



# PIONEER

## EDUCATIONAL REVIEW CENTER

3F National Book Store, 1921 C.M. Recto Avenue, Sampaloc, Manila  
Tel. No. 7007-3824 | email: pioneer.review@yahoo.com

### ASCP REVIEW

- Tuition Fee is Php 15,000.00
- Our ASCP Review package is held during every August to November of every year.
- Held every Sundays only, to accommodate working class Medical Technologists and Clinical Laboratory Scientists.
- Our lineup of lecturers is composed of National Professional Lecturers and veterans of Pioneer who are now working professionals in the United States.
- Most lecturers agree to us to record their live stream lectures which will be made available for those who have poor internet connections, unavoidable abrupt or scheduled power outages and late enrollees.

### ENROLLMENT PROCEDURE

**STEP 1:** Accomplish the requirements.

Our Requirements for ASCP Review are:

- 2"x2" ID photo for your Registration Form to be submitted via online.
- Furnished Registration Form at [Google Forms](#). If you are having trouble submitting at Google Forms, please see the PDF version of our Registration Form at end of this file for manual submission.
- Payment of Tuition Fee in full (PHP 15,000)  
You can also pay in partial/balance format with PHP 9,000 as partial payment and PHP 6,000 as balance payment. Pay the remaining balance 2 days before start of classes.
- Scanned image of your deposit slip (if photo please make sure it is in high resolution and not pixelated), or screenshot of your online bank successful transaction. Also please assure that your image is in proper perspective and not skewed or angled.
- In the case you can't place your signature specimen in the Registration Form you can submit it in .jpg or .png format to the email supplied below.

By submitting your signature specimen or signing the PDF Form, it equally translates that you have fully read, understand, and agree to the [Policy Guideline](#) for students issued by Pioneer Educational Review Center before enrolling. You will comply to their rules and standard regulations and fully understand the penalties involved should you fail to follow them.

Payments can be made via online banking or cash deposit to our Bank Account in the name of Nardito D. Moraleta.

BPI Account number: 009745-0096-19 (remove first two zeroes if asking for 10 digits account number)

BDO Account number: 000020-1589-98 (remove first two zeroes if asking for 10 digits account number)

**STEP 2:** Submit requirements to our e-mail at [pioneer.erc@gmail.com](mailto:pioneer.erc@gmail.com).

**STEP 3:** Wait for our confirmation. It usually takes two working days to process. If you submitted on a weekend, expect the two working days beginning on Monday.

### **What you need to join our ASCP Review Program.**

1. A stable reliable internet connection.
2. A Zoom account to attend live lectures.
3. A Google account to receive reviewer handouts through Google Drive.
4. A Facebook account to receive notifications regarding the review. All zoom invites will be deployed through your respective Facebook group.

### **Review Handouts**

Two to three weeks before start of class, we will create a Facebook group for each batch or section and invite all enrollees into their respective batch. We will distribute all reviewer notes in PDF file format via either through the Facebook Group or via google drive (if personalized). All those who prefer hardcopy notes will have to request them from Mrs. Jocelyn Regis, please coordinate with her and she will setup a schedule for pickup. Please call Mrs. Jocelyn Regis at +63947-200-9739

**NOTE:** All PDF versions of the reviewers are free. All hardcopy can be photocopied and available at cost price only not a single cent higher. This is due to our move towards the protection of our environment or at least help reduce the effects of climate change. We would also like to encourage students who have their reviewers printed to do recycling after which their reviewers had served its purpose.

### **Zoom, Schedules and Invitations.**

1. Once enrolled, you will be required to download the zoom app (no license required), we also require you to create your account. Please use your real name during lecture meetings so we can identify you for attendance checking.
2. We will be posting zoom invites via the Facebook group. It is important you are in the Facebook group.
3. It is also advisable to familiarize yourself on how to operate your zoom app. Please see link here <https://support.zoom.us/hc/en-us/articles/206175806> for tutorials

### **Google Form Registration Guideline:**

If submit button doesn't work, you will need to process your enrollment manually by filling out the PDF Registration Form found below and submit the accomplished requirements to [pioneer.erc@gmail.com](mailto:pioneer.erc@gmail.com).

