



Grade 7 and 8 Enrollment Procedure

July 25 & 30, 2024
10:00 AM to 4:00 PM
Bldg 2, High School Complex

1

Submission and Verification of Documentary Requirements

Room A

A. For Grade 7:

Original and 2 photocopies of Grade 6 Report Card (with signed Eligibility to Transfer)

For Grade 8:

Original and 2 photocopies of Grade 7 Report Card (with signed Eligibility to Transfer)

B. 1 pc. 2x2 ID photo (white background) with name tag

C. 1 photocopy of PSA Birth Certificate

D. Original copy of good moral certificate

2

Registration of Subjects and Issuance of Payment Slip

Room A

3

Payment

Room B

Present the payment slip at the Cashier's Office

*For card payments, kindly note that our cashiers will not transact payments if the one presenting the card is not the cardholder. Please note that depending on the amount, the transaction receipts require the signature of the cardholder. Any form of authorization from the cardholder will not be honored.

*For debit cards, we advise our students and parents who are not the cardholders to withdraw first before transacting at our counters.

4

Issuance of Certificate of Registration

Room C

5

Student ID Application, School Uniform, and School Service Inquiries

Room D