



GENERAL INSTRUCTIONS

COMPREHENSIVE EXAMINATION APPLICATION

Application Period: July 20 - August 1, 2026

Examination Period: August 9 & 16, 2026

Separate Schedule for PHD/MAED (HE, IE, AS, PE, Math and Science)
July 18 & 25, 2026 (click FB page post link for further information)

<https://www.facebook.com/share/p/184KatRru7/>

PHD & MAED - School of Education (SED)
coed@evsu.edu.ph | 0965-492-1251

Please skip to the following chapters based on your programs:

Chapter I. DM / MAED-LI/ MAGC/ MPRM / MRD Applicants

Chapter II. MEP Applicants

Chapter III. MSIT Applicants

IMPORTANT REMINDER: Before applying, please make sure that you already have complete grades in all academic subjects, EXCEPT FOR: Special Project, Thesis, Dissertation, Special Problems (MEP300), Project (MEP400) and Fieldwork.

CHAPTER I. DM/ MAED-LI/ MAGC/ MPRM/ MRD Applicants:

1. CURRICULUM CHECKLIST EVALUATION

Proceed to your respective schools and get a copy of your Evaluated Curriculum Checklist then have it signed by the school secretary as evaluator.

2. SECURE PERMIT TO PAY SLIP

After the secretary signed your Evaluated Curriculum Checklist, you may now get your **PERMIT TO PAY slip** from your school secretary.

3. PAYMENT OF COMPREHENSIVE EXAMINATION FEE

Schedule of Fees:

DM: P 4,150.00 (P 1,384.00 per subject area)

MAED-LI/MAGC//MPRM/MRD: P 3,000 (P 1,000.00 per subject area)

- Payment options will be via GCASH or EVSU-Cashier.

- EVSU-Main Cashiering Section

3.1 After you received the Permit to Pay slip at your respective school, kindly bring the slip to the cashiering office as you pay the Comprehensive Exam Fee (CEF).

Note: Cashiering Transaction Time: 8:00 AM - 3:30 PM on Weekdays Only.

- Online (GCash)

3.2 Those who are not able to come on weekdays have the option to pay with GCash, you may refer to the attached link for the infographics.

https://www.evsu.edu.ph/university-announcement/evsu-now-accepts-payment-throughgcash/?fbclid=IwY2xjawS72fxleHRuA2FlbQlxMABicmlkETlwdlY5TnFuQlpXNHlScU91c3J0YwZhchBfaWQQMjlyMDM5MTc4ODlwMDg5MgABHj4eEeLo1Al_HPSL5hZkc7KVhojHu1q38PqZLN9-9Sq4DkbaIYnN6J6uC6ns_aem_EFo_9YoN6Q3N1Jifa-O07w

FYI: How to Generate Reference Number for Gcash Payment:

<https://drive.google.com/file/d/1WQjnXPmtTxceV429vae5R2FuVVu5vQih/view?usp=sharing>

NOTE: If you pay via gcash, please send the screenshot/proof of payment to your respective school email:

DM & MPRM - School of Accountancy, Management and Entrepreneurship (SAME)

cobe@evsu.edu.ph | 0955-775-0580

MAED-LI/MAGC/MRD - School of Arts and Science (SAS)

cas@evsu.edu.ph | 0991-764-2027

NOTE: It takes up to 3 days for online payments to be remitted to the university cashiering office. For fast transactions, please pay directly at the EVSU cashiering office.

4. FILL-OUT COMPREHENSIVE EXAMINATION APPLICATION FORM

- **ONSITE APPLICANTS:**

4.1 After paying the comprehensive Examination fee, go to your respective school to fill out the Comprehensive Examination application form (Official Receipt Number is needed to be written on the form) then have it signed at the Vice President for Academic Affairs/Graduate School Overall Coordinator Office.

- **ONLINE APPLICANTS:**

4.2 Fill-out Comprehensive Examination Application form (to be uploaded in google link below; make sure to convert to pdf format)

Click or copy Link (Compre. Exam. Application form)

<https://docs.google.com/document/d/1AW9440F1yXkkU-LHH-L5FUiAARvv-rc7Gv7R4uHJvis/edit?usp=sharing>

4.3 Click and fill-out the Google Form Link comprehensively

Google Form Link:

<https://forms.gle/EmdzgzarJGWvn7o98>

Comprehensive Exam Google Form Link is for collection of necessary application information and uploading of proof of payment, comprehensive exam form and curriculum checklist.

5. CONFIRMATION OF APPLICATION

- **ONSITE APPLICANTS:** Upon completing the steps 1-4, hand over all the documentary requirements you just complied including the receipt to the Secretary of the Graduate school for the confirmation of your successful inclusion in the official list of comprehensive examination takers.
- **ONLINE APPLICANTS:** Once done with all process as online applicant, you may follow up on the status of your application onsite or email gs@evsu.edu.ph or wait for the confirmation of your successful inclusion in the official list of comprehensive examination takers via email.

