



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Baguio City Division  
**PINGET NATIONAL HIGH SCHOOL**  
Purok 8, Upper Pinget, Baguio City

**ENROLLMENT FORM**

LRN: \_\_\_\_\_ FOR Grade \_\_\_\_ and Section \_\_\_\_\_

☐ RETURNING   ☐ NEW/TRANSFEREE   ☐ CCT/4Ps BENEFICIARY   ☐ PARENT IS AN OFW

LAST NAME \_\_\_\_\_ GIVEN NAME/S \_\_\_\_\_

MIDDLE NAME \_\_\_\_\_

SEX: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_ BLOOD TYPE: \_\_\_\_\_

MOTHER TONGUE (LANGUAGE SPOKEN AT HOME): \_\_\_\_\_

DISABILITY, IF ANY: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ BIRTH ORDER: \_\_\_\_\_

PLACE OF BIRTH: City / Municipality: \_\_\_\_\_ Province: \_\_\_\_\_

PRESENT ADDRESS (Where you stay NOW): \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

SCHOOL LAST ATTENDED: ☐ Pinget National High School   Grade and Section: \_\_\_\_\_

☐ Other: \_\_\_\_\_

Grade and Section: \_\_\_\_\_

Address: \_\_\_\_\_

PREFERRED TRACK IN SENIOR HIGH SCHOOL: ☐ Academic   ☐ Technical-Vocational/Livelihood

☐ Arts and Design   ☐ Sports

	FATHER	MOTHER
NAME		
PLACE OF ORIGIN		
Ethnic Affiliation		
Occupation		
Contact Number		

GUARDIAN (if NOT living with parents): \_\_\_\_\_

Contact Number of Guardian: \_\_\_\_\_

**TO BE ACCOMPLISHED BY THE ENROLLMENT COMMITTEE**

CREDENTIALS SUBMITTED: ☐ Report Card (Form 138)   ☐ Permanent Form (Form 137/Form 10)

☐ Birth Certificate (PSA)   ☐ Certificate of Good Moral Character (for NEW learners)

☐ Others (Please specify): \_\_\_\_\_

**DEAR PARENTS/GUARDIAN:**

We are happy that you have chosen PINGET NATIONAL HIGH SCHOOL for your child to further his/her education. Just like all educational institutions, however, we have school policies and regulations that our learners must abide by. Please read our policies and regulations listed at the back page. Please explain them to your child. To signify that you are amenable to these policies and regulations, and that you will help your child abide by them faithfully, kindly sign your name in the AGREEMENT FORM at the end of this document. Thank you.

## SCHOOL POLICIES AND REGULATIONS

### 1. SCHOOL UNIFORM/DRESS CODE

- a. All learners are **REQUIRED** to wear the following prescribed uniforms from Monday to Friday:  
Males: short-sleeved white polo with school logo, black slacks, black shoes  
Females: short-sleeved baby-collared white blouse with school logo, green pleated skirt, black shoes with white bobby socks
- b. A jogging suit as alternate uniform may be worn on Thursdays and Fridays.
- c. **PROHIBITED CLOTHES/ACCESSORIES:** Slacks and/or jogging pants turned into tights; denims; corduroy; skinny jeans; leggings; any attire that is not appropriate for school; dangling, giant, and/or multiple earrings; high heels; open-toed sandals; pumps/wedges; make up; nail polish
- d. Rain boots and/or slippers are allowed to be worn during **INCLEMENT** weather only.
- e. Students working on projects involving physical/manual skills may wear their jogging suit/working clothes **DURING THE CONDUCT OF THE ACTIVITY ONLY**.
- f. Wearing of the prescribed uniform shall start on the **FIRST DAY OF CLASSES**.

