

# General Guidelines

Mrs. Ma. Lourdes M. Tejero

Lower Grades Vice Principal for Operations

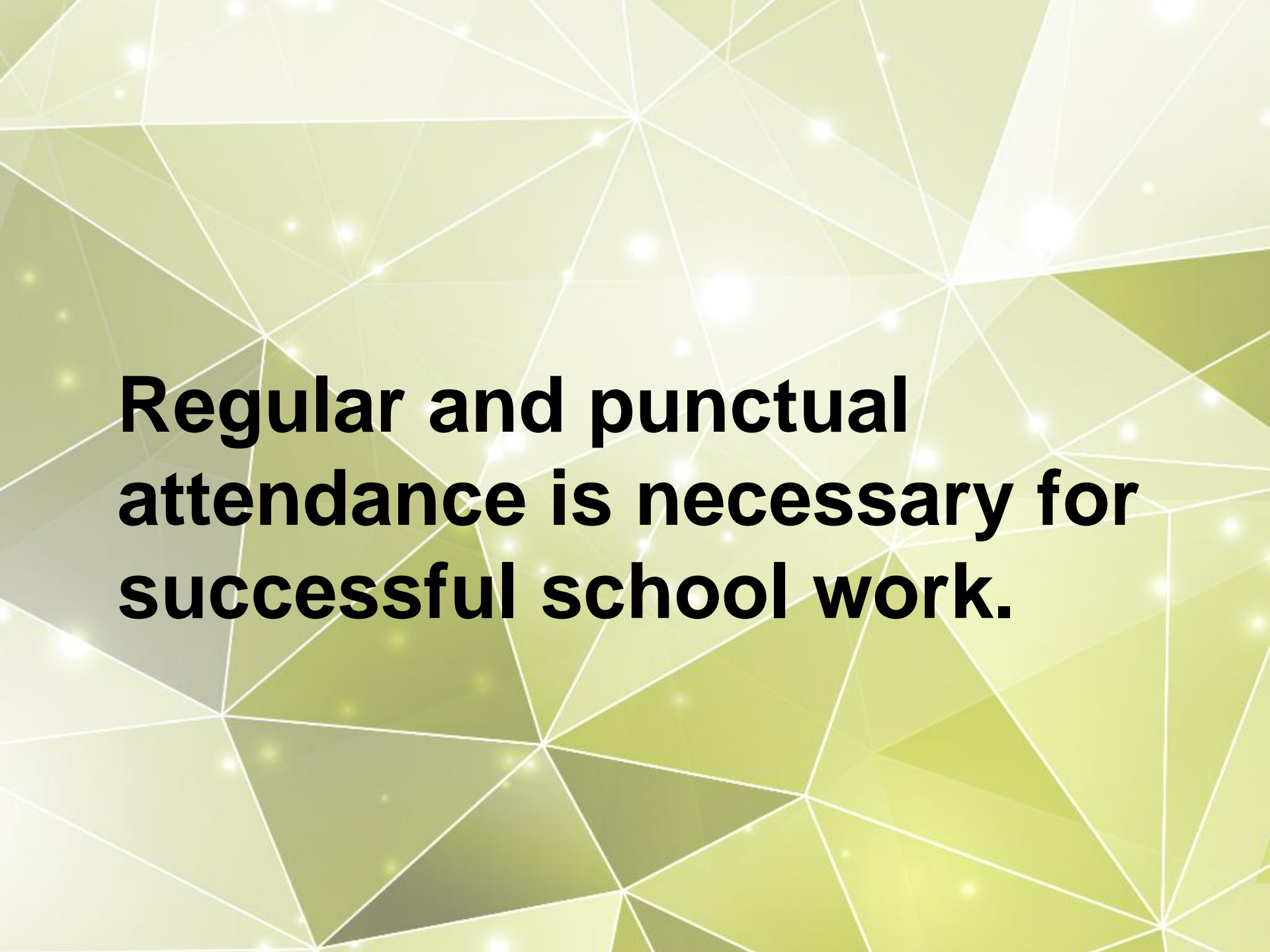


# **GENERAL GUIDELINES and INFORMATION**



# **ATTENDANCE & PUNCTUALITY**





**Regular and punctual  
attendance is necessary for  
successful school work.**

# **ATTENDANCE**

**Students who have been absent must present an excuse letter from the parents/guardians to the Vice Principal for Operations (VPO)/ Student Formation Officer (SFO).**

