ENHANCED BulSU GUIDELINES ON
COLLEGE FRESHMAN ADMISSION FOR A.Y. 2021 – 2022

The battle against COVID-19 pandemic has not yet been won. The adverse effects of the pandemic still continue and have indeed brought about a lot of changes in various life situations. Even the education sector has not been spared and is in fact closely monitoring the COVID-19 effects on primary and traditional educational processes. Taking some precautionary measures so as to avoid the spread of the virus makes the normal physical conduct of the college admission test a crucial and debatable issue.

The National Conference of State Legislature- Higher Education Responses to Coronavirus (COVID-19) in 2020, mentioned that due to restrictions, campus visits and admission testings were both significantly disrupted. More than 300 schools extended admissions and many of them utilized the hybrid type of admission and some waived Scholastic Assessment Test requirements. Likewise, as cited in CHED Advisory No. 2 on Covid-19, dated March 11, 2020, HEIs should be prepared for the possibility of a community-level transmission and should have established protocols in the prevention, control and mitigation of the spread of the Corona Virus disease in HEIs. The higher education institutions (HEIs) have a plan on how to implement these considerations whether to still give an admission test/assessment as part of the parameters for the entire freshman admission process or not. Options to choose from have been offered to address the issue such as administering a paper-and-pen admission test (subject to IATF and LGU COVID-19 protocols and coordination), conducting an online admission test, administering a hybrid of paper-and-pen and online mode for the admission test, or a non-admission test in which the HEI may consider an applicant's personal data sheet and high school records (e.g., GPAs) among others to arrive at a decision for admission, or a moratorium on freshman admission. Diverse perceptions on the pros and cons of the five aforesaid options have been forwarded.

It is for this reason that upon further consultation and coordination sessions between and among the units concerned, the Bulacan State University, adhering to its brand of quality and excellence while being conscious of the utmost safety of its clientele, came up with another option, namely, a hybrid of an applicant's scholastic records that include a conduct of an online admission assessment **with his/her Grade 11 and Grades 12-1st semester mean GPAs, strand taken, grades in specialized subjects, admission assessment score** and of his/her personal data.

Part I. Online Application

A. General Guidelines

1. Who may apply?

   - Senior high school graduates from a DepEd-recognized high school or an accredited secondary school abroad;

2. Documents to be Submitted

   2.1. Certified True Copy (with school seal) of Form 138 (for the First and Second Semesters of Grade 11 and First semester of Grade 12)

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2.2. Two (2) pcs. of 2″ x 2″ ID pictures with a name tag and white background.

3. Grade Requirements

3.1. For programs with Board/Licensure Examinations, an applicant must have a General Point Average (GPA) of 85% or better for the First and Second Semesters of his/her Grade 11 and First semester of Grade 12; must belong to the upper percentage (identified in Table 1) of the graduating class [secure a certification from the School Principal].

Table 1. Upper Percentage with Respect to the Number of Students of the Graduating Class

Number of Students per Graduating Catch (public or private school)	Upper Percentage (%)
100 or less	5
101- 400	10
401- 800	15
801 and above	20

3.2. For non-board programs, the required General Point Average (GPA) is 83% or better for the First and Second Semesters of their Grade 11 and 2nd semester of Grade 12;

3. 3. For the College of Industrial Technology, there is no particular GWA requirement, but preferably coming from the Technical-Vocational-Livelihood (TVL) Track, with relevant National Certificate (NCI, NC2);

4. Program/Course Options

4.1. 1st Choice Program. This is the program that the applicant prefers to be admitted to. This is his/her primary interest in which he/she intends to further his/her knowledge and skills.

4.2. 2nd Choice Program. In case the applicant does not meet the criteria of his/her priority program, he/she will be considered in this program, subject to the criteria set by the College.

5. Grounds for Disqualification of Application

5.1. Misrepresentation of information entered in the application portal
5.2. Violation of the application instructions
5.3. Non-submission of documents as scheduled.

