



Admissions Office

External Services




#1 Application for Admission Test in Basic Education Admission Test (BEAT)

This service facilitates the admission process for students applying to the Basic Education programs at Philippine Normal University. It covers applications for Kindergarten and Grade 7 through the Basic Education Admission Test (BEAT), which assesses students' readiness for their respective grade levels.

Office or Division:	Admissions Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Incoming Kindergarten students whose age should be 5 years old of the current year Incoming Grade 7 students who graduated from Grade 6			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
KINDERGARTEN:				
Printed / PDF Copy of the Application Form (1 copy)		PWEBSS		
PSA Birth Certificate (1 copy)		Philippine Statistics Authority		
Barangay Certificate (1 copy)		Barangay Hall		
2x2 ID Picture (1 copy)				
GRADE 7:				
Printed/PDF Copy of Application Form (1 copy)		PWEBSS		
Certified True Copy of Grade 6 Report Card (1 copy)		Previous School		
Certificate of Good Moral Character (1 copy)		Previous School		
2x2 ID Picture (1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an online profile using this link: https://pwebss.pnu.edu.ph/pnu/applicants/ and the Google Form link provided by the Admissions Office.	1. Verifies the accessibility of the online profile	None	Approximately 15 minutes per applicant, depending on internet speed	MIS Staff Management Information Systems Office



2. Submit admission requirements through Face-to-Face	2. Evaluates the admission requirements submitted by the applicant	None	3 minutes	Director / Administrative Staff Admissions Office
3. Pay the Admission Test Fee to the University Cashier's Office	3. Instructs applicant to pay thru E-services and accepts payment of Admission Test fee and issues OR	Admission Fee - PHP 350.00	5 minutes	Cashier Collection and Disbursement Unit
4. Submit OR of payment and copy of the OR number on the Application form	4 Encodes data of applicant in the Enrollment System and prints Exam Permit	None	3 minutes	Administrative Staff Admissions Office
5. Claim test permit	5. Issues exam permit, receives acknowledgement form and files the application form	None	2 minutes	Administrative Staff Admissions Office
6. Evaluate services	6. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid PHP 350.00	Total Transaction Time 30 minutes	

#1.1 Application for Admission Test in Basic Education Admission Test (BEAT)

This online service facilitates the admission process for students applying to the Basic Education programs at Philippine Normal University. It covers applications for Kindergarten and Grade 7 through the Basic Education Admission Test (BEAT), which assesses students' readiness for their respective grade levels.

Office or Division:	Admissions Office
Classification:	Simple
Type of Transaction:	G2C




Who may avail:	Incoming Kindergarten students whose age should be 5 years old of the current year Incoming Grade 7 students who graduated from Grade 6
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
KINDERGARTEN:	
Printed / PDF Copy of the Application Form (1 copy)	PWEBSS
PSA Birth Certificate (1 copy)	Philippine Statistics Authority
Barangay Certificate (1 copy)	Barangay Hall
2x2 ID Picture (1 copy)	

GRADE 7:	
Printed/PDF Copy of Application Form (1 copy)	PWEBSS
Certified True Copy of Grade 6 Report Card (1 copy)	Previous School
Certificate of Good Moral Character (1 copy)	Previous School
2x2 ID Picture (1 copy)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an online profile using this link: https://pwebss.pnu.edu.ph/pnu/applicants/	1. Verifies the accessibility of the online profile	None	Approximately 15 minutes per applicant, depending on internet speed	MIS Staff Management Information Systems Office
2. Submit admission requirements through Google form link provided (accessible thru the admissions brochure).	2. Evaluates the admission requirements submitted by the applicant	None	Approximately 10 minutes per applicant, depending on internet speed	Director / Administrative Staff Admissions Office
3. Pay the Admission Test Fee to the University Cashier's Office	3. Instructs applicant to pay thru E-services and accepts payment of processing fee and cashier issues OR	Admission Fee - PHP 350.00	Based on Bank/ applicant response time	Cashier Collection and Disbursement Unit
4. Submit OR of payment and copy of the OR number through email	4. Encodes data of applicant in the Enrollment System and prints Exam Permit	None	3 minutes	Administrative Staff Admissions Office



