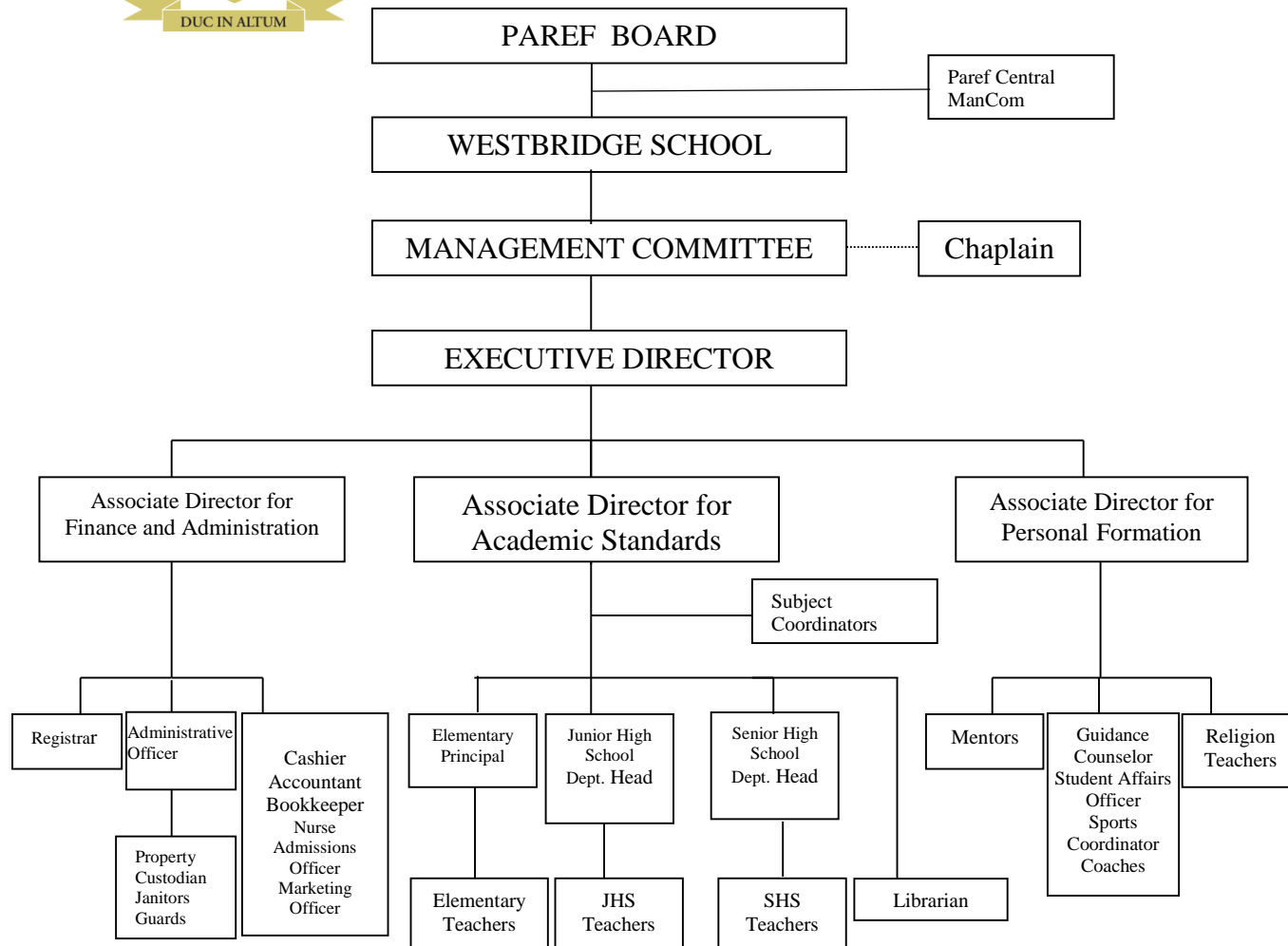




**PAREF-WESTBRIDGE SCHOOL, INC.  
ORGANIZATIONAL CHART  
SY 2023 - 2024**



**A. Westbridge School Board of Trustees**

**Iloilo-based Trustees**

- |                         |   |   |
|-------------------------|---|---|
| Antonio S. Jon          | - | Chairman  |
| Virgilio M. Dulalia     | - | Vice-Chairman                                     |
| Ma. Elena G. Opinion    | - | Trustee in Charge of Personal Formation           |
| Benedict T. Uygongco    | - | Trustee in Charge of Marketing and Administration |
| Florentina J. Arancillo | - | Corporate Secretary                               |
| Isabelo Y. Paredes      |   |   |
| Dominic P. Abad         |   |   |
| Dr. Nathaniel H. Chan   |   |   |
| Juancho S. Dimaguila    |   |   |

### **Manila-based Trustees**

Daniel David M. Moran	Vicente J. Verallo
Vaughn F. Montes	Rafael P. Villanueva
Robert S. Roque	