### **PDF Registration Form Guideline:**

You don't need to print out the Registration Form. The form is fillable, just click on the blue fields to input data. You can attach photos to PDF file (ID Photo). For signatures, scan your signature or do a signature on any graphic application software and save as gif or jpg, then insert into the form as image. If you are unable to insert images into the form, you may send them separately and we'll be the ones to attach them to your form. Please write in the "Batch Preferred" field which Review year you will be enrolling in.

### **Policy Guideline for Students**

Greetings, Dear Student! We at Pioneer Educational Review Center is here to reopen its service to help you at your ASCP Certification exams. In this regard we have established a simple policy guideline requiring your agreement and compliance before enrolling with us.

Please read our policy guidelines perceptively and by submitting your signature specimen or signing the PDF Form, it equally translates that you have fully read, understand, and agree to the Policy Guideline for students issued by Pioneer Educational Review Center before enrolling. You will comply to their rules and standard regulations and fully understand the penalties involved should you fail to follow them.

## **Meeting Room Guidelines.**

1. Please use your real name in your zoom account profile. In the case you do not use your real name, you may get marked absent. Any names unknown to us, or is not found on our enrollment list, we are given the mandate to boot or kick them out of the zoom meeting.
2. You will be required to open your camera for identification, along with it your attendance is checked.
3. At least dress decently while attending our online lectures. T-shirts are okay.
4. Choose your study environment. You will be held accountable to your own when if being distracted out of your study focus due to your personal affairs at home during online reviews. You are in no position to blame this system, nor do you hold Pioneer Educational Review Center responsible, nor blame the lecturer for whatever happens at your home.
5. Upon entry all participants are muted and only the speaker is allowed to use the microphone. The speaker is your lecturer.
6. Please set your view to "Speaker" or "Speaker side by side" (an option available during when the host or lecturer is screensharing)
7. Once inside the meeting room, kindly respect the lecturer, always.
8. Obey the lecturer's personal rules and regulations if they add anything.
9. During lecture, anything that goes on in your surrounding is not our responsibility.
10. If in case your lecturer gets disconnected, wait for him/her to return or wait for announcements. Please have patience on the lecturer for he/she too has no control over internet stability and connection issues or power outages. In such case we will suspend classes for that particular subject and reschedule.
11. All questions will be entertained at the end of the lecture or so when the lecturer chooses you to participate. Please jot down all questions during topic discussions and at the end you may ask them.
12. Please use the "Raise Hand" feature in the zoom app to indicate you have a question or send in chat "directly" to the lecturer or to "Everyone" for public. After your questions you may tap the "Lower Hand" to indicate that you are done with your question.
13. You are allowed to one question at a time. You may leave the "Raise Hand" active if you have other questions.
14. You are free to take bathroom breaks and have no need to ask permission, just turn off your camera if necessary.
15. Please be patient with your lecturer in the cases of internet slowdown or disconnections, these matters are beyond anyone's control. Likewise, yours.
16. Please keep easy with your freedom rights and avoid becoming a Karen. There are boundaries and peaceful ways to communicate your needs, suggestions, recommendations and everything else. You can send us a message thru our *Facebook* messenger or e-mail.
17. In the case of power failures, internet disconnection or slowdown or intermittent connection do not hold us accountable. Pioneer Educational Review Center is in no way responsible for the operation of your electricity and internet connection.
18. If the moderator asks you to stay in the meeting room, please comply.

## **Confidentiality and Data Protection Policy**

During registration process you are required to supply information concerning primarily about yourself. All data collected will be treated sensitive with utmost care and with strict compliance to our Confidentiality and Data Protection Policy.

### **A. Data to be Collected from Students**

The following information are to be collected for registration purposes and stated hereby the purposes as to why they are required:

1. First name, middle name, and last name. For your identification and for the purposes of checking your name in the cases of your re-enrollment with us.
2. Gender. For identification

3. Mobile Number and E-mail. Used for informing you of schedules, changes, suspensions and reschedules, and all other relevant information concerning Pioneer Educational Review Center should you fail to read any posts from the Facebook group.
4. School graduated. For statistical data use.
5. 2x2 ID Photo. For records keeping and identification purposes.

**B. Other data**

All other data in our care that are produced from the result of your enrollment with us will also be treated with the same security measures.

