



 **ADMISSIONS**
MABALACAT CITY COLLEGE

A.Y. 2021 - 2022



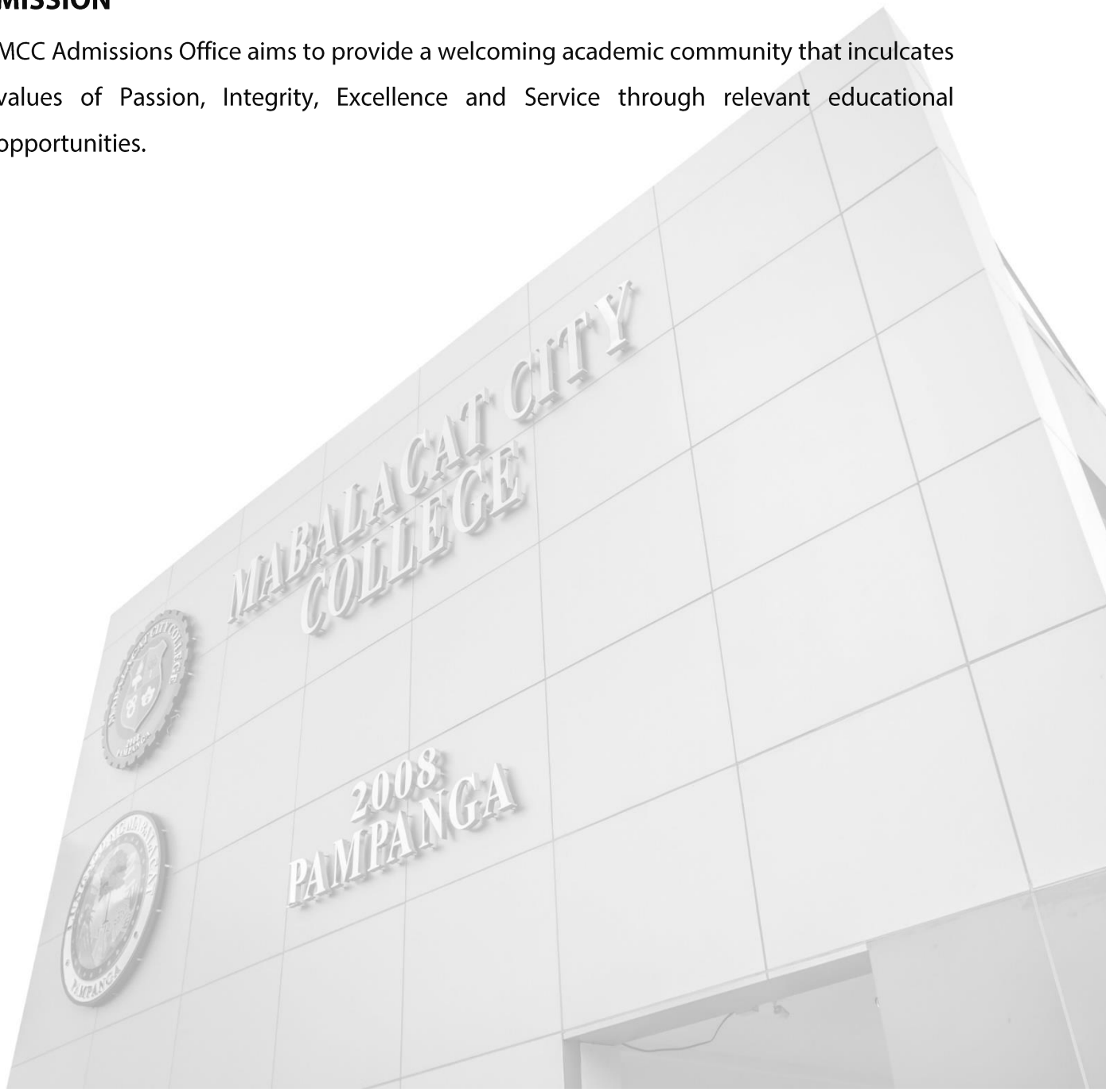
ADMISSIONS OFFICE
VISION AND MISSION STATEMENT

VISION

MCC Admissions Office, with innovative admission strategies, envisions for an open admission policy that prepares diverse learners to discover their capabilities and future profession.

MISSION

MCC Admissions Office aims to provide a welcoming academic community that inculcates values of Passion, Integrity, Excellence and Service through relevant educational opportunities.



ORGANIZATIONAL STRUCTURE



Admissions Officer

General Function: In general, the Admissions Officer designs, develops, implements and evaluates admissions procedure that shall ensure professional and efficient service to the incoming students' application to the college. The Admissions Officer assesses qualifications, provides advice and information to the administration, prospective students and other stakeholders. Moreover, the Admissions Officer develops marketing plans or recruitment strategies that promote the vision and mission of the institution.

Essential Duties and Responsibilities:

- Address all walk-inquiries and queries on admissions.
- Facilitate admission procedures regarding entrance examination, submission of requirements and other admission activities.

- Participate in all recruitment events, information sessions, exhibitions, and off-campus events.
- Assist in the coordination with other units the testing schedules and orientation dates for incoming students.
- Facilitate the orientation of incoming students and perform other related duties as needed.
- Set the admission procedures and calendar.
- Plan and supervise the facilitation of admission procedures regarding entrance examination, submission of requirements and other admission activities.
- Advise students about the programs offered, admission procedure, eligibility and cost involved.
- Assist during recruitment activities, students' interviews, admission publications, and information sessions.
- Coordinate to other units the testing schedules and orientation dates for incoming students.
- Develop innovative communication strategies, recruitment strategies and enrolment plans.
- Maintain a database of student information and student feedbacks to generate student reports for management whenever required.
- Provide statistical updates on admission to the deans of the different Institutes.
- Conduct periodic evaluation of admission policies and necessary formulations together with the Student Supreme Council President, Student Affairs Director, Deans, Vice President for Academic Affairs, Vice President for External Affairs and College President.

Admissions Clerk

General Function: To provide secretarial, administrative, and technical support to the Admissions Officer

Essential Duties and Responsibilities:

- Provide staff and office support to the College Admissions Officer, to include screening and handling mobile communications and other forms of correspondences, greeting and directing visitors, and dealing with administrative problems and inquiries, as appropriate; serve as a primary point of contact between and among the office, students, and external constituencies.
- Organize and prepare meetings and special events; schedule and coordinate dates and times, venues, attendance, agendas, and facilities; take minutes, and coordinate administrative support and follow up on matters arising from meetings.



- Compose and prepare written documentation and correspondence for the office; screen and evaluate incoming and outgoing correspondence and prepare responses as appropriate.
- Gather, file, and/or update data to maintain office records and databases, as appropriate
- Ensure that Admission files and records are kept well by developing an effective and quality records management system.
- Conduct weekly, monthly, semestral and annual inventory of records and documents for safe-keeping and quality assurance.
- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the office, as appropriate, to include maintenance, inventory management, logistics, and security
- Assist the Admissions Officer in constructing out action, operation, and developmental plan.
- Assist the Admissions Officer in conducting and organizing promotional programs for incoming college students.
- Enhance professional growth and development through participation in continuous professional education, trainings, and seminars
- Prepare the monthly accomplishment report and other forms of reports of the Admissions Office.
- Perform miscellaneous job-related duties as assigned.

