



24 June 2020

Dear DLSZ Parents and Guardians:

We would like to inform you that the list of books for all grade levels can now be viewed and ordered through the Family Portal. To order books, please follow these procedures:

**A. If a student is already enrolled:**

1. Log on to the [Family Portal](#) and select **Book Orders**. (Note: This new module should be ready by June 25, 2020)
2. Select the books that you wish to order. Since books will be delivered to your homes, a minimal delivery fee will be added.
3. Pay the total cost of books ordered through the Family Portal's online payment facility or through our other payment channels mentioned below.

**B. If a student is not yet enrolled:**

1. Go to the **Assessment** page of the Family Portal and proceed with tuition assessment and other steps Book orders can be made in Step 2.
2. Tick on the boxes corresponding to the books that you wish to order. Since books will be delivered to your homes, a minimal delivery fee will be added.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Assessment	Tuition Plan	Books	Contact Detail Update	Summary	Finalize
Statement of Account	8,690.00	1,735.00	0.00	0.00	0.00
Clearance					
Adhoc Payments					

STEP 2 of 5: Books

Select which books to order by clicking on the appropriate check boxes.

PHYSICAL BOOKS	Price
<input checked="" type="checkbox"/> Deliver the books to my house	200.00
<input checked="" type="checkbox"/> English for Global Communication	520.00
<input checked="" type="checkbox"/> Ladders to Learning Series : Writing K1 2nd Edition	450.00
<input checked="" type="checkbox"/> Pluma (Kinder 2)	565.00
<input checked="" type="checkbox"/> Prime Math	0.00
<b>Total Book Cost</b>	<b>1,735.00</b>

3. Pay the total tuition and cost of books ordered through the Family Portal's online payment facility or through our payment channels mentioned below.

Payment options are the same as with the tuition fee modes of payment, that is, through the family portal (debit and credit card), online bank transfer, or through any Unionbank or BPI branch. Our bank details are as follows:

BPI CA # **3161-0475-88**

Unionbank CA # **0180-3000-6691**

Should you require any assistance, please do not hesitate to contact us thru this email address: [enroll@dlszobel.edu.ph](mailto:enroll@dlszobel.edu.ph)

Thank you very much.

In St. La Salle,

(Sgd) **Paul Zaldarriaga**  
Director for Finance