



OFFICE OF THE CAMPUS REGISTRAR/ADMISSIONS OFFICE CITIZENS' CHARTER

Title of Frontline Service	:	Admission of undergraduate students
Schedule of Availability of Service	:	As per admission test schedule
Contact Persons	:	OCR/AO personnel
Clients Who May Avail of the Service	:	Incoming first year students/transferees
Requirements	:	General requirements - Application Form for Admission, PWEBSS applicant account, 2 pieces 2x2 picture, number 2 pencil SHS students - certification that the applicant is a graduating senior high school student or a SHS graduate, photocopy of HS report card with no grade lower than 80 Transferees - Transcript of Records
Duration	:	5 hours and 40 minutes including conduct of test and interview
Fees	:	None
Steps to Avail of the Service	:	

Steps	Applicant/Client	Service Provider	Duration of Activity	Persons in Charge	Fees	Forms/Documents/Other Requirements
1	Secure Application Form for Admission and submit documents	Inspect requirements and issue Application Form for Admission	5 minutes	OCR personnel	None	Application Form for Admission, Certification (as graduating SHS student/SHS graduate), photocopy of HS report card, 2 pcs 2x2 picture, TOR
2	Fill out Application Form for Admission and create PWEBSS applicant account	Receive form, check correctness of entries, check applicant username and password, give instructions on PNUAT schedule, etc.	5 minutes	OCR personnel	None	Filled out Application Form for Admission, PWEBSS username and password
3	Take the PNU Admissions Test	Administer test	3 hours	Proctors	None	Approved Application Form for Admission, test booklets and answer sheets
4	Get results of the test (1-2 months after the exam)	Post results on the bulletin board and in the website	15 minutes	Campus Registrar	None	Signed test results
5	For passers of the PNUAT, attend interview and undergo medical/dental exam	Conduct interview and medical/dental exam	2 hours	Faculty-interviewers, Nurse, Dentist	None	Interview form, medical/dental exam form
6	Get results of the interview (2 weeks before the enrollment)	Post results on the bulletin board and in the website	15 minutes	Campus Registrar	None	Signed final PNUAT results
END OF TRANSACTION						

Prepared by:

UNI GRACE P. PORRAS
Campus Registrar

Title of Frontline Service : Enrollment of first year undergraduate students
Schedule of Availability of Service : As scheduled in the University Calendar, 8:00 am-5:00 pm
Contact Persons : OCR/AO personnel
Clients Who May Avail of the Service : Incoming first year students/transferees
Requirements : SHS graduates - Original HS report card with no grade lower than 80, permanent record, and Certificate of Good Moral Character, photocopy of NSO- or PSA-authenticated birth certificate, long brown envelope
Transferees - Original Transcript of Records, Certificate of Honorable Dismissal, photocopy of NSO- or PSA-authenticated birth certificate, long brown envelope
Duration : 30 minutes
Fees : Php 2,192.50 (to be shouldered by UNIFAST by virtue of R.A. 10931)

For Undergraduate Students		OTHER FEES	
Tuition Fee (25 units)	890.00	Insurance	100.00
Registration	150.00	University ID	150.00
Library	150.00	Laboratory per subject	75.00
Athletics	75.00	Computer Dev't. per subject	200.00
Cultural	75.00	Late Registration	200.00
Medical & Dental	150.00		
PWEBSS Fee	200.00		
Torch	100.00		
Student Government Fee	50.00		
SCUAA	100.00		
NSTP	52.50		
Total	1,992.50		

Steps to Avail of the Service :

Steps	Enrollee/Client	Service Provider	Duration of Activity	Persons in Charge	Fees	Forms/Documents/Other Requirements
1	Submit required documents	Accept and check documents, enlist subjects	10 minutes	OCR personnel, Campus Registrar	None	For SHS graduates, original HS report card with no grade lower than 80, permanent record, and Certificate of Good Moral Character, photocopy of NSO- or PSA-authenticated birth certificate, long brown envelope For transferees, original Transcript of Records, Certificate of Honorable Dismissal, photocopy of NSO- or PSA-authenticated birth certificate, long brown envelope

						Enrollment Form
2	Proceed to the Accounting Office for UNIFAST tagging	Tag enrollee	5 minutes	Accounting Office personnel	None	Enrollment Form
3	Proceed to the Cashier's Office for "zero tuition" tagging	Tag enrollee	10 minutes	Cashier	None	Enrollment Form
4	Claim Certificate of Registration from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Enrollment Form, COR
END OF TRANSACTION						

* The 30-minute processing time is for one or two clients being served at one time. The time is extended when there are more clients.

Prepared by:



UNI GRACE P. PORRAS
Campus Registrar

Title of Frontline Service : Enrollment of second year to fourth year undergraduate students
Schedule of Availability of Service : As scheduled in the University Calendar, 8:00 am-5:00 pm
Contact Persons : OCR/AO personnel
Clients Who May Avail of the Service : Second year to fourth year undergraduate students
Requirements : Pre-Enrollment Form
Duration : 35 minutes
Fees : Php 2 192.50 (to be shouldered by UNIFAST by virtue of R.A. 10931)
Steps to Avail of the Service :

Steps	Enrollee/Client	Service Provider	Duration of Activity	Persons in Charge	Fees	Forms/Documents/Other Requirements
1	Submit Pre-Enrollment Form	Receive and check Clearance Slip and Pre-Enrollment Form	5 minutes	OCR personnel	None	Pre-Enrollment Form
2		Enlist subjects, submit form to Accounting Office	10 minutes	Campus Registrar	None	Pre-Enrollment Form
3		Tag enrollee to UNIFAST	5 minutes	Accounting Office personnel	None	Pre-Enrollment Form
4		Tag enrollee for zero tuition	10 minutes	Cashier	None	Pre-Enrollment Form
5	Claim Certificate of Registration from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Pre-Enrollment, COR
END OF TRANSACTION						


* The 35-minute processing time is for one or two clients being served at one time. The time is extended when there are more clients.