ADMISSIONS OFFICE

POLICIES AND PROCEDURES

ADMISSION POLICY DURING THE NORMAL TIMES

Introduction

Admission policies and guidelines for undergraduate and associate degrees' programs are based on a set of criteria developed by the Institute Deans and the Director for Center for Applied Associate Degrees. In addition to the general admission requirements set by the college admissions office for Bachelor's Degree and Associate Degrees, the Institute of Arts, Sciences and Teacher Education (IASTE), Institute of Business Education (IBE), Institute of Computing Studies (ICS), Institute of Hospitality and Tourism Management (IHTM) and Center for Applied Associate Degrees (CAADs), each offer academic programs that require applicants to meet additional criteria for admission. Some of these programs allow for competitive entry of freshmen or transferees, and other programs require students to complete prescribed coursework prior to application.

The additional requirements defined by these programs help ensure that students who enroll in these programs can complete the program successfully, and, in some cases, the additional requirements are necessary to meet standards set for the program.

Normal situation is NO STATE OF EMERGENCY or good condition.

Objectives

This policy is made to standardize the admission process of the incoming students based on the quality standard set by the college.

Applicability

This policy is applicable for applicants who are incoming freshmen and currently on their Grade 12 level, Senior High School completer, graduates of old high school curriculum, transferees, second degree takers, Alternative Learning System (ALS), TESDA certified, Associate degree graduates, Methods of teaching takers regardless of their demographic characteristics.

Guidelines

1. General Policies for Incoming Freshmen



- a. All applicants are evaluated based on their Grade 11 or Grade 12 GPA, College Admission Test, Strand Alignment and Residency.
- b. The admission policy on minimum GPA requirement as agreed by the Academic Council for every institute shall be: IASTE-85% IBE-85%, ICS-85%, IHTM-83%. The GPA shall constitute 60% of the admission ranking points for IASTE, 50% for IBE, 50% for ICS and 50% for IHTM.
- c. All qualified applicants will be scheduled for the College Admission Test (CAT) to evaluate on the future students' aptitude. The CAT shall comprise 30% of the admission ranking points for IASTE, 20% for IBE, 45% for ICS and 40% for IHTM
- d. All applicants will be considered for admissions. However, for ranking purposes, the applicant's senior high school strands will be taken into account in consideration of the applicant's aligned specialization by virtue of their strands. The alignment of strands shall comprise the following percentage: IASTE -10%, IBE-30%, ICS-5%, IHTM-10%.
- e. Applicants who are official residents of Mabalacat City shall be given priority unless they competitively meet the top-rank among the applicants, where further deliberation may ensue.
- f. Only applicants with complete and satisfactory admission requirements shall be eligible for the ranking process. Only the top-ranking students for each program shall be admitted and admission shall be limited to the identified carrying capacity of each program.
- g. Applicants who do not qualify on their first-choice program may be channeled to their second or third choice if there are still slots available.
- h. The Admissions Office will inform all applicants of their eligibility. However, the College Registrar give the clearance for enrollment of applicants who will satisfy all the requirements and who shall be officially admitted to the College.
- i. In case of a tie among applicants, the socio-economic status of the applicant will be evaluated with the following additional requirements: the applicant maybe requested to submit the copy of the certificate of indigence; and/ or the income tax return duly stamped by the Bureau of Internal Revenue.
- j. The number of students per class in each program shall be considered. Each class should have at least thirty – five (35) students to sustain the course/program/major/specialization. Any program with less than the number of students required shall be suspended and the students will be advised to transfer to another program where they are deemed qualified.

Ranking Matrix

The college is implementing a ranking system as a baseline procedure to the number of students to be accommodated and admitted per academic year. The number of students to be accommodated and admitted per program derive from the quota set forth by the different institute of the college upon the approval of the academic council and College President.

Matrix for the ranking system is being presented below:

INSTITUTE	GPA REQUIREMENT	GPA RANKING POINTS	COLLEGE ADMISSION TEST RANKING POINTS	STRAND ALIGNMENT RANKING POINTS	TOTAL
IASTE	≥ 85	60%	30%	10%	100%
IBE	≥ 85	50%	20%	30%	100%
ICS	≥ 85	50%	45%	5%	100%
IHTM	≥ 83	50%	40%	10%	100%

2. General Policies for Transferees

- a. All applicants will be evaluated based on their Transcript of Record (TOR).
- b. The Institute deans shall evaluate the TOR of the applicants if there are subjects to be credited and met the GPA requirement. The GPA requirement for every institute shall be: IASTE-85% IBE-85%, ICS-85%, IHTM-83%. The GPA shall constitute 60% of the admission ranking points for IASTE, 50% for IBE, 50% for ICS and 50% for IHTM.
- c. All qualified applicants will be scheduled for the College Admission Test (CAT) to evaluate on the future students' aptitude. The CAT shall comprise 30% of the admission ranking points for IASTE, 20% for IBE, 45% for ICS and 40% for IHTM
- d. Applicants who are official residents of Mabalacat City shall be given priority unless they competitively meet the top-rank among the applicants, where further deliberation may ensue.
- e. Only applicants with complete and satisfactory admission requirements shall be eligible for the ranking process. Only the top-ranking students for each program shall be admitted and admission shall be limited to the identified carrying capacity of each program.

- f. Applicants who do not qualify on their first-choice program may be channeled to their second or third choice if there are still slots available.
- g. The Admissions Office will inform all applicants of their eligibility. However, the College Registrar gives the clearance for enrolment of applicants who will satisfy all the requirements and who shall be officially admitted to the College.
- h. In case of a tie among applicants, the socio-economic status of the applicant will be evaluated with the following additional requirements: the applicant maybe requested to submit the copy of the certificate of indigence; and/ or the income tax return duly stamped by the Bureau of Internal Revenue.

3. Other guidelines set for the Institute of Arts, Sciences and Teacher Education (IASTE)

- a. Guidelines for Transferees of Old Curriculum (including crediting system)
 - The applicant should have a General Weighted Average (GWA) of 85%.
 - No units earned from previous school attended will be credited except NSTP.
 - The applicant will be advised to be on a back to zero status (start with new curriculum).
 - Only a certification of having a good moral character from previous school attended will be accepted for admission.
- b. Guidelines for Transferees of New Curriculum (including crediting system)
 - The Applicant should have a General Weighted Average (GWA) of 85%.
 - All possible units earned by the applicant from his/her previous school will be credited.
 - Only a certification of good moral character from previous school will be accepted for admission.
- c. Guidelines for graduates of Old High School Curriculum
 - All freshmen applicants will be accepted provided they meet the requirements for admission sets for the specific program of specialization.
- d. Guidelines for Alternative Learning System (ALS) certified.

