



BED RECORDS UNIT

BASIC EDUCATION

ONSITE ENROLLMENT

SCHEDULE and PROCEDURE

AY 2023-2024

July 10 – August 11, 2023

8:30 am – 4:30pm



BED RECORDS UNIT

ENROLLMENT SCHEDULE

AY 2023-2024	
August 14, 2023	START OF CLASSES
August 14 to 25, 2023	Late Enrollment (with penalty)
August 25, 2023	Last day of enrollment

Note: Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS.



BED RECORDS UNIT

GENERAL PRELIMINARY PROCEDURES

- 1 APPLICATION FOR DISCOUNTS.** Completed application for discount must be signed by the concerned department head/s before enrollees can proceed with the enrollment.

Type of Discount	Discount Form	Who may avail?	Required document to be attached to the discount form
Alumni Discount	STUDENT DISCOUNT FORM can be obtained from the <i>Admission and Scholarship Unit</i> . <i>Note: only one discount can be availed</i>	Children of alumni who are enrolling for the first time	a. Photocopy of parent's alumni card or any of the following: <ul style="list-style-type: none">• Diploma;• TOR; or• Certification of graduation
Pag Ibig Discount		First time enrollees whose parents have Pag-Ibig Loyalty Card	a. Photocopy of parent's Pag-Ibig Loyalty Card
Sibling Discount		Enrollees with sibling/s enrolled in Letran (College or Graduate School)	None
Personnel Discount	PERSONNEL DISCOUNT FORM can be obtained from the Human Resource Department.	Children of Letran personnel	None



BED RECORDS UNIT

GENERAL PRELIMINARY PROCEDURES

- 2 UNBLOCKING OF ENROLLMENT ACCOUNT.** Students must resolve their deficiency/ies with the relevant office in order to be unblocked of their enrolment account.

SPECIFIC PRELIMINARY PROCEDURES

- 1 *With Back Account***
 - a. Go to the Cashier's Office for payment of back account.
 - b. Proceed to enrollment proper.
- 2 *With deficiency/ies in the different offices/department***
 - a. Report to the concerned office/s or department/s for clearing of deficiency/ies and for unlocking of enrollment account.
 - b. Proceed to enrollment proper.



BED RECORDS UNIT

ENROLLMENT PROCEDURES

A. for OLD or CONTINUING STUDENTS

1. Proceed to the designated waiting area in front of the Accounting Services Department and request for printing of OEF. Submit the accomplished discount form (if applicable) to the Accounting staff/facilitator and wait for the release of your ***Official Enrollment Form (OEF)***.
2. Affix your signature at the back page of the OEF and proceed to the Cashier's Office for payment of fees and validation of enrollment. An enrollment evaluation form will also be issued in random.
3. Proceed to the Satellite Bookstore (*located at Room L103 of San Lorenzo Ruiz Bldg.*) for the issuance of books. Uniforms and other school supplies are available at the Bookstore.





BED RECORDS UNIT

ENROLLMENT PROCEDURES

B. for RETURNEES

1. Proceed to the Registrar's Department - BED Records Unit for academic evaluation, checking of back account, activation of enrollment account, change of enrollment status, enrolment, and issuance of endorsement for printing of OEF.
2. Go to the Accounting Services Department for printing and issuance of Official Enrollment Form (OEF).
3. Affix your signature at the back page of the OEF and proceed to the Cashier's Office for payment of fees and validation of enrollment.
4. Go to the Information Technology Department and present your validated OEF for processing of school ID.
5. Proceed to the Satellite Bookstore (*located at Room L103 of San Lorenzo Ruiz Bldg.*) for the issuance of books. Uniforms and other school supplies are available at the Bookstore.



BED RECORDS UNIT

OPTION FOR ONLINE BANK PAYMENT

1 Pay the amount via accredited banks and payment centers of the Colegio and upload the proof of payment to google form <https://bit.ly/paymentvalidation2021> for verification and enrollment validation. Validation of enrollment for online payment is within two (2) working days upon receipt of proof of payment.

2 Upon validation of enrollment, the Cashier will send a notice of official enrollment to the enrollee's knightmail account and the ITD will upload the enrollment in the LMS.

Note: Onsite payment at the Cashier's Office is encouraged for real-time enrollment validation and quicker enrollment in the LMS.





PAYMENT OPTIONS

Account Name:
**COLEGIO DE SAN JUAN
DE LETRAN CALAMBA, INC.**



245610-0137-43
PHILIPPINE NATIONAL BANK(PNB)
Bucal Branch



Sender's Name: **Student's Name**
Receiver's Name: **Letran Calamba**
Transaction Type: **Collections**
Amount: **Amount to be Paid**
Reference No.: **Student Number**



007710086613
BANCO DE ORO(BDO)
Canlubang i-Mall Branch



10-107-007323-0
UNION BANK
Calamba Branch



0923-3236-19
BANK OF THE PHILIPPINE ISLANDS(BPI)
Calamba Real Branch (*Online Banking Only*)



PAYMENT OPTIONS

Account Name:
**COLEGIO DE SAN JUAN
DE LETRAN CALAMBA, INC.**



Gcash Message: Type the ID No. and Name



PAYMENT VALIDATION



Kindly upload the deposit slip/s and/or bank transactions receipt/s with complete details
(*Bank, Bank Account Number, Transaction Date, Amount Deposited/Transferred and
Confirmation/Reference Number*) to this link /QR code
<https://bit.ly/paymentvalidation2021>.



BED RECORDS UNIT

ENROLLMENT REMINDERS

1. Printing of assessment and adjustment forms or OEFs shall be done at the Accounting Services Department (ASD) upon presentation of Endorsement for Printing of OEF to the Accounting staff/facilitator.
2. Do not forget to sign at the back of the OEF (Data Privacy Consent).
3. Request for re-assessment and/or re-print of OEFs shall be accommodated only at the
Accounting Services Department upon presentation of O.R.
 - a. Secure a payment slip at the Accounting Services Department.
 - b. Proceed to the Cashier's Office and pay P50.00.
 - c. Present O.R at the Accounting Services Department for re-assessment and/ or re-print of OEF.
4. Late enrollees will be charged accordingly.

