

## **University Policy on Student Admission**

### **I. Policy Statement**

Don Honorio Ventura State University (DHVSU) is committed to fostering an inclusive, equitable, and quality education system in alignment with Sustainable Development Goals (SDG) 5 (Gender Equality) and 10 (Reduced Inequalities). In compliance with Republic Act No. 7722 (Higher Education Act of 1994), Republic Act No. 10931 (Universal Access to Quality Tertiary Education Act), the Manual of Regulations for Private Higher Education (MORPHE), CMO No. 30, s. 2009 guidelines provided by CHED for the applicability of the Manual of Regulations for Private Higher Education (MORPHE) of 2008 to State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) and other pertinent laws, DHVSU establishes this policy to ensure a fair, transparent, and merit-based admission process. This policy seeks to provide equal access to educational opportunities and uphold the principles of non-discrimination, gender equity, and inclusivity.

#### **a. Admission Quality Statement**

The Office of Admission is committed to providing quality services and assistance to its stakeholders and students seeking admission to the University. This commitment includes offering appropriate guidance and obtaining a realistic picture of their abilities, aptitudes, interests, personality characteristics, and school achievements.

All personnel are dedicated to extending professional admissions services to all applicants. They will ensure that the advantages, privileges, policies, and courses of study at DHVSU are made available to them, regardless of gender, religion, alma mater, economic status, social status, sexual orientation, or disability.

The Office will also safeguard the rights of every person seeking school admissions. Therefore, it will implement a voluntary self-identification process for persons with disabilities (PWDs) and pregnant students. This process aims to provide them with reasonable accommodation as per Chapter 1 Section 2 of Republic Act 9710, commonly known as the Magna Carta of Women, CHED Memorandum Order No. 1, Series of 2015, and Republic Act 9442, which amends Republic Act No. 7277, also known as the Magna Carta for Persons with Disabilities.

DHVSU prioritizes the availability of slots in the tertiary level for academically capable students from economically disadvantaged backgrounds. This includes but is not limited to members of the 4P's program, disadvantaged students such as Lumads, Muslims, Aetas, and other indigenous peoples. Additionally, attention is given to students from depressed areas, individuals with disabilities, solo parents, and their children.

### **b. General Rule**

DHVSU shall not deny admission to any student based on socio-economic status, gender preference, age, religious belief, political affiliation, or color. However, it is a prerequisite that the student intending to seek admission has satisfactorily met all university requirements for admission.

## **II. Scope**

This policy applies to all applicants seeking admission to DHVSU, including laboratory high school, undergraduate, graduate, and juris doctor programs across all campuses. It encompasses regular, non-regular, local, and international students.

## **III. Definitions of Terms**

- 4Ps Program**

Refers to the Pantawid Pamilyang Pilipino Program, a government initiative that provides conditional cash transfers to economically disadvantaged families to improve education, health, and nutrition.

- Admission Requirements**

Documents and qualifications that applicants must submit or meet to be eligible for entry into Don Honorio Ventura State University (DHVSU).

- Affirmative Action**

Policies and measures taken to provide opportunities for disadvantaged sectors, including Indigenous Peoples (IPs), Persons with Disabilities (PWDs), solo parents, and their children, ensuring equitable access to higher education.

- Alien Certificate of Registration (ACR)**

A document issued by the Philippine Bureau of Immigration for foreign nationals residing in the country, required for foreign students seeking admission.

- Alternative Learning System (ALS)**

A program under DepEd offering non-formal education pathways for learners who have not completed traditional schooling, with certifications eligible for college admission.

- Bridging Program**

A preparatory academic program for students without sufficient background in required subjects, necessary for admission into certain graduate programs.

- Certified True Copy**

A copy of an official document verified and authenticated as a true reproduction of the original by an authorized person or institution.

- Commission on Higher Education (CHED)**

A governing body overseeing the regulation and standards of higher education institutions in the Philippines.

- Cross-Enrollee**

A student currently enrolled at another school who temporarily takes specific courses at DHVSU with proper authorization.

- **Cultural and Traditional Rights**

The rights of Indigenous students to practice and preserve their unique heritage and culture, recognized in the university's policies and programs.

- **Don Honorio Ventura State University (DHVSU)**

A state university committed to providing inclusive, equitable, and quality education in alignment with Sustainable Development Goals (SDG) 5 and 10, promoting gender equality and reducing inequalities.

- **First-Year Admission**

Admission of high school graduates, primarily those from the K-12 system, into DHVSU's undergraduate programs after meeting all specified requirements.

- **Foreign Student**

A non-Filipino applicant who must meet DHVSU's admission requirements and comply with the Department of Foreign Affairs (DFA) and Bureau of Immigration (BI) regulations.

- **Form 137 and Form 138**

Official documents issued by the Department of Education (DepEd), with Form 137 serving as a student's permanent academic record and Form 138 as their report card.

- **Good Moral Certificate**

A document attesting to an applicant's good conduct and behavior, usually issued by their previous school or employer.

- **Grade Requirements**

Minimum academic performance benchmarks set by DHVSU's colleges for admission to specific programs.

- **Graduate School Programs**

Advanced academic programs such as master's and doctoral degrees offered by DHVSU, requiring specific qualifications and a University Admission Test.

- **Graduate Studies**

Refers to advanced academic programs offered by DHVSU, including master's and doctoral degrees.

- **Honorable Dismissal/Transfer Credential**

A document issued by a previous school certifying that the student has left the institution in good standing and is eligible to transfer.

- **Indigenous Peoples (IPs)**

Communities recognized as native to the Philippines, characterized by unique cultural and traditional practices, who are given priority in admission slots.

- **Intervention Measures**

Strategies implemented to support students from disadvantaged sectors, such as guidance sessions, tutorials, remediation, and regular academic performance evaluations.

- **Juris Doctor**

A professional law degree program that prepares students for legal practice, requiring specific admission qualifications and processes at DHVSU.

- **Laboratory High School (LHS)**

A secondary education program at DHVSU that provides training for student-teachers and admission through qualifying exams and interviews.

- **Laboratory High School (LHS)**

DHVSU's high school program, providing training for aspiring educators. Admission is based on academic performance and a ranking system that includes:

- **Letter of Intent**

A formal written statement from an applicant expressing their intention to apply to a program or department.

- **Lumads, Muslims, Aetas, and Indigenous Peoples (IPs)**

Refers to culturally distinct groups in the Philippines, who are prioritized for admission under DHVSU's inclusivity initiatives.

- **Magna Carta of Women (Republic Act No. 9710)**

A Philippine law promoting gender equality and protecting women's rights, including provisions for accommodating pregnant students and PWDs.

- **Manual of Regulations for Private Higher Education (MORPHE)**

A set of guidelines issued by CHED to regulate the operations of private higher education institutions, adapted for state and local universities like DHVSU through CMO No. 30, s. 2009.

- **Mentoring Services**

Support measures offered to students, including guidance counseling, psychological assessments, tutorial sessions, remediation activities, study group organization, and academic performance monitoring.

- **Non-Regular Students**

Refers to students enrolled in specialized, part-time, or non-degree courses that do not follow the standard curriculum or academic schedule.

- **Parents/Guardian's Income Tax Return (ITR)**

A government-issued document showing the income tax paid by an applicant's parent or guardian, used to determine eligibility for financial aid or low-income status.

- **Persons with Disabilities (PWDs)**

Individuals with long-term physical, mental, intellectual, or sensory impairments, as recognized in Republic Act No. 9442 and the Magna Carta for Persons with Disabilities.

- **Philippine Statistics Authority (PSA)**

The official government agency in the Philippines responsible for issuing documents like birth and marriage certificates required for admission.

- **Pre-Admission Profiling**

The process of collecting and analyzing an applicant's personal and academic information through the university's online admission portal.

- **Pre-Admission Requirements**

Specific documents and certifications required from applicants before they can take the University Admission Test or undergo profiling, such as:

- **Pre-Screening**

An evaluation process for aspiring athletes and artists to assess their suitability for admission, conducted by the Office of Sports and Development or the Office of Culture and the Arts.

- **Profiling**

The process of completing an online application form on the university's admission portal to provide personal, academic, and other required information.

- **Psychometric Assessment**

A formal evaluation of an applicant's psychological characteristics, conducted by a government-accredited center, used for specific programs like Nursing and Hospitality Management.

- **Qualifying Applicants**

Students who pass all admission criteria and are ranked based on program quotas and available slots.

- **Qualifying Exam and Interview**

An evaluation process where applicants are assessed through standardized testing and interviews, determining their suitability for admission.

- **Qualifying Exam**

An assessment conducted by a receiving department to determine an applicant's suitability for admission into specific programs.

- **Quota Limit**

A cap on the number of students admitted to a program, determined by DHVSU based on institutional capacity and program demands.

- **RA 10931 (Universal Access to Quality Tertiary Education Act)**

A Philippine law ensuring free tuition and other fees for eligible students in state universities and colleges, subject to prioritization and admission guidelines.

- **Republic Act No. 10931 (Universal Access to Quality Tertiary Education Act)**

A law providing free tuition and other school fees for students in state universities and colleges, promoting equal access to tertiary education.

- **Republic Act No. 7722 (Higher Education Act of 1994)**

A law establishing the Commission on Higher Education (CHED), ensuring the quality and standards of higher education institutions in the Philippines.

- **Retention Policies**

Rules and standards that students must meet to remain enrolled in their respective programs, as outlined in the university's Student Manual.

- **Returning Students**

Individuals who previously attended DHVSU but took a break from their studies and are seeking re-admission.

- **School Ability Index (SAI)**

A standardized metric used to evaluate the cognitive and academic potential of applicants as part of the admission process.

- **School of Law**

The department within DHVSU offering the Juris Doctor program, requiring specific documentation such as a bachelor's degree transcript, GPA certification, recommendation forms, and passing the university's law admission test.

- **Second Courser**

An individual pursuing a second undergraduate degree or professional education units, requiring complete credentials from their previous degree.

- **Senior Citizens**

Individuals aged 60 years and above who may apply for university admission and are entitled to specific accommodations.

- **Senior High School (SHS)**  
The final two years (Grades 11 and 12) of the K-12 curriculum in the Philippine education system, which serves as a prerequisite for college-level education.
- **Senior High School General Weighted Average (SHS GWA)**  
The average of a student's academic grades from their Senior High School years, expressed as a percentage or numerical value.
- **Shiftee**  
A student transferring from one academic program to another within the same university, requiring approval and adherence to GPA requirements.
- **Solo Parents and Their Children**  
Individuals raising children without a partner and their dependents, provided with admission privileges and support services.
- **Stanine**  
A standard scoring system used to rank applicants, typically on a scale of 1 to 9, with a minimum of 4 required for LHS Grade 7 admission.
- **Sustainable Development Goals (SDG)**  
A global initiative by the United Nations to address societal challenges, including SDG 5 (Gender Equality) and SDG 10 (Reduced Inequalities), which DHVSU incorporates into its educational policies.
- **Testing Fee**  
A payment required for taking the University Admission Test, applicable to students not covered under the Universal Access to Quality Tertiary Education Act (RA 10931).
- **Testing Permit**  
A document issued to an applicant after completing necessary payments, allowing them to take the University Admission Test.
- **University Admission Test (UAT)**  
A combination of standardized test and qualifying exam used to assess the academic readiness and potential of applicants for university programs.

#### **IV. Roles and Responsibilities**

1. **Admissions Office:** Responsible for implementing the overall admission process, ensuring compliance with laws and university policies, and maintaining records.
2. **Counseling and Testing Services** administers entrance exams or aptitude tests, offers career guidance to help applicants choose suitable programs, and provides recommendations based on test results.
3. **Deans and Program Heads:** Oversee program-specific requirements and ensure inclusivity in selection criteria. Assess program-specific qualifications, conduct interviews or specialized evaluations, and provide recommendations for admission.
4. **Registrar's Office:** Ensures proper documentation, verification, and enrollment of admitted students.

5. **Office of the Vice President for Student Affairs and Services** monitors and evaluates the admission process, ensure policies are aligned with institutional goals, and addresses disputes or grievances.
6. **University President** provides strategic oversight, approves major decisions, and sets the direction for the admission process.

## **V. Policy Details or Procedures**

### **1. College 1st-Year Admission**

- 1.1 Graduates of Senior High Schools duly recognized by the government shall be admitted as college first year into the University upon satisfying all admission requirements.
- 1.2 The Office of Admission only verifies the completeness and validity of the application requirements presented by students seeking admission. Original documents must be submitted during enrollment at the office of the university registrar.
- 1.3 Beginning students shall not be accepted during the second semester or summer term. Additionally, students must not have enrolled in any academic or college program prior to their enrollment as first-year college; otherwise, they shall be classified as transferees. Furthermore, students who have enrolled in vocational courses or programs not leading to a degree will be admitted as college first year.
- 1.4 Student applicants for admission should meet the qualifications and grade requirements set forth by the Program, the College, and the Office of Admissions.
- 1.5 The number of students to be admitted during the 1st semester of each academic year will be based on the ranking and quota limit of the university.
- 1.6 Additional provisions for BS Hospitality Management and BS Tourism Management applicants:
  - 1.6.1 Must have completed an Accounting, Business, and Management (ABM) strand under the K-12 curriculum.
  - 1.6.2 Personal Interview with the Dean.
  - 1.6.3 Passed the psychometric assessment from a government-accredited assessment center.
- 1.7 Additional provisions for BS Nursing applicants:
  - 1.7.1 Passed the Nursing Aptitude Test (NAT).
  - 1.7.2 Positive remarks on the results of the Personality Test.
  - 1.7.3 Personal Interview with the Dean/Program Chair/Senior Faculty Member.
  - 1.7.4 For qualifiers, psychologically fit remarks on the psychometric assessment from a government-accredited assessment center.

- 1.7.5 For qualifiers, evidence of physical fitness as certified by a government physician with laboratory results (Chest x-ray, CBC, Urinalysis).
- 1.8 Prospective/Aspiring athletes and artists shall undergo pre - screening to be facilitated by the Office of Sports and Development and the Office of Culture and the Arts
  - 1.8.1 List applicants who pass the pre – screening in their respective events will be endorsed by the Office of Sports and Development and Office of Culture and the Arts to the Office of Admissions. Student applicant will be required to submit copies of certificates and/or citations as evidence of achievement
  - 1.8.2 The Office of admissions will determine appropriate program based on the obtained Grade Point Average and results of the University Admission Test of prospective/aspiring athletes/artist

## **2. Graduate Studies**

- 2.1 For admission to the master's degree program, only students who have graduated from the baccalaureate level with an average rating of at least "2.0" or its equivalent shall be deemed eligible for admission.
- 2.2 For admission to the doctoral level, only students who hold a master's degree Thesis Track with an average rating of at least "1.70" or its equivalent shall be eligible for admission. Masterate graduate without thesis can be allowed for admission provided that they will take an undertaking that they will complete and passed their master's thesis prior in taking core courses in the doctorate program;
- 2.3 Students whose average rating falls below the requirement may be provisionally admitted to a non-degree status. After successfully completing at least 18 academic units with an average rating of 1.7 in the master's degree program, and at least academic units with an average rating of 1.5 in the doctoral degree program, they shall be promoted to regular status, subject to the approval of the Dean.
- 2.4 Applicants for admission to the master's and doctoral programs shall be required to have the appropriate undergraduate or equivalent course at the graduate level and a graduate academic background, respectively, to qualify for admission. Satisfactory completion of 18 academic units in the former and 21 academic units in the latter under the bridging program shall be required before they are promoted to regular status under the master's or doctorate programs in this university.

