

## Guidance Services Center College Entrance Tests/Psychological Tests

### PROCESSING OF ENTRANCE TEST APPLICATION

#### Schedule of Availability of Service

8:00 AM to 5:00 PM Monday to Friday without noon break

#### Who May Avail of the Service

1. High school graduates
2. College transferees

#### What are the Requirements

1. Duly accomplished Entrance Test Application form
2. Two (2) copies 2x2 ID pictures
3. Official Receipt for Entrance Test

**Duration:** 1 hour and 10 minutes

#### How to avail of the service:

Step	Applicant/Client	Service Provided	Duration of Activity	Person In Charge	Fees	Form
1	Accomplish the Entrance Test Application form in the Guidance Office	Verifies client data entry to the Application form	2 minutes	Guidance Counselor	None	Entrance Test Application Form(ETA)
2	Pay to the Cashier	Receive payment and issue O.R.	5 minutes	Cashier	P 50.00	
3	Present O.R. and submit ETA form to the guidance counselor	Assess ETA form	1 minute	Guidance Counselor	None	
4	Take the Exam	Administer Exam	1 hour	Guidance Counselor	None	

5	Get the Test Result	Release of Test Result	2 minutes	Guidance Counselor	None	Entrance Test Result
End of Transaction						

### Counseling (Referrals)

#### PROCESSING OF COUNSELING (REFERRALS)

Schedule of Availability of Service

8:00 AM to 5:00 PM Monday to Friday without noon break

Who May Avail of the Service

1. Faculty and staff
2. Family member/s of the bonafide student/s
3. Concerned citizen regarding the particular bonafide student/s

What are the Requirements

1. Duly accomplished Referral form
2. Two (2) copies 2x2 ID pictures
3. Official Receipt for Entrance Test

**How to avail of the service:**

Step	Applicant/Client	Service Provided	Duration of Activity	Person In Charge	Fees	Form
1	Accomplish Counseling Referral form at the Guidance Office	Verifies client data entry to the form	1 minute	Guidance Counselor	None	Counseling Referral form
2	Accomplish Counseling Call Slip at the Guidance Office	Guidance Counselor fills out the form	1 minute	Guidance Counselor	None	Counseling Call Slip
3	Reports to the Guidance Counselor for counseling	Counseling	Depends upon the nature of the	Guidance Counselor	None	

			problem			
End of Transaction						