

## INTEGRATED BASIC EDUCATION DEPARTMENT

### AUXILIARY SERVICES

#### Registrar's Office

The Registrar's Office facilitates the enrolment procedure of the school. It also takes care of all official records/documents of the school and pupils.

#### Accounting Office

The Accounting Office manages the financial matters of the school. It likewise handles the payment of tuition fees and other financial obligations of the pupils and other school personnel.

#### Clinic

A doctor or a nurse is always on duty on regular school days from 7:00 a.m. to 5:30 p.m. and from

:00 a.m.

to

12:00

noon

on Saturdays to provide first aid and routine medication for common ailments. Whenever bed rest and/or further medical treatment is needed, the staff recommends to the Prefect of Students the issuance of

Gate

Pass

to the pupil concerned so that he/she may be allowed to go home. A medical certificate is required from the attending physician of a student who has been absent for more than 3 days due to illness to be submitted to the clinic. Medical clearance will be issued by the school physician for the student to be allowed to returns to class.

#### Cafeteria

The school cafeteria serves snacks and lunch Monday through Saturday. For security reason, pupils are required to eat lunch in school. Those who bring their own food may eat in the cafeteria. Everybody is expected to observe good table manners, practice courtesy in dealing with the canteen personnel, and help keep the cafeteria clean and orderly .

### **Bookstore**

School supplies, books, and uniforms may be purchased from the bookstore. it is open from 7:00 a.m. - 4:00 p.m.

on regular school days and from 8:00 a.m.

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12:00

noon

on Saturdays.