- Alternative Learning System (ALS) certified is required to take the senior high school before they can be qualified to apply in any program of the IASTE.
- e. Guidelines for Associate Degrees Graduates
- All possible subjects/courses with the same description may be credited subject to evaluation of the institute dean.
- f. Guidelines for TESDA Certified
- No units earned by the applicant from the previous school attended will be credited.
- g. Guidelines for Enrolees for Second Degree
- The applicant must undergo and pass the evaluation conducted by the Institute.
 - The applicant shall be under the new curriculum.
 - Only a certification of good moral character from previous school will be accepted for admission.
- h. Guidelines for Methods of Teaching
- Applicant must be a graduate of a bachelor's degree.
 - Applicant must provide a certificate of good moral character from previous school attended.
 - Applicant is not entitled to the free tuition of CHED – UniFAST and is therefore required the full amount of tuition fee upon enrolment.

4. Other guidelines set for the Institute of Business Education (IBE)

- a. Guidelines for Transferees of Old Curriculum (including crediting system)
- Transferees must have a General Weighted Average (GWA) of 85%.
 - Applicant must pass through the admission procedures of the admission office.
 - Agree that only his/her NSTP 1 & 2 units from the previous school attended will be credited.
 - Applicant will be advised to take the new curriculum.

- Applicant must present a Certificate of good moral character from previous school attended.
- b. Guidelines for Transferees of New Curriculum (including crediting system)
- Transferees must have a General Weighted Average (GWA) of 85%.
 - Courses taken from the previous school attended must have a grade of 85% and above (for general education and minor courses except for NSTP 1 & 2) in order to be credited
 - Transferees must pass the interview/evaluation conducted by the Institute.
 - Transferees must agree that No credit will be given for major courses taken from previous school attended.
 - Transferees must present a Certificate of good moral character (honorable dismissal).
- c. Guidelines for graduates of Old High School Curriculum
- Graduate must pass the general admission requirements as provided by the admission office for freshmen students.
 - Graduate must have a GWA of at least 85%.
 - Graduate must have a certificate of good moral character.
 - Graduate must present a letter of recommendation from the previous high school attended.
- d. Guidelines for Alternative Learning Systems (ALS) Certified
- ALS certified students are required to take the senior high school in order for them to be accepted in any program offered by the Institute of Business Education
- e. Guidelines for Associate Degree graduates
- For programs with board examination, no credit will be given for major courses taken from the associate degree.
 - General education courses and other minor courses maybe credited provided the grade must be 85% and above.
 - A Passing grade of NSTP 1 & 2 taken from associate degree will be given a full credit.

- For laddered associate degree taken from Mabalacat City College, courses taken will be given full credit in accordance with the retention policies of the respective program.
- f. Guidelines for TESDA Certified students
- For TESDA Certified students, no credit will be given for the courses/subjects taken from TESDA Certified program.
 - In order to be accepted to the programs the general admission requirements for freshmen students must be followed.
- g. Guidelines for all enrollees for Second Degree are
- No credit will be given for courses taken by the students applying for second degree.
 - Enrollees for a second degree are entering freshmen and therefore must comply with the requirements prescribed for their admission.
 - Enrollees for second degree is not entitled to free tuition fee by the CHED UniFAST and therefore required to pay the full amount of tuition fee when accepted.

5. Other guidelines set for the Institute of Computing Studies (ICS)

- a. Guidelines for Transferees of Old Curriculum (including crediting system)
- Applicants who already earned units in college and who graduated a secondary level prior to senior high will be considered as freshmen with new curriculum.
- b. Guidelines for Transferees of New Curriculum (including crediting system)
- Only CHED-accredited college and university earned academic course units with above 2.25 grades or equivalent are credited with the same credit units and course description.
 - The ICS Dean evaluates courses and determines transfer eligibility of Major specific core courses and minor courses for full credit subject to the rule of prerequisite.
 - Submission of Course syllabus or course outline from the previous school attended is required.

- Transferee who already completed more than 70% of the unit requirements of the course to be enrolled in may not be granted for admission.
- c. Guidelines for graduates of Old High School Curriculum
- Graduates must pass the general admission requirements as provided by the admission office for freshmen students.
 - Graduates must have a GWA of at least 83%.
 - Graduates must present a certificate of good moral character.
 - Graduates must present a letter of recommendation from the previous high school attended.
- d. Guidelines for Alternative Learning System (ALS) certified
- Required to finish his/her Senior High School to be qualified in any program offered by the Institute.
- e. Guidelines for Associate Graduates
- The student must have a GWA of at least 2.25 from the associate degree taken.
 - No subjects will be credited except for NSTP1 and NSTP2.
 - Certificate of having a good moral character from previous school attended.
 - For ladderized associate degree taken from Mabalacat City College, courses taken will be given full credit in accordance with the admission and retention policies of the respective program he/she is applying for admission.
- f. Guidelines for TESDA certified
- Considered freshmen applicants and adopt the new curriculum.
- g. Guidelines for Enrollees for Second Degree
- No credit will be given for courses taken by the students applying for second degree.
 - Enrollees for a second degree are entering freshmen and therefore must comply with the requirements prescribed for their admission.

- Enrollees for second degree is not entitled to free tuition fee by the CHED UniFAST and therefore required to pay the full amount of tuition fee when accepted.

6. Other guidelines set for the Institute of Hospitality and Tourism Management (IHTM)

- a. Guidelines in Transferees of Old Curriculum (including crediting system).
 - The transferee student must meet the GWA of 83.
 - The only subject that can be credited are NSTP1 and NSTP2 .
 - The old curriculum is obsolete for the programs BSHRM and BSTM.
 - The student will be advised to go back to first year and take the new curriculum.

- b. Guidelines for Transferees of New Curriculum (including crediting system)
 - The transferee must meet the GWA of 83 in his/her previous school.
 - The Institute Dean/ FOSH will interview the transferee.
 - The common, professional, professional elective, specialization courses must share the same description based on the CHED's CMO No. 6 s. 2017 for BSTM and BSHM programs for the courses.
 - Major courses must have a grade of at least 83% to be credited.
 - Minor courses must have a grade of at least 80% to be credited.
 - Students with at least three failed subjects both in minor and major courses will not be qualified for admission in the institute.

- c. Guidelines for Graduates of Old High School Curriculum
 - The institute of hospitality and tourism management will admit graduates from the old high school curriculum.
 - The applicant must undergo the standard admission procedure conducted by the admission office of the college.
 - The applicant must have a GWA of 83%.
 - Graduate must pass the interview conducted by the Dean/or the Field of Study head of the IHTM.
 - Graduate must submit a certificate of having a good moral character from the previous high school attended.

- d. Guidelines for Alternative Learning System (ALS) certified
 - ALS certified students are required to take the senior high school in order for them to be accepted in any program offered by the Institute of Hospitality and Tourism Management.