5. Claim test permit through email	5. Issues exam permit, receives acknowledgement form and files the application form	None	5 minutes	Administrative Staff Admissions Office
6. Evaluate services	6. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid PhP 350	Total Transaction Time 35 Minutes	

#2 Application for Admission Test in the Graduate Programs (Master's and Doctorate) and Certificate in Teaching Program

This service manages the application process for individuals seeking admission to PNU's Master's, Doctorate, and Certificate in Teaching Program (CTP). The required admission test assesses applicants' academic preparedness, analytical skills, and research potential. The CTP, delivered entirely online, offers a flexible pathway for bachelor's degree holders from any field to transition into teaching. It equips them with essential pedagogy and content knowledge, preparing them for the Licensure Examination for Teachers (LET) and a career in education.


Office or Division:	Admissions Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	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)
<div> <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> </div>	



Printed/PDF Copy of Application Form (1 copy)	PWEBSS
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) (1 copy)	Previous School
Computed Grade Point Average (GPA): For Master's: 85% / 2.0 / B or better For Doctorate: 90%/1.75/B+ or better (1 copy)	Previous School
Photocopy of the Marriage Contract for married women if TOR bears maiden name (1 copy)	Philippine Statistics Authority
For GCAT Applicants: 3 Recommendation letters (1 copy each)	Former or Current Supervisor/Superior/Employer
2x2 ID Picture (1 copy)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an online profile using https://pwebss.pnu.edu.ph/pnu/applicants/ and fill out the provided Google form.	1. Verifies the accessibility of the online profile	None	Approximately 20 minutes per applicant, depending on internet speed	MIS Staff Management Information Systems Office
2. Submit admission requirements face-to-face	2. Evaluates the admission requirements submitted by the applicant	None	3 minutes	Director / Administrative Staff Admissions Office
3. Pay the Admission Test Fee to the University Cashier's Office	3. Instructs applicant to pay thru E-services and accepts payment of Admission Test fee and issues OR	Admission Fee - PHP 400.00	5 minutes	Cashier Collection and Disbursement Unit
4. Submit OR of payment and copy of the OR number on the Application form	4. Encodes data of applicant in the Enrollment System and	None	3 minutes	Administrative Staff Admissions Office



	prints Exam Permit			
5. Claim test permit	5. Issues examination permit and files accomplished form	None	2 minutes	Administrative Staff Admissions Office
6. Evaluate services	6. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid PhP 400.00	Total Transaction Time 32 Minutes	




#2.1 Application for Admission Test in the Graduate Programs (Master's and Doctorate) and Certificate in Teaching Program

This online service manages the application process for individuals seeking admission to PNU's Master's, Doctorate, and Certificate in Teaching Program (CTP). The required admission test assesses applicants' academic preparedness, analytical skills, and research potential. The CTP, delivered entirely online, offers a flexible pathway for bachelor's degree holders from any field to transition into teaching. It equips them with essential pedagogy and content knowledge, preparing them for the Licensure Examination for Teachers (LET) and a career in education.

Office or Division:	Admissions Office		
Classification:	Simple		
Type of Transaction:	G2C		
Who may avail:	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)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Printed/PDF Copy of Application Form (1 copy)		PWEBSS	
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) (1 copy)		Previous School	
Computed Grade Point Average (GPA): For Master’s: 85% / 2.0 / B or better For Doctorate: 90%/1.75/B+ or better (1 copy)		Previous School	
Photocopy of the Marriage Contract for married women if TOR bears maiden name (1 copy)		Philippine Statistics Authority	
For GCAT Applicants: 3 Recommendation letters (1 copy each)		Former or Current Supervisor/Superior/Employer	
2x2 ID Picture (1 copy)			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an online profile using this link: https://pwebss.pnu.edu.ph/pnu/applicants/ .	1. Verifies the accessibility of the online profile	None	Approximately 20 minutes per applicant, depending on internet speed	MIS Staff Management Information Systems Office
2. Submit admission requirements through Google form link provided.	2. Evaluates the admission requirements submitted by the applicant	None	3 minutes	Director / Administrative Staff Admissions Office
3. Pay the Admission Test Fee to the University Cashier's Office	3. Instructs applicant to pay thru E-services and accepts payment of Admission Test fee and issues OR	Admission Fee - PHP 400.00	Based on Bank/ applicant response time	Cashier Collection and Disbursement Unit
4. Submit OR of payment and copy of the OR number through email	4. Encodes data of applicant in the Enrollment System and prints Exam Permit	None	10 minutes	Administrative Staff Admissions Office
5. Claim test permit through email	5. Issues exam permit, receives acknowledgment form and files the application form	None	5 minutes	Administrative Staff Admissions Office
6. Evaluate services	6. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid PHP 400.00	Total Transaction Time 14 Minutes	




