

July 4, 2022

Dear Parents and Guardians,

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Greetings of Peace!

We are starting the new School Year 2022-2023 with the highest hopes, optimism and prayer that the challenges brought about by the pandemic will make us stronger, more resilient, and energized to make success stories.

With that said, these guidelines are being issued for the Procedures on Enrollment for Grade 12 starting **July 11, 2022** until the start of classes this coming **August 15, 2022**. We urge everyone to:

- **Take time to read** these guidelines and procedures. We have included all pertinent information you will need to go through the whole process but are still maintaining our lines of communication via emails and social media in case you have queries.
- **Keep an open mind and be patient.** We all want a fresh start of Grade 12 for our students. Review of your student profile and academic standing is underway. After complying with the steps, please give us 3 to 7 working days to direct you to the next step.
- **Stay safe.** MCL camp allow limited on-site transactions for enrollment. We encourage everyone to process all transactions online and make payments through our off-site and online payment channels.

I am hoping for everyone's kind understanding and cooperation on the matter.

Once again, on behalf of the management of Malayan Colleges Laguna – a Mapua School, my warmest thanks and appreciation for entrusting your child to our Senior High School.

Best regards,

  
**DR. GLENDA P. LIZARDO**  
Principal

## Reminders and Guidelines

# Grade 12 Enrollment for SY2022-2023

Online Registration and Enrollment Process			
Clearance Period  July 11 to August 12, 2022	Verification of Documents (Completeness of submitted enrollment credentials)	Registrar's Office	1-2 working days after form submission
	Checking of back account	Treasury Office	1-2 working day after verification of documents from the Registrar's Office
	Clearance on Academics	Senior High School	1-2 working days after clearance from the Treasury Office
	Course loading	Registrar's Office	2-3 working days after approval from the Senior High School
OneMCL	Issuance of Payment Instructions and Settlement of Matriculation Fees		Immediately after course loading, details are reflected in OneMCL
August 15, 2022	Blackboard Learn	Start of Classes for School Year 2022-2023	For officially enrolled students

## On the Clearance Requirements

As a pre-requisite for Grade 12 enrollment, students and parents are expected to ensure the following:

1. Back accounts for Grade 11 (School Year 2021-2022) are fully settled.
2. Required documents for admissions and enrollment last School Year 2021-2022 were complied with. Please remember that some students have executed an Affidavit of Undertaking for the documentary deficiencies. The commitment was expected to be fulfilled by October 15, 2021.

As a control measure, students with incomplete clearances will not be allowed to proceed with the next enrollment procedure. **Last day of enrollment is on August 30, 2022.**

Please refer to the table below for the requirements of the Registrar's Office and the Treasury Office:

DEPARTMENT/ OFFICE:	REQUIREMENTS:
<b>Registrar's Office (RO)</b>  <b>Ms. Shiaila Jei De Silva</b>  Mobile No. 09399157419  Email: <a href="mailto:sjddesilva@mcl.edu.ph">sjddesilva@mcl.edu.ph</a>  Copy furnish: <a href="mailto:seniorhighschool.registrar@mcl.edu.ph">seniorhighschool.registrar@mcl.edu.ph</a>  (Requests for F137 to be transmitted to the student's previous school may also be obtained from the aforementioned)	<b>Completion of Admission and Enrollment Requirements for the previous school year.</b>  1. Original Copy of the G10 report card 2. Photocopy of the PSA Birth Certificate 3. Certificate of Good Moral Character 4. Valid ID's of the Parents/Guardian 5. Colored ID Picture with White Background 6. Duly signed Fraternity Waiver Forms 7. Duly signed Statement of Compliance  <b>Required Documents after Enrollment:</b> 1. Student's Permanent Record (F137)
<b>Treasury Office (TO)</b> Mobile Phone Numbers: 09090613936 09519791096 09562519791  Email: <a href="mailto:treasury@mcl.edu.ph">treasury@mcl.edu.ph</a>	<b>No existing back account or unsettled charges.</b> You may also coordinate with the Treasury Office if you have any of the following concerns:  1. Overpayment after scholarship or discount validation 2. Adjustment on remediation fees 3. Payment options and channels
For issues and concerns on <b>SCHOLARSHIPS AND DISCOUNT VALIDATION</b> , please contact <b>Ms. Edelweiss Armando</b> (email: <a href="mailto:eoarmando@mcl.edu.ph">eoarmando@mcl.edu.ph</a> ) of the Center for Scholarships and Financial Assistance/ Student Affairs Office.  You can also email SAO through this address: <a href="mailto:sao@mcl.edu.ph">sao@mcl.edu.ph</a> .	

## Online Registration for Enrollment

All incoming Grade 12 students are required to go through the online registration through the link below:

<b>Online Registration for Grade 12 Enrollment</b> <a href="https://bit.ly/SHSOnlineRegistrationForIncomingGrade12SY2022-2023">https://bit.ly/SHSOnlineRegistrationForIncomingGrade12SY2022-2023</a>
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Parents should take time to review the registration of the student specifically on the important information such as:

1. Updated email and contact numbers of parents
2. Payment scheme

## Releasing of Report Cards

Grade 11 report cards will be available for releasing on **July 11, 2022** at the Registrar's Office.

