



San Pedro City Polytechnic College

External Services





1. Application for Entrance Examination

Application for Entrance Examination for admission at the San Pedro City Polytechnic College (SPCPC).

Office or Division:	San Pedro City Polytechnic College			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Incoming freshman or transferee in the college level			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Passport-sized pictures (2 Original Copies)		Applicant		
2. COMELEC Certification		COMELEC		
For Incoming freshmen:				
1. Grade 12 report card (for incoming freshmen)		Senior High School where the student graduated		
For transferees:				
1. Transcript of Records		Previous school where the student studied		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit initial requirements for evaluation during the scheduled application period.	1. Accept and evaluate the documents submitted and interview the applicant.	None	10 minutes	Staff SPCPC
2. Fill-out the SPCPC exam permit (2 copies)	2. Check if permit is completely filled-out. Sign the permit and issue an examinee number. Give one copy to applicant and file the other copy.	None	3 minutes	Staff SPCPC
	TOTAL:	None	13 Minutes	



2. Conduct of Entrance Examination

Actual conduct of the Entrance Examination for admission at the San Pedro City Polytechnic College (SPCPC). Take note that late comers will not be allowed to take the exam.

Office or Division:	San Pedro City Polytechnic College			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Applicants who have been issued test permits			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Test permits duly signed by SPCPC representative		SPCPC Office during the application period		
2. Any valid I.D.		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the exam permit and I.D. to the proctor.	1. Verify test permit and match the photo on the provided I.D.	None	1 minute	<i>Exam Proctor</i>
2. Take the qualifying exam and submit the questionnaire and answer sheet to the proctor once finished.	2. Give the questionnaire and answer sheet to the examinee. Once he/she is done, collect the questionnaire and answer sheet.	None	1 hour	<i>Exam Proctor</i>
	TOTAL:	None	1 Hour and 1 Minute	



3. Registration

Registration and payment of fees at the San Pedro City Polytechnic College

Office or Division:	San Pedro City Polytechnic College			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Applicants who passed the entrance exam and continuing students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For incoming Freshmen/Transferees				
1. Birth Certificate	Philippine Statistics Authority			
2. Certificate of Good Moral Character	Previous school where the student studied			
For Continuing Students				
1. Student Clearance	SPCPC Registrar			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For incoming freshmen/transferees				
1. Submit the requirements.	1. Accept and evaluate the documents submitted.	None	2 minutes	Staff SPCPC
2. Fill-out the SPCPC Personal Data Sheet (PDS)	2. Check if PDS is completely filled-out and insert in Student File folder.	None	5 minutes	Staff SPCPC
3. Fill-out registration form and submit "Order of Payment" for payment of fees.	3. Issue Order of Payment and Registration Form for enrollment.	None	10 minutes	Staff SPCPC
	TOTAL:	None	17 Minutes	
For continuing students				
1. Accomplish student clearance form.	1. Check if student clearance is signed.	None	2 minutes	Staff SPCPC
2. Fill-out registration form and submit "Order of Payment" for payment of fees.	2. Issue Order of Payment and Registration Form for enrollment.	None	10 minutes	Staff SPCPC
	TOTAL:	None	12 Minutes	