

SERVICE PROVIDER FOR ONLINE APPLICATION AND ENTRANCE EXAMINATION SYSTEM

Service provider should create a web based registration, application and examination system with the following features and requirements:

1. There should be a two n Applicants Dashboard for the frontend/user interface and Administrators Dashboard for the backend.
- **APPLICANTS DASHBOARD** – Applicants can create an account where they can submit their details and requirement for the examination. The existing application form from the Admissions Office must be the basis what data are to be collected, the data collected must pre-fill the application form fields with their signature. Applicants can also download their filled application form. (*see Annex A, Application Form*).

Requirements: There should be an uploading feature for the following documents. File type pdf, jpg or any other image format:

- a. 2x2 colored pictures with name tag, front view, white background; Access the camera of the applicant’s device if photo is not available.
- b. Copy of Birth Certification issued by PSA.
- c. **Applicants who are currently Grade 12:**
 - o Certification from School Principal that applicant is currently enrolled as Grade 12
 - o Photocopy of Grade 11 Report Card**Applicants who are Grade 12 Graduate and 1st year college**
 - o Photocopy of Senior High School Diploma
 - o Photocopy of Grade 12 Report Card**Applicants who are currently enrolled in College**
 - o Photocopy of Registration Form
 - o Certified True Copy of Grades**Applicants who are College Graduate**
 - o Photocopy of College Diploma
 - o Photocopy of Transcript of Records
- d. Must have a function of a digital signature pad using their desktop’s mouse and touch function for mobile users.

Applicants can log to their account using their email addresses in to see the status of their application.

- a. **Incomplete Applications** – Applicants did not upload any requirements yet. Must complete the task on the popped message. (*e.g. verification of email, uploading of 2x2 picture, uploading of supplementary document and school certificates.*)
Administrators are not allowed to approve or disapprove the application
- b. **Pending Applications** - After the applicants uploaded their requirements and completed the task listed. Administrators will review their application.

c. **Qualified Applications** – Verified applications by the Administrators. Applicants cannot change their details/information and remove their uploaded credentials. Assign test permit number based on their selected testing center, allocated room number and seat number. They can also view the schedule of the Examination. (see *Annex B, Assigning of Test Permit Number*).

d. **Disqualified Applications** – Disqualified applications. (see *Annex C, Basic Qualifications and Requirements*)

- **ADMINISTRATORS DASHBOARD** – Administrators can view all the applications details based on their status.

Requirements:

- a) Must have an **Import** function to migrate data from mailed applicants; **Export** function based on their status for the Admissions Office records purposes, both excel data.
- b) Administrators can filter the applications based on their status, testing centers and date of application.
- c) Administrators can manually register applicants and assign test permit through excel import.
- d) Administrator can assign another administrator. (Four Administrators) All the transactions made by the administrators will be recorded on the activity logs.
- e) Administrators can download applicant's requirements, print applicants Test Permit (see *Annex D, Test Permit*) and Application Form (see *Annex A, Application Form*).
- f) Administrators change and reset the passwords of the applicants.
- g) Administrators can **Qualify, Disqualify and Delete** applications, After Qualifying the Application it will send email to the applicants informing he/she is qualified with the **testing permit**, serial number and other instructions. Administrators has a manual option to resend the test permit to the student's email or print the test permit. Disqualifying the application; Administrators is required to input the reason of the applicant's disqualification.

2. ONLINE REGISTRATION AND APPLICATION REQUIREMENTS:

- Can be accessed using mobile phones (Android or IOS), tablet, laptop and desktop computers on any operating systems and web browsers.
- Can detect duplicates, if the applicants mailed their application (IMPORTED FILES) they can't create another account with the same details.

3. ONLINE EXAMINATION REQUIREMENTS:

a. Questions on the examination will be provided by the Admissions Office.

