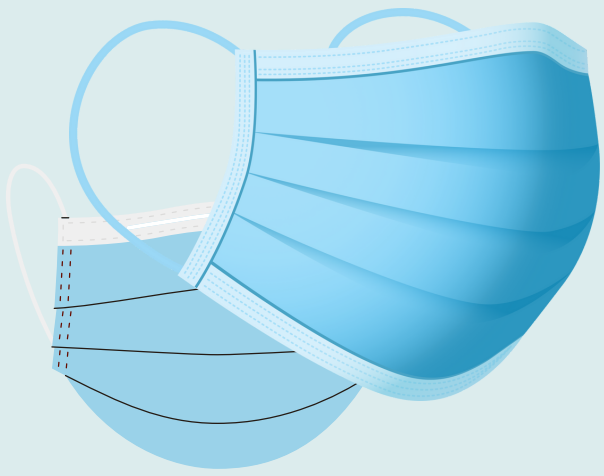


# GUIDELINES for setting an ENROLLMENT APPOINTMENT

R E M I N D E R  
**NO** FACE MASK  
PEN  
ENTRY



## **Wear face mask**

Make sure to wear your face mask upon entering the school. Also, bring your pen.



## **Check your temperature**

Have your body temperature taken with the thermal scanner at the control point, disinfect hands from alcohol dispensers, and disinfect footwear on the foot mat. (Yellow Caution sign for Wet Floor will be placed near the foot mat.)



## **Contact tracing**

Write your contact details on the Contact Tracing Logbook.



## **Select date for appointment**

Select and fill out your desired date and time on the Enrollment Appointment Logbook. Only 50 enrollment slots will be accommodated per day; 5 slots every 30 minutes from 9:00 to 11:30 in the morning and from 1:30 to 4:00 in the afternoon.



**CENTRAL VISAYAN INSTITUTE FOUNDATION**

Jagna, Bohol 6308 Philippines

**ANNOUNCEMENT**

**Enrollment**

**For SY 2022-2023**

***Starts on JUNE 8, 2022***

Please make sure to set an enrollment appointment with us.



# CENTRAL VISAYAN INSTITUTE FOUNDATION

Jagna, Bohol 6308 Philippines

## ANNOUNCEMENT

# ENROLLMENT

may be done in two ways:

### Online Enrollment:

Anytime starting  
Wednesday, 8 June 2022

Make sure you have a Google Mail  
(Gmail) account to access the link below:

<https://forms.gle/z5a4abkKQjbtCV3u5>

### On-Campus Enrollment:

Starting  
Wednesday, 8 June 2022

This may be done only within office hours  
(9:00 am – 11:30 am; 1:30 pm – 4:00 pm)  
on weekdays (Monday – Friday). Please  
make sure to first set an enrollment  
appointment to be accommodated.



# CENTRAL VISAYAN INSTITUTE FOUNDATION

Jagna, Bohol 6308 Philippines

## Requirements for Enrollment

### Incoming Grade 7

1. Certificate of Live Birth (PSA/NSO copy)
2. Form 138 (Report Card)
3. Certificate of Good Character (issued by the elementary school)

### Transferees\*

1. Certificate of Live Birth (PSA/NSO copy)
2. Form 138 (Report Card)
3. Certificate of Good Character (issued by the previous school)
4. ESC Certification (for ESC grantees)

*\*CVIF is accepting transferees for Grades 8-11 only.*



# CENTRAL VISAYAN INSTITUTE FOUNDATION

Jagna, Bohol 6308 Philippines

## Grade Requirements for Transferees

### Grades 8 – 10

Average of 83% up  
for the preceding school year

### Grade 11

Average of 83% up  
in their Grade 10 Report Card

*Note:*

For STEM strand only: **Final grade of 87% up**  
in Science and Math subjects in the Grade 10  
Report Card

# ENROLLMENT FLOW

**1**

**Have your temperature checked at the nurses' control point upon entering the campus.**

**2**

**Proceed to the Cashier's office and pay the registration fee of Php500. Make sure to get the Official Receipt before leaving.**

**3**

**Go to the Assessment Area to present the requirements and/or the Official Receipt.**

**4**

**Proceed to the Electronic Data Processing Area to encode or update the necessary student information for enrollment.**

**5**

**Wait for the Enrollment Confirmation Slip before leaving.**