



Concordia College  
Integrated Basic Education Department

May 28, 2020

**TO: PARENTS, GUARDIANS AND VISITORS**

**Subject: Physical Transaction Procedures for Parents**

cc: Accounting Office, Registrar and Head of Security

Dear CC Community!

Greetings of Peace! I hope this letter reached you well. Please be guided of the following procedures on transaction to be done within the school premises.

1. A parent, guardian and other visitor who wishes to have physical transaction with the accounting office shall comply with the standard set by the school in compliance with the physical distancing measures by the government. <sup>1</sup>
2. Only those who seek an appointment with the accounting office will be allowed to enter the school premises for their transaction. Two (2) slots every one hour from 8:00 AM to 12:00 NN and 1:00 PM to 5:00 PM. You may call (8) 563-4352 to schedule an appointment.
3. Be on time to your scheduled transaction. Parents, guardians and visitors are not allowed to go to school if they do not have a scheduled time. For a request for a change of schedule, kindly call (8) 563-4352 at least two days before the transaction depending to the availability.
4. One transaction slot is only good for one person.
5. Wearing of mask within the school premises is strictly implemented.
6. Vehicles will not be allowed to enter beyond the second gate.
7. Person who enters the school premises must wash their hands in the installed lavatory near the first or second gate or use alcohol to sanitize his/her hands.
8. Parent- teacher face to face conferencing is strictly not yet allowed. Only the approved transaction appointment shall be entertained.
9. Parent, guardian and other visitor whose age is below 21 years old or 60 years old and above, persons with health risks, and pregnant women shall not be allowed to enter the school premises as the government requires them to stay in their respective residences. <sup>2</sup>
10. Visual cues will be placed for your transaction. You are required to comply with them as part of the institution's quarantine measures. One- meter distance from one person to another is strictly required.

Respectfully yours,

(Signed)

**MR. JOMARI D. BAA Y**  
Safety and Security Officer

Noted and Approved by:

(Signed)

**MS. RAQUEL H. HABLADO**  
Human Resource Director

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<sup>1</sup> May 22, 2020, Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines, Official Gazette of the Philippines

<sup>2</sup> May 22, 2020, Section 4, (3) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines