BASIC EDUCATION DEPARTMENT
ENROLLMENT FLOW CHART/PROCEDURE

NEW 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).

OLD STUDENT

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).