ACADEMIC AFFAIRS
MSU-IIT
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PAMELA F. RESURRECCION, PhD
Vice Chancellor for Academic Affairs
This Institute

Subject: Output on the Post Admission and Registration Evaluation of OASG

Dear Vice Chancellor Resurreccion:

Please find attached the output of the Post Admission and Registration Evaluation of OASG.

Thank you very much for your continued support to our office Maam.

Very truly yours,

JOCELYN P. VILELA, PhD
OASG Head

OFFICE OF ADMISSIONS, SCHOLARSHIPS AND GRANTS
Post Admission and Registration Evaluation
September 6-7, 2024
Lanao del Norte

I.   Portal

Observations	Recommendations
Many students cannot open their portal due to non-existing email resulting in non-submission of the application in the portal.	The MSU-IIT Admission Portal will be launched after the SASE application period.
	Post infographics of the instructions for the portal and other relevant informations.
	OASG will post an announcement that students should keep the hard copy of their uploaded credentials in the IIT portal, and to keep their portal access credentials (such as email address, password and cellphone number).
	Remind the applicants to remember the email and password they used, as these are not the same as the SASE email/password combination.
	The same announcement will be posted in the portal too.
	Require students to have alternate email addresses in the portal. Any request for change of email address should require additional identification.
	Add some enhancement in the portal to make sure that the student has successfully submitted their application.
	Add manual verification of the documents, especially those with corresponding points in the criteria.
	Include verification and approval or rejection of application by OASG staff.
	To be vigilant in the academic year of issuance of report card, if the date is more than a year ago, notify the student and ask for the original copy for verification.
	Notify students through SMS and email for any concern. Should be system-generated.
Some students cannot access the portal especially those in the remote areas	Promote wide dissemination of the portal link to reach all students especially those from the remote areas.
Difficulty in accessing the students SASE result	Embed in the portal the Certificate of SASE result so that the students will no longer request for their SASE rating.
	Allow additional submission of DOST/MOST/CHED/AHME (Access to Higher and Modern Education)/MBHTE (Ministry of Basic, Higher and Technical

Submission of DOST/MOST/CHED (merit based scholarships/grants) and other supporting documents	Education) merit-based scholarships and grants supporting documents, such as Notice of Award. To set a deadline with consideration on the schedule of release of NOA.
	DOST/MOST/CHED scholars cannot demand for programs, but they will be given consideration on the DOST/MOST/CHED priority programs subject to availability of slots.
Deadline of the portal application and confirmation	Deadline of the portal should be one (1) month after the SASE administration
Request for additional submission of documents (EDI supporting documents)	**Can we allow this? Given that we have about 4 months for them to submit application.** This is okay as long as we have not yet commenced our ranking process. We should also determine the deadline for submitting EDI supporting documents. Or, we could set the same deadline for the portal application and the submission of EDI documents to be before we plan to start the ranking process. This year, that could be at the end of February.
Needs enhancement in the ranking process	**To adjust SASE equivalent points to actual, i.e., apply percentage weight to the actual result.**
	Needs strict evaluation/verification of uploaded documents especially those with corresponding points in the criteria.
	Early submission of results for Special Admission in the Arts from the Center for Culture and Arts, and in Sports from the Sports Development Office so that Notice of Program Slot Offering will be sent together with the 10% EDI affirmative action of the university. Or, **embed in the portal the requirements and related questions for Special Admission in the Arts and Sports.**

II. Notification/Invitation

Observations	Recommendations
Due to time constraint, confirmation deadline of those additional/ late qualifiers was within 24 hours only, starting August 2024	Strictly implement the 2-day deadline of confirmation of offered slots per approved policy.
Expired offer	

III. Confirmation

Observations	Recommendations
Cannot confirm due to "expired" invitation in the portal	For expired invitation, add an appeal facility for the students to request extension of the offer with valid reason
	No more Notice of Slot Confirmation but the deadline will be posted in the portal and confirmed slot is reflected in the portal.

IV. Documents

Observations	Recommendations
Not original and not updated Certificate of Good Moral Character	Certificate of Good Moral Character should be original copy, updated date and with purpose of "for college admission"
Non-issuance of Certification of Grades by the SHS	Certification of Grades will be replaced by a **Certified true copy of Form 137**
Income Tax Return or any certificate from BIR	**Income Tax Return should be for both parents. Alternatives are Form 2316, Certificate of Tax Exemption, and/or Overseas Employment Contract for OFWs**
	For deceased parents, require a Certificate of Death
	For students with separated parents and are staying with relatives, still require the parent's ITR or certificate of tax exemption as long as they are alive. If the parent is still alive but cannot be contacted or has abandoned the applicant, submit a Notarized Affidavit of Declaration of Absence. The notarized affidavit should include: 1. Title: Affidavit of Declaration of Absence 2. Applicant Information: Name, address, and relationship to the missing parent. 3. Details of the Parent: Name, last known address, and other identifying information. 4. Circumstances of Absence: Explain how and when the parent became absent, including any attempts to contact them. 5. Duration: Mention how long they have been absent. 6. Affirmation: A statement affirming that the information provided is true to the best of your knowledge. 7. Signature: Applicant signature and the date.
Non-awareness on the importance of the original copy of the SHS Report Card (SF9); **Should be non-negotiable**	**Grade 12 Report Card (SF9) should be original and non-negotiable.** May set the deadline of submission 1 week after the schedule of release of the report card by the DepEd provided the Notice of Program Slot Availability/Invitation has been sent via email.
	Announce requirements using infographics; post in the portal and give emphasis on the original copy of SHS card

