Title of Frontline Services :Application for Admission Test in the Graduate Programs (Master's and Doctorate)

Schedule of Availability of Service: Mondays – Saturdays 8:00AM – 5:00PM

**Key Person**: Director, Office of Admissions

Who may avail of the service? : Graduate of Bachelor's Degree in Education for Master's Degree Programs

Graduate of Bachelor's Degree with 18 units of Education for Master's Degree Program (for Non-Education graduates)

Graduate of Master's Degree for Doctoral Program

## What are the Requirements?

1. a) Original Transcript of Records (TOR) of Bachelor's degree in Education.

- b) Original Transcript of Records (TOR) of Bachelor's degree with 18 units of Education/CTP (for non-education graduates).
- 2. Computed Grade Point Average (GPA) of 85% / 2.0 / B or better (for Master's) and 90%/1.75/B+ or better (for Doctorate).
- 3. Photocopy of the Marriage Contract for married women if TOR bears maiden name
- 4. Admission Test fee of P400 to be paid to the University Cashier
- 5. Two (2) copies of recent 2"x2" colored picture

## **Total Time Duration** :108 minutes

#### How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person/s In Charge	Fee	Form / document
1	Present admission requirements for evaluation	Evaluates admission requirements submitted by applicant	5 minutes/applicant	Director Administrative Aide	None	*Transcript of Records
2	Get Computation Form and compute for Grade Point Average (GPA)	Issues Computation Form and rechecks results of GPA to find out if applicant if applicant is qualified	60 minutes	Director Administrative Aide	None	Computation Form for Grade Point Average
3	If qualified, go to MIS Office, GWA Bldg. Rm. 102 for on-line profiling and have your application form printed there or     Application forms are now downloadable and can be accomplished prior to coming to PNU	Coordinates with MIS for online profiling of applicants	15 minutes	Director Administrative Aide MIS staff	None	Application Form for Admission Test
4	Proceed to the office of the Program Adviser for Interview and get adviser's signature/approval of application	Advises applicant to proceed to the office of the Program Adviser and takes note of the approval	15 minutes	Program Adviser/Associate Dean	None	Accomplished Application Form
5	Go back to the Admission's Office to get the Order of Payment Form	Issues Order of Payment Form	3 minutes	Administrative Aide	None	Order of Payment Form
6	Pay the Admission Test fee to the University Cashier's Office	Accepts payment of Admission Test fee and issues OR	5 minutes	Cashier	P400.00	Official Receipt of payment
7	Submit OR of payment and copy OR number on the Application Form	Encodes data of applicant in the Enrollment System and prints Examination Permit	3 minutes	Administrative Aide	None	Examination Permit
8	Claim Test Permit with OR of payment and sign in the logbook	Issues Examination Permit and files accomplished form	2 minutes	Administrative Aide	None	Examination Permit with OR of payment, Logbook

Title of Frontline Services : Application for Admission Test in the Certificate in Teaching Program (CTP)/Post Baccalaureate Program

Schedule of Availability of Service: Mondays – Saturdays 8:00AM – 5:00PM

**Key Person** : Director, Office of Admissions **Who may avail of the service?** : AB/BS Graduate (Non-Education)

: Graduate of Bachelor's Degree in Education (for Post Baccalaureate Program)

## What are the Requirements?

(a) Original Transcript of Records (TOR) of Bachelor's degree (Non-Education).
 (b) Original Transcript of Records (TOR) of Bachelor's degree in Education.

- 2. Computed Grade Point Average (GPA) of 85% / 2.0 / B or better.
- 3. Photocopy of the Marriage Contract for married women, if TOR bears maiden name
- 4. Admission Test fee of P400 to be paid to the University Cashier

