

ADMISSIONS OFFICE CITIZEN'S CHARTER

1. APPLICATION FOR EXAMINATION

This service is given to all interested clients who meet the qualification of PMMA and want to take an annual entrance examination of PMMA. Date of Examination is on every last Saturday of September.

CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C- Government to Citizen			
WHO MAY AVAIL:	<ul style="list-style-type: none"> ➤ Natural born Filipino citizen ➤ Male or Female, Physically Fit ➤ Single (never been married) and has no children out of wedlock ➤ Free from being accused or convicted of any crime against the law and state. ➤ At least 17 years old, and not more than 23 years old upon enrollment on August 01 ➤ Grade 12 student or College Level ➤ Height must at least 160 centimeter (5ft & 3in) for male and 155 centimeters (5ft & 1in) for female ➤ BMI of 25 ➤ Good academic performance ➤ Has never been enrolled in PMMA 			
CHECKLIST OF REQUIREMENTS (SOFTCOPY)		WHERE TO SECURE:		
Application Portal (online)		PMMA Webiste or Facebook Page		
recent 2x2 colored picture with a name tag, front view, white background		Any Photo Printing Shop		
Birth certificate		Philippine Statistic Authority		
Applicants Who are currently Grade 12				
Certification from School Principal that applicant is currently enrolled as Grade 12		Principal Office – Current School where you enrolled.		
Grade 11 Report Card (front and back copy)		Grade11 Adviser - Current School where you enrolled.		
Applicants Who are Grade 12 graduate and 1st-year college				
Senior High School Diploma		Principal Office – School where you graduated		
Grade 12 Report Card (front and back copy)		Grade12 Adviser - School where you graduated		
Applicants who are currently enrolled in college				
Registration Form (front and back copy)		Registrar Office – Current School where you enrolled.		
Certificate of Grades (certified true copy)		Registrar Office – Current School where you enrolled.		
Applicants who are college graduate				
College Diploma		Dean's Office – College Building – School where you graduated.		
Transcript of Records		Registrar Office – School where you graduated.		
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
1.Accomplish application form and fill up the required fields on this link: https://bit.ly/3q9npQB (link may change every cycle)	1. Evaluate submitted application form and requirements. 1.1 Approve/disapprove the application.	None	5 minutes	Admissions Staff
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
2. Wait for the Test Permit. To be released online/send via email.	2. Prepares online test permit with photo attached. (For Admissions use only) 2.1 Fill-up test permit form and attach the photo. 2.2 Send test permit through email.	None	1 day	Admissions Staff
TOTAL:		None	1 day and 15 mins	

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2. VERIFICATION OF PASSED OR FAILED APPLICANTS IN ENTRANCE EXAMINATION

This service is given to applicants who take the entrance examination to answer queries of the applicants and or the parents or relatives of the applicants.

CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C- Government to Citizen			
WHO MAY AVAIL:	<ul style="list-style-type: none"> ➤ All applicants who take the entrance examination ➤ Parents, Relatives and/or Guardian of applicant 			
CHECKLIST OF REQUIREMENTS:		WHERE TO SECURE:		
None		None		
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
1. Call to the Admissions Office to follow up the result of PMMA Annual Entrance Examination OR Visit the PMMA website: www.pmma.edu.ph OR Check the announcement from the Official Facebook Page https://www.fb.com/PMMAOFFICIAL	1. Verify the name of the applicant if Passed or Failed <u>If the applicant Failed the Entrance Examination</u> <ul style="list-style-type: none"> ➤ Take Entrance Examination by September.(BACK TO STEP 1 OF APPLICATION FOR EXAMINATION) <u>If the applicant Passed the Entrance Examination</u> <ul style="list-style-type: none"> ➤ <u>PROCEED TO NEURO-PSYCHOLOGICAL, MEDICAL, AND DENTAL SCREENING</u> 	None	5 minutes	Admissions Staff
TOTAL:		None	5 minutes	

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1. NEURO-PSYCHOLOGICAL, MEDICAL, AND DENTAL SCREENING OF PROBATIONARY MIDSHIPMEN

This service is given to applicants who passed the entrance examination to examine the applicants if they are mentally, emotionally, and physically fit to go further to the one-month orientation and indoctrination period.

