



1. Online Enrolment of Incoming First Year Students

Office or Division		Campus Registrar Unit		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail:		Incoming First Year Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Certificate Original Form 138 Certificate of Good Moral Character PSA Birth Certificate Duly Accomplished Student's Information Sheet		PNU SL Medical Officer Registrar's Office School Principal/ Guidance Counselor PSA Office PWEBSS Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Qualified applicant receives a notification and guidelines in the enrolment process.	Checks authenticity and completeness of the requirements and issues certificate of admission	None	5 minutes	Campus Registrar /Staff
2. Qualified applicant opens their PWEBSS portal account and checks the subjects enlisted.	Assists student who will encounter problems with their portal, enlisted subjects, schedule, etc.	None	5 minutes	Campus Registrar/Staff
3. Qualified applicant confirms assessment and views/prints certificate of registration form.	Assists student in confirming the assessment of fees and in viewing/printing their certificate of registration form	None	4 minutes	Campus Registrar/Staff
Total		None	14 minutes	



2. Online Enrolment of Regular Students

Office or Division		Campus Registrar Unit		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail:		Undergraduate Regular Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Certificate (beginning of the academic year only) Student Clearance		PNU SL Medical Officer Office of Student Affairs and Services Unit (SASU)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Students submit the accomplished clearance to the Registrar's Office, open their PWEBSS portal account and check the subjects enlisted.	Checks the completeness and authenticity of student's accomplished clearance and assists students who will encounter problems with their portal, enlisted subjects, and schedule	None	9 minutes	Campus Registrar/Staff
2. Student confirms assessment and views/prints certificate of registration form.	Assists student in confirming the assessment of fees and in viewing/printing their certificate of registration form	None	2 minutes	Campus Registrar/Staff
3. Students proceed to the SASU Office for ID validation.	Instructs the student to present his/her certificate of registration.	None	2 minutes	Campus Registrar/Staff
Total		None	13 minutes	



3. Online Enrolment of Irregular/Readmitted Students

Office or Division		Campus Registrar Unit		
Classification		Simple		
Type of Transaction		G2C -Government to Citizen		
Who may avail:		Undergraduate Irregular Students/Readmitted Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter Medical Certificate Student Clearance Certificate of Readmission Accomplished Enlistment Form		Campus Registrar Unit PNU SL Medical Office Student's Affairs and Student's Services Unit Campus Registrar Unit Campus Registrar Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Student proceeds to the Campus Registrar's Office for evaluation of the student's academic record, submits the request letter and fills out the Certificate of Readmission.	Evaluates student's academic record, receives and approves the request and issues Certificate of Readmission	None	5 minutes	Campus Registrar
2. Student proceeds to the Program Coordinator and presents the Certificate of Readmission.	Signs the Certificate of Readmission	None	2 minutes	Program Coordinator
3. Student proceeds to the Dean for Academics and the Hub and presents the Certificate of Readmission.	Signs the Certificate of Readmission	None	2 minutes	Dean for Academics and the Hub
4. Students submit the signed Certificate of Readmission to the Campus Registrar's Office.	Verifies the completeness and authenticity of the Certificate of Readmission.	None	2 minutes	Campus Registrar
5. Students open their PWEBSS portal account, check the subjects to enroll, fill out the Enlistment Form, and submit it to the Campus Registrar/Staff.	Assists in checking for subjects to be enlisted and their schedule, enlists the subjects in the PWEBSS portal, and tags the	None	5 minutes	Campus Registrar/Staff



	student to the UNIFAST Scholarship.			
6. Students open their PWEBSS portal account and check the subjects enlisted.	Assists student who will encounter problems with their portal, enlisted subjects, and schedule	None	2 minutes	Assigned Staff
7. Student confirms assessment and views/prints certificate of registration form.	Assists student in confirming the assessment of fees and in viewing/printing their certificate of registration form	None	2 minutes	Assigned Staff
8. Students proceed to the SASU Office for ID validation.	Instructs the student to present his/her certificate of registration.	None	2 minutes	Assigned Staff
Total		None	22 minutes	



