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 $21^{\rm st}$ 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





TESTIGAN ADMISSIO

Logicams & Services

VANUAL

2017 EDITION

Leading Innovations,
Transforming Lives

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	BatStateU Lobo
425-0139 loc. 2147	417-3396
BatStateU JPLPC-Malvar	BatStateU San Juan
778-2170; 778-6633	575-5192
BatStateU Balayan	BatStateU Lemery
417-6394	411-0944
BatStateU ARASOF-Nasugbu	BatStateU Rosario

321-0861 loc. 4204

741-0029 ; 416-0350 ; 706-3487

Document Reference No.: BatStateU-DOC-AA-28

TAO in Action









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DepEd Order No. 45 Series of 2016 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

Control of Documents and Records

Teaching Applicant's Psychological Test

Non-Teaching Applicant's Psychological Test

Department of Education Order 16, s. 2015

Application Form for Pre-Elementary/ Elementary Admission

Application Form for Junior High School Admission

Admission Test Permit (Pre-Elementary/ Elementary Applicants)

Admission Test Permit (Junior High School Applicants)

Notice of Passing (Pre-Elementary/Elementary)

Notice of Passing (Grade VII)

Reservation/Admission Slip for Registration (Pre-Elementary/Elementary)

Reservation/Admission Slip for Registration (Grade VII)

BatStateU Nursery Admission Test

BatStateU Kinder I Admission Test

BatStateU Kinder II Admission Test

BatStateU Grade 1 Admission Test

BatStateU Grade 2 Admission Test

BatStateU Grade 3 Admission Test

BatStateU Grade 4 Admission Test

BatStateU Junior High School Admission Test

Application Form for College Admission

Admission Test Permit for College

Notice of Passing (College)

Admission Slip for Registration (College/Graduate School)

BatStateU College Admission Test

Evaluation Form for Shifters

Exit Interview Form

Graduate School Application Form

Graduate School Admission Test Permit

BatStateU Graduate School Admission Test

CABEIHM Admission Test

CTE Admission Test

College of Law Admission Test

Board of Regents (BOR) Resolution No. 278, S. 2011

Executive Order 285, S.2000

Application Form for Teacher Education Classification Test

CTE Classification Test

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.

- **1.2. Admission Slip for Registration** The form which indicates the college or course where students are to be enrolled or admitted.
- **1.3. Admission Test** This refers to a test that measures student's capacity to learn. It is a test given to students who wish to study and enroll at BatStateU.
- **1.4.** Classification Test –This refers to the test used to classify people such as an aptitude test when employed for the purpose of classifying students into instructional sections (Chaplin, 1985). It is administered to students under the Engineering, Business Administration and Education program respectively.
- **1.5.** Notice of Passing The form issued to students who passed the entrance examination.
- **1.6. Testing** –This refers to the administration, scoring and interpretation of any measurement that yields quantitative data such as standardized tests and locally-made tests.

ARTICLE IV RESPONSIBILITIES OF OFFICIALS/PERSONNEL

Section 1. Assistant Director, TAO. Under the supervision of the Director for Office of Student Affairs and Services, the Assistant Director for Testing and Admission shall be responsible for planning, directing, and administering the testing and admission programs in all ten campuses of the University.

- 1.1. Secure the test materials under the Testing and Admission Office.
- 1.2. Initiate the development or revision of college brochures, departmental leaflets, application forms and bulletin board posters;
- 1.3. Prepare and review reports related to Testing and Admission before the submission to other offices;
- 1.4. Prepare and monitor the department budget; develop staffing plans to meet future enrollment requirements; interview and evaluate professional and office staff members;
- 1.5. Recommend changes or adjustments in the admission policies and requirements;
- 1.6. Disseminate information on the schedule of filing of application forms for admission and testing administered in Main I and II campuses;
- 1.7. Supervise and monitor in the administration and checking of admission test:
- 1.8. Review the preparation and distribution of test results to avoid misinterpretation;
- 1.9. Attend to the logistic needs of the ten campuses related to testing and admission:



ADMISSION SLIP FOR REGISTRATION (College/ Law School/ Graduate School)