Prepared by: 
UNI GRACE P. PORRAS
Campus Registrar

Title of Frontline Service : Enrollment of irregular/re-admitted undergraduate students
Schedule of Availability of Service : As scheduled in the University Calendar, 8:00 am-5:00 pm
Contact Persons : OCR/AO personnel
Clients Who May Avail of the Service : Irregular/re-admitted undergraduate students
Requirements : Enrollment Form
Duration : 40 minutes
Fees : Php 2 192.50 (to be shouldered by UNIFAST by virtue of R.A. 10931)
Steps to Avail of the Service :

Steps	Enrollee/Client	Service Provider	Duration of Activity	Persons in Charge	Fees	Forms/Documents/Other Requirements
1	Get Pre-Registration Form	Check Leave Form, issue Pre-Registration Form	5 minutes	OCR personnel	None	Enrollment Form
2	Choose subjects to enroll	Review courses chosen, advise on scheduling, subject offerings, etc., enlist subjects selected	20 minutes	Campus Registrar	None	Enrollment Form
3	Proceed to the Accounting Office for UNIFAST tagging	Tag enrollee	5 minutes	Accounting Office personnel	None	Enrollment Form
4	Proceed to the Cashier's Office for "zero tuition" tagging	Tag enrollee	5 minutes	Cashier	None	Enrollment Form
5	Claim Certificate of Registration from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Enrollment Form, COR
END OF TRANSACTION						

* The 40-minute processing time is for one or two clients being served at one time. The time is extended when there are more clients.

Prepared by: 
UNI GRACE P. PORRAS
Campus Registrar

Title of Frontline Service : Enrollment of CTP and graduate students
Schedule of Availability of Service : As scheduled in the University Calendar, 8:00 am-5:00 pm
Contact Persons : OCR/AO personnel
Clients Who May Avail of the Service : CTP and graduate students
Requirements : Enlistment Form
Duration : 40 minutes
Fees : Computed based on study load
Steps to Avail of the Service :

Steps	Enrollee/Client	Service Provider	Duration of Activity	Persons in Charge	Fees	Forms/Documents/Other Requirements
1	Get Enlistment Form and choose courses to be taken	Review courses chosen, advise on scheduling, course offerings, etc., approve courses selected	20 minutes	Associate Dean, FGESTER	None	Enlistment Form
2	Proceed to the OCR for enlistment of courses	Enlist courses	5 minutes	OCR personnel	None	Enlistment Form
3	Proceed to the Accounting Office for assessment of fees	Assess fees	5 minutes	Accounting Office personnel	None	Enlistment Form
4	Proceed to the Cashier's Office, pay assessed fees	Accept payment and issue Official Receipt	5 minutes	Cashier	Computed based on study load	Enlistment Form, Official Receipt
5	Present Official Receipt to the OCR and claim Certificate of Registration	Print and issue COR	5 minutes	OCR personnel	None	Enlistment Form, Official Receipt
END OF TRANSACTION						

Prepared by: 
UNI GRACE P. PORRAS
Campus Registrar

Title of Frontline Service : Issuance of document
Schedule of Availability of Service : Mondays to Fridays, 8:00 am-5:00 pm
Contact Persons : OCR
Clients Who May Avail of the Service : Students, alumni, agencies outside PNU-Mindanao
Requirements : Request Form, General Clearance (for first request of TOR and diploma), Affidavit of Loss (for request of second copy of diploma), affidavit for correction of name/birthday, authorization letter, request letter and photocopy of Marriage Contract (for change of marital status) and documentary stamps

Duration : TOR, diploma, certifications - 3 working days
CAV - 30 minutes

Fees :

Transcript / per page- Baccalaureate	100.00
Transcript / per page- CTP/ Masteral	500.00
Diploma Certificate- Baccalaureate	100.00
Diploma Certificate- CTP / MA	500.00
Certification / Authentication per page	50.00
Detailed Description of Subject	50.00
Graduation Fee	500.00
Library Fee (outsiders)	100.00
Documentary Stamp	20.00

Steps to Avail of the Service :

Steps	Client	Service Provider	Duration of Activity	Persons in Charge	Fees	Forms/Documents/Other Requirements
1	Secure Application Form for Document	Checks client's envelope for existing documents, then issue application form	10 minutes	OCR personnel	None	Application for Documents
2	Fill out Application Form	Check entries	5 minutes	OCR personnel	None	Application for documents
3	Proceed to the Accounting Office for assessment of fees	Assess fees	5 minutes	Accounting Office personnel	None	Application for documents
4	Proceed to the Cashier's Office, pay assessed fees	Accept payment and issue Official Receipt	5 minutes	Cashier	See table of fees	Application for documents, Official Receipt
5	Present Official Receipt to the OCR	Set schedule for release of documents	5 minutes	OCR personnel	None	Claim stub
6	Return on scheduled date/ time of release and sign on the log book	Release document requested	3 days/30 minutes	OCR personnel	None	Logbook
END OF TRANSACTION						

Prepared by: 
UNI GRACE P. PORRAS
Campus Registrar