



BASIC EDUCATION DEPARTMENT  
DepED School ID No: 403019

**ENROLLMENT PROCEDURE**

Date of Entry: \_\_\_\_\_

S.Y. \_\_\_\_\_

1st Sem  2nd Sem  Summer

**BASIC INFORMATION**

NAME  
\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

STUDENT ID NO.: \_\_\_\_\_ LRN: \_\_\_\_\_  
(Old Student)

PREVIOUS SCHOOL ATTENDED: \_\_\_\_\_

**PRE-ENROLMENT INFORMATION**

\_\_\_\_\_ Ishihara's Test \_\_\_\_\_ Encoding  
\_\_\_\_\_ Entrance Examination \_\_\_\_\_ Reservation Fee

Please tick (✓) appropriate item.

- \_\_\_\_\_ New Student  
\_\_\_\_\_ Continuing/Old Student  
\_\_\_\_\_ Transferee  
\_\_\_\_\_ Quitter  
 **Senior High School (SHS) Academic Track**  
\_\_\_\_\_ MARITIME  
\_\_\_\_\_ STEM  
\_\_\_\_\_ ABM  
**TVL Track** (Please specify specialization) \_\_\_\_\_  
 **Junior High School (JHS) Grade Level:** \_\_\_\_\_

**ENROLMENT FLOW**

OFFICE/PROCEDURE	SIGNATURE OF AUTHORIZED PERSONNEL	DATE
<b>STEP 1 JBL BUILDING (HS-1) (Second Floor)</b> <u>Transferee/ New Student</u> A. Submission of Requirements ___ SF9 (1 Original Copy and 2 Photocopies) _____ 2 x 2 ID Picture (4pcs) ___ PSA Birth Certificate (3 Photocopies) _____ 2 Long Brown Envelope ___ ESC/QVR Certificate for Grade 11 ___ National Career Assessment Examination (NCAE ) (2 photocopies) ___ Good Moral Character (1 Original Copy and 2 Photocopies) B. Interview (JHS Only) C. Filling out of Information Sheet		
<u>Continuing/Old Student/ Transferee</u> D. Submission of Requirements ___ SF9 (Original Copy) (JHS) _____ Grade Slip (SHS) E. Filling out of information sheet F. Evaluation/Appraisal of Subjects (Principal's Office)		
<b>STEP 2 JBL BUILDING (HS-1) (Second Floor)</b> A. Encoding/ Assigning of Student number C. Schedule of Classes B. Section Assignment/Subject Loading D. Printing of Statement of Accounts		
<b>STEP 3 ACCOUNTING OFFICE (CASHIER)</b> A. Down Payment SHS/JHS (Php _____)		
<b>STEP 4 MANAGEMENT INFORMATION SYSTEM (MIS), (MLA, JBL Building)</b> A. Processing of School ID (New Student)		
<b>STEP 5 PRINCIPAL'S OFFICE (Second Floor, JBL Building)</b> A. Endorsement for Validation of Enrollment B. Stamping of "Officially Enrolled"		

\*NOTE: Male students are required to have their prescribed haircut ( 1 x 2 ) as requirement for Step 4.

Dear Parents,

Please tick (/) appropriate box.

- Yes, I will enroll my child for the \_\_\_\_\_ Semester, SY \_\_\_\_\_. Please sign. \_\_\_\_\_  
Parent's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_
- No, I will not enroll my child for the \_\_\_\_\_ Semester, SY \_\_\_\_\_. Please sign. \_\_\_\_\_  
Parent's Name and Signature \_\_\_\_\_ Date \_\_\_\_\_
- Reason (s) \_\_\_\_\_
- CONTACT NO. \_\_\_\_\_