Name:	, , , , , , , , , , , , , , , , , , ,			16.111 7 1	_ Sex: [] N	Male [] Female
Program:		irst	Campus: _	Middle Initial		
Dean:						
College:			Semester:[]1 st Sem. []2 nd Se	em. []Midt	erm Class
	[] CABEIHM [] CAS [] CEAFA [] CICS [] CIT [] College of Agriculture and Fore [] College of Law [] CONAHS [] CTE [] Others; Please specify:	estry	Academic \	Year: 20 20 [] Freshman [] Returnee [] Cross Enrol [] Shifter	llee	Year Level — Year Level
Enrollmei	nt Period:					
				Authorized	TAO Rangas	cantativa
				Aunongen	INO NEDIES	cnuurc

Reservation & Admission Slip for Registration Grade VII

RESER	VATION & AD	MISSION SL GRADE VI	LIP FOR REGISTRATION II	
Name:		First		Middle
Sex: [] Male	[] Female		Year Level:	
Department/School:			Campus:	
Principal:			Academic Year: 20	20
•				
Reservation O.R. Number				
Date:	-			

- 1.10. Attend meetings called by the university Administrators/officials;
- 1.11. Sign the pertinent documents related to Testing and Admission; and
- 1.12. Perform other related tasks assigned.

Section 2. Head/Coordinator/In-Charge, TAO (Campus/District). Under the supervision of the Director for Office of the Student Affairs and Services, and Assistant Director, the Head/ Coordinator/ In-Charge for Testing and Admission shall be responsible for assisting the Director and Assistant Director in planning, directing, and administering the testing and admission program of the campus:

- 2.1. Visit public and private high schools to promote the programs of the University;
- 2.2. Disseminate information on the schedule of filing of application forms for admission and testing administered in the respective campuses;
- 2.3. Supervise and monitor the administration and scoring of admission test;
- 2.4. Act as a representative during school meetings, seminars and forum regarding admission policies in the absence of the Assistant Director;
- 2.5. Coordinate with the deans of the respective colleges regarding the testing and admission policies and classification test schedule;
- 2.6. Administer classification test for students in the extension campuses;
- 2.7. Inform the public of the admission policies and test schedules of the University;
- 2.8. Coordinate with the Assistant Director regarding the logistic needs of the respective campuses related to admission and testing;
- 2.9. Sign the pertinent documents related to Testing and Admission; and
- 2.10. Perform other related duties assigned.

ARTICLE V ADMISSION REQUIREMENTS

Section 1. Application Requirements for Taking the Entrance Examination of the following applicants. The applicants should secure the following requirements prior to the deadline of filing:

- **1.1. Requirements For all Applicants.** The following documents must be completed and submitted to the TAO prior to the deadline of filing.:
 - 1.1.1. Application Form (Pre-elementary, Elementary, Junior, Senior HS and College) from TAO or downloadable at http://batstate-u.edu.ph/admission-and-registration/

Reservation & Admission Slip for Registration Pre-Elementary and Elementary

- 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.

RESERV		ADMISSION SLIP EMENTARY and EI		ATION
Name: Last Department/School:		irst Level:	Middle Campus:	Sex: [] Male [] Female
Principal: [] New Student [] Old Session: [] A. M.	d Student	[] Transferee:		20 20

STATE

signed by the University registrar

5. Certification of Good Moral Character

6. Birth certificate (NSO authenticated)

7. Chest X-ray result



NOTICE OF PASSING

		Date:
D		
Dear _	,	
	Congratulations! You are now in College.	
		ou passed the BatStateU Admission Test. You are
now	qualified to enroll in	under
the		ingSemester, Academic Year
		Pesos (P1, 000.00) at the Cashier's Office. This es. Please report to the TAO after paying your
	vation fee for the issuance of Admission Slip	
	The reservation period and requirements for	
. 4	Again, congratulations to you and your par	rents. We look forward to have you as freshman
this co	oming	
		· · · · · · · · · · · · · · · · · · ·
		Vometmilerrorms
English P	lacement Test Result (EPT)	Very truly yours,
	Remarks:	
	Passed, to enroll Eng 101	
- 42		Testing and Admission Office
	Failed, to enroll Eng 100	
D	d P i i	H . D . L
	vation Period: Enr :: * Reservation Fee is non-refundable and not	rollment Period:
NOTE	:: • Reservation Fee is non-rejunaable and not	n-transferable.
Freshme	n:	Transferees:
	ice of Passing the BatStateU Admission	1. Notice of Passing the BatStateU Admission
Tes		Test
	mission Slip to be secured at the TAO	2. Admission Slip to be secured at the TAO
	n payment of reservation fee at the	upon payment of reservation fee at the
	hier's Office	Cashier's Office
	m 138 (original copy)	3. Honorable dismissal
4. Cer	tification of Good Moral Character from	4. Transcript of records/Certification of grade

