 2x2 formal picture with white background
- Form 138 - (1st semester and 2nd semester of either Grade 11 or Grade 12 Senior High School Card) [Photocopy]
- Voter's ID/ Voter's Slip (Student or Parent) or National ID Slip (Student or Parent) [for **Mabalacat Residents Only**] [Photocopy]
- One (1) Long Brown Envelope

Special Admission Program

MCC UNA Applicants:

- Certificate of indigency (original copy)
- Barangay residency (original copy)
- Certificate of eligibility (original copy)

I-PEACE APPLICANTS:

- Barangay certificate (Original Copy)

09285039665
09285039664
09399263974

admission@mcc.edu.ph

MCC - Admissions Office

MCC
ANG COMMUNITY COLLEGE NATIN

MCC
ANG COMMUNITY COLLEGE NATIN

1.3 Brochure for UNA (First Generation)

MABALACAT CITY COLLEGE
SUPPORT FOR ACADEMIC AND INSTITUTIONAL DEVELOPMENT
ADMISSIONS OFFICE

MCC
Una

First-Generation college students

The Mabalacat City College initiates inclusive programs that embody a sense of community and care by increasing educational opportunities for the Mabalacat Community. These special admissions programs are the MCC UNA for first-generation and MCC I-Peace for a member of indigenous peoples.

For MCC UNA, the requirements are the following:

- Accomplished Online Application Form (Submit in printed form)
- One 2x2 Formal ID picture
- Copy of Form 138
  For SHS Graduates – 1st and 2nd semester grades of Grade 12
- For current Grade 12 students – 1st and 2nd semester grades of Grade 11
- Certificate of Eligibility (First gen) From City Social Welfare Development Office (CSWDO)
- Long Brown Envelope

*Note: Mabalacat Residents only

F.Y.I.

City Social Welfare Dev't Office (CSWDO) [LGU Mabalacat] Requirements:
• Barangay Residency
• Certificate of Indigency
• Valid Government ID of Parents to secure certificate of Eligibility for UNA Program

09285039665
09285039664 admission@mcc.edu.ph MCC - Admissions Office
09399263974

MCC
ANG COMMUNITY COLLEGE NATIN

MCC
ANG COMMUNITY COLLEGE NATIN

1.4 Brochure for I-Peace

MABALACAT CITY COLLEGE
SUPPORT FOR ACADEMIC AND INSTITUTIONAL DEVELOPMENT
ADMISSIONS OFFICE

MCC
I-PEACE

Indigenous People Equitable Access to College Education Program

This program is dedicated to members of the indigenous peoples (IPs) community. Its objective is to provide educational opportunities and support to indigenous students. The program offers special admission slots, addresses unique challenges faced by indigenous students, and provides specialized support. The program's impact includes fostering educational equity, preserving cultural heritage, and empowering indigenous students in their pursuit of higher education. The Admissions Office collaborates with both internal and external partner agencies for the admissions process of MCC I-PEACE Applicants.

Requirements

- Accomplished Online Application Form (Submit in printed form)
- One 2x2 Formal ID picture
- Copy of Form 138
  For SHS Graduates – 1st and 2nd semester grades of Grade 12
- For current Grade 12 students – 1st and 2nd semester grades of Grade 11
- Barangay Endorsement (Certificate for being a member of Indigenous Peoples)
- Long Brown Envelope

*Note: Mabalacat Residents only

09285039665
09285039664 admission@mcc.edu.ph MCC - Admissions Office
09399263974

MCC
ANG COMMUNITY COLLEGE NATIN

MCC
ANG COMMUNITY COLLEGE NATIN
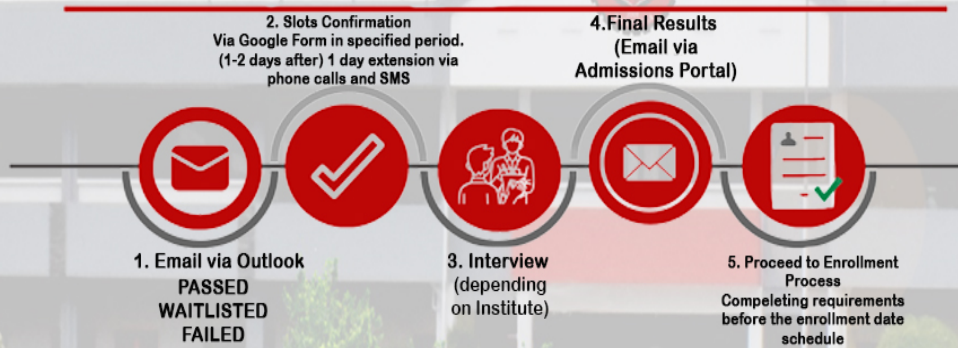
1.5 Brochure for Testing

MABALACAT CITY COLLEGE
SUPPORT FOR ACADEMIC AND INSTITUTIONAL DEVELOPMENT
ADMISSIONS OFFICE

What's NEXT after the CEE?

RELEASING OF RESULTS BY PROGRAM AS SCHEDULED

*Note: Schedule for the release of CEE by batch/program will be posted on MCC Admissions official page.

2. Slots Confirmation
Via Google Form in specified period.
(1-2 days after) 1 day extension via
phone calls and SMS

4. Final Results
(Email via
Admissions Portal)

1. Email via Outlook
PASSED
WAITLISTED
FAILED

3. Interview
(depending
on Institute)

**5. Proceed to Enrollment
Process**
Compeleting requirements
before the enrollment date
schedule

WHEN CAN I EXPECT THE RELEASE OF RESULTS?
The tentative release of results for CEE will be posted on Admissions facebook page by batch. The results will be sent to the email address you provided during the application process. Stay updated and we encourage you to regularly check your email inbox, including the spam or junk folders, to ensure that you receive the notification.

CAN I SEE MY SPECIFIC TEST SCORES?
The Admissions only releases remarks as "PASSED," "FAILED," or "WAITLISTED."

WHAT SHOULD I DO IF I HAVE BEEN PLACED ON WAITLIST?
If you have been placed on the waitlist, there is still a possibility of admission if a spot becomes available. We advise you to patiently wait for any updates from the admissions office.

09285039665
09285039664
09399263974

admission@mcc.edu.ph   MCC - Admissions Office

MCC
ANG COMMUNITY COLLEGE NATIN

MCC
ANG COMMUNITY COLLEGE NATIN

APPENDIX F.

APPLICATION FORM

MABALACAT CITY COLLEGE
Rizal St. Dolores, Mabalacat City, Pampanga
mcc.edu.ph
ADMISSION APPLICATION FORM FOR A.Y. 2024-2025

Control Number: _____ Applicant Status: __Freshmen__

I. PERSONAL INFORMATION

APPLICANT NAME:

FAMILY NAME	FIRST NAME	MIDDLE NAME	SUFFIX

GENDER: CIVIL STATUS: DATE OF BIRTH: PLACE OF BIRTH: CITIZENSHIP:

EMAIL ADDRESS: CONTACT NUMBER:

PERMANENT ADDRESS: ZIP CODE:

CURRENT ADDRESS:

II. EDUCATIONAL BACKGROUND

NAME OF HIGH SCHOOL: STRAND TRACK:

SCHOOL ADDRESS:

LEARNER'S REFERENCE NUMBER (LRN)   TYPE OF HIGH SCHOOL.:

III. FAMILY INFORMATION

	FATHER	MOTHER	SPOUSE
NAME:			
DATE OF BIRTH:	OCT-17-1968	APR-06-1978	
OCCUPATION:	CONSTRUCTION	HOUSE WIFE	
PLACE OF WORK:			
MONTHLY INCOME:	P5,000.00		
CONTACT NO.:			
NUMBER OF SIBLINGS			

