

## INSTRUCTIONS FOR ENROLMENT

Scholars are advised to strictly follow the following:

- Enrolment schedule:
  - GRADE 8 – June 25
  - GRADE 9 – June 26
  - GRADE 10 – June 27
  - GRADE 11 – June 28
  - GRADE 12 – June 29

For Grade 10 scholars who are not available on the 27<sup>th</sup> of June because of SIP, please enrol a week before the schedule.

- Use A4 size of white bond paper (S-20) in printing all forms.
- For those who wish to apply for a re-categorization of Scholarship because there is a significant change in their socio-economic circumstance, submit a letter request to the Campus Director, through the Campus Scholarship Committee stating the desired scholarship category and reasons for the change in scholarship category, together with supporting documents that will validate the claim with the following attachments:
  - One 2" x 2" ID picture
  - Duly accomplished and notarized scholarship application form
  - Notarized Statement of Assets and Liabilities of the family
  - Latest Income Tax Return (ITR) of the parents. If unemployed or exempt, submit a BIR Certification of Exemption from non-filing of ITR.
  - Certified true copy of the latest Tax Declaration(s) of all real properties. If there is no real property, a Certification that the parents have no landholding or real property duly issued by the Municipal/City Assessor.
  - Certificates of registration of motor vehicles.
  - Electric bills for the last 3 months or a statement of electric consumption from the power utility firm in the last 3 months.
- Residence Hall Contract should be printed in 3 copies. Parents and scholars will sign at the left side of the contract.

### FOR MEDICAL UNIT INSTRUCTIONS:

1. Fill up all the items completely and legibly. Use black ink pen.
2. Do not leave any blank item unanswered /or not completely filled up.
3. Dental Health Record - proceed to your Dentist.
4. Physical Examination Form – proceed to the medical doctor/government physician and bring the original copy of complete laboratory results. Laboratory procedures should be performed one (1) month before your enrolment schedule.
5. Incomplete or Non-conformity of laboratory results will mean non-admission.

PSHS SYSTEM Required Laboratory Procedures: (yearly requirement and should be strictly followed by each scholar)

- Complete Blood Count (CBC)
- Blood Typing (BT) - even if you already knew your blood type, laboratory result is needed as confirmatory and must be indicated in the CBC result.
- Hepa-B Screening – 1. Antigen and ; 2. Antibody
- Chest Xray
- Urinalysis
- Stool Exam

**Note: Please put all documents in a long expanding envelop per unit / office.**