2.5 Applicants for admission must upload scanned copies of the original transcript of records and transfer credentials for transferees, as well as other admission requirements, on the online admission application portal.

2.6 Graduate School student applicants must have achieved a School Ability Index of "4" and above in the UAT, passed the Essay Exam, received positive remarks in their Personality Test, and obtained a satisfactory rating in the Interview results.

### **3. Juris Doctor**

3.1 Applicants must be a graduate of any Bachelor's degree with good academic records, communication skills, performance in the standardized test, leadership potential and commitment to serve the most vulnerable sectors in the society.

3.2 DHVSU will not deny a student seeking admission for Juris Doctor Program in the university by reason of socio-economic status, gender preference, age, religious belief, political affiliation, and color; provided that, the student signifying intention for admissions has satisfactorily met all of the university requirements for admissions.

3.3 Student applicants must be of good moral character and must not have been convicted of crimes.

3.4 Student applicants must pass the law admission test composed of written examination and interview.

3.5 Admission to the juris doctor program, only students who graduated baccalaureate level with at least an average rating of "2.0" or equivalent shall be deemed eligible for admission.

3.6 The Office of Admission only verifies completeness and validity of uploaded (via online admission portal) application requirements of students seeking admission, original documents will be submitted during enrollment at the registrar's office.

3.7 Transferees from other law schools will be allowed on the condition that they successfully pass the admission process and they will be classified as new students.

**4. ADMISSION REQUIREMENTS.** Student applicants must present the following requirements in a long brown envelope. Only complete, valid, and accomplished requirements shall be processed.

#### **4.1. School of Law**

4.1.1. Properly accomplished online admission profiling via online admission portal:  
[https://sms.dhvsu.edu.ph/padmission?fbclid=IwAR1AtfuUWCO3LdRcVcq5-cXdr4MvdH\\_rDhit8WxatWI4hYL1BircgobykhU](https://sms.dhvsu.edu.ph/padmission?fbclid=IwAR1AtfuUWCO3LdRcVcq5-cXdr4MvdH_rDhit8WxatWI4hYL1BircgobykhU)

4.1.2. Letter of Intent Addressed to Admission Director

- 4.1.3. Certified True Copy of Bachelor's Degree Transcript of Records
- 4.1.4. Certification of Grade Point Average from former school
- 4.1.5. Two (2) Recommendation Form (DHVSU Template) from superior and/or former professors
- 4.1.6. Birth certificate issued and authenticated by PSA (Photocopy, bring Original for verification purposes)
- 4.1.7. Marriage Certificate issued and authenticated by PSA, for married female applicant (Photocopy, bring Original for verification purposes)
- 4.1.8. Honorable dismissal from previous college/university is required for transferees.
- 4.1.9. Pass the University admission Examination and Interview with the Dean of School of Law

#### **4.2 College / First Year**

- 4.2.1. Senior High School (SHS) 1st Sem Grade 12 Report Card/ Form 138-A (Certified True Copy)
- 4.2.2. Form 137 Grades from Grade 11 to 2nd quarter of Grade 12
- 4.2.3. Original Philippine Statistics Authority (PSA) Birth Certificate
- 4.2.4. Certificate of Grade weighted average
- 4.2.5. Good Moral Certificate (Original)
- 4.2.6. Two (2) pcs passport size color picture (white background with name tag)
- 4.2.7. Completely accomplished profiling on online admission portal
- 4.2.8. *Official Receipt: Testing Fee(P 300.00) Note: Payment will be done prior to the issuance of Test Permits, this is only applicable to applicants not qualified under RA 10931 known as the "Universal Access to Quality Tertiary Education ACT of 2017"*
- 4.2.9. Parents/Guardian's latest Income Tax Return (ITR) of Certification of Tax Exemption (for Low Income Family)
- 4.2.10. Additional requirements for BSN qualifiers:
  - Psychometric assessment
  - Physical Fitness certified by government physician with laboratory results (Chest x-ray, CBC, Urinalysis)

*Note: During admission application students will only present the 1<sup>st</sup> semester FORM 138-A or duly authenticated most recent class card, original copy of PSA birth certificate and certification from the School Registrar/Principal*

*stipulating that the applicant is officially enrolled in the 2<sup>nd</sup> semester. Other requirements will be submitted during enrollment.*

#### **4.3 Those declared eligible for admission to college after taking the Senior High School Alternative Learning System (ALS)**

1. Graduates of DepEd-accredited schools or secondary schools abroad and those declared eligible for admission to college after taking the PEPT or ALS
2. Present original copies of credentials and submit the following copies of requirements prior to interview and before taking the entrance test
  1. Certification of Completion from the Department of Education (DepEd.)
  2. Alternative Learning System (ALS) Report Card
  3. Philippine Statistics Authority(PSA) Birth Certificate
  4. Certificate of Good Moral Character
  5. Two (2) identical copies of passport size latest picture, full face recent ID photo with white background and name tag
  6. Duly accomplished application form

#### **4.4 Transferees**

Students who have done college work in other learning institutions and are seeking admission to the University, for the first time, shall be categorized as transferees. They include those who started college work, transferred to other schools, and are now seeking re-admission. This category also covers applicants to the Graduate Programs.

