ATENEO DE MANILA JUNIOR HIGH SCHOOL

OFFICE OF THE ASSISTANT PRINCIPAL FOR ADMINISTRATION

22 June 2026

JHS-AP-Administration 2627-01

TO	Ateneo Junior High School Students and Parents/Guardians
FROM	(Sgd) Perfecto R. Guerrero III
SUBJECT	AJHS MAGIS STOP 2026

Dear AJHS Parents/Guardians and Students,

Good day and welcome to School Year 2026-2027!

As we start the new school year, the AJHS Office of the Assistant Principal for Administration and the Office of Student Services, will hold the **AJHS Magis Stop 2026**, a one-stop shop scheme that will allow parents/guardians and students who are already **enrolled** to avail of the start-of-the-year services for our students' needs. This is in coordination with various University and AJHS offices. Through Magis Stop 2026, stakeholders may go to school for textbook claiming, ID picture-taking, fitting and ordering of uniforms, availing of school supplies and emergency kits, university car sticker application and coordinating with our school bus providers for transportation services.

To manage vehicle and foot traffic in AJHS, please note that we will **strictly** follow this schedule:

DATES	GRADE LEVELS/ SECTIONS
July 2 (Thursday)	**Incoming Grade 7 students** 8:30 AM - 12:00 NN: for surnames beginning with A-C 1:30 PM - 4:00 PM: for surnames beginning with D-E
July 3 (Friday)	**Incoming Grade 7 students** 8:30 AM - 12:00 NN: for surnames beginning with F-L 1:30 PM - 4:00 PM: for surnames beginning with M-O
July 6 (Monday)	**Incoming Grade 7 students** 8:30 AM - 12:00 NN: for surnames beginning with P-S 1:30 PM - 4:00 PM: for surnames beginning with T-Z
July 7 (Tuesday)	**Incoming Grade 8 students with former Grade 7 sections:** 8:30 AM - 12:00 NN: Alfonso, Alonso, Alvares & Andlauer 1:30 PM - 4:00 PM: Aranha, Arrowsmith, Ashley & Azevedo
July 8 (Wednesday)	**Incoming Grade 8 students with former Grade 7 sections:** 8:30 AM - 12:00 NN: Baena, Baldinucci, Balmain & Berchmans 1:30PM - 4:00PM - Berno, Berthieu, Beyzym & Bobola
July 9 (Thursday)	**Incoming Grade 8 students with former Grade 7 sections:** 8:30 AM - 12:00 NN: Borgia, Briant & Grade 8 Transferees **Incoming Grade 9 students with former Grade 8 sections:** 1:30PM - 4:00PM - Canisius, Chabanel, Claver & Collins

July 10 (Friday)	**Incoming Grade 9 students with former Grade 8 sections:** 8:30 AM - 12:00 NN: Colombiere, Corby, Cornelius & Cottam 1:30 PM - 4:00 PM: Dajani, Del Castillo, Delgado & Fausti
July 13, (Monday)	**Incoming Grade 9 students with former Grade 8 sections:** 8:30 AM - 12:00 NN: Favre, Fenwick, Fernandes & Ferreres 1:30 PM - 4:00 PM: Francisco, Fugishima & Grade 9 Transferees
July 14 (Tuesday)	**Incoming Grade 10 students with former Grade 9 sections:** 8:30 AM - 12:00 NN: Garate, Garnet & Garnier & Gelabert 1:30 PM - 4:00 PM: Goto, Grimaltos & Harcourt
July 15 (Wednesday)	**Incoming Grade 10 students with former Grade 9 sections:** 8:30 AM - 12:00 NN: Ireland, Ishida &, Isore, 1:30 PM - 4:00 PM: Kisai, Lalemant & Lewis
July 16 (Thursday)	**Late Enrolees:** 8:30 AM - 12:00 NN and 1:30 PM - 4:00 PM

**Please note that students with siblings in other grade levels may join the schedule of either of their sibling/s.*

As you visit us for your Magis Stop schedules, please consider the following:

1. For campus access, we will submit the names of the enrolled students to the Campus Safety and Mobility Office (CSMO) for a smooth entry through the university gates and for you to be directed to the AJHS vicinity. Vehicles without Ateneo stickers will need to take the 'No Sticker' lane and present a valid ID for verification and logbook purposes.
2. You may park in the AHS Parking Bays 1 to 4.
3. You are requested to leave the AJHS as soon as you are done with your transactions.
4. There will be a separate date before classes begin for new students to tour the campus.
5. You may proceed to the stations of your choice in any order (Magis Stop Map).

