



APPLICATION FOR GRADE 1 LEVEL SY 2019-2020

I. Pre-application Requirements

- The applicant should be enrolled in a level preparatory to Grade 1.
- Application forms may be secured from the Registrar's Office **September 7, 2018**.
- The applicant must be born from **September 1, 2012 to August 31, 2013**.

II. Application Procedure

1. Secure the pre-application form from the Registrar's Office, Window # 1
(Office Schedule : Monday - Friday, 7:15 a.m. – 3:30 p.m.)
2. Pay the non-refundable application and testing fee of P 1,000.00 at the Cashier's Office, Window #10 or #12.
3. Claim the Application kit from the Registrar's Office, Window #3.
➡ Your application kit should contain the following :
 1. Application Form
 2. Recommendation Form
 3. Certificate of Enrollment
 4. Data Privacy Policy and Terms of Agreement

For downloaded application forms : *(pls. use legal size bond paper for printing)*

- ▶ Present duly accomplished application forms and other required documents at the Registrar's Office, Window #3 for verification purposes.
 - ▶ Pay the non-refundable application and testing fee of P 1,000.00 at the Cashier's Office, Window #10 or #12.
4. Submit the application form together with the following documents at the Registrar's Office, Window # 3 before 3:30 p.m on the date indicated in the application form.

- (1) Birth Certificate from PSA* (**formerly NSO*) (Bring the original and submit the photocopy)
- (2) Recommendation Form filled-out by your son's current teacher (Put in a sealed envelope)
- (3) Certificate of Enrollment filled-out by your son's current school head (Put in a sealed envelope)
- (4) Assessment/ Report Card SY 2017-2018 (Bring the original and submit the photocopy)
- (5) Copy of Clinical Diagnostic Report (if any)
- (6) Two pcs. recent colored 1" x 1" I.D. picture with complete name tag for the testing permit
- (7) Alien Certificate of Registration (ACR) and Special Study Permit (for foreign applicants)
- (8) Photocopy of applicant's Philippine passport or Certificate of Recognition as Filipino Citizen (for Dual citizenship applicants)
- (9) Signed Data Privacy Policy and Terms of Agreement Form
- (10) Application and Testing Fee - Php1,000.00 (non-refundable)

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

Applicants with incomplete requirements will not be scheduled for testing.
For inquiries regarding admission, please call: **426-6001 local 7238 or 7239** (Registrar's Office)

III. Pre-testing Procedure

On the scheduled testing day, be at the designated waiting area near the Child Development Center **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, inquire from the Registrar's Office regarding re-scheduling of the test.

IV. Results of the Application

Test results will be available online starting **October 26, 2018**. Telephone inquiries will be accommodated by the Registrar's Office, starting **November 5, 2018**.