- Can be accessed using mobile phones (Android or IOS), tablet, laptop and desktop computers on any operating systems and web browsers.
- Examinees must input their assigned permit number, full name and email address. Those three fields should match on the applicant's database before they can proceed to the examination proper.
- Has a live support/chat feature during the examination; If there are questions or the examinees needs support during the exam.
- Can accommodate at least 300 examinees per day without lagging. Hassle-free exam scheduling if can't accommodate all applicants in one day. Automatically set the date and time the exam will be available or be expired. Time duration during exam; 3hrs
- Auto-shuffling of questions. Ability to auto shuffle the questions as well as answers. Fifty questions per subjects.
- Auto-device lockdown. Applicants are not allowed to switch the screen and if the number of times exceeds, the test paper will be forcefully handed in by the system. Therefore, while taking the exam, applicants will not be able to switch the screen to search for the correct answer to the questions.

Any feature that completely locks down the exam taker's system, preventing any exam deceits. Examinees cannot try to bypass security features in this option, as the software completely locks down the student device, forbidding them to browse or surf in other tabs.

- Can generate results and scoring after all applicants takes the examination, can generate answer sheet per examinees. (*see Annex E, Answer Sheet*).
 - Disable copying and pasting or their keyboard can be set so that applicants cannot copy the questions to look for the correct answers.
 - Indicator or tracker what questions are finished or unfinished.
4. Technical support during the application, exam and migration of mailed applicants to the system.
 5. The service provider and the end user must conduct an environment test or dry run before the system will launch in public.
 6. The total payment will depend on the total number of examinees.
 7. Must follow and include the DATA PRIVACY NOTICE AND CONSENT (see Annex H).

ANNEX A – APPLICATION FORM



Be a Competent Merchant Marine and Naval Officer
Travel the World for Free
BE A PART OF THE LONG BLUE LINE
www.pmma.edu.ph

Affix
2x2 ID Photo
with name tag
here

SCHEDULE OF EXAMINATION: EVERY LAST SATURDAY OF SEPTEMBER

APPLICATION FORM

(READ THE GUIDELINES AT THE BACK BEFORE FILLING-IN THIS FORM)

(Write Legibly in **PRINT AND BOLD LETTERS**)

Mail Application Forms to:

HEAD, ADMISSIONS OFFICE
 Philippine Merchant Marine Academy
 San Narciso, Zambales 2205
 Tel.: (047) 9132239 / 9134396 loc. 166
NOT LATER THAN AUGUST 31

PERSONAL INFORMATION			
NAME:			
<small>LAST NAME</small>	<small>FIRST NAME</small>	<small>MIDDLE NAME</small>	
COMPLETE MAILING ADDRESS:			
<small>(No.) Street/Subdivision/Borough</small>		<small>(Town/City)</small>	<small>(Province)</small>
<small>(Congressional District)</small>		<small>(Region)</small>	<small>(Zip Code)</small>
Civil Status:	Citizenship:	Gender:	
Date of Birth (DD/MM/YYYY):	Age:	Height (m.):	Weight (kgs):
Contacts	Mobile1:	Home:	Email:
	Mobile2:	<small>Area Code Telephone Number</small>	
EDUCATIONAL BACKGROUND			
SENIOR HIGH SCHOOL		COLLEGE	
<input type="checkbox"/> Grade 12: <input type="checkbox"/> Senior High School Graduate		Year Graduated:	Year Graduated:
Name of School:		<small>(Last Semester Attended):</small>	
Address of School:		Name of School:	
		Address of School:	
FAMILY BACKGROUND			
FATHER'S NAME:		Contact Number:	
MOTHER'S NAME:		Contact Number:	
GUARDIAN'S NAME:		Relationship:	
Contact Number:		Address:	

