


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 3.4
	DOCUMENT NAME	REVISION NO. 01
	ENROLMENT OF INCOMING GRADE 8 TO 12	EFFECTIVITY DATE JULY 19, 2018
		PAGE NO. 1 of 4

1.0 OBJECTIVES

- 1.1 To establish a systematic enrolment procedure for incoming Grade 8 to 12 students of Philippine Science High School (PSHS).
- 1.2 To ensure that students and their parents comply with the requirements for enrolment to PSHS.

2.0 SCOPE

This procedure covers activities requisite to the enrolment of incoming Grade 8 to 12 students of PSHS:


- Release of Enrolment Forms for Incoming Grade 8 to 12 students
- Enrolment Process

3.0 POLICIES

- 3.1 The Registrar Unit shall release enrolment forms and enrolment schedule to incoming Grade 8 to 12 students.
- 3.2 The PSHS Campus Student Services Division shall spearhead the enrolment of incoming Grade 8 to 12 students.
- 3.3 For Grades 11 and 12 students, they need to identify the science core subjects, elective, and math subjects they have chosen during the enrolment.
- 3.4 The following shall form part of the required forms and documents to be submitted by the scholar:
 - 3.4.1 Health Services Unit
 - 3.4.1.1 Health History and Personal Data Sheet (updated)
 - 3.4.1.2 Medical/Dental Consent Form (updated)
 - 3.4.1.3 Complete physical examination
 - 3.4.1.4 Laboratory results
 - 3.4.1.4.1 Chest X-ray
 - 3.4.1.4.2 Urinalysis
 - 3.4.1.4.3 CBC



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	DOCUMENT NAME ENROLMENT OF INCOMING GRADE 8 TO 12	REVISION NO. 01
		EFFECTIVITY DATE JULY 19, 2018
		PAGE NO. 2 of 4

3.4.1.5 One (1) pc 1x1 ID Picture (recent)

3.4.2 Registrar Unit

3.4.2.1 Legal Guardianship Papers (if applicable)

3.4.2.2 Scholar's Pledge

3.4.2.3 Student Information Sheet (updated)

3.4.2.4 2 pcs. 1x1 ID picture (recent)

3.4.2.5 One (1) legal size brown folder (for the above documents)

3.4.2.6 SYP Enrolment Report (LCDP Manual, Annex K)

3.4.3 Scholarship Categorization Committee (if the scholar applies for re-categorization)

3.4.3.1 Notarized Scholarship Categorization Application Form3

3.4.3.2 Latest Income Tax Return (ITR) of parents (three years)

3.4.3.3 BIR Certification of Exemption from non-filing of ITR (if applicable)

3.4.3.4 Unemployment/Retirement Papers (if applicable)

3.4.3.5 Certified True copy of the latest Tax Declaration(s) of all real properties by Municipal/City Assessor

3.4.3.6 Certification of No Landholding or Real property by Municipal/City Assessor (if applicable)

3.4.3.7 Certificates of registration of vehicles (if applicable)

3.4.3.8 Electric bills for the last three months or a statement of electric consumption from the power utility firm in the last three months.

3.4.4 Guidance Unit

3.4.4.1 Cumulative Records (updated)

3.4.5 Residence Halls Unit (if there is an intent to apply)

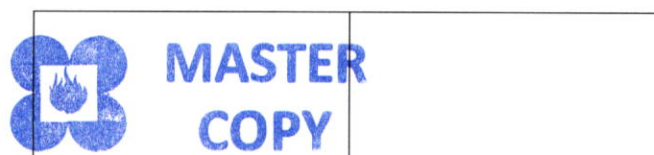
3.4.5.1 Residence Hall Application Form


3.4.5.2 Parent's/Guardian's Instruction Sheet

3.4.5.3 Residence Hall Contract

3.4.5.4 List of Appliances/Electrical Devices Form (updated)

3.4.5.5 One (1) legal size brown folder (for the above documents)




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		PAGE NO. 3 of 4

4.0 PROCEDURES

Responsibility	Activity
Registrar	<ol style="list-style-type: none"> 1. Prepares Enrolment Checklist that identifies all required forms and documents for the enrolment of incoming Grade 8 to 12 students. 2. Distributes forms to Homeroom/Academic Advisers. 3. Sets the schedule of enrolment.
SSD Personnel	<ol style="list-style-type: none"> 4. Receives the accomplished forms and requirements submitted by the enrollees.
Registrar	<ol style="list-style-type: none"> 5. Receives the accomplished Enrolment Checklist. 6. Prepares the list of students for the next academic year. 7. Posts the class list. 8. Submits the enrolment data/report to the Management Committee.



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		EFFECTIVITY DATE JULY 19, 2018
		PAGE NO. 4 of 4

5.0 LIST OF FORMS AND REPORTS

5.1 Forms

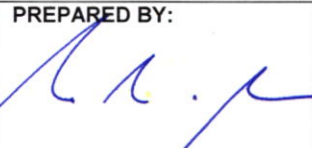
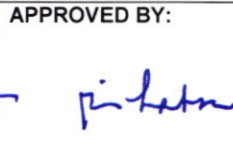

- 5.1.1 Enrolment Checklist
- 5.1.2 Health Services Unit Forms
 - 5.1.2.1 Health History and Personal Data Sheet (updated)
 - 5.1.2.2 Medical/Dental Consent Form (updated)
 - 5.1.2.3 Physical Examination Form
- 5.1.3 Registrar Forms
 - 5.1.3.1 Student Information Sheet (updated)
 - 5.1.3.2 Scholarship Categorization Application Form (if applicable)
- 5.1.4 Guidance Forms
 - 5.1.4.1 Cumulative Records
- 5.1.5 Residence Hall
 - 5.1.5.1 Residence Hall Application Form
 - 5.1.5.2 Parent's/Guardian's Instruction Sheet
 - 5.1.5.3 Residence Hall Contract
 - 5.1.5.4 List of Appliances/Electrical Devices Form (updated)

5.2 Reports

- 5.2.1 Enrolment Data - Grades 8 to 12.

6.0 REVISION HISTORY

DCR No.	Section	Amendment/s	Revision No.	Implementation Date
		-Initial Implementation-	0	April 17, 2017
18-00-024	3.4.1.4	Deleted Fecalysin, HbsAb and HbsAg as requirements for enrolment of incoming Grade 8 to 12	01	July 19, 2018

PREPARED BY: 	APPROVED BY: 	 MASTER COPY	
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