Edrian: Can you explain the school’s current enrollment process?

Mr. Fernan: Okay, good morning. So, to explain the current enrollment process of the School of Sullivan, Senior High School, so we always follow the DepEd Memorandum. So, the student will go to school with their companion, especially their parent or guardian.

Edrian: What documents are required from students to enroll?

Mr. Fernan: Student documents or the credentials so the first one is the birth certificate followed by the card or the sf-9 and then if available the good moral from the originating school and last one is also if it is available sf-10 or also known as the form 137

Edrian: How do you handle late enrollees or transferees?

Mr. Fernan: Late enrollees, it depends on the DepEd memorandum kung kailan sila magkakat ng enrollment sa current school year.

Edrian: How do you currently store and manage student records?

Mr. Fernan: storing student records by section and after enrollment it is given by adviser.

Edrian: How do you inform students and parents about enrollment schedules and requirements?

Mr. Fernan: By posting in social media sites like Facebook, and then also posting tarpaulin in school, and informing the personnel of Sullivan Senior High School.

Edrian: What features do you think would be essential in an online enrollment system?

Mr. Fernan: So based on your proposal, I think yung ito nga nakikita namin na magandang feature or essential in an online enrollment system is yung inonotify both side, the parent and student kapag nag-enroll sila dito sa Sullivan National High School.

Edrian: Are there any policies your school follows that should be considered in the system?

Mr. Fernan: Um, we always follow the DepEd Memorandum, kung ano ang binababa nila yearly.

Edrian: Who is responsible for creating class schedules and enrollment?

Mr. Fernan: The responsible for creating schedules and enrollment is the senior high school vocal person together with the grade level coordinator.

Edrian: How does the school create class schedules?

Mr. Fernan: Um, manual or manually, ang, pag-create po.

Edrian: Are students allowed to choose their own sections or schedules? If not, how do you assign students to specific sections?

Mr. Fernan: No. Sige po sir no. No thank you sir

Edrian: How do you assign teachers to specific subjects and sections?

Mr. Fernan: By its own Specialization or Major.