



De La Salle Santiago Zobel School

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Dear DLSZ Parents:

Peace be with you!

In response to further feedback and comments from parents and guardians of De La Salle Santiago Zobel School (DLSZ) regarding various miscellaneous fees that the school will charge in academic year 2020-2021, we are pleased to provide in the attached schedule 1 (the “Schedule”) -

- (1) Details of and the rationale for the fees that the school is, in the best judgment of its administrators, constrained to charge, and
- (2) Specific fees we have reconsidered (e.g., fees for graduation and class photos, first holy communion and holy confirmation, JA Phils – ABM, drug-testing and moving-up/recognition pictures) (highlighted and explained in the Schedule) that will either not be charged or will only be charged under certain circumstances (e.g., ODL or hybrid) – and will potentially further reduce the cost of attendance.

We note that we have reconsidered a few of the fees, as explained under item (2) above, on top of previous adjustments made to several items in light of the shift to the online distance learning (ODL) program and the hybrid mode. A comparative schedule of adjusted specific fees for AY 2020-2021 for the ODL program and the hybrid mode that specifies the percentages of reduction is available at: <https://bit.ly/3fveeEg>

With the explanations provided and the reconsidered fees, we earnestly believe we have rationalized the fees and exhausted means by which to reduce costs – without compromising the quality of the education at DLSZ.

Even as we have reduced and reconsidered some of the fees, we recognize that a couple of items (such as the campus development fees and energy fees) are significant. However, these fees cover costs and expenditures that will not be reduced even with the shift to the ODL program and the hybrid mode. In particular, as explained in the Schedule, the campus development fees cover depreciation expenses associated with capital expenditures that were accumulated in the past several years (e.g., buildings, physical facilities, equipment, and hardware), and energy fees cover minimum payments due to the public utility (MERALCO) regardless of actual consumption of electricity.

Based on the final amount of tuition and other fees, DLSZ is ready to launch the ODL program and the hybrid mode that will put the school in a position to adjust to the fluid COVID-19 situation, as it hopefully improves in the next few months, and allow students to shift back to in person classroom learning. The ODL program and hybrid mode are built on DLSZ’s long-running blended learning program that has been further enhanced by the training program for our faculty and our upgraded technical capabilities.

As always, we are humbled by the confidence you have reposed in us by entrusting the students to our care. As Lasallian educators who follow in the footsteps of St. John

Baptist De La Salle, who in the 16th century pioneered the “class” setting when one-on-one tutorial among the elite members of the society was the only way to get an education, we bravely face the challenge to innovate and lead the way in the field of online distance learning that will allow our students to optimize learning opportunities in these trying times.

We look forward to a meaningful year of learning and collaboration. If you have any further questions regarding the fees, or the ODL program and the hybrid mode, please feel free to send your queries to enroll@dlszobel.edu.ph. We appreciate feedback from our stakeholders, including our parents and guardians, whose views give us additional perspectives for our decisions.

In St. La Salle,



Br. Bernard S. Oca FSC
President

Schedule 1

Explanatory Notes

* Underscored and highlighted items have been reconsidered, as explained below.

I. MISCELLANEOUS FEES

- I.1. Registration - This will cover office supplies, the maintenance/procurement of office equipment, such as printing/scanning and shredding machines, and transportation and communication expenses. With the safety protocols under the ODL program, the office will have to contract courier services to send documents from DLSZ to DepEd, BOI, TESDA, and back.
2. Medical and Dental - As prescribed by the DepEd, DLSZ needs to have provisions for medical and dental services and submit mandatory reports on these services. Students who will go on full online distance learning will be required to submit medical and dental check-up results from school-recognized health providers to our school physicians and dentists for evaluation within the academic year. Moreover, our school physicians and dentists will be available for online consultation in specified periods within the day.
3. Guidance - Our guidance and counseling services will be provided online during Wellness Wednesdays and by appointment. Clinical psychologists / psychotherapists and other resource persons will be contracted to help the counselors deal with guidance and counselling needs of students that will be addressed via online sessions and webinars.
4. School Publications - We will continue to publish *Sinagberde*, *Counterpoint*, and *Young Observer* on the digital platform, all of which will entail layout costs and other miscellaneous expenses. The student publications is a requirement under R.A.7079, otherwise known as *The Campus Journalism Act of 1991*, which upholds and protects freedom of the press at the campus level and promotes the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth.
5. Library - The LRC will subscribe to more digital libraries and purchase additional online learning resources, some of which are more expensive than the hard copies.
6. Laboratory - This will cover the incidental costs or upkeep of the facilities, which have to be maintained to avoid deterioration and further expenses.