- e. Guidelines for Associate Degree Graduates
 - The student must have a GWA of at least 83% from the associate degree taken.
 - No subjects will be credited except for NSTP1 and NSTP2.
 - For ladderized associate degree taken from Mabalacat City College, courses taken will be given full credit in accordance with the retention policies of the respective program he/she is applying for admission.

- f. Guidelines for TESDA Certified
 - Students that took short courses will be advised to return to first year as regular student in the new curriculum.

- g. Guidelines for enrollees for Second Degree
 - No credit will be given for courses taken by the students applying for second degree.
 - Enrollees for second degree are entering freshmen and therefore must comply with the requirements prescribed for their admission.
 - Enrollees for a second degree are not entitled to free tuition fee by the CHED UniFAST and therefore are required to pay the full amount of tuition fee when accepted.

7. Center for Applied Associate Degrees (CAAD)

- a. Trainees or students who wish to enter these courses should meet the following.
 - Be a Senior High School completer (Grade 12) to take the associate degrees.
 - Be an ALS passer to qualify.
 - Applicant can communicate, both in oral and written English.
 - Applicant must be physically and mentally fit.
 - Applicant can perform basic mathematical computations.

- Must present a certificate of good moral character from previous school.
- Must pass the admission evaluation and College Admission Test.

ADMISSION POLICY DURING THE SIMPLE EXTRAORDINARY TIMES

Introduction

Purpose of this policy during the simple extraordinary situation is the same purpose on the normal situation.

Simple extraordinary situation is the area's condition that is related to the state of emergency. A situation will be considered simple extraordinary when there is limited movement in the area such as Enhanced Community Quarantine, minor disaster has occurred, situation deteriorating rapidly caused by epidemic or pandemic cases.

Objectives

Objectives of the policy during the normal condition are also applicable in the simple extraordinary situation.

Applicability

Applicability of the policy during the normal condition is also applicable in the simple extraordinary situation.

Guidelines

1. General Policies for Incoming Freshmen

All incoming freshmen will undergo the same policy during the normal situation except for the College Admission Test (CAT) that will be replaced by an INSTITUTE INTERVIEW because of the possible hazard the situation may cause.

Ranking Matrix

Ranking criteria and matrix during the simple extraordinary situation.

INSTITUTE	GPA REQUIREMENT	GPA RANKING POINTS	INSTITUTE INTERVIEW RANKING POINTS	STRAND ALIGNMENT RANKING POINTS	TOTAL
IASTE	≥ 85	60%	30%	10%	100%
IBE	≥ 85	50%	20%	30%	100%
ICS	≥ 85	50%	45%	5%	100%
IHTM	≥ 83	50%	40%	10%	100%

2. General Policies for Transferees

All transferees will undergo the same policy during the normal situation except for the College Admission Test (CAT) that will be replaced by an INSTITUTE INTERVIEW because of the possible hazard the situation may cause.

3. Other guidelines set for the Institute of Arts, Sciences and Teacher Education (IASTE)

Other guidelines set by the IASTE during the normal situation will be the same for simple extraordinary situation.

4. Other guidelines set for the Institute of Business Education (IBE)

Other guidelines set by the IBE during the normal situation will be the same for simple extraordinary situation.

5. Other guidelines set for the Institute of Computing Studies (ICS)

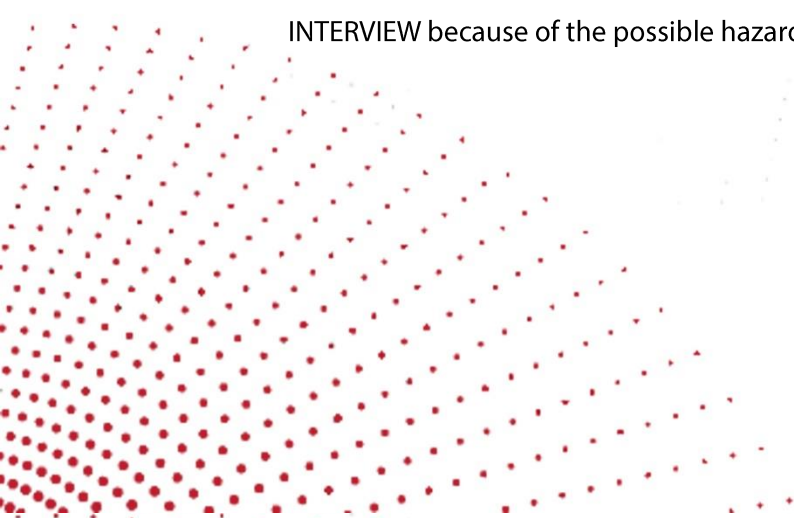
Other guidelines set by the ICS during the normal situation will be the same for simple extraordinary situation.

6. Other guidelines set for the Institute of Hospitality and Tourism Management (IHTM)

Other guidelines set by the IHTM during the normal situation will be the same for simple extraordinary situation.

7. Center for Applied Associate Degrees (CAAD)

All CAAD applicants will undergo the same policy during the normal situation except for the College Admission Test (CAT) that will be replaced by an INSTITUTE INTERVIEW because of the possible hazard the situation may cause.



ADMISSION POLICY DURING THE EXTREME EXTRAORDINARY TIMES

Introduction

Purpose of this policy during the extreme extraordinary situation is the same purpose on the normal situation.

Extreme extraordinary situation is the area's condition on a state of emergency with total household lockdown and immediate military involvement like during a war.

Objectives

Objectives of the policy during the normal condition are also applicable in the simple extraordinary situation.

Applicability

Applicability of the policy during the normal condition is also applicable in the extreme extraordinary situation.

Guidelines

1. General Policies for Incoming Freshmen

All incoming freshmen will undergo the same policy during the normal situation except for the College Admission Test (CAT) or an Institute Interview will be revoked because of the hazard the situation may cause.

Ranking Matrix

Ranking criteria and matrix during the extreme extraordinary situation.

INSTITUTE	GPA REQUIREMENT	GPA RANKING POINTS	STRAND ALIGNMENT RANKING POINT	RESIDENCY	TOTAL
IASTE	≥ 85	70%	20%	10%	100%
IBE	≥ 85	70%	20%	10%	100%
ICS	≥ 85	70%	20%	10%	100%
IHTM	≥ 83	70%	20%	10%	100%

2. General Policies for Transferees

All transferees will undergo the same policy during the normal situation except for the College Admission Test (CAT) or an Institute Interview will be revoked because of the hazard the situation may cause.

3. Other guidelines set for the Institute of Arts, Sciences and Teacher Education (IASTE)

Other guidelines set by the IASTE during the normal situation will be the same for extreme extraordinary situation.

4. Other guidelines set for the Institute of Business Education (IBE)

Other guidelines set by the IBE during the normal situation will be the same for extreme extraordinary situation.

