Philippine Science High School-Bicol Region Campus
Tagongtong, Goa, Camarines Sur

GRADE 8-ENROLMENT CHECKLIST
SY 2015-2016

Name of Student: _____

Read carefully the following instructions:

a. Report on the enrolment date assigned to you.
b. For Grade 8, all ID pictures required should have a yellow background.
c. **STEPS 1-8** are interchangeable .
d. Please have this form signed by the respective unit once you submitted the complete documents.
e. Once accomplished, this checklist will be submitted to the Registrar's Office together with your clearance ;in return, an Admission Slip will be issued.
f. For inquiries please contact us at (054) 453-2048 local 102/09463594520, or visit www.pshs-brc.edu.ph.

STEPS	OFFICE CONCERNED	ACTIVITIES/REQUIREMENTS
1	Medical Unit	Submit the following requirements: ☐ Medical Evaluation Forms (Part-II Form should be accomplished by a Medical Doctor/Pediatrician/Family Doctor) ☐ Hepatitis Vaccination Certificate *(Completed or Not)* and other Immunization Record *Laboratory Test Results of the following:* ☐ Chest X-ray ☐ Complete Blood Count ☐ Urinalysis ☐ Fecalysis ☐ 1 pc 1x1 ID picture with printed name at the back ☐ 1 pc white long folder with fastener ** All laboratory test results must be available on the enrolment day* _____ *School Nurse* Date:
2	Guidance Office	Report to the Guidance Counselor for the following: ☐ Pre-enrolment conference *for students with warning/probation status ☐ Information Sheet ☐ 1 pc 1x1 ID picture with printed name at the back _____ *Guidance Counselor* Date:
3	Library	☐ 1 pc 1x1 ID picture with printed name at the back _____ *Librarian* Date:

4 Discipline Office

Report to the Discipline Officer and submit the following requirements:

- ☐ Scholar's Pledge
- ☐ Code of Conduct Return Slip

_____

Discipline Officer

Date:

5 Dormitory Unit

If you are applying for dormitory accomodation of the school, please submit the following:

- ☐ Parents Instruction Sheet
- ☐ Residence Hall Contract
- ☐ Resident's Information Sheet
- ☐ Consent for PSHS-BRC Cashier to Deduct from the Student's Stipend
- ☐ 2 pcs 1x1 ID picture with printed name at the back

_____

Dorm Manager

Date:

6 Student Service Division

Submit the following forms to the SSD Chief:

- ☐ Consent for Off Campus & Use of School Bus
- ☐ Student Directory with 1x1 ID picture

** paste the picture on the form*

_____

SSD Chief

Date:

7 Categorization Committee

If you are APPLYING for Scholarship Recategorization secure forms @ the Registrar's office and submit the following documents:

- ☐ PSHS BRC Form C-1
- ☐ PSHS BRC Form C-2
- ☐ PSHS BRC Form C-3
- ☐ Current Statement of Assets and Liabilities (2014 SALN)
- ☐ BIR Certificate of Exemption, if applicable
- ☐ Income Tax Returns for 2012, 2013, 2014

**Draft of 2014 ITR may be considered first, original copy be sent before May 15, 2015.*

- ☐ Certificate of Employment/Contract (FOR OFW)
- ☐ Electric bills for the last 3 months
- ☐ I pc long brown envelope

** Complete documents must be submitted on the enrolment day. For those with incomplete requirements, your existing child's category will prevail.*

If you are NOT APPLYING for Scholarship Recategorization, please tick the box and affix your signature beside it. It is understood that your current child's category will prevail.

☐ _____ I am **not applying** for Scholarship Categorization.

_____

Member, Categorization Committee

Date:

8 Registrar's Office

- ☐ Proceed to the Registar's office and submit the following:
- ☐ Clearance
- ☐ Completely signed Enrolment Checklist
- ☐ Accomplished form @ http: //goo.gl/dlYY8N (Student Online Registration)
- ☐ Student Directory with 1x1 ID picture and a sketch of residence @ the back
  ** paste the picture on the form*
- ☐ Temporary ID form with 1 pc 1x1 ID picture
  ** paste the picture on the form*
- ☐ 3 pcs 1x1 ID pictures
- ☐ 1 pc long brown envelope

We have read and understood all the instructions stated in this PSHS-BRC Enrolment Checklist. We are aware that we have to comply and submit **ALL** the required documents on the scheduled date of enrolment, otherwise, it will impede our child's admission or even her/his enjoyment of PSHS scholarship, in consonance with the Amended Guidelines on Promotion, Probation and Graduation of PSHS Students as stated below:

xxx

III. Guidelines

1. Good Standing

1.1 A student is in good standing for the incoming school year if s/he meets the minimum academic and disciplinary standards in the previous year, namely:

xxx

c. s/he incurs three (3) or less unexcused days of absences.

2. Probationary Status

2.1 A student will be on probationary status for the incoming school year:

xxx

c. s/he incurs at least eight (8) days of unexcused absences.

3. Termination of Scholarship

3.1 Termination of scholarship means that the scholarship contract shall be unilaterally rescinded due to the student's failure to comply with a particular provision in the contract.

3.2 Grade 7-11/First to Third Year student **shall** be recommended for termination of her/his scholarship:

xxx

b. if s/he incurs thirteen (13) or more unexcused absences;

xxx

5. Ineligibility for Graduation of Students

5.2 A student in her/his final academic year at the PSHS shall not be eligible to graduate should any of the following conditions be present:

xxx

b. if s/he incurs thirteen (13) or more unexcused absences

xxx

We understand that the issuance of an Admission Slip is dependent on the submission of completely signed Enrolment Checklist and Clearance. In the event, that the our child has no Admission Slip yet at the start of classes, this will affect her/his attendance since **NO ADMISSION SLIP MEANS UNEXCUSED ABSENCES.**

_____	_____
Name and Signature of the Student	Name and Signature of theParent/Guardian
Date: _____	Date: _____
_____	_____
Witness	Witness

ACKNOWLEDGMENT

BEFORE ME, a notary public for and in _____ City this ____th day of _____, 20__, personally appeared:

Campus Director	ELSIE G. FERRER
Parent/Parents/Guardian	

known to me to be the same persons who executed the foregoing ENROLMENT CHECKLIST consisting of FOUR (4) pages

WITNESS MY HAND AND SEAL on the date and at the place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.