FATHER'S HIGHEST ATTAINMENT   HIGH SCHOOL GRADUATE

MOTHER'S HIGHEST ATTAINMENT   HIGH SCHOOL GRADUATE

IS YOUR FAMILY A BENEFICIARY OF 4P'S PROGRAM OF DSWD: NO

EVANGELINE M. CAJES	MOTHER	09161048183
GUARDIAN:	RELATIONSHIP:	CONTACT NUMBER:

WITH HONOR 1ST AND 2ND SEM

ACADEMIC AND NON-ACADEMIC DISTINCTION/AWARDS/AFFILIATION:

IV. APPLICATION DETAILS

BS IN TOURISM MANAGEMENT

FIRST CHOICE:

BACHELOR OF SCIENCE IN LEGAL MANAGEMENT

SECOND CHOICE:

BACHELOR OF SCIENCE IN ENTREPRENEURSHIP

THIRD CHOICE:

_____
APPLICANT'S SIGNATURE

Do not write on this box.

Date of CEE:

Time: Room:

CEE RESULT

1st Choice	[ ] Passed	[ ] Failed
2nd Choice	[ ] Passed	[ ] Failed
3rd Choice	[ ] Passed	[ ] Failed
Reconsidered	[ ]	

Admissions Procedure Form

Control no._____

Name: _____

     (Last Name)   *(First Name)*   *(Middle Name)*

DATE OF BIRTH:		SEX AT BIRTH:	MALE _____ FEMALE _____	
CONTACT NO.:		LRN:		
STATUS:	NEW STUDENT____	TRANSFEREE:___ OLD CURRICULUM:___ ALS:___ 2ND COURSE:__		
HOME ADDRESS:				
ZIP CODE:		EMAIL ADDRESS:		
Program Applied:	1st Choice _____	2nd Choice_____	3rd Choice _____	

ADMISSIONS PROCEDURE		REMARKS
1. Online Application	DATE:	
2. Submission and Verification of documents	DATE:_____TIME:_____ SIGNATURE:_____	
3. College Entrance Exam	DATE:_____ TIME:_____SIGNATURE:_____	
4. Institute Exam (*Wait for the result to proceed for institute institute interview)*	DATE:_____TIME:_____ SIGNATURE:_____	
a. Institute Interview	DATE:_____TIME:_____SIGNATURE:_____	
b. Wait for the Admissions Results (Will *announce to fb official page, check email, and SMS*)		

Admissions Procedure Form for Transferee

Control No._____

Name: _____

(Last Name)	*(First Name)*		*(Middle Name)*

DATE OF BIRTH	MM / DD / YY	SEX AT BIRTH:	MALE FEMALE
CONTACT NO.:		LRN:	
STATUS:	TRANSFEREE	OLD CURICULLUM COURSE: ☐ ALS: ☐ ☐ 2ND	
HOME ADDRESS:			
ZIP CODE:		EMAIL ADDRESS:	
PROGRAM APPLIED:			

ADMISSIONS PROCEDURE				REMARKS
1. Check for available slot	DATE:	TIME:	SIGNATURE:	
2. Accomplish Endorsement slip from Admissions then proceed to the College Registrar for accreditation of subjects	DATE:	TIME:	SIGNATURE:	
3. Online Application	DATE:	TIME:	SIGNATURE:	
2. Submission and Verification of documents	DATE:	TIME:	SIGNATURE:	
3. College Entrance Exam	DATE:	TIME:	SIGNATURE:	
4. Institute Interview	DATE:	TIME:	SIGNATURE:	
a. Wait for the Admissions Results (*posted at MCC Admissions Office fb page; sent to submitted email address, and SMS*				