CODE	TESTING CENTERS	CODE	TESTING CENTERS
01	PMMA, ZAMBALES (Philippine Merchant Marine Academy)	17	ILOILO CITY (Iloilo National High School, Lapaz)
02	AGUSAN (Agusan Sur National High School, Agusan Del Sur)	18	ISABELA (Rizal National High School, Santiago City)
03	ALBAY (Tabaco National High School, Tabaco City)	19	SAN PEDRO, LAGUNA (Paclita Complex National High School)
04	BATANGAS (Batangas National High School, Batangas City)	20	LA UNION (La Union National High School, San Fernando)
05	BENGUET (Baguio City National High School)	21	MISAMIS ORIENTAL (Misamis Oriental Gen. Comp. HS, Cagayan de Oro)
06	BOHOL (Dr. Cecilio Putang National HS, Tagbilaran City)	22	MT. PROVINCE (Mt. Province Gen. Comp. HS, Bontoc)
07	BULACAN (Marcelo H. Del Pilar National High School, Malolos City)	23	NCR- FAIRVIEW (Batasan Hills National High School)
08	CAGAYAN (Cagayan National High School, Tuguegarao)	24	NCR-MAKATI (Benigno Ninoy S. Aquino High School, Makati City)
09	CAMARINES NORTE (Camarines Norte State College, Daet)	25	NUEVA VIZCAYA (Solano High School, Solano)
10	CAMARINES SUR (Camarines Sur National School, Naga City)	26	PAMPANGA (Pampanga High School, San Fernando)
11	CAVITE (Baccor National High School- Tabin Dagat)	27	PANGASINAN (Dagupan City National High School)
12	CEBU (Abeliana National School, Cebu City)	28	QUEZON PROVINCE (Quezon National High School, Lucena City)
13	DAVAO (Sta Ana National High School- Guerrero Campus, Davao City)	29	SOUTH COTABATO (Gen. San. City High School-Main, Calumpang)
14	IFUGAO (Ifugao State University, Noyon, Lamut)	30	SOUTHERN LEYTE (Sogod National High School)
15	ILIGAN (Iligan City National High School, Iligan City)	31	TARLAC (Tarlac National High School, Tarlac)
16	ILOCOS NORTE (Ilocos Norte National High School, Laoag City)		

Note: Subject to change without prior notice. Please check the website for the updated of testing centers

TESTING CENTER CODE	<small>(Fill-up with the code of your preferred Testing Center)</small>
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I hereby certify that the information on this form are true and correct. Any false information will be a ground for my disqualification.

Application filing options: <input type="checkbox"/> Personal <input type="checkbox"/> Mail	APPLICANT'S SIGNATURE:
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For Admissions Office use only

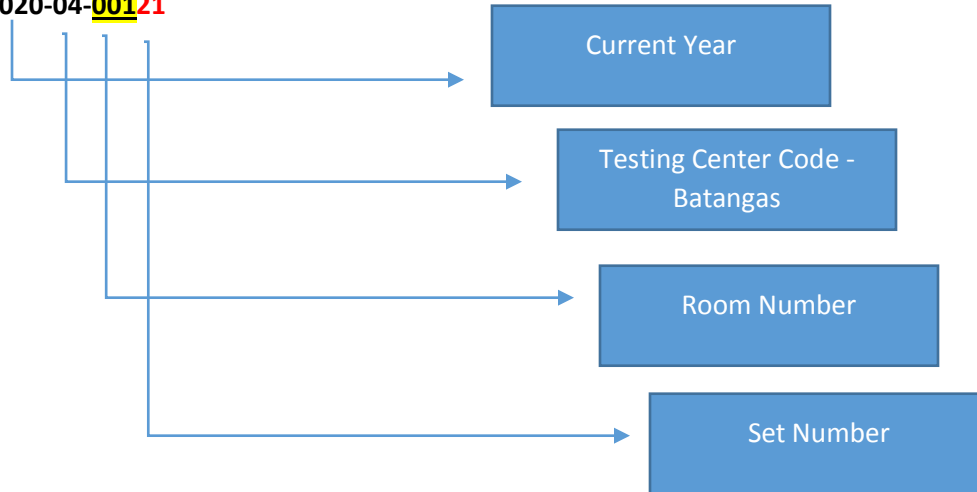
Received by:	Date:	Permit No.:
Evaluated by:	Date:	Remarks:
<input type="checkbox"/> Qualified	<input type="checkbox"/> Disqualified	

ANNEX B – Assigning of Test Permit Number

1. Test Permit number will base on their selected testing center. Thirty examinees per room only, if all seats are taken the 31st examinees must be assigned on the next room.