CLASSIFICATION:	Complex			
TYPE OF TRANSACTION:	G2C- Government to Citizen			
WHO MAY AVAIL:	All applicants who have passed the entrance examination.			
CHECKLIST OF REQUIREMENTS:		WHERE TO SECURE:		
Any valid Identification Card		School, Post Office, LTO, DFA, PSA, SSS, GSIS, Pag-Ibig, NBI, etc.		
Official Receipt – Neuro Psychological Examination		Neuro – Psychological Service Provider		
Official Receipt – Pre-Medical Screening (Height, Weight, Ishihara, Snellen's)		PMMA Cashier		
Official Receipt –Dental Examination		Diagnostic Clinic or Hospital Accredited by PMMA		
Official Receipt – Laboratory Examinations & Physical Examination		Diagnostic Clinic or Hospital Accredited by PMMA		
Routing Slip		Admissions Office		
Flowsheet		Admissions Office		
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
1. Undergo Neuro-Psychological Examination ➤ Register and Schedule their written examination (Online Registration)	1. Conduct a Neuro-Psychological Examination(Written) 1.1 Evaluate Results: If the applicant <u>Failed the Neuro-Psychological Examination</u> ➤ Take Entrance Examination by September.(BACK TO STEP 1 OF APPLICATION FOR EXAMINATION) If the applicant <u>Passed the Neuro-Psychological Examination</u> ➤ PROCEED TO STEP 2	PHP1,000.00 <i>(prices may vary depending on the proposed quotation of the service provider)</i>	1 day	Neuro-Psychological Provider accredited by the PMMA Guidance Officer, Chairman Admissions Office, Neuro-Psychological Provider accredited by the PMMA
2. Undergo Medical Screening 2.1 Pre-Medical (Height, Weight, Ishihara, Snellen's)	2. Conduct a Pre-Medical Examination. If the applicant is <u>Disqualified</u> ➤ Take Entrance Examination by September. (<u>BACK TO STEP 1 OF APPLICATION FOR EXAMINATION</u>) If the applicant is <u>Qualified</u> ➤ <u>PROCEED TO STEP 2.2.</u>	PHP450.00 <i>(prices may vary depending on the proposed quotation of the service provider)</i>	45 minutes	Diagnostic Clinic or Hospital Accredited by PMMA

CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
2.2 Undergo Dental Examinations	<p>2.2 Conduct a Dental Examinations</p> <p>If the applicant is <u>Disqualified</u></p> <ul style="list-style-type: none"> ➤ Take Entrance Examination by September. (<u>BACK TO STEP 1 OF APPLICATION FOR EXAMINATION</u>) <p>If the applicant is <u>Qualified</u></p> <ul style="list-style-type: none"> ➤ <u>PROCEED TO STEP 2.3</u> 	<p>PHP300.00</p> <p><i>(prices may vary depending on the proposed quotation of the service provider)</i></p>	30 minutes	<p>Diagnostic Clinic or Hospital Accredited by PMMA</p> <p>PMMA Medical, Dental Officer & Diagnostic Clinic or Hospital Accredited by PMMA</p>
2.3. Laboratory Examination & Physical Examinations	<p>2.3 Conduct a Laboratory Examination & Physical Examination</p> <p>Evaluate Results:</p> <ul style="list-style-type: none"> ➤ Passed or Failed Laboratory Result and Dental 	<p>If Female - PHP4,000.00</p> <p>If Male - PHP3,500.00</p> <p><i>(prices may vary depending on the proposed quotation of the service provider)</i></p>	<p>1 to 2 days</p> <p>1Month</p>	<p>Diagnostic Clinic or Hospital Accredited by PMMA (OUTSOURCED)</p> <p>PMMA Medical Officer, PMMA Dental Officer & Diagnostic Clinic or Hospital Accredited by PMMA (OUTSOURCED)</p>
3. Call PMMA Medical Unit and PMMA Dental Unit to follow up the Result of Laboratory Examination and Dental Examination	<p>3. Answer queries.</p> <p>If the applicant is <u>Disqualified at Laboratory Examination and/or Dental Examination</u></p> <ul style="list-style-type: none"> ➤ Take Entrance Examination by September. (<u>BACK TO STEP 1 OF APPLICATION FOR EXAMINATION</u>) <p>If the applicant is <u>Both Qualified in Laboratory and Dental</u> proceed to the enrollment for <u>one-month Orientation and Indoctrination period</u></p>	None	30 minutes	<p>PMMA Medical Officer</p> <p>PMMA Dental Officer</p>
TOTAL:		<p>PHP5,850.00 If Female</p> <p>PHP5,350.00 If Male</p> <p><i>(prices may vary depending on the proposed quotation of the service provider)</i></p>	<p>1 month, 2-3 days, 1 hour and 50 minutes</p>	

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3. ENROLLMENT FOR ONE MONTH ORIENTATION AND INDOCTRINATION PERIOD (MONTH OF JULY)

This service is given to applicants who pass the Neuro Psychological, Medical, and Dental screening and have them enroll for the one-month orientation and indoctrination period.

CLASSIFICATION:	Simple			
TYPE OF TRANSACTION:	G2C- Government to Citizen			
WHO MAY AVAIL:	All applicants who pass the entrance examination.			
CHECKLIST OF REQUIREMENTS:		WHERE TO SECURE:		
2x2 picture		Any photo printing shop		
Any valid Identification Card		School, Post Office, LTO, DFA, PSA, SSS, GSIS, Pag-Ibig, NBI, etc.		
NBI Clearance (1 original copy)		NBI		
Birth Certificate (1 original copy)		PSA		
Certificate of No Marriage (1 original copy)		Philippine Statistic Authority		
Certificate of Good Moral Character (1 original copy)		Barangay		
Signed Parental Consent Form (1 original copy)		Admissions Office		
Flowsheet		Admissions Office		
For Senior High School Graduate				
Senior High School DepEd Form 138 (1 original copy)		School where the applicant graduated in senior high		
For currently enrolled in College				
Honorable Dismissal or Certificate of Transfer Credentials (1 original copy)		School where the applicant currently enrolled		
For College Graduate				
Transcript of Records (1 original copy)		School where the applicant graduated in college		
Note: Bring all the required documents in hard copy in one plastic envelope upon entry.				
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
1. Proceed to the PMMA Website and fill-up the Pre-Registration Form thru this link: https://bit.ly/3b5EsO1 (link may change every cycle)	1. Issue PMMA Admissions Flowsheet for attendance. 1.2 Evaluate PMMA Admissions Flowsheet for Signature	None	5 minutes	Admissions Staff
2. Medical Unit have to input and signify the Isihara Test Result, Snellens Test Result, Height and Weight; Dental Unit have to signify the dental examination.	2. Signify the PMMA Admissions Flowsheet	None	30 minutes	PMMA Medical Officer PMMA Dental Officer
3. Provide the desired course depending on the Isihara Test Result	3. Register the desired course of Applicants	None	5 minutes	Admissions Staff
4. Verify the softcopy requirements and assign individual control numbers according to their course by Registrar's Office.	4. Check and evaluate documents if complete.	None	30 minutes	Registrar Staff
CLIENT STEPS:	AGENCY ACTION:	FEES TO BE PAID:	PROCESSING TIME:	PERSON RESPONSIBLE:
5. Certification of Admissions Head that the Applicant complied with the admissions screening.	5. For Final Signature on the PMMA Admissions Flowsheet. 5.2 Send a copy of PMMA Admissions Flowsheet through their email as confirmation to be presented	None	1-2 hour/s	Head, Admissions Office

	on the 1 st day of training.			
6. Conduct briefing to the Applicants together with their parents or guardians.	6. Discuss what will happen on the Orientation and Indoctrination Period. 6.1 Answers questions and queries from the parents and applicants		1-2 hour/s	Head, Admissions Commandant, DMA Head, Cashier Head, Accounting Head, Medical Unit Head, Registrar
TOTAL:		None	4-3 hours, 10 minutes	