ABOUT ADMISSION

HISTORY OF ADMISSIONS OFFICE

Originally a part of the then Office of Registration and Records Management, the UE Admissions Office was created in the early 1980s to take charge of the implementation of policies on admission and preliminaries to matriculation. The Admissions Office examines and processes the entrance credentials of freshmen applicants, transferees, degreeholders and cross-registrants and incoming Senior High School Grade 11 applicants seeking admission to the University.

The UE Admissions Office is headed by a Director at the Manila Campus and an Assistant Director at the Caloocan Campus.

The first Director of the UE Admissions Office was Dr. Pocidio C.M. Quiambao, Jr., Who was appointed in 1983. The Directors who succeeded Dr. Quaimbao through the years were Romeo Q. Armada; Maximo S. Gomez; Erwin B. Bermillo; Marcelo E. Vergara, who is presently the University Registrar; Ruth S. Palanca.

The first Assistant Director of the UE Admissions Office was Engr. Julius Mallillin in 1996.He was then succeeded by Bernadette A. Viduya in 2005.

MISSION AND PHILOSPHY

In pursuit of the University’s mission in dedicating itself to the service of the youth, country and God, the Admissions Office is committed to making the University accessible to all applicants who wish to be admitted and who want to avail of the school’s academic services towards improvement of themselves and the community.

A. General Objectives

The Admissions Office shall serve as linkage of the University to all applicants who wish to be admitted and enrolled in the degree programs and avail of other services offered by the University.

B. Specific Objectives

To inform all applicants for admission of:

a) the admission policies/procedures

b) the various scholarships and grants available, and the requirements thereof

To screen and process the applications for admissions of junior high school completers, senior high school graduates, transferees, degree holders and cross-registrants.

To conduct/administer the UE Competency and Interest Assessment (UE-CAIA) to incoming Senior High School (Grade 11) and the UE College Entrance Test (CET) to prospective freshmen and tranferees and to assist them in their enrollment.

To assist foreign student applicants in their application for issuance of a Study Permit and a Student Visa at the Bureau of Immigration/Department of Foreign Affairs.

To assist prospective students in their application for possible scholarships and/or grants.

Office Staff

ELOIDA C. DAGUMBOY

Director

SUSAN M. AGGABAO

Sr. Administrative Assistant

PETER MARC S. RAMOS

Sr. Office Assistant

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