



FRESHMEN ENROLMENT FORM (A)
SCHOOL YEAR 2017 - 2018

FULL LEGAL NAME:

Surname *First Name* *Middle Name*
 MALE **FEMALE**

1. REGISTRAR'S OFFICE

- Birth Certificate (PSA/NSO) Issued, Original Copy)
- Form 137 (Elementary Permanent Record) and Form 138 (Grade VI Report Card) (Original Copy)
- Elementary Diploma (Photocopy)
- Valid Government Issued I.D. of Parents (Photocopy)
- Affidavit of Legal Guardianship (if applicable) (Notarized)
- Two (2) Pieces Documentary Stamps
- ₱30.00 worth of Postage Stamps
- Two (2) Pieces Passport Size I.D. pictures with nametag

PROPERLY ACCOMPLISHED FORMS:

- Confirmation Slip Scholar's Pledge Student Directory
- PSHS-CARC Entrance Data Consent for out-of-class activities

The following requirements are needed purposely to determine the scholarship category of students. Non-submission of these documents shall forfeit the privilege to receive the additional living allowance.

- Application for Scholarship Categorization
- Income Tax Return (BIR Form No. 1701)/ Certificate of Compensation Payment/ Tax Withheld (BIR Form No. 2306) of parent/s for 2015, 2016, 2017 (Photocopies)
 - If unemployed parent/s or Legal Guardian/s: Certification of Non-filing/Tax Exemption issued by BIR
 - If parent/s are Freelance Professionals or on Private Practice: Submit Recent Professional Tax Receipts
 - If OFW: Recent/ latest Job Contract
 - If retired: Retirement documents of parent/s (if applicable) (Photocopies)
- Electric Bills for the last 6 months (Photocopies), or
 - Electric Subsidiary Ledger – print-out of paid electric bills from an electric service provider
 - Submit a Certification if shared payment is practiced, signed by the house owner and attested by the Barangay Captain.
- SALN 2017 (Statement of Assets and Liabilities) for Government Employees, Appointed or Elected Officials (Photocopies)

 Registrar
 Date: _____

Registrar's Office Copy



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Student's Copy