The logo of Batangas State University is a circular emblem. It features a central shield with a sunburst and a quill pen. Below the shield is a banner with the text 'SERVICE VIRTUE' and '1903 EXCELLENCE'. The outer ring of the emblem contains the text 'BATANGAS STATE UNIVERSITY' at the top and 'PHILIPPINES' at the bottom, separated by green laurel branches.

Batangas State University Citizens' Charter

Revised 2015

Office of the Assistant Director for Testing and Admission

Profile

We are an academic support group that provides effective admission and testing services designed to support and promote the university’s vision and mission of academic excellence.

Location

Bldg. opposite Guard House (main gate)

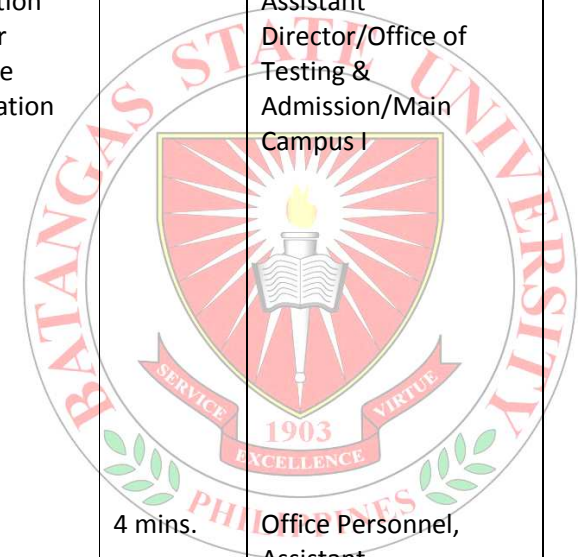
Contact Details

(043) 980-0385; 980-0392 to 0394 local 121

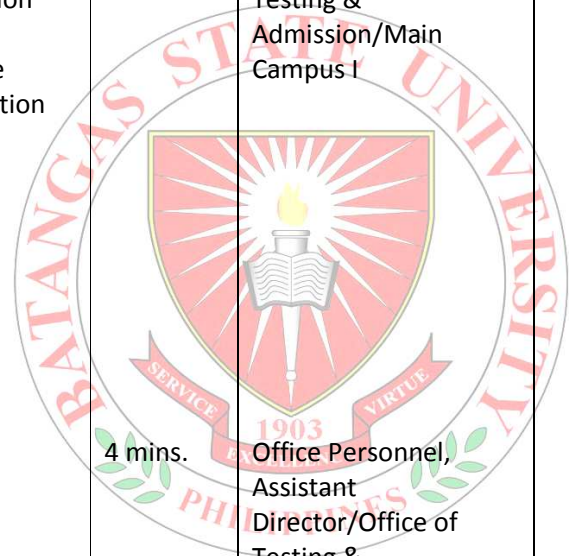
Email Address: tao.batstateu@gmail.com

FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/ LOCATION
1. Disseminate information and accommodate inquiries from the public about Testing and Admission.	Parents, Students, Faculty, Non-Faculty, Public	None	Scheduled visit to High Schools	None	Tarpaulin, Flyers and Brochures	2 – 6 mins.	Office Personnel, Assistant Director/Office of Testing & Admission/Main Campus I
2. Give application form to applicants.	Students, Faculty, Non-Faculty, Public	None	Monday to Friday 7:00 AM – 6:00 PM	None	Application Forms	3 mins	Office Personnel, Assistant Director/Office of Testing & Admission/Main Campus I
3. Accept filled up application form and schedule the examination.	Students, Faculty, Non-Faculty, Public	A. Pre-elementary and Elementary Applicants 1. Filled-up application	Monday to Friday 7:00AM-6:00PM	Testing Fee	Application form for entrance examination	7 mins.	Office Personnel, Assistant Director/Office of Testing &

