

# PAMANTASAN NG LUNGSOD NG MARIKINA

Brazil St., Greenheights Subd. Ph. I, Concepcion Uno Marikina City  
Tel. Nos.: 369-7277 / 369-8650 / Telefax 369-4927  
Department Head: Dr. Carmelita L. Palabay – OIC, President



## SERVICES OFFERED:

### Graduate School

#### Doctoral Programs

- PhD in Educational Leadership and Management
- PhD in Business Management
- PhD in Public Administration

#### Masteral Programs

- Master of Arts in Education (MAEd)
- Major: Educational Management
- Master in Business Administration (MBA)
- Master in Public Administration (MPA)

### Degree Courses

- Bachelor of Science in Business Administration  
*Majors:* Entrepreneurial Management  
Financial Management  
Human Resource Development Management  
Marketing Management  
Bachelor of Arts in Mass Communication
- Bachelor of Education  
*Majors:* Mathematics  
English  
Filipino
- Bachelor in Early Childhood Education
- Bachelor in Special Education
- Bachelor of Science in Accountancy
- Bachelor of Science in Tourism Management
- Bachelor of Science in Information Technology
- Bachelor of Science in Nursing
- Bachelor of Science in Criminology
- Bachelor of Science in Hotel and Restaurant Management

### Non-Degree Courses

- Certificate in Caregiving and Health Care Services
- Hotel and Restaurant Services

**Application for Admission (For Freshmen)**

Schedule of Availability of Service: M-F, 8:00am – 5:00pm

Who May Avail of the Service: HS graduate/PEPT/ALS Passer

	Client	Service Provider	Duration	Person In Change	Fees	Form
1	Fill out and submit the accomplished application form together with all the required documents	Receive and review accomplished form and documents	5 minutes	Admission Officer	None	Application for Admission Form
2	Pay the entrance examination fee to the Cashier	Issue official receipt	1 minute	Cashier	P 100	
3	Present the Application for Admission Form and Official Receipt to the assigned Admission Officer	Give the examination permit	1 minute	Admission Officer	None	Application for Admission Form and Official Receipt
4	*Take the College Admission Test	Provide an orientation and testing material	3 hours	Proctor	None	Test Permit
5	Wait for the result of the exam	Check and process entrance exam	1-2 months from the date of the exam	Admission Office	None	None
6	**Get the result of the exam and date of interview, if qualified	Post the result and schedule of interview on the bulletin board and PLMar website <a href="http://www.plmar.edu.ph">www.plmar.edu.ph</a>	1 minute	Admission Office	None	None
7	Proceed to the Dean of College for interview	Conduct interview	5-10 minutes	Dean of College	None	None
8	Proceed to the registrar’s office and submit the requirements for enrollment upon passing the interview	Receive, review and file documents and give enrolment schedule	2 minutes	Registrar’s Office	None	None

\*The schedule of the test is indicated on the test permit

\*\*If qualified, proceed to the concerned College Dean for the scheduled interview

**Requirement/s:**

- Original Form 138 (Report Card)/NCAE/NSAT results
- Certificate of Good Moral Character
- Medical & Physical Examination Certificate from Marikina Health Office or from any Government Physician (Nursing Program only)

- Original and Photocopy of Birth Certificate, NSO verified
- Billing statements as proof of residence and/or photocopy of Voter's ID of student/Parent Guardian
- Two (2) pcs 2x2 colored ID picture.

Duration: 7 minutes for the application  
 3 hours for the actual test  
 1-2 months waiting period for the result

## Application for Admission For Transfer and 2nd Degree Course Students

Schedule of Availability of Service: M-F, 8:00am – 5:00pm

Who May Avail of the Service: Transfer and Second degree Course Students

\*The Applicant must satisfactorily complete the secondary course or its equivalent such as passing the Alternative Learning System (ALS) or special program on General Education Development.

