



PROCESS/ACTION	INCOMING STUDENT	CONTINUING STUDENT
Step 1. Proceed to Guidance Office	For College Entrance Test (Monday thru Saturday, 8:00am-12 Noon; 1:00pm – 5pm)	Re-enrollment <ul style="list-style-type: none"> • Grades/Copy of FA with grades • Clearance for re-enrollment from Accounting
Step 2. Proceed to the Office of the Registrar/PACE Coordinator 3rd Flr. Academic Bldg.	For admission: Requirements – <ul style="list-style-type: none"> • Letter of Intent (typewritten, stating reason for intent to avail of the PACE) • Form 138A/137 or OTR • SSS/GSIS/TIN IDs • Certificate of Employment • Photocopy of Company ID • Admission Notice • Advisement Form • Issuance of Consultation Schedule Form 	For advising (PACE Coordinator/Department Head/Dean)
Step 3. Proceed to the Dean/Dept Head/Secretary	For advising (subject load, faculty assignment & signature routing)	For advising (subject load & Faculty Assignment signature routing)
Step 4. Proceed to Accounting & Cashier	For payment & stamping, Securing/filling up of a registration card, signature routing	For payment & filling of registration card & signature routing
Step 5. Report to the PACE Office Secretary for submission of duly-accomplished original faculty assignment and RC.	For submission of admission documents, FA, receipt verification	For submission of admission documents, FA and receipt verification.
Step 6. Report or contact Assigned Faculty	Fill up consultation form schedule	Fill up consultation schedule