### **B. Management Committee**

1. Executive Director	-	Mr. Gerard Eugene L. Lacaya
2. Associate Director for Academic Standards	-	Mr. Lowell N. Rublico
3. Associate Director for Personal Formation	-	Mr. Ronald Wilfredo N. Gilles
4. School Chaplain	-	Rev Fr. Michael Q. Nievaes

### **C. Department Heads**

1. Elementary School Principal	-	Mr. Lowell Rublico
2. Junior High School Department Head	-	Mr. Rey Besana
3. Senior High School Department Head	-	Mr. Bryan Tagabe

D. Business Manager	-	Atty. Jerry Opinion
E. Registrar/Nurse	-	Mr. Justine Louie De Jesus
F. Administrative Officer	-	Mr. Diego Mendoza III
G. Accountant/ Bookkeeper	-	Mr. Rene Allaga
H. Cashier/ ManCom Secretary	-	Mr. Pierre Prudente
I. Admissions Officer & Assistant Cashier	-	Mr. Aldrin Peniero
J. Guidance Counselor	-	Mr. Gabriel Abayon
K. Marketing Officer	-	Mr. Rex Trugo
L. Students Affairs Officer	-	Mr. Gerard Bhel Bionat
M. Science Subject Coordinator	-	Mr. Johnrey Dagiagnao
N. Sports Coordinator	-	Mr. Danna Isidore Sedantes
O. Information Technology Coordinator	-	Mr. Romel Terante

### **P. Elementary School Teachers Grades 1 - 6**

Mr. John Earl Navarra	-	Grade 1 Class Adviser
Mr. Dennis Adolacion	-	Grade 1 Assistant Class Adviser
Mr. Herbert Secugal	-	Grade 2 Class Adviser
Mr. Vincent Edanga	-	Grade 2 Assistant Class Adviser
Mr. Danna Isidore Sedantes	-	Grade 3 Class Adviser
Mr. Artemio Arañez, Jr.	-	Grade 3 Assistant Class Adviser
Mr. Jay Patrick Somogod	-	Grade 4 Class Adviser
Mr. Raymund Bastillas	-	Grade 4 Assistant Class Adviser
Mr. Greg Alvaro Descarial	-	Grade 5 Class Adviser
Mr. Jimmy John Faropaldino	-	Grade 5 Assistant Class Adviser
Mr. Gerard Bhel T. Bionat	-	Grade 6 Class Adviser
Mr. Philip Dollete, Jr.	-	Grade 6 Assistant Class Adviser

## **Q. High School Teachers Grades 7 -12**

Mr. Erwin Rommel Fernandez	-	Grade 7 Class Adviser
Mr. Michael Ferrer	-	Grade 7 Assistant Class Adviser
Mr. Jhobon Delatina	-	Grade 8 Class Adviser
Mr. Emmanuel Malecosio	-	Grade 8 Assistant Class Adviser
Mr. Johnrey Dagiagnao	-	Grade 9 Class Adviser
Mr. Arlan Segocio	-	Grade 9 Assistant Class Adviser
Mr. Rommel Terante	-	Grade 10 Class Adviser
Mr. Jay Patricio	-	Grade 11 Class Adviser
Mr. Mark Agustin	-	Grade 11 Assistant Class Adviser
Mr. Gabriel Abayon	-	Grade 12 Class Adviser

## **R. Maintenance Staff**

Mr. Louie E. Emboltorio  
Mr. Vincent B. dela Peña  
Mr. Rodolfo C. Calugas  
Mr. Rene Mancera  
Mr. Rey Gerola

## **Morning Schedule**

Students are required to be in school by 7:30AM. On Mondays, the Flag Ceremony starts at 7:35 AM. Everyone is requested to deposit their bags inside their respective classrooms before going to the Flag Pole area. Advisory and Study Period follow after the morning assembly. On other days, advisory starts at 7:30AM. Holy Mass is celebrated daily at 7:50 AM. In the School Chapel.

## ***Absences***

Parents of absent students are requested to inform the school by phone, SMS, Messenger or in writing of their child's absence, ideally, on the very same day. This helps prevent truancy, especially of older boys. The school will acknowledge receipt of calls or notes. If the call cannot be made, the student must bring an excuse slip from his parents the day that he reports back to school. As per DepEd policy, students incurring absences that make up 20% or more of prescribed class days, excused or unexcused, may be dropped from the rolls.

## **Typhoon Signals**

The school abides by the announcement of authorized government agencies regarding suspension of classes on account of weather conditions and other exigencies. However, when typhoon signal # 1 is raised, elementary school and high school classes in Westbridge are automatically suspended.

## ***Numbers to Call***

Telephone: (033) 320-7442, (033) 5000-200, Mobile: 0928 226 5563 Guardhouse: (033)-327-2461

## **MATERIALS**

### ***Tight Allowance***

Children should have only the minimum allowance-just the amount needed for meals. Keeping the children short of money is a tried and tested way to ensure that they grow up to be responsible and disciplined.