#3 Application for Admission Test in the Undergraduate Programs Philippine Normal University Admission Test (PNUAT)

This service facilitates the application process for students seeking admission to undergraduate programs at PNU through the Philippine Normal University Admission Test (PNUAT). The exam evaluates applicants' academic competence, critical thinking skills, and overall readiness for college-level education

Office or Division:	Admissions Office		
Classification:	Simple		
Type of Transaction:	G2C		
Who may avail:	Graduate of Senior High School (SHS) Graduating SHS students Transferees Completed Middle School or its Equivalent		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Printed / PDF Copy of the Application Form (1 copy)		PWEBSS	
For Graduating SHS Students: Certified True Copy of Grade 11 and latest Grade 12 report card with no grade lower than 80% or its equivalent in any subjects and with a General Weighted Average of 85% or its equivalent (1 copy)		Current School	
For Transferees: Transcript of Records/Certification of Grades with no grade lower than 80% or its equivalent in any of the subjects, and with a General Weighted Average (GWA) of 85% or its equivalent) and has not taken any undergraduate/college program (1 copy)		Current School	
For those who completed Middle School or its equivalent: Certification from Philippine Educational Placement Test (PEPT) / Alternative Learning System (ALS) or a Non-Formal Equivalency Test or a Non-Formal Equivalency test both given and certified by the Department of Education (CMO No. 10 S. 2018) (1 copy)		Department of Education (DepEd)	



Certification from the School Principal that the student is graduating from SHS/Certification of Enrollment/Registration Form (1 copy)	Current School
2x2 ID Picture (1 copy)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an online profile using https://pwebss.pnu.edu.ph/pnu/applicants/ and fill out the provided Google form.	1. Verifies the accessibility of the online profile	None	Approximately 15 minutes per applicant, depending on internet speed	MIS Staff Management Information Systems Office
2. Submit admission requirements face-to-face	2. Evaluates the admission requirements submitted by the applicant	None	3 minutes	Director / Administrative Staff Admissions Office
3. Claim test permit	3. Issues examination permit and files accomplished form	None	2 minutes	Administrative Staff Admissions Office
4. Evaluate services	4. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid None	Total Transaction Time 22 Minutes	




#3.1 Application for Admission Test in the Undergraduate Programs Philippine Normal University Admission Test (PNUAT)

This online service facilitates the application process for students seeking admission to undergraduate programs at PNU through the Philippine Normal University Admission Test (PNUAT). The exam evaluates applicants' academic competence, critical thinking skills, and overall readiness for college-level education

Office or Division:	Admissions Office
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Graduate of Senior High School (SHS) Graduating SHS students Transferees Completed Middle School or its Equivalent
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Printed / PDF Copy of the Application Form (1 copy)	PWEBSS

Graduating SHS Students: Certified True Copy of Grade 11 and latest Grade 12 report card with no grade lower than 80% or its equivalent in any subjects and with a General Weighted Average of 85% or its equivalent (1 copy)	Current School
For Transferees: Transcript of Records/Certification of Grades with no grade lower than 80% or its equivalent in any of the subjects, and with a General Weighted Average (GWA) of 85% or its equivalent) and has not taken any undergraduate/college program (1 copy)	Current School
For those who completed Middle School or its equivalent: Certification from Philippine Educational Placement Test (PEPT) / Alternative Learning System (ALS) or a Non-Formal Equivalency Test or a Non-Formal Equivalency test both given and certified by the Department of Education (CMO No. 10 S. 2018) (1 copy)	Department of Education (DepEd)
Certification from the School Principal that the student is graduating from SHS/Certification of Enrollment/Registration Form (1 copy)	Current School



