

## OFFICE OF THE CAMPUS REGISTRAR

Title of Frontline Service	:	Admission of undergraduate students
Schedule of Availability of Service	:	Admission test schedule
Contact Persons	:	OCR personnel
Clients Who May Avail of the Service	:	Incoming first year students, transferees
Requirements	:	General requirements - application form for admission, applicant's PWEBSS account, 2 pieces 2x2 ID picture
		SHS students - certificate of good moral character, certification from the principal that the applicant is a graduating student, and photocopy of SHS 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 required documents	Inspect documents and issue application form	5 minutes	OCR personnel	None	Application form for admission, 2 pieces 2x2 ID picture, certificate of good moral character, certification that the applicant is a graduating student, photocopy of SHS report card/TOR
2	Fill out application form and create PWEBSS account	Receive form, check correctness of entries, check applicant's username and password, give instructions on PNUAT schedule, etc.	5 minutes	OCR personnel	None	Filled out application form for admission form, PWEBSS username and password
3	Take the PNUAT	Administer test	3 hours	OCR personnel, faculty-proctors	None	Approved application form for admission, test booklets, answer sheets
4	Get results of the PNUAT(1 to 2 months after the test)	Post results on the bulletin board and on social media	15 minutes	OCR personnel	None	Signed test results
5	For passers of the PNUAT, undergo oral interview and medical and dental exam	Conduct interview and medical and dental exam	2 hours	OCR personnel, interviewers, nurse, dentist	None	Interview form, medical and dental exam form
6	Get results of the interview (more or less two weeks before the enrollment)	Post results on the bulletin board and on social media	15 minutes	OCR personnel	None	Signed final PNUAT results
END OF TRANSACTION						

Title of Frontline Service

:

Enrollment of first year undergraduate students

Schedule of Availability of Service

:

As scheduled in the University calendar, 8:00 a.m. to 5 p.m.

Contact Persons

:

OCR personnel

Clients Who May Avail of the Service

:

Incoming first year students, transferees

Requirements

:

SHS graduates   - Original SHS report card, permanent record, certificate of good moral character, photocopy of PSA- or NSO-authenticated birth certificate, long brown envelope

Transferees       - Original TOR, certificate of honorable dismissal, photocopy of PSA- or NSO-authenticated birth certificate, long brown envelope

Duration

:

30 minutes

Fees

:

None (Fees will be shouldered by UNIFAST by virtue of R.A. 10931)

Steps to Avail of the Service

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Steps	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/Other Requirements
1	Submit required documents	Accept and check documents, issue enrollment form	10 minutes	OCR personnel	None	For SHS graduates, original SHS report card, permanent record, certificate of good moral character, photocopy of PSA- or NSO-authenticated birth certificate, long brown envelope For transferees, original TOR, certificate of honorable dismissal, photocopy of PSA- or NSO-authenticated birth certificate, long brown envelope
2	Fill out enrollment form and submit it to the Accounting Office for assessment of fees	Assess fees	10 minutes	Accounting Office personnel	None	Enrollment form
3	Proceed to the Cashier's Office for "zero tuition" tagging	Tag enrollee	5 minutes	Cashier	None	Enrollment form
4	Claim certificate of registration (COR) from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Enrollment form
END OF TRANSACTION						

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 a.m. to 5 p.m.  
 Contact Persons : OCR personnel  
 Clients Who May Avail of the Service : Second year to fourth year undergraduate students  
 Requirements : Clearance slip, pre-enrollment form  
 Duration : 30 minutes  
 Fees : None (Fees will be shouldered by UNIFAST by virtue of R.A. 10931)  
 Steps to Avail of the Service :

Steps	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/Other Requirements
1	Submit clearance slip and pre-enrollment form	Receive and check clearance slip and pre-enrollment form, enlist subjects, pass forms to the Accounting Office	10 minutes	OCR personnel	None	Clearance slip and pre-enrollment form
2		Assess fees	10 minutes	Accounting Office personnel	None	Clearance slip and pre-enrollment form
3		Tag enrollee	5 minutes	Cashier	None	Clearance slip and pre-enrollment form
4	Claim certificate of registration (COR) from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Clearance slip and pre-enrollment form
END OF TRANSACTION						

Title of Frontline Service : Enrollment of CTP and graduate students  
Schedule of Availability of Service : As scheduled in the University calendar, 8:00 a.m. to 5 p.m.  
Contact Persons : OCR 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	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/ Other Requirements
1	Get enlistment form from the Office of the FGSTER and select subjects to enroll	Review courses selected, advise on scheduling, course offerings, etc., sign enlistment form	20 minutes	Associate Dean, FGSTER	None	Enlistment form
2	Proceed to the OCR for enlistment of subjects	Enlist subjects	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	Pay assessed fees in the Cashier's Office	Accept payment and issue official receipt	5 minutes	Cashier	Computed based on study load	Enlistment form, payment, official receipt
5	Claim certificate of registration (COR) from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Enlistment form, official receipt
END OF TRANSACTION						

Title of Frontline Service : Enrollment of irregular/re-admitted students  
Schedule of Availability of Service : As scheduled in the University calendar, 8:00 a.m. to 5 p.m.  
Contact Persons : OCR personnel  
Clients Who May Avail of the Service : Irregular/re-admitted students  
Requirements : Enlistment form  
Duration : 40 minutes  
Fees : None (Fees will be shouldered by UNIFAST by virtue of R.A. 10931)  
Steps to Avail of the Service :

Steps	Applicant/Client	Service Provider	Duration of Activity	Persons In Charge	Fees	Forms/Documents/ Other Requirements
1	Get enlistment form from the OCR and select subjects to enroll	Check leave form, issue enlistment form, advise on subject offerings, scheduling, etc.	20 minutes	OCR personnel	None	Leave form, enlistment form
2	Fill out enlistment form, select subjects to enroll	Enlist subjects	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 for "zero tuition" tagging	Tag enrollee	5 minutes	Cashier	None	Enlistment form
5	Claim certificate of registration (COR) from the OCR	Print and issue COR	5 minutes	OCR personnel	None	Enlistment form
END OF TRANSACTION						

Title of Frontline Service	:	Issuance of documents
Schedule of Availability of Service	:	Monday to Friday, 8:00 a.m. to 5 p.m.
Contact Persons	:	OCR personnel
Clients Who May Avail of the Service	:	Students, alumni, government and non-government agencies
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 or birthday, authorization letter and photocopy of valid ID if someone requests documents in behalf of a student or an alumnus/alumna, request letter and photocopy of marriage contract for change of marital status, 2 documentary stamps for each document
Duration	:	TOR, diploma, certifications - 3 working days Certification, Authentication, Verification (CAV) - 30 minutes
Fees	:	

TOR (Baccalaureate)	Php 100.00 per page
TOR (CTP/Masteral/Doctoral)	Php 500.00 per set
Second copy of diploma (Baccalaureate)	Php 100.00
Second copy of diploma (CTP/Masteral/Doctoral)	Php 500.00
Certification	Php 50.00
Authentication	Php 50.00 per page
Course description	Php 100.00 per subject

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 documents from the OCR	Check client's existing documents, 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	Pay assessed fees in the Cashier's Office	Accept payment and issue official receipt	5 minutes	Cashier	Based on assessed fees	Application for documents, official receipt
5	Present official receipt to the OCR	Set schedule for release of documents, issue claim stub	5 minutes	OCR personnel	None	Application for documents, official receipt
6	Return on scheduled date or time of release	Release document/s requested	3 days/30 minutes	OCR personnel	None	Claim stub
END OF TRANSACTION						