MCC- College Entrance Examination Answer Sheet

MCC- COLLEGE ENTRANCE EXAMINATION

VERBAL REASONING

SAMPLE
1. A - Correct
2. a - Incorrect

1. _____	11. _____	21. _____	31. _____
2. _____	12. _____	22. _____	32. _____
3. _____	13. _____	23. _____	33. _____
4. _____	14. _____	24. _____	34. _____
5. _____	15. _____	25. _____	35. _____
6. _____	16. _____	26. _____	36. _____
7. _____	17. _____	27. _____	37. _____
8. _____	18. _____	28. _____	38. _____
9. _____	19. _____	29. _____	39. _____
10. _____	20. _____	30. _____	40. _____

NUMERICAL REASONING

SAMPLE
1. A - Correct
2. a - Incorrect

1. _____	11. _____	21. _____	31. _____
2. _____	12. _____	22. _____	32. _____
3. _____	13. _____	23. _____	33. _____
4. _____	14. _____	24. _____	34. _____
5. _____	15. _____	25. _____	35. _____
6. _____	16. _____	26. _____	36. _____
7. _____	17. _____	27. _____	37. _____
8. _____	18. _____	28. _____	38. _____
9. _____	19. _____	29. _____	39. _____
10. _____	20. _____	30. _____	40. _____

ABSTRACT REASONING

SAMPLE
1. A - Correct
2. a - Incorrect

1. _____	11. _____	21. _____	31. _____
2. _____	12. _____	22. _____	32. _____
3. _____	13. _____	23. _____	33. _____
4. _____	14. _____	24. _____	34. _____
5. _____	15. _____	25. _____	35. _____
6. _____	16. _____	26. _____	36. _____
7. _____	17. _____	27. _____	37. _____
8. _____	18. _____	28. _____	38. _____
9. _____	19. _____	29. _____	39. _____
10. _____	20. _____	30. _____	40. _____

Last Name: _____ First Name: _____ Middle Name: _____

Sex: _____ Age: _____ LRN: _____ Last School Attended: _____

Date of Exam: _____ Time of Exam: _____ CEE Test Booklet No: _____

AID Form- 03-1

Test Result Form

Name: _____   Date of Exam: _____

LRN: _____

Sex: _____

TEST RESULTS
MABALACAT CITY COLLEGE ENTRANCE EXAM

Competencies	No. of Items	Raw Score	Scaled Score	Percentile Ranks		Stanine	Stanine Profile		
				M	F		Below Average	Average	Above Average
A. Verbal Reasoning	40						1 2 3	4 5 6	7 8 9
B. Numerical Reasoning	40						1 2 3	4 5 6	7 8 9
C. Abstract	40						1 2 3	4 5 6	7 8 9
D. Scholastic Aptitude (VR+NR)	80						1 2 3	4 5 6	7 8 9

Program	Result	Remarks
1st Choice:		
2nd Choice:		
3rd Choice:		

Prepared:

 Rinalyn S. Alimpolo
  Testing Assistant

Noted:

 Dr. Josevy A. Taguibao, LPT, RGC
AVP for Academic and Institutional Development
Admissions and Information Delivery

Transferee Endorsement Form

NAME:_____

                       (Last Name)   *(First Name)*   *(Middle Name)*

Learners Reference Number: _____ Contact Number: _____

Program Applied: _____

Date of Endorsement:_____

Endorsed by: Grades Accredited by:

_____   _____

      Admission Assistant   **College Registrar**

  (Signature over Printed Name)   *(Signature over Printed Name)*

Change Of Residency Form (Non-Resident to Resident)

      This is to certify that Ms./Mr. _____ is a Resident of Mabalacat City, Pampanga.

Issued this _____ day of _____ 2024 for enrollment purposes.

Signed:

Nicolasa P. Galang
Admission Assistant

Approved by:

Dr. JOSEVY A. TAGUIBAO, RGC, LPT
AVP for Support for Academic and Institutional Development
Admissions and Information Delivery

MCC
ANG COMMUNITY COLLEGE NATIN

Change Of Residency (Resident to Non-Resident)

This is to certify that Ms./Mr. _____ is a Non-Resident of Mabalacat City, Pampanga. The applicant is a resident of _____.