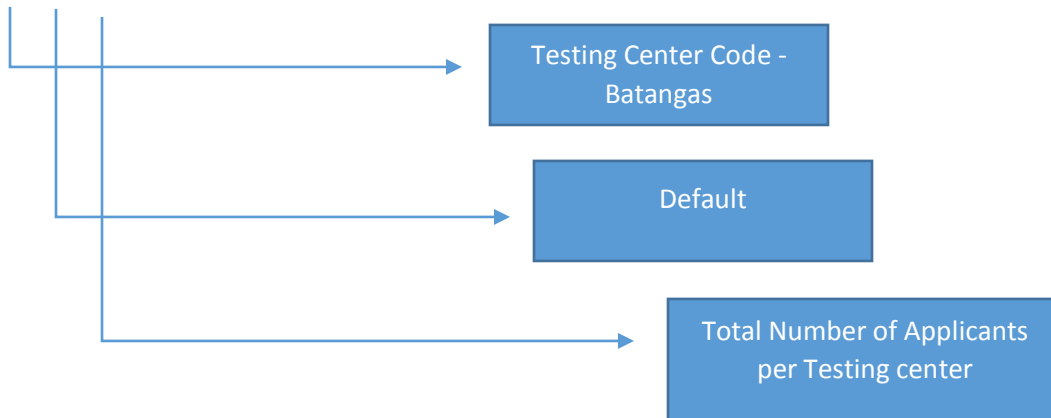
Test Permit Sample:

2020-04-00121



Serial Number Sample:

04 000 31



Annex C - Basic Qualifications and Requirements

- Basic Qualification Requirements
- Male or female, physically fit, natural born Filipino citizen;
- Single and never been married and has no children out of wedlock;
- Free from being accused or convicted of any crime against the law and the state;
- At least 17 years old and not more than 23 years old upon enrollment on August 01;
- Grade 12 student; College Level
- At least 160 centimeters (5 ft. & 3 in.) for male and 155 centimeters (5 ft. & 1 in.) for female;
- BMI of less than 25;
- At least of good academic performance;
- Has not been enrolled in PMMA.

ANNEX D – TEST PERMIT NUMBER



Republic of the Philippines
Philippine Merchant Marine Academy
San Narciso, Zambales

ADMISSIONS OFFICE

TEST PERMIT

TESTING CENTER:			
Test Permit No.:	Serial No.:	Room No.:	Seat No.:
2020-01-00100	0	001	00

Name of Applicant:

12 October 2020

Signature Head, Admissions Office

Date

Date of Examination:

October 31, 2020

Time of Examination:

8:00A.M. – 12:00NN

GUIDELINES:

ON THE DAY OF THE EXAMINATION

Prepare a computer or device that is working, fully charged, and has stable internet connection to prevent technical problem;

Be connected online earlier before your scheduled time;

Strictly no cheating, it is a ground for disqualification;


Calculators are not allowed;

Wear casual clothes.

AFTER THE EXAMINATION

Results will be sent thru your registered email starting January until February (Tentative).

