



# MATA-JAPITANA SCHOOL SERVICE

453 Unit H Bulalakaw St. Brgy Plainview Mandaluyong City

0927-259-50-06 / 0966-498-39-04

[mjschoolservice@gmail.com](mailto:mjschoolservice@gmail.com)

NON-VAT / TIN: 900-745-100-000

## REGISTRATION FORM (LFM)

**\*PLEASE WRITE CLEARLY AND LEGIBLY**

### PARENTS' PARTICULAR

Contact Number(s)	Father's Family Name	Father's First Name
Email address:		

Contact Number(s)	Mother's Family Name	Mother's First Name
Email address:		

### PER SCHOOL PERIOD:

**2022-2023:**

3<sup>rd</sup> Period – 01/27/23 – 04/17/23

4<sup>th</sup> Period – 04/18/23 – 07/04/23

**2023-2024:**

1<sup>st</sup> Period – 09/04/23 – 11/17/23

2<sup>nd</sup> Period – 11/20/23 – 02/06/24

3<sup>rd</sup> Period – 02/07/24 – 04/26/24

4<sup>th</sup> Period – 05/13/24 – 07/05/24

### RESIDENTIAL ADDRESS

Block No.		Street Name		Building/Condominium Name		City	
Tel No.		Mobile No.					

### CHILDREN'S PARTICULARS

	Gender	Family Name	First Name	Grade/Class	Start Date
1					
2					
3					
4					
5					

### BILLING DETAILS

Transport fees are paid by:  Company  Family

\*Fill in details below if invoices are to be billed under your company name.

Attention to:	
Company Name	
Billing address	
Email:	

\* This registration form cannot be processed unless it is signed. By signing, you agree to the terms and conditions of the school bus company.

\_\_\_\_\_  
Printed Name / Signature/ Date



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### AREAS :

Makati City	-	Php 27,121.50
BGC	-	Php 27,121.50
Pasig	-	Php 33,300.00
Pasay	-	Php 31,500.00
Cainta	-	Php 42,000.00
Q.C.	-	Php 40,000.00

### CONTACT DETAILS :

Operator's Name : Luzviminda Mata  
Contact Number : 0927-259-5006

### COST :

These costs are fixed, inclusive of scheduled on-line classes of students and students can use the school service every school day, as stated in the school calendar. Riders shall consider paying in full regardless of the number of days without classes (December, vacation, absent, sick, bad weather, online class schedule). The cost shall be charged per term according to four (4) terms a school year. Upon receipt of invoice, payment must be made within two (2) weeks prior to the commencement of service. The operator reserves the right to suspend his service to any late and/or non-paying rider. If you wish to terminate the use of the bus service, please notify us at thirty (30) days prior to date of termination. **NO REFUND** will be made. The registrations are nominative and seats are non transferable. This will serve as your reservation for the school service.

NOTE : Please use below information for your school bus payment. We accept cash, check or money transfer. Kindly send us the copy of your deposit slip once payment has been made or notify us via email or SMS. For Check payments, Attention to Luzviminda E. Mata

### Payment Details :

Bank Name : BDO (Banco De Oro)  
Account Number : 0069-0000-3280  
Account Name : Luzviminda E. Mata

Bank Name : Chinabank  
Account Number : 1336-0200-7014  
Account Name : Luzviminda E. Mata

### PICK-UP and DROP-OFF :

We offer a point-to-point drop-off service. Students will board and alight from the bus at pre-designated points. This is usually at the main gate of the house or the guard house or lobby of the condominium.

Punctuality must be observed at all times and students / children must be at the designated pick-up point 5 minutes before the scheduled pick-up time for fetching in the morning. The bus driver shall not wait for anyone who will be late on the agreed schedule.

### RESPONSIBILITIES OF PARENTS :

- 1) Parents should notify the operator / bus personnel if their children will not come to school due to sickness or other reasons.
- 2) Parents should help small children in boarding and alighting the bus.
- 3) Parents advised not to get into an argument or discussion with drivers and staff on duty as it would affect the smooth operations. All suggestions, complaints and concerns should be addressed to the operator / coordinator either by call or email.
- 4) School bus office would like to enlist your assistance as parents in imparting safety rules and etiquette to our students / children while they are on board.

**GENERAL PROVISIONS :**

- 1) Bus drivers, students, parents, teachers and school administrators shall share the responsibility for bus safety, following all bus rules and behaving in a responsible manner. Treat everyone with RESPECT.
- 2) Pick-up and drop-off times are subject to change without prior notice to parents. Students may be reassigned to a different bus route due to the changes in the enrolment of the school throughout the year. However, such changes will be kept to a minimum.
- 3) School administrators or parents will be notified for any misbehaving such as bullying or any serious infraction such as weapons, drugs or physical violence.