1. Your attendance sheet will only be made available as per your Dean of College's request.
2. Your scores shall be treated the same and will only be made available upon your Dean of College's request.
3. Please be informed that we do post your scores to your group.

**C. Ramifications**

For any breach of data security, please report to our office or any of our communication channels in full account of the said breach and we will take action based on the severity of the damage incurred according to our disciplinary measures and possible criminal charges on perpetrators.

**D. Rights & Privileges Concerning Lecturers over their product(s) and review materials**

We have also created a policy guideline for students in the care of the following:

1. Review Materials.
2. Books.
3. Video Files.

It is in our deep interest to protect our lecturers' mastery in their teaching craft. With them we are a family who thrives in this profession and keeping the products of their hard work safe and protected. Therefore, as students enrolled with us, you become part of our family. We hope and expect that you would protect every data shared to you by our company and lecturers and apply the same amount of Confidentiality and Data Protection we took oath to uphold concerning about you. Here listed the simplest policy guideline in support of our lecturers' livelihood. Please help support them by complying to these regulations and to Intellectual Property Code of the Philippines.

1. You are in no position to reproduce and redistribute our review materials. These are PDF files, examination files, lecture guidelines, video lectures and all other shared content to you by your Professors and Lecturers.
2. You are not allowed to record or download any of our (onsite/online) review/video lectures for the purposes of sale or distribution or sharing.
3. Any conversion of our review materials into another form for the purposes of of sale or distribution or sharing is also prohibited.
4. You shall not provide access to multiple groups of people, an entire school or any other individual to live stream lectures in zoom meeting, Facebook group, access to PDF files, and or YouTube videos uploaded by Pioneer. If caught doing so the perpetrators will be subject for criminal liability.

**E. Penalty to Violations by Students**

We are entitled to take action in the cases of violation of any of this guideline from reprimand (for minor cases), expulsion with permanent ban up to criminal charges pertinent to ***Republic Act No. 8293 or Intellectual Property Code of the Philippines.***

## **Discount Policy**

Discounts are only rewarded to former reviewee of the same category. Discounts do not apply to Latin Honor Students and Former Reviewees of MTLE Review enrolling to ASCP Review.

## **REFUNDS**

Please be informed that all payments made in full or partial is **NOT REFUNDABLE**. If in case you are wanting to withdraw, you may have the following options below:

1. You are allowed to move or reschedule your enrollment into a later batch.
2. You are allowed to find a replacement to fill your spot:
  - a. You will endorse your deposit slip / official receipt to your replacement and have this person pay you for the amount you have paid (full or partial). If partially paid, this person will have to pay the remaining balance you left.
  - b. You will inform us ahead that you have found your replacement and submit this person's full name to us. Then advise your replacement to contact us directly, and we'll take it from there.



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### REGISTRATION FORM

(Please write in PRINT)

#### REVIEW PROGRAM

ASCP REVIEW BATCH: \_\_\_\_\_ Write in the blank field the year you are enrolling for.

#### PERSONAL DATA

Last Name | First Name | Middle Name  
 \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Civil Status: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Religion: \_\_\_\_\_

2" x 2"  
 ID Photo

#### CONTACT INFORMATION

Mobile Number: \_\_\_\_\_ e-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Contact Person in Case of Emergency: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

#### EDUCATION

Course Completed: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

School Attended: \_\_\_\_\_

Write your score in the blank field, write N/A if you have not taken the board exams yet.

General Average (Transcript): \_\_\_\_\_ General Average (Board Examination): \_\_\_\_\_

**NOTICE: ALL RESERVATION FEES AND TUITION FEES ARE NOT REFUNDABLE**


#### MODE OF PAYMENT

(THIS PORTION IS TO BE ACCOMPLISHED BY PIONEER PERSONNEL ONLY.)

	Amount	Check No.	Date of Payment	Bank
Cash				
Reservation Fee				
Balance Payment				

#### Agreement to Policy Guidelines

I have read and understand in full and agree to the Policy Guideline for Students issued to me by Pioneer Educational Review Center before enrolling into their Review Center. I will comply to their rules and standard regulations and fully understand the penalties involved should I fail to follow them.

Place signature inside the box. Please locate and click on this  icon in your PDF app, you can insert your signature by drawing or inserting a pre-existing scanned image sample of your signature specimen.

Signature over PRINTED NAME