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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 |
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| **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 | BIRBarangay Chairman of the Barangay where applicant is permanently residingOWWADSWD |
| **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 testDocumentary 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  |  |