Issued this _____ day of _____ 2024 for enrollment purposes.

Signed:
Nicolasa P. Galang
Admission Assistant

Approved by:

Dr. JOSEVY A. TAGUIBAO, RGC, LPT
AVP for Support for Academic and Institutional Development
Admissions and Information Delivery

Applicant's Request Form

This is to ask for the retrieval of my previously submitted envelope to verify the copy of the following: _____.

Requested this _____ day of _____ 202__.

Signed: **Expected Date of Issuance:**

_____

_____

        Requester   *Four (4) working days upon*
request
      (Signature over Printed Name)

Assisted by: **Date Issued:**   **Documents Received by:**

_____   _____   _____

Change of Data- Request to Management Information System

This to ask for the **CHANGE &/OR ADD INFORMATION** on the uploaded application form of:

Name: _____
        (Last Name)   *(First Name)*   *(Middle Name)*

Contact No.: _____   **Program:** _____

FROM	**TO**
1. _____	1. _____
2. _____	2. _____

Requested this _____ day of _____ 2024.

Signed: **Approved by:**
_____   **JOSEVY A. TAGUIBAO, LPT, RGC, PH**
 Requester (Admission Assistant)   AVP SAID
(Signature over Printed Name)   *(Signature over Printed Name)*
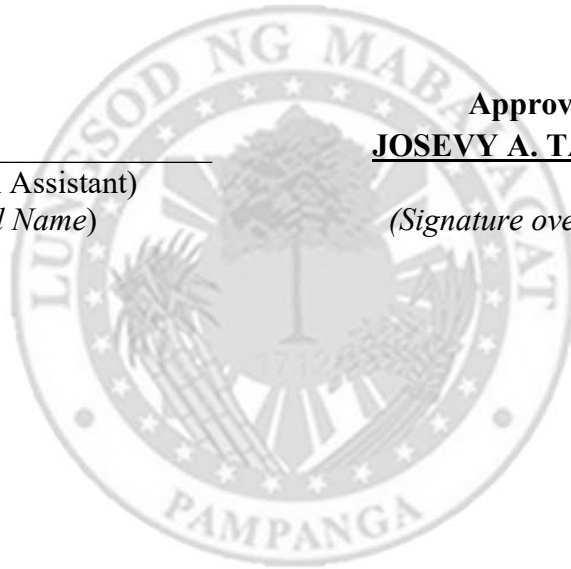
APPENDIX F.

LETTER FOR AVP FOR FINANCE AND ADMINISTRATION

December 7, 2023

Mr. Niel Rigdao
AVP for Finance and Administration
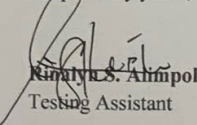This College

Dear Sir,

Greetings!

As we prepare for the opening of Admissions for the academic year 2024-2025, we would like to inform you that the commencement date is set for December 12, 2023. Subsequently, the submission of application forms is scheduled to begin on December 13, 2023.

In light of these dates, we kindly request your support in facilitating a smooth process. Specifically, we would appreciate the opening of the side gate to Admissions. Additionally, we kindly request the stationing of a guard from Monday to Thursday, 9:00 am to 3:00 pm, and on Fridays from 9:00 am to 12:00 pm.

The responsibilities of the guard on duty will include assisting applicants with signing the Attendance Sheet, receiving and classifying application envelopes, and collating and submitting materials to the Admissions Office at the end of each day.
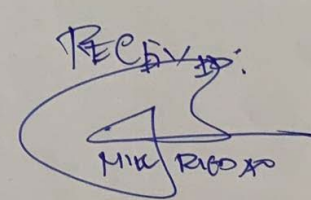
Your cooperation in this matter is crucial to ensuring the efficient and secure handling of the application submissions. We greatly value your continued support, and we are confident that, with your assistance, the admissions process for the upcoming academic year will be successful.

If you have any questions or require further clarification, please do not hesitate to reach out. Thank you in advance for your support.

