



SLOT RESERVATION PROCEDURE





STEP 1

Registration and Submission of Requirements

Visit the Admissions Office to submit your original enrollment requirements along with a photocopy to obtain your student number.

Location: Information Center near Recto Gate

Office Hours: 8:00 AM to 5:00 PM (Monday to Friday, excluding public holidays)



STEP 2

Payment of Reservation Fee

After receiving the student application form, pay the reservation fee to the Accounting Office.

Location: Window 7, Cashier – Ground Floor, St. Monica Building

Office Hours: 8:00 AM to 5:00 PM (Monday to Friday, excluding public holidays)



STEP 2

Payment of Reservation Fee

Minimum Reservation Fee by Academic Program

College

₱3,000.00

Senior High School

Senior High School under Enriched Program

₱3,000.00

Senior High School under
V + 10 Program (Public School)

₱1,000.00

Senior High School under
No Top-Up Program (Public School)

No Down Payment

Kindergarten to Junior High School

₱3,000.00



STEP 3

Release of RSMS Student Portal Account

Present your official receipt at the Admissions Office to obtain your RSMS Student Portal account and official student number.

Location: Information Center near Recto Gate

Office Hours: 8:00 AM to 5:00 PM (Monday to Friday, excluding public holidays)



CONTACT INFORMATION

For inquiries, you may message the following:



www.sscrmnl.edu.ph



admissions@sscrmnl.edu.ph



8734 8931 to 39



[@sansebastiangoldenstags](https://www.facebook.com/sansebastiangoldenstags)