



Concordia College
1739 Pedro Gil Street, Paco Manila
PAASCU Accredited



August 3, 2020

ON- SITE TRANSACTION/ OPENING OF CLASSES ADVISORY

Greetings of Peace!

In compliance with the declaration of the President and IATF placing National Capital Region and other nearby provinces under Modified Enhanced Community Quarantine effective on August 4, 2020 until August 18, 2020, the following reminders are set to guide the academic community relative to the opening of classes and other transaction.

1. On- site/ Physical transaction in the school is suspended¹ until further notice effective on August 4, 2020.² Schools are closed during MECQ. ³
2. All parents and students are directed to transact with the school thru the following:
 - a. Academic Concern (IBED) ibedoffice@laconcordia.edu.ph
(Registrar for both HED & MSN) registrar@laconcordia.edu.ph
 - b. Accounting Concern- accounting@laconcordia.edu.ph
 - c. Documentary Requirements/Enrollment Concern- registrar@laconcordia.edu.ph
 - d. Administrative Concern- admin@laconcordia.edu.ph
 - e. Website- www.laconcordia.edu.ph
3. Online Orientation of Parents on August 12, 2020 (*intended for those who were not able to attend parents' orientation on the scheduled dates last July*), Online Student Orientation on August 14, 2020 and the Online Opening of Classes from IBED to MSN will push through as scheduled.
4. Book related transactions are also suspended until the end of the effectivity of the MECQ. Kindly wait for the advisory relative to the availability of the books. Teachers will be using e- journals and other available sources like seed contents in the learning management system until books are available in the school store.

We are one with you in providing quality education to your children in the midst of pandemic. Rest assured that the safety of all stakeholders and educating the young is our topmost priority. Let us also pray for our front liners who have been battling the invisible enemy for us since day one. Let us help them help us by practicing social distancing and cooperating with the quarantine measures.

Thank you very much, may God bless us all!

Prepared by,

(SIGNED)

MR. JOMARI D. BAAY
Safety and Security Officer

Noted and Approved by:

(SIGNED)

DR. ROSALINA A. CAUBIC
VP for CIRC

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

² Sec. Roque- Effectivity of the MECQ

³ May 22, 2020, Section 3, MECQ Guidelines, Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines