



De La Salle Santiago Zobel School

Ayala Alabang Village, Muntinlupa City, Philippines 1780 • 8771-DLSZ (3579) • www.dlszobel.edu.ph

February 20, 2025

Dear **Parents and Guardians**,

We would like to share important reminders for the following upcoming activities:

Online Viewing of Report Cards

Second Term grades will be available on the Family Portal starting February 22, 2025, at 8:00 am. Please review your child's performance and prepare any questions you may have for the Parent-Teacher Conference (PTC).

Parent-Teacher Conference (PTC)

The Parent-Teacher Conference (PTC) for the Second Term will be conducted virtually. This will be on February 26, 2025, from 8:00 am to 12:00 noon. You may book your slot to speak with your child's teachers using Google's appointment schedule from February 20, 2025, at 10:30 am until February 25 at 12:00 noon. Please follow the instructions at this link: [PTC Online Booking System](#).

Teacher booking page links per level are available below. To ensure efficient online PTCs, please specify your concern(s) in the Booking Notes when securing your appointment. Kindly adhere to the 10-minute time limit for each conference as a courtesy to other parents.

Pre- Kinder	Grade 3	Grade 7	Grade 11
Kinder	Grade 4	Grade 8	Grade 12
Grade 1	Grade 5	Grade 9	BRafeNHS
Grade 2	Grade 6	Grade 10	



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If you wish to schedule a face-to-face meeting with homeroom advisers and subject teachers after the online PTC, please contact them directly via the Canvas Parent App. For additional concerns, appointments with administrators after the online PTC Day can be arranged through our secretaries.

Clusters/ Offices	Administrators	Secretaries
Grade School	GS Learning Management Head, GS Learner Formation Coordinator, Education Technology Coordinator	Ms. Caitline Gan caitline.gan@dlszobel.edu.ph
	Early Childhood Education (ECE) Area Chair and ECE Coordinator, Entrepreneurship Area Chair and Unit/Strand Heads (HELE, TLE, ABM, Tech-Voc, ICT)	Ms. Dulce Seidel seideldb@dlszobel.edu.ph
Junior High School	JHS Learning Management Head, JHS Learner Formation Coordinator, Education Technology Coordinator	Ms. Florence Alejandro alejandrofa@dlszobel.edu.ph
	Applied Sciences Area Chair, Unit/Strand Heads, and Subject Coordinators (Science, Mathematics, Physical Education, Computer Technology, and Robotics) Humanities Area Chair, Unit/Strand Head, and Subject Coordinators (English, Filipino, Social Studies, Christian Living, Music, and Art)	Ms. April Deynaco aprilrose.deynaco@dlszobel.edu.ph
GS/JHS/SHS Vermosa	Learning Management Head, Learner Formation Coordinator, Education Technology Coordinators	Ms. Hannah Pauline Matela pauline.matela@dlszobel.edu.ph



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	Area Chairs, Strand Heads, Subject Coordinators, and Research Coordinator	
BRafeNHS JHS/SHS	Learning Management Head, Learner Formation Coordinator, General Academic Strand (GAS) Head, Education Technology Coordinator	Ms. Kimberly Amiado kimberly.amiado@dlszobel.edu.ph
Associate Principal for Learner Formation Associate Principal for Learning Management Associate Principal for Learning Standards		Ms. Florence Alejandro alejandrofa@dlszobel.edu.ph
School Principal		Ms. Wilma Villa wilma.villa@dlszobel.edu.ph

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

Academic Services Department	School Counseling Office	sco-helpdesk@dlszobel.edu.ph
	Learning Resource Center	dlszlrc@dlszobel.edu.ph
	Instructional Performance Assessment (IPA)	ipa.office@dlszobel.edu.ph



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Lasallian Formation and Mission Department	Social Action Office	benjamin.sazon@dlszobel.edu.ph
	Campus Ministry Office	cmo-2023-2024@dlszobel.edu.ph
	Sports Development Office	sdo@dlszobel.edu.ph
	Cultural Affairs Office	culturalaffairs@dlszobel.edu.ph
	Student Empowerment, Activities, and Leadership Office	cosuefm@dlszobel.edu.ph

Kindly note in your email the following details:

- Subject: AY 2024-2025 Term 2 PTC Concern
- Body of the Email:
 - o Attention:
 - Name of Administrator/Teacher, Subject
 - Name of Student and Section
 - Example: Ms. Amelia Reyes - Jose Cruz - 4A
 - o Concern: (Details)
- Preferred Mode of Communication/Meeting:
 - o __email
 - o __video conferencing (via Google Meet or MS Teams)
 - o __face-to-face



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We value your partnership and look forward to collaborating with you on your child's development.

In St. La Salle,

(Sgd.) **Ms. Julie D. Agudo**

Associate Principal for Learner Formation

Sgd.) **Ms. Leah Marie T. Castillo**

Associate Principal for Learning Standards

(Sgd.) **Ms. Elma S. Dollente**

Associate Principal for Learning Management

Noted by:

(Sgd.) **Dr. Ruby P. Ramos**

School Principal