1. Copy of Grades of all enrolled subjects (Certified true copy)
2. Honorable Dismissal/Transfer Credential (For qualifiers only)
3. Two (2) copies of Transcript of Records – original or authenticated copy
4. Certificate of Good Moral Character

5. Original copy of Birth Certificate issued and authenticated by Philippine Statistics Authority (Marriage Certificate for married women)
6. For those suffering from chronic illness must submit Medical Certificate (from the University Physician or any Department of Health Accredited doctors)
7. Three (3) pieces passport size color picture in white background with name tag
8. *Official Receipt: Testing Fee (P 300.00) Note: Payment will be done prior to the issuance of Test Permits, this is only applicable to applicants not qualified under RA 10931 known as the "Universal Access to Quality Tertiary Education Act of 2017"*
9. Parents/Guardian's latest Income Tax Return (ITR) of Certification of Tax Exemption (for Low Income Family)

***Note:*** Student applicants must not have any outstanding failure in any non-academic subject (including PE & NSTP). In addition, only students who have enrolled in any course leading to a degree program shall be admitted as transferees in accordance with the existing policies of the University. Moreover, admission of transferees is subject to availability of slots.

#### **4.5 Returning Students**

1. Letter of Intent
2. Fully accomplished clearance from the accounting office as of the last term enrolled.
3. Acceptance slip from the Dean of the receiving College or Director of the Extension Campus

***Note:*** Transact directly to the Office of the University Registrar.

#### **4.6 Cross-Enrollee**

- 4.6..1. Cross-enrolment permit from school or department currently enrolled in;
- 4.6..2. Certified true copy of evaluation form indicating the subject/s, course, and description of the subject the student wishes to cross enroll; and
- 4.6..3. Completely accomplished profiling on online admission portal

#### **4.7 Shiftee**

- 4.7.1 Certified True copy of grades;
- 4.7.2 Endorsement from the Office of the Registrar (Shifting form); and
- 4.7.3 Approved shifting form from the Dean/Director of the receiving College/Extension Campus

**Note:** *Students with Grade lower than 85.0 or equivalent in all enrolled subjects who wish to shift to another academic program with board exam shall not be allowed. Transact directly to the Office of the University Registrar.*

#### **4.8 Foreign Student**

Must meet all the prescribed admission requirements of the University and the concerned College where they are seeking for admission.

- 4.8.1 Certificate of Completion of a Secondary Curriculum
- 4.8.2 Original Transcript of Record
- 4.8.3 Personal Data
- 4.8.4 Affidavit of Support
- 4.8.5 Alien Certificate of Registration (ACR)
- 4.8.6 Certification of Proficiency in English based on TOEFL score (for non-Filipino speaker of English)
- 4.8.7 Student Visa (VISA Extension for continuing student) Must meet the entire prescribed requirements by the Department of Foreign Affairs (DFA) and Bureau of Immigration (BI).
- 4.8.8 Security Clearance from his/her Embassy
- 4.8.9 Resident Guarantor of his/her character
- 4.8.10 Photocopy of passport pages where name, photo, birth date and birth place appear

Note: Foreign students may be admitted based on availability of slots of the course being applied for and are limited to special courses.

#### **4.7 For Change Status (The Office of the University Registrar is in charge of the process)**

- 4.7.1 Letter of Intent; and
- 4.7.2 Original Philippine Statistics Authority (PSA) Marriage Certificate

#### **4.8 Laboratory High School (LHS)**

- 4.8.1 Completely accomplished profiling on online admission portal
- 4.8.2 Certification from the Principal which states that the applicant belongs to upper 20% of the graduating class
- 4.8.3 Original & Certified True Copy of Form 138 (Report Card): with grades from 1<sup>st</sup> to 4<sup>th</sup> grading period
- 4.8.4 Certificate of Good Moral Character

- 4.8.5 Original and Clear copy of Birth Certificate issued and authenticated by the Philippine Statistics Authority
- 4.8.6 Three (3) pieces passport size picture white background with name tag
- 4.8.7 Official Receipt of P300.00 Testing Fee

**Note:** *Students must qualify in the final screening (Qualifying Exam and Interview) administered by the receiving department*

#### **4.9 Graduate School Program (Masterate and Doctorate Programs)**

- 4.9.1 Original Copy of Transcript of Records with remark “Copy for DHVSU”;
- 4.9.2 Certification of Grade Point Average from former school (*Applicable only for those whose GPA is not reflected in their TOR*)
- 4.9.3 One Properly accomplished and signed reference form from either a superior or former professor;
- 4.9.4 Original PSA Birth Certificate or PSA Marriage Certificate for married female applicant
- 4.9.5 University Admission Test and Interview
- 4.9.6 Official Receipt: Testing Fee (P300.00)

**Note:**

- a. Applicant must properly complete all fields in the profiling section of the Online Admission Application Portal; Upload all the requirements in PDF format. Multiple pages must be saved in one file only.
- b. An official receipt of the “Testing Fee” amounting to P300.00 must be presented to the UAT Proctor during examination schedule.
- c. Applicant must pass the University Admission Test and Interviews with the Program Chairperson.

