



Admissions Policy

- I. Admissions Philosophy
- II. Admissions Requirements
- III. Admissions Processes
- IV. Admission Status



I. Admissions Philosophy

The Manila Times College of Subic (TMTCS) serves a diverse community of learners and families that come from diverse backgrounds, nationalities, and cultures. Having international-mindedness as one of its core philosophies, TMTCS is one of the communities where diversity and individuality are respected by all stakeholders. Hence, TMTCS admissions policy aims to help students, parents, and stakeholders to decide what is best for the learners in line with their diverse needs and admit all stakeholders who believe and can practice the same philosophy.

The Manila Times College of Subic offers the International Baccalaureate Primary Years Program for students in Preschool to Grade 6, K-12 Basic Education for High School and Senior High School and College courses (BS in Medical Laboratory Science, BS in Nursing, BA in Broadcasting, BS in Entrepreneurship and Doctor of Medicine)

II. Admission Requirements

- Students who wish to enroll must submit the following documents:
 - a. Birth Certificate (Philippine Statistics Authority certified)
 - b. SF 9 or the Report Card from the previous grade (original copy)
 - c. Good Moral Certification from the previous school (original copy)
 - d. 2x2 ID picture
 - e. Enrollment form
 - f. Medical Records

- For incoming Kindergarten 2 learners, the Early Childhood Care Development (ECCD) checklist must be submitted. The learner should be 5 years old on or before October 31 of the current school year (as per Department of Education (DepEd) order 47, s.2016).

- Grade 1 students should be admitted as long as they have completed Kindergarten 1 from public DepEd schools or Kindergarten 2 from private DepEd schools (as per DepEd Order 20, s.2018)

- Foreign students must fulfill these additional requirements:
 - Special study permit
 - English-translated report card
 - All documents must be approved by the Department of Education



- Commitment Contract. Parents or guardians must adhere to and sign a contract that will secure the practice and nourishment of beliefs, practices, and values of the Institution.

Grade Placement

- Students are ordinarily placed in the appropriate grade indicated by their previous schools.
- A review of the previous school's records by the Academic Council (Registrar, Guidance officer, Coordinators, Principal) is necessary to determine the grade level placement of the student.
- The school does not practice acceleration of students (skipping a grade) in cases of high achievement. New students who are not ready may be recommended to be placed at a lower grade level at the decision of the Academic Council.

Learner Support Practices

- Learners applying for admission to TMTCS are assessed in varied ways to determine the kind of support they may need and determine learners' interests. Written assessments are given to learners who are developmentally ready. Observation using a checklist is used for early primary years for skills demonstrated. A review of the records from the previous school is also crucial. Lastly, an interview with the guidance officer and the coordinators is done.
- Upon inquiry, parents are asked to submit records from the previous school including medical records required upon application. This is for the purpose of reviewing academic and non-academic documentation about the learner which may help determine a potential need for support.
- Use of enrollment form that is compliant with privacy policies and has a checklist of possible factors worth looking into such as mother tongue, and physical or mental conditions as preliminary review as the basis for a possible need for learner support.
- The Academic Council will review the records and will recommend the learner for admission based on the capacity of the school to help the candidate learner.
- If a learner is identified as potentially needing learning support, supported with a diagnostic report, the Guidance Officer will conduct further assessment and provide a report to the Admissions with corresponding findings and with recommendations. The learning needs of the candidate student together with the diagnosis are discussed with the Academic Team, school management, and other relevant staff practicing utmost



confidentiality and privacy of the learner. Parents are then informed if the school can meet the needs of the student.

- A series of English language assessments will be conducted upon official enrollment. This is to identify the learner's level in using the English language.
- Non-English proficient learners will need to undergo English Support Classes prior to mainstreaming.
- The students will be required to undergo after-school English Support Classes if recommended by the English Support Language teacher

III. Admissions Processes

On-site Admission Process

Fill out the enrollment form in the Registrar's office. The form should be submitted with PSA certified Birth Certificate, Report Card, Good Moral Certificaton and 2x2 ID picture.

Pay the assessment fee and take the exam in the examination room. Submit the exam to the guidance officer.