STATION	DESCRIPTION
SUBMISSION OF PSA BIRTH CERTIFICATE & CANCELLATION and DISTRIBUTION OF REPORT CARDS	Incoming Grade 7 students and transferees are required to submit both the **original copy and a photocopy of their PSA Birth Certificate**. The original copy will be used only for verification purposes and will be returned afterward.
	Incoming Grade 7 students and transferees are required to bring both the **original copy and a photocopy of their previous Report Card** for cancellation stamping. The hard copies of the Report Cards for SY 2025-2026 will be released to incoming Grades 8-10 students from Ateneo de Manila University Junior High School.
	The Office of the Registrar is located along the corridor on the left side of the Administration Building.
UNIFORM SIZING/ FITTING & ORDERING	Uniforms may be ordered online or onsite after fitting through the uniform order link: https://go.ateneo.edu/AJHSUniforms-SY2627. Please provide your own eco bag when claiming your uniform. If you are

	unable to bring one, there will be bags available for sale at a nominal price. You may refer to the BE Uniform Help Center for FAQs related to ordering.
TEXTBOOK CLAIMING & DISTRIBUTION	Parents/Guardians and students will claim the textbooks they ordered during the online enrollment period.
ID PICTURE-TAKING & NAME VERIFICATION	All students will have their ID pictures taken in school. For our students, *please come to school wearing a* ***plain white collared shirt and with well-groomed hair*** Students will also be asked to verify the accuracy of their names (must be the same as it appears on their birth certificate). Students unable to have their ID photo taken during Magis Stop are asked to send their own photo to oss.ajhs@ateneo.edu with the following specifications: Aspect ratio: Square Background: White File size: 120 to 165 KB Attire: White polo shirt Grooming: Hair color must be natural and well-kempt Kindly use this format for the email subject: Incoming Grade Level_AJHS ID Number_Complete Name
SCHOOL KITS, GROOMING KITS, GO BAGS, & VACCINES	You may purchase school kits, go bags, hard hats and flu vaccines from our Ateneo High School Cooperative. Though you may purchase these items outside Ateneo, the AHS Cooperative offers relatively low prices. You may also avail yourself of other Ateneo merchandise. Kindly fill out this form for your pre-order and payment.
UNIVERSITY RFID and GATE PASS STICKER	You may process your application for the **University RFID and Gate Pass Stickers** on your scheduled Magis Stop visit. Please refer to this CSMO Memo for the details.
SCHOOL BUS SERVICES	Interested stakeholders are instructed to directly contact **school bus operators** to arrange your needed transport services. Please refer to the list of 2026-2027 accredited school bus services providers for your perusal.

Those who cannot come on their assigned schedules will still be accommodated after the Magis Stop operations. You may also coordinate with the support services in advance through their contact details; you may also visit them in their respective offices/stores:

Birth Certificate Submission, and Textbook and Report Cards Distribution	Office of the Registrar AJHS Administration Bldg	registrar.ajhs@ateneo.edu
Uniform Fitting, Sizing, and Ordering	A-Shop Store MVP Bldg, Loyola Schools	uniform.ajhs@ateneo.edu a-shop@ateneo.edu

ID Picture-Taking and Name Verification	Office of Student Services AJHS Administration Bldg	oss.ajhs@ateneo.edu
Updating and Activating Blu PHR	AJHS Infirmary G/F Arrupe Hall	healthservices.ajhs@ateneo.edu
School Kits, Go Bags, and Vaccines	AHSMPC Store AJHS Main Cafeteria	ahscoop2@gmail.com
University RFID, Gate Pass Stickers and School Bus Services	CSMO	mobility.csmo@ateneo.edu csmo@ateneo.edu

In line with our start of the year concerns, we hope that you were able to accomplish the following forms already, shared with you in this AJHS Enrollment memo, released last April 2026:

- AJHS SMS Notification Form
- AJHS Emergency Planning Sheet 2026-2027

For the JHS Health Services-related requirements, we hope that you were able to visit your child's physician and dentist already, completed appropriate forms, and ready to upload in the university's BluPHR once the system is available.

Partage Photography, our photo service provider, is offering photo packages of our children's ID pictures, for posterity and personal documentation. To place your order/s, please refer to the following links according to the incoming grade level of the student:

- Incoming Grade 7 Photo Orders
- Incoming Grade 8 Photo Orders
- Incoming Grade 9 Photo Orders
- Incoming Grade 10 Photo Orders

Through the AJHS MAGIS STOP 2026, we hope to help parents/guardians and students in their preparations for the start of classes. Should you have any concerns, please feel free to reach out to us via apadmin.ajhs@ateneo.edu/ oss.ajhs@ateneo.edu and/or pguerrero@ateneo.edu .

Thank you!