

Kindly refer to the attached relevant procedures for your guidance.

We thank you for your cooperation and assistance.


FR. JESIEL MIRANILLA, IP, OP.
Secretary

PHASES OF ONLINE ENROLLMENT
for incoming and re-enrolled incoming Grade 11 learners
First Term, Academic Year 2020-2021

PRELIMINARY

The following requirements shall be accomplished by the concerned students before the scheduled enrollment.

Requirements	Concerned students	Remarks
Accomplished Personal Data Sheet (PDS)	All students	Encode the PDS at http://pds.ms.dlp.edu.ph and print Acknowledgment Slip.
Clearance		Locate your advisor
Registration		
Scholarship requirements or submission to the Office of Student Affairs (OSA)	Scholarship applicants	Please refer to the announcements page of the OSA.
	Qualified	Proceed to the OSA.
Duly accomplished forms	University officials	Accounting Office to accomplish form with accountancy department.
complete copy of MyCB Report	All students	Check MyCB Report. If courses are incomplete, report to the concerned Program Chair.

Enrollment Procedure. The general procedure of the on-site enrollment is as follows:

1. Reporting to respective Program Chair and observance of preliminary instructions. *Note: If this is the first time in college, then the concerned students must proceed to the **Common Venue Seminar** first.*
2. **PRINTING** of registration Form (Form 1). The student must bring a copy of the enrollment form and pay the enrollment fees and printing of Form 1.

Note: If enrolled, proceed to the Accounting Office to print Form 1 to the Accountant's Office for registration.

3. **PAYING AT CASH COUNTERS** - Cash checks are not accepted at cash counters. Bank tellers are available to receive cash payments. Credit card payments are also accepted. All payments must be accompanied by their official receipt with Form 1 before receiving the receipt.
4. **PLACING ORDERS FOR UNIFORMS/BOOKS** - Students should place orders for fitting of uniforms and/or payment for books. (NOTE: receipts for uniforms are included in the cost of school fees.)

REMINDERS concerning payment:

A. For check payments:

1. Check with exact amount should be made payable to University of Cebu - Tuguega.
2. The following checks are not accepted:
 - a. old endowment checks
 - b. Old for state checks
 - c. post dated checks
 - d. state checks
3. Returned checks - students whose checks are returned are required to pay their future transactions with the University of Cebu - Tuguega. A penalty of P1,500.00 shall be imposed by the University of Cebu - Tuguega for each returned check.

B. For online payments, you can be:

- a. BPI - over-the-counter, internet/ iPhone / ATM banking
- b. Metrobank - over-the-counter, internet/ mobile banking
- c. BPI Family - Internet/ iPhone / ATM banking

The depositor is required to enroll UST as a merchant with the bank as the reference number. This facility will assist you to create statement, online payment in the future.

Thank you.

Office of the Registrar

**4Ps of ON-SITE ENROLLMENT
FIRST TERM, AY 2019-2020**

PHASES	ACTIVITIES	VENUE
1	<u>Preliminary</u>	respective colleges
2	<u>Assessment of</u> <u>Form (Form 1)</u>	Enrollment venue (Seminary Cym)
3	<u>Payment of Fees</u>	
4	<u>Placement of</u> <u>school uniform</u>	placement of colleges