



De La Salle Santiago Zobel School

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

September 22, 2021

TO: ALL BRAFENHS STUDENTS AND PARENTS

FROM: BRAFENHS COORDINATOR FOR STUDENT AFFAIRS AND FORMATION

RE: REMINDERS ON THE JHS FIRST QUARTER VIRTUAL PARENT-TEACHER CONFERENCE

Kindly observe the following guidelines and reminders to ensure the proper conduct of Parent-Teacher Conference (PTC) on September 24, 2021 (Friday) from 8:15 AM – 12:00 NN:

1. Please read and understand the Parents and Students Reminders for the Parent Teacher Conference.
2. You may view your child / ward's virtual report card in the Family Portal on September 23, 2021 (Thursday). Once logged in, click ACADEMICS on the menu bar then click REPORT CARD.
3. After viewing the grades, make an appointment with **Ms. Kimberly Amiado**, BRafeNHS Secretary at kimberly.amiado@dlszobel.edu.ph if you have concerns about the grade/s of your child. Only parents / guardians who have an appointment will be entertained during the PTC by the subject teachers based on the Appointment's List Schedules.
4. Strictly observe your appointed time schedule given by Ms. Amiado. Be virtually ready before your designated time of appointment.
5. Wait for the subject teacher to allow you to enter into the Google Meet Link according to the order of the appointment schedule shared by the BRafeNHS Secretary.
6. Kindly observe digital etiquette or proper netiquette. Please keep your microphone and camera off when you enter the Google Meet link and please follow the instructions to be given by the subject teacher.
7. Observe the proper dress code and conduct yourselves appropriately.
8. For those parents/guardians who are not included in the Appointment List due to conflict of schedules, you may still set an appointment directly with the concerned subject teacher. Note that subject grades inquiry will be entertained on September 27 (Monday), on the following schedules:
 - Monday from 8:15 AM – 12:00 NN – Araling Panlipunan, Computer, Christian Living English, Filipino
 - Monday from 1:30 – 4:15 PM – MAPEH Mathematics, THELE, Science
9. Please observe the **15-minute-per-parent rule** to avoid long waiting time for other parents.
10. For clarification/s, you may also consult with the Unit Area Coordinators: Mr. Reynaldo Romero, STU Coordinator at romerorh@dlszobel.edu.ph and Mrs. Louise Angelica De La Torre at angelica.villasenor@dlszobel.edu.ph for academic concerns and/or Mr. Jesus Sulit Jr. , BRafeNHS CSAF at sulitjm@dlszobel.edu.ph or Ms. Henedine Mae Mendoza at henedine.mendoza@dlszobel.edu.ph, JHS Guidance Counselor for behavior concerns.

Please be guided accordingly.