

VISION

A globally-recognized institution of higher learning that develops competent and morally upright citizens who are active participants in nation building and responsive to the challenges of 21st century.

MISSION

Batangas State University is committed to the holistic development of productive citizens by providing a conducive learning environment for the generation, dissemination and utilization of knowledge through, innovative education, multidisciplinary research collaborations, and community partnerships that would nurture the spirit of nationhood and help fuel national economy for sustainable development.

CORE VALUES

Faith
Patriotism
Human Dignity
Integrity
Mutual Respect
Excellence



Produced by the
Office of Student Affairs & Services
2017

BATANGAS STATE UNIVERSITY



*Leading Innovations,
Transforming Lives*

Institutional Student
Programs & Services

TESTING AND ADMISSION MANUAL

2017 EDITION

The Office of Student Affairs and Services Programs are aligned to the Vision, Mission of the Institution, goals and objectives in accordance with the CMO No. 09 series of 2013

General Functions of the Office of Student Affairs and Services (OSAS)

The OSAS operates within the context of the Mission, Vision, and Core Values of the University. It is directly under the authority of the Office of Vice-president for Academic Affairs, it provides non-academic services that support academic instruction. The OSAS are the services and programs in the university that are concerned with academic support experiences of students to attain holistic student development. The purpose is to facilitate holistic student growth for active participation in the collective efforts to develop the community and build a progressive nation. These non-academic services are student-centered and three-pronged: student welfare services, student development programs and services and institutional student programs and services.

Student Welfare Services are the basic services and programs needed to ensure and promote the well-being of students. **Student Development Services** are services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities. **Institutional Student Programs Services** are services and programs designed to pro-actively respond to the basic health, food, shelter and safety concerns including student with special needs and disabilities and the school. These are programs and activities to facilitate the delivery of essential services to the students. The **Testing and Admission Office** is under the **Institutional Student Programs and Services**.

The Guidelines for the Testing and Admission Office of Batangas State University was approved during the Fifty-Six (56th) Regular Board Meeting of the Batangas State University Board of Regents held at CHED Executive Lounge, C.P. Garcia Avenue, U.P. Diliman, Quezon City on December 15, 2017

Testing and Admission Office Contact Details

BatStateU Pablo Borbon Main 1
tao.batstateu@gmail.com
980-0385 loc. 1148

BatStateU Lipa City
312-2822 loc. 3104

BatStateU Pablo Borbon Main II
425-0139 loc. 2147

BatStateU Lobo
417-3396

BatStateU JPLPC-Malvar
778-2170 ; 778-6633

BatStateU San Juan
575-5192

BatStateU Balayan
417-6394

BatStateU Lemery
411-0944

BatStateU ARASOF-Nasugbu
741-0029 ; 416-0350 ; 706-3487

BatStateU Rosario
321-0861 loc. 4204

TAO in Action



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 CMO No. 35 Series of 2016
 Memorandum from the Chairperson June 7, 2016
 CMO No. 34 Series of 2016
 DepEd Order No.48 Series of 2015
 DepEd Order No.41 Series of 2015
 DepEd Order No.40 Series of 2015
 Memorandum from the Chairperson July 13 2015
 CMO No. 32 Series of 2015
 CMO No. 1 Series of 2014
 CMO No. 04 Series of 2011
 CMO No. 21 Series of 2006
 CMO No. 12 Series of 2006
 CMO No. 02 Series of 2005
 CMO No. 05 Series of 2004
 CMO No. 01 Series of 2003
 CHED MEMORANDUM No. 04 S. 1997
 CMO No. 59 Series of 1996

References:

Guidelines for the Testing and Admission Office of Batangas State University
Quality Manual
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Teaching Applicant's Psychological Test
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GUIDELINES FOR THE TESTING AND ADMISSION OFFICE OF BATANGAS STATE UNIVERSITY

ARTICLE I POLICY STATEMENT

Section 1. It is the policy of the Testing and Admission Office (TAO) to help the University in providing quality excellent, relevant and responsive education. It is in this mandate that the office provides effective testing and admission services designed to support and promote the university's vision and mission of academic excellence.

Section 2. The TAO assists students in the discovery, exploration and unveiling of their potentials and make use of such towards holistic, quality and competent based education in all levels and discipline. The office provides testing services to students, teachers and non-academic personnel. It interprets examination to screen qualified students and applicants.

ARTICLE II SCOPE AND COVERAGE

Section 1. The policy and procedure covers the testing and admission services rendered by the office, the requirements for all applicants (students/teaching and non-teaching personnel), steps in taking qualifying tests, the process of releasing the test results, and the requirements for enrolment.

Section 2. The Office of the OSAS Director, TAO Assistant Director, heads, coordinators, in-charge of BatStateU main and extension campuses, Registrar's office, Office of the Deans, faculty evaluators, Human Resource Management Office, are responsible for the implementation of the policies and procedure.

ARTICLE III DEFINITION OF TERMS

Section 1. Provided are the following definitions to fully understand its content:

1.1. Admission – Refers to the process through which students enter pre-elementary, elementary, junior high, vocational, college, graduate program and law.

- 1.1.2. Two (2) recent copies of 2"x 2" ID picture with applicant's signature at the back.
- 1.1.3. Non-refundable testing fee.
- 1.1.4. Original or Certified true copy and photocopy of Form 138 (Report Card). Form 137, in case of loss (Elementary Transferees, Junior, Senior HS, College applicants).

1.2. College Applicants. The following qualifications are required by the succeeding programs/department to their aspiring applicants. Applicants who do not meet the requirements mentioned are advised to choose another program where their abilities, skills and talents are suited.

1.2.1. General Engineering

- 1.2.1.1. Final grades from Grade 10 to Grade 11 with at least 80% in Mathematics, Science and English.

1.2.2. BS Architecture

- 1.2.2.1. Final grades from Grade 10 to Grade 11 with at least 80% in Mathematics, Science and English.

1.2.3. BS Education and BE Education

- 1.2.3.1. Final grades from Grade 10 to Grade 11 with at least 80% in Mathematics, Science, English and Filipino.

1.2.4. BS Accountancy and BS Customs Administration

- 1.2.4.1. Final grades from Grade 10 to Grade 11 with at least 80% in Mathematics, Science, English and Filipino.

1.2.5. BS Psychology

- 1.2.5.1. Final grades from Grade 10 to Grade 11 with at least 80% in Mathematics, Science, English and Filipino.

1.2.6. BS Nursing and BS Nutrition and Dietetics

- 1.2.6.1. Final grades from Grade 10 to Grade 11 with at least 80% in Mathematics, Science, English and Filipino.

1.2.7. BS Criminology

- 1.2.7.1. Final grades from Grade 10 to Grade 11 with at least 80% in Mathematics, Science, English and Filipino.

1.2.8. BS Tourism

- 1.2.8.1. A height of at least 5'2" for female and 5'4" for male applicants.

1.3. Senior High School applicants (Grade XI)

- 1.3.1. In BatStateU Integrated School (Main Campus I) and BatStateU Laboratory School (Nasugbu Campus), final grades from Grade 7 to Grade 9 with at least 80% in Mathematics, Science, English and Filipino is required.



**RESERVATION & ADMISSION SLIP FOR REGISTRATION
PRE-ELEMENTARY and ELEMENTARY**

Name: _____ Sex: Male Female

Department/School: _____
Last First Middle

Level: _____ Campus: _____

Principal: _____ Academic Year: 20____ - 20____

New Student Old Student Transferee: _____
Level School last attended

Session: A. M. P. M. Whole Day

Reservation O.R. Number _____
 Date: _____

Authorized TAO Representative

NOTE: *Please present this slip to your Principal when you enroll.*



NOTICE OF PASSING

Date: _____

Dear _____,

Congratulations! You are now in College.

It is with great pleasure to inform you that you passed the BatStateU Admission Test. You are now qualified to enroll in _____ under the _____ this coming _____ Semester, Academic Year _____. Please pay your reservation fee of **One Thousand Pesos (P1, 000.00)** at the Cashier's Office. This will be deducted from your tuition/miscellaneous fees. **Please report to the TAO after paying your reservation fee for the issuance of Admission Slip for Reservation and Registration.**

The reservation period and requirements for enrollment are indicated herein.

Again, congratulations to you and your parents. We look forward to have you as freshman this coming _____.

Very truly yours,

Testing and Admission Office

English Placement Test Result (EPT)	
<input type="checkbox"/>	Remarks:
<input type="checkbox"/>	Passed, to enroll Eng 101
<input type="checkbox"/>	Failed, to enroll Eng 100

Reservation Period: _____ Enrollment Period: _____

NOTE: * Reservation Fee is non-refundable and non-transferable.

- Freshmen:**
1. Notice of Passing the BatStateU Admission Test
 2. Admission Slip to be secured at the TAO upon payment of reservation fee at the Cashier's Office
 3. Form 138 (original copy)
 4. Certification of Good Moral Character from high school where graduated
 5. Birth certificate (NSO authenticated)
 6. Chest X-ray result

- Transferees:**
1. Notice of Passing the BatStateU Admission Test
 2. Admission Slip to be secured at the TAO upon payment of reservation fee at the Cashier's Office
 3. Honorable dismissal
 4. Transcript of records/Certification of grade signed by the University registrar
 5. Certification of Good Moral Character
 6. Birth certificate (NSO authenticated)
 7. Chest X-ray result

1.4. Junior High School Applicants (Grade VII)

- 1.4.1. In BatStateU-Integrated School (Main Campus I), a final grade with at least 80% in Mathematics, Science, English and Filipino in the previous grade level is required (approved by the BatStateU Academic Council last December 3, 2014).
- 1.4.2. In BatStateU-Laboratory School (Nasugbu Campus), a final grade with at least 85% in Mathematics, Science, English and Filipino in the previous grade level is required.

1.5. Pre-Elementary and Elementary Applicants

- 1.5.1. Original and photocopy of NSO or PSA-authenticated Birth Certificate.
- 1.5.2. Final grades with at least 83% in Mathematics, Science, English and Filipino in their previous grade level (For Transferees).
- 1.5.3. The applicant must reach the following age requirement by the last day of July of the Academic Year:

1.5.3.1. Nursery	3 years old
1.5.3.2. Kinder I	4 years old
1.5.3.3. Kinder II	5 years old
1.5.3.4. Grade I	at least 6 years old

1.6. Foreign Students

1.6.1. General Requirements

1.6.1.1. Bachelor's Degree

A foreign applicant who graduated from a high school abroad and has not enrolled in college may be admitted to the University provided that the following requirements are met:

- 1.6.1.1.1. completed secondary education from his country;
- 1.6.1.1.2. passing rate in a college-qualifying national or international foreign-administered examination such as General Certificate of Education (GCE) and the Scholastic Aptitude Test (SAT) or equivalent examination:
 - GCE: 3 ordinary level passes and 2 advanced level passes
 - SAT: minimum total score of 1200 in Critical Reading (Verbal) and Math
- 1.6.1.1.3. International Baccalaureate (IB) Diploma

1.6.1.2. Master’s and Doctoral Degree

A foreign applicant who has completed his Bachelor’s degree may be admitted to the master’s program while an applicant who has completed master’s degree may be admitted to the doctoral program provided that:
 the academic requirements for the graduate degree applying for were met; and
 passed the required English Proficiency Test.

