APPLICATION FOR GRADE 1 LEVEL
SY 2017-2018

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 11, 2016 until August 26, 2016 only.
- The applicant must be born between September 1, 2010 and October 31, 2011.

II. Application Procedure for downloaded application forms:

   Downloadable forms should contain the following:
   (Please use legal size bond paper)
   1. Application Form
   2. Recommendation Form
   3. Certificate of Enrollment

   1. Present duly accomplished application forms and other required documents at the Registrar's Office, Window #3 for verification purposes.

   REQUIRED DOCUMENTS
   a. Original and photocopy of the applicant’s
      - birth certificate (NSO copy)
      - applicant’s assessment report/card from the previous school. (SY 2015-2016)
   b. Two recent 1” x 1” colored I.D. picture with complete name tag
      (pasted on the application form and extra picture for the testing permit)
      - only pictures in photo paper will be accepted
   c. Recommendation and Certificate of Enrollment forms
      (from the current school and must be submitted in a sealed envelope).
   d. Copy of Diagnostic Report (if any)
   e. If applicant is NOT a Filipino citizen, submit a photocopy of your son’s:
      - Alien Certificate of Registration (ACR) and
      - Special Study Permit issued by the Bureau of Immigration
   • If applicant has DUAL citizenship, submit a photocopy of your son’s Philippine Passport or Certificate of Recognition as a Filipino Citizen

2. Pay the non-refundable application and testing fee of P 1,000.00 at the Cashier's Office, Window #10 or #12.

3. After payment, submit the original receipt to Registrar's Office, Window #3 for the issuance of the testing permit.

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

   Applicants with incomplete requirements will not be scheduled for testing.
   An exam permit will be issued for this purpose.

   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 rescheduling of the test.

IV. Results of the Application
Test results will be available online starting October 28, 2016. Telephone inquiries will be accommodated by the Registrar's Office, starting November 3, 2016.