

DON BOSCO TECHNICAL INSTITUTE
 Chino Roces Avenue, Makati City
 Tel. Nos. 893 - 84 - 67 / 892-01-01 Loc. 306

**BASIC INFORMATION ABOUT SCHOOL'S
 ADMISSION POLICY AND PROCEDURE
 FOR SCHOOL YEAR 2010- 2011**

1. APPLICATION PERIOD ARE AS FOLLOWS :

- * Preparatory - September 1, 2009 onwards
- * Grade One - October 1, 2009 onwards
- * First Year High School - October 1, 2009 onwards
- * Grades Two to Grade Five - January 5, 2010 onwards

2. Since DON BOSCO is a CATHOLIC SCHOOL, admission is open only for CATHOLIC applicants.

3. The REQUIREMENTS for application for NEW STUDENTS are as follows:

GRADE SCHOOL	HIGH SCHOOL
<p><u>PREPARATORY :</u></p> <ul style="list-style-type: none"> * Birth Certificate from NSO (original & photocopy) * Baptismal Certificate (original & photocopy) * 2 pcs. latest I. D. pictures (1 ½ x 1 ½) * Recommendation from either (Principal, Class Adviser or Guidance Counselor) - Recommendation forms available at the Registrar's Office * Born 2004 <p><u>GRADE ONE :</u></p> <ul style="list-style-type: none"> * Birth Certificate from NSO (original & photocopy) * Baptismal Certificate (original & photocopy) * 2 pcs. latest I.D. pictures (1 ½ x 1 ½) * Preparatory's - (latest Report Card) - No grade lower than 80% in the individual subjects in the quarters preceding his application. * Recommendation from either (Principal, Class Adviser or Guidance Counselor) - Recommendation forms available at the Registrar's Office. * Born 2003 	<p>FIRST YEAR :</p> <ul style="list-style-type: none"> * Birth Certificate from NSO (original & photocopy) * Baptismal Certificate (original & photocopy) * 2 pcs. latest I. D. pictures (1 ½ x 1 ½) * Recommendation from either (Principal, Guidance Counselor, or Class Adviser) - Recommendation forms available at the Registrar's Office * Grade VI- Report Card (as of the second quarter) - Academic Average in Grade VI is at least 83% with no grade lower than 80% in all his subjects. - Conduct Grade of at least 85% or its equivalent letter grade.

4. The requirements for application of TRANSFEREES for other Grade and Year levels are as follows:

GRADE SCHOOL	HIGH SCHOOL
<p>Transferees for the other Grade Levels are Accepted only if there are slots available.</p> <ul style="list-style-type: none"> * Birth Certificate from the NSO (original & photocopy) * Baptismal Certificate (original.& photocopy) * 2 pcs. latest I.D. pictures (1 ½ x 1 ½) * Scholastic Records - (Report Card) * Recommendation from either (Principal, Class Adviser or Guidance Counselor) - Recommendation forms available at the Registrar's Office. * No grade lower than 80% in the individual subjects in the quarters preceding his application. 	<p>Transferees for the other Year Levels are not Accepted Unless they come from a Don Bosco Technical School.</p> <ul style="list-style-type: none"> * A letter of Good Moral Standing from the Principal together with the other requirements mentioned above are needed for admission.

5. FEES

GRADE SCHOOL	HIGH SCHOOL
Application Fee ----- P 200.00 Testing Fee ----- <u>P 275.00</u> Total ----- P 475.00	Application Fee ----- P 200.00 Testing Fee ----- <u>P 300.00</u> Total ----- P 500.00

6. All Applicants shall undergo the following Admission Procedures.

- a.) Applicants must submit all credentials and forms to the Registrar’s Office for initial screening. Qualified applicants shall be issued the DBTI Form No. 1 to be filled out.
 - b.) Application and Testing Fees are to be paid to the Cashier’s Office.
 - c.) Receipt of payment will be forwarded to the Registrar’s Office. Schedule of Entrance Tests and the interview will be given through the DBTI Form No. 2.
 - d.) Applicants for admission must take and pass the qualifying Entrance Tests and the Interview on the scheduled time and date.
 - e.) Results of the Tests are claimed from the Registrar’s Office on a specified date indicated In DBTI Form 2.
7. In the exceptional case that a student is admitted in spite of a deficiency in any of the aforementioned qualifications, he shall be placed on probation for one school year.
 8. All parents of successful applicants must attend the ORIENTATION SEMINAR which shall be held before the Opening of the new School Year in order to familiarize them with the Don Bosco System of Education.
 9. Students who had been previously dismissed from DBTI-Makati due to poor conduct, poor academic and/or technical performance shall be denied admission.
 10. Decisions on all cases of admission in the Grade School and / or High School shall be the Responsibility of the Principal. However, on exceptional cases, final decision on admission shall be at the discretion of the Rector.

FOR YOUR INFORMATION AND GUIDANCE

THE SCHOOL ADMINISTRATION

