

ADMINISTRATION OF THE ENTRANCE EXAMINATION

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: High School Graduates and Transferees

Requirements: Notification Letter

Processing Time: 1 day and 16 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Submits the notification letter regarding the date, time and place of examination	Accepts and files the notification letter to the folder provided for each student	1 minute	None	Staff	Notification Letter
2	Takes the examination on the date, time and assigned room	Administers the examination, checks the answer sheets of examinees	1 day	None	Proctor	
3	Asks for the endorsement letter to the Medical/ Dental Office and Guidance Office.	Issues endorsement letter	5 minutes	None	Director of Admission Staff	Endorsement Letter
4	Proceeds to the Medical/ Dental Office and shows Endorsement Letter.	Verifies endorsement letter. Conducts Medical / Dental Checkup. Issues Medical Certificate if results are satisfactory.	5 minutes	None	Medical Officer Nurse	Endorsement Letter Medical Certificate.
5	Receives Medical Results Form. Proceeds to the Guidance Office for interview. Surrenders endorsement letter.	Receives Endorsement Letter. Administers oral interview.	5 minutes	None	Guidance Counselor	
END OF TRANSACTION						