6. Schedule of Application

February to April, 2021

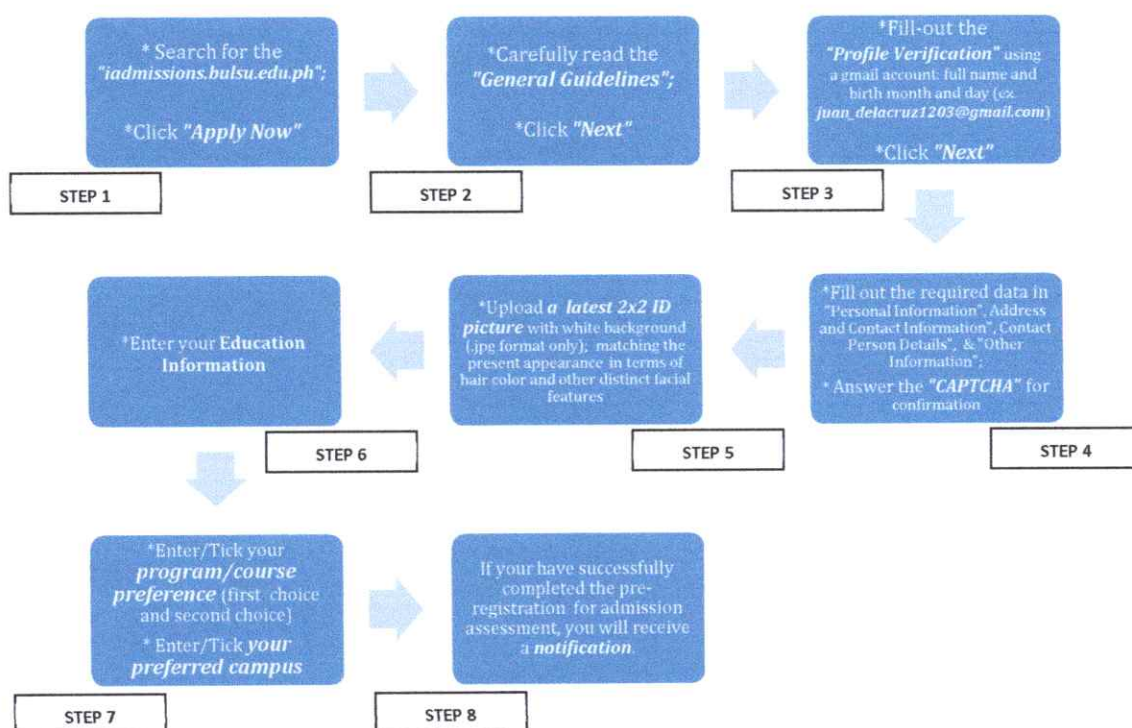**B. Procedures for Online Application**

1. To start, search for *"iadmissions.bulsu.edu.ph"*; for new applicants, click "Apply Now"

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2. Carefully read the "General Guidelines". After doing so, check the box found after the guidelines, suggesting that you have read and understood all of the statements, and then click "Next"

3. Fill-out the "Profile Verification" with all of the necessary information. Applicants are required to use a gmail account with their **full name and birth month and day** (ex. *juandelacruz1203@gmail.com*) and regularly visit the Admission and Orientations Services Office website *"iadmissions.bulsu.edu.ph"* for updates and announcements. Then click "Next" after filling-out the necessary information.

4. Proceed and fill-out all the required data in "Personal Information", "Address and Contact Information", "Contact Person Details", "Parents' Details", and "Other Information", then answer the "CAPTCHA" for Confirmation. Strictly review all of your entered information before submitting it to Pre-Registration.

5. Upload a 2x2-ID Picture with white background (.jpg format only). The picture should have been taken recently and should exactly match your present appearance in terms of hair color or any other distinguishing facial feature.