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

high school where graduated

6. Chest X-ray result

5. Birth certificate (NSO authenticated)

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 an	d welcome to Ba	ntStateU!		
It is with great ple Grade VII Applicants. Plea Cashier's Office. This fee when you enroll on	se pay your res will be deducted	ervation fee of	One Thousand P	
Please report at the Slip for Reservation and I	-	aying the reser	vation fee for the	issuance of Admission
Again congratulation this coming				ve you as our new pupil
uns coming	, Academi	c year	•	
			Verv	truly yours.
			· cry	truly yours,
			Testin	ng and Admission Office
Pls. cut here				
Reservation Period:		Enrollment	Period:	6
NOTE: * Reservation Fee	s non-refundable	e and non-transf	ferable.	

REQUIREMENTS FOR ADMISSION

- Admission slip and notice of passing the BatStateU Admission Test to be secured at the TAO.
- 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).
- 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!	
Elementary & Elementary, for this compay for your reservation fee of One Thousand Pes The schedule and requirements for the Testing and Admission Office (TAO) after pay Admission Slip for Reservation and Registration. Again congratulations to you and your parents.	os (P1, 000.00) at the Cashier's Office before enrollment are indicated herein. Please report at
this coming	
	Very truly yours,
	Testing and Admission Office
Pls. cut here	
Reservation Period: Enro	ollment Period:
NOTE: * Reservation Fee is non-refundable and non-	-transferable.

REQUIREMENTS FOR ADMISSION

- 1. Notice of Passing issued by the TAO.
- 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 I)
- 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:

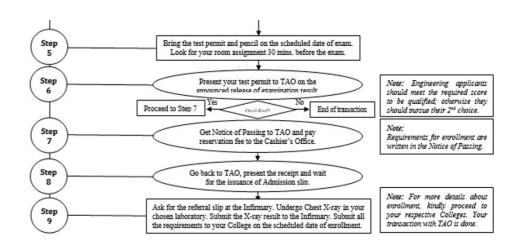
- 1.6.1.7.1. Accomplished Foreign Students Admission Application Form;
- 1.6.1.7.2. Original Transcript of Records with equivalent grading system from the university last attended;
- 1.6.1.7.3. Original copy of Commission on Higher Education (CHED) Indorsement;
- 1.6.1.7.4. Honorable dismissal from the 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

AI Name:	OMISSION TEST PERMIT (College Applicants)	
School: Course: 1.	2.	
TO BE FILLED OUT BY	Y AUTHORIZED TAO PERSONNEL ONLY.	Staple a recent 2"x2" photograph (taken within the last six months)
O.R. No.	;	Be sure to sign the photograph
DATE OF TEST	<u>:</u>	at the back. Scanned, digitally- imaged, photocopied pictures;
TIME	i	NOT ACCEPTED
DATE OF FILING	:	
ROOM	:	
RECEIVED BY	;	

Admission Test Permit (College Applicants)
(Back Page)



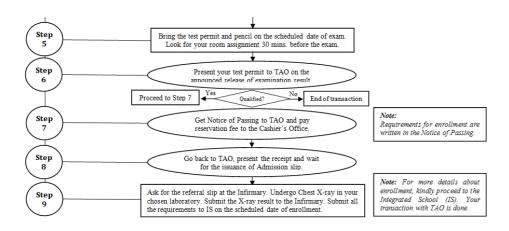
Admission Test Permit (Junior High School Applicants) (Front Page)

STATE	
	S.
	Ž
and labour	

ADMISSION TEST PERMIT (Junior High School Applicants)

Name: School:			
то вн	E FILLED OUT BY A O.R. No. DATE OF TEST TIME DATE OF FILING ROOM RECEIVED BY	UTHORIZED TAO PERSONNEL ONLY. :	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	260.00
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

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 RLFE SSC	260.00 500.00 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

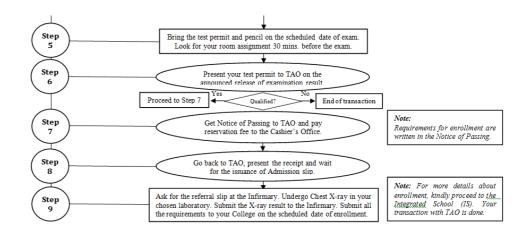
Admission Test Permit (Pre-Elementary/Elementary Applicants) (Front Page)

