APPLICATION PROCEDURE (KINDER/GRADE / HIGH SCHOOL/SHS)

1. Proceed to the Guidance, Admission & Testing Office (GATO) for information and secure the following:
   A. Application Form
   B. Personal Information Form
   C. Recommendation Form

2. Submit to the GATO the accomplished forms together with the photocopy of the following: Recent Report Card authenticated by the class adviser, NSO Birth Cert. & Baptismal Cert. Place the accomplished forms in a long brown envelope.

3. Pay the testing fee (Php 400.00) at the Cashier’s office. This fee is non-refundable.

4. Present Official Receipt of payment to the GATO and get the examination permit.

5. Come for the scheduled examination day and bring the following for your examination:
   - black pen
   - pencil #2
   - pencil sharpener

6. After the exam, the ATO will inform you when to return for the results and for the interview.

7. Come for the scheduled interview.

Note: Applicants for the Kindergarten Level must be at least five (5) years old by June 1 of the school year; those for Grade One must be at least six (6) years old. Kinder and Grade One entrance exams would be both oral and written.