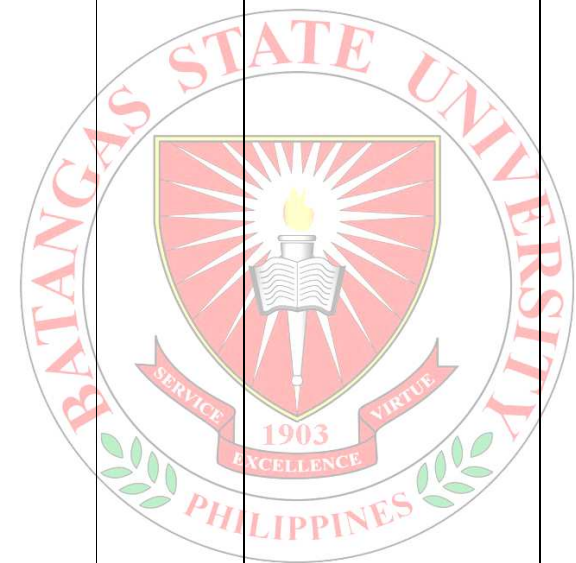
		<p>form</p> <p>2. Original and photocopy of NSO authenticated Birth Certificate.</p> <p>3. Two (2) recent copies of “2x2” I.D. pictures with applicant’s signature at the back.</p> <p>4. Non-refundable testing fee of P250.00.</p> <p>5. <i>For transferees</i>, Certification of grades in Math, Science, English, & Filipino having a final grade of 83% and above in their previous grade level _____ signed by the school Principal/Registrar.</p> <p>B. Grade 7 Applicants</p> <p>1. Filled-up application form</p> <p>2. Certified true copy and photocopy of Report</p>	<p>Monday to Friday 7:00 AM – 6:00 PM</p>	<p>Testing Fee</p>	<p>Application form for entrance examination</p>	<p>4 mins.</p>	<p>Admission/Main Campus I</p> <p>Office Personnel, Assistant Director/Office of Testing & Admission/Main Campus I</p>
		<p>B. Grade 7 Applicants</p> <p>1. Filled-up application form</p> <p>2. Certified true copy and photocopy of Report</p>	<p>Monday to Friday 7:00AM-</p>	<p>Testing Fee</p>	<p>Application form for</p>	<p>4 mins.</p>	<p>Office Personnel, Assistant Director/Office of Testing &</p>



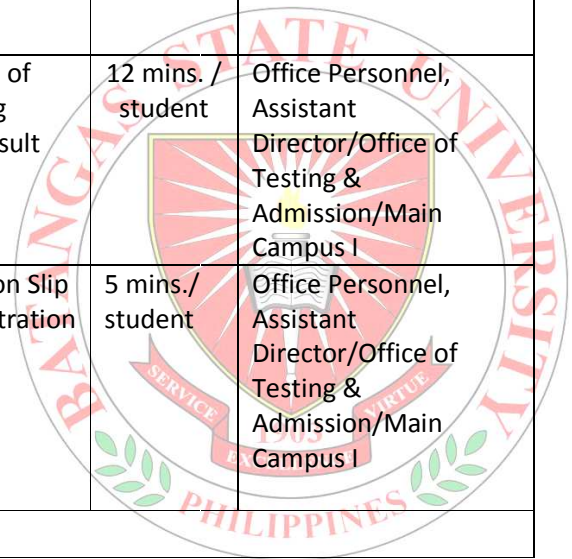
		<p>Card in previous grade level.</p> <p>3. Average grade of 80% and above in Math, Science, English & Filipino in the previous grade level.</p> <p>4. Two (2) recent copies of “2x2” I.D. pictures with applicant’s signature at the back.</p> <p>5. Non-refundable testing fee of P250.00</p> <p>C. College Applicants</p> <p>1. Filled-up application form For BSU Admission Test.</p> <p>2. Certified true copy of grades in Math, Science, English & Filipino from 1st yr. to 3rd yr. high school or original and photocopy of Report Card if graduated from high</p>	<p>6:00PM</p> <p>Monday to Friday 7:00 AM – 6:00 PM</p> <p>Monday to Friday 7:00 AM – 6:00 PM</p>	<p>Testing Fee</p> <p>Testing Fee</p>	<p>entrance examination</p> <p>Application form for entrance examination</p> <p>Application form for</p>	<p>4 mins.</p> <p>4 mins.</p>	<p>Admission/Main Campus I</p> <p>Office Personnel, Assistant Director/Office of Testing & Admission/Main Campus I</p> <p>Office Personnel, Assistant Director/Office of Testing & Admission/Main Campus I</p>
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		<p>school.</p> <p>3. Two (2) recent copies of “2x2” I.D. pictures with applicant’s signature at the back.</p> <p>4. Non-refundable testing fee of P250.00.</p> <p>5. English Placement Test Fee P100.00.</p> <p>D. Transferees</p> <p>1. Transferee/ Shifter Evaluation Form.</p> <p>2. Filled-up application form for BSU Admission Test.</p> <p>3. Transcript of Records or certification of grades signed by the University or College Registrar.</p> <p>4. Two (2) recent copies of “2x2” I.D. pictures with applicant’s signature at the back.</p> <p>5. Non-refundable</p>			admission examination		
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		testing fee of P250.00. E. Graduate School & College of Law Applicants 1. Filled-up application form for BSU Admission Test. 2. Two (2) recent copies of "2x2" I.D. pictures with applicant's signature at the back. 3. Non-refundable testing fee of P250.00.					
4. Release of notice of passing and EPT result.	applicants	❖ Notice of passing	Monday – Friday 7:00 AM – 6:00 PM	None	<ul style="list-style-type: none"> • Notice of passing • EPT result form 	12 mins. / student	Office Personnel, Assistant Director/Office of Testing & Admission/Main Campus I
5. Issuance of admission slip for registration	applicants	<ul style="list-style-type: none"> ❖ Notice of Passing ❖ Receipt of reservation fee 	Monday – Friday 7:00 AM – 6:00 PM	Reservation fee	Admission Slip for registration	5 mins./ student	Office Personnel, Assistant Director/Office of Testing & Admission/Main Campus I
END OF TRANSACTION							



