

**VISION**

A Christ-centered school community  
growing in the love and friendship  
of Jesus Christ in His Church  
and striving for peace  
in the social and ecological order



**MISSION**

*We, in Basic Education, commit ourselves –  
to Transformative Education  
as a Christ-centered school community  
dedicated to the integral formation of persons  
empowered to promote justice, peace,  
care for creation, and solidarity.*

*Reclaim our JOY as God's beloved!*  
School Thrust 2018-2019

January 16, 2019

Dear Parents and Guardians,

Greetings of peace and joy this New Year!

To help us prepare better for school year 2019-2020, the Administration would like to know the number of incoming students to determine the number of sections per level. This information will also be the basis for the screening and hiring of the best possible teachers for our students.

In connection to this, we request you to take note of the reservation period and enrollment days for next school year. Below are the guidelines. Please read carefully.

1. The reservation period is from January 21 to March 31, 2019. The reservation fee is Php3,000 for old students and Php5,000 for new students. The fee is NON-REFUNDABLE and NON-TRANSFERABLE but DEDUCTIBLE from the TUITION FEE of the next school year. The student will only be considered reserved after payment of the said fee.
2. Only students who have reserved will be allowed early enrollment on April 13, 2019 after the Parents' General Assembly and Report Card distribution or they may enroll on the regular enrollment days scheduled as follows:
 

April 22, Monday	Preschool
April 23, Tuesday	Grades 1 and 2
April 24, Wednesday	Grades 3 and 4
April 25, Thursday	Grades 5, 6 and 7
April 26, Friday	Grades 8, 9 and 10
April 29, Monday	Grades 11 and 12

After the regular enrollment days, the school may CLOSE ENROLLMENT in a level.

Please see next page.

**REPLY SLIP**



Class Number

Dear Ms. Magtaas,

We have read your circular regarding Reservation and Enrollment for School Year 2019-2020. We understand that this is a reply slip and **NOT** a reservation form.

Parent's Printed Name and Signature

Student's Name

Level/Section

3. Those who are not able to pay the reservation fee and/or are not able to enroll during the regular enrollment days may only be accommodated on April 30; May 2, 3 and 6, 2019 on a first come, first served basis.

A blessed and joy-filled 2019 to your families.

Sincerely,

  
Ms. Marie Grace B. Magtaas  
School Director