

PROCEDURES FOR P.E. ENROLMENT

2nd Semester, SY 2015-2016

October 20 – 29, 2015

8:00 AM – 5:00 PM

STEP 1

Look for at least three (3) desired P.E. activities listed online and/or in the bulletin board near the gymnasium's gate.

STEP 2

Get a **P.E. Enrolment Form** at the designated area near the gate of the gym and fill-up the necessary information.

STEP 3

Go to the counter corresponding to your chosen schedule. Present the P.E. Enrolment Form and your previous class card/s and/or checklist duly signed by the college adviser and/or college secretary.

STEP 4

Make sure to write your name in the **Subject Master List** to ensure your P.E. enrolment.

REMINDERS:

P.E. enrolment is on

- **First Come–First Served Basis**
- No students will be allowed to enrol their P.E. subject on their free day except swimming and extreme cases
- No repetition of P.E. subject/s taken except for those who failed the said P.E. activity/title.
- **For 3rd year/4th year students:** Kindly secure a promisory note upon enrolment.
- **For Manila residents who will enrol in Swimming and Bowling subjects:** Please bring the original and photocopy of any valid I.D. of parent with address, Barangay Certificate and/or ITR.