



Republic of the Philippines
Department of Education
 REGION 1V-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS PROVINCE
 MALVAR SENIOR HIGH SCHOOL
 POBLACION, MALVAR, BATANGAS

BALIK ARAL ENROLMENT FORM

TRACK/STRAND: _____

Student Name: _____ LRN: _____
(LAST) (FIRST) (MIDDLE)

Complete Permanent Address: _____

Last Section Attended: _____ Grade Level: _____ S.Y. _____

Reason for Return: _____

 Students' Name and Signature
 Contact #:
 FB Name:

 Parent / Guardian Name and Signature
 Contact #:
 Email:

PROCESS	Verified by: Signature over Printed Name	REMARKS Date Accomplished
Step 1 SUBJECT EVALUATOR Evaluation of the <u>Copy of Report Card</u> and Subject Offerings thru Subject Assesment Form		
Step 2 REGISTRAR'S OFFICE Evaluation of the following Forms and Documents 1. School Form 9 (Report Card/Form 138) 2. Birth Certificate(<i>photocopy</i>) 3. Copy of Certificate of Completion(<i>photocopy</i>) 4. Enrolment Form Online/BEEF/MLESF 5. School Form 10 (Permanent Record/Form 137)		
Step 3 PRINCIPAL'S OFFICE Interview by the School Principal and Approval of Enrolment Form		
Step 4 GUIDANCE/ DISCIPLINE OFFICE Orientation of School Rules and Regulation		
Step 5 Information Technology Officer (ITO) ID Processing, Creation of Student GSuite Account		
Step 6 ADVISER Endorsement of Class Adviser for Class Schedule and other matters		

SECTION: _____ DATE OF FIRST ATTENDANCE _____ / _____ / _____
(Month/Day/Year)

