



# ONLINE AND ONSITE ENROLLMENT GUIDE

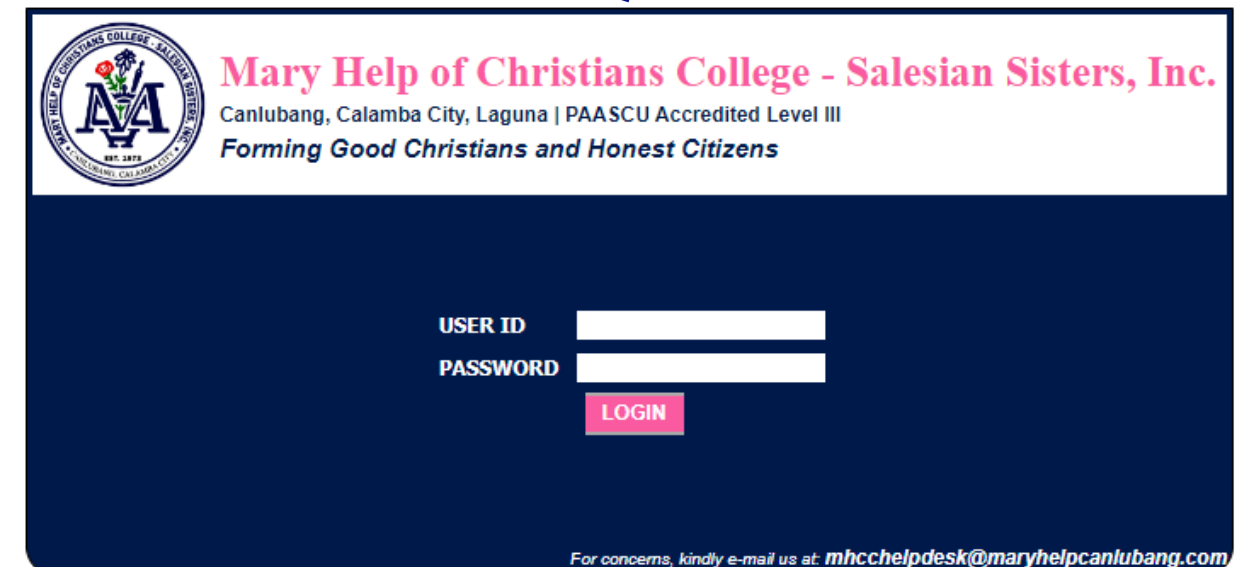
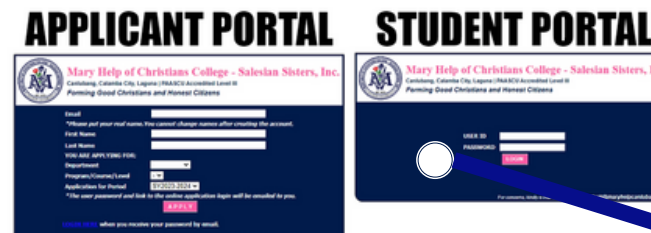


# ONE-DAY ENROLLMENT PROCESS

*Just follow the instructions and complete all  
the requirements needed.*

# PRE-REQUISITE BEFORE GOING ONSITE

(You may accomplish this for a faster transaction before going onsite; if not, the school personnel will guide you.)



Visit [maryhelpcanlubang.com](http://maryhelpcanlubang.com)

Access the **Schoolista**  
under **BMH Portal**

Click the **Student Portal**, then login

# PRE-REQUISITE BEFORE GOING ONSITE

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Check the details of the following:

## **Personal & Parents Information**

Edit the fields that need to be updated in the portal.

## **Mode of Transportation**

If you choose

**Fetches:** Fill out the name of the of the fetcher

**Service:** Choose the location, driveway and accompany.

**Commute:** Leave all the details below.

# PRE-REQUISITE BEFORE GOING ONSITE

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Choose the preferred mode of payment (Monthly, Quarterly, Annually).

Click **Save and Proceed** once done.

SY2024-2025 ENROLLMENT - K12-HS Level G10

Section GRADE10

Note: Advance payments and reservations are shown as negative back balances and these will be subtracted from your bills at the final summary page.

