



EMILIO AGUINALDO COLLEGE

VIRTUE

EXCELLENCE

SERVICE

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

Admission Procedure for Degree Holders/Second Courser

1. The Admissions and Student Recruitment (ASR) Office Staff receives the applicant's duly accomplished Application Form and a photocopy of his/her Transcript of Records (TOR) or Copy of Grades (COG).
2. The ASR Office Staff issues a Referral Slip to the applicant and endorses him/her to the School Dean concerned for interview and evaluation of subjects taken in the school last attended.
3. The Dean advises the applicant to proceed to the ASR Office and forwards his/her evaluation/recommendation to the said office.
4. The ASR Office Staff gives a Notice of Admission signed by the ASR Director to the applicant after passing all requisites for admission indicating the list of admission requirements.

Admission Requirements:

- a. Duly Accomplished Application Form;
 - b. Transcript of Records/Copy of Grades (Original copy);
 - c. Certificate of Good Moral Character (Original copy);
 - d. Certificate of Transfer Credentials (or Honorable Dismissal) from the school last attended;
 - e. PSA/NSO Issued Birth Certificate (photocopy);
 - f. Four (4) copies of 2x2 colored pictures;
 - g. Marriage Certificate (for married female applicant); and
 - h. One (1) set credential envelope (available at the Bookstore).
5. The ASR Office Staff issues an Application Number and an Enrollment Route Slip once the applicant has completed the admission requirements.
 6. 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 advising on subjects to enroll.

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.