	Check for the 2nd issuance of the report card (no parents signature, authenticity of signatories, transfer eligibility or recommendation for college admission not signed)
	Be vigilant for submitted transfer credentials instead of Grade 12 Report Card (SF9)
Birth certificate submitted are NSO copy or from the Local Civil Registry not from the PSA	**Birth Certificate should be PSA issued not NSO or from the Local Civil Registry**
Non-observance of the set deadline of submission of documents	Documents can be submitted through walk-in to the OUR or through courier service
Lacking submitted documents resulting to non-enrolment in the confirmed program	May enrol those with lacking documents, **except the original Grade 12 report card (SF9),** but must consider the lacking document/s as a liability in the clearance.
	Resubmission is extra task so we should set a date/schedule for resubmission of lacking documents
	Notify students for lacking documents in the portal and set deadline for resubmission
	Add personnel to receive and verify submitted documents
Checklist Enhancement	Update the checklist and exclude the 2x2 ID picture but to include the picture (soft copy) in the manual verification in the portal because this will be utilized in the ID printing and in the students records in the OUR;
	Replace certificate of grades by Certified True Copy of Form 137.
Edited data in the portal of some students and edited submitted documents	Be vigilant with the authenticity of submitted documents.

V. Enrollment

Observations	Recommendations
During the 1st week of the enrolment - lacking/over subjects in block offerings; the department/college not yet ready.	To address the lacking/over subjects of the department/college, require departments/colleges to submit the printed copy of their block offerings with corresponding course offerings including the 2nd section of their laboratory subjects.
	We can start our freshmen enrollment on May 2025, as this year DEPED's target for the end of classes will be in the 2nd or 3rd week of April 2025 provided SASE results are released.

	Programs with examination and/or interview requirements should schedule their activities prior to the start of the ranking process.
Towards end of the enrolment - Some subjects were removed from the block and not returned resulting to lacking of subjects in the block offerings because staff from the Office of the University Registrar removed the subject from the block and process load revision form to the subjects intended for the freshmen without returning the subject back to the block	The OUR staff and College Deputized Registrar should not edit or remove subjects from the block or if unavoidable in the case of signed load revision form by the subject teacher, block number must be reflected again for the said subject.
Students emailed OASG for withdrawal but some emails were unread or if read, it was already late	Add facility for withdrawal of the confirmed slot for easy data generation and in order not to miss out on requests.
	On behalf of the student, OASG staff can manually enter the data of withdrawal so that the student will be tagged as withdrawn.
Students confirmed the offered slot without intention of enrolling in IIT and not informing OASG resulting to vacated slots during start of classes and late enrolment of replacements	To avoid unfilled slots due to non-submission of documents, remove those who haven't submitted after the set deadline.
Class sizes beyond 40 of some freshmen subjects	Implement no more class size beyond 40 students
Special requests for the students in Sports and Arts	To give attention to special concerns for arts and sports, ex. all students for arts or sports will be enrolled in the same section for NSTP.
Too many requests of COR via email	Certificate of Registration will be uploaded in the portal regularly.

VI. General Concerns

Observations	Recommendations
Students with low SASE scores or low rating in the ranking rally/vigil at the gate hoping to enrol in IIT	**Discourage such actions. We do not tolerate such behaviours as we are implementing our admission policy.** **Coordinate with the SID and the local authorities of LGU-Iligan so that those rallies can be dispersed immediately.**
Some students with high SASE scores were transferred to few vacated highly subscribed programs, then the information was spread by the concern urging other students to be transferred also to the same program, however, there are no more slots available	Students cannot demand for programs especially that slots offered are only the vacated ones.

Spreading of wrong or incomplete information, creating misunderstanding of the process	Post announcement that official communications should only come from the MSU-IIT Office of Communications and/or MSU-IIT Office of Admissions, Scholarship and Grants
Some parents visit the office claiming that their children deserved to be enrolled in IIT, however, their children's ranks are way below the cut-off	Parents cannot demand for special admission of their children because we are implementing the approved admission policy.
Non-awareness on the BET program as a degree or 4-year program resulting to non-confirmation of the offered slot in the BET program	Include this in the infographics. COE must promote their programs.
Some took the SASE but was already enrolled in a university, with college background	Include in the infographics. Be vigilant in the verification of documents in the portal and in verification of submitted documents.

Submitted by:

Jocelyn P. Vilela, PhD
OASG Head