2x2 ID Picture (1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an online profile using https://pwebss.pnu.edu.ph/pnu/applicants/	1. Verifies the accessibility of the online profile	None	Approximately 15 minutes per applicant, depending on internet speed	MIS Staff Management Information Systems Office
2. Submit admission requirements through Google Form	2. Evaluates the admission requirements submitted by the applicant	None	Approximately 10 minutes per applicant, depending on internet speed	Director / Administrative Staff Admissions Office
3. Claim test permit through email	3. Issues examination permit and files accomplished form	None	2 minutes	Administrative Staff Admissions Office
4. Evaluate services	4. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid None	Total Transaction Time 29 Minutes	




#4 Administration of Admission Test

This service ensures the proper scheduling and administration of admission tests for applicants in the Basic Education, Undergraduate, Graduate, and Certificate in Teaching Programs. It includes exam coordination, test facilitation, and proctoring to maintain a fair and standardized admission process.

Office or Division:	Admissions Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All applicants of GCAT, CTPAT and PNUAT with Successful evaluation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PNUAT/GCAT/CTPAT Test Permit (1 copy)		Admissions Office		
PNUAT/GCAT/CTPAT Guidelines (1 copy)		Admissions Office		
Health Declaration Form (1 copy)		Admissions Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Arrive at the assigned examination rooms at least 30 minutes before the schedule.	1. Assists the examinees and redirects them into their respective room assignments	None	10 minutes	Student Volunteers
2. Submit the health declaration form.	2. Receives the completed health declaration form	None	1 minute	<i>UHSU Personnel</i> University Health Services Unit
3. Enter the assigned examination room when instructed.	3. Verifies the identity of the examinees.	None	1 minute	<i>Proctor</i> From Different Units
4. Place all items, including bags and phones, at the sides of the examination room.	4. Makes sure that the examinees only have their pencils during the exam.	None	2 minutes	<i>Proctor</i> From Different Units
5. Receive the scratch paper that will be used in answering the admission test	5. Distributes answer sheets to the examinees	None	2 minutes	<i>Proctor</i> From Different Units
6. Sign the attendance sheet that will be provided by the proctor and write the applicant ID number in the upper left corner of the scratch paper	6. Makes sure that every examinee signs the attendance sheet and copy their applicant ID number.	None	10 minutes	<i>Proctor</i> From Different Units




7. Receive answer sheets	7. Distributes answer sheets to the examinees	None	3 minutes	Proctor From Different Units
8. Receive the test booklets	8. Distributes test booklets to each of the examinees.	None	5 minutes	Proctor From Different Units
9. Answer the admission test.	9.1 Instructs the examinees on how to use the answer sheets. 9.2 Delivers the important reminders while answering the admission test. 9.3 Reminds the examinees of the remaining time.	None	150 minutes	Proctor From Different Units
10. Submit the completed answer sheet, booklets and scratch paper to the proctor.	10. Receives the answer sheet, booklets, and scratch paper.	None	1 minute	Proctor From Different Units
11. Answer the evaluation form.	11. Distributes the evaluation form.	None	2 minutes	Proctor From Different Units
12. Submit the completed evaluation form.	12. Receives the evaluation form from the examinee.	None	1 minute	Proctor From Different Units
13. Evaluate services	13. Encourage client to accomplish NNP Survey Form	None	2 minutes	<p>Ngiting Normal Client Satisfaction Survey</p>  <p>Link: https://nnp.pnu.edu.ph/</p>
END OF TRANSACTION		Total Amount to be Paid None	Total Transaction Time 14 Minutes	



#5 Administering Interviews for Undergraduate

This service facilitates the interview process for undergraduate applicants as part of the admission screening. The interview assesses applicants' communication skills, motivation, academic background, and overall suitability for their chosen program

Office or Division:	Admissions Office			
Classification:	Simple			
Type of Transaction:	Walk-In and Online			
Who may avail:	PNUAT Applicants who Passed the Admission Test			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Interview Form (1 copy)			Admissions Office	
Certified True Copy of Senior High School Report Card (1 copy)			Current School	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Answer the interview form (google form) provided by the admissions office.	Receives the interview form of the PNUAT Passers.	None	5 minutes	<i>Administrative Staff</i> Admissions Office
Receive the interview schedule.	Emails the PNUAT passers regarding their interview schedule.	None	2 minutes	<i>Administrative Staff</i> Admissions Office
Attend the interview.	Reviews the applicant's academic records. Conduct one-on-one interviews with applicants.	None	25 minutes	<i>Faculty</i> Different Academic Units
Wait for the results of the interview.	Email the interview results to the applicants.	None	2 minutes	<i>Administrative Staff</i> Admissions Office
Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid None	Total Transaction Time 36 Minutes	




