



Blue Danube School, Inc.

090 Palawan St., Green Valley Subd.,
Brgy. San Francisco, San Pablo City
Tel. Nos. 049-503-1884 / 049-503-2357
Cell Nos. 09103663815 (Smart) / 09334842726 (Sun) / 09450665824 (Globe)
(Under permit by the Department of Education)

June 2, 2020

BDS MEMORANDUM

No. 13, s. 2020

Schedule for Returning of S.Y. 2019-2020 Examinations

To: Elementary Pupils
Elementary Parents and Guardians

From: Office of the Principal

Warm greetings to all!

Our skeletal workforce of faculty members has been able to return to work this week. Unreturned examinations have been distributed to respective advisers. Please take note of the following:

1. Parent, guardian, or any representative may **pick up the test papers on June 4 (Thursday)** with the following time table:

Level	Time
Grade 1	8:30 AM – 9:30 AM
Grade 2	9:30 AM – 10:30 AM
Grade 3	10:30 AM – 11:30 AM
Grade 4	1:00 PM – 2:00 PM
Grade 5	2:00 PM – 3:00 PM
Grade 6	3:00 PM – 4:00 PM

The scheme above is in place to avoid congestion of parents on campus and to practice proper social distancing. We also encourage everyone to bring their own ball pen for signing on the log sheet. Please take note as well of the **NO MASK, NO ENTRY policy**.

- Parents with children in various levels can pick up their examinations in one go to avoid having to return multiple times.

- For those who cannot come at assigned time, you may still visit the school within the day. However, you will not be given priority when claiming the tests.
 - For those who cannot come on the assigned date, the exam will be available for pick up on June 5, Friday at the office from 8:00 AM to 5:00 PM.
 - For exams not picked up, it will be included in the brown envelope in the giving of certificates and report card by 3rd week June. Final date shall be announced in the next memo.
2. For those who do not have access to transportation or cannot physically leave their respective barangays:
 - You may contact your personal transportation service provider for tests to be picked up and delivered to you at your own expense.
 - You may request through the office that pictures of test papers be sent to you through Messenger or Email. However, files can only be sent the next day, on June 5, Friday.
 3. For possible errors in checking, parents will be given some time to reflect and request for any corrections through the office. **Concerns related to examinations will no longer be entertained after June 5, Friday.**
 4. For those **who have not yet returned their child's progress report and sleeve**, kindly do so as soon as possible so that we may accomplish your child's report card.
 5. For those who could not submit **Stuff-It-Bottles** during the ECQ/MECQ due to transportation limitations, you may still drop them off until tomorrow June 3, Wednesday.
 6. You are also very welcome to **settle balances** personally at our office. Alternative payment options were given in BDS Memo No. 12, s. 2020.

Our office is open to serve you from Monday-Friday 8:00 AM – 5:00 PM and Saturday 8:00 AM – 4:00 PM. Should you have any concerns or questions, you may reach us at the following numbers: 049-503-1884 / 049-503-2357 09103663815 (Smart) / 09334842726 (Sun) / 09450665824 (Globe).