



EMILIO AGUINALDO COLLEGE

VIRTUE

EXCELLENCE

SERVICE

1113-1117 San Marcelino St., Paco, Manila 1007, Philippines www.eac.edu.ph (02) 521-2710

Quality Policy

We, the employees of Emilio Aguinaldo College are committed to:

Comply to all statutory and regulatory standards; Provide consistent quality service to our students,

parents,

and other stakeholders;

Develop a responsible person through relevant and quality education, able to lead and enhance one's life, and contribute to the development of the country and humanity; and

Improve continuously our QMS by communicating the needs of customer to the entire organization, standardizing the processes, enhancing employee's competence, periodic review of the system, and addressing the needs for continual improvement.

Admission Procedure for Cross Enrollees

1. The Admissions and Student Recruitment (ASR) Office Staff receives the applicant's duly accomplished Application Form.
2. The ASR Office Staff issues a Referral Slip to the cross-enrollee and endorses him/her to the School Dean concerned for interview and evaluation of subject/s to be cross-enrolled.
3. The Dean forwards his/her evaluation/recommendation to the ASR Office, then the ASR Office informs the cross-enrollee of the admission requirements.

Admission Requirements:

- a. Duly Accomplished Application Form;
 - b. Three (3) copies of Cross-Enrollment Permit;
 - c. Four (4) copies of 2x2 colored pictures; and
 - d. One (1) set credential envelope (available at the Bookstore).
4. The ASR Office Staff issues an Application Number and an Enrollment Route Slip once the applicant has completed the admission requirements.
 5. The ASR Office Staff submits the student portfolio containing all the documents to the Registrar's Office and advises the applicant to proceed to the School Dean's Office for computerized advising on subjects to enroll.