GRADE SCHOOL APPLICATION PROCEDURE

1. Present and submit the admission requirements to the Admissions Office.
2. Pay the non-refundable application and testing fee of P500.00.
3. Secure the following from the Admissions Office:
   - Application form
   - Recommendation forms
   - Student Health Record
4. Submit the completed application and recommendation forms and the student health record before being issued the examination slip.
5. Take the entrance exam on the scheduled date.

Requirements for Admissions

1. Clear photocopies of NSO birth certificate and baptismal certificate (originals have to be presented)
2. Photocopies of the following report cards:
   - Previous grade levels
   - Current grade level (latest grading period)
3. Two (2) copies of 1x1 ID pictures

Additional requirements for foreign students:

1. Clear photocopy of Passport (present original for verification)
2. Special Study Permit (SSP)
3. Transcript of Records
4. Report cards should have the English translation for foreign students from a foreign school
5. Certificate of Recognition as a Filipino if with dual citizenship