My mode of payment is

Assessment of Fees			
(Monthly)			
			Forwarded: 0.00
			Back Balance: 0.00
DueDate	Desc	Assessed	Outstanding
2024/05/15	Upon Enrollment	25,385.00	25,385.00
2024/09/05	1st Payment	4,400.00	4,400.00
2024/10/05	2nd Payment	4,400.00	4,400.00
2024/11/05	3rd Payment	4,400.00	4,400.00
2024/12/05	4th Payment	4,400.00	4,400.00
2025/01/05	5th Payment	4,400.00	4,400.00
2025/02/05	6th Payment	4,400.00	4,400.00
2025/03/05	7th Payment	4,400.00	4,400.00
2025/04/05	8th Payment	4,400.00	4,400.00
	Adjustments	900.00	900.00
Net Total		61,485.00	61,485.00
Due Today		26,285.00	26,285.00

Adjustments					
DueDate	Desc	Adjustment	Outstanding		
2024/05/15	SUPPLIES	900.00	900.00	<a href="#">Cancel</a>	<a href="#">Debit</a>
Total Adjustments		900.00	900.00		

# PRE-REQUISITE BEFORE GOING ONSITE

(You may accomplish this for a faster transaction before going onsite; if not, the school personnel will guide you.)

Supplies section will appear. The following are the included supplies in the page.

- **Car Sticker**

For Guidelines go to:  
**[bit.ly/maryhelpcarsticker](http://bit.ly/maryhelpcarsticker)**

- **Uniform & Books**

- **Others**

Student Planner, Liturgy Guide, Revised MHCC Compass, Photocopied Handouts, etc.

**IMPORTANT:** The following are the supplies the student needs for the school year. Supplies, by grade level, are classified as "required" and "optional" for purchasing from the school, as indicated by "1" in the quantity box. For the materials you choose not to order kindly change the quantity to "0". [Use Default/Required Quantities](#) | [Remove All Orders](#)

**NOTE ON ITEMS WITH SIZES:** When not sure of size, pls. do not order online any shirt, pants, dress, or PE uniform.

### Car Sticker - K12-HS - G10

Item	Description	Ordered Qty	Required Qty	Unit	Unit Price	Billed Amount
CAR STICKER	Car Sticker	<input type="text"/>	0	pc	200.00	Not Ordered
0/1 item(s)						SUB TOTAL 0.00

### Uniform Girls - K12-HS - G10

Item	Description	Ordered Qty	Required Qty	Unit	Unit Price	Billed Amount
U-PESHIRT-GIRLS	Girls P.E Shirt <input type="text" value="S"/>	<input type="text" value="1"/>	0	pc	305.00	305.00
U-PEPANTS-GIRLS	Girls P.E Pants <input type="text" value="10"/>	<input type="text"/>	0	pc	0.00	Not Ordered
U-HSDRESS	High School Women's Dress <input type="text" value="S"/>	<input type="text"/>	0	pc	0.00	Not Ordered
1/3 item(s)						SUB TOTAL 305.00

### Uniform Boys - K12-HS - G10

Item	Description	Ordered Qty	Required Qty	Unit	Unit Price	Billed Amount
U-PESHIRT-BOYS	Boys P.E Shirt <input type="text" value="10"/>	<input type="text" value="1"/>	0	pc	270.00	270.00
U-PEPANTS-BOYS	Boys P.E Pants <input type="text" value="10"/>	<input type="text" value="1"/>	0	pc	325.00	325.00
2/2 item(s)						SUB TOTAL 595.00
3/6 item(s)						TOTAL: 900.00

**Save Changes**

**Save and Proceed**

# PRE-REQUISITE BEFORE GOING ONSITE

(You may accomplish this for a faster transaction before going onsite; if not, the school personnel will guide you.)

If you want to pay online, submit your proof of payment through the link

Note: Preview/Print links will open a new window. Pls. close the new window after printing.

[Preview/Print Payment Schedule](#)

[Submit Enrollment](#) [Logout](#)

#### Payment Options:

1. Cash Payment
2. Bank

Bank: BDO-imall Canlubang Branch

Account Name: Mary Help of Christians College

Account S/A Number: 007-710-165-904

Please upload your proof of payment at this [LINK](#)

## School Bank Details

GCash  
Account Name: Rowena B.  
Account Number: 09205245130

BDO Unibank Inc.  
Account Name: MARY HELP OF CHRISTIANS  
COLLEGE  
S/A: 007 710 165 904

### PROOF OF PAYMENT SUBMISSION

mhocbasicadmin@maryhelpcanlubang.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

Email \*

Your email

NAME OF THE STUDENT \*

SURNAME, FIRST NAME, MI.

