



ENROLLMENT ADVISORY

Graduate Studies and Continuing Education

August 4, 2022

Face-to-face Schedule of Enrollment for AY 2022-2023

| CAMPUS | ENROLLMENT SCHEDULES |
|---------------|---|
| TALISAY | August 27, 2022 (Saturday) August 30 – September 3, 2022 |
| FORTUNE TOWNE | August 9-19, 2022 (please see guidelines from CBMA GS) |

Guidelines:

1. Schedules must be strictly observed.
2. Each student must bring his/her own ballpen and must wear face mask at all times when inside the University.
3. Only students with transaction numbers shall be entertained. Numbers are available at the Guardhouse upon entry. (1-45 in the morning and 46-90 in the afternoon on a first come, first served basis).

Requirements to be submitted to the Registrar

NEW STUDENTS

1. Admission slip and Loading slip (*from dean's office*)
2. Transfer credentials from former school with photocopy of Official Transcript of Records (OTR) for evaluation if former school is NOT CHMSU-Talisay
Photocopy of OTR if former school is CHMSU-Talisay
3. Two (2) photocopies of birth certificate from NSO/PSA (*a photocopy of local civil registrar birth certificate is required if the NSO/PSA copy is not readable*)
Two (2) photocopies of marriage contract from NSO/PSA (*if applicant is female and is married*)
4. One (1) pc 2x2 ID picture (*recent, identical with white background, name written at the back part of the photo*)
5. Long brown envelope with family name, given name, middle name and program applied for

Example: DE LA CRUZ, Jone Say - Master in Public Administration

CONTINUING STUDENTS

1. Accomplished Clearance (Clearance Form is available at the Registrar's Office)
2. Loading Slip (From Dean's Office)

Admission Requirements (to be submitted to the Dean's/Program Chairperson's Office)

- Long Brown Envelope with Family Name, Given Name, Middle Name and Program
- Photocopy of OTR
- Photocopy of Diploma
- One (1) Letter of Recommendation from a former professor and another one (1) from an immediate superior if employed
- Three (3) pcs. 2x2 picture with white background
- Filled-out application and interview forms





ENROLLMENT ADVISORY

Graduate Studies and Continuing Education

August 4, 2022

Note:

- NO Entrance Exam
- **SCHEDULE OF VIRTUAL INTERVIEW FOR NEW STUDENTS:** (per GS College)

| COLLEGE | CURRICULAR PROGRAM/S | INTERVIEW SCHEDULE |
|---------|--|---|
| CBMA | Master in Public Administration (MPA) & Master in Business Administration (MBA) | July 30 - August 17, 2022 |
| COE | Doctor of Education-Educational Management (EdD) | August 16 &17, 2022 9:00 - 11:30 AM ONLY |
| | Master of Arts in Education- Educational Management (MAEd- EM) | August 15 & 16, 2022 2:00 - 4:30 PM ONLY |
| | Master of Arts in Education- Physical Education (MAEd PE) | August 17 & 18, 2022 2:00 - 4:30 PM ONLY |
| | Teacher Certificate Program (TCP) | August 19 & 20, 2022 2:00 - 4:30 PM ONLY |
| CIT | Doctor of Philosophy in Technology Management (PhD TM) & Master in Technology Management (MTM) | August 8-27, 2022 |
| CAS | Doctor in Public Administration (DPA) & Master in Public Administration (MPA) | August 10-26, 2022 |





ENROLLMENT ADVISORY

Graduate Studies and Continuing Education

August 4, 2022

For queries and further instructions, please contact the respective Graduate Studies Office staff through the following numbers and/messenger accounts:

| | GS College | Contact Person | Telephone/ Landline Number | FB Messenger Account |
|-----------------------------|-------------------------------------|---------------------------|---|---|
| Graduate Studies | College of Arts and Sciences | Mr. Michael Ambong | 712-0005 to 6 local 135 | CAS GS Enrollment |
| | College of Business and Accountancy | Ms Chloe Peñafiel | 708-9188 and 700-9135 | CHMSU Grad School Fortune Towne |
| | College of Education | Ms. Raquel C. Nobleza | 712-0005 to 6 local 134 | COE-GS/TCP Enrollment and Admission Concerns |
| | College of Industrial Technology | Ms. Beatrice Tranquilo | 712-0005 to 6 local 120 | CIT GS Enrollment Inquiries - CHMSU Talisay |
| TCP | College of Education | Ms. Racquel C. Nobleza | 712-0005 to 6 local 134 | COE-GS/TCP Enrollment and Admission Concerns |