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ADMISSION TEST PERMIT (Pre-Elementary/ Elementary Applicants)

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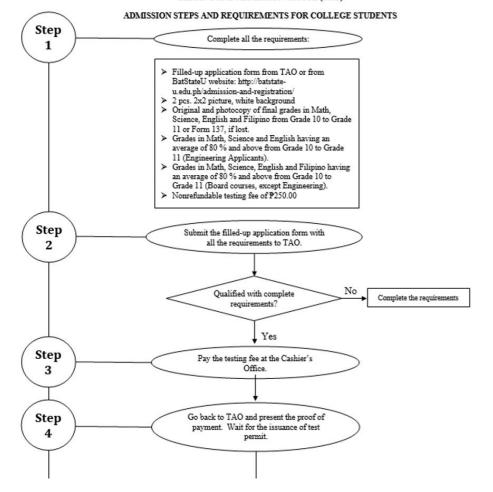
Admission Test Permit (Pre-Elementary/Elementary Applicants) (Back Page)



Application Form for College Admission (Back Page)

Republic of the Philippines BATANGAS STATE UNIVERSITY Batangas City

TESTING AND ADMISSION OFFICE (TAO)



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.

1.6.4.4.2.. Currency

The monetary unit is the Philippine peso. Conversion rates depend upon the Bangko Sentral ng Pilipinas at the time of enrolment.

1.6.5. Additional Information

An applicant will be allowed to enroll at the University provided that he has a student visa.

Batangas State University's External Affairs Office (EAO) assists foreign students in obtaining their study permits, student visa and academic preparation program. Applicants may contact the External Affairs Office at +63 43 980-0385 local 1143 and via email at externalaffairsoffice2016@gmail.com. Said office offers assistance in visa processing and this shall be paid over and above the tuition, miscellaneous and non-resident fees. A certain date shall be fixed by the office for the processing of student visa. A payment shall be made to the External Affairs Office for visa processing, exclusive of the actual visa fee to be made to the Bureau of Immigration. The payment will be dependent on what is required by the Immigration.

The following are the requirements by the Bureau of Immigration:

1.6.5.1. For new applicants (Student Visa Conversion):

- 1.6.5.1.1. National Intelligence Coordinating Agency (NICA) Clearance from the Bureau of Immigration;
- 1.6.5.1.2. Medical Certification from Bureau of Ouarantine;
- 1.6.5.1.3. National Bureau of Investigation (NBI) Clearance;
- 1.6.5.1.4. Duly accomplished Personal Data Sheet;
- 1.6.5.1.5. Photocopy of Passport (Bio-page, latest arrival, latest admission with valid authorized stay and valid Bureau of Quarantine Clearance); and
- 1.6.5.1.6. Bureau of Immigration Clearance Certificate.

1.6.5.2. For transferees (Student Visa Extension):

1.6.5.2.1. Commission on Higher Education Clearance Certificate;

Application Form for College Admission (Front Page)

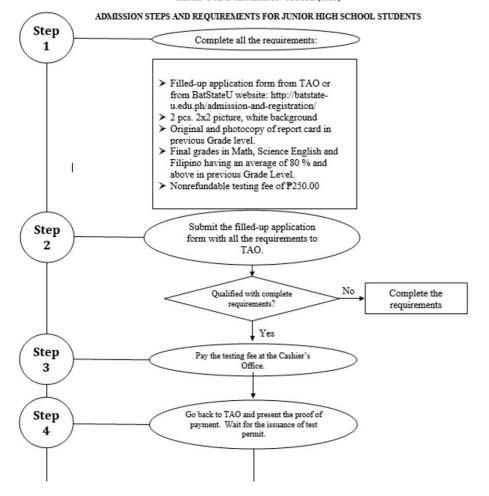
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Application Form for Junior High School Admission (Back Page)

Republic of the Philippines BATANGAS STATE UNIVERSITY Batangas City

TESTING AND ADMISSION OFFICE (TAO)



- 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-

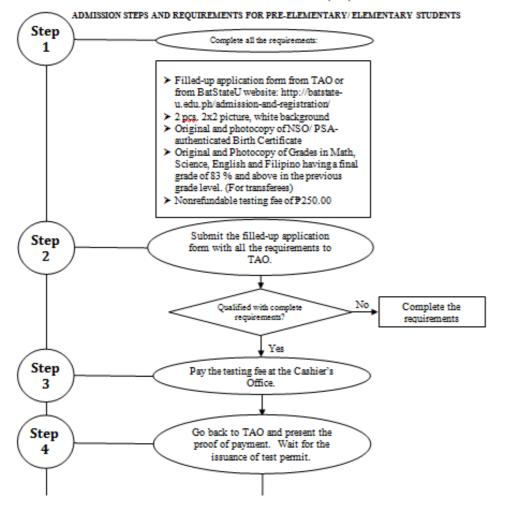
Application Form for Junior High School Admission (Front Page)

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

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.

