

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 with General Point Average of 85% / 2.0 / B or better
b) Original Transcript of Records (TOR) of Master's Degree with General Point Average of 90%/1.75/B+ or better
2. Two (2) copies of recent 2"x2" colored picture
3. Certificate of GPA/GWA from their Registrar
4. Entrance examination fee to be paid to the University Cashier
5. Recommendations from 3 former mentors/employers

Total Time Duration: 36 minutes

How to Avail of the Service:

[illegible]

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?

1. (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. Certification of GPA from their Registrar
3. Photocopy of the Marriage Contract (MC), if TOR bears maiden name
4. Two (2) copies of recent 2"x2" colored picture
5. Official Receipt of the Admission test paid (Php 400)

Total Time Duration: 33 minutes

How to Avail of the Service:

[illegible]

- Grade 12 Report Card
- Certification from the School Principal that the students is graduating from SHS/Certification of Enrollment/Registration Form
- Certified True Copy of Birth Certificate
- Two (2) copies of 2"x2" picture

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	<ul style="list-style-type: none"> • Grade 12 Report Card • Certification from the School Principal/ Certification of Enrollment/Registration Form
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 You can register online and fill out the PNUAT application form prior to coming in PNU. 	Checks information entries of applicant and attaches photocopy of requirements	15 minutes	Director Administrative Aide MIS staff	None	Application Form for Admission Test
3	<ul style="list-style-type: none"> Go back to the Admission's Office to submit the application form Claim Test Permit with OR of payment and sign in the logbook 	Encodes data of applicant in the Enrollment System and prints Test Permit Issues Examination Permit and files accomplished form	5 minutes	Administrative Aide	None	Test Permit/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?

GRADE 7

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

Total Time Duration: 49 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	Grade 6 Report Card Certificate of Good Moral Character Barangay Chairman's Certification of Residence
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	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	3 minutes	Administrative Aide	None	Examination Permit with OR of payment/ Logbook

END OF TRANSACTION

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 : 49 minutes

How to Avail of the Service:

[illegible]

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

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

Key Person : Director, Office of Admissions

What are the Requirements?

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

Test Results Release : 45 days after the test

Total Time Duration : 3 hours and 30 minutes

[illegible]

- 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:

[illegible]

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 : 3 hours

Test Results Release : 1 month after the test

Total Time Duration : 3 hours and 20 minutes

How to Avail of the Service:

[illegible]

- Incoming Freshmen-Undergraduate
- ITL Grade VII

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

- 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

How to Avail of the Service:

[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 Senior high School Card
Original Certificate of Good Moral Certificate
- Original NSO Birth Certificate

Total Time Duration: 35 minutes

How to Avail of the Service:

[illegible]