



## STUDENT ADMISSIONS PROCEDURE FOR SY 2024 – 2025

### A. IN-CAMPUS APPLICATION

1. Fill out Application Form and submit requirements to the Registrar's Office for checking and validation;
2. Once validated, pay the Entrance Exam fee (300 PHP) at the Business Office (for Grades 1-10 only). The Registrar's Office will schedule an interview with the Guidance Office or Department Office;
3. Preliminary Interview with the Guidance Office: The student shall present the receipt to the Guidance Office for the Entrance Exam;
4. The Guidance Associate / External Affairs Coordinator (*for Senior High School only*) will conduct a preliminary interview;
5. The School Principal / Academic Chair will conduct the final interview on the same day;
6. Proceed to the Registrar's Office to fill out a registration form and pay the tuition fee at the Business Office upon passing the entrance exam and interview.

### B. ONLINE APPLICATION

1. Fill out Application Form  
([https://drive.google.com/drive/folders/1JEnNRCbkcSayYmzy0ZhWNcE7LQL5k6m3?usp=share link](https://drive.google.com/drive/folders/1JEnNRCbkcSayYmzy0ZhWNcE7LQL5k6m3?usp=share_link)) and email this together with the requirements to the Registrar's Office ([stmatthewcoll@gmail.com](mailto:stmatthewcoll@gmail.com)) for validation (see list of requirements below);
2. Registrar's Office will email the student that the requirements are accepted and may proceed to pay the Entrance Exam fee (300 PHP) for Grades 1-10 only via online transfer (*see Bullet D below*). The Registrar's Office will schedule an interview with the Guidance Office or Department Office;
3. Send proof of payment to the Business Office ([stmatthewbilling@gmail.com](mailto:stmatthewbilling@gmail.com)) and wait for the confirmation email of the Business Office;
4. The Guidance Associate / External Affairs Coordinator (*for Senior High School only*) will conduct a preliminary interview;
5. The School Principal / Academic Chair will conduct the final interview on the same day;
6. Student will present the receipt of entrance exam fee during the date of exam. The Guidance will conduct a routine interview and proctor the test-taking online with a time limit;



- Proceed to the Registrar's Office to fill out a registration form and pay the tuition fee at the Business Office upon passing the entrance exam and interview.

## C. LIST OF REQUIREMENTS

	GRADE SCHOOL	JUNIOR HIGH SCHOOL	SENIOR HIGH SCHOOL	COLLEGE
<b>Preliminary Documents</b> <i>(temporarily enrolled)</i>	1) Application Form 2) 2 <sup>nd</sup> or 3 <sup>rd</sup> Quarter Report Card (Xerox/Hard Copy) 3) 2 pcs. of 2x2 ID photo 4) Entrance Exam	1) Application Form 2) 2 <sup>nd</sup> or 3 <sup>rd</sup> Quarter Report Card (Xerox/Hard Copy) 3) 2 pcs. of 2x2 ID photo 4) Entrance Exam	1) Application Form 2) 2 <sup>nd</sup> or 3 <sup>rd</sup> Quarter Report Card (Xerox/Hard Copy) 3) 2 pcs. of 2x2 ID photo	
<b>Final Documents</b> <i>(permanently enrolled)</i>	5) Final/4 <sup>th</sup> Quarter Report Card with School Principal's signature 6) Certificate of Good Moral Character 7) Birth Certificate (PSA Photocopy)	5) Final/4 <sup>th</sup> Quarter Report Card with School Principal's signature 6) Certificate of Good Moral Character 7) Birth Certificate (PSA Photocopy)	4) Final/4 <sup>th</sup> Quarter Report Card with School Principal's signature for Eligibility to Transfer 5) Certificate of Completion for Grade 10 6) Certificate of Good Moral Character 7) Birth Certificate (PSA Photocopy)	1) Photocopy of Report Card (Form 138) 2) Photocopy of Transcript of Records / Certification of Grades 3) Certificate of Good Moral Character 4) Photocopy of Birth Certificate (PSA/NSO) 5) Photocopy of PEPT Certificate <i>(if applicable)</i> 6) Photocopy of Marriage Certificate <i>(if applicable)</i> 7) Photocopy of ACR/Alien Certificate of Registration <i>(if applicable)</i>
<b>OTHER APPLICATION FORMS : STUDENT SUBSIDY</b>				
<b>ESC Voucher Application</b> <i>(for incoming Grade 7 students only)</i>	Application Form: <a href="https://drive.google.com/file/d/1Q-J72HZw-G66u02-2DkXURbN1L2ei8xB/view?usp=share_link">https://drive.google.com/file/d/1Q-J72HZw-G66u02-2DkXURbN1L2ei8xB/view?usp=share_link</a> Requirements: 1) Recent identical 2x2 ID photo (2 pcs.) 2) PSA Certified Birth Certificate (Original) 3) Photocopy of Grade 6 Report Card 4) Latest Income Tax Return for the previous year / Municipal Certification of Unemployment of Parents/Legal Guardian  <p style="text-align: center;"><b>Note:</b> For other concerns/inquiries, please contact the Registrar's Office at <a href="mailto:stmatthewcoll@gmail.com">stmatthewcoll@gmail.com</a> or (0977) 6803564 / (0961) 7585290</p>			



