



De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780, Tel. No.: 8771-DLSZ Website: www.dlszobel.edu.ph

22 June 2020

Dear Parents and Guardians,

Warm greetings in the hopes that this message finds you and your family in good spirits.

By now, you may have already viewed the complete report on your child's performance for the past academic year, 2019-2020. Should you have any concerns, please refer to the guidelines below on how to set a consultation/conference call with your child's teachers from June 23 to 26, 2020:

Procedure on Scheduling of PTC

1. Parents may set an appointment with the class adviser or subject teacher concerned via email through the secretaries:

| | | |
|----------|---|--|
| PK-G2 | Ms. Dulce Seidel | seideldb@dlszobel.edu.ph |
| G3-G6 | Ms. Jo-an Oliveros | oliverosjd@dlszobel.edu.ph |
| G7-G10 | Ms. Florence Alejandro Ms. April Deynaco | alejandrofa@dlszobel.edu.ph aprilrose.deynaco@dlszobel.edu.ph |
| G11-G12 | Ms. Joanna B. Pangilinan | joanna.pangilinan@dlszobel.edu.ph |
| BRafeNHS | Ms. Kimberly P. Amiado | kimberly.amiado@dlszobel.edu.ph |

Following the format below:

Subject: AY19-20 Term 3/Semester 2/Quarter 4 PTC Concern

Body of the Email:

Attention: Name of Teacher, Subject

Name of Student and Section

(Example: Jose Dela Cruz, Math Teacher

Maria Rosas, G4B)

Concern: (Details)

Preferred Mode of Meeting:

__email

__video conferencing (via Google Hangouts, Google Meet or MS Teams)

2. The class adviser or subject teacher concerned will contact the parents through email and discuss the concern regarding the student's grade. Arrangements for a video conference may be made, if necessary. The teacher shall send the meeting link to the parent/s.
3. If the concern is not resolved, the class adviser/subject teacher will endorse the parent/s to the Subject Area Coordinator/Strand Coordinator, for queries on subject grades, or Coordinator for Student Affairs and Formation, for concerns on Homeroom or Conduct Grades.
4. The Subject Area Coordinator/Strand Coordinator or Coordinator for Student Affairs and Formation will set another meeting with the parent/s via email.

These guidelines are set to facilitate an organized manner in which we can address all concerns. Please be guided accordingly.

Thank you for your understanding and cooperation.

In St. La Salle,

(Sgd.) **Maria Elena Olivia C. Camatog**
Grade School Principal

(Sgd.) **Leah Marie T. Castillo**
Junior High School Vice Principal

(Sgd.) **Richard T. Lasap**
Senior High School Vice Principal

(Sgd.) **Evelyn A. Rodriguez**
BRafeNHS Principal