

## NEW STUDENTS (H.S GRADUATES / TRANSFERREES)

1. Students proceed to the Admission Officer at Registrars Office for registration and secure admission slip for entrance examination fee.	<b>Requirements needed:</b>  Photocopy of Credential	<b>Persons involved:</b>  ➤ Mark Anthony Bangate Admission Officer	<b>Amount to be Paid:</b>  None	<b>Duration:</b>  2 minutes per student
2. Student pays the Entrance Examination fee at the Treasury Office.	<b>Requirements needed:</b>  admission slip	<b>Persons involved:</b>  ➤ Ms. Kristine B. Yap ➤ Ms. Josie Jimenez	<b>Amount to be Paid:</b>  P200.00	<b>Duration:</b>  2 minutes per students
3. Students proceed to the Guidance Office to secure examination schedule slip.	<b>Requirements needed:</b>  Official receipt and admission slip.	<b>Persons involved:</b>  ➤ Ms. Lorena Hernandez	<b>Amount to be Paid:</b>  None	<b>Duration:</b>  2 minutes per student
4. Students proceed to the Guidance Office for interview then secure and fill up students' cumulative record.  <b>( for students who passed the entrance exam)</b>	<b>Requirements needed:</b>  None	<b>Persons involved:</b> Psychometrician: ➤ Ms. Ligaya Panlilio – CBA/CTE ➤ Ms. Mannilyn Ilagan – BSIT/BSCS ➤ Ms. Laurice Colcol – ACT ➤ Romalyn Milca Javier – CCJ ➤ Jerry Bautista – CAS	<b>Amount to be Paid:</b>  None	<b>Duration:</b>  5 to 10 minutes per student
5. Students proceed to their Respective College for interview and evaluation.	<b>Requirements needed:</b>  Photocopy of student cumulative record and students credentials.	<b>Persons involved:</b> <b>Program Chair per College</b>  CITCS ➤ I.T Mr. Ricky Dimaapi ➤ C.S Ms. Fe Jablanida ➤ ACT Mr. Jomer  CAS ➤ ABPolsci – Prof. Gerlie Sevilla ➤ ABComArts – Ms. Alda Baarde ➤ ABPSY – Prof. Erickson Amion  CBA ➤ BSA – Felizardo Marquez ➤ BSBA – Prof. Mary Rose Palmares ➤ Res. – Ms. Josefina Salansang ➤ Ms. Jempol May Corpuz ➤ Gen Ed. – Ms. Pinky de Garcia  CTE ➤ BEED – Prof. Ruby Lacro ➤ PSED – Prof. Marion Coching ➤ SPED – Prof. Zorina Pendon ➤ BSE – Dr. Isagani Nazareno  CCJ ➤ Ms. Monina P. Gigare	<b>Amount to be Paid:</b>  None	<b>Duration:</b>  5 – 10 minutes per student
6. Students proceed to the University Clinic for Interview and secure referral form for Drug Test at Osmun 7.	<b>Requirements needed:</b>  Photocopy of Student Cumulative Record	<b>Persons Involved:</b>  ➤ Ms. Ramona Faye Alicarte University Nurse	<b>Amount to be Paid:</b>  None	<b>Duration:</b>  2 – 3 minutes per students
8. Student submits required documents to the Admission Officer and /or Records Custodian for checking and evaluation. ➤ Admission officer will issue information slip to be filled up by the students.	<b>Requirements needed:</b>  ✓ Original & 2 Photocopy of Form 137 / 138 (High School Card) ✓ Original & 2 photocopy of Transcript of Record (transferees only)	<b>Persons involved:</b>  ➤ Mr. Mark Anthony Bangate Admission Officer ➤ Engracia L. Merano Records Custodian	<b>Amount to be Paid:</b>  None	<b>Duration:</b>  2 – 3 minutes