6. Enter your Education Information.

7. Enter/Tick your program/course preference (1st choice and 2nd choice) and the preferred campus.

8. If you have successfully completed the pre-registration for admission assessment, you will receive a notification.

Figure 1. Flow Chart for the Procedures for Online Application

Reminders:

1. To be considered as an official applicant, one must complete your online application on or before the set deadline.

2. Applicants are required to use a gmail account with their **full name and birth month and date** (ex. *juan_delacruz1203@gmail.com*)

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3. Regularly visit the Admission and Orientations Services Office website *"iadmissions.bulsu.edu.ph"* for updates and announcements.
4. For any question and clarification, email at *"admissions@bulsu.edu.ph"*.
5. Applicants who do not have access to online facilities may secure copies of the Application Form and of the Online Caravan for Indigent Students Form (for online application and admission assessment) at the designated area (a gate of the campus concerned); the accomplished forms with the certified true copies of the required documents may be sent via courier or drop-off boxes designated by the University on the date stipulated.

Part II. Online Admission Assessment

A. General Guidelines

1. Who may take the admission assessment?
   - Applicants who have received the notification that they have successfully completed the pre-registration for admission assessment.
2. **Five working days before the administration of the admission assessment**, a applicant will be informed of the exact date and time and the specific instructions via his/her valid email address; there will a pre-registration with a link sent (via the valid email address of a qualified applicant) **one hour before the actual online admission assessment**; this is for the assessment taker to confirm the receipt of the information.
3. The link for the admission assessment instrument can be accessed via the applicant's valid email address only during the specified date and time. Applicants will take the admission assessment all at the same time.
4. The admission assessment will strictly be administered within the specified time limit; each item including the personal information section is allotted a time limit to accomplish.
5. Any of the following gadgets may be used for the online test: desktop, laptop, or cellphone that can access the google form;
6. In case of connectivity failure:
   6.1. if only an interruption occurs during the conduct of the assessment, the assessment taker may just simply reload the page and continue with online assessment;
   6.2. if there is a connection loss during the assessment conduct, the assessment taker may restart via the link provided; and
   6.3. when the aforesaid circumstances occur, the time limit set remains the same.
7. Schedule of the Online Admission Assessment will be in June.

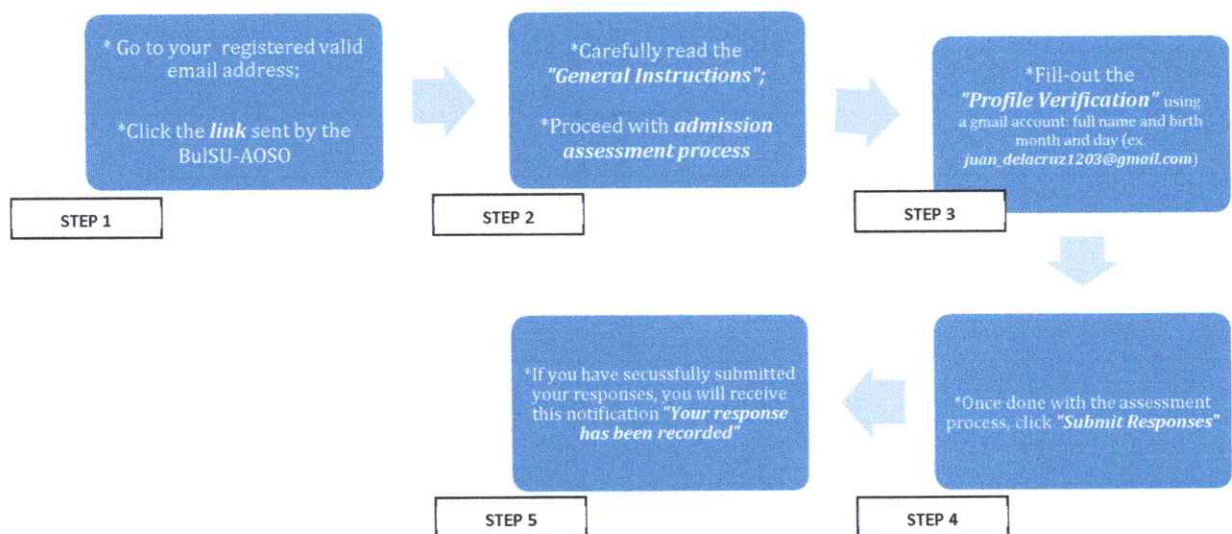### B. Procedures for the Administration of Online Admission Assessment

