



De La Salle Santiago Zobel School

University Avenue, Ayala Alabang Village, Muntinlupa City, Philippines 1780
 Vermosa, Pasong Buaya II, Imus City, Cavite, Philippines 4103

OFFICE OF THE REGISTRAR

March 19, 2026

Dear **Parents/ Guardians**,

I see Jesus in you!

Please refer to the AY 2025-2026 Year-End Clearance Guidelines:

1. Students should ensure that all financial obligations or other material requirements have been fulfilled or submitted on time.
2. Student Clearance Forms will be available for viewing through the Family Portal starting **Monday, March 23, 2026**. The completion deadline is **Tuesday, April 28, 2026**.
3. For any inquiries or clarifications regarding payments or required submissions, please reach out to the relevant office at the following numbers and email addresses:

OFFICE	DIRECT LINE/ MOBILE NUMBER	8771-DLSZ (Trunkline) Local Number	Email Address
Accounting Office	N/A	288	studentaccounts@dlszobel.edu.ph
Registrar's Office	N/A	792, 712, 385	registrar@dlszobel.edu.ph
Cultural Affairs Office	0995- 0612275	123	culturalaffairs@dlszobel.edu.ph
School Counseling Office Management of Students with Special Needs	0995-1356989	N/A	anna.nerida@dlszobel.edu.ph
	0993-7500850		reina.rosilla@dlszobel.edu.ph
	0962-0644215		gracia.barrenechea@dlszobel.edu.ph
LG Learning Resource Center	N/A	775	geraldine.diana@dlszobel.edu.ph
UG Learning Resource Center	N/A	778	villarealma@dlszobel.edu.ph
JHS Learning Resource Center	N/A	774	patrocinio@mc@dlszobel.edu.ph
GS/HS Learning Resource Center Vermosa	N/A	N/A	tomaganmt@dlszobel.edu.ph
SHS Learning Resource Center Vermosa	N/A	N/A	munoztb@dlszobel.edu.ph
Parents Association	0917-6370700	830	pa.office@dlszobel.edu.ph
SHS Learning Management Department	none	589	anthony.ulbora@dlszobel.edu.ph pauline.matela@dlszobel.edu.ph
BRafeNHS Learner Formation Head	0917-1396529	504	sulitjm@dlszobel.edu.ph
Student Empowerment, Activities, and Leadership Office	0956-8370641	N/A	michael.martin@dlszobel.edu.ph
	0977-1916646	444	nicole.barbaza@dlszobel.edu.ph
	0999-9350543	572	jhorge.balatbat@dlszobel.edu.ph
Campus Ministry Office - BRafeNHS	N/A	522	villarjm@dlszobel.edu.ph
Campus Ministry Office - GS			abby.palles@dlszobel.edu.ph aldriem.cecilio@dlszobel.edu.ph
Campus Ministry Office - JHS			ruby.decastro@dlszobel.edu.ph anren.condada@dlszobel.edu.ph
Campus Ministry Office - SHS			camille.villanueva@dlszobel.edu.ph paolo.fugaban@dlszobel.edu.ph
Social Action Office - Grades 7 to 10			N/A
Social Action Office - Grade 7	cheri.miranda@dlszobel.edu.ph andrea.diotay@dlszobel.edu.ph		

NOTE: Hard copies of the report cards will be released only to those who have been cleared of their accountabilities.

Thank you for your utmost cooperation.



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OFFICE OF THE REGISTRAR

In St. La Salle,

MS. MA. FATIMA S. GUERRERO, MBA (SGD.)

School Registrar

Endorsed by:

DR. JANETTE B. TORRATO (SGD.)

Director for Academic Services

Noted by:

DR. RUBY P. RAMOS (SGD.)

School Principal