**Students who have been absent for three(3) or more days due to illness must first secure clearance from the School Physician before reporting to class. A medical certificate and excuse letter must be presented to the VPO/SFO.**

# **EXCUSED /UNEXCUSED ABSENCES**

The VPO shall determine whether a student's absence is excused or unexcused.

# PUNCTUALITY

- Classes start at **7:30 a.m.**
- Arrival at **7:31 a.m.** is considered **late.**
- Tardy slips are issued to students.
- Record of tardiness affects conduct grades.

# TARDINESS

- Students not in the class line during the morning routine are considered late.
- Late students must secure a tardy slip from the SFO/VPO.
- Unexcused tardiness of 15 minutes or more shall be considered as cutting class.

# **DROP-OFF & FETCHING**

- Observance of 1-minute rule
- Designated Areas
- Agency hired personnel/HS students will facilitate drop-off

# WEEKLY HOMEROOM SCHEDULE

<b>Days</b>	<b>Activity</b>
<b>Mondays &amp; Fridays</b>	<b>Morning Assembly</b>
<b>Tuesdays</b>	<b>DEAR Session Penmanship</b>
<b>Wednesdays &amp; Thursdays</b>	<b>Lasallian Core Values Lesson</b>

# OTHER ACTIVITIES

**1<sup>st</sup> Fridays  
of the month**

**Friday devotion  
to the Sacred Heart  
(for Grades 3-6)**

**Lasallian Earth Day or  
Green Day**

**1<sup>st</sup> to third  
Tuesdays of the  
month**

**Club Day**

**Every first school  
day of the month**

**Haircut inspection  
(Grades 1- 6)**

# Home-School Communication

Mrs. Niña Antonia A. De Jesus  
Upper Grades Vice Principal for Operations



**Official website: [www.dlszobel.edu.ph](http://www.dlszobel.edu.ph)**

**Family Portal**

**Short Messaging Service (SMS) to subscribers**

**Parent-Teacher Communication forms**

**Memoranda, circulars, Parents Bulletin  
(Home Notes)**

# **SAFETY & SECURITY**



# Visitors

Must secure a visitor's ID from Gate 2

Visitor's ID must be worn at all times inside the campus.

**Visitors are not allowed to see  
any student or faculty during  
class hours.**

# DEPARTMENT

All students are expected to follow school policies as stipulated in the Student Handbook.

Commendation Slips (CS) and Violation Reports (VR) are issued to concerned students.

# **CELLULAR PHONES**

**For Grades 4 - 6**

**For fetching purposes only**

**The phones must be switched off during class hours, including breaks.**

**Units should be inexpensive.**

# **GRADE SCHOOL FACULTY and ASF**



<b>Grade 1</b>	<b>Advisers</b>	<b>Subject</b>
TL	Ms. Marian H. Santiago	Math
1A	Ms. Maria Christine M. Morada	Reading
1B	Ms. Jane R. Esquierdo	SS
1C	Ms. Jinky C. Casteñares	Math
1D	Ms. Graziella V. Santos	Language
1E	Ms. Jesseria Carla T. Aguirre	CL
1F	Mr. Paul William V. Cipriano	MAPE
1G	Ms. Cherilyn C. Manuel	Science
1H	Ms. Ma. Klarita Blanca F. Fabul	Reading
1I	Ms. Kristine R. Nueva	Filipino

# GRADE 2 FACULTY



<b>Grade</b>	<b>Advisers</b>	<b>Subject</b>
<b>2</b>		
TL	Ms. Wilma Lyne N. Roldan	Language
2A	Ms. Evangeline S. Obispo	Filipino
2B	Ms. Trizsha Selila B. Castro	Science
2C	Ms. Agnes K. Rivera	CL
2D	Ms. Angelita V. Corbillon	Math
2E	Ms. Martha M. Mina	Reading
2F	Ms. Melody B. Doroja	Math
2G	Mr. Darius E. Regis	Science
2H	Ms. Ianne Angela A. Rivera	SS
2I	Ms. Katrina R. Mercado	Filipino

