# 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: 8:00 AM - 12:00 Noon  
- G, H, I, J, K: 1:00 PM - 4:00 PM

*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

*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 Exemination Slip.*

**Step 4 (Optional)**

### School Service Reservation

I. Proceed to COVERED COURT for School Service Reservation

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**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*