1.6.1.3. English Proficiency Test

Applicants whose native language or whose medium of instruction is not English are required to have a minimum score of 46-59 iBT (and its equivalent PBT) in the Test of English as a Foreign Language (TOEFL) and 5.5 iBT (and its equivalent PBT) in the International English Language Testing System (IELTS). Applicants must request that a copy of his scores be sent to the Office of the University Registrar, Batangas State University, Pablo Borbon Main I, Rizal Ave., Batangas City, 4200, Philippines.
 Applicants who did not pass the TOEFL and IELTS requirements will undergo the Intensive English Language Program administered by the English Department.

1.6.1.4. BatStateU Admission Test

A bachelor's degree applicant who fails to satisfy the required foreign-administered examination described in Section 1.6.1.1 shall take the BatStateU Admission Test.

Applicants who are required to take the BatStateU Admission Test are advised to apply for examination two months prior to the beginning of a particular semester. The university has two (2) semesters and one (1) midterm class in an academic year. The first semester is from August to December while second semester is from January to May. Midterm classes are from June to July. Special Admission test may be given upon request.



NOTICE OF PASSING

Date: _____

Dear _____,

Congratulations and welcome to BatStateU!

It is with great pleasure to inform you that you passed the BatStateU Admission Test for Grade VII Applicants. Please pay your reservation fee of **One Thousand Pesos (P1, 000.00)** at the Cashier’s Office. This fee will be deducted from your laboratory School Development Fee (LSDF) when you enroll on _____.

Please report at the TAO after paying the reservation fee for the issuance of Admission Slip for Reservation and Registration.

Again congratulations to you and your parents. We look forward to have you as our new pupil this coming _____, Academic year _____ - _____.

Very truly yours,

Testing and Admission Office

Pls. cut here

Reservation Period: _____ Enrollment Period: _____

NOTE: * Reservation Fee is non-refundable and non-transferable.

REQUIREMENTS FOR ADMISSION

1. Admission slip and notice of passing the BatStateU Admission Test to be secured at the TAO.
2. Proof of payment of reservation fee (OR issued by the Cashier’s Office upon payment of reservation fee).
3. Form 138 (report card, original and photocopy).
4. Certification of good moral character from the school principal/guidance counselor).
5. Birth certificate (NSO authenticated).
6. Chest x-ray result (also available at BatStateU clinic)
7. One (1) copy of recent 1”x1” colored ID picture.



NOTICE OF PASSING

Date: _____

Dear _____,

Congratulations and welcome to BatStateU!

It is with great pleasure to inform you that you passed the BatStateU Admission Test for Pre-Elementary & Elementary, for _____ this coming Academic Year _____ - _____. Please pay for your reservation fee of **One Thousand Pesos (P1, 000.00)** at the Cashier's Office before _____. The schedule and requirements for enrollment are indicated herein. Please report at the Testing and Admission Office (TAO) after paying your reservation fee for the issuance of Admission Slip for Reservation and Registration.

Again congratulations to you and your parents. We look forward to have you as our new pupil this coming _____.

Very truly yours,

Testing and Admission Office

Pls. cut here

Reservation Period: _____ Enrollment Period: _____

NOTE: * Reservation Fee is non-refundable and non-transferable.

REQUIREMENTS FOR ADMISSION

1. Notice of Passing issued by the TAO.
2. Admission slip to be secured at the TAO upon payment of reservation fee at the Cashier's Office.
3. Pre-school record (K1, K2 and Grade 1)
4. Transfer credentials and Certification of good moral character from the school principal/guidance counselor).
5. Birth certificate (NSO authenticated).
6. Chest x-ray result (also available at BatStateU clinic)
7. One (1) copy of recent 1"x1" colored ID picture.

1.6.1.5. Filipino Applicants from Abroad

Filipinos who graduated from schools abroad applying for (bachelors, masters and doctoral) admission to the University must also satisfy the same requirements as those for foreign students.

1.6.1.6. Application for Deferment of Enrollment

A qualified applicant who, for a valid reason, cannot enroll in the semester originally applied for may apply for deferment in the succeeding semester by writing to the University Registrar. Such applicant must not have taken any academic college subject prior to enrolment.

1.6.1.7. Transfer Students From Other Universities and Colleges

Applicants who previously enrolled in other universities and colleges may be allowed to transfer to the University provided that all necessary general requirements specified in Section 1.6.1.1 to 1.6.1.4 are fulfilled together with the following:

- 1.6.1.7.1. Accomplished Foreign Students Admission Application Form;
- 1.6.1.7.2. Original Transcript of Records with equivalent grading system from the university last attended;
- 1.6.1.7.3. Original copy of Commission on Higher Education (CHED) Indorsement;
- 1.6.1.7.4. Honorable dismissal from the institution last attended or release letter from previous institution or university;
- 1.6.1.7.5. Reference or recommendation letter (applicable to graduate school applicants only);
- 1.6.1.7.6. Photocopy of passport (bio-page and latest visa);
- 1.6.1.7.7. Certificate of birth.
- 1.6.1.7.8. NBI Clearance; and
- 1.6.1.7.9. A valid student visa.

1.6.2. Checklist Of Requirements To Be Submitted

- 1.6.2.1. Accomplished admission foreign students application form. Applicants may download the form online at <http://batstate-u.edu.ph/admission-and-registration/>
- 1.6.2.2. A non-refundable application fee of Php 300 for resident foreign students and US\$20 for non-resident foreign students in cash, money order, cashier's or manager's check payable to Batangas State University
- 1.6.2.3. Upper secondary school certificate with a grade equivalent issued by the Department of Education of the country origin (if freshman) or TOR with equivalent grading system (if transferee)
- 1.6.2.4. For applicants in the graduate school, official transcript of records (1 original official transcript of records and 3 photocopies) from schools or universities last attended and duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence and official examination certificates (certified English translations of documents must also be submitted), if any (duly designated authorities in the country of origin of the applicant shall authenticate the photocopied documents)
- 1.6.2.5. Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence as well as school dues and other incidental expenses (proof of financial capability)
- 1.6.2.6. Photocopy of the student's passport datapage showing the date and the place of birth
- 1.6.2.7. Photocopy of birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post
- 1.6.2.8. Authentication from Consular Section of the Embassy of the Philippines in the country of origin
- 1.6.2.9. Certificate of Good Moral Character from the country of origin
- 1.6.2.10. Clearance issued by the national (or federal, whichever is applicable) police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place



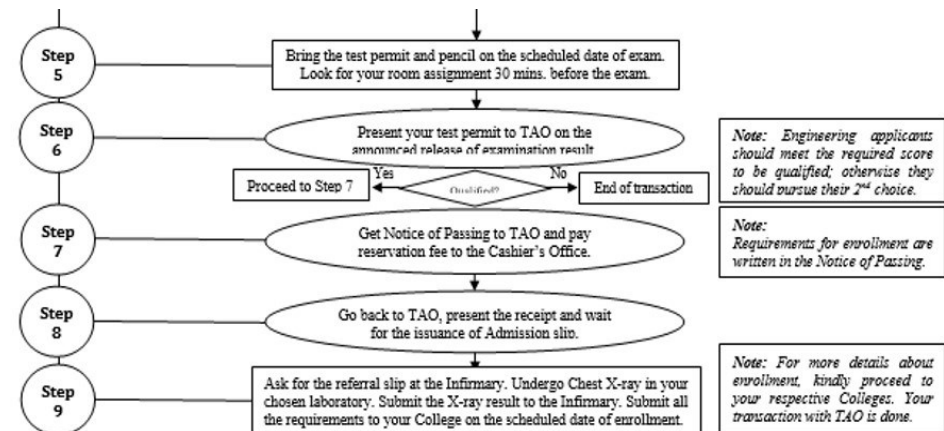
ADMISSION TEST PERMIT (College Applicants)

Name: _____
 School: _____
 Course: 1. _____ 2. _____

TO BE FILLED OUT BY AUTHORIZED TAO PERSONNEL ONLY.

O.R. No. : _____
 DATE OF TEST : _____
 TIME : _____
 DATE OF FILING : _____
 ROOM : _____
 RECEIVED BY : _____

Staple a recent 2"x2" photograph (taken within the last six months)
 Be sure to sign the photograph at the back. Scanned, digitally-imaged, photocopied pictures; NOT ACCEPTED



*Admission Test Permit (Junior High School Applicants)
(Front Page)*



ADMISSION TEST PERMIT (Junior High School Applicants)

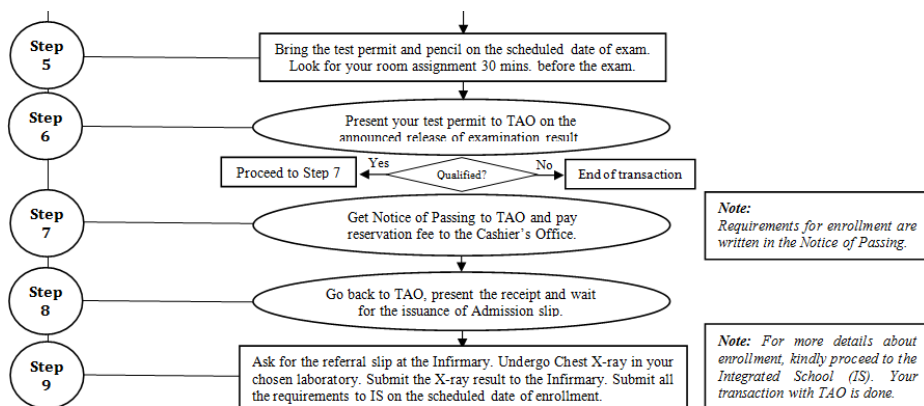
Name: _____
School: _____

TO BE FILLED OUT BY AUTHORIZED TAO PERSONNEL ONLY.

O.R. No. : _____
DATE OF TEST : _____
TIME : _____
DATE OF FILING : _____
ROOM : _____
RECEIVED BY : _____

Staple a recent 2"x2"
photograph (taken within the
last six months)
Be sure to sign the photograph
at the back. Scanned, digitally-
imaged, photocopied pictures;
NOT ACCEPTED

*Admission Test Permit (Junior High School Applicants)
(Back Page)*



1.6..2.11. Medical health certificate issued by an authorized physician (from country of origin) including but not limited to chest x-ray, HIV and Hepatitis B clearance and drug test

Documents and credentials required for admission become the property of Batangas State University. They will not be returned to the applicants. Applicants (if accepted for admission) are urged to apply four months prior to the beginning of a semester or midterm class to give them ample time in screening their documents.

