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

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:

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 • Certificate of GPA/ GWA from their Registrar • Recommendations from 3 former mentors/employers
2	• 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 GCAT application form prior to coming in PNU.	Coordinates with MIS for online profiling of applicants	15 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	Accepts payment of Admission Test fee and issues OR	5 minutes	Cashier	P400.00	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 Examination Permit	5 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	3 minutes	Administrative Aide	None	Examination Permit with OR of payment, Logbook
END OF TRANSACTION						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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:

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 • Certificate of GPA/GWA from their Registrar • Photocopy of Marriage Certificate, if TOR bears maiden name
2	• 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 CTP application form prior to coming in PNU.	Coordinates with MIS for online profiling of applicants	15 minutes	Director Administrative Aide MIS	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 minute	Administrative Aide	None	Order of Payment Form
4	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
5	Submit OR of payment and copy OR number on the Application Form	Encodes data of applicant in the Enrollment System and prints Examination Permit	2 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	3 minutes	Administrative Aide	None	Examination Permit with OR of payment Logbook
END OF TRANSACTION						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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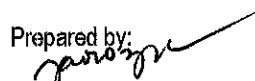**What are the Requirements?**
- Grade 12 Report Card
- Certification from the School Principal that the students is graduating from SHS/Certification of Enrollment/Registration Form
- Certified True Copy of Birth Certificate
- Two (2) copies of 2"x2" picture

Total Time Duration: 25 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 12 Report Card • Certification from the School Principal/ Certification of Enrollment/Registration Form
2	• 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	• 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						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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)
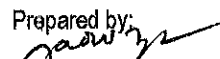
What are the Requirements?

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						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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:

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	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	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 Aid	No fee	Examination Permit Logbook
END OF TRANSACTION						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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 : **3 hours**
Test Results Release : **45 days after the test**
Total Time Duration : **3 hours and 30 minutes**

How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person/s 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	3 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 (45 days 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						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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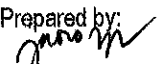- **Test Permit with picture and official receipt of payment**
- **Valid ID of examinee**

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/s 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
END OF TRANSACTION						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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:

Step	Please Follow the Steps	Service Provider Action	Duration	Person/s 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	3 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 (1 month after the test)	Releases test result and informs examinee of the schedule of Enrollment	5 minutes	Director, Administrative Aide	None	Admission Test Results
END OF TRANSACTION						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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	5 minutes/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 TRANSACTION						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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)
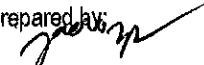
What are the Requirements for Pre-Enrollment?

- 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:

Step	Please Follow the Steps	Service Provider Action	Duration	Person/s in Charge	Fee	Form/Document
1	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
2	Proceed to Medical Clinic for physical and dental examinations	Conducts physical and dental examination	2 hours	University Physician, Medical Personnel	None	Medical Record
3	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
4	Claim Medical Clearance	Releases Medical Clearance form to Enrollee	3 minutes	Administrative Aide	None	Medical Clearance Form
END OF TRANSACTION						

Prepared by:

Jason A. Orozco
Director, Office of Admissions

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)
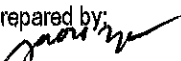**What are the Requirements for Pre-Enrollment?**
- Original Senior high School Card
  Original Certificate of Good Moral Certificate
- Original NSO Birth Certificate

Total Time Duration: 35 minutes

How to Avail of the Service:

Step	Please Follow the Steps	Service Provider Action	Duration	Person/s in Charge	Fee	Form/Document
1	Get call number and fill-out Student Information Sheet Form	Issues call number and Student Information Sheet Form	15 minutes/enrollee	Director, Administrative Aide	None	Call number , Student Information Sheet 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	Original Grade 12 Report Card Original Good Moral Certificate Original Birth Certificate
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
		END OF TRANSACTION				

Prepared by;

Jason A. Orozco
Director, Office of Admissions