

RELEASE OF ENTRANCE EXAMINATION RESULTS AND ENDORSEMENT FRESHMEN ENROLEES

Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday (as per enrolment schedule)

Clients/Customers: High School Graduates and Transferees

Requirements: Entrance Test Result

Processing Time: 25 minutes

STEP	CUSTOMER/APPLICANT	SERVICE PROVIDER	DURATION OF THE ACTIVITY	FEE	PERSON RESPONSIBLE	FORMS
1	Verifies Examination Results	Issues endorsement letter for enrolment addressed to thier corresponding colleges/ institute.	5 minutes	None	Staff	Endorsement Letter
2	Receives Endorsement Letter. Proceeds to their respective college / institutes.	Receives endorsement letter and provides necessary forms for enrolment .	10 minutes	None	Staff of Respective College/ Institute	Endorsement Letter
END OF TRANSACTION						