



Memorandum on Student Enrollment Academic Year 2026-2027

January 20, 2026

Dear **Pre-Kinder to Grade II Parents/Guardians,**

Warm Lasallian Greetings!

Kindly be advised that De La Salle Santiago Zobel School (DLSZ) will be submitting its Tuition and Other School Fee Increase (TOSFI) application for AY 2026-2027 to the Department of Education (DepEd), in accordance with the requirements under [DepEd Order No. 88, s. 2010, Section 181, Item 2](#). While we await its decision, your child’s assessment will be based on the AY 2025-2026 fees. Once DepEd approval is obtained, the School will issue a Special Assessment reflecting the approved increase for AY 2026-2027.

Please be informed of the details below pertinent to your child’s/children’s enrollment for A.Y. 2026-2027. Kindly note that enrollment may be done **onsite** beginning **April 13, 2026**.

I. ASSESSMENT

Online Assessment through the [Family Portal](https://family.dlszobel.edu.ph/login) (<https://family.dlszobel.edu.ph/login>) will be available starting **April 7, 2026**. Should you wish to enroll your child/children earlier, you may do so starting April 7 through the [Family Portal](#).

2. REGULAR ENROLLMENT SCHEDULE FOR OLD & NEW STUDENTS

The regular enrollment period is from **April 13 to 27, 2026** (weekdays only). Onsite enrollment per campus will only be available on the following dates:

❖ Alabang Campus

DATE	LEVEL
(Monday) April 13	Incoming Pre-Kinder and Kinder
(Tuesday) April 14	Incoming Grade 1 and Grade 2
(Wednesday) April 15	Incoming Grade 3 and Grade 4
(Thursday) April 16	Incoming Grade 5 and Grade 6
(Monday) April 20	Incoming Grade 7 and Grade 8
(Tuesday) April 21	Incoming Grade 9 and Grade 10

Note: Vermosa Finance Office will be closed on these dates.

❖ Vermosa Campus

DATE	LEVEL
(Wednesday) April 22	Incoming Pre-Kinder to Grade 6
(Thursday) April 23	Incoming Grade 12
(Friday) April 24	Incoming Grades 7 to 10
(Monday) April 27	Incoming Grade 11

Note: Alabang Finance Office will be closed on these dates.

Onsite enrollment in Vermosa Campus will be in the Senior High School Building and will be limited to these dates only. Onsite enrollment for Vermosa students may also be done at the Alabang Campus on the assigned dates per level.

Important Reminders:

1. Enrollment using the [online facility](#) is highly encouraged. Please see the updated [payment facilities](#).
2. The assessment will reflect the AY 2025-2026 fees and is subject to change once we obtain DepEd TOSFI approval.
3. Those with two (2) or more children may enroll on the earliest enrollment date.
4. A three percent (3%) tuition fee sibling discount for each child will be available to families with two (2) or more children enrolled after deducting scholarships, if applicable.
5. A two percent (2%) tuition fee discount for annual payment will be given to the following, after deducting the scholarship and sibling discount (if applicable):
 - Those who will avail of the annual mode of payment and will pay either onsite (in cash or check) or online (subject to convenience fees) on or before **April 29, 2026**; or
 - Those who paid the reservation fee and applied for late enrollment will avail of the annual payment mode, and will pay either onsite (in cash or check) or online (subject to convenience fees) on or before **June 5, 2026**
6. Those who enroll their child early or during the regular enrollment period do not need to reserve a slot/pay the Reservation Fee.
7. For those who fail to request late enrollment, a Late Enrollment Fee of Five Thousand Pesos (PHP 5,000) will be charged per child starting **May 1, 2026**.
8. Please note that enrollment does not exempt students from completing their academic requirements (remedial or summer classes) or financial obligations to the school.
9. The Registrar's, Admissions, and Finance Offices are open on Mondays through Fridays (except for holidays) from 7:30 AM to 4:30 PM. Lunch break is from 11:30 AM to 12:30 PM. The Finance Office's payment cut-off is 4:00 PM.
10. Vermosa Finance Office Operations
 - April 2026: April 7, 8, 28, and 29
 - Vermosa Onsite Enrolment: April 22, 23, 24, and 27
 - May 2026 onwards: Tuesdays and Wednesdays

FAILURE TO FULFILL THE AFOREMENTIONED REQUIREMENTS OR OBLIGATIONS BEFORE THE BEGINNING OF A.Y. 2026-2027 SHALL RENDER THE ENROLLMENT INVALID.

3. REQUEST FOR LATE ENROLLMENT

Parents may formalize their request for late enrollment through the **Enrollment Memo Reply Slip AY 2026-2027** (see page 4 for the link).

Those who will not be able to enroll their children during the regular enrollment period should pay the **reservation fee of Ten Thousand Pesos (Php 10,000.00)** per child **from February 9 to April 1, 2026**. Please note that the reservation fee is **deductible** from the tuition fee upon enrollment, but is **NOT refundable**.

Enrollment for those who completed the Enrollment Memo Reply Slip and paid the reservation fees is open until **June 5, 2026**. Beyond the said date, a **Late Enrollment Fee of Five Thousand Pesos (PHP 5,000.00)** will be charged per child.

4. BOOKS AND OTHER SUPPLIES

Students are required to purchase all assigned books (physical books and e-books). Physical books will be distributed once all books for each grade level are complete. Distribution dates and venues will be announced via the Family Portal.

School supplies may be purchased at the National Bookstore located at the Basement of St. Mutien Marie Building, Alabang Campus.

5. **UNIFORMS**

Uniform concessionaires for all grade levels will be stationed at these venues on the indicated dates:

- Alabang Campus: Grade 5 or 6 classrooms on April 13, 14, 15, 16, 20, and 21
- Vermosa Campus: SHS classrooms on April 22, 23, 24, and 27

For details, please refer to this file - [DLSZ Uniform Concessionnaires for AY 2026-2027](#).