Incoming Grade 12 students who will enroll for next School Year **may not claim** their report cards since this will be required by the Registrar's Office upon enrollment.

Releasing of Grade 11 Report Cards is subject to clearance by the following offices:

OFFICE/ DEPARTMENT	REQUIREMENTS	EMAIL ADDRESS
Registrar's Office (Verification)	All admissions and enrollment requirements including Form 137 or the Permanent School Record from the previous school.	<a href="mailto:seniorhighschool.registrar@mcl.edu.ph">seniorhighschool.registrar@mcl.edu.ph</a>
Senior High School	No academic deficiency/ies.	<a href="mailto:sbzarate@mcl.edu.ph">sbzarate@mcl.edu.ph</a>
Treasury Office	No back account or any unpaid billing.	<a href="mailto:treasury@mcl.edu.ph">treasury@mcl.edu.ph</a>
<p style="text-align: center;"><b>Important Advisory</b></p> <ol style="list-style-type: none"> <li>1. No clearance form is required.</li> <li>2. Senior High School and the Registrar's Office have issued individual communications to students and parents with deficiencies. Nevertheless, you may send an email to <a href="mailto:seniorhighschool@mcl.edu.ph">seniorhighschool@mcl.edu.ph</a> for checking of academic deficiencies and/or <a href="mailto:seniorhighschool.registrar@mcl.edu.ph">seniorhighschool.registrar@mcl.edu.ph</a> for documentary deficiencies.</li> <li>3. Unsettled charges may be checked by the students/parents in OneMCL.</li> </ol>		

## Scholarship Validation

The following scholarships, discounts and incentives are available for qualified Grade 12 students for School Year 2022-2023.

1. **E.T. Yuchengco Institutional Scholarship Program (ETYISP)** – Students under this program must have attained a previous semester weighted average (SWA) of 90.00 or higher. Otherwise, the benefits allotted for the remainder of their stay in MCL-SHS shall be forfeited.
2. **Academic Achievement Incentive** – given to selected students who met the necessary ranking in terms of their Grade 11 general weighted average to qualify for the discount. The Student Affairs Office (SAO) will notify the qualified students via their MCL Live Email accounts of their eligibility beginning **July 6, 2022**. No need to email the SAO as there will be no list of qualified grantees to be published.

The communication line is from SAO directly to the student. The student can also check his/her OneMCL account if the discount has been reflected a day after his/her submission of his/her online scholarship validation form.

3. **Ayala-YGC Promotional Discount** – discount given to the qualified dependents of eligible employees of the members of the Yuchengco Group of Companies and Ayala Corporation.
4. **Study Aid for Dependents of MCL Employees** – discount given to qualified dependents of MCL employees as endorsed by the Human Resources Management Office (HRMO).
5. **Sibling Discount** – applicable to students who have qualified siblings for the discount.

For queries and concerns about scholarship and discount validation, please email **Ms. Edelweiss Armando** ([eoarmando@mcl.edu.ph](mailto:eoarmando@mcl.edu.ph)) of the Center for Scholarships and Financial Assistance, copy furnish [sao@mcl.edu.ph](mailto:sao@mcl.edu.ph).

## Shifting of Strands

Application to shift to another strand or program will only be allowed until **July 30, 2022**. The following are the procedures for shifting:

<b>1</b>	<b>Academic Advising and Planning for Program Completion</b>	Email Ms. Sharyl Zarate ( <a href="mailto:sbzarate@mcl.edu.ph">sbzarate@mcl.edu.ph</a> ).
<b>2</b>	<b>Processing of Application for Shifting Form</b>	Email Ms. Zianneil Gecolea ( <a href="mailto:ztgecolea@mcl.edu.ph">ztgecolea@mcl.edu.ph</a> )
<b>3</b>	<b>Registration and Enrollment</b>	Shifters will be allowed to process registration and enrollment starting <b>August 10, 2022</b>

**To manage expectations**, students who will shift to another strand may not be able to complete the academic requirements at the end of School Year 2022-2023 depending on the course offerings for irregular students. This may result to non-inclusion to the graduation batch of 2023, and will require the students to enroll in remediation courses during the Midyear Term.

## MCL FLUX

As announced in the MCL Official Facebook page and website, MCL will be implementing the MCL FLUX (Flexible Learning Ubiquitous Experience). Details on this learning modality will be discussed in the next Cyber Lounge meeting.



## Recognition for Academic Excellence

Subject to the approval of the Department of Education, Student Recognition Day will be held tentatively on **August 12, 2022**. This activity will recognize the academic achievements of the students in their Grade 11. This will be a face-to-face event and the details of the program will be discussed in a Cyber Lounge meeting.

## Collaboration Meetings with Parents

**Cyber Lounge** is the official online meeting organized for parents. We will continue with this activity for SY2022-2023 and it will be regularly held monthly. First meeting will be on **July 23, 2022**. An announcement will be made through the Official Facebook Page of the MCL Senior High School and via email.

Due to data privacy restrictions, recording of the live meeting cannot be made public. Nevertheless, the Senior High School will provide a copy of the minutes of the meeting.

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### **SENIOR HIGH SCHOOL DEPARTMENT**

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