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Senior High School Voucher	Automatic Qualified Students (NO NEED to apply)	Voucher Applicants (NEED to apply)
<p>(for incoming Grade 11 students only)</p> <p><b>Information source:</b> DepEd Order 20 s. 2023</p>	<p><b>Category A:</b> Grade 10 completers from public schools</p> <p><b>Category B:</b> Grade 10 completers from private schools that are ESC grantees</p>	<p><b>Category C:</b> Grade 10 completers from private schools who are not ESC grantees</p> <p><b>Category D:</b> Grade 10 completers but have not enrolled for Grade 11 from SY 2016-2017 until SY 2022-2023</p> <p><b>Category E:</b> Students who passed the ALS A&amp;E Test for Grade 10 but have not enrolled for Grade 11 from SY 2016-2017 until SY 2022-2023 <b>OR</b> ALS learners who passed or will take the Portfolio Assessment for SY 2023-2024</p> <p><b>Category F:</b> Students who passed the PEPT for Grade 10 from SY 2016-2017 until recently but have not yet enrolled for Grade 11 <b>OR</b> students who will take the PEPT for Grade 10 for SY 2023-2024</p> <p><b>*Disclaimer:</b> For those who fall under Categories E &amp; F, students may apply already for the voucher while waiting for the results of the PEPT (Presentation Portfolio Assessment).</p>
		<ol style="list-style-type: none"> <li>1) Visit OVAP at <a href="http://ovap.peac.org.ph">http://ovap.peac.org.ph</a> and follow the instructions to create an OVAP account. Please use an active email address to create an account. <b>Disclaimer:</b> An account is not yet an application.</li> <li>2) Wait for a confirmation email that will be sent to your registered email address. Upon receiving the confirmation email, click the link provided to access the OVAP as a registered user.</li> <li>3) Complete the electronic Voucher Application Form (VAF-1). Applicants may accomplish this by part but ensure to save any changes for each section.</li> <li>4) Scan/take a photo then upload the following required documents:             <ol style="list-style-type: none"> <li>a. Recent 2x2 colored ID photo</li> <li>b. Notarized Affidavit of occupation and income for ALL that apply: both parents, guardian/s, other persons financially assisting the applicant to enroll in school - see Annex 1 <a href="https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_032.pdf">https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_032.pdf</a></li> <li>c. Signed Parent Consent Form for applicants who are below 18 yrs. old at the time of submission of application - see Annex 2 <a href="https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_032.pdf">https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_032.pdf</a></li> <li>d. If applicable: Certificate of Financial Assistance received from the Junior High School see Annex 3 <a href="https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_032.pdf">https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_032.pdf</a></li> </ol> </li> </ol>



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		<p>5) Click the attestation button and submit the application.  <b>Disclaimer:</b> An application is not yet considered complete until it is attested.</p> <p>6) Check the result of application on <a href="http://ovap.peac.org.ph">http://ovap.peac.org.ph</a>. Applicants with successful application shall be called Qualified Voucher Applicants (QVAs)</p> <p>7) Download the QVA Certificate from <a href="http://ovap.peac.org.ph">http://ovap.peac.org.ph</a>. This certificate is required for voucher redemption as this will be submitted to the Senior High School they will enroll at as proof that they are entitled to the voucher.</p> <p>For more information, please access this link for the DepEd order: <a href="https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_032.pdf">https://www.deped.gov.ph/wp-content/uploads/2022/06/DO_s2022_032.pdf</a></p>
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## D. BANK ACCOUNTS

<b>BDO</b>	St. Matthew College, Inc.	010330117726
<b>PS Bank</b>	St. Matthew College, Inc.	601-33200005-8
<b>Producer's Bank</b>	St. Matthew College, Inc.	125352000017
<b>Landbank</b>	St. Matthew College, Inc.	2722-102048
<b>GCash</b>	St. Matthew College, Inc.	You may choose any of the bank accounts above to deposit your payment.
<p>Please send your proof of payment to <a href="mailto:stmatthewbilling@gmail.com">stmatthewbilling@gmail.com</a> with the following details:</p> <ul style="list-style-type: none"> <li>• Name of student</li> <li>• Grade Level for SY 2024-2025</li> <li>• Description of Payment (Tuition, Reservation Fee, etc.)</li> </ul>		