#6 Application for the Diploma Programs

This fully online program offers a flexible learning option for educators seeking specialization in Values Education, Physical Education, or Library and Information Science. Designed for bachelor's degree holders in education, it equips teachers with the necessary content and pedagogy aligned with the PNU Teacher Education Pathway, enabling them to effectively teach these subjects in basic education.

Office or Division:	Admissions Office		
Classification:	Simple		
Type of Transaction:	G2C		
Who may avail:	Graduate of Senior High School (SHS) Graduating SHS students Transferees Completed Middle School or its Equivalent		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Printed / PDF Copy of the Application Form (1 copy)		PWEBSS	
Undergraduate degree Transcript of Record (in case you have further studies after undergraduate degree, present the most recent credentials)		Issuing School	
Authenticated Birth Certificate		Philippine Statistics Authority	
2x2 colored picture with a name tag			
Curriculum Vitae (CV)		Applicant	
Certificate of Employment (at least 2 years of teaching experience is required)		Employer	
Letter of Application addressed to the Dean of College Alternative and Lifelong Learning (CALL)		Applicant	
Letter of Application addressed to the Admissions Office Director		Applicant	
Letter of Recommendation addressed to the CALL Dean with attachment of 1 Recommendation Letter.		Former or Current Supervisor/Superior/Employer	
Diploma (Baccalaureate / Graduate)		Issuing School	
Permit to Study (if working full-time)		Current Employer	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an online profile using this link: https://pwebss.pnu.edu.ph/pnu/applicants/ and fill out Google Form.	1. Verifies the accessibility of the online profile	None	Approximately 15 minutes per applicant, depending on internet speed	MIS Staff Management Information Systems Office
2. Submit admission requirements through Face-to-Face	2. Evaluates the admission requirements submitted by the applicant	None	5 minutes	Director / Administrative Staff Admissions Office
3. Get payment instructions	3. Instructs applicant to pay thru E-services	None	3 minutes	Administrative Staff Admissions Office
4. Pay the processing fee to the University's Cashier Office	4. Accepts payment of admission test fee and issues OR	Admission Fee - PHP 250.00	5 minutes	Cashier Collection and Disbursement Unit
5. Submit OR of payment	5. Copy the OR number on the Application form and prints Exam Permit	None	3 minutes	Administrative Staff Admissions Office
6. Wait for the results of the evaluation of the College of Alternative and Lifelong Learning (CALL)	6. AO endorses the requirements to CALL and CALL approves the application.	None	Based on CALL's processing time	CALL Deputy Dean and Dean College of Alternative and Lifelong Learning
7. Get the results of the evaluation through email	7. AO sends the results to the applicant through email.	None	5 minutes	Administrative Staff Admissions Office
8. Evaluate services	8. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid None	Total Transaction Time 38 Minutes	




#6.1 Application for the Diploma Programs

This fully online program offers a flexible learning option for educators seeking specialization in Values Education, Physical Education, or Library and Information Science. Designed for bachelor's degree holders in education, it equips teachers with the necessary content and pedagogy aligned with the PNU Teacher Education Pathway, enabling them to effectively teach these subjects in basic education.

