



Office of the President

June 3, 2020

MEMORANDUM TO ALL SENIOR HIGH SCHOOL AND UNDERGRADUATE PROGRAM STUDENTS

RE: IMPORTANT UPDATES

We are pleased to share with you the following updates:

A. Completion of the second semester AY 2019-2020

1. Clearance processing
 - Student with outstanding financial obligations are required to accomplish the online Survey on Payment Options and Appointment Scheduler. The online survey will be released on Friday June 5, 2020.
 - The School will offer the following payment options:
 - Online bank payment
 - Bank deposit
 - Onsite with the School Cashier
 - Students with accountabilities with the Library are required to accomplish the Appointment Scheduler, to determine schedule to settle these items with the School Librarian. The online survey will be released on Friday June 5, 2020.
 - Any onsite appointment will observe the health and safety protocols related to COVID-19.
2. Release of grades
 - There will be no classcards to be given for this semester. Instead, E-grades will be sent to your email by June 30, 2020.

B. There will be no summer classes for AY 2019-2020.

1. The Commission on Higher Education (CHED) only allows HEIs with capability for full online learning to conduct summer classes.
2. To complete their academic requirements, students will need to take these classes in the next academic year.



C. Academic Year 2020-2021

1. The School shall implement flexible learning, and our academic calendar shall be announced upon receipt of approval from CHED.
2. In the meantime, we will request all students to accomplish the following:
 - Pre-Enrollment Survey
 - Readiness Assessment Survey for a Flexible Learning Environment
 - For SHS Students: Learner Enrollment and Survey Form from the Department of Education (DepEd)
3. The results of these surveys will help the School and its faculty to better understand your needs to support your education in the “New Normal” for the next academic year.
4. The online survey forms will be released on Friday, June 5, 2020.

PSBA is ready and fully-committed to face these challenges brought about by the COVID-19 pandemic.

The School reminds everyone to keep safe and be strong during these times.

Thank you and may God bless us all!



GINA T. SANCHEZ

Executive Secretary to the President

cc: Discipline and Department Heads
Faculty of SHS and Undergraduate Programs