1.6.3. Schedule Of Fees

The examination fee (Bachelor's) is PhP 1,800.00 (or its US dollar equivalent). For graduate students, the application fee is PhP 2,000.00 (or its US dollar equivalent). If an applicant gets accepted, he will pay the tuition fees and miscellaneous fees which are as follows:

1.6.3.1. Bachelor's

1.6.3.1.1. Regular Semester (First and Second Semesters)

Particulars	Amount (PhP)
Tuition Fee	250.00 per unit
Miscellaneous	
Registration	260.00
Library Fee	622.00
Athletic Fee	380.00
Publication Fee	380.00
Medical and dental fee	380.00
Laboratory fee	751.00
NSTP	375.00
ID (one-time fee)	235.00
Anti-TB	15.00
SCUAA	130.00
Cultural fee	173.00
Security fee	173.00
HEMF/unit	86.00/unit
Internet	300.00
SSC	25.00
Insurance	55.00
Non-Resident fee	20,000.00

Admission Test Permit (Pre-Elementary/Elementary Applicants)
(Front Page)

1.6.3.1.2. Midterm

Particulars	Amount (PhP)
Tuition Fee	250.00 per unit
Miscellaneous	
Registration	260.00
Library Fee	622.00
Medical and dental fee	380.00
Guidance Fee	260.00
Non-Resident fee	10,000.00

1.6.3.1.3. On the-Job Training

Particulars	Amount (PhP)
Tuition Fee	250.00 per unit
Miscellaneous	
Registration	260.00
RLFE	500.00
SSC	25.00
Non-Resident fee	10,000.00

1.6.3.2. Graduate Program (Master's and Doctoral)

Particulars	Amount (PhP)
Tuition Fee	500.00 per unit
Miscellaneous	
Registration fee	380.00
Library fee	751.00
Journal fee	751.00
ID	235.00
Medical and dental fee	547.20
Graduate development fee	86.00/unit
Non-Resident fee	20,000.00



ADMISSION TEST PERMIT (Pre-Elementary/ Elementary Applicants)

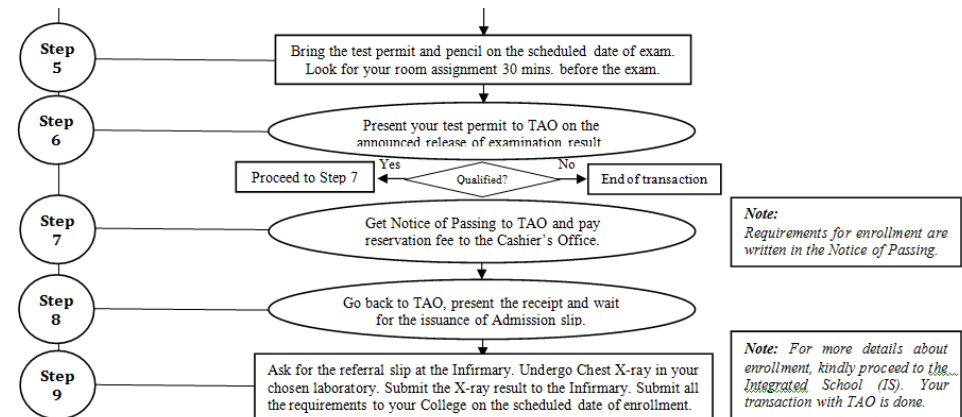
Name: _____
School: _____

TO BE FILLED OUT BY AUTHORIZED TAO PERSONNEL ONLY.

O.R. No. : _____
DATE OF TEST : _____
TIME : _____
DATE OF FILING : _____
ROOM : _____
RECEIVED BY : _____

Staple a recent 2"x2" photograph (taken within the last six months)
Be sure to sign the photograph at the back. Scanned, digitally-imaged, photocopied pictures; NOT ACCEPTED

Admission Test Permit (Pre-Elementary/Elementary Applicants)
(Back Page)

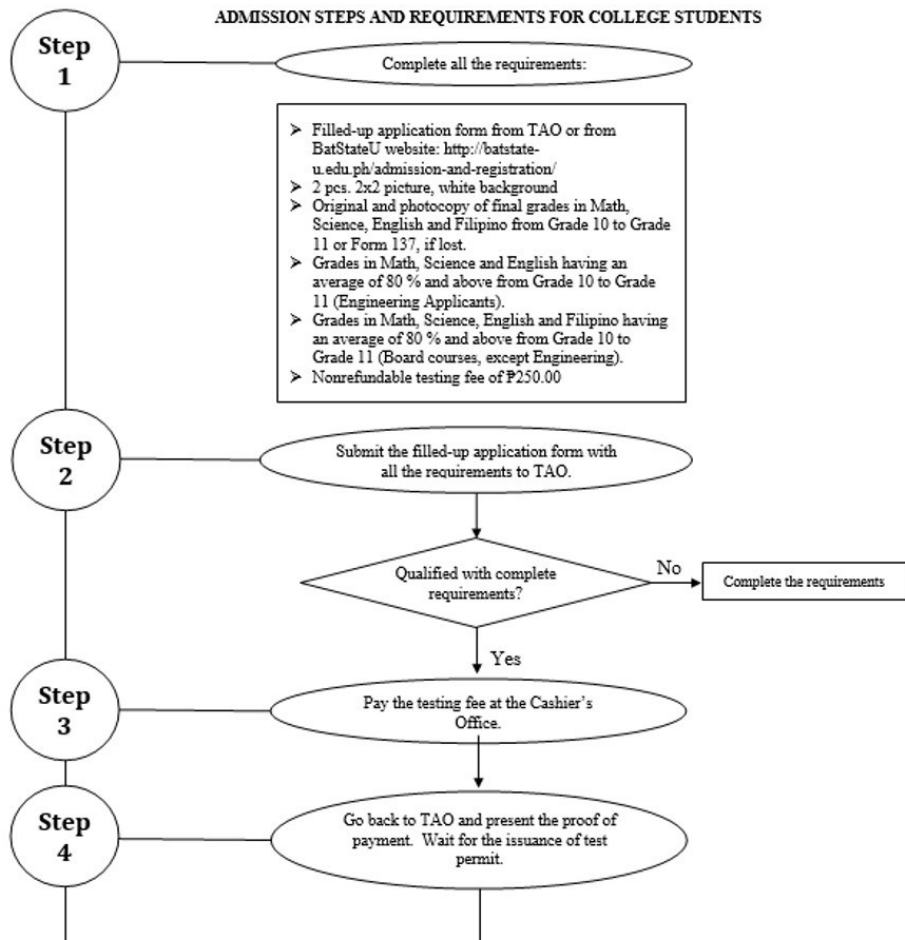


Application Form for College Admission
(Back Page)

Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

TESTING AND ADMISSION OFFICE (TAO)

ADMISSION STEPS AND REQUIREMENTS FOR COLLEGE STUDENTS



1.6.3.3. Intensive English Language Proficiency Course

Particulars	Amount (PhP)
Program fee (60 hours)	27,000.00 (plus 10% administrative cost)

1.6.3.4. Estimated Personal Expenses

Particulars	Estimated amount
Lodging	PhP 2,500.00/mo.
Personal allowances	PhP 5,000.00/mo.
Laundry	PhP 1,500.00/mo.
Books, supplies in school	PhP 5,000.00/mo.

1.6.3.5. Financial Assistance

Foreign students' scholarships are allowed to have scholarships from their country or from an international funding institution. BatStateU- Funded and Local Government-Funded scholarships are not available for foreign students.

1.6.4. Other Important Information

1.6.4.1. Academic Year

Batangas State University's Academic Year has two regular semesters (first semester, August to December and second semester, January to May) and Midterm (June and July).

1.6.4.2. Mediums of Instruction

English is the medium of instruction at the University.

1.6.4.3. Living Accommodations inside the University

Batangas State University has hostel and dormitories at the BatStateU Pablo Borbon Main I, Batangas City, BatStateU Pablo Borbon Main II, Batangas City and at BatStateU ARASOF-Nasugbu.

1.6.4.4. About the Philippines

1.6.4.4.1. Climate

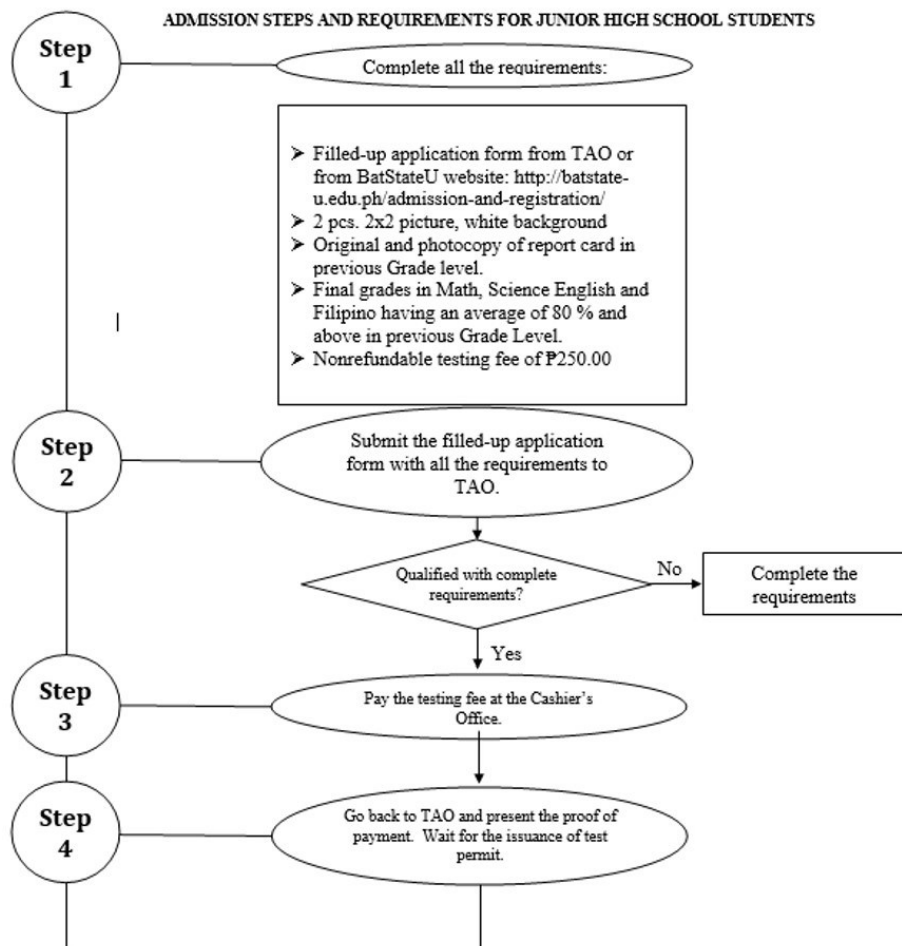
There are two seasons in the Philippines. They are rainy season (June to October) while dry season is from November to May.

*Application Form for Junior High School Admission
(Back Page)*

Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

TESTING AND ADMISSION OFFICE (TAO)

ADMISSION STEPS AND REQUIREMENTS FOR JUNIOR HIGH SCHOOL STUDENTS



- 1.6.5.2.2. Honorable Dismissal or Certificate of Transfer from previous school;
- 1.6.5.2.3. Photocopy of applicant's ACR I-Card
- 1.6.5.2.4. Bureau of Immigration Clearance Certificate;
- 1.6.5.2.5. Photocopy of Passport (Bio-page, and latest admission with valid authorized stay and visa implementation page); and
- 1.6.5.2.6. Barangay Clearance Certificate.

1.6.5.3. Foreign students may be allowed to enroll if they have the following types of visa:

- 1.6.5.3.1. 9 (f) – Student visa;
- 1.6.5.3.2. 9 (e), 9 (e-1) or 9 (e-2) – Foreign government official or dependent;
- 1.6.5.3.3. 47 (a) (2) – Exchange fellow scholar sponsored by an international organization;
- 1.6.5.3.4. 9 (g) – Pre-arranged employment (Working visa/Missionary);
- 1.6.5.3.5. PD 218 – Foreign investor;
- 1.6.5.3.6. 9 (d) – Treaty trader;
- 1.6.5.3.7. 13, 13 (a) to 13 (g) – Permanent resident;
- 1.6.5.3.8. SRRV – Special Resident Retiree Visa; and
- 1.6.5.3.9. SIRV – Special Investor Resident Visa.

