



Frontline Services

Registration of new freshman/transferees and continuing students

Registrar Office

Registration of new freshman/transferees and continuing students

Schedule of Availability of Service

Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:

Incoming Freshman/Transferees/Continuing Students

What are the requirements:

Duly accomplished Admission Form; Pre-Registration; and Official Receipt

Duration : Five (5) minutes

How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Person In-Charge
1	Submission of duly accomplished admission form	Encode/counterchecks the subjects to be enrolled, assess fee and print	1 minute per student	Maylene Manuzon Albino Gandia Caroline Ruiz Jonathan Donato
2	Continuing students shall present the pre-registration form signed by the registration adviser	Encode/countercheck subjects to be enrolled, assess fee and print	1 minute per student	Maylene Manuzon Albino Gandia Caroline Ruiz Jonathan Donato
3	Payment of assessed fee at the Cashier's Office	Receive payment of fee and Issue Official Receipt	1 minute per student	Amelia Martinez Genevive Garcia Eva Caingat Joy Lily Rueda
End of Transaction (Registrar)				