

**REGISTRAR UNIT  
CITIZEN'S CHARTER**

**ENROLLMENT PROCEDURES FOR INCOMING 4CL(FIRST YEAR LEVEL) AND  
REGULAR CADETS**

<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>	G2C – Government to Citizen			
<b>WHO MAY AVAIL:</b>				
<b>CHECKLIST OF REQUIREMENTS:</b>			<b>WHERE TO SECURE:</b>	
PMMA-REG 010 (Clearance Form) (1 copy)			Registrar Unit	
PMMA-REG 004 (Certificate of Registration) (1 copy)			Registrar Unit	
For Incoming 2CL only				
PMMA-REG 013 (Registration for Embarkation) (1 copy)			Registrar Unit	
PMMA -REG 014A (Certificate of Shipboard – Deck Cadet) (1 copy)			Registrar Unit	
PMMA-REG 014B (Certificate for Shipboard – Engine Cadet) (1 copy)			Registrar Unit	
<b>CLIENT STEPS:</b>	<b>AGENCY ACTION:</b>	<b>FEES TO BE PAID:</b>	<b>PROCESSING TIME:</b>	<b>PERSON RESPONSIBLE:</b>
Students coming outside from PMMA must acquire medical requirement health protocols by IATF; LGU before entering and transacting for enrolment.	Take the medical requirement presented by student before he/she can proceed for transactions	None	10 minutes	Medical Unit
1. Fill out and accomplish the Registrar Form PMMA-REG 010 (Clearance Form) and have it signed by the authorized Person of Dept./Unit/Offices  <i>Note: For Incoming 4CL<sup>1st</sup> Semester, No need to accomplish clearance</i>  <i>(To avoid close contact of the cadets and employees, clearances should be accomplished by batch and submitted by section marcher only)</i>	1. Issues Registrar Form PMMA-REG 010 (Clearance Form) to students. 1.1 Assists the students for any queries.	None	2 minutes	Staff
2. Return to the Registrar Office and present the accomplished Clearance Form  <i>(To avoid close contact of the cadets and employees, Clearances should be accomplished by batch and submitted by section marcher only)</i>  <i>(for cadet/s who has/have incomplete grade/s or any academic deficiency/ies, he/she must report personally to the office and submit the necessary document. Only 1 cadet per window will be allowed to transact.)</i>	2. Get the clearance form and check if it is fully signed by the required and authorized offices.  2.1 Verify scholastic records/requirements of the students.  2.1.1 If None / Incomplete Grade/s; Lack of Requirements; The Registrar Staff: a. Inform and request enrollees to submit lacking grade/s; requirements. b. Non-submission; Cannot proceed to enrollment.  2.1.2 If Complete Requirements registrar staff issue Registrar Form PMMA-Reg 004 (Certificate of Registration)  3. For incoming 2CL Only (3 <sup>rd</sup> Year Level) Registrar staff issue to incoming 2CL students the: a. Registrar Form PMMA-REG 013	None	10 minutes <i>(by batch/section)</i>	Staff

	(Registration for Embarkation) b. Registrar Form PMMA -REG 014A (Certificate of Shipboard – Deck Cadet) c.Registrar Form PMMA-REG 014B (Certificate for Shipboard – Engine Cadet)			
3. Fill out and accomplish the Registrar Form PMMA-REG 004 (Certificate of Registration)  3.1 For incoming 2CL Fill out and accomplish the following form: a. Registrar Form PMMA-REG 013 (Registration for Embarkation) b. Registrar Form PMMA -REG 014A (Certificate of Shipboard – Deck Cadet) c.Registrar Form PMMA-REG 014B (Certificate for Shipboard – Engine Cadet)  3.2 Proceed to Accounting Unit for Assesment of Payment  <i>(To avoid close contact of the cadets and employees, processing of the enrollment will be done by batch/section/course/year. Only 1 cadet per window is allowed to transact and physical distancing must be observed)</i>	3. Issue the order of payment.  4.1 Issue Official Receipt	None	10 minute <i>(by batch/section)</i>	Staff
4. Pay fees based on the order of payment	4. Received order of payment with the payment.  4.1 Issue Official Receipt	Fees varies depending on the student's year level	2 minutes	Cashier
5. Have it sign to the authorized DNST personnel the accomplish form and go back to Registrar unit and present the Official Receipt and accomplished forms to the staff.  <i>(To avoid close contact of the cadets and employees, processing of the enrollment will be done by batch/section/course/year. Only 1 cadet per window is allowed to transact and physical distancing must be observed)</i>	5. Signed the accomplished form for registrar confirmation  5.1 Approve and sign the Enrollmen/Registration forms.  5.2 Receive copies of accomplished enrollment documents (Registrar Form PMMA-REG 010, 004, 013, 014A, 014B)  5.2 Issue and Release the signed documents to students for their copies & for berthing.	None	10 minutes <i>(by batch/section)</i>	Registrar
<b>TOTAL:</b>		Fees varies depending on the student's year level	44 minutes	