APPLICATION FOR GRADE 1 LEVEL  
SY 2015-2016

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 beginning July 14, 2014 until the desired number of applicants is reached.
- The applicant must be born between September 1, 2008 and October 30, 2009.

II. Application Procedure

1. Secure the pre-application form from Registrar’s Office, Window # 1
   (Office Schedule : Monday - Friday, 7:15 a.m. – 3:00 p.m.)
2. Pay the application and testing fee of P 600.00 (non-refundable) 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
   (due date for submission is one week after claiming the form).

   For downloadable forms:
   - Present duly accomplished application forms and other required documents at the Registrar’s Office, Window #1 for verification purposes.
   - Pay the application and testing fee of P 600.00 (non-refundable) 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 : (must be submitted by 3:00 p.m on the deadline indicated in the application form)
   a. Original and photocopy of the applicant’s
      • birth certificate (NSO copy)
      • alien certificate of registration (ACR) for foreign students
      • applicant’s assessment report/card from the previous school (SY 2013-2014)
   b. Two pcs. recent 1” x 1” colored I.D. picture with complete name tag
      (to be pasted on the application form and testing permit)
      (only pictures in photo paper will be accepted)
   c. The RECOMMENDATION and CERTIFICATE OF ENROLLMENT forms
      (to be filled up by the current school and must be submitted in a sealed envelope).
   d. Copy of Diagnostic Report (if any)

5. Testing permit and schedule will be given upon completion of the procedure.

Testing Schedule for Grade 1 Level is ON A FIRST COME FIRST SERVED BASIS.
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 15 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 rescheduling of the test.

IV. Results of the Application
Test results will be available online starting October 23, 2014. Telephone inquiries will be accommodated by the Registrar’s Office, starting November 3, 2014.