1.7. Students from Alternative Learning System (ALS)

- 1.7.1. Grades/Card from ALS

1.8. Filipinos who studied abroad (Non-Filipino School)

- 1.8.1. Grades from the previous school evaluated by the registrar

**ARTICLE VI
ADMISSION POLICIES AND PROCEDURES**

Section 1. Procedures for Filing Application for Entrance Examination. The applicants should follow these steps:


1.1. Pre-elementary, Elementary, Junior High School and Senior High School. Applicants in these levels must do the following procedures:

- 1.1.1. Secure an application form from TAO personnel or download the form online at <http://batstate-u.edu.ph/admission-and-registration/>

- 1.1.2. Fill out and submit the application form together with the requirements specified under Article V Section 1.1 and 1.5 for evaluation at TAO.
- 1.1.3. Pay the testing fee at the cashier’s office.
- 1.1.4. Proceed to the TAO to secure schedule of examination.
- 1.1.5. Bring the following on the scheduled day of examination:
 - 1.1.5.1. Test Permit
 - 1.1.5.2. Official Receipt of Testing Fee
 - 1.1.5.3. Pencil and/with Eraser

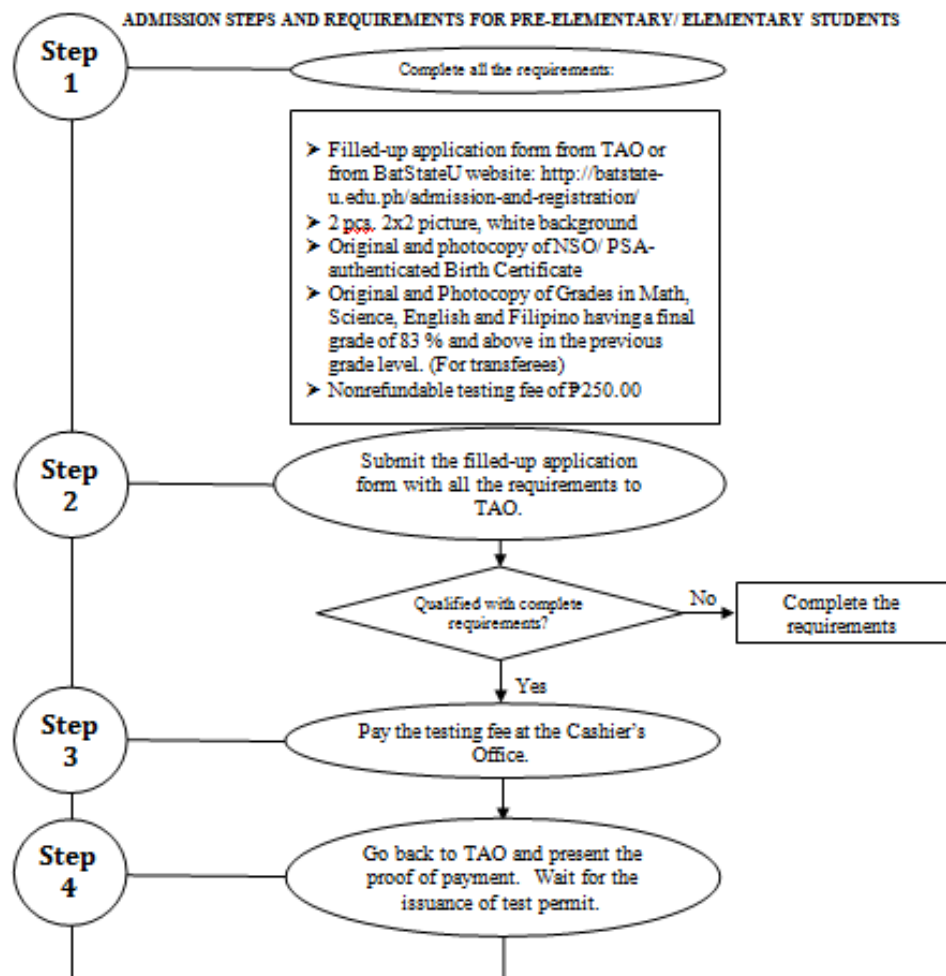
1.2. College Applicants. The following procedures are for college applicants. Some programs with distinct screening procedures must be observed and followed by the applicants who intend to enroll in those programs before they are allowed to take the entrance examination and be admitted in the university.

- 1.2.1. Secure an application form from TAO personnel or download the form online at <http://batstate-u.edu.ph/admission-and-registration/>
- 1.2.2. Fill out and submit the application form together with the requirements specified under Article V Section 1.1 and 1.2 for evaluation at TAO.
- 1.2.3. Initial screening of student applicants will be conducted.
 - 1.2.3.1. Programs with Board Examination
 - 1.2.3.1.1. Only student applicants with final grades of at least 80% from Grade 10 to Grade 11 in English, Science, Mathematics (and Filipino for students not under STEM track) are allowed to apply in these programs given that their Track/Strand is aligned. Otherwise, they shall pursue Programs without Board Examination that are still aligned their Strand or Track in SHS.
 - 1.2.3.2. BS Tourism
 - 1.2.3.2.1. Proceed to the Infirmary for height screening.
 - 1.2.3.2.2. Proceed to the office of the Dean of CABEIHM for interview/screening purposes.
 - 1.2.3.2.3. Submit the filled-out application form to the TAO with the Dean’s signature indicating that the applicant passed the initial screen-

 BATANGAS STATE UNIVERSITY APPLICATION FORM FOR JUNIOR HIGH SCHOOL ADMISSION			TO BE FILLED OUT BY AUTHORIZED TAO PERSONNEL ONLY. O.R. No. : _____ DATE OF TEST : _____ TIME : _____ DATE OF FILING : _____ ROOM : _____ RECEIVED BY : _____			
Print legibly all information required. Place X marks in appropriate boxes.						
1. APPLICANT'S NAME: Place one letter in each box. Leave one box blank between names.						
LAST <table border="1" style="width: 100%; height: 15px;"></table>						
FIRST <table border="1" style="width: 100%; height: 15px;"></table>						
MIDDLE <table border="1" style="width: 100%; height: 15px;"></table>						
2. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE						
3. CITIZENSHIP <input type="checkbox"/> Filipino, specify Ethnic group (if member) <input type="checkbox"/> Foreign (specify) <input type="checkbox"/> Dual (specify)						
4. DATE OF BIRTH (Month, Day, Year) <table border="1" style="width: 100%; height: 15px;"></table>				5. AGE _____		
6. PLACE OF BIRTH (town/city, province) _____						
7. PERMANENT ADDRESS _____						
8. CONTACT NO. _____			9. EMAIL ADDRESS _____			
10. PRESENT SCHOOL _____						
11. EDUCATIONAL INFORMATION						
Grades in the previous Level (To be filled out by Principal/Registrar of high school)						
SUBJECTS	FINAL GRADE					
Mathematics	_____					
Science	_____					
English	_____					
Filipino	_____					
AVERAGE	_____					
			_____ <i>Signature over printed name of Principal/Registrar</i>			
			_____ Date			
12. SOCIO- ECONOMIC DATA: List down the names of all members of your family, starting with your parents, followed by your brothers and sisters from the eldest to the youngest including yourself. Write down mother's maiden name.						
NAME OF FAMILY MEMBER	RELATIONSHIP	AGE	CIVIL STATUS	HIGHEST EDUCATIONAL ATTAINMENT	PRESENT OCCUPATION	ANNUAL GROSS INCOME
<i>Note: Use additional sheet, if necessary.</i>						
					Total Income:	
13. CONTACT INFORMATION IN CASE OF EMERGENCY						
Name		Address		Contact Number	Relationship	
<i>I hereby certify that all the facts and information stated on this form are true and correct.</i>						
_____ Student's Signature			_____ Date			

Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

TESTING AND ADMISSION OFFICE (TAO)



1.2.3.3. BS Nursing

- 1.2.3.3.1. Proceed to the office of the Dean of CO-NAHS for interview/screening purposes.
- 1.2.3.3.2. Submit the filled-out application to the TAO with the Dean's signature indicating that the applicant passed the initial screening.

- 1.2.4. Pay the testing fee at the cashier's office.
- 1.2.5. Proceed to the TAO to secure schedule of examination.
- 1.2.6. Bring the following on the scheduled day of examination:
 - 1.2.6.1. Test Permit
 - 1.2.6.2. Official Receipt of Testing Fee
 - 1.2.6.3. Pencil and/with Eraser

1.3. College Transferees. The following procedures must be followed by the college transferees:

- 1.3.1. Secure transferee evaluation form from the Registrar's Office.
- 1.3.2. Secure an application form from TAO personnel or download the form online at <http://batstate-u.edu.ph/admission-and-registration/>
- 1.3.3. Proceed to the Dean of the college and the Registrar's office along with the Transcript of Records or Certification of Grades for evaluation purposes.
- 1.3.4. Submit the filled-out application form, photocopy of Transcript of Records or Certification of Grades and Transferee Evaluation form to the TAO with the Dean and Registrar's verification and approval of credited subjects.
- 1.3.5. Pay the testing fee at the cashier's office.
- 1.3.6. Proceed to the TAO to secure the schedule of examination.
- 1.3.7. Bring the following on the scheduled day of examination:
 - 1.3.7.1. Test Permit
 - 1.3.7.2. Official Receipt of Testing Fee
 - 1.3.7.3. Pencil and/with Eraser
- 1.3.8. Inquire about the result of the exam after five (5) working days.

1.4. Shifter and Returning Applicants. The succeeding procedures must be followed by the shifter and returning applicants:

- 1.4.1. Secure shifter evaluation form at the Registrar's Office.
- 1.4.2. For students who will shift to another program under different College/ Department, secure and accomplish the clearance form from the Registrar's office and report to the college where the student last enrolled for clearance and exit interview purposes.

- 1.4.3. Proceed to the college where the student intends to enroll for evaluation along with the printed grades and shifter evaluation form.
- 1.4.4. Proceed to the Registrar’s office for verification and approval of credited subjects.
- 1.4.5. For students who will shift to another program under different College/Department, present an accomplished exit form and evaluation form signed by the Dean or faculty evaluator to the TAO before the issuance of an admission slip.

FORMS

Application Form for Pre-Elementary/Elementary Admission (Front Page)

1.5. Graduate School and Law Students. To be admitted in this program, applicants must do the following procedures:


- 1.5.1. Proceed to the office of the Dean of their respective departments where they intend to enroll for evaluation and issuance of application form.
- 1.5.2. Submit the filled-out application form at the TAO personnel.
- 1.5.3. Pay the testing fee at the cashier’s office
- 1.5.4. Proceed to TAO for entrance examination.
- 1.5.5. Inquire about the test result after 30 minutes from their respective department.
- 1.5.6. Secure an admission slip at the TAO personnel.