CHAPTER II. MASTER IN ENGINEERING (ME) Applicants:

1. LETTER OF INTENT

Draft a letter addressed to our Vice President for Academics Affairs/Graduate School Overall Coordinator, **DR. ANALYN C. ESPAÑO**, indicating your intention to take the Comprehensive Exam.

SAMPLE:

<https://drive.google.com/file/d/1ogK3UUIOcKxQAnL27tNZoo-qFic7RdFM/view?usp=sharing>

2. MATRIX OF SUBJECTS TO BE TAKEN

As an attachment to your letter, create a matrix indicating ALL subjects taken, semester & year taken, grades and the Professors who handled the subjects.

The ME Coordinator will choose 9 subjects for the Applicants to take. 3 from their Foundation Courses, 3 from their Required Courses, and 3 from their Major-Field.

SAMPLE:

https://drive.google.com/file/d/13fNVtgtTkp2fy_sycCeCwl996pRGnh-Y/view?usp=sharing

3. CURRICULUM CHECKLIST EVALUATION

Proceed to your respective schools and get a copy of your Evaluated Curriculum Checklist then have it signed by the school secretary as evaluator.

4. SECURE PERMIT TO PAY SLIP

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5. PAYMENT OF COMPREHENSIVE EXAMINATION FEE

Schedule of Fees:

MEP: P 3,000 (P 333.33 per subject area)

- Payment options will be via GCASH or EVSU-Cashier.
- EVSU-Main Cashiering Section

5.1 After you received the Permit to Pay slip at your respective school, kindly bring the slip to the cashiering office as you pay the Comprehensive Exam Fee (CEF).

Note: Cashiering Transaction Time: 8:00 AM - 3:30 PM on Weekdays Only.

- Online (GCash)

5.2 Those who are not able to come on weekdays have the option to pay with GCash, you may refer to the attached link for the infographics.

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<https://drive.google.com/file/d/1WQjnXPmtTxceV429vae5R2FuVVu5vQih/view?usp=sharing>

NOTE: It takes up to 3 days for online payments to be remitted to the university cashiering office. For fast transactions, please pay directly at the EVSU cashiering office.

If you pay via gcash, please send the screenshot/proof of payment to your respective school email: christian.layon@evsu.edu.ph | 0927-688-2660

6. FILL-OUT COMPREHENSIVE EXAMINATION APPLICATION FORM

□ **ONSITE APPLICANTS:**

6.1 After paying the comprehensive Examination fee, kindly go to your respective school to fill out the Comprehensive Examination application form (Official Receipt Number is needed to be written on the form) then have it signed at the Vice President for Academic Affairs/Graduate School Overall Coordinator Office.

□ **ONLINE APPLICANTS:**

6.2 Fill-out Comprehensive Examination Application form (to be uploaded in google link

below; make sure to convert to pdf format)

Click or copy Link (Compre. Exam. Application form)

<https://docs.google.com/document/d/1AW9440F1yXkkU-LHH-L5FUuAARvv-rc7Gv7R4uHJvis/edit?usp=sharing>

6.3 Click and fill-out the Google Form Link comprehensively

Google Form Link:

<https://forms.gle/EmdzgzarJGWvn7o98>

Comprehensive Exam Google Form Link is for collection of necessary application information and uploading of proof of payment, comprehensive exam form, curriculum checklist and letter of intent and matrix of subjects to take (for MSIT AND ME students)

7. CONFIRMATION OF APPLICATION

- ☐ **ONSITE APPLICANTS:** Upon completing the steps 1-6, hand over all the documentary requirements you just complied including the receipt to the Secretary of the Graduate school for the confirmation of your successful inclusion in the official list of comprehensive examination takers.
- ☐ **ONLINE APPLICANTS:** Once done with all process as online applicant, you may follow up on the status of your application onsite or email gs@evsu.edu.ph or wait for the confirmation of your successful inclusion in the official list of comprehensive examination takers via email.

CHAPTER III. MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT) APPLICANTS:

1. LETTER OF INTENT

Draft a letter addressed to our Vice President for Academics Affairs/Graduate School Coordinator, **DR. ANALYN C. ESPAÑO** indicating your intention to take the exam as well as the 4 subjects that you wish to take during the examination and the Professor who handled the subject.

SAMPLE:

<https://drive.google.com/file/d/1le8OLWltmqVhu1Ba5YwPI4EwjpCwmd4c/view?usp=sharing>

2. CURRICULUM CHECKLIST EVALUATION

Proceed to your respective schools and get a copy of your Evaluated Curriculum Checklist then have it signed by the school secretary as evaluator.

3. SECURE PERMIT TO PAY SLIP

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TO PAY slip from your school secretary.

4. PAYMENT OF COMPREHENSIVE EXAMINATION FEE

Schedule of Fees:

MSIT: P 3,000 (P 750.00 per subject area)

□ Payment options will be via GCASH or EVSU-Cashier.

- EVSU-Main Cashiering Section

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6. CONFIRMATION OF APPLICATION

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- ☐ **ONLINE APPLICANTS:** Once done with all process as online applicant, you may follow up on the status of your application onsite or email gs@evsu.edu.ph or wait for the confirmation of your successful inclusion in the official list of comprehensive examination takers via email.