

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

**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  
 Graduate of Bachelor's Degree ( with Non-Education Units)

**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. 3 Recommendations letter from ( supervisor/superior/employer)
5. Admission Test fee of P400 to be paid to the University Cashier
6. Two (2) copies of recent 1"x1" colored picture

<b>Step</b>	<b>Please Follow the Steps</b>	<b>Service Provider Action</b>	<b>Duration</b>	<b>Person/s In Charge</b>	<b>Fee</b>	<b>Form / document</b>
1	Student applicant will submit the application requirements via email at <a href="mailto:graduate.admissions@pnu.edu.ph">graduate.admissions@pnu.edu.ph</a> (GCAT) and to <a href="mailto:postbac.admissions@pnu.edu.ph">postbac.admissions@pnu.edu.ph</a> (CTPAT) and <a href="mailto:diploma.admissions@pnu.edu.ph">diploma.admissions@pnu.edu.ph</a> ( Diploma)	Evaluates admission requirements submitted by applicants	3 days	Director OA Staff	None	*Transcript of Records * Certificate of GWA * Recommendations letter * ID pictures ( 2x2)
2	Student applicant submitted incomplete requirements.	Office of Admissions emails the student applicant for the incomplete requirements and sends information about the lacking documents.	3 days		None	*Transcript of Records * Certificate of GWA * Recommendations letter * ID pictures ( 2x2)  completed
4	Student applicant submitted complete requirements.				400	Official Receipt of payment
5	Send to the student applicant the guideline/link for the processing through e-services			OA Staff		
6	The Office of Admissions Director request CFLEX to assist in creating e-classrooms for Student Applicants. OA staff then submits the total number of Students Applicants to determine the number of e-classrooms that will be used for the online examination.		2 days	Director		
	OA Staff gives MISO email address of		2 days	MISO	None	

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Ronald F. Gime, RGC

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7	Student Applicants. MISO registers and places the applicants in their respective e-classrooms.					
8	OA staff send guidelines to Student Applicants.		2 days	OA Staff	None	Link
9	Student Applicant follows the steps for log-in access in the management system				None	
10	Student Applicant take the online admissions test.				None	
11	Should there be technical problems, MISO technical administrator is on stand-by to assist the Student Applicant.			MISO	None	
12	If yes, MISO technical administrator assists the Student applicant.				None	
13	If none, the Student Applicant continues answering the online test.				None	
14	If a Student Applicant is done answering the online test, he/she clicks the submit button.				None	
15	MISO runs the checking of the online examination through the system				None	
16	OA Director reviews and evaluates the test results together with the assistance of the OA Staff. The PNU Faculty Exam Proctor then checks the essay part of the admissions test.			Director		
17	OA Staff shall notify the applicant of the Admissions result.	<p>* If the Student Applicant passed the test, OA staff tags him/her as Passed</p> <p>* If the Student Applicant failed the test. OA staff tags him/her as Failed.</p>	7 days			
18	OA Director submits to VPA the list of passers before posting.		7 days	Director		List of Passers
19	OA announces the release of the result send through their registered email address.			OA Staff		

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20	Student Applicant receives Notice of Admissions for enrolment.			Student		Notice of Admissions
21	The Student shall confirm their enlistment.	<p>* If yes, proceed to enrolment and submissions of entrance data requirements</p> <p>* If not, the student receives a deferment form valid for 3 terms.</p>		2 days		
22	OA endorses the new student to the Graduate Teacher Education Faculty ( GTEF, Institute of Physical Education, Health, Recreation, Dance and Sports (IPHERDS) and Institute of Knowledge and Management (IKM) /CFLEX for Enlistment			2 days		List of New Students
23	The student applicant submits their deferment form to OA.			7 days		Deferment Form
END OF TRANSACTIONS						

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