5. Two (2) copies of recent 2"x2" colored picture

Total Time Duration : 91 minutes

How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person/s In Charge	Fee	Form / Document
1	Present admission requirements for evaluation	Evaluates admission requirements submitted by applicant	5 minutes/applicant	Director Administrative Aide	None	*Transcript of Records
2	Secure Computation Form and compute for Grade Point Average (GPA)	Issues Computation Form and rechecks results of GPA to find out if applicant is qualified	60 minutes	Director Administrative Aide	None	Computation Form for Grade Point Average
3	If qualified, go to MIS Office, GWA Bldg. Rm. 102 for on-line profiling and have your application form printed there or     Application forms are now downloadable and can be accomplished prior to coming to PNU	Coordinates with MIS for online profiling of applicants	15 minutes	Director Administrative Aide MIS	None	Application Form for Admission Test
4	Go back to the Admission's Office to get the Order of Payment Form	Issues Order of Payment Form	3 minute	Administrative Aide	None	Order of Payment Form
5	Pay the Admission Test fee to the University Cashier's Office	Accepts payment of Admission Test fee and issues OR	5 minutes	Cashier	P400.00	Official Receipt of payment
6	Submit OR of payment and copy OR number on the Application Form	Encodes data of applicant in the Enrollment System and prints Examination Permit	3 minutes	Administrative Aide	None	Examination Permit
7	Claim Test Permit with OR of payment and sign in the logbook	Issues Examination Permit and files accomplished form	2 minutes	Administrative Aide	None	Examination Permit with OR of payment Logbook

Title of Frontline Services : Application for Admission Test in the Undergraduate (for Incoming Freshmen)

Schedule of Availability of Service : Mondays – Saturdays 8:00AM – 5:00PM

Key Person : Director, Office of Admissions
Who may avail of the service? : Incoming Freshman / Transferees

What are the Requirements?

• High School Report Card (original & photocopy) -- no grade lower than 80% in all subjects in fourth year \*Transcript of Records and Honorable Dismissal (for Transferees)

- Certificate of Good Moral Character from High School Principal/Guidance Counselor
- Certified True Copy of Birth Certificate
- Two (2) copies of 2"x2" picture
- Admission Test fee of P350 to be paid to the University Cashier

## **Total Time Duration** :45 minutes

## How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person/s in Charge	Fee	Form / Document
1	Present admission requirements for evaluation	Evaluates admission requirements submitted by applicants	5 minutes/applicant	Director Administrative Aide	None	High School Card / Transcript of Records
2	<ul> <li>If qualified, go to MIS Office, GWA Bldg. Rm. 102 for on-line profiling and have your application form printed there or</li> <li>Application forms are now downloadable and can be accomplished prior to coming to PNU</li> </ul>	Checks information entries of applicant and attaches photocopy of requirements	20 minutes	Director Administrative Aide MIS staff	None	Application Form for Admission Test
3	Go back to the Admission's Office to get the Order of Payment Form	Issues Order of Payment Form	3 minutes	Administrative Aide	None	Order of Payment Form
4	Pay the Admission Test fee to the University Cashier's Office or	Accepts payment of Admission Test fee and issues OR	5 minutes	Cashier	P350.00	Official Receipt of payment
5	Submit OR of payment and copy OR number on the Application Form	Encodes data of applicant in the Enrollment System and prints Test Permit	10 minutes	Administrative Aide	None	Examination Permit
6	Claim Test Permit with OR of payment and sign in the logbook	Issues Examination Permit and files accomplished form	2 minutes	Administrative Aide	None	Test Permit with OR of payment/ Logbook

Title of Frontline Services Schedule of Availability of Service : Application for Admission Test in the Institute for Teaching and Learning (ITL)
 : Mondays – Saturdays 8:00AM – 5:00PM

**Key Person** 

: Director, Office of Admissions

Who may avail of the service? What are the Requirements?

: Incoming Grade VII Students and Kindergarten Pupils (Entry Grade Levels)

#### FIRST YEAR HIGH SCHOOL

- 1. Grade 6 Report Card no grade lower than 85 in all subjects during the third quarter of the current school year (no grades below 80 in all subjects in first two quarters)
- 2. Certificate of Good Moral Character with school seal from the Principal/Guidance Counselor
- 3. Certified True Copy of Birth Certificate
- 4. Barangay Chairman's Certification of Residence
- 5. Two copies of recent 2"x2" colored picture
- 6. Entrance Examination Fee of P350.00