ANNEX E – ANSWER SHEET

	<p>PHILIPPINE MERCHANT MARINE ACADEMY PMMA Complex, San Narciso, Zambales</p> <p>ADMISSIONS OFFICE Answer Sheet</p>	<p>SERIAL NUMBER</p>
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NAME: _____

BIRTH DATE			AGE	CONTACT NUMBER	PERMIT NUMBER	TCC											
MONTH	DAY	YEAR															
<input type="radio"/> JAN																	
<input type="radio"/> FEB																	
<input type="radio"/> MAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<input type="radio"/> APR	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<input type="radio"/> MAY	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
<input type="radio"/> JUN	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
<input type="radio"/> JUL	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
<input type="radio"/> AUG	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
<input type="radio"/> SEP	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
<input type="radio"/> OCT	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
<input type="radio"/> NOV	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
<input type="radio"/> DEC	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

GENDER
<input checked="" type="radio"/> Male <input type="radio"/> Female

SESSION
<input type="radio"/> AM <input type="radio"/> PM

IMPORTANT
<ol style="list-style-type: none"> 1. Please use black ballpen only. 2. Make solid marks that fill the response completely. 3. Make no stray marks on this form.

HOW DID YOU LEARN ABOUT THE PHILIPPINE MERCHANT MARINE ACADEMY?		
<input type="radio"/> Family <input type="radio"/> Friends <input type="radio"/> Testing Center <input type="radio"/> PMMA Website	<input type="radio"/> PMMA Employee <input type="radio"/> PMMA Career Orientation <input type="radio"/> Newspaper/Magazine/Radio <input type="radio"/> Guidance Counselor	<input type="radio"/> Others _____ _____

CORRECT MARK
●
INCORRECT MARKS
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

SIGNATURE OVER PRINTED NAME	
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* TCC - Testing Center Code

1. A B C D 31. A B C D 61. A B C D 91. A B C D 121. A B C D 151. A B C D 181. A B C D
2. A B C D 32. A B C D 62. A B C D 92. A B C D 122. A B C D 152. A B C D 182. A B C D
3. A B C D 33. A B C D 63. A B C D 93. A B C D 123. A B C D 153. A B C D 183. A B C D
4. A B C D 34. A B C D 64. A B C D 94. A B C D 124. A B C D 154. A B C D 184. A B C D
5. A B C D 35. A B C D 65. A B C D 95. A B C D 125. A B C D 155. A B C D 185. A B C D

6. A B C D 36. A B C D 66. A B C D 96. A B C D 126. A B C D 156. A B C D 186. A B C D
7. A B C D 37. A B C D 67. A B C D 97. A B C D 127. A B C D 157. A B C D 187. A B C D
8. A B C D 38. A B C D 68. A B C D 98. A B C D 128. A B C D 158. A B C D 188. A B C D
9. A B C D 39. A B C D 69. A B C D 99. A B C D 129. A B C D 159. A B C D 189. A B C D
10. A B C D 40. A B C D 70. A B C D 100. A B C D 130. A B C D 160. A B C D 190. A B C D

11. A B C D 41. A B C D 71. A B C D 101. A B C D 131. A B C D 161. A B C D 191. A B C D
12. A B C D 42. A B C D 72. A B C D 102. A B C D 132. A B C D 162. A B C D 192. A B C D
13. A B C D 43. A B C D 73. A B C D 103. A B C D 133. A B C D 163. A B C D 193. A B C D
14. A B C D 44. A B C D 74. A B C D 104. A B C D 134. A B C D 164. A B C D 194. A B C D
15. A B C D 45. A B C D 75. A B C D 105. A B C D 135. A B C D 165. A B C D 195. A B C D

16. A B C D 46. A B C D 76. A B C D 106. A B C D 136. A B C D 166. A B C D 196. A B C D
17. A B C D 47. A B C D 77. A B C D 107. A B C D 137. A B C D 167. A B C D 197. A B C D
18. A B C D 48. A B C D 78. A B C D 108. A B C D 138. A B C D 168. A B C D 198. A B C D
19. A B C D 49. A B C D 79. A B C D 109. A B C D 139. A B C D 169. A B C D 199. A B C D
20. A B C D 50. A B C D 80. A B C D 110. A B C D 140. A B C D 170. A B C D 200. A B C D

