



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 Freshmen

1. The Admissions and Student Recruitment (ASR) Office Staff receives the applicant's duly accomplished Application Form.
2. The ASR Office Staff advises the applicant to proceed to the Cashier's Office for payment of Entrance Test Fee.
3. The ASR Office Staff issues an Entrance Test Eligibility Permit to the applicant and directs him/her to the Guidance and Placement Office, 2nd Floor, EAC Building 7, to take the entrance test.
4. The ASR Office Staff collates all information pertaining to the result of the Entrance Test forwarded by the Guidance and Placement Office, informs the applicant of the test result, and gives him/her a Notice of Admission signed by the ASR Director indicating the list of admission requirements.

Admission Requirements:

- a. Duly Accomplished Application Form;
 - b. High School Report Card or Form 138 (Original copy);
 - c. Certificate of Good Moral Character (Original copy);
 - d. PSA/NSO Issued Birth Certificate (photocopy);
 - e. Four (4) copies of 2x2 colored pictures;
 - f. Entrance Test result; and
 - g. 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 submitted by the applicant to the Registrar's Office for enrolment.