



# De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 8771-DLSZ Website: [www.dlszobel.edu.ph](http://www.dlszobel.edu.ph)

June 15, 2020

Dear **DLSZ Parents and Guardians**,

Peace be with you!

We hope that you and your family are safe and healthy under the current circumstances.

We would like to inform you that the final grades for all levels will be available for online viewing on June 20, 2020, through the Family Portal. We will be posting on the school website the Academic and Special Awardees of the graduating and undergraduate students by the end of June, if not earlier.

There will be no distribution of report cards for all levels, in consideration of the general community quarantine (GCQ) restrictions on travel and mass gatherings. We will also forego the yearly tradition of awarding excellent undergraduate Lasallians through the Honors Convocation.

The Grade 12 Reports Cards, Diploma and other certificates will be sent via courier service starting June 19, 2020. The medals, once available, will be distributed via courier as well. To this end, may we request the Grade 12 parents and guardians to update their postal address, zip code, and contact numbers in the Family Portal on or before June 17, 2020, to facilitate the efficient delivery of these documents?

Please note that Report Cards, Diploma and Transcript of Records will be released only to those who have been cleared of their accountabilities and have completed their academic requirements. The deadline for the completion of clearance for Grade 12 is on June 17, 2020.

For any requests for signed Report Cards and other documents for the other levels, we will make a Request System available via the Family Portal.

For inquiries and clarifications on the above matters, please email us at [registrar@dlszobel.edu.ph](mailto:registrar@dlszobel.edu.ph).

Thank you for your cooperation and understanding.

In St. La Salle,

Handwritten signature of Romanito I. Patigdas in blue ink.

**ROMANITO I. PATIGDAS**

Registrar

Noted by:

Handwritten signature of Maria Teresa Suzette P. Balgos in black ink.

**MARIA TERESA SUZETTE P. BALGOS**

Director for Academic Services Department

Approved by:

Handwritten signature of BR. Bernard S. Oca FSC in green ink.

**BR. BERNARD S. OCA FSC**

President