Office or Division:	Admissions Office		
Classification:	Simple		
Type of Transaction:	G2C		
Who may avail:	Graduate of Senior High School (SHS) Graduating SHS students Transferees Completed Middle School or its Equivalent		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Printed / PDF Copy of the Application Form (1 copy)		PWEBSS	
Undergraduate degree Transcript of Record (in case you have further studies after undergraduate degree, present the most recent credentials)		Issuing School	
Authenticated Birth Certificate		Philippine Statistics Authority	
2x2 colored picture with a name tag			
Curriculum Vitae (CV)		Applicant	
Certificate of Employment (at least 2 years of teaching experience is required)		Employer	
Letter of Application addressed to the Dean of College Alternative and Lifelong Learning (CALL)		Applicant	
Letter of Application addressed to the Admissions Office Director		Applicant	
Letter of Recommendation addressed to the CALL Dean with attachment of 1 Recommendation Letter.		Former or Current Supervisor/Superior/Employer	
Diploma (Baccalaureate / Graduate)		Issuing School	
Permit to Study (if working full-time)		Current Employer	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Create an online profile using this link: https://pwebss.pnu.edu.ph/pnu/applicants/ and fill out Google Form.	Verifies the accessibility of the online profile	None	Approximately 15 minutes per applicant, depending on internet speed	MIS Staff Management Information Systems Office
Submit admission requirements through provided Google form (accessible thru the Admissions Brochure)	Evaluates the admission requirements submitted by the applicant	None	5 minutes	Director / Administrative Staff Admissions Office
Get payment instructions	Instructs applicant to pay thru E-services	None	3 minutes	Administrative Staff Admissions Office
Pay the processing fee to the University's Cashier Office thru e-PNU services	Accepts payment of admission test fee and issues OR	Admission Fee - PHP 250.00	5 minutes	Cashier Collection and Disbursement Unit
Submit OR of payment thru email	Copy the OR number on the Application form and prints Exam Permit	None	3 minutes	Administrative Staff Admissions Office
Wait for the results of the evaluation of the College of Alternative and Lifelong Learning (CALL)	AO endorses the requirements to CALL and CALL approves the application.	None	Based on CALL's processing time	CALL Deputy Dean and Dean College of Alternative and Lifelong Learning
Get the results of the evaluation through email	AO sends the results to the applicant through email.	None	5 minutes	Administrative Staff Admissions Office
Evaluate services	Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid None	Total Transaction Time 33 Minutes	




#7 Application for the Expanded Tertiary Education, Equivalency and Accreditation Program (ETEEAP)

The Expanded Tertiary Education, Equivalency, and Accreditation Program (ETEEAP) enables qualified professionals to earn a college degree by accrediting their work experience, skills, and prior learning—bypassing traditional classroom education.

Office or Division:	Admissions Office		
Classification:	Simple		
Type of Transaction:	G2C		
Who may avail:	Filipino citizen and at least twenty-three (23) years old from the date of application		
	Completion of secondary school program as evidenced by a high school diploma or ALS rating card or diploma		
	For employed applicant, he/she should have an aggregate of at least five (5) years in the industry related to the academic degree program or discipline where equivalency of learning is sought		
	For an individual with proven competency/ies but currently unemployed, they should submit a notarized service record or other corroborative documents such as Income Tax Return (ITR), SSS, PhilHealth or Pag-IBIG records		
	Obtained a passing score in the competency assessment to be given by PNU		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Application letter or letter of intent addressed to the PNU President		Applicant	
Accomplished CHED ETEEAP application form		ETEEAP Official Page	
Curriculum Vitae (CV)		Applicant	
Certificate(s) of employment		Former or Current Employer	
Certificates in lectures/trainings/seminars. Each certificate should have an individual narrative report		Issuing Organization/Institution	
Three (3) recommendation letters from previous teacher/professor, colleague, and peer.		Former or Current Supervisor/Superior/Employer	
Original transcript of records/copy of grades from the last school attended		Issuing School	
Transfer credentials/ Honorable dismissal from the last school attended		Issuing School	
Certificate of good moral character		Issuing School	
Photocopy of PSA birth certificate		Philippine Statistics Authority (PSA)	
NBI Clearance		National Bureau of Investigation (NBI)	



Medical certificate (from any DOH accredited medical institution)		DOH-Accredited Medical Institution		
Others: Additional documents may be requested depending on the requirements of the program being applied to.		Varies		
If applicable:				
Proof of membership in organization		Issuing Organization		
Community involvement with narrative report		Issuing Organization		
Awards		Issuing Organization/Institution		
Photocopy PSA Marriage certificate and affidavit to use the married name (for married female applicant only)		Philippine Statistics Authority (PSA)		
Original Alternative Learning System and Equivalency (ALS&E) rating card and diploma		Department of Education (DepEd)		
Passport pages indicating ports of entries		Applicant's Passport		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit admission requirements through Face-to-Face	1. Evaluates the admission requirements submitted by the applicant	None	10 minutes	Administrative Staff Admissions Office
2. Wait for the results of the evaluation of the College of Alternative and Lifelong Learning (CALL)	2. AO endorses the requirements to CALL and CALL approves the application.	None	Based on CALL's processing time	CALL Deputy Dean and Dean College of Alternative and Lifelong Learning
3. Get the results of the evaluation through email	3. AO sends the results to the applicant through email.	None	5 minutes	Administrative Staff Admissions Office
4. Evaluate services	4. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link:https://nnp.pnu.edu.ph/



