# **BASIC EDUCATION DEPARTMENT**

**ENROLLMENT FLOW CHART/PROCEDURE** 

# **NEW STUDENT**

IF STUDENT IS

# **OLD STUDENT**

### **GUIDANCE OFFICE**

- Secure admission slip with attached credentials.
- · Present original report card
- Accomplish Information Sheet. (Room 116)

# PRINCIPAL'S OFFICE

· For interview, evaluation, and for his/her signature.

## REGISTRAR'S OFFICE

- Present approved accomplish information sheet to window 3
- · Assessment of fees and ID number.

#### **SEWING ROOM**

 For new school uniform and P.E. uniform, proceed to the sewing room, secure payment slip and order form. (Room 108)

#### **ACCOUNTING OFFICE**

- Pay required fees (Tuition fees, text books, uniform & ID).
- Get the admission card (wait for your number to be called).

#### **PHOTOSHOP**

- For Picture Taking
- ID Validation (near the Registrar's Office)

# **RELEASING OF BOOKS**

Present receipt of payment for books (Room 124 B).

# REGISTRAR OFFICE

- Present original report card & accomplish information sheet to window 3.
- · Assessment of fees and ID number.

#### **SEWING ROOM**

 For new school uniform and P.E. uniform, proceed to the sewing room, secure payment slip and order form. (For new set only - Room 108)

#### **ACCOUNTING OFFICE**

- Pay required fees (Tuition fees, text books, uniform & ID).
- Get the admission card (wait for your number to be called).

#### **PHOTOSHOP**

- For Picture Taking
- ID Validation (near the Registrar's Office)

## **RELEASING OF BOOKS**

Present receipt of payment for books (Room 124 B).