#### **4.10 For Degree Holder (Second Courser)**

Applicants must have complete and valid credentials. They must meet all the prescribed admission requirements of the University and the College where the applicants are seeking for admission:

- 4.10.1 Approved Application for Admission for Second Courser/ Professional Education Units
- 4.11 Transfer Credentials, Honorable Dismissal
- 4.12 Certified True Copy of Transcript of Records with Special Order Number
- 4.13 Certified True Copy of College Diploma
- 4.14 Photocopy and original copy of Birth Certificate issued and authenticated by Philippine Statistics Authority

- 4.15 Photocopy of Marriage Certificate issued and authenticated by Philippine Statistics Authority (for married student)
- 4.16 Certificate of Good Moral Character from former school or Certificate of Good Moral Standing from the employer if employed
- 4.17 Three (3) pieces passport size color photo with white background and name tag (taken within the last six months)

**5. University Admission Test.** The following are the procedures in taking the University Admission Test:

- a. Pay the testing fee at the cashier [for those who did not avail the Unified; Financial Assistance System for Tertiary Education Act (UNIFAST)] or for those who opt to pay;
- b. Present the Official Receipt (OR) to the Office of Admission and secure Test Permit;
- c. Come on the Scheduled Testing date. Present the Test Permit sent by the Counseling and Testing Center thru registered email, school ID to the proctor. (*Present also the official receipt, if applicable*);
- d. The examinee shall fill out the testing application form;
- e. No applicant shall be given examination twice;
- f. The applicant shall take note of the date and time of examination;
- g. Late examinees shall be re-scheduled; and
- h. Qualified applicants will be notified thru their registered email address. Applicants who passed the University Admission Test shall be endorsed to the respective colleges for qualifying exam and interview.

#### **5.1 Things to bring during the University Admission Test proper**

- 1. Test Permit (No Test Permit, No Exam)
- 2. School Identification Card
- 3. Mongol Pencil No.2, with eraser
- 4. Pencil sharpener
- 5. Transparent Long Plastic Envelope

**Note:** The use of any electronic gadget during the test is strictly prohibited. This may be used as a ground for disqualification from taking the test.

#### **5.2 Grade Requirements of Different Colleges**

To be admitted to	General Weighted Average	Final Grades	Minimum Stanine Level for Tertiary Program

College of Engineering and Architecture (Board Programs only)	85.0 +	English, Math & Science related subjects must be 85+  No grade -80.0 in all of remaining subjects	Stanine 6
Other Board Programs: <ul style="list-style-type: none"> <li>• Professional Teacher Education</li> <li>• BS Psychology</li> <li>• BS Social Work</li> </ul>	85.0 +	English, Math & Science related subjects must be 85+  No grades below 80.0 in other subjects	Stanine 5+
• BS Accountancy	85.0 +	English & Math related subjects must be 85+ No grades below 80.0 in other subjects	Stanine 5+
Non-Board Program  Associate Degree program leading to a Degree	80.0	asssed remarks in all subjects	Stanine 3+
Technical-Vocational Degree Programs not leading to a degree			Stanine 2+

Once qualified for university admission, the college applicants will be ranked based on the following:

a. Applicants for Board Programs:

School Ability Index	60%
Qualifying Exam and Interview	30%
SHS GWA	10%

b. Applicants for Nursing Program

School Ability Index	40%
Nursing Aptitude Test	40%
Interview with the Dean of College	10%
SHS GWA	10%

c. Applicants for Non - Board Programs

School Ability Index	70%
SHS GWA	30%

*Note: Number of qualifiers endorsed for enrolment will be determined based on ranking, class size and quota limits of the respective program and specialization. “Raising the Bar in Academics”. Those who passed the University Admission Test (UAT) can pursue their chosen Academic program and shall enjoy free tuition and other fees as stipulated in RA 10931. On the other hand, those who failed in their preferred program can be considered on the 2nd priority program provided there are still available slots to accommodate the applicant. In addition, the University President, through his discretionary power, may allow an applicant to be admitted in a program or grade level regardless of failure to meet the prescribed minimum standard for the program or grade level applied for. in adherence with the prioritization set forth in RA 10931 and in the quality policy of the university.*

d. Academic Standing to qualify for LHS Grade 7 Admission application

<b>Minimum Stanine Level for Laboratory High School applicant (Grade 7)</b>	<b>stanine 4</b>
<b>Note: Grade 7 applicants must belong to Upper 20% of the graduating Batch</b>	

Once qualified for the university admission, the grade 7 applicant will be ranked based on the following:

- a. School Ability Index 70%
- b. Qualifying Examination 30%
- c. Grade 6 GWA 10%

**6. Guidelines on the Conduct of Affirmative Action for Indigenous Peoples, Persons with Disability, Senior Citizens, Solo Parent and their Children**

**a. Policy Statement**

1. The University shall not deny a student seeking for admission in the University by reason of socio-economic status, gender preference, marital status, age, creed, political affiliation, disability, and color;
2. DHVSU provides priority in the availability of slots to student-applicants who come from disadvantaged sectors such as indigenous peoples, differently-abled persons, senior citizens, solo parents and their children;
3. DHVSU personnel shall extend administrative services and other related assistance to facilitate the admission and registration of the student-beneficiary;
4. DHVSU shall ensure equal and barrier-free access to all University's facilities, laboratories and equipment;
5. DHVSU shall respect the rights of indigenous students to practice and promote their culture, traditions, and to consider these rights in the formulation and implementation of policies and programs;
6. Differently-abled Persons and Senior Citizens may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process;
7. DHVSU shall extend the necessary support to Solo Parents and their Children to cope with the requirements of higher learning; and
8. DHVSU is committed to increase the number of graduates coming from the disadvantaged sectors so as to maximize their fullest potential and contribute in the betterment of the society.

