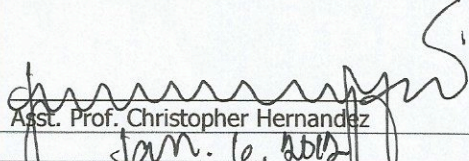


Procedure No:	ACA-PROC-GCC-0010
Procedure Title:	Admission Examination Procedure
Related Policy:	ACA-POL-GCC-0010 Admission Examination Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Guidance and Counseling Center
"Supersedes" Notification:	
Procedure Description:	This procedure details the commencement, termination and key persons involved in Case Consultation.
Areas of Responsibility:	Guidance and Counseling Center
Procedure Details:	Step 1. The student applicant files for intention for admission examination. Step 2. The applicant submits the admission requirements and pays for the examination fee. Step 3. The applicant secures his examination permit. Step 4. The applicant takes the entrance examination. Step 5. The applicant can verify the results of the examination after three working days.
Procedure Approval Authority:	Director of the Guidance and Counseling Center
References:	
Definition:	
Help Page:	Guidance and Counseling Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Christopher Hernandez
Date of Approval:	Jan. 6, 2012

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