



November 18, 2023

Dear **Parents and Guardians**,

Greetings of peace and good health!

We have already completed the First Term of this academic year. In light of this, please read the notices below for your reference and information.

### ONLINE VIEWING OF REPORT CARDS

The online viewing of Report Cards for Term 1 is on **November 22, 2023**.

Please note that the grades that can be viewed in Canvas LMS are raw scores, while the grades reflected in the report card are the transmuted percentage equivalents of the computed scores based on DepEd guidelines.

### PARENT-TEACHER CONFERENCES

The Parent-Teacher Conferences (PTC) for the first term will be conducted virtually. This will be on November 29, Wednesday, from 8:00 am to 12:00 nn. You may book your slot to speak with your child's teachers using Google's appointment schedule. You may access the site and arrange the schedule with your child's teachers on November 22, starting at 8:00 am until November 28, 12 noon. Please be guided by the instructions found in this link [PTC-Online Booking System](#).

Please refer to the table below to access the booking page links of teachers per level. For a swift conduct of our online PTC, we would like to request that you specify your concern/s in the *Booking Notes* when you secure your appointment. Also, we kindly request that you keep to the specified time limit of your conference with the teachers as a courtesy to the parent/s after you.

<a href="#">Pre-Kinder</a>	<a href="#">Grade 3</a>	<a href="#">Grade 7</a>	<a href="#">Grade 11</a>
<a href="#">Kinder</a>	<a href="#">Grade 4</a>	<a href="#">Grade 8</a>	<a href="#">Grade 12</a>
<a href="#">Grade 1</a>	<a href="#">Grade 5</a>	<a href="#">Grade 9</a>	<a href="#">BRafeNHS</a>
<a href="#">Grade 2</a>	<a href="#">Grade 6</a>	<a href="#">Grade 10</a>	

If you wish to set up a face-to-face meeting with the Homeroom Advisers and Subject Teachers after the online viewing, you may directly contact them via **Canvas Parent App**.

For additional concerns, appointments with Administrators after the online PTC Day may be arranged through our secretaries.

Clusters/Offices	Administrators	Secretaries
Grade School	Associate Principal for Learning Standards, GS Learning Management Head, GS Learner Formation Coordinator	Ms. Caitline Gan <a href="mailto:caitline.gan@dlszobel.edu.ph">caitline.gan@dlszobel.edu.ph</a>
	Early Childhood Education (ECE) Area Chair and ECE Coordinator, Entrepreneurship Area Chair and Unit Head (HELE, TLE, ABM, Tech-Voc, ICT)	Ms. Dulce Seidel <a href="mailto:seideldb@dlszobel.edu.ph">seideldb@dlszobel.edu.ph</a>



Junior High School	Associate Principal for Learning Management, Associate Principal for Learner Formation, JHS Learning Management Head, JHS Learner Formation Coordinator	Ms. Florence Alejandro <a href="mailto:alejandrofa@dlszobel.edu.ph">alejandrofa@dlszobel.edu.ph</a>
	Applied Sciences Area Chair and Unit Heads (Science, Mathematics, Physical Education, Computer Technology, Robotics)  Humanities Area Chair and Unit Heads (English, Filipino, Social Studies, Christian Living, Music, Art)  HS EdTech Coordinator	Ms. April Deynaco <a href="mailto:aprilrose.deynaco@dlszobel.edu.ph">aprilrose.deynaco@dlszobel.edu.ph</a>
GS/JHS/SHS Vermosa	Associate Principals, Learning Management Head, Learner Formation Coordinator, EdTech Coordinator	Ms. Joanna Pangilinan <a href="mailto:joanna.pangilinan@dlszobel.edu.ph">joanna.pangilinan@dlszobel.edu.ph</a>
	Area Chairs, Strand Heads, and Research Coordinator	
BRafeNHS JHS/SHS	Learning Management Head, Learner Formation Coordinator, General Academic Strand (GAS) Coordinator	Ms. Kimberly Amiado <a href="mailto:kimberly.amiado@dlszobel.edu.ph">kimberly.amiado@dlszobel.edu.ph</a>
School Principal		Ms. Wilma Villa <a href="mailto:wilma.villa@dlszobel.edu.ph">wilma.villa@dlszobel.edu.ph</a>

You may also refer to the contact information below if you have concerns and queries related to academic support services or if you wish to set up a meeting.

Academic Services Department	School Counseling Office Learning Resource Center Instructional Performance Assessment (IPA)	<a href="mailto:sco-helpdesk@dlszobel.edu.ph">sco-helpdesk@dlszobel.edu.ph</a> <a href="mailto:dlszlrc@dlszobel.edu.ph">dlszlrc@dlszobel.edu.ph</a> <a href="mailto:ipa.office@dlszobel.edu.ph">ipa.office@dlszobel.edu.ph</a>
Lasallian Formation and Mission Department	Social Action Office Campus Ministry Office Sports Development Office Cultural Affairs Office Student Clubs and Activities Office	<a href="mailto:benjamin.sazon@dlszobel.edu.ph">benjamin.sazon@dlszobel.edu.ph</a> <a href="mailto:cmo-2023-2024@dlszobel.edu.ph">cmo-2023-2024@dlszobel.edu.ph</a> <a href="mailto:sdo@dlszobel.edu.ph">sdo@dlszobel.edu.ph</a> <a href="mailto:culturalaffairs@dlszobel.edu.ph">culturalaffairs@dlszobel.edu.ph</a> <a href="mailto:cosuefm@dlszobel.edu.ph">cosuefm@dlszobel.edu.ph</a>

Kindly note in your email the following details:

<ul style="list-style-type: none"> <li>● Subject: AY 2023-2024 Term 1 PTC Concern</li> <li>● Body of the Email:             <ul style="list-style-type: none"> <li>○ Attention:                 <ul style="list-style-type: none"> <li>▪ Name of Administrator/Teacher, Subject</li> <li>▪ Name of Student and Section</li> </ul> <p style="text-align: center;">Example: Jose Dela Cruz, Math Teacher - Maria Rosas, G4B</p> </li> <li>○ Concern: (Details)</li> </ul> </li> </ul>
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- Preferred Mode of Communication/Meeting:
  - email
  - video conferencing (via Google Meet or MS Teams)
  - face-to-face

**Clarifications on First Term grades will be entertained until December 6, 2023 only.**

Thank you very much for your attention and cooperation.

Yours in St. La Salle,

(Sgd.) **Ms. Teddy Rizza A. De Castro**  
Associate Principal for Learning Management

(Sgd.) **Ms. Leah Marie T. Castillo**  
Associate Principal for Learning Standards

(Sgd.) **Ms. Julie D. Agudo**  
Associate Principal for Learner Formation

Noted by:  
(Sgd.) **Ms. Ruby P. Ramos**  
School Principal