## How to Avail of the Service:

**Total Time Duration** :55 minutes

Step	Please Follow the Steps	Service Provider Action	Duration	Person in Charge	Fees	Form / document
1	Present admission requirements for evaluation	Evaluates admission requirements submitted by applicants	5 minutes/applicant	Director Administrative Aide	None	Grade 6 Report Card
2	Get and fill-out Application Form for Admission Test	Issues Application Form, checks information entries of applicant and attaches photocopy of requirements	20 minutes	Director Administrative Aide	None	Application Form for Admission Test
3	Go to MIS Office, GWA Bldg. Rm. 102 for on- line profiling	Coordinates with MIS for online profiling of applicants	10 minutes	MIS staff	None	None
4	Go back to the Admission's Office to get the Order of Payment Form	Issues Order of Payment Form	3 minutes	Administrative Aide	None	Order of Payment Form
5	Pay the Admission Test fee to the University Cashier's Office	Accepts payment of Admission Test fee and issues OR	5 minutes	Cashier	P350.00	Official Receipt of payment
6	Submit OR of payment and copy OR number on the Application Form	Encodes data of applicant in the Enrollment System and prints Test Permit	10 minutes	Administrative Aide	None	Examination Permit
7	Claim Test Permit with OR of payment and sign in the logbook	Issues Examination Permit and files accomplished form	2 minutes	Administrative Aide	None	Examination Permit with OR of payment/ Logbook
		END OF TRANSACTION				

### **KINDERGARTEN**

- Original NSO Birth Certificate Age 5 years old
   Barangay Chairman's Certification of Residence
   Two copies of recent 2"x2" colored picture
   Entrance Examination Fee of P350.00

# **Total Time Duration** :55 minutes How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person in Charge	Fee	Form / document
1	Present admission requirements for evaluation	Evaluates admission requirements submitted by applicants	5 minutes/applicant	Director Administrative Aide	None	Birth Certificate
2	Get and fill-out Application Form for Admission Test	Issues Application Form, checks information entries of applicant and attaches photocopy of requirements	20 minutes	Director Administrative Aide	None	Application Form for Admission Test
3	Go to MIS Office, GWA Bldg. Rm. 102 for on-line profiling	Coordinates with MIS for online profiling of applicants	10 minutes	MIS staff	None	None
4	Go back to the Admission's Office to get the Order of Payment Form	Issues Order of Payment Form	3 minutes	Administrative Aide	None	Order of Payment Form
5	Pay the Admission Test fee to the University Cashier's Office	Accepts payment of Admission Test fee and issues OR	5 minutes	Cashier	P350.00	Official Receipt of payment
6	Submit OR of payment and copy OR number on the Application Form	Encodes data of applicant in the Enrollment System and prints Test Permit	10 minutes	Administrative Aide	None	Examination Permit
7	Claim Test Permit with OR of payment and sign in the logbook	Issues Examination Permit and files accomplished form	2 minutes	Administrative Aid	No fee	Examination Permit Logbook

Title of Frontline Services : Administration of Admission Test

• Philippine Normal University Admission Test (PNUAT)

Schedule of Availability of Service : Sundays 8:00AM – 5:00PM (Walk-in examinees will be given different schedule)

**Key Person** : Director, Office of Admissions

Who may avail of the service? : Qualified applicants in the Programs/Levels

What are the Requirements?

• Test Permit with picture and official receipt of payment

• Valid ID of examinee

Time Duration of Examination : 2.5 hours

Test Results Release : 2 months after the test
Total Time Duration : 3 hours and 5 minutes

## How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person in Charge	Fee	Form / document
1	Locate name in the master list of examinees posted on bulletin board in the main building or outside the testing room, (Proctors also have a list of examinees) and present Test Permit with ID to the Proctor	Verifies Test Permit & and orients examinees on the guidelines for taking the test	20 minutes/examinee	Director, Proctor	None	Test Permit, Valid ID, List of Examinees
2	Take the Admission Test	Administers Admission Test as scheduled	2.5 hours	Proctor	None	Test Booklet, Answer Sheet
3	Return test materials to the Proctor after the test	Retrieves test materials and countersigns Test Permit	5 minutes	Proctor	None	Test Booklet, Answer Sheet
4	Get schedule of release of test results (2 months after the test)	Releases test result and informs examinee of the schedule of Enrollment (Results are posted on the website)	5 minutes	Director, Administrative Aide	None	Results of Admission Test

Title of Frontline Services : Administration of Admission Tests

• Institute for Teaching and Learning Admission Test

Schedule of Availability of Service : Sundays 8:00AM – 5:00PM Key Person : Director, Office of Admissions

Who may avail of the service? : Qualified applicants in the Programs/Levels

What are the Requirements?

