



Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
The Indigenous Peoples Education Hub
 North Luzon

REGISTRAR'S/ADMISSION OFFICE
ADMISSION AND ENROLMENT SERVICES

Title of Frontline Services	: ENROLMENT OF UNDERGRADUATE AND GRADUATE STUDENTS
Schedule of Availability of Service	: Monday-Saturday 8:00AM-5:00PM
Key Person	:Registrar-Designate, Director OSS; KMO Head, Medical Officer, Finance Group
Who may Avail of the Service	:Undergraduate and Graduate Students
What are the Requirements	:Notice of Admission/Enrolment (for Freshmen) Clearance (FOR Readmitted and Old students)

HOW TO AVAIL OF THE SERVICE

REGISTRAR'S SERVICES

Step	Steps to Follow	Service Provided	Duration of Activity	Person in-Charge	Forms/Documents of Applicant
1.	Proceed to the medical clinic for medical examination (for Incoming Freshmen)	Conducts Physical Examination	15 minutes	University nurse	X-ray result
2.	Present medical clearance to OSS and fill-out student profile form (for Incoming Freshmen)	Encodes student profile and assigns student ID number	2 minutes	OSS	Medical clearance
3.	Proceed to the faculty adviser (for undergraduate) or Associate Dean of FGESTER (for graduate) for courses to be enrolled	Determines courses to be enrolled, issues signed pre-registration form	5 minutes	Faculty adviser Associate Dean FGESTER	Pre – registration form
4.	Proceed to the KMO for encoding of courses and class schedule	Encodes courses and schedule, prints and releases registration form	5 minutes	KMO	PWEBBS Certificate of Registration (COR)
5.	Submit PWEBBS Certificate of Registration (Registrar's copy)	Detaches PWEBBS COR Registrar's copy	2 minutes	Registrar's Office Staff	PWEBBS COR Registration Form
6.	Proceed to OSS for ID validation	Validates ID	2 minutes	OSS staff	Student ID card, COR

Title of Frontline Services	: FILING OF APPLICATION FOR DOCUMENTS/ CORRECTION OF PERSONAL DATA
Schedule of Availability of Service	: Monday-Friday 8:00AM-5:00PM
Key Person	: Registrar-Designate
Who may avail of the service	: Stakeholders/ Graduate and Undergraduate Students
What are the Requirements	: Accomplished Application Form/Receipt of Payment for Document/s Applied for

Applicants may apply for the issuance of the following documents:

1. Transcript of Records
2. Diploma
3. Evaluation of Grades (Graduate Level) including units earned
4. Honorable Dismissal/Transfer Credentials
5. Certification of Units Earned/ Completion of Grades/ Grades/ Graduation
6. Checklist of Courses (Undergraduate Level)
7. Certified True Copy of Entrance Data
8. Permit to Cross-enroll
9. Withdrawal of Courses
10. Corrections of Name/Birth Date/ Change of Family Name
11. Others

*DFA Endorsement

*General Weighted Average (GWA)

*Exemption from Special Order of Graduation (S.O.)

What are the Requirements:

Document Requested	Requirements
For Duplicate Diploma:	*Notarized Affidavit of Loss to Secure Duplicate Diploma *2 pcs. Documentary Stamps (for Diploma)
For Correction of Name/ Birth Date:	*Original and certified True Copy of Birth Certificate issued by PSA *Joint affidavit of two disinterested persons *Notarized Affidavit on Correction of Name / Birth Date
For Change of Family Name (for Female Married Students):	*Original (to be returned) and Photocopy of Marriage Certificate (to be attached to Registrar's Copy of Registration Form) *Court Order on Annulment of Marriage (if applicable)

Step	Steps to Follow	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
1	File application for documents needed	Processes application subject to retrieval of individual record envelopes		Clerk at Registrar's Office	Computed based on type of documents and number of copies	
Documents			Duration of Processing			
Undergraduate Transcript of Records MIS (Available on Database) Old (for re-encoding and rechecking)			3 working days (Year 2005 onwards)* 5 working days			
New Graduate Transcript of Records			3 working days* upon receipt of General Clearance			
Post-Baccalaureate Transcript of Records			3 working days* upon receipt of General Clearance			
*If second request-			3 working days			
Certification (Certification of Grades) – Individual			3 working days			
Group			5 working days			
Detailed Description of courses			5 working days			
Checklist			5 working days			
Evaluation of Grades (Graduate Level)			5 working days			
Duplicate Diploma			5 working days			
Authentication			1 working day			
Honorable Dismissal/Transfer Credential			1 working day upon receipt of General Clearance			
Step	Steps to Follow	Service Provider	Duration of Activity	Person in-Charge	Fees	Form/Document/s of Applicant
2	Present Claim Stub at the Counter (Registrar's Office) on the scheduled date of release	Accepts claim Stub	1 minute	Clerk at the Registrar's Office	None	Claim Stub Document/s applied for
3	Releases the document/s being requested		2 minutes	Clerk at the Registrar's Office	None	Claim Stub Document/s applied for
4	Requires the applicant to sign in the Logbook		1 minute	Clerk at the Registrar's Office	None	Claim Stub Document/s applied for


MA. LINA P. SARIO, Ed. D.

Registrar-Designate

