A pleasant day to you!

You are invited to attend the Grades 3 to 5 Student Recognition Ceremonies, on Thursday, May 12, 2016, at 2:00 – 3:00 PM. Students are to come to school in complete uniform.

1. Entrance – Students, parents / guardians and guests, can enter through E. Rodriguez or F. Manalo gates.

2. Traffic and Parking

2.1 Only drop-off is allowed at the E. Rodriguez gate.
2.2 No vehicular entrance and parking in F. Manalo Street between A. Egea and J. Jimenez Streets for all non-residents. Parties may enter or exit via F. Manalo Street on foot.
2.3 One-side parking is allowed along A. Egea Street.
2.4 D. Hemady Campus is open for parking for Php 74.00 from 11:00 to 1:30 PM with an additional charge of Php 16.00 per hour or a fraction thereof for vehicles parked beyond 4:30 PM. First come, first served.
2.5 Parking tickets are available at the Bookstore of both campuses starting May 4, 2016 onward until tickets run out, 7:00 – 10:00 AM at E. Rodriguez campus.
2.6 Be reminded not to leave valuables in your parked vehicles. The School and the Barangay shall not be responsible for any damage to or loss of parked vehicles.

3. Distribution of Report Cards

3.1 Students will go to the Badminton Court, 4/F, E. Rodriguez, to receive their report cards from their class advisers from 1:00 - 1:30 PM before the recognition program.
3.2 Honor students / awardees will proceed to the Community Hall for the Recognition Ceremonies. Non-awardees are welcome to attend but they are to observe proper decorum for the whole duration of the program.
3.3 All unclaimed report cards will be released during office hours at the Elementary Office beginning May 13, 2016 onwards.

4. Seating Arrangement

4.1 Upon arrival at the Community Hall, please occupy the chairs marked GUESTS.
4.2 If your child is an honor student / awardee, please occupy the chairs marked PARENTS OF AWARDEES.
4.3 For better conduct of the program, please be seated before the program starts at 2:00 PM.

5. Awarding of Certificates and Medals

5.1 Only the students go up the stage to receive the certificate(s) / medal(s).
5.2 For students who receive medals, as they go down the left side of the stage, parents are to meet them at the Medal Donning Area prepared for donning the medals on the children and for picture-taking, if they ordered pictures.
6. Procedures for Picture-Taking

6.1 Official photographers are assigned to take pictures for the main stage and for the Medal Donning Area.

6.2 Please secure and accomplish the Picture-Taking / DVD Order Form from the Bookstore starting April 25, 2016, 7:00 – 10:00 AM, at E. Rodriguez campus and pay the necessary amount. Every copy of 5” x 7” colored picture of your child costs Php 190.00. Only one shot will be taken for each copy.

6.3 A ribbon for identification can be secured from the Picture-Taking table located at the 3rd Floor beside the Grade 10 - Purity on Recognition Day. Students / parents / guardians are to bring the accomplished form with receipt attached.

6.4 Photo opportunities for those who did not avail of the official photographer will be done after the ceremonies.

6.5 Pictures and DVDs can be claimed at the E. Rodriguez Campus Bookstore on August 7, 2016, from 6:30 AM to 7:30 AM or 11:30 AM to 12:30 PM. Please bring the official receipt. All unclaimed pictures and DVDs by August 16, 2017 will be disposed of.

7. Reminders

7.1 All students have to come in complete school uniform with plain white undershirt (for boys), tie properly fastened (for girls), black leather shoes (girls’ shoes with 1 inch heels) and plain white socks (3 inches above ankle), and in well-groomed hair and prescribed haircut. Any student who will not come in complete uniform and in prescribed hair guidelines will not be allowed to join the recognition ceremonies.

7.2 Food and drinks are not allowed into the Community Hall.

7.3 Electronic devices (e.g., mobile phones, ipods, ipads) are requested to be in silent or off mode.

7.4 All discipline guidelines are to be followed until the last school day of the school year. Any offense against any of the categories of misconduct will be penalized accordingly.

7.6 Guests are to wear smart casual attire; no shorts, flip-flop, spaghetti strap, tube attire, mini-skirts.

8. Parent-Teacher Conference for 4th Quarter will be on May 16, 2016 at 8:00 – 10:00 AM, Doña Hemady campus.

Thank you. We look forward to celebrating our students’ achievements with you.