• Test Permit with picture and official receipt of payment

• Valid ID of examinee

Time Duration of Examination : 2 hours

Test Results Release : 6 weeks after the test
Total Time Duration : 2 hours and 25 minutes

How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person in Charge	Fee	Form / document
1	Locate name in the master list of examinees and present Test Permit with ID to the Proctor	Verifies Test Permit & ID and orients examinees on the guidelines for taking the test	15 minutes/examinee	Director, Proctor	None	Test Permit, Valid ID, List of Examinees
2	Take the Admission Test	Administers Admission Test as scheduled	2 hours	Proctor	None	Test Booklet, Answer Sheet
3	Return test materials to the Proctor after the test	Retrieves test materials and countersigns Test Permit	5 minutes	Proctor	None	Test Booklet, Answer Sheet
4	Get schedule of release of test results (6 weeks after the test)	Releases test result and informs examinee of the schedule of Enrollment	5 minutes	Director, Administrative Aide	None	Admission Test Results

Title of Frontline Services : Administration of Admission Tests

• Graduate College Admission Test (GCAT)

• Certificate in Teaching Program (CTP)/Post Baccalaureate Specializations Admission Test

Schedule of Availability of Service : Sundays 8:00AM – 5:00PM (Walk-in examinees will be given different schedule)

**Key Person** : Director, Office of Admissions

Who may avail of the service? : Qualified applicants in the Programs/Levels

What are the Requirements?

• Test Permit with picture and official receipt of payment

• Valid ID of examinee

Time Duration of Examination : 2 hours

Test Results Release : 2 months after the test Total Time Duration : 2 hours and 20 minutes

### How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person in Charge	Fee	Form / document
1	Locate name in the master list of examinees and present Test Permit with ID to the Proctor	Verifies Test Permit & ID and orients examinees on the guidelines for taking the test	10 minutes/examinee	Director, Proctor	None	Test Permit, Valid ID, List of Examinees
2	Take the Admission Test	Administers Admission Test as scheduled	2 hours	Proctor	None	Test Booklet, Answer Sheet
3	Return test materials to the Proctor after the test	Retrieves test materials and countersigns Test Permit	5 minutes	Proctor	None	Test Booklet, Answer Sheet
4	Get schedule of release of test results (2 months after the test)	Releases test result and informs examinee of the schedule of Enrollment	5 minutes	Director, Administrative Aide	None	Admission Test Results

Title of Frontline Services : Interview Procedure for New Students

• Incoming Freshmen-Undergraduate

ITL Grade VII

Schedule of Availability of Service : 10 days after the release of test 8:00AM – 5:00PM

**Key Person**: Director, Office of Admissions

Who may avail of the service? : Passers in the PNU Admission Test (Incoming Freshmen/Transferees)

Passers in the ITL Grade VII Admission Test

## What are the Requirements for Interview?

• Fourth Year High School Report Card (for incoming Freshmen)
\*Transcript of Records and Honorable Dismissal (for Transferees,)

• Grade Six Report Card (for incoming First Year HS Student)

School ID

Interview Sheet to be accomplished by the applicant

Test Permit

Total Time Duration : 60 minutes

How to Avail of the Service:

Step	Please follow the Steps	Service Provider Action	Duration	Person/s in Charge	Fee	Form / document
1	Present interview requirements for verification	Verifies Interview requirements submitted by applicant	5minutes/interviewee	Director, Administrative Aide	None	Interview Requirements
2	Get and fill-out Interview Form	Issues Interview Form, calls applicant number and check entries on the form	15 minutes	Administrative Aide, Student Assistant	None	Interview Sheet Call number
3	Show applicant number and present all requirements to the Interviewer	Interviews applicant	10 minutes	Interviewer	None	Accomplished Interview Form and other requirements
4	Get schedule of release of interview results (2 days after)	Posts Interview Results on PNU website	30 minutes	MIS Director	None	List of Interview Passers
		END OF TRANSA	ACTION			

Title of Frontline Services : Medical Examination (Incoming Freshmen/ Grade VII Students/ Incoming