1. To start the assessment, go to your registered valid email address; click on the link sent by the BulSU-Admission and Orientation Services Office (AOSO).
2. Carefully read the "General Instructions"; after doing so, you may proceed with the admission assessment process; be reminded that the assessment is within a time limit and that each item form is likewise time-bound;
3. Carefully fill out the "Profile Verification" with all the needed information (It is important to use your **registered valid g-mail address** with their **full name and birth month and date** (ex. *juandelacruz1203@gmail.com*) to check for the verification from the website).
4. Once done with the assessment, click *"Submit responses"*

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5. If you have successfully submitted your responses, you will receive this notification *"Your response has been recorded*

Figure 2. Flow Chart for Procedures for the Administration of Online Admission Assessment

STEP 1	STEP 2	STEP 3
* Go to your registered valid email address; *Click the **link** sent by the BulSU-AOSO	*Carefully read the *"General Instructions"*; *Proceed with *admission assessment process*	*Fill-out the *"Profile Verification"* using a gmail account: full name and birth month and day (ex. *juan_delacruz1203@gmail.com*)

STEP 5	STEP 4
*If you have secussfully submitted your responses, you will receive this notification *"Your response has been recorded"*	*Once done with the assessment process, click *"Submit Responses"*

Reminders

1. An admission assessment taker must be ready on the scheduled date (at least 30 minutes prior to the specified time) with a fully-charged gadget and stable connectivity.
2. Check on the gadget connectivity at least a day before the scheduled online admission assessment.
3. Applicants who do not have access to online facilities may secure copies of the Application Form and of the Online Caravan for Indigent Students Form (for online application and admission assessment) at the designated area (a gate of the campus concerned); the accomplished forms with the certified true copies of the required documents may be sent via courier or drop-off boxes designated by the University on the date stipulated.

Part III. Selection of Qualifiers

A. General Guidelines & Procedures

1. Who will compose the selection committees?

1.1. The Admission and Orientation Services Office will take charge of the preparation of the results and the pertinent data of the applicants based on the criteria for selection *(kindly see Table 1)*; the documents will be forwarded to the College Dean of the Program/s concerned.

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1.2. A local admission committee composed of the College Dean, College Secretary, and Department Head/s and/or Program Chairs/s will evaluate the applicants based on the submitted results against the other criteria for the selection of qualifiers *(kindly refer to Tables 1, 2, & 3, 4 and Appendices A, B, & C)*.

1.3. Based on the evaluation conducted by the local selection committee, shortlists of applicants will be submitted and subjected to the appraisal and discretion of the Office of the President.

2. For board programs, a supplementary assessment may be considered to evaluate whether an applicant has achieved the academic standard required for a Pass level. A supplementary assessment of skills may likewise be considered in those board programs that greatly require talents/skills (e.g. BS Architecture and BS Landscape Architecture). The supplementary assessment may constitute 50% of the total admission assessment.

3. As deemed necessary, measuring the communication and other related skills may be done through an interview with a scoring rubric. (Please see Table 2 below)

Table 2. Rubric for the Interview

Indicators	Maximum Score	Applicant's Score
Delivery (communication skills)	30	
Content (Program-related skills)	70	
TOTAL	**100**	

Note: Considering the peculiarity of the Program concerned, the local admission committee may modify and be more specific.

B. Criteria for Selection of Qualifiers

For the selection of qualifiers, the criteria (with corresponding requirements and percentages) in Table 3 must be followed. The approved Guidelines for Affirmative Action Programs for Freshman Admission serves as the basis.