5. Other guidelines set for the Institute of Computing Studies (ICS)

Other guidelines set by the ICS during the normal situation will be the same for extreme extraordinary situation.

6. Other guidelines set for the Institute of Hospitality and Tourism Management (IHTM)

Other guidelines set by the IHTM during the normal situation will be the same for extreme extraordinary situation.

7. Center for Applied Associate Degrees (CAAD)

All CAAD applicants will undergo the same policy during the normal situation except for the College Admission Test (CAT) or an Institute Interview will be revoked because of the hazard the situation may cause.

Admission Requirements

The MCC Admissions Office is responsible for the initial evaluation of student applicants who passed the College Entrance Examination or qualified to take the Institute Interview. The following requirements are applicable for all situations.

The following requirements for admission are as follows:

A. For Incoming Freshmen

- Accomplished Online Application Form (*Submit in printed form*)
www.mcc.edu.ph/admission-applicant/form (See Appendix A)
- Two (2) 2x2 Picture
- One (1) 1x1 Picture
- One Long Brown Envelope
- Form 138 (Grade 11 Senior High School Card)
- JHS/SHS Report Card or High School Old Curriculum Report Card (For CAAD)
- Photocopy of PSA Birth Certificate
- Photocopy of Marriage Certificate (if married)
- Barangay Certificate of Residency
- Certificate of Good Moral Character (A or B rating)

B. For Transferees/Enrollees of Second Degree/TESDA Certified applicants

- Accomplished Online Application Form (*Submit in printed form*)
www.mcc.edu.ph/admission-applicant/form (See Appendix A)
- Two (2) 2x2 Picture
- One (1) 1x1 Picture
- One Long Brown Envelope
- Copy of Grades/Transcript of Records
- Original Certificate of Transfer Credentials (Honorable Dismissal)
- Photocopy of PSA Birth Certificate
- Photocopy of Marriage Certificate (if married)
- Barangay Certificate of Residency
- Certificate of Good Moral Character (A or B rating)

ADMISSION PROCEDURES DURING THE NORMAL TIMES

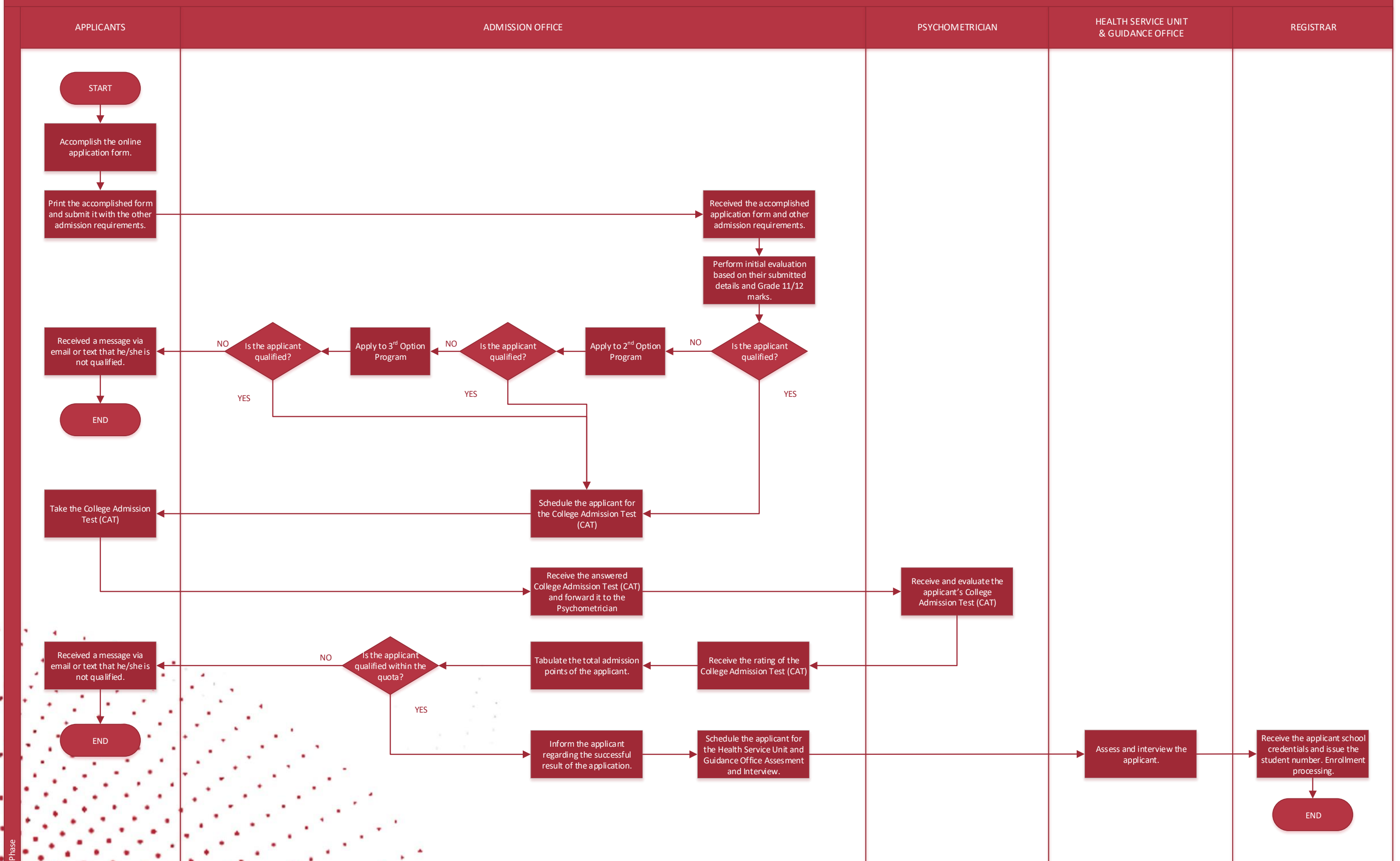
A. For Incoming Freshmen

1. Incoming freshmen must accomplish the [online application form](#), print, and submit in the campus the application form together with the other admission requirements.
2. Applicants are initially evaluated by the admissions office based on their submitted application details and their grade 11 or grade 12 marks.
3. The qualified applicants are scheduled for their College Admission Test (CAT).
4. The applicants will receive an [admission result](#) based on the admission policy via e-mail, social media post and/or phone calls.
5. Eligible applicants will be scheduled for an assessment or interview with the Health Service Unit and Guidance Office.
6. Successful applicants are given a schedule for the submission of pertinent school credentials at the registrar's office as well as the issuance of a student number.
7. Applicants may now proceed to their assigned institute for enrolment processing.

