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| **REGISTRATION FOR THE COLLEGE ADMISSION TEST OF INCOMING COLLEGE FRESHMEN/TRANSFEREES** | | | | | | |
| Conducts the Admission Test to incoming College Freshmen who intend to Enroll in a Baccalaureate Program | | | | | | |
|  |  | | | | | |
| **Office or Division:** | Academics Department | | | | | |
| **Classification:** | Complex | | | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | | | |
| **Who may Avail:** | Graduating Senior High School Students, K-12 Graduates and Transferees | | | | | |
| **Checklist of Requirements** | | | **Where to Secure** | | | |
| **Document 1** – Photocopy of school ID ( 1 copy)/ Any valid ID ( 1 copy) | | | School currently enrolled in/ LTO, Comelec, PhilPost | | | |
| **Document 2** – Proof of Income of Parents  - Certificate of Indigency  - OWWA Certificate  - 4Ps ID | | | BIR  Barangay Chairman of the Barangay where applicant is permanently residing  OWWA  DSWD | | | |
| **Document 3**- Registration Form for the College Admission Test | | | Admission Office | | | |
| **Client Steps** | | | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Person Responsible** |
| **ONSITE REGISTRATION** | | **ONLINE REGISTRATION** |
| 1.Submits requirements & enlists for the admission test  Documentary Requirements:  -Photocopy of school ID or any valid ID | | 1.Logs in to the CAT Registration portal:  - Fills out the online form.  - Waits for the status of application | Assists the client in filling-out the registration form. | None | Onsite/  Online:  10 minutes | Admission Director, Campus Admission Officers, and Admission Staff |
| 2. Submits documents | | 2.-Submits online form  - Waits for the status of application | Evaluates submitted documents | None | Onsite/  Online:  10 minutes | Admission Director, Campus Admission Officers, and Admission Staff |
| 3. Waits and receives information about schedule & testing venue of the CAT | | 3. Waits and receives information about schedule & testing venue of the CAT | Disseminates / informs the registered examinees of the schedule of testing, testing venues & room assignments | None | N/A | Admission Director, Campus Admission Officers, and Admission Staff |
| Total: | | |  | None | 20 mins |  |