



DE LA SALLE LIPA
College Admissions Office

Admission Procedures and Guidelines
Master in Management Technology

The Master in Management Technology (MMT) Program is a graduate level business management course with a specialization towards technology and its applications. The MMT program is a management program that provides its students with the competitive edge of core management training plus the use of technology relevant in business. The end product is a graduate who has the skills expected of experienced managers including familiarity and knowledge of computers and other technologies. The program consists of 48 units, it was approved and recognized by the Commission on Higher Education in May 1996 and April 1998 respectively.

Master in Management Technology can be completed in two years. It is a student-friendly program that caters to varying work-study circumstances:

- A weekend schedule for those with full-time weekday's work. Classes are held on Saturdays, 8:00 a.m. - 5:00 p.m. This program can be finished in 22 months.
- A night schedule which is available to finance-aid deserving student professionals under the socialized tuition fee structure. Classes are held on Mondays and Fridays, 6:00 p.m. to 9:00 p.m. This program can be finished in 26 months.

ADMISSION REQUIREMENTS

- Properly accomplished application form
- College Diploma (2 photocopies)
- Transcript of Records (1 photocopy)
- Two (2) 2x2 recent, identical color pictures with white background (with printed name and signature written at the back)
- If married, one (1) photocopy of marriage certificate duly signed by a priest/minister
- Recommendations from the College Dean or Registrar & Immediate Supervisor

CRITERIA FOR ADMISSION

Applicants to MMT Programs are admitted based on the following criteria:

- MMT Admission Test
- Interview from the Program Coordinator
- Recommendations from the College Dean or Registrar and Immediate Superior

APPLICATION PROCEDURES

1. Proceed to College Admissions Office for initial screening.
2. Pay the admissions-processing fee of P400.00 at the Cashier's Office. This is non-refundable and non-transferable.
3. Present the official receipt to the Admissions Office to secure application form and the schedule of admission test.
4. Submit the completed application form, together with the following required documents, in a long brown envelope at least one week before the preferred admission test date.
5. Secure your admission test permit. The date and the venue of the examination will be indicated on the permit.

6. Take the admission test on the scheduled date. Applicants must be at the designated testing room at least 30 minutes before the examination. Late examinees will not be allowed to take the examination. The test permit must be presented to the proctor.
7. Applicants may claim the results of their admission test on the date stated in the claim stub. Results may also be communicated in any or all of three ways:
 - a. Posting within the college
 - b. Posting on the DLSL website
 - c. Status letters that are mailed to the address indicated in the application form. If no letter is received after one week upon the release of results, applicants are advised to contact the Admissions Office for subsequent instructions.
8. Applicants who passed the MMT Admission Test will undergo qualifying interview with the Program Coordinator to determine the communicative ability and potentials of the applicant for graduate work before finally being admitted into the program.
9. Secure from the Admissions Office an endorsement slip to be given to the DLSL clinic for physical examination to be completed within the period specified.
10. Applicants who qualify for admission are required to submit the following on the enrollment date specified in the acceptance letter:
 - a. Original Transcript of Records
 - b. Original copy and two (2) photocopies of NSO-certified birth certificate
 - c. Two (2) 2x2 recent, identical color pictures with white background
 - d. Accomplished information sheet
 - e. If married, two (2) photocopies of marriage certificate duly signed by a priest/minister.

Note: Students who qualify for the MMT Night Program under the socialized tuition fee structure should submit a copy of their Employment and Compensation Certificate or a copy of their Income Tax Return.