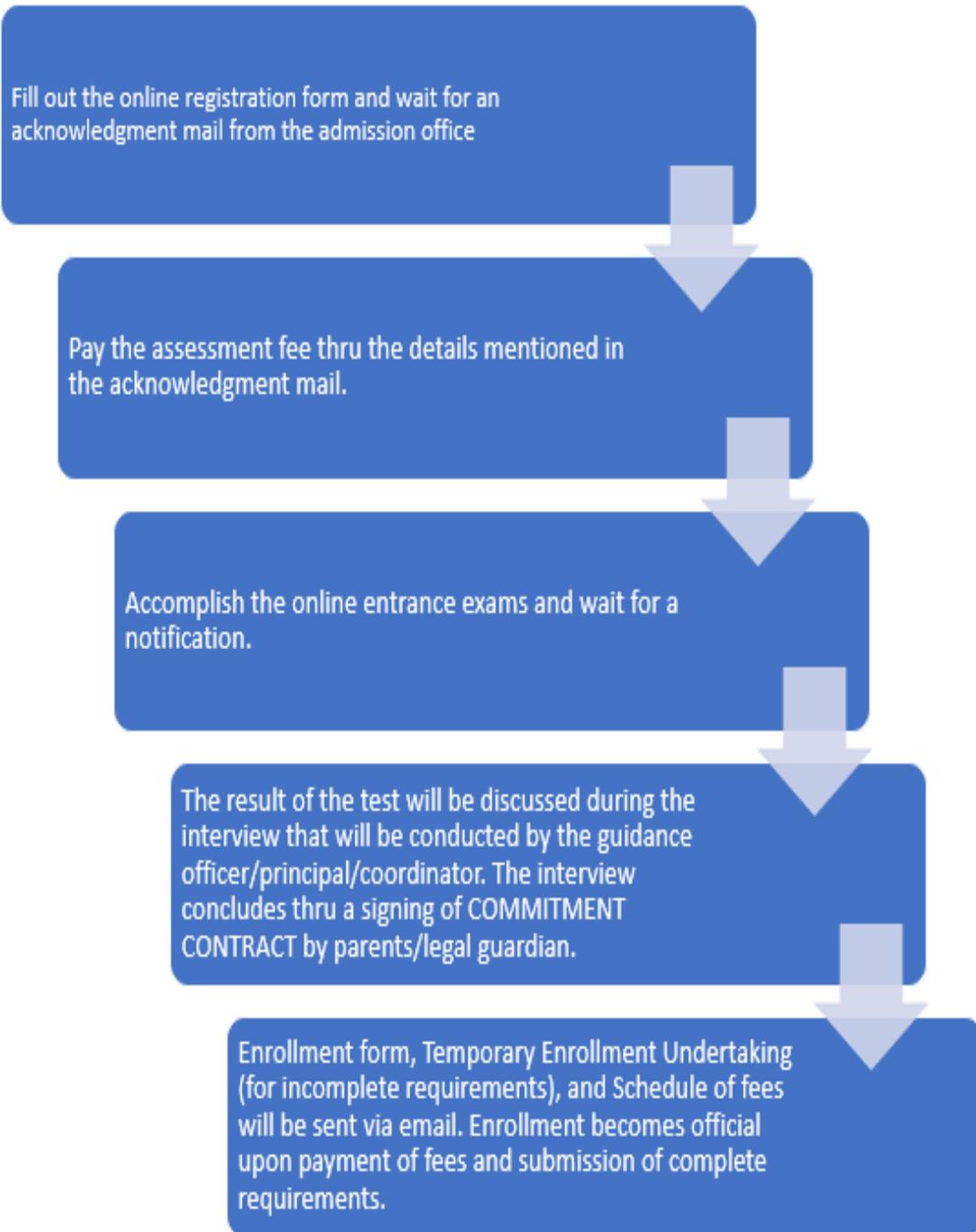
Enrollees and the Guardians will be interviewed by the Guidance Officer and/or the Principal in a separate session. The Principal and/or the Guidance Officer will facilitate the signing of the commitment contract upon orientation and upholding of the school's PVMGO, Values and Policies.

Letter of Acceptance will be sent via email, together with the schedule of fees, payment options and discounts offered.

School fees must be settled with the accounting office. The learner becomes officially enrolled.



Online Admission Process





IV. Admission Status

- Incoming students will get temporary enrollment status if
 - The incoming student failed to pass any of the required documents and will only be given 30 days to submit the lacking documents.
 - The incoming students' F137 is not released from the school last enrolled.
 - Outstanding payments have not been settled.
 - Interviews and exams have not yet been taken due to illness and other valid reasons.
- If the incoming student has completed all requirements, the student will be considered officially enrolled.
- An unsigned commitment contract within 3 days will automatically invalidate admission status.

V. Review Process and Document Control Policy

This policy document will be reviewed as and when the pedagogical leadership team, admissions office, and stakeholders deem it to be necessary. Both will ensure its implementation through planning meetings, classroom visits, and appraisals. This will be shared with the school community.