



INSTRUCTIONAL GUIDE
On RFID (and Lanyard) and CLAIMING BOOKS / UNIFORMS
SY 2021-2022

GCQ: 26-27 / 29-30 July - 2-13 August 2021 (No Lunch Break)
28 July - Feast of Saint Pedro Poveda's Martyrdom (No Office)

- **Claiming Time for Parents: 8:00 AM - 3:00 PM**
- **Claiming Time for Couriers (Lalamove/ Grab/ etc.): 3:00 - 4:00 PM**

Saint Pedro Poveda College is facilitating **Onsite Pick-up** on **claiming** the following:

1. **RFID** and corresponding lanyard - from the **Office of the Registrar**
2. **SCHOOL SUPPLIES** from last SY2020-2021 (*Pre-K to Gr. 9, Grade 10 & 11- Go Bag only*)
3. In partnership with **SOLYSAL, CORP.:**
 - **CONFIRMED PAID BOOKS**
 - **UNIFORMS** (*Checkered and PE*)

GENERAL GUIDELINES:

1. Only parents/ guardians (one up to two only)/ couriers can come to claim. No students are allowed to transact onsite. Scheduled time is as follows:
 - **For Parents / Guardians:** 8:00 AM- 3:00 PM
 - **For Couriers:** 3:00 - 4:00 PM
2. To claim RFIDs and confirmed paid books and uniforms from SOLYSAL, Corp.:
 - **RFID:** You will find attached together with this **Instructional Guide** the CLAIM FORM for the RFID from the Office of the Registrar. Please accomplish the form and then print. **You must present the ACCOMPLISHED PRINTED FORM upon entry.** This is proof for the Registrar that you have claimed the RFID.
 - **PAID BOOKS / UNIFORMS:** only those who have received PAYMENT CONFIRMATION email from SOLYSAL will be allowed to enter and claim. There will be no physical transactions done on sales of books during this period.

BASIC REMINDERS:

All coming on school campus to claim must strictly observe the school's **Health and Safety Protocols**. Time spacing for social distancing will be enabled through Appointment Reservation. In this regard, please come according to your reserved time slot. All must wear masks and/or face shields upon entering. Hand sanitizers are provided at stations.

CLAIMING INSTRUCTIONS:

1. Step #1 - Doc #1: Accomplish Onsite Appointment Reservation Form:

- a. Click link to access Appointment Reservation Form:
 - For Parents: <https://go.oncehub.com/cbfParents>
 - For Couriers: <https://go.oncehub.com/cbfCouriers>
- b. Select the date and time you wish to come and claim. Please take note of the time given to couriers.
- c. A parent/ guardian may reserve one (1) SLOT for 3 children. Beyond 3 children, another slot has to be reserved.
- d. The Appointment Reservation form may either be a print out or a screenshot.

2. Step #2 - Doc #2: Accomplish AdSSO Health-Checklist - Contact Tracing Form (QR Code)



- To access code or link, scan QR below or click link:
<https://forms.gle/6mSVfeMkMtNfwQJU8>
- Fill out the online form before coming to Poveda. No need to print. Upon entry and presenting Appointment Form, Security at entrance shall verify your health status.

3. Step #3: Accomplish Claim Forms (pdf files): for RFIDs and lanyards (from School Registrar) and for Books/ Uniforms (SOLYSAL, CORP):

- Download and accomplish the claim forms (pdf doc).
 - Fill out the printed form and bring the claim form to Poveda.
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ONSITE INSTRUCTIONS:

Strictly comply to facilitate your quick entry and smooth claiming of RFID, books/uniforms and school supplies. **Failure to present the required documents (below) and/or do not register in the system (Health Checklist Status), parents/ guardians will not be allowed to enter/ transact.**

Present the following to Security upon entry:

1. **Appointment Reservation Form** (print out or screenshot).
 2. **Health Checklist / Contact Tracing Form:** Security shall verify this in the system. If the form had not been accomplished prior to claiming, parents/guardians will not be allowed to enter and transact.
 3. **Claim Form** from the **Office of the Registrar:** Printed (Hard Copy) - The school will not facilitate printing of Claim Forms.
 4. **SOLYSAL, CORP.** for books and uniforms: Payment Confirmation Email attached to Claim Form
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CLAIMING FLOW: Upon checking all requirements at the gate and all have been presented, parents and guardians may enter and shall be taken to the **claiming area**.

1. **Step #1:** 1st Station: RFID and Lanyard Claiming Area.
 - Present and submit RFID Claim Form to the attendant.
 - RFID and lanyard are handed over.

**Process for claiming RFID/Lanyard is done.
Move to Step #2: Claiming of books.**

2. **Step #2:** Present Claim Form for books and uniforms (SOLYSAL, CORP).
 - Present and submit Payment Confirmation email and Books Claim Form to attendant.
 - Books are checked corresponding to the given/ accompanying list.
 - Books are bagged.

**Process for RFID/Lanyard and/or book claiming are accomplished.
Move to Step #3: Claiming of School Supplies.**

3. **Step #3:** Claim School Supplies.

Entire process completed.

Keep Safe: Wear masks/ face shields at all times; wash hands; maintain physical distancing.

THANK YOU in advance for your COOPERATION and UNDERSTANDING.

**Saint Pedro Poveda College
Administrative Support Services Office (AdSSO)**

“Meekness conquers the world...Above all, be charitable”.
Saint Pedro Poveda