### 2. SCHOOL IDENTIFICATION CARD

- a. All students are required to wear the official school ID card at all times while inside the campus. The same card shall be used as the school library card.
- b. The school ID card is **NON-TRANSFERRABLE**. Swapping and tampering shall be dealt with accordingly.
- c. Habitual non-wearing of one's school ID card is a violation of school policy.
- d. Lost school ID cards must be reported immediately. A replacement fee shall be collected.

### 3. HAIRCUT

- a. Males: semi-high cut: one inch above the ears, 3 inches above the collar line; length of remaining hair must **NOT** exceed an inch; absolutely **NO BANGS**.
- b. Males and females: Dyed or colored hair is absolutely prohibited.

### 4. ATTENDANCE and PUNCTUALITY

- a. Regular and punctual attendance is required in all classes. A student who has been absent or has cut classes is **REQUIRED** to present a letter of explanation written and signed by his/her parent or guardian. The parent or guardian may be required to visit the school for a conference with the concerned faculty or staff, as the case may be.
- b. Absences of **MORE THAN 20%** of the prescribed number of days during the school year shall result in a learner's **RETENTION** in the same grade level. The School Head may, in some cases, exempt a learner from this policy provided that said learner's reasons are valid and acceptable to the School. However, this does **NOT** excuse the learner from the responsibility of completing all the academic requirements in each subject area.
- c. Habitual tardiness, cutting classes, and/or absenteeism shall not be tolerated and shall be dealt with accordingly.

### 5. OTHER SCHOOL RULES

- a. All learners are required to attend and participate in the Flag Ceremony conducted **EVERY DAY** at 7:20 a.m.
- b. All learners are encouraged to **SPEAK IN ENGLISH** at all times inside the campus. Correct practice makes perfect.
- c. The use of mobile phones and similar electronic gadgets are **NOT** allowed in the classroom, especially during class hours. **BRINGING IN OF ELECTRONIC GADGETS IS NOT ALLOWED**. The school shall **NOT** be responsible for a learner's **LOST** or **STOLEN** personal property.
- d. Learners must **AT ALL TIMES** take care of school property. Any damage to school property must be reported to the class adviser or to any faculty member or staff **IMMEDIATELY**. Learners are reminded that they have no right to destroy what they did not build.
- e. Learners are **NOT** allowed to stay in the campus after 5:00 p.m. except during **OFFICIALLY SANCTIONED** school activities. Neither are they allowed to enter the school premises on Saturdays, Sundays, and holidays without teacher-supervision, office permit or authorization, **AND** a signed parent's waiver form.
- f. Learners are **NOT** allowed to post materials, give announcements, or hold any activity **UNLESS APPROVED BY THE SCHOOL HEAD OR A DULY AUTHORIZED FACULTY MEMBER**.
- g. Chewing of betel nut, spitting, intoxication, smoking, and other similar activities are **ABSOLUTELY NOT ALLOWED WITHIN THE SCHOOL CAMPUS**.

>>VISIT OUR WEBSITE, [www.pingethigh.org](http://www.pingethigh.org) TO DOWNLOAD THE COMPLETE STUDENT HANDBOOK.<<

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### AGREEMENT

I promise to **FAITHFULLY ABIDE** by the policies, rules, and regulations of Pinget National High School and of the Department of Education; to recognize and respect the authority of my teachers and all other school staff; to treat with respect both myself and everyone else; and to uphold the good name, ideals, and tradition of Pinget National High School. Should I **FAIL** to abide by any of the said rules, I will **AGREE** to the imposition of any reasonable disciplinary action.

*Learner's Name and Signature:* \_\_\_\_\_ / \_\_\_\_\_

I agree to all the school policies, rules, and regulations. I promise to make sure that my child faithfully abides by them. I also **AGREE** to the imposition of any reasonable disciplinary action should **MY CHILD** fail to abide by any of the said policies. Further, I **AGREE TO VISIT** the school should I be called by any faculty member or staff.

*Parent's/Guardian's Name and Signature:* \_\_\_\_\_ / \_\_\_\_\_