



# 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)

May 5, 2020

Dr. Jill Paca  
President  
DLSZ Parents Association

Dear Dr. Jill:

We appreciate the parents' positive response to the Continuity of Learning Plan that the school is putting in place in anticipation of our 'new normal' school setting amidst the COVID-19 pandemic.

In answer to your request for the reassessment of the AY 2020-2021 tuition and fees, allow me to lay down the assumptions that we need to take into consideration when we review the school's financial structure:

1. AY 2020–2021 is planned based on a hybrid eLearning model which combines purely online learning from home during the first trimester transitioning to limited face-to-face sessions starting the second trimester and onwards.
2. Tuition fees are allocated primarily for faculty and non-faculty salaries and benefits and other FIXED COSTS related to operating expenses like repairs, maintenance, security and janitorial services which the school will continue to incur whether we conduct online classes or face to face sessions throughout the school year.
3. Development fees are matched against depreciation expense which remains a FIXED expense for the school year whether we conduct online classes or face to face sessions throughout the school year.
4. Specific fees are matched against expenses that are incurred based on actual costs related to the delivery of instruction and can only be used for this purpose. Any deficits and surpluses attributed to specific fees are absorbed by the school and charged against its operating expense budget.

Given these assumptions, it is unfortunate that we cannot reduce our published tuition fees for AY 2020–2021 because these fees are allocated primarily for FIXED operating expenses (ie. salaries and benefits, repairs, maintenance, security and janitorial). We also cannot reduce development fees for the same reason.

For utilities (ie. power, water and bandwidth), we cannot determine if this new mode of instruction will result in significant savings. We would like to defer any decision on this matter



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until we have actual data on savings generated. Also, potentially, these savings will be offset by the incremental costs that we will incur once we implement the new social distancing and sanitation guidelines which we will implement to upgrade our internal protocols to ensure the health and well being of our students and Lasallian partners when the ECQ is lifted and the GCQ is operational in Metro Manila and Region 4A.

Even prior to this health emergency, the school's finances have already been constrained and this pandemic has worsened an already difficult situation. Kindly please note that, as shared with the officers of the DLSZ PA during the last multi-sectoral meeting on tuition fee increases, for the past three (3) accounting periods covering the school years 2016-17, 2017-18 and 2018-19. DLSZ has incurred the following losses:

2016-17: (P 41,585,665.00)

2017-18: (P 24,296,867.00)

2018-19: (P 33,407,894.00)

We have not yet closed AY 2019-2020 and are unable to present the final audited financial results for the period.

Any further reductions in our tuition fees will severely strain our financial resources and negatively impact our ability to continue to deliver education of the highest quality on a sustained basis.

At the same time, we remain sensitive to the difficult financial situation faced by many of our parents. To ease this burden, we will undertake the following:

1. We will review our specific fee line up and we will eliminate all fees that are not essential given the new hybrid eLearning model that we have adopted. We will release a separate internal bulletin to communicate the changes once these are finalized.
2. We are announcing a loyalty incentive for all of our students who have completed Grade 1 to Grade 12 at DLSZ. We will refund the amount of P 20,000 to all eligible students upon their graduation from DLSZ for AY 2020-2021. We will release a separate bulletin on the mechanics of this loyalty incentive.
3. We are providing ALL parents with the option to avail of a monthly installment plan in the payment of tuition and specific fees. **We will shoulder the 1.5% convenience fee for credit card transactions processed online thru our Family Portal and payment gateways.** This will help minimize the face to face transactions and physical interactions at our main campus in Alabang once the community quarantine is lifted.
4. We will continue to offer scholarships to students who have special talents but may need some form of financial support to allow them to continue their studies at DLSZ. The review and processing of the applicants for the Scholarship Grants and Financial Assistance for AY 2020-2021 will be done once we are able to resume normal office operations.



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It is our fervent hope and prayer that these forms of financial assistance can help alleviate the economic costs of this pandemic as we all struggle to rebuild our communities and restore them to full recovery from this health and financial crisis.

With regard to the second request you mentioned on the **recognition ceremony** of DLSZ Class 2020, we are open to develop and provide an appropriate ceremony to recognize the graduates once large gatherings are allowed by the government. This may only happen when a vaccine or a cure has been discovered, tested, and mass-produced. We hope our parents and students will patiently wait for the day the Department of Health makes this announcement. On our end, we also want this momentous event to happen but with utmost consideration for the health and safety of everyone.

In summary, please look forward to the updates on specific items that we will release before June 22, 2020:

1. Re-assessment of specific fees for AY 2020-2021
2. The mechanics for the Loyalty Incentive worth Php20,000 and the list of eligible students who will have completed Grade 1 to Grade 12 in 2021 at DLSZ.

Thank you very much for your kind understanding and patience.

Let us continue to pray for God's grace to keep us all safe and healthy.

Faithfully yours in St. La Salle,

A handwritten signature in blue ink, appearing to read 'Bernard S. Oca', written in a cursive style.

Br. Bernard S. Oca FSC  
President