Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Middle Name: \_\_\_\_\_\_\_\_

General Ave. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Semester: \_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: REQUIREMENTS FOR ADMISSION**

1. **OFFICE OF THE STUDENT AFFAIRS (OSA)**
	1. Students submits the filled out enrolment forms
	2. Students is given his/her Identification Number (I.D No.) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **GUIDANCE OFFICE/INFO DESK**
	1. Checking of the filled-out enrolment forms: (SIR) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) 1 Long Brown Folder ( ) 1 Long Brown Envelope Guidance Counselor/staff

1. **ENCODING OF STUDENT PROFILE (ICT)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSG / Student Assistant
2. **COLLEGE WHERE THE STUDENT ENROLS**
	1. Secure Preliminary Enrolment Form (PEF)

 Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Program Adviser/College Representative

1. **COLLEGE WHERE THE STUDENT ENROLS**
	1. Secure Preliminary Enrolment Form (PEF) Enrolled

 Advised to another course

 Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Program Adviser/College Representative

1. **REGISTRAR’S OFFICE** (Submission of Credentials for enrolment)

**Freshmen** **Transferees**

 ( ) Report Card (Original) ( ) TOR/Evaluation Sheet

 ( ) Birth Certificate NSO Authenticated (Photocopy) ( ) Honorable Dismissal

 ( ) Certificate of Good Moral Character ( ) Marriage Certificate

 (for married only)

 ( ) Marriage Certificate (for married only) ( ) 1 pc. Long Brown Envelope

 ( ) 1 pc. Long Brown Envelope ( ) Certificate of Enrollment

( ) Certificate of Enrollment ( ) 1 pc. Long Folder

( ) 1 pc. Long Folder ( ) 1 2x2 Latest Picture

( ) 1 2x2 Latest Picture ( ) NSO Birth Certificate (photocopy)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar’s Office

1. **SSG OFFICE (**for payment of fees) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSG Representative
2. **SCHOOL CLINIC** (Physical Examination) Remarks: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Laboratory: ( ) CBC ( ) Urinalysis ( ) Urinalysis w/ Pregnancy Test (female) College Nurse

( ) Stool Exam ( ) Medical Certificate issued by registered Physician

( ) 1 pc. 2x2 Picture ( ) 1 pc. Long Brown Envelope

1. **SCHOOL LIBRARY** (Library I.D No.) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) 1x1 ID picture College Librarian

1. **COLLEGE CLERK**

Return one copy of Certificate of Enrolment (COR)

Note: **Please keep your Student copy for your file and present it to the Instructor during your class.**

1. **OFFICE OF STUDENT AFFAIRS (OSA)**

ID / Validation

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is willing to abide all rules and regulation of this College.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

Course : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institute : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Enrolled : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: RETURN THIS FORM (ADMISSION FORM) TO THE OSA FOR RECORD PROFILE.**