Disseminate Information and Accommodate Inquiries from the Public about Testing and Admission

Schedule of Availability of Service

Monday-Friday
7:00 AM-6:00 PM

Who May Avail of the Service

Students, Faculty, Public

What are the Requirements

- a. letter of request

Duration:

2-6 mins.

How to Avail of the Services

Step	Applicant/Client Activity	Service Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form*	Output
1	Read announcement through posted tarpaulin	Post tarpaulin of Announcement on Testing and Admission. Distribute flyer.	5 mins.	TAO Personnel	None	None	Tarpaulin posted. Announcement letter to principal Flyers given out.
2	Inquire and secure application form.	Distribute application form.	10 mins.	TAO Personnel	None	Application Form	Application form given out.
3	Inquire to the office personnel	Accommodates client query	2-5 mins	Office Personnel	None	None	Attended inquiries from the public
4	Know the steps and procedures depending on the nature of the inquiry	Provide instruction and procedures step by step	2-5 mins	Office Personnel	None	None	Properly disseminated information
END OF TRANSACTION							

Give Application Form to the Public

Schedule of Availability of Service

Monday-Friday
7:00 AM-6:00 PM

Who May Avail of the Service

Students, Faculty, Public

What are the Requirements

NONE

Duration:

3 mins.

HOW TO AVAIL OF THE SERVICES

Step	Applicant/Client Activity	Service Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form*	Output
1	Secure application form.	Give application form	1 min.	TAO Personnel	None	Pre-Elem./Elem./Grade 7/ College Application form	Application forms given out.
2	Inquire what to do.	Instruct clients to fill-up application form and comply with the needed documents	2 mins	TAO Personnel	None	Pre-Elem./Elem./Grade 7/ College Application form	Fully understood requirements and filling up process.
END OF TRANSACTION							

