



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 SHS Grade 11 and Transferees

Grade 11

1. The Admissions and Student Recruitment (ASR) Office staff receives the applicant's duly accomplished Application Form.
2. 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.
3. 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 indicating the list of admission requirements.

Admission Requirements:

- a. Duly Accomplished Application Form;
 - b. Report Card or Form 138 (Original copy);
 - c. Certificate of Good Moral Character (Original copy);
 - d. Certificate of JHS Completion (photocopy)
 - e. ESC Certification from JHS Principal (*for ESC Grantee only*)
 - f. PSA/NSO Issued Birth Certificate (photocopy);
 - g. Qualified Voucher Recipient (QVR) Certificate (*for Qualified Voucher Applicant only*)
 - h. Four (4) copies of 2x2 colored pictures;
 - i. Entrance Test result; and
 - j. One (1) set credential envelope (available at the Bookstore).
4. The ASR Office staff issues an Application Number to the applicant and advises him/her to the Cashier's Office for payment of the Reservation Fee, have the Reservation Official Receipt (O.R.) photocopied, and return to the ASR Office after payment.
 5. The Cashier receives payment for the reservation.
 6. The ASR Office staff receives the O.R. photocopy of the reservation fee and advises the applicant/parent to sign the reservation log sheet.
 7. The ASR Office staff receives the admission requirements of the applicant, issues an Enrollment Route Slip once the applicant has completed the said requirements, and indicates in the Enrollment Route Slip the Application Number. However, if the applicant has incomplete documents, he/she or his/her parent/guardian shall accomplish and sign an Undertaking Form indicating the lacking documents and the due date for submission. The ASR Office advises the applicant to proceed to the Registrar's Office for enrollment advising.

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.



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SHS Transferee

1. The Admissions and Student Recruitment (ASR) Office staff receives the applicant's duly accomplished Application Form and a photocopy of his/her Form 138 or Form 137 or Certificate of Transfer Credential/Honorable Dismissal.
2. The ASR Office staff issues a Referral Slip to the applicant and endorses him/her to the High School Principal/Asst. Principal for interview and evaluation of subjects taken in the school last attended.
3. The High School Principal/Asst. Principal advises the applicant to proceed to the ASR Office and forwards his/her evaluation/recommendation to the said office.
4. The ASR Office staff receives the evaluation/recommendation and advises the applicant to proceed to the Cashier's Office for payment of the Entrance Test Fee.
5. 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 indicating the list of admission requirements.

Admission Requirements:

- a. Duly Accomplished Application Form;
 - b. Report Card or Form 138;
 - c. Certificate of Good Moral Character (Original copy);
 - d. Certificate of Transfer Credentials (or Honorable Dismissal) from the school last attended;
 - e. ESC Certification from JHS Principal (*for ESC Grantee only*);
 - f. PSA/NSO Issued Birth Certificate (photocopy);
 - g. Qualified Voucher Recipient (QVR) Certificate (*for Qualified Voucher Applicant only*);
 - h. Entrance Test result;
 - i. Four (4) copies of 2x2 colored pictures;
 - j. One (1) set credential envelope (available at the Bookstore).
6. The ASR Office staff issues an Application Number to the applicant and advises him/her to the Cashier's Office for payment of the Reservation Fee, have the Reservation Official Receipt (O.R.) photocopied, and return to the ASR Office after payment.
 7. The Cashier receives payment for the reservation.
 8. The ASR Office staff receives the O.R. photocopy of the reservation fee and advises the applicant/parent to sign the reservation log sheet.
 9. The ASR Office staff receives the admission requirements of the applicant, issues an Enrollment Route Slip once the applicant has completed the said requirements, and indicates in the Enrollment Route Slip the Application Number. However, if the applicant has incomplete documents, he/she or his/her parent/guardian shall



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