



BAGONG PILIPINAS

COLEGIO NG LUNGSOD NG BATANGAS

TESTING & ADMISSION SERVICES MANUAL

2024

Creating Lifelong Builders

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Batangas City Coliseum Compound Brgy. Poblacion 20, Batangas City



CLB FOUNDING FATHER



ATTY. EDUARDO B. DIMACUHA
Former Mayor, Batangas City

THE COLLEGE SEAL



The CLB seal is simple. Its symbolism is as old as man's quest for knowledge and truth represented by the open book and the quilled pen and as noble as the aspiration of the city government, represented by the Official Seal, to reach out to the less fortunate but deserving students through a free college education.

Framing the symbols are the traditional ideals of EXCELLENTIA (Excellence) BENEFICENTIA (Benevolence and Goodwill) so that DESARROLLO (Development) in all aspects of life will be there for every Batangueño to enjoy.

And the big bold letters of the COLEGIO NG LUNGSOD NG BATANGAS established in 2006 proudly proclaim it will not fail in its lofty aspiration and noble mission.

COLEGIO NG LUNGSOD NG BATANGAS HYMN

LYRICS AND MUSIC BY: LEMUEL M. GUICO

**Colegio ng Lungsod ng Batangas
Hindi hadlang ang kahirapan Talino at kakayahan
Tatatak sa buong bansa**

**Colegio ng Lungsod ng Batangas
Liliwanag ang kinabukasan
Edukasyon de kalidad
Alay sa ating kabataan**

**Mabuhay, Mabuhay Colegio ng Lungsod ng Batangas
Mabuhay, Mabuhay Colegio ng Lungsod ng Batangas**

**Colegio ng Lungsod ng Batangas
Punong Baya't mga mamamayan
Kapit bisig haharapin
Hamon sa ating Kabataan.**

HISTORY OF COLEGIO NG LUNGSOD NG BATANGAS

By virtue of Executive Order No. 26 dated August 20, 2005, thru the late Mayor Eduardo B. Dimacuha, the Committee for the establishment of the Pamantasan ng Lungsod ng Batangas was created to provide quality but affordable education more particularly to the talented but poor student populace. The Committee was chaired by Atty. Narciso Macarandang with the following as members, Atty. Reginald Dimacuha, Mr. Felipe Baroja, Engr. Januario Godoy, Dr. Rosanna Carmelita Barrion, the late City Treasurer, Mr. Benjamin Pargas, Dr. Angelito Bagui, Atty. Edelwina Sabido, Mr. Edilberto Perez, Mrs. Leticia Chua, Mr. Manolo Perlada, and Mrs. Luz Amparo.

The Committee drafted the Charter, prepared the curriculum, the organizational structure of the College officials, faculty and administrative personnel, the school site and facilities, and all other documents according to the requirements of the Commission on Higher Education for the degree courses and of Technical Education and Skills Development Authority (TESDA) for the 2-year courses. On October 24, 2005, the account of the City Ordinance No. 16 s. 2005, the establishment of the Pamantasan ng Lungsod ng Batangas was approved. Having completed the task, the Committee work was terminated, and the responsibility was taken over by the Board of Regents as a policy-making body.

However, Ordinance No. 16 had to be amended according to a directive from the Commission on Higher Education (CHED) that all new institutions of higher learning have to start as a college. Another Ordinance No. 15, s. 2006 dated February 20, 2006, was passed changing the name of Pamantasan ng Lungsod ng Batangas to Colegio ng Lungsod ng Batangas. The permit to operate from the CHED was issued on April 11, 2006, which states that:

“In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994”, and by virtue of Resolution No. R420-97, s. 1997, of the Commission, the Colegio ng Lungsod ng Batangas, Batangas City, is hereby authorized to offer the First Year Level of the Bachelor of Science in Commerce (BSC, major in Management) and Bachelor in Elementary Education (BEED) effective Collegiate Year (CY) 2006-2007.

For its official offering, Colegio opened courses for four-year degree Programs- Bachelor in Elementary Education and Bachelor of Science in Commerce and two-year Courses- Computer Programming and Computer Technician. In its first semester of the school year 2006-2007, June 5, 2006, three hundred two (302) students have availed of free college education.

