



**APPLICATION FOR GRADE 1 LEVEL
SY 2020-2021**

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 8, 2019 until September 6, 2019.**
- The applicant must be born from **September 1, 2013 to August 31, 2014.**

II. Application Procedure

➡ Downloadable forms are the following: (Please use **legal size** bond paper for printing)

1. Application Form
2. Recommendation Form
3. Certificate of Enrollment
4. Data Privacy Policy and Terms of Agreement

Procedure for downloaded application forms :

1. **Present duly accomplished application** forms and other required documents at the Registrar’s Office, Window #2 for verification purposes.

(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 2018-2019 (Bring the original and submit the photocopy)
 (5) Two pcs. recent colored 1” x 1” I.D. picture with complete name tag for the testing permit
 (6) Alien Certificate of Registration (ACR) and Special Study Permit (for foreign applicants)
 (7) Photocopy of applicant’s Philippine passport or Certificate of Recognition as Filipino Citizen (for Dual citizenship applicants)
 (8) Duly accomplished and signed Data Privacy Policy and Terms of Agreement Form (page 5 & 6 only)
 (9) Application and Testing Fee - Php1,000.00 (non-refundable)

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

3. **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 : Heritage Room, **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 24, 2019.** Telephone inquiries will be accommodated by the Registrar’s Office, starting **November 4, 2019.**