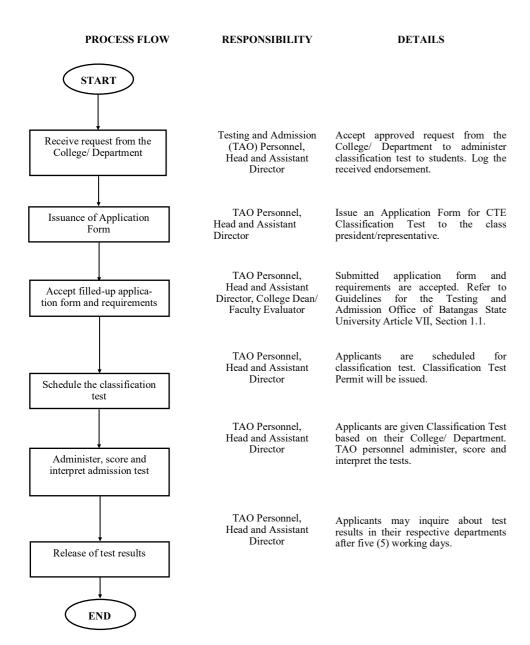
- 1.4.3. Proceed to the college where the student intends to enroll for evaluation along with the printed grades and shifter evaluation form.
- 1.4.4. Proceed to the Registrar's office for verification and approval of credited subjects.
- 1.4.5. For students who will shift to another program under different 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.
- **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.

FORMS

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

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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

PROCESS FLOW RESPONSIBILITY **DETAILS START** TAO Personnel. Applicants are advised to report to Report to External Af-Head and Assistant Director External Affairs Office for evaluation fairs Office TAO Personnel. Issue an Application Form for Admission Issuance of Application Head and Assistant Director to the applicants. The clients may down-Form load the form from BatStateU website: http://batstate-u.edu.ph/admission-andregistration/ TAO Personnel. Filled-up application form and Evaluate the Filled-up Head and Assistant Director requirements are evaluated. Refer to Application Form and Guidelines for the Testing and Admission requirements Office of Batangas State University Article V, Section 1.6. TAO Personnel. Applicants are advised to pay the testing Advise to pay the testing Head and Assistant Director fee at the Cashier's Office fee TAO Personnel. Applicants are scheduled for admission Schedule the admission test. Admission Test Permit for College Head and Assistant Director will be issued. TAO Personnel. On the scheduled date and time, applicants Administer, score and Head and Assistant Director are given BatStateU College admission interpret admission test test. Room assignments shall be posted on the same date of examination. TAO personnel administer, score and interpret the tests. TAO Personnel. Applicants may inquire on the test results Release of test results Head and Assistant Director after five (5) working days TAO Personnel. College qualifiers are issued Notice of Issuance of Notice of Head and Assistant Director Passing. Passing TAO Personnel. After completing all the requirements, Issuance of Admission Head and Assistant Director qualifiers are given an Admission Slip for Slip Registration.

END

Work Instruction: Admission Process for Graduate School Students

DETAILS

RESPONSIBILITY

PROCESS FLOW

START Applicants are advised to report to the Dean Testing and Admission Advise to report to Office (TAO) of their respective college / department for Personnel. evaluation purposes and issuance of respective college Graduate School Application Form. Head and Assistant Director TAO Personnel, Filled-up application form and requirements Evaluate the Filled-up are evaluated Head and Assistant Application Form and Director requirements TAO Personnel. If no, the applicants are advised to complete the requirements. Refer to Guidelines for Head and Assistant Qualified? the Testing and Admission Office of Director Batangas State University, Article VI, Section 1.5. Yes Advise to pay the Testing fee at the TAO Personnel. Advise to pay the Head and Assistant Cashier's Office. testing fee Director TAO Personnel. Applicants are scheduled for admission test. Schedule the Admission Test Permit for Graduate School Head and Assistant admission test Director will be issued. TAO Personnel. On the scheduled date and time, applicants Administer, score and are given BatStateU Graduate School Head and Assistant interpret admission Director admission test and a Psychological Test test based on their College/ Department. Room assignments shall be posted on the same date of examination. TAO personnel administer, score and interpret the tests. TAO Personnel. Test results are after thirty (30) minutes and Release test results Head and Assistant forwarded to the respective departments. Director TAO Personnel. After completing all the requirements, qual-Head and Assistant ifiers are given an Admission Slip for Regis-Issuance of Admission Director Slip **END**

- **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.

