APPLICATION FORM
HIGH SCHOOL DEPARTMENT

Application for Level        Application No.        O.R.

PERSONAL DATA

NAME:
(Last)        (Name)        (Middle)        (Nickname)

Gender: [ ] M  [ ] F

Age       Date of Birth / / Place of Birth       Birth Order: _____
month     day     year

Citizenship:       Religion:       Tel No.: _____

Home Address:

Brother(s)/Sister(s) in CoSB-R:

FAMILY BACKGROUND

FATHER        MOTHER

NAME

HOME TEL. NO.

MOBILE PHONE NO.

EMAIL ADDRESS

OCCUPATION

EMPLOYER/COMPANY

BUSINESS TEL NO

BUSINESS ADDRESS

EDUCATIONAL ATTAINMENT

LAST SCHOOL ATTENDED

GUARDIAN'S NAME:

Relationship to student:       Mobile No.: _____

Address: __________________________________________

EDUCATIONAL BACKGROUND

Grade Level        Year Attended        Name & Address of School

Pre-School
Gr. 1
Gr. 2
Gr. 3
Gr. 4
Gr. 5
Gr. 6
Gr. 7
First Year
Second Year

Interests & Hobbies: __________________________________________

Is your child undergoing any type of cognitive, behavior or physical intervention?  [ ] Yes  [ ] No
If yes, please explain briefly. __________________________________________

CERTIFICATION

I certify that the information herein is correct and complete. Falsification, misrepresentation or withholding of information in this form will automatically nullify my application and will result to dismissal from the CoSB-R.

Printed Name & Signature of Parent/Guardian/Spouse

Date
Admission Requirements and Guidelines for Grade School

QUALIFICATIONS:

✓ Grades must be above 80% in any grading period.
✓ Average should be 83% and above.
✓ Conduct Grade must have an equivalent grade of 85%.

LIST OF DOCUMENTS TO BE SUBMITTED: (Note: All documents submitted become the property of CoSB-R and will NOT be returned to the applicant)

A. For NEW STUDENTS:
   1. Original copy of NSO Birth Certificate
   2. Photocopy of Baptismal Certificate (Original must be presented)
   3. Recommendation Letter from the Guidance Counselor/Class Adviser (Downloadable RF Form A-B)
   4. Three (3) -2x2 colored picture, white background
   5. One (1) Long brown envelop

B. Additional requirements for TRANSFEREES:
   1. Original Transcript of Records or Certified True Copy of latest report card (3 copies)
   2. Transfer Credentials
   3. Recommendation Letter from the School Principal

C. Additional requirements for FOREIGN STUDENTS (below 18 years old):
   1. Two (2) photocopy of Passport (original must be presented)
   2. Original Special Study Permit (SSP) from the Bureau of Immigration (BOI)
   3. One (1) photocopy of Alien Certification of Registration (original must be presented)

PROCEDURE:

STEP 1: Fill up the application form and submit all requirements to the Records Office (Monday - Friday, 8:00am - 3:00pm).

STEP 2: Secure the payment slip for testing fee from the Records Office.

STEP 3: Pay the testing fee of Php 500.00 at the Business Office.

STEP 4: Proceed to the Guidance Office for testing permit and schedule.

STEP 5: On the date of examination, applicants must present their testing permit. (Schedule of release of test results will be announced by the examiner)

STEP 6: After passing the Entrance test, pay Reservation fee of Php 2,500.00 at the Business Office. The fee is not refundable, but deductible from the tuition fee upon enrolment.