END OF TRANSACTION	Total Amount to be Paid None	Total Transaction Time 17 Minutes	
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#8 Receiving of Entrance Data Requirements for Applicant Passers (GCAT, CTPAT, PNUAT, ETEEAP, Diploma, Grade 7 & Kindergarten)

This process involves collecting and verifying entrance data requirements from applicant passers of GCAT, CTPAT, PNUAT, ETEEAP, Diploma programs, Grade 7, and Kindergarten to facilitate their enrollment and ensure compliance with admission criteria.

Office or Division:	Admissions Office		
Classification:	Simple		
Type of Transaction:	G2C		
Who may avail:	Passers of GCAT, CTPAT, PNUAT, ETEEAP, Diploma programs, Kindergarten & Grade 7		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For GCAT, CTPAT, ETEEAP & Diploma			
Original Transcript of Records (Copy for PNU)		Issuing School	
Certificate of General Weighted Average		Issuing School	
PSA Marriage Certificate (if TOR bears maiden name)		Philippine Statistics Authority (PSA)	
For PNUAT & ETEEAP			
Original Transcript of Records (Copy for PNU)		Issuing School	
F137 (Copy for PNU)		Issuing School	
PSA Birth Certificate		Philippine Statistics Authority (PSA)	
Good Moral Certificate		Issuing School	
For Grade 7			
Grade 6 Report Card		Issuing School	
Good Moral Certificate		Issuing School	
PSA Birth Certificate		Philippine Statistics Authority (PSA)	
Barangay Certificate		Barangay Hall	
For Kindergarten			
PSA Birth Certificate		Philippine Statistics Authority (PSA)	
Barangay Certificate		Barangay Hall	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the original entrance data requirements	1. Evaluates the documents submitted by the Parents/Guardian and/or Admission Test Passer	None	10 minutes	Administrative Staff Admissions Office
2. Receive the acknowledgment copy and Promissory Note (if incomplete) of Alternative and Lifelong Learning (CALL)	2. Issues of receiving copy to the client and promissory note (if incomplete)	None	10 minutes	Administrative Staff Admissions Office
3. Receive the Notice of Admission	3. Issues of NOA (Notice of Admission)	None	5 minutes	Administrative Staff Admissions Office
4. Evaluate services	4. Encourage client to accomplish NNP Survey Form	None	2 minutes	Ngiting Normal Client Satisfaction Survey  Link: https://nnp.pnu.edu.ph/
END OF TRANSACTION		Total Amount to be Paid None	Total Transaction Time 27 Minutes	



FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Clients can submit feedback through the Ngiting Normal Program (NNP) Survey, available online or in print. Printed forms should be placed in the service officer's NNP drop box.
How feedbacks are processed	The ARTSec Action Officer reviews the submitted feedback and provides necessary advice or instructions to the client.
How to file a complaint	Clients must file a complaint at the Anti-Red Tape Act Secretariat (ARTSec) Desk by completing the required complaint form. - For urgent concerns, clients should call ARTSec at 5317-1768 loc. 800. - For non-urgent concerns, clients can submit feedback via the NNP Survey.
How complaints are processed	The ARTSec reviews the complaint and provides a signed endorsement or letter-reply to the client. The client must then complete the NNP Form as part of the resolution process.
Contact Information of CCB, PCC, ARTA	ARTSecretariat: Hotline: 5317-1768 loc 800 Anti-Red Tape Authority (ARTA): Email: complaints@arta.gov.ph Hotline: 1-ARTA (2782) Mobile: 0920-925-3078 0998-856-8338 Contact Center ng Bayan (CCB): Mobile: 0908-881-6565 Presidential Complaint Center (PCC): Hotline: 8888