II. SPECIFIC FEES

- II.1. Audio Visual - This will cover the purchase, upgrade, and repair of equipment, such as TVs, projectors, cable wires, connectors, and other consumables like storage devices, and batteries.
- II.2. Information Technology (IT) - Most major IT acquisitions scheduled for the year were pushed back to succeeding academic years (e.g., purchase of lab and classroom computers, upgrade of WiFi, etc.) and some service contracts have been downgraded or suspended. However, a substantial portion of the IT fee will fund other contractual obligations such as (downgraded) Internet subscriptions and software licensing (e.g., Microsoft Office 365/Teams for all faculty and students, Seesaw for Schools, and network/server security subscriptions). The IT fee will also cover other IT expenses that have to be incurred in implementing the I.T. dependent ODL program.
- II.3. Energy - Every residential or business account is required by Meralco to pay the Guaranteed Minimum Billing Demand (GMBD). This is a fixed cost in the school's bill that is determined by the facilities installed regardless of actual consumption of electricity.

- II.4.** IPA-Testing Materials - Psychological tests will be conducted online among lower grades students during the hybrid mode of learning. IPA needs to subscribe to testing software that would facilitate the processing of results.
- II.5.** Academic Enrichment Materials - The academic enrichment materials fees will cover academic enrichment materials/handouts and art materials. All fees in preparation for costs of supplies /reproduction that will be incurred for face-to-face classes have been taken out.
- II.6.** Identification Card - The school ID will be required when we shift to the hybrid modality. The school ID is a requirement for G12 students in relation to their college application.
- II.7.** Student Insurance/Ambulance - Malayan Insurance will cover students even while at home. Specifically, the students' personal accident insurance coverage will continue 24/7, worldwide. Beneficiaries may claim for medical reimbursement for any accidents that may happen anywhere and anytime. Malayan Insurance will coordinate with DLSZ and the parents and guardians regarding the processing of claim documents, claim checks, and other related concerns.

Lifeline assures DLSZ that its ambulance services will remain in force 24/7 even if classes will be held online. Additional details will be communicated in another Health bulletin.

- II.8.** Social Action Fee - The SAO fee is intended for the online exposure-outreach of students, which will be carried out through integration with the different academic subject areas. It will provide an opportunity for the students to continue to deepen their sense of being Lasallians who are compassionate, generous, and concerned to the marginalized while at the same time grounded and connected to the realities of our times. The fees collected from Grades 6 - Grade 12 will be used to get resource persons and experts in social and community development fields to share supplemental inputs and complement the lessons and discussions of students in various subjects. It will also be utilized for their online class/level community service projects integrated into their performance tasks.
- II.9.** Class Pictures and Graduation Pictures - Payment for these will be collected when we revert to hybrid mode and are able to have the photos taken. These will be included in the yearbooks of the graduating classes.
- II.10.** Sports Development Fee - The sports development fee will cover the operations of the Sports Development Office (SDO) that will continue to support sports teams that will participate in online tournaments. The SDO also anticipates that tournaments and competitions, such as UAAP, will resume in January, and will prepare for these sports events.
- II.11.** Student Activities - There will still be club meetings and SRCC this academic year. Club moderators, student council advisers, and resource persons who will be invited to help in the different programs and activities of the students, will be compensated.
- II.12.** Art Supplies- STEM, ABM, HUMSS, and Arts and Design - This fee will cover art supplies (including but not limited to specialized papers and media, coloring materials, painting implements, cutting tools, adhesives, etc.) that will be needed for activities and performance tasks in Contemporary Philippine Arts from the Regions (CPAR), a core subject in SHS (for STEM, ABM, HUMSS), and other specialized Art subjects for A&D. This fee is taken out while students are on ODL.
- II.13.** Campus Development Fee - This fee is a recurring fee that covers a portion of the depreciation of various assets, such as buildings, improvements, physical facilities, equipment and hardware that were accumulated via capital expenditures in the past several years. Based on the school's long-term financial plans, only a portion of depreciable assets are covered by campus development fees. If the campus development fees will not be charged, the school's assets will fully depreciate without a budget for sustaining the school's physical resources.

