Colegio de San Juan de Letran Calamba
www.letran-calamba.edu.ph

BASIC EDUCATION ONSITE ENROLLMENT SCHEDULE and PROCEDURES
AY 2025-2026

April 28 – June 13, 2025

8:00am – 12nn; 1:00 – 5:00pm

REGISTRAR'S DEPARTMENT

ENROLLMENT SCHEDULE
AY 205-2026

New Students/Transferees Kinder Grade 7 Incoming Grade 11 Transferees	**April 22 to June 13, 2025***
Old or Continuing Students	**April 28 to June 13, 2025***

except Saturdays, Sundays, and Holidays

REGISTRAR'S DEPARTMENT

ENROLLMENT SCHEDULE
AY 205-2026

June 16, 2025	**START OF CLASSES**
June 16 to July 1, 2025	Late enrollment (with penalty) June 16 – June 23 – Php250.00 June 25 – July 1 – Php500.00
July 1, 2025	Last day of late enrollment

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

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 **Marketing and Admissions Office**. Note: only one discount can be availed	Children of alumni who are enrolling for the first time	a. Photocopy of parent's alumni card or any of the following: • 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 Calamba	None
Personnel Discount	PERSONNEL DISCOUNT FORM can be obtained from the **Human Resource Department.(HRD)**	Children of Letran Calamba's personnel	None

GENERAL PRELIMINARY PROCEDURES

2 **UNBLOCKING OF ENROLLMENT ACCOUNT.** Students must resolve their deficiency/ies with the relevant offices/departments 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/departments*

  a. Report to the concerned office/s or department/s for clearing of deficiency/ies and for unblocking of enrollment account.
  b. Proceed to enrollment proper.

ENROLLMENT PROCEDURES

A. for OLD or CONTINUING STUDENTS

1. Proceed to the designated waiting area in front of the Accounting Services Department (ASD) and secure Enrollment Pass to request for printing of OEF. Submit the accomplished discount form (if applicable) to the Accounting staff/facilitator and wait for the issuance of your *Official Enrollment Form* (**OEF**).

2. Affix your signature (or your parent/guardian's 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 Bookstore for purchase of books, uniforms, and other school supplies.

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, enrollment, and issuance of endorsement for printing of OEF.

2. Go to the Accounting Services Department (ASD) for printing and issuance of Official Enrollment Form (OEF).

3. Affix your signature (or your parent/guardian's 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 (ITD) and present your validated OEF for processing of school ID.

5. Proceed to the Bookstore for purchase of books, uniforms, and other school supplies.

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.

Please complete the google form and select *Enrollment Payment* as the enrollment type.

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.

LETRAN CALAMBA
COLEGIO DE SAN JUAN DE LETRAN CALAMBA

PAYMENT OPTIONS

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

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

CEBUANA LHUILLIER

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

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

UnionBank
10-107-007323-0
UNION BANK
Calamba Branch

BPI
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

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.

SCAN ME

REGISTRAR'S DEPARTMENT

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-printing of OEFs** shall be accommodated only at the Accounting Services Department (ASD) upon presentation of Service Invoice (SI):

   a. Secure payment slip at the Accounting Services Department (ASD);
   b. Proceed to the Cashier's Office and pay P50.00; and
   c. Present Service Invoice (SI) at the Accounting Services Department (ASD) for re-assessment and/ or re-printing of OEF.

4. Late enrollees will be charged accordingly.