# NON-ADVISERS



<b>Grade 2 Non-Advisers</b>	<b>Subject</b>
Ms. Cheyenne Led C. Tameta	Reading
Ms. Sharmane Joie E. Payoyo	SS

<b>Multi-level Teachers</b>	<b>Subject</b>
Ms. Eden A. Sison	Filipino
Ms. Ma. Joey E. Buiza	Special Filipino
Mr. Aris Jay P. Guteza	Language
Mr. Robert Kristorie B. Guillena	CL
Ms. Racquel N. Belostrino	Music
Mr. Christopher John M. Livina	Art
Mr. Jason Max O. Flores	PE
Ms. Rizza Joy J. Piccio	PE
Ms. Arian C. Caling	Computer Technology

# ACADEMIC SERVICE FACULTY



## **Academic Service Faculty**

Ms. Maureen B. Leuterio	Gr. 1 Guidance Mentor
Ms. Danielle D. Salvador	Gr. 2 Guidance Mentor
Ms. Anna Marissa R. Nerida	MSSN Coordinator
Ms. Jenissa S. Dela Rosa	Librarian
Ms. Cecilia Grace R. Cabrito	AV Librarian
Ms. Rosalyn C. Chavez	SAO/CMO
Ms. Aevicel J. Buera	Psychometrician

# Upper Grades FACULTY



# GRADE 3 FACULTY



<b>Grade 3</b>	<b>Advisers</b>	<b>Subject</b>
<b>TL</b>	Ms. Rosalyn Paga	Math
<b>3A</b>	Ms. Amelia Moncada	Science
<b>3B</b>	Ms. Julia Palma Nolong	Math
<b>3C</b>	Mr. Jayson Angeles	CL
<b>3D</b>	Ms. Mingel Rico	Reading

<b>3E</b>	<b>Ms. Eunice Taganahan</b>	<b>Language</b>
<b>3F</b>	<b>Mr. Daryl Galicia</b>	<b>Music</b>
<b>3G</b>	<b>Ms. Marla Dalagan</b>	<b>Filipino</b>
<b>3H</b>	<b>Ms. Wendy Diane Opulencia</b>	<b>Reading</b>
<b>3I</b>	<b>Ms. Diana Loren Cabanatan</b>	<b>SS</b>

# GRADE 4 FACULTY



<b>Grade 4</b>	<b>Advisers</b>	<b>Subject</b>
<b>TL</b>	<b>Ms. Ma. Trinidad Africa</b>	<b>Math</b>
<b>4A</b>	<b>Ms. Julie Agudo</b>	<b>SS</b>
<b>4B</b>	<b>Mr. Frankie Villanueva</b>	<b>Reading</b>
<b>4C</b>	<b>Ms. Excel Lyn Layug</b>	<b>Language</b>
<b>4D</b>	<b>Ms. Deanna Pacheco</b>	<b>HELE</b>

<b>4E</b>	<b>Ms. Lea Ann Despabeladero</b>	<b>Filipino</b>
<b>4F</b>	<b>Mr. Robert Gabriel Cosme</b>	<b>Math</b>
<b>4G</b>	<b>Ms. Rowena Zepeda</b>	<b>Language</b>
<b>4H</b>	<b>Ms. Hannah Lois Navarro</b>	<b>Science/ Robotics</b>
<b>4I</b>	<b>Ms. Goldie Ann Donceras</b>	<b>CL</b>

# NON-ADVISERS



<b>Grade 4 Non-Advisers</b>	<b>Subject</b>
Ms. Mariebeth Padolina	Filipino
Mr. Marvin Veluz	PE