In 2010, as Colegio ng Lungsod ng Batangas reaches Batangueños youth, it revamps its curricular offerings. From the previous, Computer Programming and Computer Technician, it was changed into a two-year program in Information and Communications Technology. From Bachelor of Science in Commerce, the institution opens Bachelor of Science in Business Administration with two major offerings Marketing Management and Operations Management. In the year 2010, during its First Commencement Exercises, the College conferred degrees to its first batch of bachelor's degree graduates, 53 graduates of Bachelor of Elementary Education, 61 graduates of Bachelor of Science in Commerce, major in Management, and 140 graduates of Certificate in Information and Communication Technology.

The Batangas City Government continues to make the dreams of Batangueños a reality through affordable and quality education at Colegio ng Lungsod ng Batangas. However, as the Colegio progresses, there is a need to amend certain provisions of Ordinance No. 16 s. 2005 to conform with the Commission on Higher Education Memorandum Order No. 32 series of 2006. Thus, Ordinance No. 31 S. 2016 amends that the governance of Colegio ng Lungsod ng Batangas is vested and exercised by the Board of Trustees known as the Board of Trustees of Colegio ng Lungsod ng Batangas. The Board of Trustees is composed of the Chairman of the Board, the Vice Chairman, the President of the Faculty Association, the President of the Student Executive Council, the President of the Alumni Association, the Chairman of the Sanggunian Committee on Education, and a representative from the industry, and a representative of Association of Local Colleges and Universities (ALCU).

In the year 2016, City Ordinance No. 31, s. 2016, according to Higher Education Memorandum Order No.32, s. 2016 was approved by the City Mayor. This paved the way for the offering of the first batch of Bachelor of Business Administration program for Batangas City government employees. The following year that ensued saw the offering of

the evening class for local government employees as an extension program of the college. A new CLB building was inaugurated the following year. The year 2019 was a period of growth for the College as the college offered 3 new four-year programs Bachelor of Technology and Livelihood Education (BTLED), Bachelor of Physical Education (BPED), and Bachelor of Science in Accountancy (BSA).

CLB set its eyes on quality assurance in the year 2020 when it sought the Association of Local Colleges and Universities Commission on Accreditation (ALCUCOA) and was granted the Accredited institution status the following year, 2021. It was also in the same year that CLB was blessed with two significant recognitions, the Gawad Parangal 2021 from the Commission on Higher Education (CHED), and the National Network of Quality Assurance Agencies (NNQAA) Certificate of Accreditation. Soaring higher, in AY 2023-2024, the College had additional majors under its BSBA program, Human Resource Management and Financial Management.

As the years continue to unfold with all its opportunities and challenges, CLB remains steadfast in its undying commitment to the noble task of giving every Batangueño youth the educational opportunity that is his/her birthright.

PHILOSOPHY OF EDUCATION

The Heart of Education is the Transformation of the Human Person into a “Universal Man” in harmony with nature and life transcending the barriers of race, creed and human imperfection

VISION

Colegio ng Lungsod ng Batangas is a prime producer of excellent, benevolent, and disciplined citizens instrumental to community development through inclusive and equitable quality education.

MISSION

To provide curricular programs with quality instruction, relevant research, and responsive extension services catering to the dynamic needs of the society.

GOALS AND OBJECTIVES

The Colegio ng Lungsod ng Batangas aims to:

- Uphold academic excellence through providing various programs and disciplines that are responsive to the needs of a society that is dynamic and progressive
- Provide distinct instructional strategies to develop competitive individuals; Promote moral and spiritual development that will enhance human character and dignity; and
- Strengthen involvement in research endeavors and community extension services through varied economic and environmental projects

CORE VALUES

EXCELLENCE

We are committed to continuous improvement towards excellence to meet global standards.

BENEVOLENCE

We strive to contribute to the greatest benefit of the community through education.

DIGNITY

We hold high standards of character to ensure harmonious college environment.

COMMITMENT

We advocate a strong sense of commitment to individuals and career growth.

LEADERSHIP

We support service and social responsibility for nation building.

BOLDNESS

We encourage scholarly challenges for professional success.