Table 3. Criteria for the Selection of Qualifiers

Criteria	Requirements	Percentage

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A. Scholastic Records		
1. Grade 11 Mean GPA and Grade 12 (1st Sem)	Form 138	30
2. Strand Taken (See Appendix A & C)		20
3. Grades in Specialized Subjects[1] (See Appendix B)		20
4. Admission Assessment Score	Admission Assessment Form	10
B. Personal Data		
1. Resident of:		
1.1. the Province of Bulacan	Barangay Certification	2
1.2. Other Province in the Region 3		1
2. *(only one of the criteria is to be considered)*		
2.1. Member of an Indigenous Cultural Community (ICC)/Indigenous People (IP);	Membership Certificate/Barangay-issued Certificate	3
2.2. Member of Pantawid Pamilya Pilipino Program (4Ps);	Membership Certificate/Barangay-issued Certification	
2.3. Student with Special Needs (SSN)[2] and other Types of Disabilities	Membership Certificate / Identification Card (ID)	
2.4. Graduate of Alternative Learning System (ALS)	Accreditation & Equivalency Assessment and Certification	
3. Child of a Solo Parent[3]	Solo Parent ID	3
4. With Exemplary Artistic and Athletic Ability	Certificate from the Heads of the school- or community-based organizations (civic and/or religious orgs)	3
5. Member of a BulSU Adopted Community / Child of a BulSU Employee[4]	Certificate from the University Extension Office/Parent's latest Employee ID	5
6. Graduate of BulSU-LHS	Form 138	3
TOTAL		**100**

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Note:
- *Certified true copies of the required documents must be submitted via courier or drop-off boxes designated by the University.*
- *For Letter B.2., only one criterion will be considered.*
- *Students with Special Needs (SWNs) and other types of disabilities will be given special assistance by the AOSO to facilitate the application and admission assessment.*

Table 4. Distribution of Percentage per Strand (see Appendix C)

Indicators	Percentage
The strand is related to the course[5]	20
The strand is an allied course[6]	15
The strand is not related to the course[7]	10

Note: The point system is relative to Table 3.A.2 indicator (Strand Taken) which receives 20 points.

C. Grounds for Disqualification of Admission to the University

1. Misrepresentation of information entered in any of the submitted forms
2. Non-submission of documents as scheduled.
3. Dishonesty in the examination.

D. Definition of Terms

[1]**Specialized Subjects**. These are the nine (9) subjects that are taken exclusively by the students in Senior High School who have chosen a particular strand under the Academic Track; for TVL track these are considered subjects with National Certificate (NC).

[2]**Student with Special Needs**. A person with disability who suffers from restriction of different abilities, as a result of a mental, physical, or sensory impairment to perform an activity in the manner or within the range considered normal for a human being (RA 7277); they are children given school accommodation regardless of their physical, intellectual, social, emotional, linguistic, or other conditions. (unesco.org)

[3]**Solo Parent.** A solo parent, as defined by RA 8972 ("An Act Providing for the Benefits and Privileges to Solo Parents and their Children") is a woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender, provided that mother keeps and raises the child; a parent left solo or alone with the responsibility of parenthood; an unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution; any other person who solely provides parental care and support to a child or children; any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent (Paunan, 2018).

[4]**Child of a BulSU Employee**. A child of either a regular or non-regular employee who has been serving the University for at least one year. The child will be admitted to any College Program for which the entrant qualifies (GAAP for Freshman Admission).

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[5]**Related Courses.** These are courses/ programs that are directly connected with the strand taken from the Senior High School.

[6]**Allied Courses**. These are courses or programs that are having or being in close association with the strand taken from the Senior High School but not fully connected with it.

[7]**Not related courses. These** courses/ programs that are not connected in any way with the strand taken from the Senior High School.

Note: Numbers 5, 6, & & terms are operationally defined and patterned after the vertical articulation provisions for faculty)

E. References:

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*** *The guidelines were approved by the EXECOM during its meeting held at the Board Room last February 2, 2021*