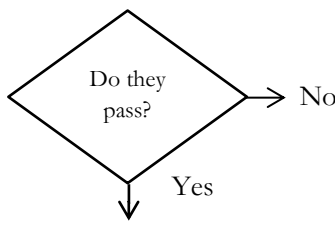
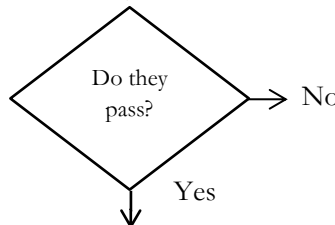


<b>TITLE :</b>	<b>RTU Senior High School Admission (S.Y. 2017-2018)</b>
<b>OBJECTIVE:</b>	To select the BEST qualified SHS student among the applicants
<b>SCOPE:</b>	This SOP covers the whole admission process from entrance exam to interview to final screening of SHS applicants in RTU-Boni Campus.
<b>DEFINITIONS / ACRONYMS</b>	SHS – Senior High School GCC – Guidance and Counselling Center
<b>ACTIVITY</b>	<b>Persons Responsible / Activity Details / Interface / Reference</b>
<div style="border: 1px solid black; padding: 5px; text-align: center;">Application for Entrance Exam</div>	The GCC, upon scrutiny of the documents presented together with the receipt of payment for entrance exam, will schedule the date of examination.
	If the applicant will not pass, they will not go through the 2 <sup>nd</sup> screening. The GCC and SHS admin will post the passers of the entrance examination for SHS and the schedule of interview per strand.
<div style="border: 1px solid black; padding: 5px; text-align: center;">2<sup>nd</sup> Screening</div>	SHS teachers and staff will conduct the interview for each applicant as scheduled.
	Based on the result of the entrance exam, interview and Gr10 grades of the applicant, SHS admin will finalize the official list of students who may enroll to RTU. SHS admin will notify thru text/email the qualified applicants and the schedule of enrollment.
<div style="border: 1px solid black; padding: 5px; text-align: center;">Enrollment</div>	Upon submission of required documents and accomplishing enrollment-related task, the SHS applicant will now be qualified RTU-SHS student

Prepared by:

**ELLA D. ARAGON**  
SHS Focal Person