1.6. Foreign Students. The following steps must be accomplished first by foreign students to be admitted in the university:

- 1.6.1. Report to the External Affairs Office for evaluation purposes.
- 1.6.2. Secure an application form from the TAO personnel.
- 1.6.3. Submit the filled-up application form together with the requirements specified under Article V Section 1.1. and 1.6 to the TAO personnel for verification purposes.
- 1.6.4. Pay the testing fee at the cashier’s office.
- 1.6.5. Proceed to the TAO to get the schedule of the examination.
- 1.6.6. Bring the following on the scheduled day of examination:
 - 1.6.7. Test Permit
 - 1.6.8. Official Receipt of Testing Fee
 - 1.6.9. Pencil and/with Eraser
- 1.6.7. Inquire about the result of the said examination after five (5) working days.

Section 2. Policies for Taking the Entrance Examinations. The applicants should abide by these policies in taking the entrance examination:

- 2.1. Late students and those who were not able to bring their test permit will be rescheduled on the available examination date only once.



BATANGAS STATE UNIVERSITY
APPLICATION FORM FOR PRE-ELEMENTARY/ ELEMENTARY ADMISSION
Print legibly all information required. Place X marks in appropriate boxes.
NURSERY KINDER ELEMENTARY

TO BE FILLED OUT BY AUTHORIZED TAO PERSONNEL ONLY.

O.R. No. : _____

DATE OF TEST : _____

TIME : _____

DATE OF FILING : _____

ROOM : _____

RECEIVED BY : _____

1. APPLICANT'S NAME: Place one letter in each box. Leave one box blank between names.
 LAST

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 FIRST

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 MIDDLE

--	--	--	--	--	--	--	--	--	--	--	--

2. SEX MALE FEMALE

3. CITIZENSHIP Filipino, specify Ethnic group (if member) _____
 Foreign (specify) _____ Dual (specify) _____

4. DATE OF BIRTH (Month, Day, Year)

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 5. AGE

--	--	--	--	--

6. PLACE OF BIRTH (town/city, province) _____

7. PERMANENT ADDRESS _____

8. CONTACT NO. _____ 9. EMAIL ADDRESS _____

10. PRESENT SCHOOL _____

11. EDUCATIONAL INFORMATION
Grades in the previous Level (To be filled out by Principal/Registrar of high school)

SUBJECTS	FINAL GRADE
Mathematics	
Science	
English	
Filipino	
AVERAGE	

Signature over printed name of Principal/Registrar

Date

12. **SOCIO- ECONOMIC DATA:** List down the names of all members of your family, starting with your parents, followed by your brothers and sisters from the eldest to the youngest including yourself. Write down mother’s maiden name.

NAME OF FAMILY MEMBER	RELATIONSHIP	AGE	CIVIL STATUS	HIGHEST EDUCATIONAL ATTAINMENT	PRESENT OCCUPATION	ANNUAL GROSS INCOME

Total Income: _____

Note: Use additional sheet, if necessary.

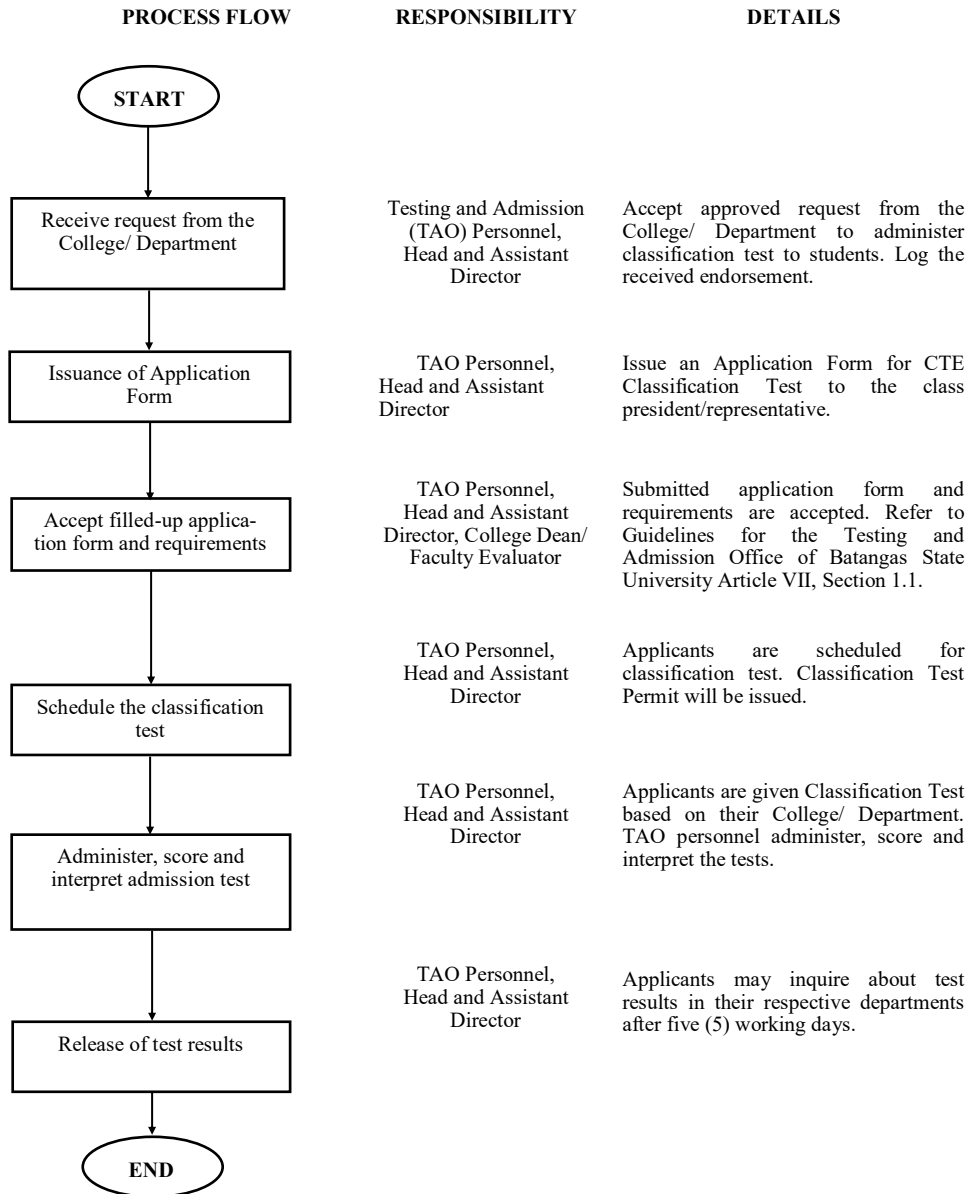
13. CONTACT INFORMATION IN CASE OF EMERGENCY

Name	Address	Contact Number	Relationship

I hereby certify that all the facts and information stated on this form are true and correct.

_____ <i>Guardian's Signature</i>	_____ <i>Date</i>
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**Work Instruction:
Process of Classification Test for CTE Students**



- 2.2. Calculators, cellphones and other similar gadgets are not allowed during the examination.
- 2.3. Testing fee is non-refundable or transferrable.
- 2.4. Students who did not follow the instructions during examination are not allowed to retake or make any changes on their answer sheets.
- 2.5. An applicant is allowed to apply and take the entrance examination in only one (1) campus and only once in an academic year.
- 2.6. The following are the grounds for disqualifying a student applicant from taking the entrance examination. The disqualification is valid for one semester only.
 - 2.6.1. Tampered school records and documents such as but not limited to Transcript of Records, school records, identification and the like.
 - 2.6.2. Allowing another person other than the applicant to take the entrance exam.
 - 2.6.3. Tampering of Entrance Test result for enrollment.
 - 2.6.4. Any form, manner and method of cheating during the examination.

Section 3. Procedures for Securing the Admission Test Results. The following procedures must be followed by the Pre-elementary, Elementary, Junior High School, Senior High School and College Applicants in securing the test results:

- 3.1. Present the test permit to TAO to secure the examination result.
- 3.2. If the test permit is not available or was misplaced or the applicant has representative, the following may be presented to TAO:
 - 3.2.1 Valid Identification Card of the representative and the student; and
 - 3.2.2. Authorization Letter from the examinee (if the examinee is of legal age) Authorization Letter from the examinee's parent or guardian (if the examinee is not of legal age).
- 3.3. If qualified, the student applicant will be issued with a Notice of Passing.
- 3.4. Pay the reservation fee at the Cashier's office (Except College qualifiers).
- 3.5. Upon payment of Reservation fee, present the Notice of Passing and receipt of Reservation fee to TAO and claim an Admission Slip with the date of enrollment.
- 3.6. For College qualifiers, they will be advised to complete the requirements for enrollment before they will be issued an admission slip.
- 3.7. Proceed to the Infirmary for the schedule of X-ray, medical and dental examination.
- 3.8. Return to BatStateU on the date of enrollment written on the admission slip and bring all the necessary requirements for enrollment.

Section 4. Policy on the test result. To maintain its high standard of education and to maximize its limited resources specifically after the effectivity of RA 10931 or the “Universal Access to Quality Tertiary Education Act,” BatStateU has had to limit slots for freshman admission to each campus and to some degree programs.

- 4.1.1. Standardized score on the admission test shall be computed to determine qualification into BatStateU. Student applicants will be ranked according to their chosen Program and based on their score. Only the top students will be admitted, depending on the number of slots available through the discretion of the College.
- 4.1.2. Applicants who are next in ranking, but cannot be accommodated due to the unavailability of human resources and facilities of the University will be included on the waiting list.
- 4.1.3. Applicants who misplaced/lost their Notice of Passing and Admission Slip must present first a valid ID of the examinee to secure a second copy.
- 4.1.4. The Test Result is valid for one (1) year only.
- 4.1.5. Confidentiality of the test results should be observed. TAO may disclose confidential information with the appropriate consent of the client or another legally authorized person on behalf of the client only to those people who have a legitimate need to know and are qualified to access them.

