APPLICATION REQUIREMENTS & PROCEDURES
KINDER LEVEL for SY 2020-2021

APPLICATION IS ONGOING

I. Pre-application Requirements

- Application forms may be secured from the Registrar’s Office or may be downloaded.
- The applicant must be born from September 1, 2014 to August 31, 2015.

II. Application Procedures

For downloaded application forms:

A. Present duly accomplished application form and other required documents to the Registrar’s Office, Window #2 for verification purposes during office hours. (Monday – Friday 7:15 a.m. – 3:00 p.m.)

(1) Birth Certificate from PSA* (*formerly NSO) (bring original and photocopy)
(2) Signed Data Privacy Policy and Terms of Agreement Form (pages 5 & 6 only)
(3) 2 pcs. recent colored 1” x 1” I.D. picture with complete name
(4) Alien Certificate of Registration (ACR) and Special Study Permit (for foreign applicants)
(5) Photocopy of applicant’s Philippine passport or Certificate of Recognition as Filipino Citizen (If the applicant has dual citizenship)
(6) P1,000.00 Application and Testing Fee (non-refundable)

B. Pay the non-refundable application and testing fee of P 1,000.00 at the Cashier’s Office, Window #10 or #12. (Monday – Friday 7:15 a.m. – 3:00 p.m.)

C. Testing permit and schedule will be given upon completion of the above procedures.

Applicants with incomplete requirements will not be scheduled for testing.
For inquiries regarding admission, please call the Registrar’s Office at 426-6001 local 7238 or 7239

III. Pre-testing Procedure

On the scheduled testing day, must be at the designated waiting area 30 minutes before the test. You will present the testing permit to the assigned Child Development Center (CDC) personnel.

In case of cancellation of classes, please inquire from the Registrar’s Office regarding re-scheduling of the test.

IV. Results of the Application – Batch 2

Test results will be emailed to the parents of the applicants.