TABLE OF CONTENTS

TESTING AND ADMISSION SERVICES	1
Mission	1
Vision	1
Goal Objectives	1
POLICIES FOR ADMISSION	2
ADMISSION PROCEDURE	3
For Incoming First Year Students	3
Additional Requirements	5
EXAMINATION GUIDELINES	
Policies in administration of entrance examination before the examination	7
Policies in entrance examination of student examinees during the examination	7
Grounds for Disqualification	8
Policies in administration of entrance examination for proctors	8
NIGHT CLASS (GOVERNMENT EMPLOYEES)	10
Night Class Admission Policies	10
Night Class Admission Procedures	10
Additional Requirements	11

TESTING AND ADMISSION SERVICES

VISION

The vision of the Testing and Admission Services (TAS) envision a dynamic learning community made up of stakeholders with varied viewpoints and backgrounds in an academic atmosphere that supports the development of concern, responsible, service and social competency.

MISSION

Testing and Admission Services (TAS) is recruit, admit, and encourage applicants who are intellectually excellent, positive in activities, and active in a wide range of fields. It is the College's experience and judgment that such a mix of students fosters a vibrant educational environment that provides the best educational experience for all students.

GOAL

To offer a quality program that provides students with various activities to help them boost their self-esteem and be more self-aware to discover full potential; improve relationships to effectively relate with other people; and unveil a deeper meaning and purpose in life.

OBJECTIVES

The Testing and Admission Services (TAS) aims to facilitate students-applicants:

- a. Observe interests and objectives through self-revelation and have the option to recognize qualities and shortcomings to arrive at maximum capacity.
- b. Resolve on insightful and educated choices to autonomously dealt with their own lives.
- c. Create positive qualities and frames of mind to viably identify with various people which will help improve connections.
- d. Advancement scholastically by method for boosting confidence and accomplish abnormal state of polished methodology to improve personal satisfaction through profession/ scholarly/ professional advising, development and checking administrations.
- e. Get fundamental abilities that are basic towards comprehensive advancement by methods for individual/bunch advising, and direction classes and upgrade programs.
- f. Evaluate different characters and limits through mental appraisal.

POLICIES FOR ADMISSION



The Colegio ng Lungsod ng Batangas welcomes all qualified students regardless of age, sex, religious beliefs, physical disabilities, nationality or political affiliations.



Entrance requirements for each undergraduate program are prescribed by the individual colleges and approved by the College Administrator.



It is necessary that a student is in good health, as certified by competent medical authorities recognized by the college, to be allowed to enroll. If the student is found to be medically unfit to study, the privilege of admission may be withdrawn upon recommendation of a competent authority



Qualified students with deficient admission requirements will not be admitted.



Students transferring from other schools follow the admission process and requirements laid out for new students. Some exemptions or additions may be set by the College Registrar.



No admission of siblings in the same academic year.



Documents and credentials required for admission become the property of Colegio ng Lungsod ng Batangas. They will not be returned to the applicants.

ADMISSION PROCEDURES

Students who wish to study in Colegio ng Lungsod ng Batangas must adhere to the policies of admission and procedures as follows:

FOR INCOMING FIRST YEAR

STEP 1

Secure the Application Form for CLB Admission from the Testing and Admission Services (TAS) or Access online application using the link (<http://clb.edu.ph/e-system/home/login>) to encode completely the needed information in the application form. The student applicant or parents/guardian will undergo initial interview and assessment upon visiting. The applicants should secure the following requirements prior to the deadline of filing. The Application period will start on February ends on May.

STEP 2

The student applicant must submit the original and photocopy of the following admission documents to the Admission or Testing Personnel:

ORIGINAL AND PHOTOCOPY OF THE FOLLOWING:

A. VOTER'S REGISTRATION RECORD (VRR)

The student-applicant must be bonafide resident of Batangas City for at least one (1) year from the date of application as proven of the following documents:

a. Voter's Registration Record (VRR) of applicant if a registered voter, if not, VRR of applicant's parents only must be submitted.

B. REPORT CARD

a. If **graduating**, the applicant must submit a photocopy of Senior High School Report Card (last grading period), with dry seal and authenticated by the principal, showing an average of at least 80% and for BS Accountancy, student-applicant must be in Accountancy, Business and Management Strand and have a general average of 90%.

b. In case of **senior high school graduate**, Original copy and Xerox copy of Report Card (FORM 138) with a general average of least 80% and for BS Accountancy, student-applicant must be in Accountancy, Business and Management Strand and have a general average of 90%.

c. If **ALS graduate**, must submit an original and photocopy of Certificate of Rating (COR) and DepEd ALS AF-5 form, showing that the applicant passed the ALS Assessment & Equivalency (A&E) Test and must be eligible for college. d. If transferee from other college must submit an original and photocopy of Transcript of Records (TOR) with an average of 2.5 and without a grade of 5.0 of his/her last semesters.

d. If **transferee** from other college must submit an original and photocopy of Transcript of Records (TOR) with an average of 2.5 and without a grade of 5.0 of his/her last semesters.