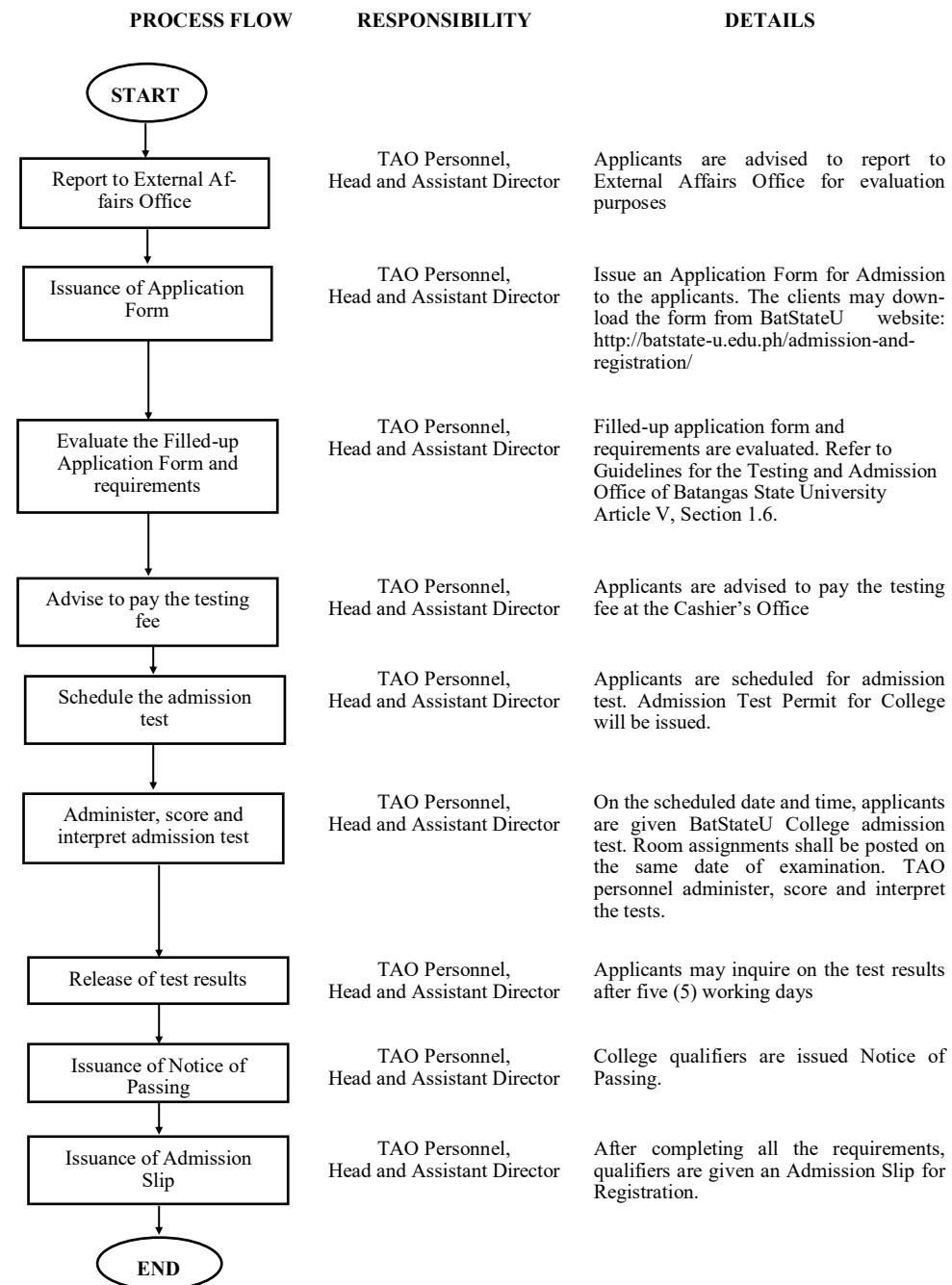
**ARTICLE VII
POLICIES AND PROCEDURES OF
CLASSIFICATION TEST FOR CTE STUDENTS**

Section 1. Requirements and Procedures for Classification Test. This is a test given to the incoming second year Education students to determine their area of specialization. It is administered every 1st week of June to regular BSED Students.

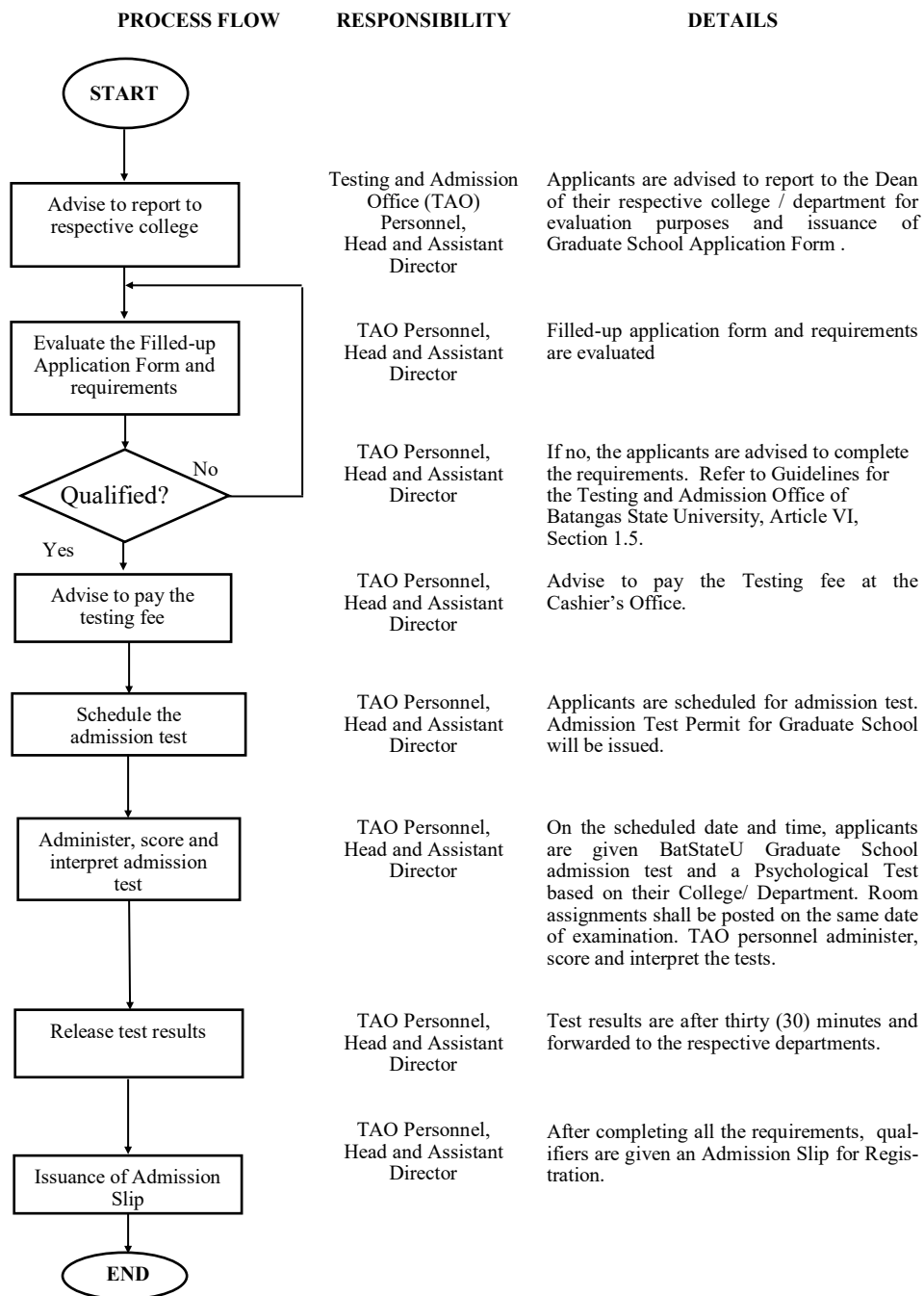
1.1. Requirements for filing. These are the requirements to be submitted by the incoming second year Education students at the TAO before the deadline of filing:

- 1.1.1. CTE Classification Test form.
- 1.1.2. Two (2) recent copies of “2x2” ID picture with applicant’s signature at the back
- 1.1.3. Testing fee receipt.
- 1.1.4. A printed copy of grades from the University portal.
- 1.1.5. Accomplished evaluated grades indicating the general weighted average and an authorized faculty evaluator’s signature.

**Work Instruction:
Admission Process for Foreign Students**



**Work Instruction:
Admission Process for Graduate School Students**



1.2. Procedures of CTE Classification Test. Incoming second year education students must comply with the following procedures for their classification test:

- 1.2.1. Submit a printed copy of grades from the University portal to the authorized CTE faculty evaluators.
- 1.2.2. Pay the testing fee at the cashier's office.
- 1.2.3. Submit the filled out application form, report of grades and official receipt of testing fee to the TAO personnel before the deadline of filing.
- 1.2.4. Bring the following on the scheduled day of examination:
 - 1.2.4.1. Test Permit
 - 1.2.4.2. Official Receipt of Testing Fee
 - 1.2.4.3. Pencil and/with Eraser
- 1.2.5. Proceed to the assigned room and have your test permit checked.
- 1.2.6. Sign the attendance sheet.
- 1.2.7. Listen to test instructions.
- 1.2.8. Answer the test questions within the specified time allotment.
- 1.2.9. Inquire about the result in the College or Department after five (5) working days.

Section 2. Policies on the test result of the Classification Test. Stated below are the policies on the result of Classification test.

- 2.1. The test results may only be utilized by the academic adviser, career guidance counselor, dean and associate dean for classification purposes, academic advising and career guidance.
- 2.2. Only students with complete requirements will be ranked based on the qualifying assessment scheme for programs with specialization and majors as follows:

General weighted average (GWA)	60%
Qualifying Examination Results	30%
Interview	10%
- 2.3. Test results must be treated with utmost confidentiality. TAO may disclose confidential information with the appropriate consent of the client or another legally authorized person on behalf of the client only to those people who have a legitimate need to know and are qualified to access them.
- 2.4. Test Result is valid for one (1) year only.

**ARTICLE VIII
ASSESSMENT OF TEACHING AND NON-TEACHING APPLICANTS**

Section 1. Steps for the Assessment of Teaching and Non-Teaching Applicants. The following are the procedures to be followed by the teaching and non-teaching applicants:

- 1.1. Submit the folder/envelope containing their resume and credentials to the TAO on the scheduled date and time of examination.
- 1.2. Log on to the record book for their transaction.
- 1.3. Take the test and inquire about the result to the Human Resource Management Office (HRMO).
- 1.4. Test results will be forwarded to HRMO within three (3) working days.

Section 2. Policies on the test result of the Teaching and Non-Teaching Applicants. Stated below are the policies on the result.

- 2.1. The test results may only be utilized by the HRMO Staff for hiring purposes only.
- 2.2. Test results must be treated with utmost confidentiality. TAO may disclose confidential information with the appropriate consent of the client or another legally authorized person on behalf of the client only to those people who have a legitimate need to know and are qualified to access them.
- 2.3. Test Result is valid for one (1) year only.

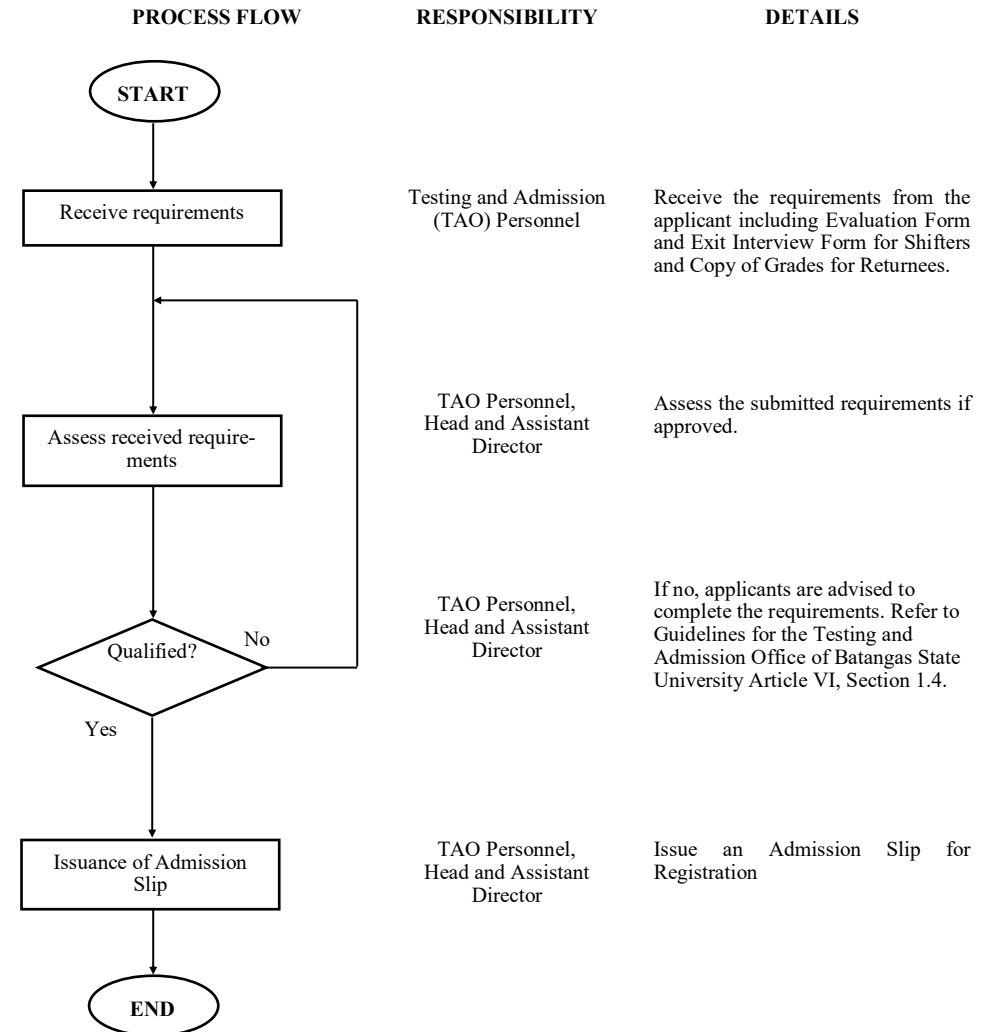
**ARTICLE IX
MANDATORY EVALUATION AND REVIEW**

