



Course

Date:

Student No.

Name:

(Last Name)

(First Name)

(Middle Name)

City Address:

Provincial Address:

Name of Vessel			
Coastwise/Foreign			
Gross Tons		Net Tons	
Registry		Engine BHP/KW	
Owner/Operator/Agent			
Owner Address			
Date of Embarkation		Date Recognized	
Student's Signature			
Approved by:			
Superintendent/ Ass. Superintendent			

STEP 2 Go to Accounting for Assessment.

STEP 3 Go to the cashier for payment.

STEP 4 Got to STO for data inclusion.

STEP 5 Got to EDP Center for Encoding.

STEP 6 Go back to accounting for Posting.

STEP 7 Go to Registrar's Office for final confirmation of enrolment.

Received by: _____

Date: _____

- Note:
- Enrollment form must be accomplished in duplicate one month after embarkation (for 2 semesters).
 - Logbook with complete entry to be submitted to the Superintendent for review & endorsement of the school Registrar for the preparation of Form IX to be forwarded to CHED for the issuance of SPECIAL ORDER (Issuance of S.O. is exempted if accredited from PACU-COA).
 - Please see/write Superintendent and/or Atty. Augusto W. Go for any problem.

UC-METC-REG.DOC.026/REV/04

Registrar's Copy



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For Machine Validation			

Registrar's Copy