



**SBSN ADVISORY NO. 6  
Series of 2020**

**ST. BENEDICT SCHOOL OF NOVALICHES, INC.  
RESUMPTION OF OFFICE 1 JUNE 2020**

Please be advised that beginning 1 June 2020, the following offices will be open:

1. Treasurer’s Office
2. Grade School Office
3. High School Office

However, as the school is still in the process of finalizing its health and safety standards for all its employees, only staff members of the Treasurer’s Office and a skeletal force of the Grade School and High School Office will be reporting for work on 1 June 2020 **to address all school related queries and concerns of our parents.**

The Treasurer’s Office will likewise begin to accept and process online payments for the following:

1. Outstanding balances for the past School Year (2019-2020)
2. Online enrollment from old and new students.

In the coming days, however, SBSN shall gradually be opening its doors to all its teachers to begin with all the necessary preparation and training for our new learning set up for School Year 2020-2021. It is understood, however, that proper and adequate health and safety measures will be observed at all times.

**FOR QUESTIONS, UPDATES AND OTHER CONCERNS, PLEASE CONTACT THE RELEVANT DEPARTMENT AS FOLLOWS:**

Department	Contact Numbers
Trunk Line	2098170
Accounting	0917-866-7276
Grade School	0917-847-7276
High School	0917-872-7647

Thank you.  
30 May 2020.

**OFFICIAL  
FACEBOOK PAGE**