Section 1. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

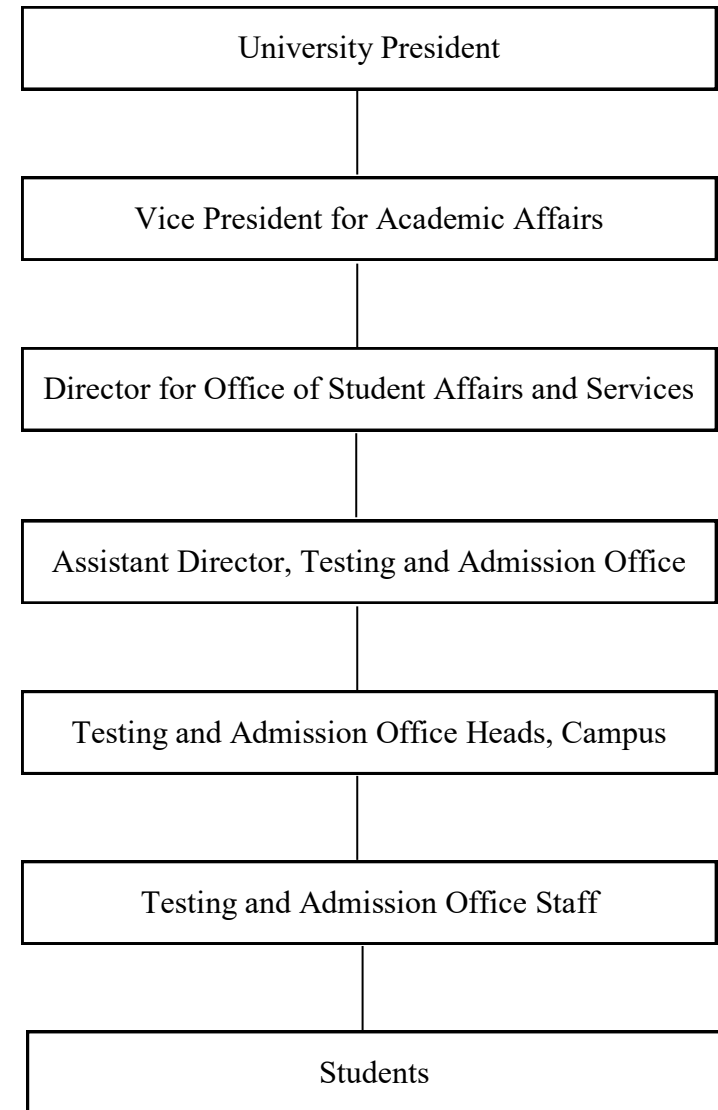
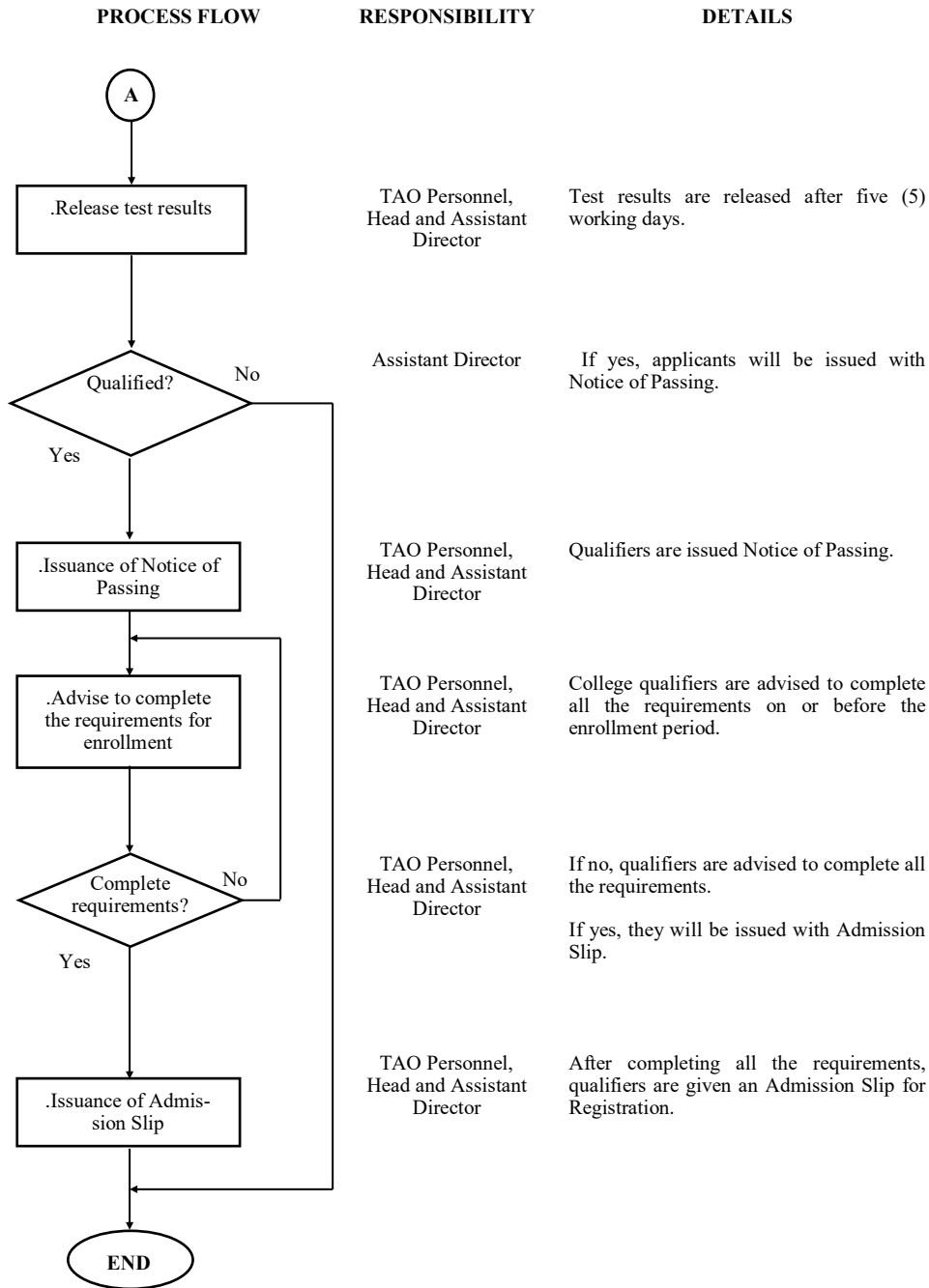
**ARTICLE X
EFFECTIVITY**

Section 1. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

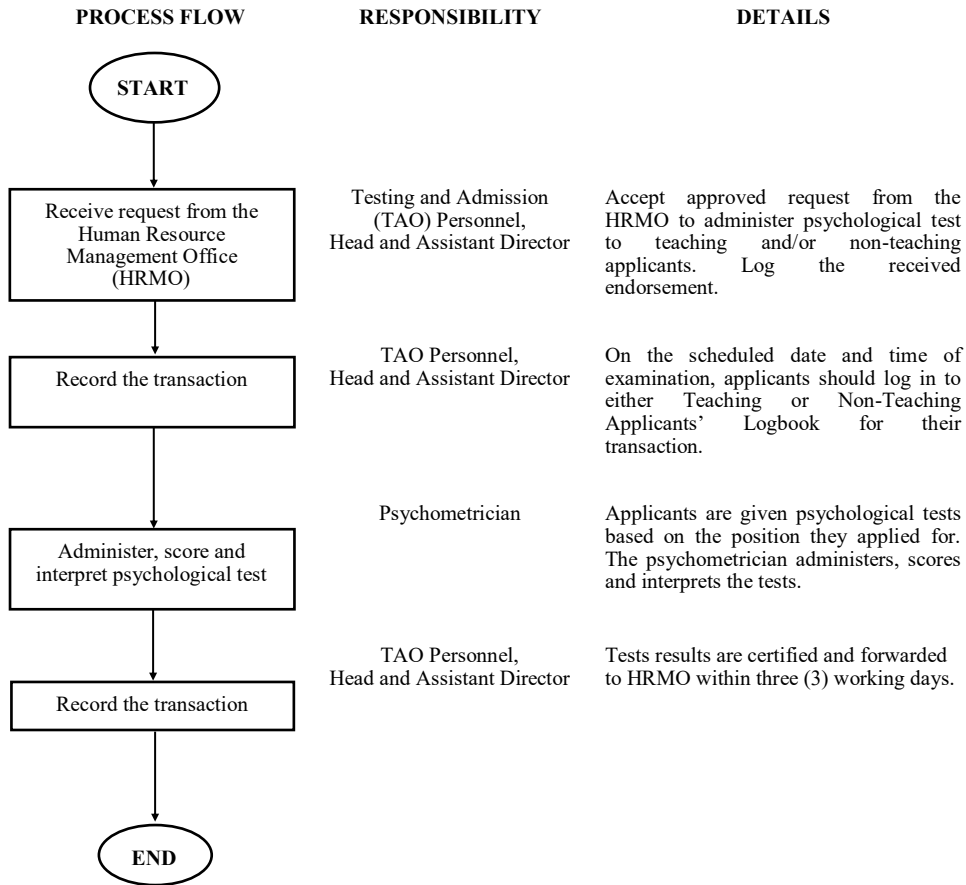
**Work Instruction:
Admission Process for Shifter and Returning Students**



