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:

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

End of Transaction (Registrar)