	<ul style="list-style-type: none"> <li>✓ Original Good Moral</li> <li>✓ Photocopy of NSO Birth Certificate</li> <li>✓ Photocopy of Barangay Clearance</li> <li>✓ Parents Voters I.D (Photocopy)</li> <li>✓ 2 pcs 2x2 I.D Picture</li> <li>✓ 3 pcs. 1x1 I.D Picture</li> <li>✓ Drug test result (From OSMUN Only)</li> </ul>			
<p>9. Students proceeds to the Evaluation and Processing Section for student number.</p> <ul style="list-style-type: none"> <li>➤ Evaluators encode the student information to the database and issue student number and have photo taken.</li> </ul>	<p><b>Requirements needed:</b></p> <p>Submit the Student Information slip to the Evaluators.</p>	<p><b>Persons involved:</b></p> <ul style="list-style-type: none"> <li>➤ Ms. Almira P. Hernandez College – in – charge (I.T and C.S)</li> <li>➤ Ms. Juvi C. Sedano ACT –in – charge</li> <li>➤ Ms. Rachel L. Rodriguez College of Arts and Sciences</li> <li>➤ Mr. Jan Vincent D. Aranza College of Business Administration</li> <li>➤ Ms. Elisa B. Hayo College of Teacher Education</li> <li>➤ Ms. Rochel S. Gundayao College of Criminal Justice</li> <li>➤ Mr. Prince Cabusao MAED /MAEM</li> <li>➤ Ms. Manilyn Dela Cruz MSCA / MBA</li> </ul>	<p><b>Amount to be Paid:</b></p> <p>None</p>	<p><b>Duration:</b></p> <p>1 – 2 minutes</p>
<p>10. Student proceeds to PLMun Website for online enrollment.</p> <ul style="list-style-type: none"> <li>➤ Secure printed Pre – enrollment form to be presented at NSTP and PLMun Treasury Office for Payment.</li> </ul>	<p><b>Requirements needed:</b></p> <p>Student number to be used as their password.</p>	<p><b>Persons involved:</b></p> <p>PLMun Website <a href="http://www.plmun.edu.ph">www.plmun.edu.ph</a></p>	<p><b>Amount to be Paid:</b></p> <p>None</p>	<p><b>Duration:</b></p> <p>5– 10 minutes</p>
<p>11. Student proceeds to NSTP Office for CWTS, NSTP and ROTC enlistment.</p>	<p><b>Requirements needed:</b></p> <p>Printed Pre – enrollment slip form</p>	<p><b>Persons involved:</b></p> <ul style="list-style-type: none"> <li>➤ Mr. Gongadin Gadon NSTP Director</li> <li>➤ NSTP Implementer</li> </ul>	<p><b>Amount to be Paid:</b></p> <p>None</p>	<p><b>Duration:</b></p> <p>1– 2 minutes</p>
<p>12. Student proceeds to the Treasury Office for account payment.</p> <p>(treasury concern)</p>	<p><b>Requirements needed:</b></p> <p>Printed pre- enrollment slip form.</p>	<p><b>Persons involved:</b></p> <ul style="list-style-type: none"> <li>➤ Ms. Kristine B. Yap</li> <li>➤ Ms. Josie Jimenez</li> </ul>	<p><b>Amount to be Paid:</b></p> <p>P1,000.00 miscellaneous fee. Tuition fee depends on student status</p>	<p><b>Duration:</b></p> <p>3 – 5 minutes per students</p>
<p>13. Student proceeds at the Registrar’s Office for release of Certificate of Matriculation (COM.) to be presented to the professors / instructor on the first day of class.</p>	<p><b>Requirements needed:</b></p> <p>Official receipt issued by the Treasury Office</p>	<p><b>Persons involved:</b></p> <p>College In – charge</p> <ul style="list-style-type: none"> <li>➤ Almira P. Hernandez</li> <li>➤ Juvi C. Sedano</li> <li>➤ Rochel S. Gundayao</li> <li>➤ Jan Vincent Aranza</li> <li>➤ Rachel L. Rodriguez</li> </ul>	<p><b>Amount to be Paid:</b></p> <p>None</p>	<p><b>Duration:</b></p> <p>20 seconds minute per student</p>