

### **General Guidelines**

1. Polytechnic College of Botolan applications can be submitted in person or online at the PCB Admissions Office.
2. Only students presently enrolled in Grade 12 and Senior High School students currently enrolled in Grade 10 are eligible to apply.
3. The following may be applicable if they obtain clearance from the PCB Office of the Registrar first:
  - Passers of the Philippine Educational Placement Test and Alternative Learning System Accreditation and Equivalency (PEPT/ALS A&E certificate is required)
  - Graduates/Completers of previous school years (original Form 138-Report Card is required)
4. Applicants to college are only allowed to apply to one program. Applicants in senior high school have the option of choosing one track or strand.
  - Priority Program. This is the program to which the applicant would most like to be accepted. This is their primary interest, and they plan to expand their knowledge and talents in this area.
  - Track and Strands. These are programs in Senior High School that prepare pupils for work, business, or further education. Choose a track/strand that corresponds to your college or future objectives.

The following are grounds for disqualification:

- Information entered in the application portal/form is misrepresented.
- Violation of the application instructions
- Non-submission of documents on time to confirm one's enrollment, if qualified
- Submission of missing, incomplete, or false documents
- Other acts not in conformity with the College's policies.

Deadline of application is on September 26, 2022. An applicant must complete their online application by this date to be considered an official applicant.

Applicants are advised to visit regularly the Office for Admissions website (<https://oas.pcbzambales.com>) for updates and announcements.

Feel free to email us at [oas@pcbzambales.com](mailto:oas@pcbzambales.com) for any question or clarification

## **PRIVACY INFORMATION FOR APPLICANTS FOR ADMISSION**

### **YOUR PRIVACY MATTERS**

#### **Introduction**

The Polytechnic College of Botolan is committed to safeguarding its stakeholders' personal information. The College's policy is that information obtained from its stakeholders be saved, preserved, and utilized by the College only for suitable, required, and clearly defined objectives, and that such information be regulated and safeguarded to the extent authorized by law.

We ask that you evaluate the essential points in our privacy policy to ensure compliance with data protection legislation. You consent to the College's use of your data under this privacy policy by using the College's services.

#### **Information we collect**

Through the Application portal and form, we collect necessary personal information electronically. We also gather supporting papers, whether they are electronic or printed (e.g., copies of high school card, birth certificates, etc.).

#### **Why we process your data**

We utilize your personal information, as well as the results of your Entrance Exam, to determine your eligibility for admission to any of the College's programs. We also use your information for educational, research, and institutional quality assurance reasons, such as determining admission trends to our programs to help us make choices about future program offerings and resource needs.

#### **How we process your data**

We may use your personal information to get in touch with you about your admissions application. We evaluate your qualifications and entrance exam results against program criteria to assess your specific eligibility for admission to your program of choice.

We run data analytics on all admission data once a year for the reasons stated above, and we compare aggregate data to previous years' data to see if there are any trends. We may use predictive and prescriptive analytics to help us make future decisions about our program offerings. Individually, you are not identified in these aggregate studies.

After qualifying applicants have previously enlisted, we save depersonalized information. For future decision-making, this data feeds models for 10-year predictive and prescriptive assessments.

However, we keep the names and email addresses of individuals who do not meet the admissions requirements so that we can send you information about CPD programs, graduate programs, or any other College activity available to the public that could be of interest to you in the future. By unticking the box below, you can opt out of receiving this information, and we will no longer use your data for marketing reasons.

### **How we share information**

The Personal Information Controller (PIC) for all admissions-related data is the Office for Admissions (OFAD). Your personal information and Entrance Exam scores may be shared with academic units in your program of choice, or programs where you seek for reconsideration, and they may contact you about your future admission to the College.

The OFAD may share your depersonalized information with academic researchers who request it with the permission of the College's Data Protection Officer (DPO) and subject to compliance with research ethics and data privacy, instituting measures that will not allow you to be identified individually. By unticking the option below, you can choose not to give these college researchers access to your personal information.

When we deem it necessary to comply with the law or to protect your or our rights, welfare, or security, we may need to share your data. As part of the monitoring and/or assessment process, we may be compelled to disclose your data with regulatory organizations such as the Commission on Higher Education (CHED), Legal Education Board (LEB), Department of Education (DepEd), or local and foreign accrediting agencies (e.g., ALCU, COA, ALCU).

Your personal information will be shared with the Office of the Registrar once you have met the admissions requirements, so you will only need to supply the additional information required for enrolment.

### **Your choices and obligations**

Unticking the choices below will prevent your personal information from being used for institutional marketing purposes or for research conducted by individuals or organizations for purposes other than institutional research.

You are responsible for ensuring that all information given to the College is complete and accurate. If it is established that you provided false information on purpose, you may be denied admission to the College.

### **Other important information**

We put in place security measures to protect your information. We analyze our systems for potential vulnerabilities and threats on a regular basis and take the appropriate precautions to protect your data.

If you have any questions or issues about our privacy policy, please contact the Office of the College Data Protection Officer.