



PHILIPPINE SCHOOL DOHA
State of Qatar

OFFICE OF THE STUDENT AFFAIRS

June 30, 2019

Ref. PSD-OSA-SY19-20/002

Dear Parents,

Warm Greetings!

As per previous letter, dated February 10, 2019, with Ref. PSD-OSA-SY18-19/26, avilment of lockers for SY 2019 – 2020 is supposedly on July 01 to 4, 2019. However, the Office of the Student Affairs (OSA) would like to amend the leasing period for SY 2019 – 2020 which shall be changed into the second week of July 2019 until March 15, 2020.

Thus, the detailed leasing schedule and fees are as follows:

July 08 and 09, 2019 – QR 100.00 – for students who will be renewing their rental

July 10 and 11, 2019 – QR 220.00 – for students who are newly acquiring lockers

***The above fees include padlock and 2 keys.

Kindly go directly to the Office of the Student Affairs (OSA) in its new location at the first floor Room 1F-20. We are open from 7:00 a.m. to 12 noon, and 1:00 p.m. to 3:00 p.m. **first come, first served.** Fill-out the "Use of Locker Agreement" form available at the office or download from the school website. Present the completed form and pay with the exact amount to OSA. The locker number shall then be assigned to your child and two (2) keys shall be given.

Please note that for lost keys, the corresponding fees are still imposed:

QR 5.00 per key duplicate – first time

QR 10.00 per key duplicate – second time

QR 30.00 per key duplicate – third time

Thank you for your understanding in the school's endeavor to serve you best.

Yours truly,

MR Montayre 30 June 2019
Melissa R. Montayre, MM
VP – Student Affairs

NOTED:


ALEXANDER S. ACOSTA, Ph.D.
School Principal

ACKNOWLEDGEMENT

(Kindly return to the Class Adviser on or before July 4, 2019)

This is to acknowledge receipt of letter to parents Ref. PSD-OSA-SY19-20/002.

Parent's Signature over Printed Name

Date

Name of Child

Level and Section



PHILIPPINE SCHOOL DOHA

USE OF LOCKER AGREEMENT

| | |
|--|---------------|
| | School's Copy |
|--|---------------|

LOCKER NO.

Please read the agreement below and sign above your name if you accept the terms of the said agreement.
If you decide to rent a locker, please pay the following rental fee:

- QR 100.00 - for students who have acquired rentals last SY 2018-2019
- QR 220.00 - for students who are newly acquiring lockers this SY 2019-2020

This agreement is made between the Management of Philippine School Doha represented by the School Principal as "Lessor" and the undersigned parent/guardian as the "Lessee".

It is agreed as follows:

1. All children of the Lessee enrolled in PSD from Primary to Senior High School shall be allowed to use the locker allocated to the Lessee starting **July 8, 2019 until March 15, 2020** upon payment of the **non-refundable** rental fees as indicated.
2. The Lessee shall be provided with a padlock and 2 keys for the locker.
3. Only siblings are allowed to share a locker and only they shall be allowed to open their locker. Neither the classmates nor friends of the children/lessee shall be allowed to share and/or open the locker. Duplication of key is highly discouraged.
4. Any unauthorized opening or ransack of locker shall be immediately reported by the lessee to the lessor.
5. Valuables such as cash, jewelry and the like or any prohibited materials/goods, as prescribed by the school rules and regulations, shall not be kept in the locker.
6. The lessor **shall not be responsible for the loss of valuables kept in the lockers. In cases of loss, no investigation shall be done.**
7. Prohibited materials/goods shall be confiscated by the Lessor on receipt and turned them over to the Lessee or to the proper authority when necessary.
8. No name shall be written on the locker; no labels, stickers and similar materials shall be placed on the locker walls, whether inside or outside the locker.
9. The Lessee shall take care of the assigned locker as well as the safekeeping of the issued keys. Only 3 cases of "left at home keys" shall be catered by the Office of the Student Affairs to promote responsibility among the students.
10. Anyone caught violating the agreement shall be dealt with accordingly.
11. The locker **shall be vacated by the Lessee on or before the end of the leasing period, but not later than 22nd of March 2020.**

Signed this 8th day of July of the year 2019 in Doha, State of Qatar

Lessor:


ALEXANDER S. ACOSTA, Ph. D.

SCHOOL PRINCIPAL

PARENT/GUARDIAN NAME & SIGNATURE
NOTE: FOR LOST KEYS PLEASE PROCEED TO OSA

STUDENT NAME / LEVEL & SECTION



PHILIPPINE SCHOOL DOHA

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