

Service: *Conduct of Entrance Examination*

Schedule of Availability of service:

Summer and Semestral Break

Who may avail of the Service:

High School Graduates and Transferees

What are the requirements:

- *Receipt of Entrance Examination Fee*

Forms: *None*

Fee: *50.00*

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Pay the Entrance Examination Fee to the cashier	Issue the receipt; encode student name and receipt number	10 minutes	Cashier	BSC Official Receipt
2	Proceed to the Examination room and present the receipt	Issue receipt and accompany the examinee to his room assignment	5 minutes	Guidance Counselor	
3		Give instructions/announce the issuance of the result	10 minutes	Guidance Counselor	
4	Take the test	Return receipt to student upon submission of test paper	4 hours	Guidance Counselor	
5	Get the exam result on schedule (after 3 – 5 days)	Release result	5 minutes	Guidance Counselor	
End of Transaction					