C. PROOF OF INCOME

The student applicant must submit the original and photocopy of the following admission documents to the Admission or Testing Personnel:

a. For **Regular Employee**, the latest Income Tax Return of parents showing a joint annual gross income of not more than P350,000.00 per annum.

b. For **Contractual/Temporary Employee**, the latest Certificate of Employment or Contract showing the length of service and monthly income with benefits.

c. For **Overseas Filipino Worker (OFW)**, Photocopy of Overseas Employment Contract showing the length of service and monthly income with benefits.

D. CERTIFICATE OF GOOD MORAL:

From the last school attended with dry seal.

E. ACCOMPLISHED APPLICATION FORM

F. PSA AUTHENTICATED BIRTH CERTIFICATE

G. DIGITAL 2X2 PICTURE

Two (2) copies, with Complete Name with a plain white background. Taken within the last 6 months to reflect the current appearance of the applicant. Must avoid submitting scanned and re-copied photos.

H. SCANNED COPY OF VACCINATION CARD

ADDITIONAL REQUIREMENTS IF:

A. APPLICANT IS MARRIED

- a. Marriage Contract
- b. Voter Registration of Applicant & spouse
- c. ITR or Affidavit of Non filling of income tax of spouse

B. PARENT/S DECEASED

- a. Death Certificate

C. APPLICANTS UNDER GUARDIANSHIP

- a. Affidavit of Guardianship
- b. ITR or Affidavit of Non filling of income tax of Guardian

D. PARENT IS A SOLO PARENT A. LATEST/VALID SOLO PARENT ID ISSUED BY THE CSW

a. Latest/Valid Solo Parent ID issued by the CSWD

The applicant will not be qualified for the following reasons

- Not Resident of Batangas City;
- Gross Income of more than Php 350,000
- General Average is below 80% or a grade of 5.0 in TOR;
- Incompliance to submit all requirements and;
- Graduate of two- or four-year course to any college and universities.

STEP 3

After submitting the requirements, the student applicant together with his/her parent or guardian will be schedule for final interview and assessment by the Testing and Admission Services (TAS) personnel.

STEP 4

Releasing of Test Permits and Orientation for test takers will be schedule and announce thru a text message and posting in the CLB official social media account.

STEP 5

The student applicant must take the CLB Entrance Examination with the following guidelines:

POLICIES IN ADMINISTRATION OF ENTRANCE EXAMINATION BEFORE THE EXAMINATION:

The applicant will not be qualified for the following reasons:

- Bring 2 pencil and Test Permit. NO Permit NO Exam.
- Wear proper attire (sando, shorts, sleeveless or long sleeve, backless, mini skirts, shorts, slippers are not allowed)
- Cellular/Mobile phones and calculators, smart watch of any form of electronic gadgets are not allowed
- You are not allowed to go outside the room during the examination. When you feels to go to comfort room, call the attention of the proctor who will assist you to CR.
- Any form of food and drinks are not allowed inside the examination room
- Your parents/guardian are not allowed inside the examination room.

POLICIES IN ENTRANCE EXAMINATION OF STUDENT EXAMINEES DURING THE EXAMINATION:

- Make sure that you have done all personal necessities before the examination.
- Electronic gadgets like cellphones, calculator, smart watch, etc. are NOT allowed.
- Put in silent mode your mobile/cellular phone and place it in your bag or hand it over to the assigned examiner.
- Place your belongings such as bags and other personal stuffs in front.
- Check the pages of the Test Questioner Booklet.
- Use PENCIL ONLY in shading/answering.
- Separate blank sheet provided for computation purposes.
- After completing the examination, call the attention of the proctor by raising your hand.

- Submit test paper together with your test permits and answer sheet to the proctor. Leave the room silently.
- Violation of the about guidelines shall mean automatic disqualification from taking the test and the chance to enroll at CLB.

GROUND FOR DISQUALIFICATION FROM TAKING THE ENTRANCE EXAMINATION

The disqualification is valid for one year. The following are the grounds for the said disqualification.