Kindergarten Pupils)

Schedule of Availability of Service

: Mondays – Fridays 8:00AM – 5:00PM

**Key Person** 

: University Physician

Director, Office of Admissions

Who may avail of the service? : Passers in the Interview (Incoming Freshman Students / Transferees)

# What are the Requirements for Pre-Enrollment?

• X-ray result (for incoming Freshman)

CBC Result (for incoming Grade VII Student and Kindergarten pupil)

• Urinalysis Result (for incoming Grade VII Student and Kindergarten pupil)

Baby Book (for incoming Kindergarten Pupil )

Valid ID

• 2 pieces 1x1 colored picture

**Total Time Duration** 

: 2 hours and 38 minutes

How to Avail of the Service:

Please Follow the Steps	Service Provider Action	Duration	Person/s in Charge	Fee	Form / document
Present requirements to Medical and Dental Personnel	Checks name of applicant in the master list and verifies medical requirements	5 minutes/enrollee	Medical Personnel	None	Call number, List of Interview Passers
Proceed to Medical Clinic for physical and dental examinations	Conducts physical and dental examination	2 hours	University Physician, Medical Personnel	None	Medical Record
Get schedule of release of medical examination results (5 working days after)	Posts Medical results on PNU website	30 minutes	MIS Director	None	List of Medical Passers
Claim Medical Clearance	Releases Medical Clearance form to Enrollee	3 minutes	Administrative Aide	None	Medical Clearance Form
	Present requirements to Medical and Dental Personnel  Proceed to Medical Clinic for physical and dental examinations  Get schedule of release of medical examination results (5 working days after)	Present requirements to Medical and Dental Personnel  Proceed to Medical Clinic for physical and dental examinations  Get schedule of release of medical examination results (5 working days after)  Checks name of applicant in the master list and verifies medical requirements  Conducts physical and dental examination  Posts Medical results on PNU website  Releases Medical Clearance form to	Present requirements to Medical and Dental Personnel  Proceed to Medical Clinic for physical and dental examinations  Checks name of applicant in the master list and verifies medical requirements  Conducts physical and dental examination  Conducts physical and dental examination  2 hours  Posts Medical results on PNU website  Claim Medical Clearance  Releases Medical Clearance form to  3 minutes	Present requirements to Medical and Dental Personnel  Proceed to Medical Clinic for physical and dental examinations  Conducts physical and dental examination  Conducts physical examination  Conducts ph	Present requirements to Medical and Dental Personnel  Checks name of applicant in the master list and verifies medical requirements  Proceed to Medical Clinic for physical and dental examinations  Conducts physical and dental examination  Medical Personnel  None  Posts Medical results on PNU website  Claim Medical Clearance  Releases Medical Clearance form to  3 minutes  Administrative Aide  None

Title of Frontline Services : Pre-Enrollment Procedure (Incoming Freshmen)

Schedule of Availability of Service : Mondays – Saturdays 8:00AM – 5:00PM

**Key Person** : Director, Office of Admissions

Who may avail of the service? : Passers in the Interview (Incoming Freshman Students / Transferees)

What are the Requirements for Pre-Enrollment?

Original Fourth Year High School Report Card
 \*Original Transcript of Records and Honorable Dismissal (for Transferees)

Original Certificate of Good Moral Character from High School Principal/Guidance Counselor

Original NSO Birth Certificate

Total Time Duration : 35 minutes

How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person in Charge	Fee	Form / document
1	Get call number and fill-out Pre- Enrollment Form	Issues call number and Pre- Enrollment Form	15 minutes/enrollee	Director, Administrative Aide	None	Call number , Pre-Enrollment Form
2	Submit call number and Enrollment requirements for verification	Verifies entry requirements and encodes student information in the Enrollment System	10 minutes	Director, Administrative Aide	None	Entry requirements
3	Claim Notice of Admission for the Enrollment schedule	Issues automated Notice of Admission and designates section of student	7 minutes	Director, Administrative Aide	None	Notice of Admission
4	Log in to the List of Students by section	Records list of students by section	3 minutes	Administrative Aide, Student Assistant	None	List of Students by section
	1	END OF TRANSA	ACTION	ı	II.	