\*The Applicant must present the original and submit the photocopies of admission requirements to the Office of Admissions:

	Client	Service Provider	Duration	Person In Change	Fees	Form
1	Proceed to the Dean of College and ask for endorsement for admission	Screen applicant and issue endorsement letter	2 minutes	Dean/ Program Head	None	Endorsement letter
2	Fill out and submit the accomplished application form together with all the required documents	Receive and review accomplished form and documents	5 minutes	Admission Officer	None	Application for Admission Form
3	Pay the entrance examination fee to the Cashier	Issue official receipt	1 minute	Cashier	100	
4	Present the Application for Admission Form and Official Receipt to the assigned Admission Officer	Give the examination permit	1 minute	Admission Officer	None	Application for Admission Form and Official Receipt
5	*Take the College Admission Test	Provide an orientation and testing material	3 hours	Proctor	None	Test Permit

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6	Wait for the result of the exam	Check and process entrance exam	1-2 months from the date of the exam	Admission Office	None	None
7	**Get the result of the exam and date of interview, if qualified	Post the result and schedule of interview on the bulletin board and PLMar website www.plmar.edu.ph	1 minute	Admission Office	None	None
8	Proceed to the Dean of College for interview	Conduct interview	5-10 minutes	Dean of College	None	None
9	Proceed to the registrar's office and submit the requirements for enrollment upon passing the interview	Receive, review and file documents and give enrolment schedule	2 minutes	Registrar's Office	None	None
END OF TRANSACTION						

\*The schedule of test is indicated on the test permit

\*\*If qualified, proceed to the concerned College Dean for the scheduled interview

**Requirement/s:**

- Transfer Credentials/Certificate of Eligibility to Transfer
- Complete True Copy of Grades from previous school/s
- Original and photocopy of birth certificate, NSO verified
- Billing statements as proof of residence and/or photocopy of Voter's ID of student/Parent/Guardian
- Two (2) pcs 2x2 colored ID picture
- Certificate of Good Moral Character issued by the school previously attended
- Endorsement Letter form the Dean of College/ programapplied for

Duration: 9 minutes for the application

3 hours for the actual test

1-2 months waiting period for the result

**Enrollment for New Students**

Schedule of Availability of Service: M-F, 8:00am – 5:00pm

Who May Avail of the Service: Incoming Freshmen

	Client	Service Provider	Duration	Person In Change	Fees	Form
1	Proceed to the registrar's office. Submit the required documents and fill-out the pre enrolment form	Receive the documents and review the accomplished form	2 minutes	Clerk	None	Pre-enrolment form
2	After being advised, fills out the Registration Form (Form 1)	Issues the Form 1 with the attached schedule of classes and signs the form for approval	2 minutes	Clerk	None	Form 1
3	Proceed to the assessment section for assessment of fees	Receive registration form and assess fees	2minutes	Budget and finance office/ Assessor	None	None
4	Proceed to the cashier for payment	Receive registration form and payment and issue official receipt	2 minutes	*see table below	*see table below	None
5	Submit the Form 1 with the official receipt to the assigned room for enlistment and recording	Receive and record documents	1 minute	Clerk	None	Form 1 and Official Receipt
6	Receive the Form 1 stamped "ENROLLED" and class cards	Stamp the Form 1 "ENROLLED." Return the Student's copy & Issue classcards and advise the enrollee about the ID & uniform	1 minute	Clerk	None	None
END OF TRANSACTION						

**Requirement/s:**

Accomplished Admission Form and all the necessary documents for enrollment after completing the Admission Procedure

Duration: 10 minutes

**Enrollment for Old Students**

Schedule of Availability of Service: M-F, 8:00am – 5:00pm

Who May Avail of the Service: Incoming Freshmen

	Client	Service Provider	Duration	Person In Change	Fees	Form
1	Proceed to the advisement section. Submit the required documents and fill-out the pre enrollment form	Check clearance and classcards. Advise and sign pre enrollment form	2 minutes	Dean/ Enrollment adviser	None	Pre-enrolment form, clearance, classcards from the previous semester
2	After being advised, fills out the Registration Form (Form 1)	Issues the Form 1 with the attached schedule of classes and signs the form for approval	2 minutes	Dean/ Enrollment adviser	None	Form 1
3	Proceed to the assessment section for assessment of fees	Receive registration form and assess fees	2minutes	Budget and finance office/ Assessor	None	Form 1
4	Proceed to the cashier for payment	Receive registration form and payment and issue official receipt	2 minutes	Cashier	*see table below	Form 1
5	Submit the Form 1 with the official receipt to the assigned room for enlistment and recording	Receive registration form and payment and issue official receipt	1 minute	Clerk	None	Form 1 and Official Receipt
6	Receive the Form 1 stamped "ENROLLED" and class cards	Stamp the Form 1 "ENROLLED." Return the Student's copy & Issue classcards and advise the enrollee about the ID & uniform	1 minute	Clerk	None	None
END OF TRANSACTION						

**Requirement/s:**

Accomplished Student's Clearance, Curriculum, Latest Registration Form, Class Card

Duration: 10 minutes

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For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.