- Tampered school records and documents such as but not limited to Transcript of Records, school records, identification and the like.
- Allowing another person other than the applicant to take the entrance exam.
- Any form, manner and method of cheating during the examination.

POLICIES IN ADMINISTRATION OF ENTRANCE EXAMINATION FOR PROCTORS

- Accept and assist the examinees in signing the attendance. Check the Test permit with the following details: Picture, Complete Name, Course applied, School Year, Date of the examination and Test Permit Number.
- Assist the applicant to the assign seat according to Test Permit Number.
- Rise for an Opening prayer.
- Explain the guidelines.
- After receiving a notification to start the examination, give to the examinees test folder which containing answer sheet, test booklet and a blank sheet of paper.
- Instruct the examinees to write the Test Questionnaire Booklet No. on the blank provided in the answer sheet.

- Assist examinees if they have questions before starting
- Watch closely examinees as they take the exam.
- Soon after through with the test, the examinees will raise their hand to call your attention. Approach the examinees and receive test folder. Check content of folder which includes the following:
 - Folder with the detached seat number in front
 - Test Questionnaire Booklet
 - Test permit

Note: Please separate the answer sheet and place it in a specific folder. Answer sheet should be in chronological order.

STEP 6

The Head of the Testing and Admission Service will submit the names of students-applicants who took the entrance examination with the corresponding scores and ranking to the Deans for assessment.

*For Bachelor of Science in Accountancy student applicants, they must take a Classification Examination. If they Failed the Classification Examination, they are advised to take the Bachelor of Business Administration major in Marketing Management.

STEP 7

The student applicant must visit TAS to verify if they passed the CLB Entrance Examination. They must acquire a Notice of Passing.

STEP 8

Proceed at Medical and Dental clinic for Medical and Dental Orientation starting month of June to be eligible to enroll at Colegio ng Lungsod ng Batangas.

STEP 9

Return to CLB on the date of enrollment written on the Notice of Passing and bring all the necessary requirements for enrollment.

STEP 10

After they are official enrolled, a Pre-orientation program will be scheduled and facilitated by the Office of the Student Affairs.

FOR NIGHT CLASS (GOVERNMENT EMPLOYEES)

NIGHT CLASS ADMISSION POLICIES

1. To be eligible for the consideration for admission, an applicant must meet certain requirements in terms of high school graduation or passed a high school equivalency examination or a college undergraduate.
2. The applicant is a bonafide Batangas City Government Employee.
3. For Regular/Casual employees, he/she already rendered ONE year of service. 4. For Job order employees, he/she already rendered THREE year of service.
5. The college graduates' applicants will not be accepted.
6. All incomplete requirements will not be accepted

NIGHT CLASS ADMISSION PROCEDURES

STEP 1

Offices/Departments must submit a list of interested government employee who wants to apply at CLB scholarship to the HRMO. This list of applicants forwarded by the City HRMO to the CLB Testing and Admission Services.

STEP 2

Secure the Application Form for CLB Scholarship from the CLB Testing and Admission Services.

STEP 3

The applicant must submit the original and photocopy of the following admission documents to the CLB Testing and Admission Services. Guidances Services Personnel:

- a. Certificate of Employment from Human Resource Management Office. (Original Copy)
- b. Letter of permission or permit to study from the immediate superior. (Original Copy)
- c. High School Report Card (Form 138). (Original copy and Xerox copy)
- d. If transferee, Transcript of Records from the school last attended. Original copy and Xerox copy)
- e. Certificate of Good Moral Character from the last school attended. (Original copy and Xerox copy)
- f. Duly Accomplished Application Form
- g. Original and photocopy of PSA Authenticated Birth Certificate (Original copy and Xerox copy)
- h. Two (2) copies of 2x2 picture, white background with Complete Name.

ADDITIONAL REQUIREMENTS IF:

- a. Applicant is Married - Authenticated copy of Marriage Contract (Original copy and Xerox copy)
- b. Applicant is solo parent - Solo Parent ID issued by the CSWD

STEP 4

Offices/Departments must submit a list of interested government employee who wants to apply at CLB scholarship to the HRMO. This list of applicants forwarded by the City HRMO to the CLB Testing and Admission Services.

STEP 5

Release of Test Permits.

STEP 6

Take the CLB College Admission Test on the scheduled dates.

STEP 7

Get College Admission Test result

STEP 8

Release of Notice of Admission.

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