

## 1. Admission and Enrollment

This service caters the processes and admission of all students.

This also involves the evaluation of students' records as to completeness of grades and requirements for enrollment.

<b>Office or Division:</b>	Tagoloan Community College – Registrar Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Students	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Common Requirements 1. Prospectus (1 photocopy) 2. Evaluation Sheet from the College Dean (Original Copy) 3. Grade slip/Grade sheet (Original Copy)		College Department College Department  Student Information System (SIS) Portal
Old Students 1. Prospectus (1 photocopy) 2. Evaluation Sheet from the College Dean (1 Original Copy) 3. Grade slip/Grade sheet (1 Original Copy)		College Department College Department  Student Information System (SIS) Portal

<p>New Student (Incoming First Year Student)</p> <ol style="list-style-type: none"> <li>1. Form 138 (1 Original Copy)</li> <li>2. Good Moral Character and Certificate (1 Original Copy)</li> <li>3. Birth Certificate (1 Original Copy)</li> <li>4. Marriage Certificate (If Married Female Student) (1 Original Copy)</li> <li>5. Barangay Clearance (1 Original Copy)</li> <li>6. 2x2 Formal Picture (3 pieces)</li> <li>7. Long Brown Envelope (1 piece)</li> <li>8. Long Plastic Transparent Envelope (1 piece)</li> <li>9. Long White Folder (1 piece)</li> </ol>	<p>School of Origin/Last School Attended School of Origin/Last School Attended</p> <p>Philippine Statistics Agency (PSA)</p> <p>Philippine Statistics Agency (PSA)</p> <p>Barangay Hall</p> <p>Provided by Students</p> <p>Provided by Students</p> <p>Provided by Students</p> <p>Provided by Students</p>
<p>Transferees</p> <ol style="list-style-type: none"> <li>1. Honorable Dismissal (1 Original Copy)</li> <li>2. Transcript of Records (TOR) (1 Original Copy)</li> <li>3. Good Moral Character and Certificate (1 Original Copy)</li> <li>4. Birth Certificate (1 Original Copy)</li> <li>5. Marriage Certificate (1 Original Copy)</li> <li>6. Barangay Clearance</li> </ol>	<p>School of Origin/Last School Attended</p> <p>School of Origin/Last School Attended</p> <p>School of Origin/Last School Attended</p> <p>Philippine Statistics Agency (PSA)</p> <p>Philippine Statistics Agency (PSA)</p> <p>Barangay Hall</p>

<p>7. (1 Original Copy) 2x2 Formal Picture (3 pieces)</p> <p>8. Long Brown Envelope (1 piece)</p> <p>9. Long Plastic Transparent Envelope (1 piece)</p> <p>10. Long White Folder (1 piece)</p>	<p>Provided by Students</p> <p>Provided by Students</p> <p>Provided by Students</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>For Continuing Students</p> <p>1. Present Grade slip and prospectus to the College Dean</p>	<p>1. Receive grades and prospectus for Evaluation</p>	<p>None</p>	<p>5 mins</p>	<p><i>Deans/Program Heads</i> College Department</p>
	<p>2 Evaluate the grades (with basis)</p>	<p>None</p>	<p>30 mins</p>	<p><i>Deans/Program Heads</i> College Department</p>
<p>2. Log in to admission.tagoloan.edu.ph</p>	<p>Process</p>	<p>None</p>	<p>3-5 Minutes (if the connectivity is fast)</p>	<p>Management Information System (MIS) Personnel</p>
<p>3. Fill up the admission form then submit</p>	<p>Confirm</p>	<p>None</p>	<p>10-20 Minutes</p>	<p><i>College Dean/Program Head</i> College Department</p>

<p>4. After receiving the confirmation, LOG IN to <a href="http://sis.tagoloan.edu.ph">sis.tagoloan.edu.ph</a></p> <p>Transferees must see the dean for evaluation</p>	<p>Enroll Subjects</p>	<p>None</p>	<p>20-30 Minutes</p>	<p><i>College Dean/Program Head</i> College Department</p>
<p>5. Wait for confirmation and validation</p>	<p>Process</p>	<p>None</p>	<p>1 - 2 Hours</p>	<p><i>Management Information System (MIS) Personnel</i> Management Information System</p>
<p>6. Submit the printed Certificate of Registration (COR) to the office of the College Registrar together with the complete requirements and documents needed for enrollment</p>	<p>Receive Document</p>	<p>None</p>	<p>1 hour (waiting time depends to the number of students)</p>	<p>Records In-charge</p>
	<p><b>TOTAL</b></p>		<p><b>3 Hours and 25 mins</b></p>	
	<p>Request Student to Accomplish the Client Satisfaction Survey and Drop it to the feedback box.</p> <p>Note: Complaint Box</p>			<p>Student will accomplish and will drop the Client Satisfaction Survey to the feedback box.</p> <p>Note: Complaint Box</p>

For Freshmen and Transferees  Present Form 138	1. Receive and evaluate the document	None	5-10 mins	<i>College Registrar</i> Office of the College Registrar
	2. Provide the Testing Endorsement to students		2 mins	
2. Present Endorsement Slip for testing	1 Receive and facilitate exam	None	1 hour	<i>Guidance Counselor/Personnel</i> Guidance Office
	2 Release of exam result through applicants' registered email  2.2.1 Based on Student Handbook <ul style="list-style-type: none"> <li>• Board Programs should obtain a rating of 2.5.</li> <li>• Non-Board Programs should obtain a rating of at least 3.0 as a passing rate.</li> </ul>	None	2 days	<i>Management Information System (MIS) Personnel</i> Management Information System

3. Log in to <a href="http://admission.taqoloan.edu.ph">admission.taqoloan.edu.ph</a>	Process	None	30 minutes (with fast connectivity)	Management Information System (MIS) Personnel Management Information System
4. Fill up the admission form then submit/upload the requirements for the enrollment on the Google Drive through the given link <a href="http://sis.taqoloan.edu.ph">sis.taqoloan.edu.ph</a>	Process	None	30 minutes (with fast connectivity)	Management Information System (MIS) Personnel Management Information System
5. After receiving the confirmation, LOG IN to <a href="http://sis.taqoloan.edu.ph">sis.taqoloan.edu.ph</a>	Enroll Subjects	None	20-30 Minutes	Management Information System (MIS) Personnel Management Information System
5.1 Transferees must see the dean for evaluation	Process			
6. Wait for the confirmation given by the Management Information System (MIS) and validation	Process	None	1 - 2 Hours	Management Information System (MIS) Personnel
7. Submit the printed Certificate of Registration (COR) to the office of the College Registrar together with the	Receive Document	None	3 hours	Records In-charge

complete requirements and documents needed for enrollment				
	<b>TOTAL</b>		<b>2 days, 7 hours and 42 mins.</b>	
	Request Student to Accomplish the Client Satisfaction Survey and Drop it to the feedback box.  Note: Complaint Box			Student will accomplish and will drop the Client Satisfaction Survey to the feedback box.  Note: Complaint Box