# Grade 5 FACULTY



<b>Grade 5</b>	<b>Advisers</b>	<b>Subject</b>
<b>TL</b>	Ms. Adona Liong	Filipino
<b>5A</b>	Ms. Maria Clemen Franche	Filipino
<b>5B</b>	Ms. Gerence Centeno	Math
<b>5C</b>	Ms. Josie Lidot	CL
<b>5D</b>	Ms. Andrea Mijares	Reading

<b>5E</b>	<b>Ms. Angelica Llarvez</b>	<b>HELE</b>
<b>5F</b>	<b>Ms. Gail Inumerable</b>	<b>Language</b>
<b>5G</b>	<b>Ms. Camille Rebong</b>	<b>SS</b>
<b>5H</b>	<b>Mr. Jholan Torres</b>	<b>CT</b>
<b>5I</b>	<b>Ms. Ma. Theresa Fababeir</b>	<b>SS</b>

# NON-ADVISERS



<b>Grade 5 Non-Advisers</b>	<b>Subject</b>
Ms. Mary Allaine Paran	Math
Mr. Linwell Lalic	Special Music – Beginning Band
Mr. Joel Jalon	Science/ Robotics

# Grade 6 FACULTY



<b>Grade 6</b>	<b>Advisers</b>	<b>Subject</b>
<b>TL</b>	Ms. Ma. Concepcion Sabarre	Filipino
<b>6A</b>	Ms. Elaine Love Tayao	Language
<b>6B</b>	Ms. Rebecca Dela Rosa	SS
<b>6C</b>	Ms. Rosielle Paycana	Math
<b>6D</b>	Ms. Joanne Pe Benito	Science/ Robotics

<b>6E</b>	<b>Ms. Ariane Candelaria</b>	<b>Filipino</b>
<b>6F</b>	<b>Ms. Almira Lyn Almero</b>	<b>HELE</b>
<b>6G</b>	<b>Ms. Rodella Balaoing</b>	<b>CL</b>
<b>6H</b>	<b>Ms. Mary Grace Rubiano</b>	<b>Reading</b>
<b>6I</b>	<b>Ms. Luisa Saida De Guzman</b>	<b>Language</b>

# NON-ADVISERS



<b>Grade 6 Non-Advisers</b>	<b>Subject</b>
Ms. Carmelita Nuevo	Art
Ms. Salvacion Manliguis	Math
Ms. Marian Evangelista	PE
Ms. Lorivi Sarvida	Reading
Ms. Joyce Calica	Science / Robotics
Mr. John Jonathan Garcia	SS

# Multi – Level Teachers



<b>Multi-Level Teachers</b>	<b>Subject</b>
Ms. Ruby Natividad	Special Music Strings
Mr. Gino Mauricio	Art
Ms. Juliet De Mesa	Special Filipino
Ms. Candida Oliveros	Science/ Robotics
Mr. Heinz-Christopher Elorde	Robotics

<b>Multi-Level Teachers</b>	<b>Subject</b>
Ms. Freedom Andres IV	CL
Mr. Leopoldo Sumera	Special Music- Beginning Strings
Ms. Marites Panaligan	Special Music Chorale
Ms. Winona Diola	Science/Robotics

# ACADEMIC SERVICE FACULTY



## **Guidance Mentors**

Ms. Cris Labrador	–	Grade 3
Ms. Hiedee Garcia, RGC	–	Grade 4
Ms. Nikki Sta. Cruz	–	Grade 5
Ms. Riz Recio	–	Grade 6

## **Management of Students with Special Needs**

Ms. Anna Marissa Nerida – Coordinator

## **Psychometrician**

Ms. Rustica Alva Riel

## **Social Action Ministers**

Ms. Ma. Angela Brazan

Ms. Marianne Nathalie Gosgolan

## **Campus Ministers**

Geriz Bigol

Francis Angelo Mabato

## **Liturgist**

Mr. Jonathan Ermitanio

**Learning Resource Center  
AV Center**

Ms. Cecilia Grace Cabrito

**LRC Upper Grades**

Ms. Jenny dela Rosa – Grade 3

Ms. Anne Grace Bansig – Grades 4-6

**Technical Services Librarian**

Mr. Mharlo Pua

**THANK YOU!**

