



# Frontline Services

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College Admission Test

**OFFICE OF THE STUDENT SERVICES (OSA)**

# College Admission Test

## Schedule of Availability of Service

Monday to Friday, before the 1<sup>st</sup> Semester (Last week of February-May) & Before the Second Semester (2<sup>nd</sup> week of September-October)  
8:00am – 5:00pm

## Who may avail of the Service:

Incoming Freshman and Transfer students

## What are the requirements:

For Incoming Freshman : Form 137 (High School Card); Certificate of Good Moral Character; Result of NAT; 4 pcs 2x2 ID picture, Photocopy of NSO Birth Certificate

For Transfer Student : Honorable Dismissal; Transcript of Records/Certificate of Grades; Certificate of Good Moral Character; Photocopy of NSO Birth Certificate; 4 pcs 2x2 ID picture,

Duration: 1 hour and 35 minutes

## How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1		Assist client and issue the following documents: Entrance Application, Admission Student Cumulative Record Form	10 minutes/student		Lilibeth L. Sanchez Rey V. Umayam
2	Fill – out the forms issued and proceed to cashier’s office for payment		10 minutes/student	100.00 Php	Amelia Martinez Genevive Garcia Eva Caingat Joy Lily Rueda Adonis Angoluan
3	Submit filled up Entrance application, admission and Student Cumulative record form and official receipt for Testing Fee	Collect the Admission and Student Cumulative record and/or for Testing Fee	3 minutes/student		Lilibeth L. Sanchez Rey V. Umayam
4		Schedule the College Admission Test	2 minutes/student		Lilibeth L. Sanchez
5	Take the College	Administer College Admission Test	1 hour/student		Lilibeth L. Sanchez

	Admission Test on date & time scheduled				Tomasa T. Lania
6	Wait for the announcement for the release of Test results	Announce the schedule for the release of test results Specify requirements/Issue Enrollment Requirement Form	5 minutes/student		Lilibeth L. Sanchez Tomasa T. Lania
7	Submit requirements needed for enrollment	Evaluate requirements and release test result Direct the client to the next step of enrollment process	5 minutes/student		Lilibeth L. Sanchez Tomasa T. Lania

**End of Transaction (OSA)**

*\*Releasing of test results may vary depending on the number of clients in a day.*