**b. Pre-admission Requirements**

The student-applicant shall:

1. Submit a Certification from the National Commission on Indigenous Peoples/ Department of Social Welfare and Development through National Household Targeting System for Poverty Reduction (NHTS-PR) as proof of Indigenous Ancestry, Solo-Parent, Child of Solo Parent, and Person with Disability and Senior Citizen Card for the Elderly;
2. Submit all the pertinent documentary requirements, viz: Senior High School (SHS) Report Card/ Form 138-A, High School Permanent Records Form 137-A, Original PSA Birth Certificate, Good Moral Certificate, University Admission Test Results, Three (3) pieces passport size color picture and Accomplished College Application Form; and
3. Take the University Admission Test and Interview for the purpose of profiling.

**c. Admission Privileges**

The student-beneficiary:

1. may enroll in any of the degree or non-degree programs offered by the University;
2. shall also be given the option to enroll either in the Main or in any Regular/Extension Campus of the University; and
3. is entitled to enroll all the required academic units or carry a full load for a given one academic year.

**d. Intervention Measures**

The following *Mentoring Services* shall be provided: a) provision of guidance and counseling sessions; b) administer series of standardized psychological examinations; c) conduct of tutorial services; d) conduct of remediation activities; organize study groups; and e) periodic assessment of academic performance.

**e. Retention Procedures**

The student shall be subjected to the University's Retention Policies as stipulated in Section 1.9, Part II, Academic Regulations of the Student Manual.

**7. Program Offerings**

**LIST OF ACADEMIC PROGRAMS EFFECTIVE  
ACADEMIC YEAR 2024-2025**

**7.1 Bacolor Campus**

**7.1.1 Graduate School**

- a. Doctor of Education major in Educational Management
- b. Doctor of Public Administration
- c. Master of Arts in Education major in Educational Management
- d. Master of Arts in Education major in English
- e. Master of Arts in Education major in Filipino
- f. Master of Arts in Education major in Mathematics
- g. Master of Arts in Education major in Physical Education
- h. Master of Arts in Education major in Social Studies
- i. Master of Arts in Education major in General Science

- j. Master of Arts in Education major in Technology and Livelihood Education
- k. Master of Public Administration Thesis Track
- l. Master of Public Administration Non-Thesis Track
- m. Master of Public Administration major in Regulatory Management Systems
- n. Master in Business Administration Thesis Track
- o. Master in Business Administration Non-Thesis Track
- p. Master of Science in Social Work
- q. Master of Engineering Management Thesis Track
- r. Master of Engineering Management Non-Thesis Track
- s. Master of Arts in Guidance and Counseling Thesis Track
- t. Master of Arts in Guidance and Counseling Non-Thesis Track

#### **7.1.2 School of Law**

- a. Juris Doctor (Law)

#### **7.1.3 College of Arts and Sciences**

- a. Bachelor of Science in Environmental Science
- b. Bachelor of Science in Mathematics
- c. Bachelor of Science in Statistics
- d. Bachelor of Science in in Biology
- e. Bachelor of Science in Nursing

#### **7.1.4 College of Business Studies**

- a. Bachelor of Science in Business Administration Major in Marketing Management
- b. Bachelor of Science in Business Administration Major in Business Economics
- c. Bachelor of Science in Entrepreneurship
- d. Bachelor of Science in Accountancy

- e. Bachelor of Science in Accounting Info Systems
- f. Bachelor of Public Administration
- g. Bachelor of Science in Real Estate Management
- h. Bachelor of Science in Legal Management
- i. Bachelor of Science in Logistics and Supply Chain Management

#### **7.1.5 College of Computing Studies**

- a. Bachelor of Science in Information Technology
- b. Bachelor of Science in Computer Science
- c. Bachelor of Science in Information Systems
- d. Associate in Computer Technology

#### **7.1.6 College of Education**

- a. Bachelor of Elementary Education major in General Education
- b. Bachelor of Early Childhood Education
- c. Bachelor of Secondary Education major in English
- d. Bachelor of Secondary Education major in Filipino
- e. Bachelor of Secondary Education major in Mathematics
- f. Bachelor of Secondary Education major in Social Studies
- g. Bachelor of Secondary Education major in General Science
- h. Methods of Teaching
- i. Bachelor of Physical Education
- j. Bachelor of Culture and Arts Education
- k. Bachelor of Technology and Livelihood Education major in Home Economics
- l. Bachelor of Technology and Livelihood Education major in Industrial Arts

- m. Bachelor of Technical-Vocational Teacher Education major in Food and Service Management
- n. Bachelor of Technical-Vocational Teacher Education major in Garments Fashion and Design
- o. Bachelor of Science in Exercises and Sports Science major in Fitness and Sports Management
- p. Bachelor of Science in Exercises and Sports Science major in Fitness and Sports Coaching

#### **7.1.7 College of Engineering and Architecture**

- a. Bachelor of Science in Architecture
- b. Bachelor of Science in Civil Engineering
- c. Bachelor of Science in Computer Engineering
- d. Bachelor of Science in Mechanical Engineering
- e. Bachelor of Science in Electrical Engineering
- f. Bachelor of Science in Electronics Engineering
- g. Bachelor of Science in Industrial Engineering