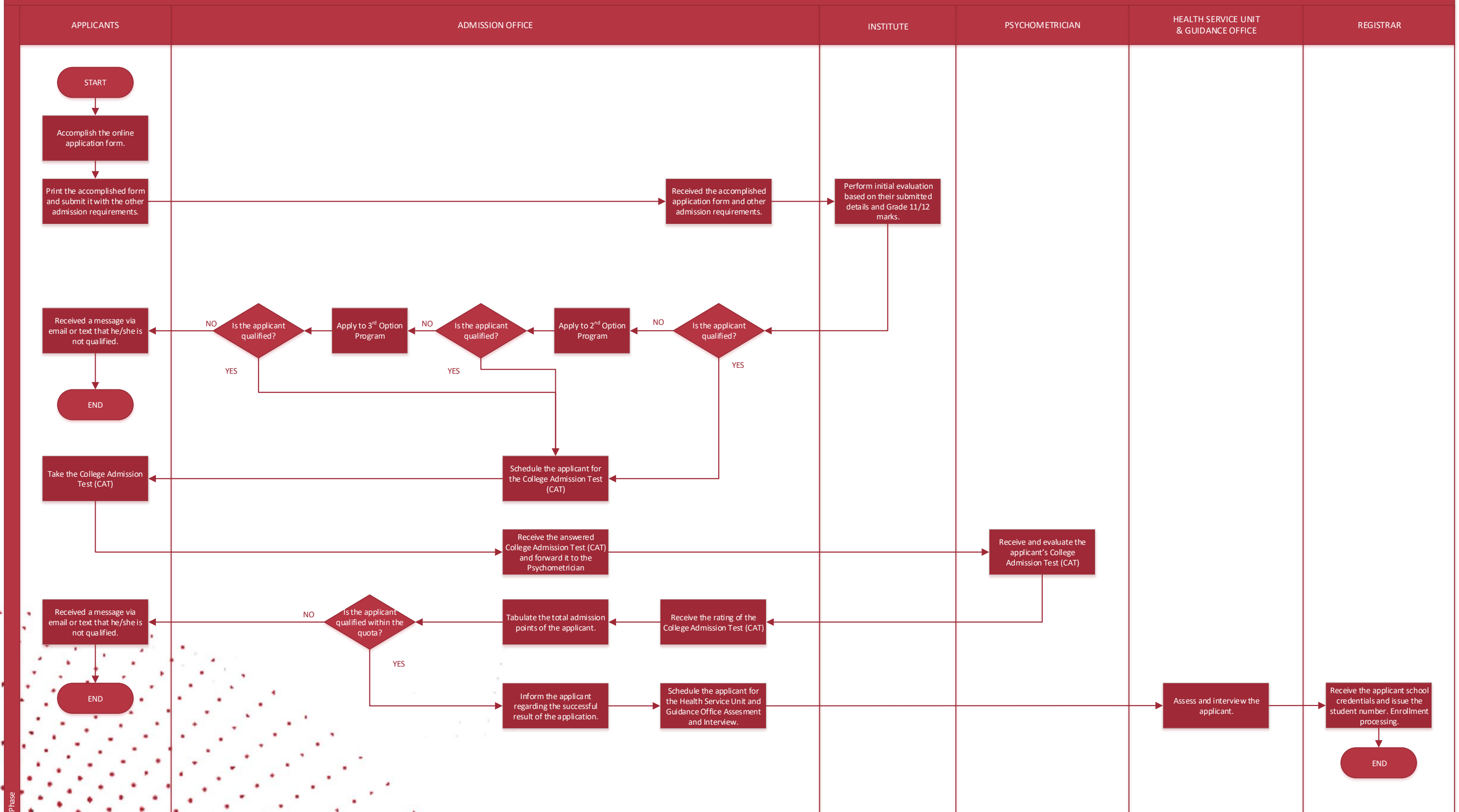
B. For Transferees

1. Transferees must accomplish the [online application form](#) and submit the printed copy of the application form, together with the other admission requirements, in the campus.
2. Applicants are initially evaluated by the dean of the institute where the applied program is under, based on their application details and Transcript of Records (TOR).
3. The qualified applicants are scheduled for their College Admission Test (CAT).
4. The applicants will receive an [admission result](#) based on the admission policy via e-mail, social media post and/or phone calls.
5. Eligible applicants will be scheduled for an assessment or interview with the Health Service Unit and Guidance Office.
6. Successful applicants are given a schedule for the submission of pertinent school credentials at the registrar's office as well as the issuance of a student number.
7. Applicants may now proceed to their assigned institute for enrolment processing.

ADMISSION PROCEDURES FOR INCOMING FRESHMEN (NORMAL TIMES)



ADMISSION PROCEDURES FOR TRANSFEREES (NORMAL TIMES)



