

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

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

What are the Requirements?

- Total Time Duration :108 minutes**

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	<ul style="list-style-type: none"> 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

END OF TRANSACTION

END OF TRANSACTION

What are the Requirements?

- ### 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 style="list-style-type: none"> 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 	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
END OF TRANSACTION						

Title of Frontline Services	: Application for Admission Test in the Institute for Teaching and Learning (ITL)
Schedule of Availability of Service	: Mondays – Saturdays 8:00AM – 5:00PM
Key Person	: Director, Office of Admissions
Who may avail of the service?	: Incoming Grade VII Students and Kindergarten Pupils (Entry Grade Levels)
What are the Requirements?	

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

[illegible]

KINDERGARTEN

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

Total Time Duration :55 minutes

How to Avail of the Service:

[illegible]

- **Philippine Normal University Admission Test (PNUAT)**

Key Person : Director, Office of Admissions

What are the Requirements?

- Time Duration of Examination : 2.5 hours**

Total Time Duration : 3 hours and 5 minutes

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

END OF TRANSACTION

- Institute for Teaching and Learning Admission Test

- **Institute for Teaching and Learning Admission Test**

Key Person : Director, Office of Admissions

Key Person : Director, Office of Admissions

What are the Requirements?

What are the Requirements?

- Test Permit with picture and official receipt of payment
- Valid ID of examinee

Test Results Release : 6 weeks after the test

Test Results Release : 6 weeks after the test

[illegible]

- 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

[illegible]

- Incoming Freshmen-Undergraduate
- ITL Grade VII

Key Person : Director, Office of Admissions

What are the Requirements for Interview?

- Total Time Duration : 60 minutes**

[illegible]

[illegible]

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:

[illegible]