



De La Salle Santiago Zobel School



Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 771-DLSZ Website: www.dlszobel.edu.ph

March 15, 2020

To: DLSZ's Prospective and Current Parents and Guardians,
Fr: Mr. Romanito Patigdas
School Registrar and Head of Admissions
Re: Registrar's Memo #1: Important Matters on Admissions, Entrance Tests, and Enrollment

Pursuant to President Duterte's declaration, business operations in DLSZ have been suspended until April 14, 2020.

In view of this, we would like you to take note of the following:

1. **Entrance Tests**, which have been affected by the work and class suspensions, will be rescheduled as follows:
 - a. April 15 Grades 3, 10, 11, and 12
 - b. April 16 Kinder, Grades 4, 5, 6, 7, 8, and 9
 - c. April 17 & 20 Pre-Kinder
 - d. April 21 Grades 7, 8, and 9
 - e. April 22 Grades 1, 10, 11, and 12
 - f. April 24 Grade 2

Admissions Results Release Date: April 30, 2020

2. **Payment of the Development Fee to confirm the enrollment of your child** can be made at any Union Bank branch using the Bills Payment Slip and details below:

Payment for (Company/Institution): De La Salle Santiago Zobel School
Client Name : Student's Name
Reference Number: Student's Application Number

You may also pay online through internet banking by using your bank's mobile app or website to transfer funds to the school's Union Bank account with the following details:

Account Name : De La Salle Santiago Zobel School
Account Number: CA#018-03-000-6691
Remarks: Student's Name & Application Number/Purpose of Payment
(Development Fund Fee)

Or [DLSZ online payment facility - https://pay.dlszobel.edu.ph](https://pay.dlszobel.edu.ph) using your credit card

Account: Others

Remarks: Student's Name & Application Number/Purpose of Payment
(Development Fund Fee)

For payments made online or thru the bank teller, kindly send a digital copy of the bank transaction or confirmation slip and the digital copy of the signed Development Fee Form to mark.go@dlszobel.edu.ph and registrar@dlszobel.edu.ph with the payment details (student's name/application number and grade level). An official receipt shall be issued after confirmation of payment and this may be claimed from the school's Finance Office after we resume normal school operations.

If the required confirmation through the payment of development fee has already been made, please accept our gratitude.

3. Revised Enrollment Schedule for New Students

LEVEL	ENROLLMENT DATE
Pre-Kinder	April 16
Kinder	April 20
Grade 1	April 17
Grades 2 to 6	April 20
Grade 7	April 17
Grades 8 – 10	May 4
Grade 11	April 20
Grade 12	May 4

4. Revised Enrollment Schedule for Current Students

LEVEL	ENROLLMENT DATE
Kinder and Grade 1	April 21
Grades 2 & 3	April 22
Grades 4 & 5	April 23
Grades 6 & 7	April 24
Grades 8 & 9	April 27
Grade 10	April 28
Grade 11	April 29
Grade 12	April 30

We highly encourage online registration and payments of matriculation fees. You may pay online via the Family Portal (<https://family.dlszobel.edu.ph>). Once logged in, click on Assessments. After your tuition has been assessed, there will be an option to pay online using your credit card.

For online payment of current school year balances, you may click on Statement of Account. For other payments, you may click on Adhoc Payments. For other online payment facilities, please refer to item no. 2 above.

Should you need further clarification regarding the aforementioned concerns, please feel free to email registrar@dlszobel.edu.ph.

During this trying time, we continue to keep in our prayers the entire country and the world, especially those affected by this pandemic.

Thank you for your patience and understanding.