



# De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 771-DLSZ Website: [www.dlszobel.edu.ph](http://www.dlszobel.edu.ph)

August 5, 2015

Dear **Parents and Guardians**,

We have created additional communication facilities where you can directly email the right person for your school-related concerns. This will allow us to respond promptly to your inquiries and ensure that your concern will be attended to immediately. The following quick links to these addresses can also be viewed at the Contact Us page of the school's website ([www.dlszobel.edu.ph](http://www.dlszobel.edu.ph)):

1. [gsacademics@dlszobel.edu.ph](mailto:gsacademics@dlszobel.edu.ph) - for any grade school classroom related concerns to be viewed by the Grade School Principal, Vice Principal for Academics, and GS Subject Area Coordinators.
2. [hsacademics@dlszobel.edu.ph](mailto:hsacademics@dlszobel.edu.ph) - for any high school classroom related concerns to be viewed by the Vice Principal for Academics and Subject Area Coordinators
3. [studentactivities@dlszobel.edu.ph](mailto:studentactivities@dlszobel.edu.ph) - for all student related activities outside the classroom such as retreats/recollection, outreach, clubs, concerts, sports fests/competitions, Vision Mission Week, Alternative Learning Experience, practices, Father & Son, Mother & Daughter, Campus Tour, Confirmation, Communion, etc. to be viewed by the Lasallian Formation and Mission Department Director, Vice-Principal for Operations for the Lower Grades, Upper Grades, and High School, Heads of the offices for Social Action Office, Campus Ministry, Cultural Affairs, Student Clubs and Activities, Sports Development, and School Counseling.
4. [admin@dlszobel.edu.ph](mailto:admin@dlszobel.edu.ph) - for all operations/administrative concerns such as stickers, traffic routes, tuition fee, facilities, etc. to be viewed by the members of the President's Council – GS Principal, HS Vice Principal for Academics, BRafeNHS Principal, Department Directors for the Lasallian Formation & Mission, Academic Services, Administrative Services, Finance, Human Resource Management & Development.

Messages may also be emailed directly to any school personnel thru the [Contact Us Form](#) on the school website and this will be automatically copied to the recipient's immediate superior. You may still email [info@dlszobel.edu.ph](mailto:info@dlszobel.edu.ph) for other inquiries not included in the aforementioned.

As we engage in a more effective family-school communication, we believe that we, as a community, can collaborate and work towards achieving the best educational experience for the children who are entrusted to our care.

One in St. La Salle,

A handwritten signature in green ink, appearing to read "Bernard S. OCA".

**BR. BERNARD S. OCA FSC**

President