4. Application for Admission Test (For Incoming First Year Students)

Office or Division		Campus Registrar Unit/ Office of Admissions		
Classification		Simple		
Type of Transaction		G2C -Government to Citizen		
Who may avail:		Senior High School Graduating/Graduated Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished Application Form Senior High School Report Card (Certified True Copy) (Grade 11 and latest Grade 12 Report Card for current Grade 12 students) (Grade 12 Report Card for those students who already graduated SHS) (Transcript of Records/ Copy of Grades for those transferees) Certification from School Principal that the student is graduating from Senior High School for current Grade 12/ Diploma / Certificate of Graduation for SHS Graduates / Latest Registration Form for Transferees Two (2) copies of 2x2 latest colored picture 		PWEBSS Applicants Access Module Registrar's Office of the previous school attended		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Qualified applicants complete the application form via https://pwebss.pnu.edu.ph/pnu/applicants/ . A. Creates an account using a valid email address to register. B. Uploads all documentary requirements via Google Form	Checks authenticity and completeness of the requirements and issues Certificate of Admission	None	6 minutes	Assigned Staff
2. Qualified applicants who passed the Phase 1 screening receives a notice regarding their status through their email account.	Evaluates the completeness and authenticity of requirements submitted and issues electronic test permit	None	10 minutes	Assigned Staff



3. Qualified applicants receive guidelines for the conduct of admission interviews.	Sends email to applicants for the schedule of interview	None	2 minutes	Assigned Staff
4. Qualified applicants receive a schedule for medical and mental health screening and submission of medical records.	Endorses the official list of successful applicants to PNU SL Health Clinic	None	2 minutes	Assigned Staff
Total		None	20 minutes	



5. Filing of Application for Documents

Office or Division		Campus Registrar Unit		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail:		Undergraduate Students and Alumni		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form Clearance Form Official Receipt of Payment Documentary Stamp Notarized Affidavit of Loss/Damaged (for duplicate diploma)		Campus Registrar Unit Campus Registrar Unit Cashier Authorized Distributor Public Attorney's Office/ Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clientele requests documents via email or the official Facebook page of the PNU South Luzon Campus Registrar.	Replies to the clientele and asks for further details.	None	3 minutes	Assigned Staff
2. Clientele requests an appointment via email or the official Facebook page.	Gives an appointment and further instructions to clientele	None	4 minutes	Assigned Staff
3. Clientele fills out the Request Form of documents.	Issues and checks Request Form for documents; and issues general clearance for first-time applicants (for non-graduates only)	None	3 minutes	Assigned Staff
4. Clientele presents the Request Form to the Accounting Office and secures the order of payment.	Provides order of payment with corresponding amount based on the document requested	None	2 minutes	Accounting Staff
5. Clientele pays the corresponding fee for requested documents and secures official receipt of payment at the Cashier's Office.	Accepts cash payment and issues a corresponding official receipt	Based on the Order of Payment	2 minutes	Cashier
6. Clientele presents Request Form with	Verifies receipt, schedules claiming of	None	2 minutes	Assigned Staff



Official receipt at the Registrar's Office	the requested document, and issues the claim stub			
TOTAL		Based on the Number of Documents	16 minutes	



6. Releasing of Requested Documents

Office or Division		Campus Registrar Unit		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail:		Undergraduate Students and Alumni		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Claim Stub Authorization Letter and Photocopy of Valid ID		Clientele/ Representative of the Clientele		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clientele/ representative presents the claim stub to the assigned staff and/or authorization letter and photocopy of valid ID.	Receives and checks the claim stub and/or authorization letter and photocopy of valid ID.	None	2 minutes	Assigned Staff
2. Clientele receives the requested document/s.	Prepares and releases the requested document/s.	None	2 minutes	Assigned Staff
3. Clientele fills out the Log Book for recording and tracking purposes.	Gives instructions for filling out the Log Book.	None	2 minutes	Assigned Staff
4. Clientele answers and submits the Client Satisfaction Survey.	Issues a copy of the survey, provides instructions for filling it out and receives it from the clientele after answering.	None	3 minutes	Assigned Staff
TOTAL		None	9 minutes	