ADMISSION PROCEDURES DURING THE SIMPLE EXTRAORDINARY TIMES

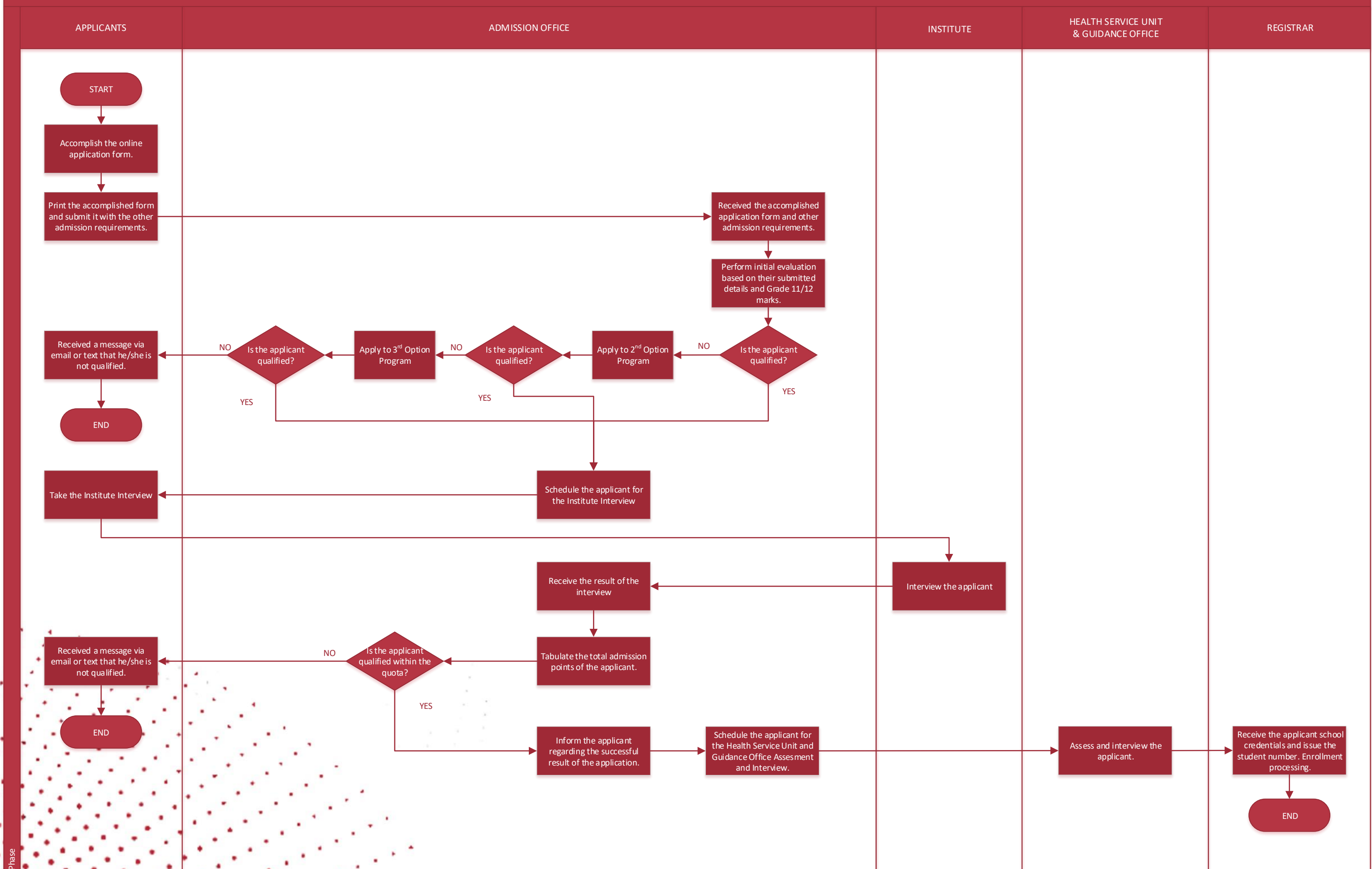
A. For Incoming Freshmen

1. Incoming freshmen must accomplish the [online application form](#), print, and submit in the campus the application form together with the other admission requirements.
2. Applicants are initially evaluated by the admissions office based on their submitted application details and their grade 11 or grade 12 marks.
3. The qualified applicants are scheduled for their Institute Interview.
4. The applicants will receive an [admission result](#) based on the admission policy via e-mail, social media post and/or phone calls.
5. Eligible applicants will be scheduled for an assessment or interview with the Health Service Unit and Guidance Office.
6. Successful applicants are given a schedule for the submission of pertinent school credentials at the registrar's office as well as the issuance of a student number.
7. Applicants may now proceed to their assigned institute for enrolment processing.

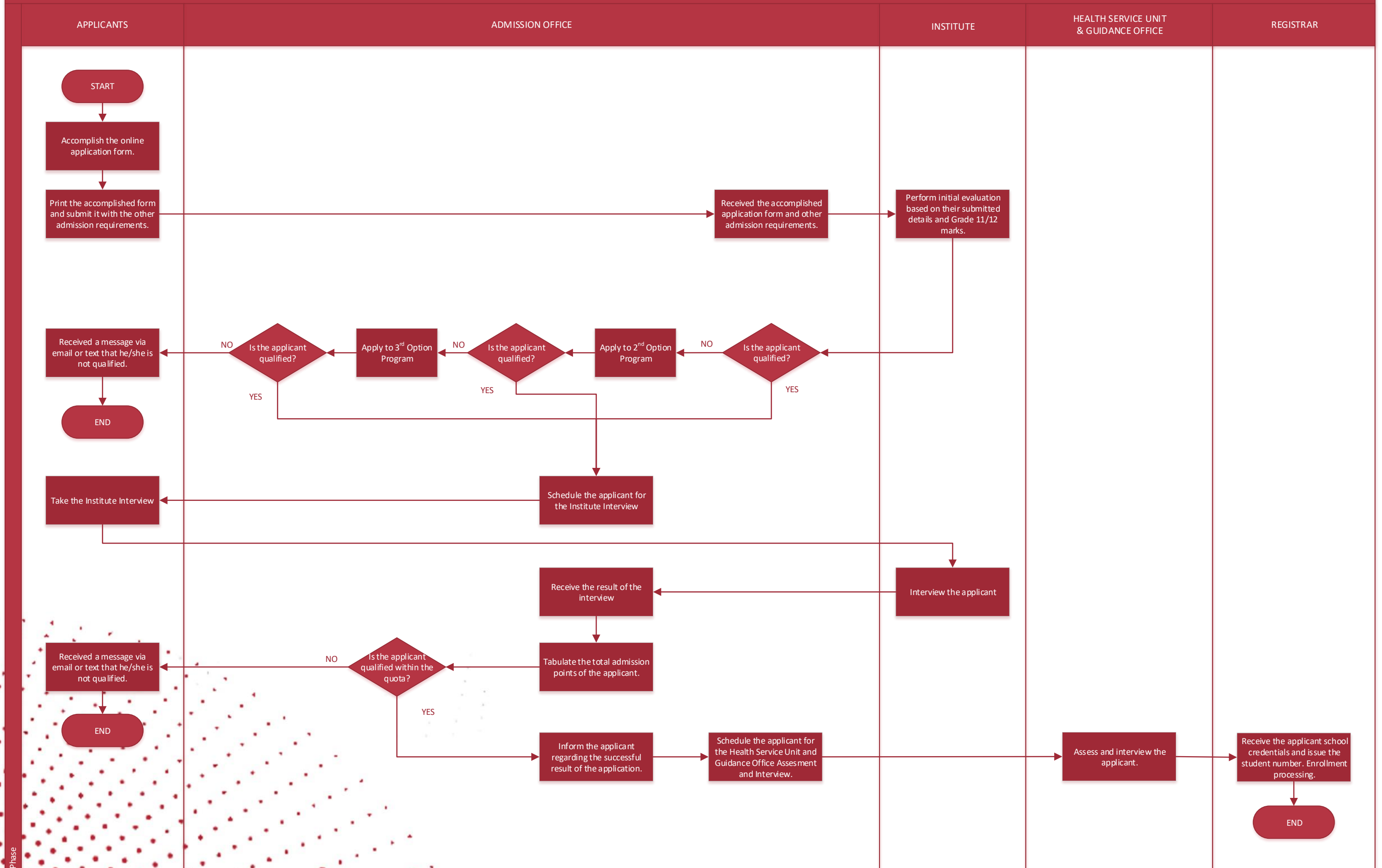
B. For Transferees

1. Transferees must accomplish the [online application form](#) and submit the printed copy of the application form, together with the other admission requirements, in the campus.
2. Applicants are initially evaluated by the dean of the institute where the applied program is under, based on their application details and Transcript of Records (TOR).
3. The qualified applicants are scheduled for their Institute Interview.
4. The applicants will receive an [admission result](#) based on the admission policy via e-mail, social media post and/or phone calls.
5. Eligible applicants will be scheduled for an assessment or interview with the Health Service Unit and Guidance Office.
6. Successful applicants are given a schedule for the submission of pertinent school credentials at the registrar's office as well as the issuance of a student number.
7. Applicants may now proceed to their assigned institute for enrolment processing.

