



Enrolling in CHED Courses

ABOUT THE SERVICE

Any student who are qualified for college level can enroll in the City College of Naga provided that he / she passed the college entrance exam.

Department / Office:		CITY COLLEGE OF NAGA		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Old, New and Transferee Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Result of Entrance Exam 		Guidance Office		
<ul style="list-style-type: none"> Form 137 & Form 138 		School where he/she graduated		
<ul style="list-style-type: none"> Transcript of Records (for transferee) 		School where he/she previously enrolled		
<ul style="list-style-type: none"> Honorable Dismissal (for Transferee) 		School where he/she previously enrolled		
<ul style="list-style-type: none"> NSO Birth Certificate / Marriage Contract 		Philippine Statistics Authority		
<ul style="list-style-type: none"> Certification of Good Moral 		School where he/she previously enrolled		
<ul style="list-style-type: none"> Guidance Admission 		Guidance Counselor		
<ul style="list-style-type: none"> Pictures: <ol style="list-style-type: none"> 2 pcs 1 x 1 – for ID 2 pcs 2 x2 –Guidance Office White background With Collar 				
<ul style="list-style-type: none"> Brown Envelope – Long Size 				
ADDITIONAL REQUIREMENTS FOR BS IN MIDWIFERY:				
<ul style="list-style-type: none"> Transcript of Records <ol style="list-style-type: none"> Original Copy Remarks: Valid for CCN 		School where he/she previously enrolled		
<ul style="list-style-type: none"> Updated PRC License – Xerox only and unedited 		PRC Professional Regulation Commission (PRC)		
ADDITIONAL REQUIREMENTS THIS PANDEMIC ONLY:				
<ul style="list-style-type: none"> Vaccine Card 		City Health Office or MHO or DOH		
<ul style="list-style-type: none"> Philhealth - MDR 		Philhealth		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the entrance exam notification.	2. Verify from the list of passers.		1 minute	HERNANE R. ERFE Registrar
3. Submit all requirements.	4. Verification of requirements.		3 minutes	DIVINE GRACE M. RAÑOLA Staff
5. Fill up the enrollment form with the subjects to enroll.			15 minutes	



6. Submit the enrollment form for processing.	7. Verify the data including the subjects enrolled.		10 minutes	HERNANE R. ERFE Registrar
8. Received letter request for Form 137.	9. Receives Form 137.		2 minutes	DIVINE GRACE M. RAÑOLA Staff
	10. Release of class cards.		2 minutes	HERNANE R. ERFE Registrar
	11. Release of school I.D., and Student Manual.		1 minute	ANNE M. PANES Guidance Counselor
	12. Release of enrollment Form with ENROLLED stamp.		1 minute	DIVINE GRACE M. RAÑOLA Staff
13. Student receives Class Card, student I.D., and enrollment form.			10 seconds	DIVINE GRACE M. RAÑOLA Staff
TOTAL		None	35 minutes & 10 seconds	

CITY COLLEGE OF NAGA

Diversion Road, Almeda Highway, Concepcion Grande, Naga City

For more information, please contact:

Hernane R. Efe, Registrar

Cellphone No. 09178071240

Dr. Magno S. Conag Jr., LUC President

Email: ccn@naga.gov.ph