21. A B C D 51. A B C D 81. A B C D 111. A B C D 141. A B C D 171. A B C D
22. A B C D 52. A B C D 82. A B C D 112. A B C D 142. A B C D 172. A B C D
23. A B C D 53. A B C D 83. A B C D 113. A B C D 143. A B C D 173. A B C D
24. A B C D 54. A B C D 84. A B C D 114. A B C D 144. A B C D 174. A B C D
25. A B C D 55. A B C D 85. A B C D 115. A B C D 145. A B C D 175. A B C D

26. A B C D 56. A B C D 86. A B C D 116. A B C D 146. A B C D 176. A B C D
27. A B C D 57. A B C D 87. A B C D 117. A B C D 147. A B C D 177. A B C D
28. A B C D 58. A B C D 88. A B C D 118. A B C D 148. A B C D 178. A B C D
29. A B C D 59. A B C D 89. A B C D 119. A B C D 149. A B C D 179. A B C D
30. A B C D 60. A B C D 90. A B C D 120. A B C D 150. A B C D 180. A B C D

ANNEX F – Rules on the Examination

- Other electronic devices except the device you are going to use in taking the examination must be turned off.
- You are not allowed to use your computer, tablet, phones applications such as calculator, take screen shots or print screen and open other browser to search answers. Use only the window for the examination tab to keep track of your timer.
- No outside aids or resources are allowed. You are not allowed to use your notes, textbook, or any other resource.
- You are not allowed to communicate with any other person while taking this exam.
- If you have questions on the exam, you may either use chat box provided to ask questions.
- You may not share, disseminate, or discuss these questions with any other examinees who has not taken the exam yet; doing so is considered academic dishonesty and will lead to nullification of your examination scores.
- This assessment may not be posted online or disseminated.
- **There will be no tolerance towards academic dishonesty, and cheating can and will lead to automatic failure.**

Upon clicking the “PROCEED” button below constitutes my pledge that I have followed Philippine Merchant Marine Academy’s policy on academic integrity as well as the specific instructions for this examination. I affirm that this exam represents my own work, without the use of any unpermitted aids or resources. I understand that there will be no tolerance towards academic dishonesty, and that cheating can and will lead to automatic failure and grounds for my disqualification.

ANNEX G – TESTING CENTERS WITH CODE

CODE	TESTING CENTER
01	PMMA, ZAMBALES
02	AGUSAN
03	ALBAY
04	BATANGAS
05	BENGUET
06	BOHOL
07	BULACAN
08	CAGAYAN
09	CAMARINES NORTE
10	CAMARINES SUR
11	CAVITE
12	CEBU
13	DAVAO
14	IFUGAO
15	ILIGAN CITY
16	ILOCOS NORTE
17	ILOILO CITY
18	ISABELA
19	LAGUNA
20	LA UNION
21	MISAMIS ORIENTAL
22	MT. PROVINCE
23	NCR-FAIRVIEW
24	NCR-MAKATI
25	NUEVA VIZCAYA
26	PAMPANGA
27	PANGASINAN
28	QUEZON PROVINCE
29	SOUTH COTABATO
30	SOUTHERN LEYTE
31	TARLAC
32	MATE
33	TATALON
34	BATANES
35	MASBATE

ANNEX H – DATA PRIVACY NOTICE AND CONSENT

1. Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws apply to the collection and processing of my applicant's personal data.
2. I understand that by applying for admission to Philippine Merchant Marine Academy, I give permission to the institution to collect, use and further process information on personal circumstances and directory information such as – but not limited to – physical addresses, landline/mobile numbers, email address, family data/history, academic information/background, disciplinary record, medical record and/or other significant demographic profile.
3. I am aware that said personal information will be accessed and used by the Admissions personnel for the purpose of carrying out their duties; by other personnel and our partner institution who are involved in the evaluation of application for admission and the conduct of the online examination.
4. By providing personal information to the Admission Office, I am confirming that the data is true and correct. I understand that Philippine Merchant Marine Academy reserves the right to revise any decision made on the basis of the information I provide should the information be found to be untrue and incorrect.

Upon clicking SUBMIT, I warrant that I have read, understood all the provisions and agreed with its full implementation.