



**MEMORANDUM 2025-01-008**

**DATE:** November 17, 2025  
**TO:** BS Accountancy Bridging Program Completers and Graduates  
**FROM:** Donna Marie M. Magpantay, DBA  
Chief Operating Officer, DILRFI  
**SUBJECT:** PCU ASSESSMENT

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**Greetings to All BSA Bridging Program Completers and Graduates.**

Dear BSA Students,

Warm greetings.

We hope you are all doing well as you prepare for your upcoming assessments. It has come to our attention that some students are planning to take the PCU Assessment tomorrow even without an official schedule from our offices (DILRFI and Office of the Dean of PCU).

In line with this, and to ensure fairness, proper validation, and full compliance with university policies, Dean Febwin E. Villaceran has instructed us to share with you the attached memorandum on the **Policy on Examination Endorsement prior to Taking Exams through CAARTS**.

Please be reminded that **only students who have been properly endorsed and scheduled by our office are allowed to take the PCU Assessment**. If you have not received an official schedule from us, we kindly ask that you do not proceed with the exam until your status has been clarified. This is for your protection and to uphold the integrity of our academic processes.

To address any questions or concerns, we have scheduled a Zoom meeting with Dean Villaceran on **November 21 (Friday) at 7:00 PM**. We strongly encourage all BSA students to attend, as important clarifications and guidance will be provided during this session.

Thank you very much for your understanding, cooperation, and continued commitment to your studies. We are here to support you, and we look forward to working together to ensure a smooth and orderly assessment process.

Sincerely,

**DR. DONNA MARIE M. MAGPANTAY**  
Chief Operating Officer, DGMILRFI

# Philippine Christian University

1648 Taft Avenue cor. Pedro Gil St., Malate, Manila

## COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY

### MEMORANDUM

To : **Program Heads, Secretaries**

From : **UNDERSIGNED**

Date : **October 23, 2025**

Subj : **Policy on Examination Endorsement prior to Taking Exam through CAARTS, Re**

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**I. Purpose**

To ensure academic integrity, proper student validation, and compliance with institutional approval processes before students take examinations through the Computer-Assisted Academic and Assessment Reporting and Testing System (CAARTS).

**II. Policy Statement**

All students enrolled in the following programs under the College of Business Administration and Accountancy (CBAA) are required to secure endorsement and approval prior to taking any examination through CAARTS:

- Bachelor of Science in Accountancy (BSA)
- Bachelor of Science in Customs Administration (BSCA)
- Bachelor of Science in Real Estate Management (BSREM)

**III. Procedural Guidelines**

**1. Endorsement by the Program Head**

- The Program Head, through the Program Secretaries, shall review the student's compliance with academic and administrative requirements (e.g., attendance, submission of coursework, and payment validation).
- Only students in good standing shall be endorsed for examination.

**2. Approval by the Dean, CBAA**

- The endorsement must be forwarded to the Office of the Dean for final approval.
- The Dean shall verify the list of endorsed students prior to examination scheduling in CAARTS.

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### 3. Submission to CAARTS Administrator

- The approved list shall be submitted to the CAARTS Administrator at least three (3) working days before the scheduled examination
- No student will be allowed to take the exam without both the Program Head's endorsement and Dean's approval.

### 4. Monitoring and Compliance:

- The CBAA QA Office shall periodically review compliance with this policy and recommend corrective measures for any lapses.
- Unauthorized access or participation in CAARTS examinations without proper endorsement shall be subject to administrative sanction.

### VI. Effectivity:

This policy shall take effect immediately upon approval and dissemination to all program heads, faculty members, and students within the College of Business Administration and Accountancy.

For strict compliance.

  
**Dr. Febwin E. Villaceran**

Dean, College of Business Administration and Accountancy  
Philippine Christian University – Manila

Cc: CAARTS