Accept Filled – Up Application Form and Schedule of Examination

Schedule of Availability of Service

Monday-Friday
7:00 AM-6:00 PM

Who May Avail of the Service

Students, Faculty, Public

What are the Requirements

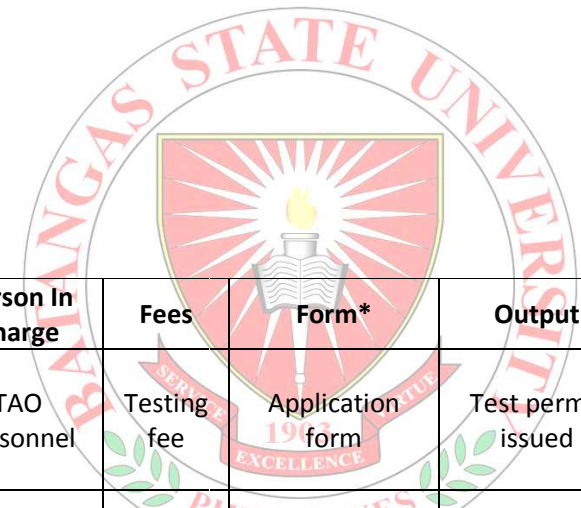
- a. Requirements of Pre-Elem/Elem student applicants
- b. Requirements for Grade 7 student applicants
- c. Requirements for College student applicants
- d. Requirements for transferee student applicants
- e. Requirements for shifter student applicants
- f. Requirements for Graduate School & college of law applicants

Duration

7 mins.

How to Avail of the Services

Step	Applicant/Client Activity	Service Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form*	Output
1	Submits fill up application form with all the requirements	Accepts & evaluates submitted application form Ask for testing fee receipt	5 mins.	TAO Personnel	Testing fee	Application form	Test permit issued
2	Ask for the date of examination	Schedule the examination	2 mins	TAO Personnel	None	Test Permit	Schedule of test given out
END OF TRANSACTION							



Release Notice of Passing and EPT Result

Schedule of Availability of Service

Monday-Friday
7:00 AM-6:00 PM

Who May Avail of the Service

Student applicants

What are the Requirements

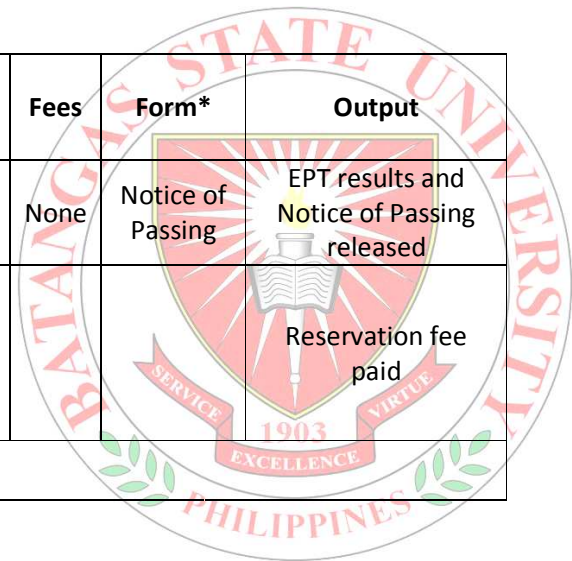
Test Permit

Duration:

12 mins./student applicants

How to Avail of the Services

Step	Applicant/Client Activity	Service Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form*	Output
1	Presents test permit	Checks name if listed in the list of qualifiers Releases EPT result	10 mins.	TAO Personnel	None	Notice of Passing	EPT results and Notice of Passing released
2	Releases the EPT result and notice of passing	Inform non-passers that they will take Eng 100 Advise qualified applicants to pay the reservation fee at the Cashier of Php 1000.00	2 mins	TAO Personnel			Reservation fee paid
END OF TRANSACTION							



Issuance of Admission Slip for Registration

Schedule of Availability of Service:

Monday-Friday
7:00 AM-6:00 PM

Who May Avail of the Services

Qualified Student applicants

What are the Requirements

Notice of Passing/
Receipt of reservation fee

Duration

5 mins./student applicants

How to Avail of the Services

Step	Applicant/Client Activity	Service Provided	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Form*	Output
1	Presents notice of passing	Checks notice of passing for the reservation fee receipt Issue admission slip for registration	5 mins.	TAO Personnel	Reservation fee	Admission Slip for Registration	Admission Slip for registration released
END OF TRANSACTION							