ADMISSION PROCEDURES FOR INCOMING FRESHMEN (SIMPLE EXTRAORDINARY TIMES)



ADMISSION PROCEDURES FOR TRANSFEREE (SIMPLE EXTRAORDINARY TIMES)



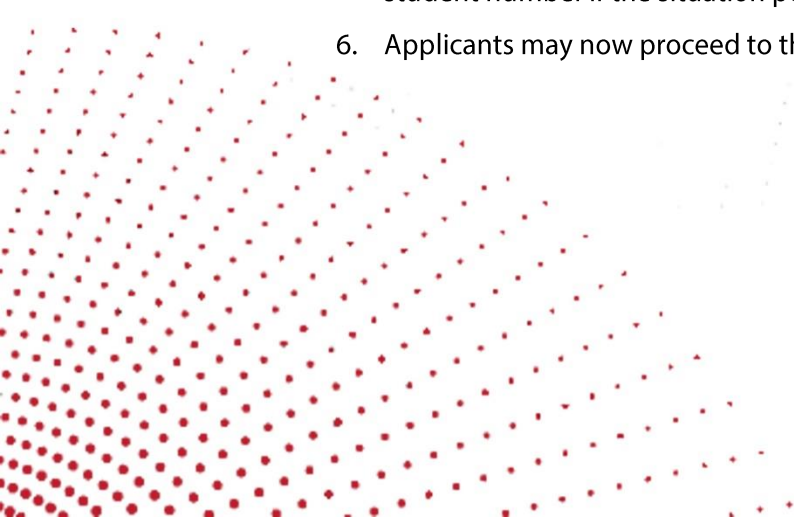
ADMISSION PROCEDURES DURING THE EXTREME EXTRAORDINARY TIMES

A. For Incoming Freshmen

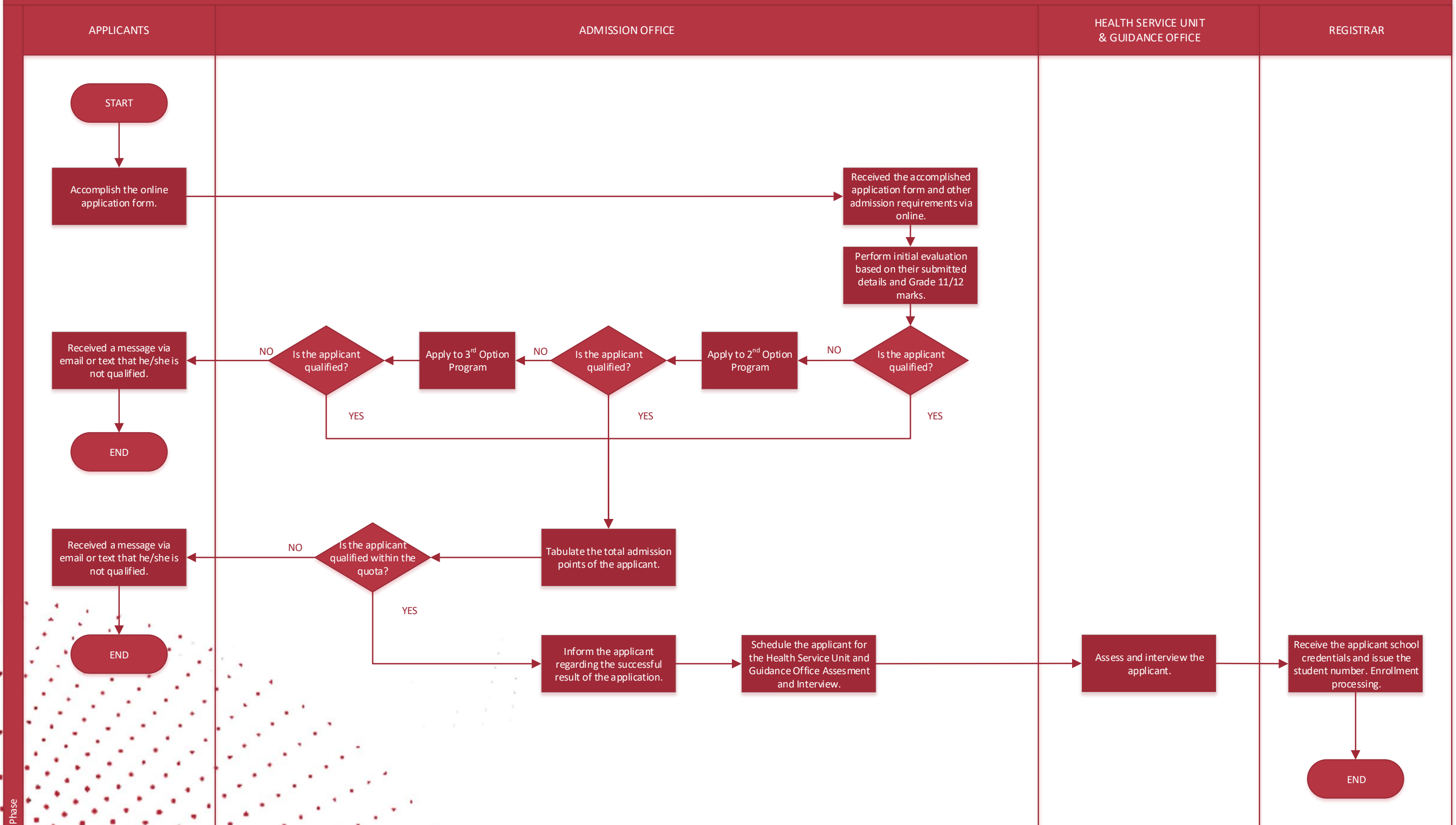
1. Incoming freshmen must accomplish and submit the [online application form](#) together with the scanned copies of other admission requirements.
2. Applicants will be evaluated by the admissions office based on their submitted application details and their grade 11 or grade 12 marks.
3. The applicants will receive an [admission result](#) based on the admission policy via e-mail, social media post and/or phone calls.
4. Eligible applicants will be scheduled for an assessment or interview with the Health Service Unit and Guidance Office.
5. Successful applicants are given a schedule for the submission of pertinent school credentials in coordination with the registrar's office as well as the issuance of a student number if the situation permits.
6. Applicants may now proceed to their assigned institute for enrolment processing.

B. For Transferees

1. Transferees must accomplish and submit the [online application form](#) together with the scanned copies of other admission requirements.
2. Applicants will be evaluated by the dean of the institute where the applied program is under, based on their application details and Transcript of Records (TOR).
3. The applicants will receive an [admission result](#) based on the admission policy via e-mail, social media post and/or phone calls.
4. Eligible applicants will be scheduled for an assessment or interview with the Health Service Unit and Guidance Office.
5. Successful applicants are given a schedule for the submission of pertinent school credentials in coordination with the registrar's office as well as the issuance of a student number if the situation permits.
6. Applicants may now proceed to their assigned institute for enrolment processing



ADMISSION PROCEDURES FOR INCOMING FRESHMEN (EXTREME EXTRAORDINARY TIMES)



Phase

ADMISSION PROCEDURES FOR TRANSFEREE (EXTREME EXTRAORDINARY TIMES)