6. **SCHOOL ID**

ID picture-taking of new students and incoming Grade 1, Grade 7, and Grade 11 old students must be done during the onsite enrollment period at the following venues:

- Alabang Campus: Safety and Security Office on April 13, 14, 15, 16, 20, and 21
- Vermosa Campus: Science laboratories or SHS classroom on April 22, 23, 24, and 27

7. **FETCHER'S ID, DLSZ STICKER, and AAVA VEHICLE STICKER ENDORSEMENT**

Parents must book an appointment with the Safety and Security Office via [Online Appointment](#) for the application of DLSZ Car Sticker, Fetcher's ID, and AAVA Sticker Endorsement. Here are the onsite dates:

- Alabang Campus: Safety and Security Office on April 13, 14, 15, 16, 20, 21
- Vermosa Campus: Science laboratories or SHS classroom on April 22, 23, 24, 27
- For the application forms, please see the following links:
 - [DLSZ Sticker](#)
 - [Fetcher's ID](#)
 - [AAVA Sticker Endorsement](#)

Important:

1. New parents and parents with a Traffic Violation Report (TVR) must attend the Traffic Management Seminar 2026 (TMS). This is a prerequisite to applying for a DLSZ sticker. (Details and link to follow.)
2. Parents must bring the duly accomplished forms and complete requirements to avoid booking for a re-appointment. Double booking is not allowed.
3. Walk-ins are NOT allowed.

8. **TRANSPORTATION SERVICE (Optional)**

For inquiries about yellow van services, please refer to the [RTSP Clusters and Rates file](#). Those who will avail of the transportation service must complete the online registration form:

- For school service/yellow van from residence to school and vice-versa/for any level:
[RTSP Rider's Registration Form \(New Inquiries\)](#)
- For SHS Bus Shuttle Service from Alabang Campus to Vermosa Campus and vice-versa:
[DLSZ Senior High School Shuttle Registration Form](#)

9. **ANNUAL PHYSICAL AND DENTAL EXAMINATION**

The Annual Physical and Dental Examination of students will be conducted from Monday to Friday from 8:00 AM to 4:00 PM during the regular onsite enrollment schedule per campus, and on weekdays starting May 4 until May 29, 2026. Parents must update the contact numbers and the medical records of their child/children, including all vaccinations, in the [Family Portal](#).

10. **INTERNATIONAL STUDENTS (If Applicable)**

Please refer to the [Memo for International Students](#). All new and returning international students, regardless of visa type, must complete this [IS Google Form](#) as a prerequisite for enrollment in AY 2026-2027. Those required by the Bureau of Immigration (BI) to apply for a Special Study Permit (SSP) must also fill out and submit to the Registrar's Office the [International Student Form](#) and other requirements. A processing fee of Fifteen Thousand Pesos (**PHP 15,000.00**) will be charged upon enrollment.

11. STUDENT MEDIA RELEASE FORM

DLSZ upholds the Republic Act No. 10173, known as the "Data Privacy Act of 2012" which declares the policy of the State to protect the fundamental human right of privacy while ensuring the free flow of information to promote innovation and growth. In line with this, we would like to obtain Parents/Guardians' consent to share relevant personal information, such as names and/or likenesses, photos, videos, and/or audio, for use in DLSZ-related publications in print, analog, or digital media. Kindly accomplish and submit the [Media Release Form](#) on or before April 27, 2026.

12. SCHEDULE OF OPENING OF CLASSES

- June 17, 2026 (Wednesday) - Grades 1 to 12
- June 18, 2026 (Thursday) - PreKinder and Kinder

Kindly accomplish the reply slip through this link, [Memorandum on Student Enrollment Reply Slip AY 2026-2027](#) (<https://bit.ly/DLSZreplyslip2627>) on or before **March 20, 2026**. The same form will be used to indicate the following:

- For Pre-Kinder parents - preferred Kinder schedule for AY 2026-2027
- For Grade 10 parents - preferred Grade 11 track/strand/cluster for AY 2026-2027

We appreciate your understanding and cooperation. Should you have any questions, please do not hesitate to contact the following offices:

Concerns	Office	Contact Number	Email Address
AAVA and DLSZ stickers, IDs (fetchers and students), vehicle stickers, medical and dental exams, school services, shuttle to Vermosa, etc.	Campus Health, Safety, and Security Office	8771-3579 local 320 or 322	chss@dlszobel.edu.ph
Concerns about books, materials, and uniforms	Finance Department	8771-3579 local 246 or 228	finance.operations@dlszobel.edu.ph
Enrollment (process) concerns and Inquiries for International Students	Admissions Office	8771-3579 local 712 or 790 (Alabang) local 385 or 584 (Vermosa)	enroll@dlszobel.edu.ph
Family Portal	Registrar's Office	8771-3579 local 796	familyportal@dlszobel.edu.ph
Mobile Learning Devices and NxGBL technical concerns	ISTS Office	8771-3579 local 732	IT-helpdesk@dlszobel.edu.ph
School records, grades, and report cards	Registrar's Office	8771-3579 local 710 or 792	registrar@dlszobel.edu.ph
Tuition fee inquiries and payment concerns	Accounting Office	8771-3579 local 228 and 229 (Alabang)	studentaccounts@dlszobel.edu.ph

Please be guided accordingly. Thank you!

In St. La Salle,

Ms. Caroline T. Ramos (Sgd.)
Admissions Office Head

Noted by:

Dr. Janette B. Torrato (Sgd.)
Director for Academic Services

Approved by:

Dr. Ruby P. Ramos (Sgd.)
School Principal