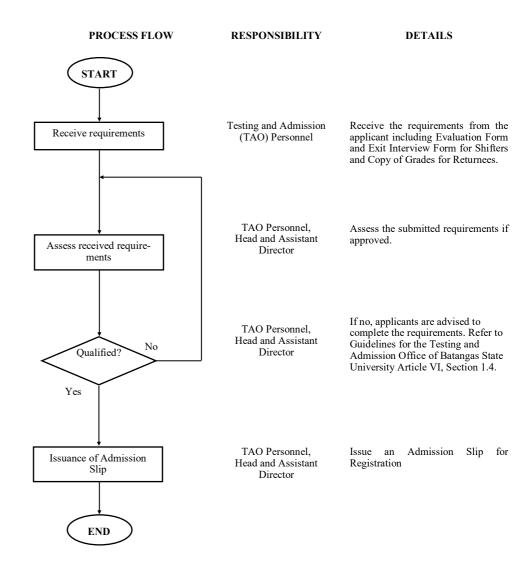
ARTICLE IX MANDATORY EVALUATION AND REVIEW

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.

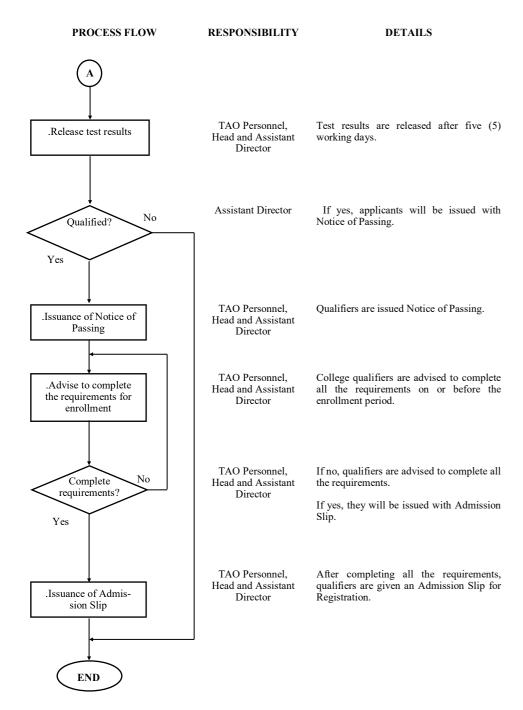
ARTICLE X EFFECTIVITY

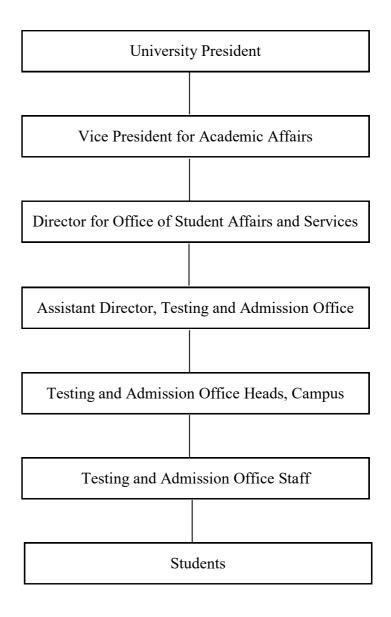
Section 1. These guidelines shall take effect immediately upon the approval of the University Board of Regents and shall be effective unless otherwise repealed or amended.

