

GRADE 7

ENROLMENT GUIDELINES SY 2023-2024

I. CONFIRMATION OF SCHOLARSHIP

- a. To officially accept the scholarship and be considered Pre-enrolled, a signed Confirmation slip should have been submitted on the specified deadline of submission either on campus or through email to admissions@cmc.pshs.edu.ph
- b. The vacant slot will be given to the Alternate / Additional Qualifiers

II. ENROLMENT DAY

- a. Face-to-face enrolment on **APRIL 10-14, 2023 (morning only)** from 7:30 AM to 11:30 AM
- b. Please be at the campus at most by 9:00 AM
- c. You will be assigned for a specific day of enrolment.
- d. Only 24 scholars will be accommodated per day.
- e. Parent/s or Guardians and the Qualifier are required to be present.
- f. Change of Enrolment Schedule (April 10-14) will only be accommodated if another qualifier wants to swap with the schedule.
- g. Wear a facemask at all times.
- h. Water will be provided, bring your own water bottle.
- i. Wearing of shorts, slippers, and sando are not allowed.

III. ENROLMENT FORMS / DOCUMENTS

- a. Fill out the forms **completely and legibly**.
- b. Use a **BLACK** Ballpen.
- c. Refer to the checklist on the Documents or Forms to be submitted to each Unit (Registrar, Residence Hall, Health, Guidance).
- d. A total of seven (7) recent 1x1 and one (1) 2x2 ID pictures are required
- e. Submit the complete documents as listed in the Checklist
- f. If possible, **NO ERASURES**. **DO NOT** use correction tape, a correction pen, or an erasable pen if a mistake is unavoidable. Instead, cross out once, counter-sign, and write your final entry above the corrected one.
- g. Do not leave any questions blank except those with specific instructions below.

- i. REGISTRAR UNIT: Fill out the Scholarship Agreement (4 sets), but the Agreement will be signed in person during enrolment day.
- ii. RESIDENCE HALL (For those who will stay in the dorm only) Requirements No. 2-4 will be required upon the start of classes.
- iii. HEALTH SERVICES UNIT other requirements for submission:
 - i. Proceed to your OPTOMETRIST for Visual Acuity and ask for an *Optometric Certification*
 - ii. *Dental Health Record* from the Dentist
- h. FOR GUIDANCE UNIT:
 - i. Fill out the **Grade 7** column only, in the Cumulative Records Form

For scholarship categorization:

1. Proof of income of parents (e.g., ITR or contract for OFW) or for unemployed, BIR Certification of Exemption from non-filing of ITR
2. Certified True copy of the latest Tax Declaration of all real properties by the municipal/city assessor. For no real property, certificate of no landholding or real property by municipal/city assessor
3. Certificate of registration of vehicles or Certificate for non-vehicle ownership
4. Electric bills for the last three months before the enrolment day or a statement of electric consumption from the power utility firm
5. Notarized Statement of Assets and Liabilities for government-employed parents

IV. For inquiries, you may contact us through the following:

(Smart) 0998-571-6805 / 0960-359-5480
 (TM) 0965-418-2399
 Landline 063-221-7463
 Email address: registrar@cmc.pshs.edu.ph