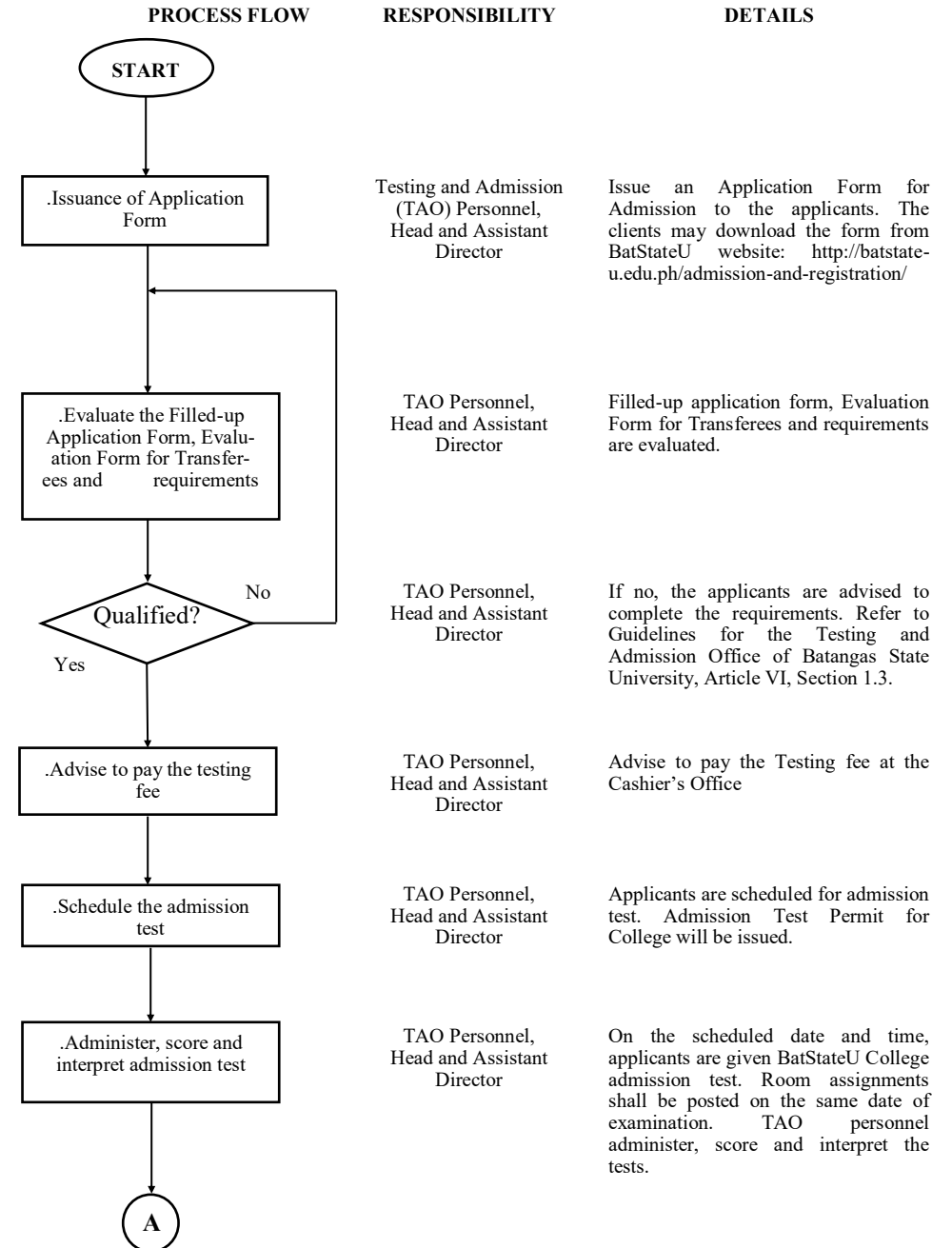
ORGANIZATIONAL CHART



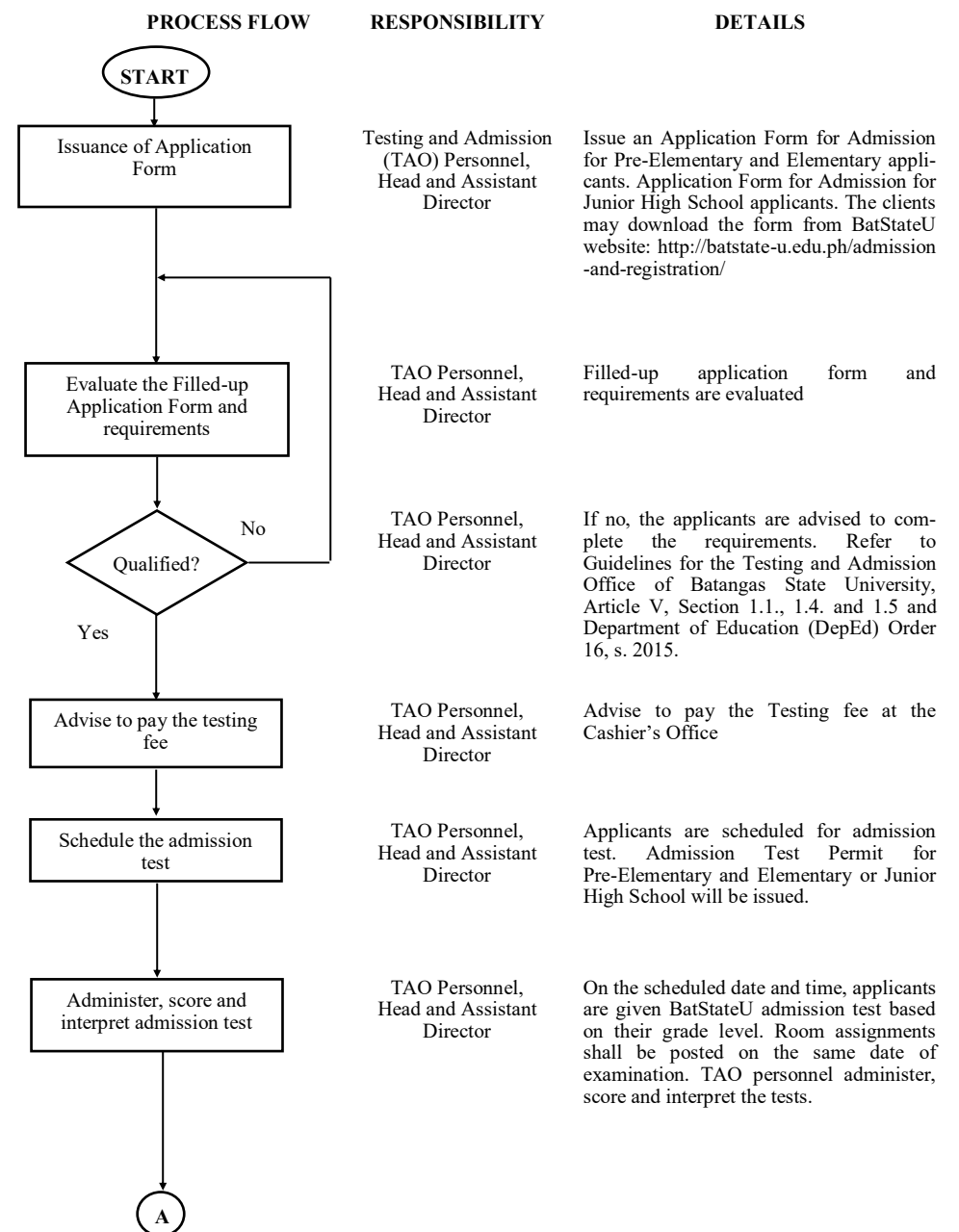
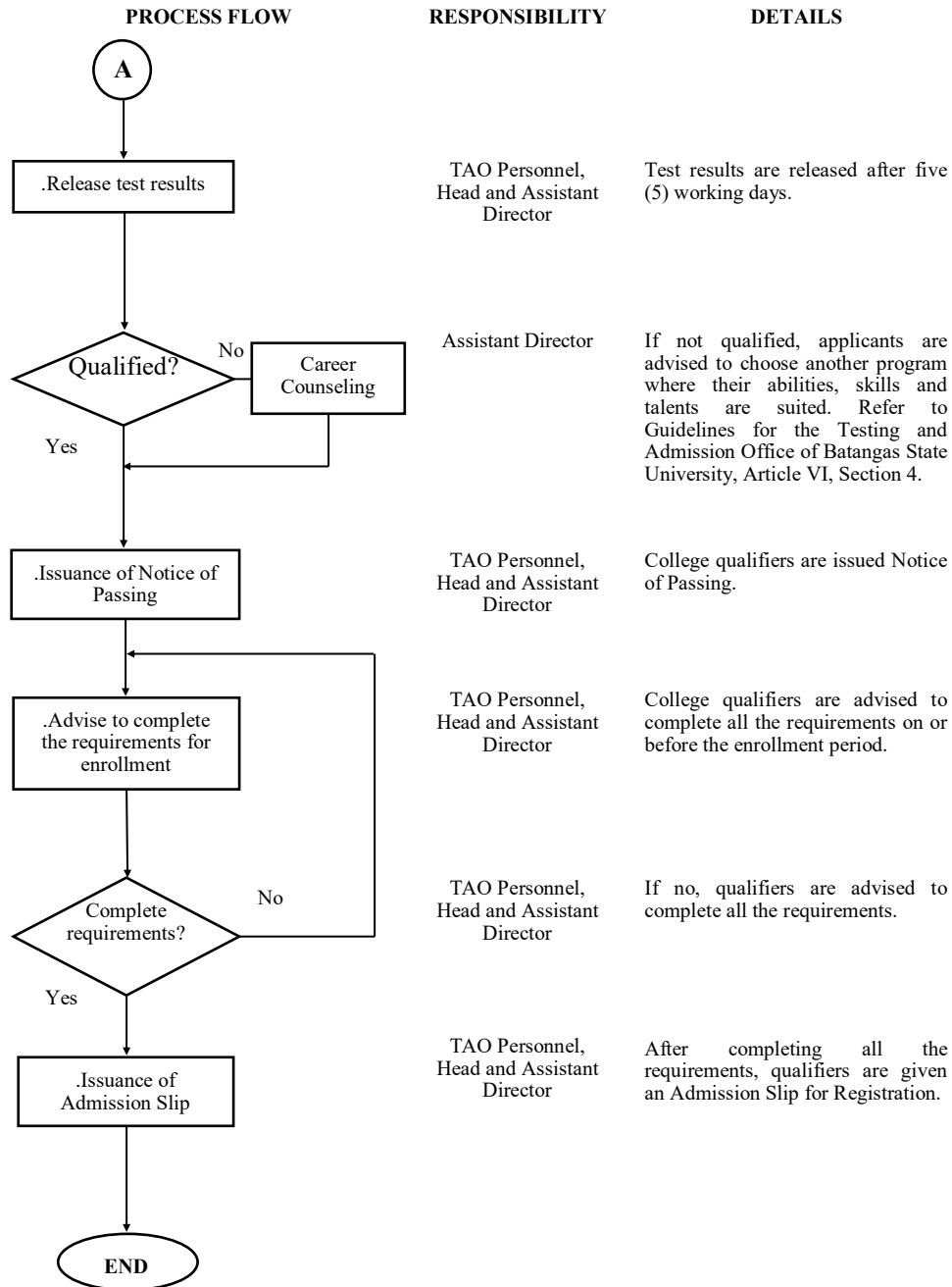
**Work Instruction:
Administration of Psychological Tests for Teaching and Non-Teaching Applicants**



**Work Instruction:
Admission Process for College Transferees**



**Work Instruction:
Admission Process for Pre-Elementary, Elementary and Junior High School students**



**Work Instruction:
Admission Process for College students**