Work Instruction: Admission Process for Shifter and Returning Students



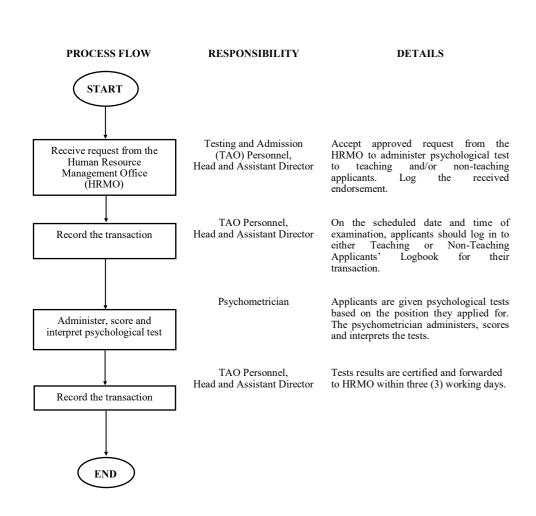
ORGANIZATIONAL CHART

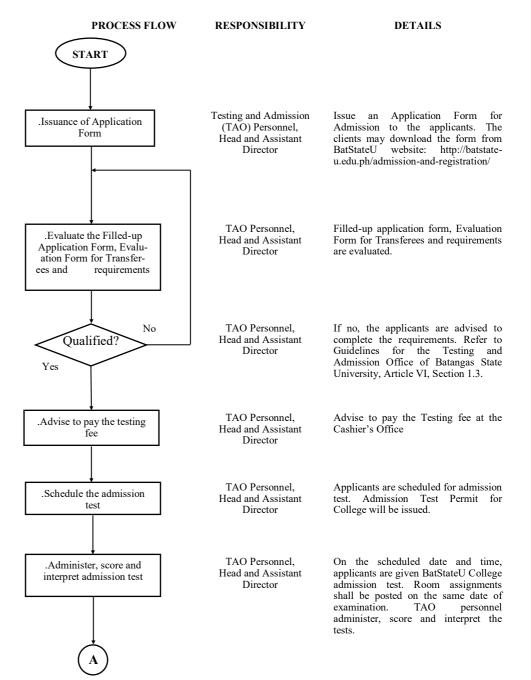




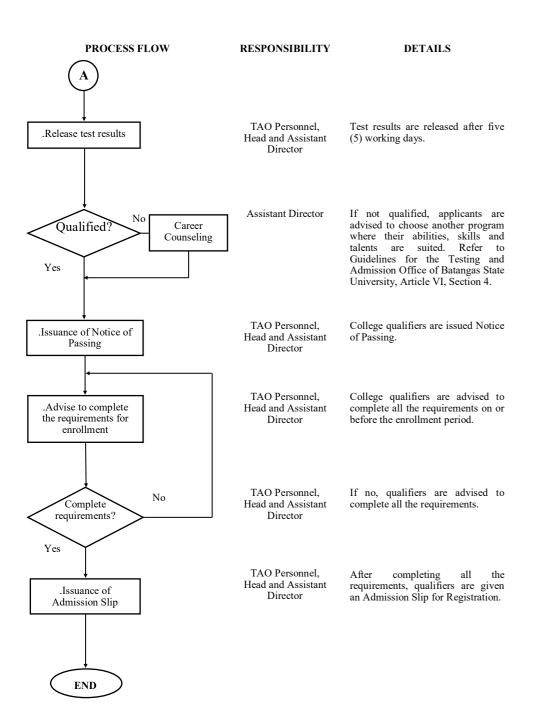
Work Instruction: Administration of Psychological Tests for Teaching and Non-Teaching Applicants

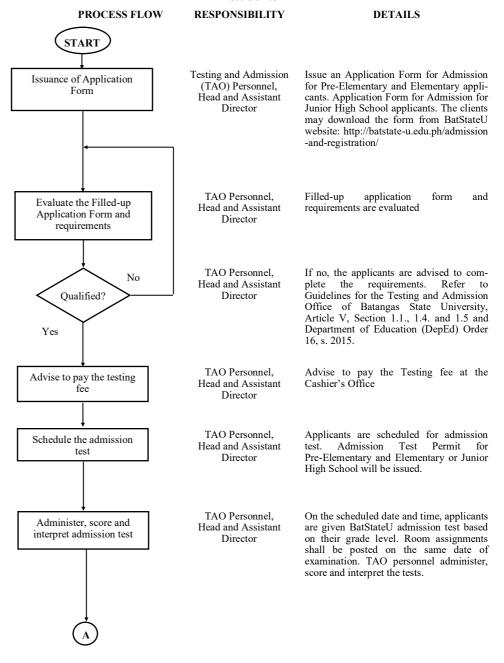
Work Instruction: Admission Process for College Transferees





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





Work Instruction: Admission Process for College students

