San Beda College Alabang
Don Manolo Blvd., Alabang Hills Village
Alabang, Muntinlupa City
Tel. No.: 8809-7047; 8236-7222 loc. 1080
Website: www.sanbeda-alabang.edu.ph
STUDENT ADMISSIONS & TESTING CENTER

That in all things God may be Glorified

ADMISSIONS POLICY and PROCEDURE

Basic Education
(Nursery, Kinder to Grade 12)

General Admissions Policy

1. Student applicants who are interested to study at San Beda College Alabang are required to undergo the admission screening process which provides the Board of Admissions with data to determine the acceptability of the students.

2. The Board of Admissions evaluates student applicants based on the following:
   a. Grades and Deportment. No final grade lower than 80% in any subject; No failing grade in any grading period. A deportment grade of at least B (satisfactory) or its numerical equivalent.
   b. Admissions Test Result
   c. Primary School Behavior Appraisal form, Student Academic and Discipline Appraisal (SADA) form (SBCA recommendation) from any of the following: class adviser, guidance counselor, former teacher, discipline officer, and/or any person of authority of the institution where the student last attended.
   d. Performance at interview, if interviewed.

3. Applicants from schools abroad, under a Home School Program, completers of previous academic years, passers of the Philippine Educational Placement Test (PEPT) and Alternative Learning System (ALS) or Non-formal Education Accreditation and Equivalency (NFE A&E) must inform the Student Admissions and Testing Center of current educational status, for additional instructions in the admission process.

4. The Admissions application is on a FIRST-COME, FIRST-SERVED basis.

I. Eligibility for Application

- ***For Nursery*** Children with a minimum age of 4 years old by October 31 of the school year applied for

- ***For Kinder*** Children with a minimum age of 5 years old by October 31 of the school year applied for

  Note: The school follows the DepEd Order No. 47, released in June 2016 "Omnibus Policy on Kindergarten Education", to wit:

  > "The kindergarten curriculum is intended to help children who are at least five years old to acquire the values, attitudes, and competencies which are known to enable successful and beneficial participation in school learning experiences." [DepEd order no. 37 series 2016]

- ***For the succeeding grade levels*** - Students who are promoted or expected to complete their current level at the end of the academic year are eligible to apply to the next grade level

II. Admission Guidelines

ONLINE APPLICATION PROCEDURE
Basic Education (Primary School and Middle School)
Nursery, Kinder to Grade 12

1. Interested applicants should REGISTER for Online Application.
   Link: **https://ienroll.sanbeda-alabang.edu.ph/SERP/Applicant/SBA.Register.aspx**
2. A temporary account with a password and *link* for the Online Application Form will be automatically emailed to the applicant.
3. Use the temporary account and password to LOG-IN.
   a. Fill out all information requested.
   b. Upload the following requirements in the same Online Application Form *(must be prepared before filling out the form)*: Rename the documents.
      Use the format: **LastnameDocumentLevelAppliedfor**
         example: **DelaCruzBirthCertificateKinder**   *(no space and no special character)*

      b.1. Latest report card with Learner Reference Number (LRN)
      - If the applicant has attended daycare/ play school/ learning center prior to applying to San Beda College Alabang, please submit a copy of their progress report/ grades (Nursery & Kinder applicants)
      - If the applicant has not attended a school prior to applying to SBCA, there is no need to upload any document (Nursery & Kinder applicants)

      b.2. Appraisal Form
      - **Primary Grade School Behavioral Appraisal Form** (for Nursery and Kinder Applicants) *Download here: **https://tinyurl.com/SADAppraisal-Nursery-Kinder***

      - **Student Academic and Discipline Appraisal (SADA) form (SBCA Recommendation form)** (for Grade 1 to Grade 12 applicants)
        *Download here: **https://tinyurl.com/SBCA-SADAppraisal-Grd-1-12***

        Kindly send a copy to the applicant's former teacher, guidance counselor, or principal and instruct them to email a **signed** copy to admissions@sanbeda-alabang.edu.ph (digital signatures are accepted).

      b.3. PSA Birth Certificate
      b.4. 2x2 ID picture with red background
      b.5. Baptismal Certificate
      - For *Non-Catholic* applicants, submit a duly accomplished **Agreement for Non-Catholics form.**
        Download here **https://tinyurl.com/Non-CatholicAgreementForm**

      b.6. Subject Description - Description of Grade 11 subjects taken from the previous school *(for Grade 12 applicants).*

4. Expect an email from the admissions staff within 4 working days for feedback regarding the application and the details for the admission fee.

5. Applicants should pay the non-refundable admission fee of PhP650.00.
   * If paid online, upload the proof of payment on the online payment form of the Finance Department for validation.
   * If paid onsite, the official receipt issued by the Finance Department should be presented to the Admissions Office.
6. Applicants with complete requirements will be scheduled for **Entrance Examination**.
7. A **Notice of Admissions Status (NAS)** will be emailed within 7 to 10 working days.
8. Applicants who are QUALIFIED (based on the admissions criteria) will be endorsed to the clinic for **Medical Examination**.
9. The **Pre-Enrollment Guidelines** *(Medical Requirement)* together with the **NAS** will be emailed to the QUALIFIED applicants.
10. Applicants who passed the medical examination (FIT-TO-ENROLL) will be endorsed to the Registrar's Office for enrollment*.* The **schedule and guidelines for enrollment** will be announced and emailed by the Registrar's office.

Notes

1. **IF QUALIFIED** *(passed the admission criteria set for the level)*, an original **Final Report Card** with **Learner Reference Number** (LRN) duly signed by the school principal or registrar with **Level of Promotion** and **School Dry Seal** must be submitted to the registrar's office upon confirmation of enrollment. Please refer to the enrollment schedule and procedure issued by Registrar's Office.
2. It is the responsibility of the student-applicant to ensure that the submitted documents are true and correct.
3. The name manifested in the Birth Certificate should also be the name to manifest in all other documents.
4. San Beda College Alabang reserves the right to decline applicants that have not met the criteria set by the Board of Admissions. Incomplete documents will not be scheduled for an entrance examination.
5. Applicant may be required to submit other documents not mentioned above on a case-to-case basis upon evaluation of admission application.
6. Failure to submit required documents may result to forfeiture of application and/or non-registration to the academic program/level.
7. Only the applicant who qualifies with the admissions criteria will be endorsed to the clinic for medical examination.
8. The enrollment schedule and guidelines will be posted through San Beda College Alabang website, and social media pages and emailed to the applicants who are *fit to enroll*.
9. ESC / PEAC voucher/s should be presented to the Finance Department during enrolment for a discount on fees.