



22 November 2019

TO: **SENIOR HIGH SCHOOL STUDENTS**

FROM: Ms. Maria Dolores Elisa M. Convento  
High School Registrar

RE: **STUDENT ACCOUNTS AND SCHEDULE OF ACCOUNTING OFFICE TRANSACTIONS**

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Greetings!

Please be informed that the Accounting Office shall block the portal of Senior High School Students for those with unsettled accounts starting **December 6, 2019**. This means that the student cannot access their online grades as well as the facility of online enrollment for second semester.

For payments from December 6 onwards (including online/bank payments or payment centers), the students shall present the official receipt of payment to **Counter 12** at the Ayuntamiento Bldg. for the unblocking of their portal.

Moreover, please be guided of the schedule of Accounting Office Transactions for the month of **December, 2019** and **January, 2020**

<b>Date</b>	<b>Time</b>
December 2 – 6 (Monday – Friday)	8:00am - 4:00pm
December 7 and 14 (Saturday)	8:00am – 12:00noon
December 9 – 12, 2019 (Monday – Thursday)	8:00am – 4:00pm
December 16 (Monday)	1:00pm – 4:00 pm
December 17 (Tuesday)	8:00am – 12:00noon
January 6 – 7, 2020 (Monday – Tuesday)	8:00am – 4:00pm

**(12:00NOON – 1:00PM: LUNCHBREAK)**

**\*January 10 – onwards: Resume of regular office transactions.**

Thank you.

**Endorsed:**

**Dr. Mario S. Torres**  
**Principal**