Respectfully yours,

Rinalyn S. Ahmpolo
Testing Assistant

Noted by:

Dr. JOSEVY A. TAGUIBAO, LPT, RGC
AVP for Support for Academic and Institutional Development

RECEIVED:

RECORDS OFFICE
☐ RECEIVED
☑ RELEASED
0 7 DEC 2023   000076

APPENDIX G.
COORDINATION WITH CSWDO

December 12, 2023

Hon. Mayor Crisostomo C. Garbo
City Mayor, Mabalacat City
Mabalacat City, Pampanga

Thru: **Ms. Josephine B. Tanglao**
Department Head, City Social Welfare Development Office

Subject: Request for Continued Partnership for MCC UNA Program for AY 2024-2025 Admissions

Dear Sir/Ma'am,

Warm greetings!

We would like to express our sincere appreciation for the successful collaboration and partnership between Mabalacat City College (MCC) and the City Social Welfare Development Office (CSWDO) in implementing The MCC UNA (First Generation Special Admissions Program) during the current academic year.

The **UNA Program,** specifically tailored for applicants whose parent(s) did not complete a 4-year college or university degree, has proven to be a significant milestone in diversifying educational opportunities. Under this initiative, students automatically gain placement within the esteemed CRIMSON TRIBE community upon screening and approval by the CSWDO, as evidenced by a certificate of eligibility.

The screening process conducted by your office has resulted in the successful enrollment of **72 first-year students** under the special admissions-UNA Program. This program stands as an indispensable element of our specialized admissions strategy, guiding these students towards the MCC Student Life Office for tailored services that recognize and address the unique needs of first-generation students.

In light of this success, I am pleased to inform you that we will be commencing the Admissions process for Academic Year 2024-2025. Online applications will be accepted from December 12, 2023, to February 12, 2024. To ensure the continued success of the Special Admissions program, we respectfully seek your commitment and partnership in screening UNA Program Applicants and providing the necessary certificates of eligibility.

Thank you for your unwavering support to the community and your constituents. Your continued partnership is vital in furthering educational opportunities and fostering a supportive environment for aspiring students.
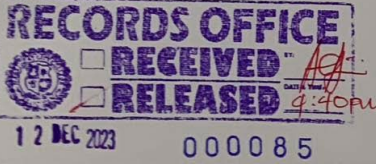
Sincerely,

Dr. JOSEVY A. TAGUIBAO, RGC, LPT
AVP for Support for Academic and Institutional Development

Noted:

HAPPY S. PELAYO, MPA
Officer-In-Charge – MCC College President

PHOTO DOCUMENTATION

Meeting for the month of April

Meeting for the Month of May

Meeting for the month of June

Oriented 20 student-interns from Angeles University Foundation and City College of Angeles on Testing, Scoring, and Interpretation on April -May 2023.

Extended an invitation to Dr. Josephine Evangelista, IBCE Dean, on JUNE 16, 2023

A discussion took place on June 20, 2023 with Sir Ralph Emerson Macapagal, representative from the Institute of Teacher Education regarding the status and qualification of incoming students for the 2023-2024 academic year.

Met with Dr. Romeo Erese, the AVP-AA, to discuss the generated results of qualified applicants for the 2023-2024 academic year, accompanied by corresponding reports. Furthermore, provided an explanation and presentation of the uploaded reports on MS Teams

On June 1, 2023, a discussion was held with Ms. Giselle Aquino, a representative from the Institute of Hotel and Tourism Management, to address the status and qualifications of incoming students for the 2023-2024 academic year.

ADMISSIONS AND INFORMATION DELIVERY

ANNUAL REPORT 2023

AY 2023-2024

Camille S. Esguerra
Assistant, Admissions

Nicolasa Galang
Assistant, Admissions

Rinalyn S. Alimpolo
Assistant, Testing

Dr. Josevy A. Taguibao, LPT, RGC
AVP for Support Academic and Institutional Development