



**DE LA SALLE UNIVERSITY - DASMARIÑAS
JUNIOR HIGH SCHOOL**

ENROLLMENT FOR GRADES 9 - 10

SY: 2019 - 2020

ENROLLMENT DATE FOR INCOMING GRADE 9: JUNE 25, 2019
ENROLLMENT DATE FOR INCOMING GRADE 10: JUNE 26, 2019

SECTIONS

TIME

A, B, C, D, E, F

8:00AM - 12:00NOON

G, H, I, J, K

1:00 PM - 4:00PM

** Please come on the designated schedule of enrollment.*

VENUE: JUNIOR HIGH SCHOOL COMPLEX BUILDING 2
2nd FLOOR (ROOM: A, B, C, D)

ENROLLMENT PROCEDURE

STEP 0: ROOM A

ASSESSMENT OF OLD ACCOUNTS AND CLAIMING OF REPORT CARDS

I. ASSESSMENT

II. PROCEED TO ROOM B FOR PAYMENT

III. GO BACK TO ROOM A FOR UNHOLDING OF ACCOUNT (Assessment Area) and CLAIMING OF REPORT CARD

**Present Official Receipt and "Clearance Slip"*

***Old accounts should be settled first before proceeding to Step 1*

****For those who made PAYMENT through **BILLS PAYMENT CENTERS** MUST PROCEED to Step 0 before going to Step 1.*

STEP 1: ROOM B

VERIFICATION AND ISSUANCE OF PAYMENT SLIP

I. PRESENT ORIGINAL REPORT CARD (F138) AND RESERVATION FORM FOR SCHOOL YEAR 2019 - 2020

II. SUBMIT A PHOTOCOPY OF REPORT CARD.

III. IDENTIFY PAYMENT SCHEME AND SECURE PAYMENT SLIP

**PAYMENT SCHEME: FULL, SEMI- ANNUAL, QUARTERLY OR MONTHLY*

***For those who made **ADVANCED PAYMENT** through **BILLS PAYMENT CENTERS** MUST PROCEED to Step 1 before going to Step 3.*

I. PRESENT REPORT CARD (F138) AND RESERVATION FORM FOR SCHOOL YEAR 2019 - 2020

II. SUBMIT A PHOTOCOPY OF REPORT CARD.

III. Present DEPOSIT SLIP and secure payment slip. Proceed to Step 3.

STEP 2: ROOM C

PAYMENT

I. Present Payment Slip

**Enrollees may pay using CASH/CHECK/CREDIT CARD*

**Enrollees may pay through Bills Payment Centers (Account Name: De La Salle University - Dasmariñas: Indicate STUDENT ID NO. AS REFERENCE NUMBER*

** For those who will pay through Bills Payment Centers, pls. bring the **deposit slip** and **payment slip** to be shown for the printing of Certificate of Registration (COR) or Step 3.*

STEP 3: ROOM D

ISSUANCE OF CERTIFICATE OF REGISTRATION and APPOINTMENT SLIP FOR MEDICAL CHECK - UP

I. Present the Official Receipt of Payment and Payment Slip

II. Secure Certificate of Registration (COR)

**Enrollees with COR means they are OFFICIALLY ENROLLED*

**COR must be presented in the next school transactions.*

III. Secure Appointment Slip for Medical Check - Up

**Please come on the designated schedule of medical examination. Bring COR and Medical Examination Slip.*

STEP 4 (OPTIONAL)

SCHOOL SERVICE RESERVATION

I. Proceed to COVERED COURT for School Service Reservation

END

IMPORTANT REMINDER/S:

Availability of Books will be announced through JHS Facebook Page or DLSUD Website and Portal.
Certificate of Registration must be presented upon purchase of books

AUGUST 5, 2019: OPENING OF SCHOOL YEAR 2019 - 2020 CLASSES

* Bring your Certificate of Registration