

PROCEDURE:

A. Submission of Requirements

Venue: Benavides Auditorium

1. Secure and accomplish the Enrollment Conforme from the BSP/GSP as you enter the auditorium.
2. Submit the requirements, to the assigned enrollment personnel.
3. As you leave the auditorium, get your queue number from the BSP/GSP

B. Securing of Reservation Form for Enrollment & LAA

Venue: Blaylock Hall

1. Present your Document Checklist to the assigned enrollment personnel for confirmation.
2. Accomplished the reservation form/s provided by the enrollment personnel.

C. Payment of Reservation Fee/s

Venue: UST Junior High School Library

1. Present your reservation form/s to the designated cashier for payment.

Enrollment Reservation	Php. 15, 000.00
LAA Reservation	Php. 10, 000.00

Learning Anytime, Anywhere (LAA) - Classes using **tablet** for teaching and learning

2. Return the OFFICE COPY of the Reservation Form/s to the designated BSP/GSP.

get approval