

**END OF TRANSACTION**

**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. Computed Grade Point Average (GPA) of 85% / 2.0 / B or better.
3. Photocopy of the Marriage Contract for married women, if TOR bears maiden name
4. Admission Test fee of P400 to be paid to the University Cashier
5. Two (2) copies of recent 2"x2" colored picture

**Total Time Duration** : **91 minutes**

**How to Avail of the Service:**

**Title of Frontline Services** : **Application for Admission Test in the Undergraduate (for Incoming Freshmen)**

<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	Present admission requirements for evaluation	Evaluates admission requirements submitted by applicant	5 minutes/applicant	Director Administrative Aide	None	*Transcript of Records
2	Secure Computation Form and compute for Grade Point Average (GPA)	Issues Computation Form and rechecks results of GPA to find out if applicant is qualified	60 minutes	Director Administrative Aide	None	Computation Form for Grade Point Average
3	<ul style="list-style-type: none"> <li>• If qualified, go to MIS Office, GWA Bldg. Rm. 102 for on-line profiling and have your application form printed there or</li> <li>• Application forms are now downloadable and can be accomplished prior to coming to PNU</li> </ul>	Coordinates with MIS for online profiling of applicants	15 minutes	Director Administrative Aide MIS	None	Application Form for Admission Test
4	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
5	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
6	Submit OR of payment and copy OR number on the Application Form	Encodes data of applicant in the Enrollment System and prints Examination 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	2 minutes	Administrative Aide	None	Examination Permit with OR of payment Logbook

**END OF TRANSACTION**

**Key Person** : Director, Office of Admissions

- High School Report Card (original & photocopy) -- no grade lower than 80% in all subjects in fourth year

- Total Time Duration :45 minutes**

[illegible]

<b>Title of Frontline Services</b>	<b>: Application for Admission Test in the Institute for Teaching and Learning (ITL)</b>
<b>Schedule of Availability of Service</b>	<b>: Mondays – Saturdays 8:00AM – 5:00PM</b>
<b>Key Person</b>	<b>: Director, Office of Admissions</b>
<b>Who may avail of the service?</b>	<b>: Incoming Grade VII Students and Kindergarten Pupils (Entry Grade Levels)</b>
<b>What are the Requirements?</b>	

## FIRST YEAR HIGH SCHOOL

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

### How to Avail of the Service:

**Total Time Duration :50 minutes**

[illegible]

## 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 :50 minutes**

**How to Avail of the Service:**

[illegible]

- **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 Undergraduate Programs

## What are the Requirements?

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

**Time Duration of Examination : 2.5 hours**

**Test Results Release** : 2 months after the test

**Total Time Duration** : 3 hours and 3 minutes

**How to Avail of the Service:**

[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** : 4 weeks after the test

**Total Time Duration** : 2 hours and 23 minutes

### How to Avail of the Service:

[illegible]

- 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** : 2 hours

**Test Results Release** : 2 months after the test

**Total Time Duration** : 2 hours and 18 minutes

[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 Fourth Year High School Report Card
- \*Original Transcript of Records and Honorable Dismissal (for Transferees)
- Original Certificate of Good Moral Character from High School Principal/Guidance Counselor
- Original NSO Birth Certificate

**Total Time Duration** : 34 minutes  
**How to Avail of the Service:**

[illegible]

[illegible]

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? Official Test Permit

Total Duration: 17 days, 4 hours and 20 minutes

Step	Please Follow the Steps	Service Provider Action	Duration	Person/s In Charge	Fee	Form/ document
1	The OA Staff prepares the list of examinees in each examination room and posts it outside the corresponding examination room.		10 minutes	OA Staff		
2	The OA Staff instructs the examinees to proceed to the corresponding room assigned to them.		5 minutes	OA Staff	None	
3	The OA Staff gives the test materials to the proctors who shall check if the materials are complete.		5 minutes	OA Staff	None	
4	The Exam Proctor (EP) checks the attendance and test permits of the examinees.		5 minutes	Proctor	None	
5	The EP distributes the test materials to the examinees.		15 minutes	Proctor	None	
6	The EP reads/gives the general directions of the test to the examinees.		10 minutes	Proctor	None	
7	The examinees answer the test (to be completed in approximately three (3) hours).		3 hours			
8	In the event of test irregularities, the issues shall be endorsed/forwarded to OA.		5 minutes			
9	The EP returns the test materials with the accomplished answer sheets to the OA Staff who shall check if the submitted materials are in order.		20 minutes	Proctor OA Staff		

10	The OA Staff checks the test papers of the examinees and with the help of assigned Faculty Checkers (for Reading and Essay part of the exam). For any concerns regarding the test papers, the OA Staff coordinates with the Office of the Vice President for Academics (OVPA). (1 day after the exam)		14 days	OA Staff & Assigned Faculty Checkers		
11	The OA Director consults with the VPA before posting the test results.		1 day	OA Director		List of New Students
12	The Management Information System Office Staff, in coordination with the OA Staff, posts via the PNU website the list of examination passers.		1 day			List of New Students
13	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		1 day			
13	The student applicant submits their deferment form to OA.		5 minutes			Deferment Form
END OF TRANSACTION						