#### **7.1.8 College of Hospitality and Tourism Management**

- a. Bachelor of Science in Hospitality Management
- b. Bachelor of Science in Tourism Management
- c. Bachelor of Science in Tourism Management major in Events Management

#### **7.1.9 College of Industrial Technology**

- a. Bachelor of Science in Industrial Technology major in Automotive Technology
- b. Bachelor of Science in Industrial Technology major in Beauty Care and Wellness
- c. Bachelor of Science in Industrial Technology major in Electrical Technology
- d. Bachelor of Science in Industrial Technology major in Electronics Technology

- e. Bachelor of Science in Industrial Technology major in Food and Service Management
- f. Bachelor of Science in Industrial Technology major in Garments and Fashion Design
- g. Bachelor of Science in Industrial Technology major in Graphics Technology
- h. Bachelor of Science in Industrial Technology major in Instrumentation and Control Technology
- i. Bachelor of Science in Industrial Technology major in Mechanical Technology
- j. Bachelor of Science in Industrial Technology major in Mechatronics Technology
- k. Bachelor of Science in Industrial Technology major in Welding Technology
- l. Bachelor of Science in Industrial Technology major in Woodworking Technology

#### **7.1.10 College of Social Sciences and Philosophy**

- a. Bachelor of Science in Social Work
- b. BSSW (Second Courser) 3rd Trimester
- c. Bachelor of Science in Psychology
- d. Bachelor of Arts in Sociology
- e. Bachelor of Human Services

#### **7.2 Apalit Campus**

- a. Bachelor of Science in Business Administration Major in Marketing Management
- b. Bachelor of Science in Information Technology
- c. Bachelor of Elementary Education major in General Education
- d. Bachelor of Science in Hospitality Management

### **7.3 Candaba Campus**

- a. Bachelor of Science in Business Administration Major in Marketing Management
- b. Bachelor of Science in Entrepreneurship
- c. Bachelor of Science in Information Technology
- d. Bachelor of Elementary Education
- e. Bachelor of Secondary Education major in English
- f. Bachelor of Secondary Education major in Filipino

### **7.4 Lubao Campus**

- a. Bachelor of Science in Civil Engineering
- b. Bachelor of Science in Business Administration Major in Marketing Management
- c. Bachelor of Science in Entrepreneurship
- d. Bachelor of Elementary Education
- e. Bachelor of Science in Information Technology
- f. Bachelor of Science in Psychology
- g. Bachelor of Science in Tourism Management

### **7.5 Mexico Campus**

- a. Bachelor of Science in Accountancy
- b. Bachelor of Science in Business Administration Major in Marketing Management
- c. Bachelor of Science in Information Technology
- d. Bachelor of Elementary Education
- e. Bachelor of Secondary Education major in English
- f. Bachelor of Secondary Education major in Filipino
- g. Bachelor in Physical Education
- h. Bachelor of Science in Industrial Technology major in Automotive Technology

- i. Bachelor of Science in Industrial Technology major in Electrical Technology
- j. Bachelor of Science in Industrial Technology major in Food and Service Management
- k. Bachelor of Science in Industrial Technology major in Graphic Technology
- l. Bachelor of Technology and Livelihood Education major in Home Economics
- m. Bachelor of Science in Hospitality Management

#### **7.6 Porac Campus**

- a. Bachelor of Science in Information Technology
- b. Bachelor of Elementary Education
- c. Bachelor of Science in Social Work
- d. Bachelor of Science in Business Administration Major in Marketing Management

#### **7.7 San Fernando Extension Campus**

- a. Bachelor of Science in Business Administration Major in Marketing Management
- b. Bachelor of Science in Tourism Management
- c. Bachelor of Public Administration

#### **7.8 Sto. Tomas Campus**

- a. Bachelor of Elementary Education
- b. Bachelor of Science in Business Administration Major in Marketing Management
- c. Bachelor of Science in Hospitality Management
- d. Bachelor of Science in Information Technology

## **VI. Monitoring and Review**

The Admissions Office, in coordination with the office of the University Registrar and office of the Vice President for Student Affairs and Services, will conduct annual reviews of this policy to ensure compliance with relevant laws, SDGs, and institutional goals. Feedback from stakeholders, including students and faculty, will be considered in the review process.

## **VII. References**

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4. Commission on Higher Education (CHED). (2013). Manual of Regulations for Private Higher Education (MORPHE).
5. CMO No. 30, s. 2019 Applicability of the Manual of Regulations for Private Higher Education (MORPHE) of 2008 to State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs). <https://ched.gov.ph/2019-ched-memorandum-orders/>
6. Republic Act 9442, which amends Republic Act No. 7277, also known as the Magna Carta for Persons with Disabilities. <https://ncda.gov.ph/disability-laws/implementing-rules-and-regulations-irr/implementing-rules-and-regulations-of-republic-act-no-9442/>
7. Republic Act 9710, commonly known as the Magna Carta of Women. <https://pcw.gov.ph/magna-carta-of-women/>
8. CHED Memorandum Order No. 1, Series of 2015 <https://ched.gov.ph/2015-ched-memorandum-orders/>
9. DHVSU Student Handbook 2019 Revised Edition.