May 15, 2020

Memo to : All Parents/Guardians and Students
Subject : ADVISORY ON ONLINE CARDDISTRIBUTION AND ENROLLMENT

Greetings!

In view of the Modified Enhanced Community Quarantine (MECQ) declared over Metro Manila beginning May 16 until May 31, 2020 and in response to your concern to prevent exposure and reduce the risk of transmission of COVID-19, we are pleased to announce that report card distribution and enrollment will be done ONLINE except in the Preschool Department. Specifically, we will observe the following mechanism on card distribution:

- For Preschool learners, report cards will be given to their parents/guardians who will be invited to visit the school on a staggered schedule (June 1-5, 2020) to avoid crowding and on condition that NO PUPIL will be tagged along in keeping with stringent social distancing measures as emphasized in DepEd MEMO No. 043 s. 2020 dated March 15, 2020. Further notification and guidelines will be sent out regarding this activity.
- For Elementary pupils, viewing of virtual report cards will be done through their GENYO account.
- For HS and SpEd students, cards will be sent through their respective parents’ e-mail addresses. Students have been advised to send their parents’ email add to their Adviser. However, students with unsettled accounts will not have access to their virtual report card. In this regard, please be advised to use the period (May 18-21, 2020) to call up the Accounting Office at telephone no. (02) 8805-5080 to verify your child’s/ward’s account or to address any of your enrollment concerns. Online viewing of report card will start on May 22, 2020. Those who wish to transact/settle financial obligation, or transfer funds may do so via online banking payable to MARY IMMACULATE PARISH SPECIAL SCHOOL (not MIPSS) Bank of the Philippine Islands (BPI) ACCOUNT NO. 1541-000-794 and forward/send proof of payment (photocopy/screenshot) to the Accounting Office (email to: mipss@mipss.org).

To address your enrolment needs and concerns, the school will observe the skeletal workforce in the Accounting and Registrar’s Office effective May 18, 2020 from 9:00 AM – 3:00 PM.

Mary Immaculate Parish Special School remains committed to supporting its students, families, and employees during the Coronavirus (COVID-19) pandemic. On behalf of the school’s Management Committee (MANCOM), we sincerely hope and thank you for your trust and willingness to be our partners in shaping your children’s future by providing them quality Catholic education.

May God bless us all.