Your answer

PURPOSE OF PAYMENT \*

UPON ENROLLMENT FEES

REQUEST FORMS

ENTRANCE EXAMINATION FEE - PHP 200.00 (Nursery - Grade 6)

ENTRANCE EXAMINATION FEE - PHP 300.00 (Grade 7- Grade 12)

QUARTERLY / MONTHLY FEES

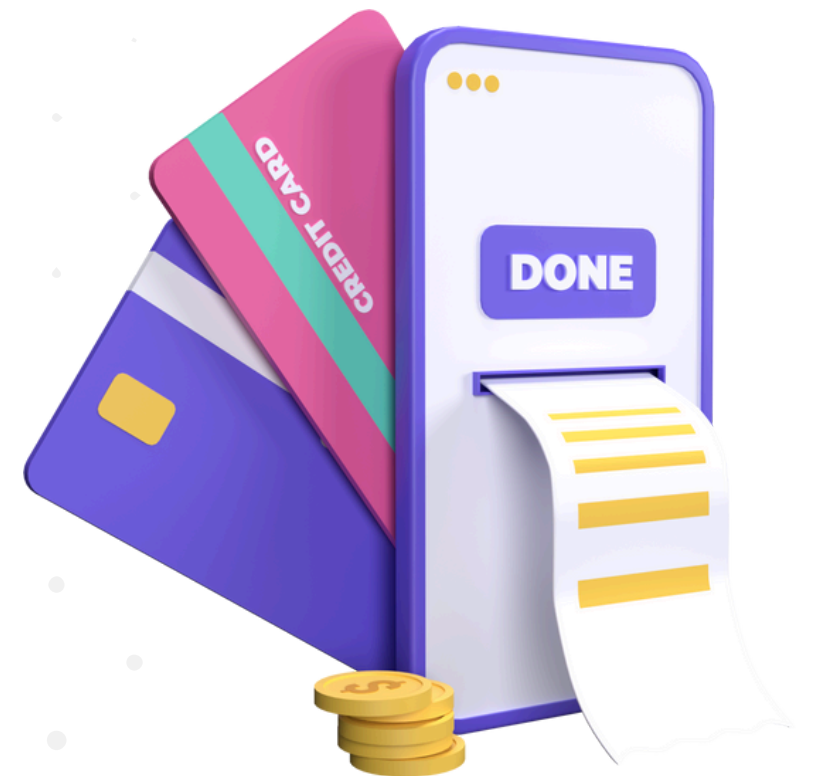
RESERVATION FEE

# PRE-REQUISITE BEFORE GOING ONSITE

**(You may accomplish this for a faster transaction before going onsite; if not, the school personnel will guide you.)**

Wait for not more than three business days, to confirm your payment or bring your proof of payment when you go onsite.

*Students who pay their fees using the online payment option and those on scholarship grants or discounts will be reflected automatically in the assessment of fees after the confirmation of enrollment.*





# ONSITE ENROLLMENT

1

Get a **transaction number** and **Admission and Enrollment Flow Form** at the Brown Door.

2

Proceed to the **Registrar** for Updating of Records/ Submission of Requirements Car Sticker Application

# ONSITE ENROLLMENT

3

Proceed to **Room 103** to order Books (if any are required)

4

Proceed to **Room 102** for uniform fitting and ordering, and ID picture taking.

# ONSITE ENROLLMENT



Proceed to the **Accounting Office** for payment of fees (if onsite payment) or confirmation of payment (if online payment).



Proceed to **Rooms 102 and 103** for claiming your car sticker (if any, claiming at the **Registrar's office**), uniform, and books.

# ONSITE ENROLLMENT



Proceed to the **Registrar's Office** for enrollment **CONFIRMATION** and **COMPLETION**.

**ENROLLMENT COMPLETE**

*Welcome BMH!*



Mary Help of Christians College solidly forms

# ***GOOD CHRISTIANS & HONEST CITIZENS***



MARY HELP OF CHRISTIANS COLLEGE - SALESIAN SISTERS INC.  
PAASCU Accredited Level III, ESC Certified

# Mary Help of Christians College-Salesian Sisters, Inc.

## BASIC EDUCATION PROGRAM

# LEVEL III



**STATUS RE-ACCREDITED UNTIL MAY 2028**



**Education is a matter of the heart...**



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