

Advisory on Academic Services

Registrar's Office

College and Senior High School

Transaction	Procedure and Reminders:	Helpdesk and Contact Information
Request for Documents	<ul style="list-style-type: none"> Online via the Document Request Facility. Processing will take at least five (5) working days due to skeletal workforce. 	
Submission of Documents (Report Cards, Form 137, etc.)	<p>Option 1: Send via Mail</p> <ul style="list-style-type: none"> Submit via courier or mail. Check the mailing instructions here. <p>Option 2: Drop off at the MCL Security Office</p> <ul style="list-style-type: none"> Drop off the documents at the Security Office from 8:00 AM to 8:00 PM from Mondays to Saturdays. 	<p>Mobile Helplines:</p> <p>Transactions of College Students and Alumni:</p> <p>For MITL and CCIS: (0918) 992-9591</p> <p>For CAS, ETYCB CMET and I-ExCELL: (0961) 654-1775</p> <p>Email: registrar@mcl.edu.ph</p>
	<p>IMPORTANT: The Security Guard on duty will require the person dropping off the document to fill out the "Acknowledgement Receipt for Dropping of Documents" to log the acceptance of the documents.</p>	
Claiming of Requested Documents (Starting August 6, 2021)	<ul style="list-style-type: none"> Pick-up of available documents through the Security Office from 8:00 AM to 8:00 PM, Mondays to Saturdays). Only for confirmed pick-up requests. The Registrar's Office will send an email confirmation that the document is ready for pick-up. 	<p>Transactions of Senior High School Students and Parents:</p> <p>(0918) 990-2829</p> <p>Email: seniorhighschool@mcl.edu.ph</p>
	<p>IMPORTANT: The Security Guard on duty will require the person claiming the document to fill-up the "Online Document Receiving Form" to log the claiming of the documents.</p>	

Advisory on Academic Services

Admissions Office

Transaction	Procedure and Reminders:	Helpdesk and Contact Information
Inquiries of Application / Enrollment	<ul style="list-style-type: none"> Online via the AskUs Form. Service Level Agreement is 48 hours response time. 	<p>Admissions Helplines:</p> <p>Senior High School: Ms. Pearl Stephanie Ulep psdlulep@mcl.edu.ph Globe: 0927-467-8727 Smart: 0918-992-9687</p>
Academic Advising	<ul style="list-style-type: none"> Via Helplines or email (contact details supplied). 	<p>Ms. Ivy Retuya peretuya@mcl.edu.ph Smart: 0961-654-1767</p>
Verification of Documents for Enrollment <ul style="list-style-type: none"> Birth Certificate Original High School Report Card Certificate of Good Moral Character Government Issued ID of Parents 1.5 x 1.5 ID Photo with white background Required Enrollment Forms (Affidavit of Undertaking, Statement of Compliance, Fraternity Waiver Form, Tuition Fee Protect) 	<p>Option 1: Send via Blackboard Learn</p> <ul style="list-style-type: none"> Submit scanned documents via Blackboard Learn. <p>Option 2: Send via Email</p> <ul style="list-style-type: none"> Send scanned documents thru admissions@mcl.edu.ph 	<p>College:</p> <p>Ms. Hazel Mendoza htrmendoza@mcl.edu.ph Globe: 0966-524-7847 Smart: 0919-087-5722</p> <p>Ms. Shy De Silva sjddesilva@mcl.edu.ph Globe: 0956-205-3993 Smart: 0961-654-1767</p> <p>Ms. Mia Tatlonghari mhtatlonghari@mcl.edu.ph Globe: 0966-526-5307 Smart: 0918-990-2266</p> <p>Ms. Jenny Rose Santillan jrusantillan@mcl.edu.ph Globe: 0927-467-8728 Smart: 0961-654-1766</p> <p>Email: admissions@mcl.edu.ph</p>

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Admissions Office

Transaction	Procedure and Reminders:	Helpdesk and Contact Information
<p>Assistance with issuance of Generated Schedule and Assessment (Upon successful verification of documents submitted)</p>	<ul style="list-style-type: none"> GSA to be sent thru Blackboard Learn Messaging and OnEMCL 	<p><u>Admissions Helplines:</u></p> <p>Senior High School: Ms. Pearl Stephanie Ulep psdlulep@mcl.edu.ph Globe: 0927-467-8727 Smart: 0918-992-9687</p> <p>Ms. Ivy Retuya peretuya@mcl.edu.ph Smart: 0961-654-1767</p>
<p>Guidance on Online and Offsite Payment Options (GCash, Paymaya, RCBC Bank Transfer, Cebuana Lhuiller or M Lhuiller)</p>	<ul style="list-style-type: none"> Academic Advisers to supplement information published online on payment options via Helplines or email. 	<p>College:</p> <p>Ms. Hazel Mendoza htrmendoza@mcl.edu.ph Globe: 0966-524-7847 Smart: 0919-087-5722</p> <p>Ms. Shy De Silva sjddesilva@mcl.edu.ph Globe: 0956-205-3993 Smart: 0961-654-1767</p>
<p>Follow-up on successful payment of matriculation with proof of payment / transaction slip (To be uploaded by student in BBL)</p>	<ul style="list-style-type: none"> Academic Advisers to send reminders thru BBL messaging or OneMCL email. 	<p>Ms. Mia Tatlonghari mhtatlonghari@mcl.edu.ph Globe: 0966-526-5307 Smart: 0918-990-2266</p> <p>Ms. Jenny Rose Santillan jrusantillan@mcl.edu.ph Globe: 0927-467-8728 Smart: 0961-654-1766</p> <p>Email: admissions@mcl.edu.ph</p>