- II.14.** First Holy Communion and Holy Confirmation - These will not be charged since activities that require mass gatherings are not allowed in this academic year.
- II.15.** Retreat Fee/Recollection - The recollection and spiritual formation of the students will still be carried out this year. The CMO fees will be used to pay the resource persons who will be invited to make the online formation sessions more effective and meaningful to our students. It will also be used for subject integration and other spiritual accompaniment.
- II.16.** HELE and T.H.E. - This will cover the cost of maintaining the HELE facilities and TLE laboratory, respectively.
- II.17.** JA Phils - ABM (Note 3) - This fee will cover ABM students and the cost of the educational modules for entrepreneurship, mentoring sessions, workshops, and competitions provided by our ABM partner, JA Phils. These fees will not be charged while students are on the ODL program.
- II.18.** Yearbook - The yearbook fee will be collected from the graduating classes when we revert to hybrid mode and all needed pictures have been taken.
- II.19.** Drug Testing - Random Drug Testing is a DepEd requirement starting in JHS through the D.O. 40 series of 2017. Students who will go on the ODL program will not be charged this fee.
- II.20.** Alumni Fee - This is collected from the Grade 12 for their membership to the DLSZ Alumni Association.
- II.21.** PEP - Reading, Prime Math, and Buri Books - This will cover the online resources or physical textbooks that are needed for learning. The costs for these resources are shared with the Library. For JHS, this fee will be retained because all the learning materials under the Prime English Program will still be provided online.
- II.22.** Robotics - Note 3- Robotics is a separate subject that will continue to be offered online across the grade levels: Grade 3-5 students will do online designing, building, and programming of a virtual robot (Terms 1 to 3); Grade 6 students will do online designing, building, and programming of a virtual robot (Terms 1 and 2) and will use a physical robot (Term 3, to be provided by the school) and 1 robotics kit per student; for Junior High School, Grades 7 and 8 students will be given DIY kits to do online designing, building, and programming of a virtual and a physical robot, and Grades 9 to 10 students will be given DIY kits to do online designing, building, and programming of a physical robot; and for Senior High School, students will use open-source hardware in designing, creating and programming robots. The robotics online activities will use the typical base design of a ground mobile robot that may be used to explore, perform autonomous or tele-operated missions and other related tasks. In light of these, fees for robotics will be charged.
- II.23.** Moving-up/Recognition Pics - This will be collected only if the moving up event will be held.
- II.24.** Career Exposure/Campus tour - Even if face-to-face career activities would not be allowed, we will invite resource persons to do webinars to students and virtual Campus Tours may take place instead.
- II.25.** Research and Immersion fee - This will cover the license fees for the use statistics software (SPSS), webinar fees, and the professional fees of resource speakers. The fees are not intended to cover community visits and immersions that will not be conducted under current circumstances.
- II.26.** Math Online Resources - This fee is retained because the learning materials will be provided online.
- II.27.** CL magazine - This fee will cover subscription fees for the online magazine.
- II.28.** Form 137/College Applications docs - This will still be produced even under the present circumstances.
- II.29.** Additional Sanitation Materials - Additional sanitation materials will be needed due to the increased need for cleaning and disinfection in the current state of the COVID-19 crisis.