



April 27, 2020

To: DLSZ Prospective Parents

Sgd.

Fr: Mr. Romanito Patigdas
School Registrar and Head of Admissions

Re: High School (Grades 7 to 12) Revised Application Requirements and Procedures and Testing Guidelines

Effective May 2020, the De La Salle Santiago Zobel School will shift to online assessment throughout the rest of the application period for Academic Year 2020-2021 as part of the admission process of High School student-applicants to address safety issues of in-person assessment. All high school applicants with cancelled entrance test dates will be advised about their new online test schedules through email.

Requirements and Procedures

1. Fill out and submit the online application form via the Admissions Portal (<https://forms.dlszobel.edu.ph/admissions/>).
2. Print and sign Application Confirmation Slip and Data Privacy Statement Consent Form.
3. Pay Application Fee through the different online payment facilities as indicated below.
4. Submit signed Confirmation Slip and Consent Form, scanned 2 x 2 ID photo (*close-up, white background*), copy of latest Report Card with LRN, copy of Birth Certificate and proof of payment (e.g. *screenshot of payment confirmation or photo of deposit slip*) to admissions@dlszobel.edu.ph. Please indicate the applicant's name, application number and level applied for and preferred strand if Senior High School applicant.
5. Wait for test permit and guidelines for the online entrance assessment to be emailed then be available on the day and time of online assessment.
6. Check the status of application via the Results Portal (<https://forms.dlszobel.edu.ph/application-result/>) on the date indicated in the test permit.

Other requirements listed in the Admissions Page per level should be submitted in hard copies to the Registrar's Office once normal operations resume.

Payment Facilities

1. All payments to the school may be made online via 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 (Application Fee)

2. DLSZ online payment facility (<https://pay.dlszobel.edu.ph>) using your credit card or online banking accounts with the following details:
Account: Application Fee
Remarks: Student's Name / Application Number / Purpose of payment
3. Over the counter payments can be made at any Union Bank branch using the Bills Payment Slip or Deposit Slip with details below:
Payment for (Company/Institution): De La Salle Santiago Zobel School
Client Name : Student's Name
Reference Number: Student's Application Number
Account Number: CA 018-03-000-6691 (*if using deposit slip*)

An official receipt shall be issued after confirmation of payment. The official receipt may be claimed from the school's Finance Office after we resume normal school operations.

Guidelines on Online Entrance Examination

1. Upon confirmation of testing fee payment and submission of complete requirements, the applicant will receive an email that includes the test permit and instructions to access the online assessment and other important testing details (*e.g. parent's/guardian's online test agreement form*).
2. To signify his/her permission for the child to take the online test under certain terms and conditions, the parent or guardian should send a signed Online Test Agreement Form to admissions@dlszobel.edu.ph at least 2 days before the test.
3. Applicant will use a desktop computer/laptop connected to the internet with at least a bandwidth of 15 mbps and another device with a camera (preferably a tablet) to accomplish the online assessment.
4. Applicant should prepare a PDF copy of his/her test permits with the applicant's closeup photo.
5. All online assessments will start promptly, please ensure that applicant is available on the provided testing date and time. Unavailability of the applicant should be advised at least one day before the online exam to the Admissions Office.
6. The online assessment will last for 3 hours and 40 minutes with a 15-minute break.
7. All rules set during online assessment should be strictly followed. Any violation will be regarded as a reason for discontinuation. Any technical concerns experienced will be evaluated by the online proctor for possible retake, continuation, or discontinuation of the online exam.
8. If your child is unavailable on the specified date due to UNAVOIDABLE CIRCUMSTANCES (*e.g. sickness*) please notify the Admissions Office by sending an email to admissions@dlszobel.edu.ph.
9. Check availability of application results on the specified date through the Results Portal (<https://forms.dlszobel.edu.ph/application-result/>).

Should you have concerns or need clarification regarding the aforementioned, please feel free to email admissions@dlszobel.edu.ph.

For your information and guidance.