### ***Items Left at Home***

Parents should not send materials, which students forget to bring to school. We believe that desisting from doing so is a boost in developing the student's sense of responsibility. They should prepare the 'things they need to bring to school the night before.

### ***Books and Notebooks***

All books and notebooks should be properly covered and labeled. The name of the student should appear on the cover. We urge parents, especially the Primary students, to see that lunch boxes, water jugs, uniforms, bags, and shoes are also labeled. Everyone is requested to be prepared with the necessary class materials like pre-cut paper and writing instruments.

### ***Toys, Gadgets, Jewelry and Other Expensive Items***

Toys (including playing cards, magic cards, trading cards, R. C. cars and toy weapons), electronic gadgets (including PSPs, smartphones, tablets and laptops), jewelry (expensive watches, bracelets, etc.) and other expensive items should not be brought to or worn in school. This is part of the spirit of poverty that we want to teach. Furthermore, these items tend to be a source of distraction and of envy. Confiscated items can be redeemed only by the parents from either the Class Adviser or the Principal.

### ***Student Diary and Letters from the school***

Parents are expected to sign their son's diary everyday. This is inspected and signed by the Class Adviser everyday. Through the diary, parents can get updated on their son's progress (homework, quizzes, unit tests, etc.) and learn about official communication from the school. The diary can also be used to communicate with your son's Class Adviser, mentor, or any of his teachers. ***(At the moment, the school diary will be available by the first week of August 2023).*** The school also sends out letters to the parents on matters concerning the class or the whole school. Each student is required to return the signed portion of the letter or reply slip within three days from the date of release.

### ***Correspondence***

Communication about individual students is sent to the Class Adviser. The student diary can be used for this purpose. Those which affect a particular class are sent to the Class Adviser or the Parent Coordinators of the class. Those which affect a particular department are sent to Principals. Those which affect a particular mentor are sent to the Associate Director for Personal Formation. Those that pertain to the entire school are sent to the Executive Director. Communication of a confidential nature should be sealed in an envelope.

### ***Chats with Parents***

As a rule, academic and mentoring chats with parents are held in school during office hours. In the case of Personal Formation mentoring, the presence of the father is of utmost importance since Westbridge is a boy's school. The presence of both parents in chats is highly encouraged.

### ***Calling up Faculty members beyond office hours***

Parents and students are requested not to call up nor visit the homes of school officers, teachers, or mentors. School-related matters are best taken up in school during office hours, either in person or by phone. It is encouraged that an appointment be set through the diary or by phone before the visit is made.

### ***For Students***

All students are expected to come in *complete school attire* everyday. The complete gala uniform should be worn on designated days. Students improperly attired for PE are not allowed to join the day's activities in those subjects and are marked incomplete attire accordingly. Students who stay behind after class to play in the courts or field should do so in proper sports attire.

### ***Dress Code in Campus***

Shorts, slippers, tight-fitting clothes in the case of ladies and sleeveless undershirts are not allowed within the school buildings on class days during school hours. Walking shorts, not skimpy shorts, are allowed in school buildings only on weekends or outside school hours on weekdays. The dress code is observed within the school premises during school hours but more strictly within the buildings to ensure the proper learning atmosphere in Westbridge.

### ***Traffic Flow, Parking and Blowing of Horns***

Upon entering the school, please observe road courtesy and follow the directions of the security guards. Blowing of horns is not allowed within the campus. Students should disembark quickly. Park only at the designated areas. The School Gate will be opened at 6:00 am and closed at 8:00 am. It will be opened again during class dismissal for Primary Level at 1:00 pm. School gates will be closed at 5:00 pm.

### ***Drivers and Maids***

The school discourages drivers and maids (or Yaya) from waiting all day in the campus and from carrying the bags of the students. This will foster fortitude and a healthy autonomy among the students, as well as improve security. They should be properly attired and observe proper decorum all the time.

### ***Birthday Celebrations***

In order to prevent peer pressure, students are not allowed from celebrating their birthdays in school.

### ***Gift Giving***

Giving gifts to individual teachers for any occasion is discouraged. Individual gifts received are either used as tokens of appreciation by the school or raffled among the faculty and staff. On the other hand, gifts to the class or school are most welcome.

### ***No Smoking Zone***

Everyone is reminded to refrain from smoking while in the school campus and within sight of the students. This is in accordance with the no smoking policy of the Department of Education.

### ***No Academic Tutorials with Pay***

Westbridge Teachers and Staff do not handle academic tutorials to Westbridge students to avoid conflict of interest situations within the academic community. Thus, if an academic tutor is needed, parents are requested to have their sons tutored by non-Westbridge teachers.

### ***Canteen Concessionaire***

Our canteen concessionaire is Mr. Michael Cepeda.

## ***ON-LINE SCHOOL SYSTEM***

- A. **Each Family** has a Family account in the PAREF-Westbridge Online System. You may access this account by typing on your browser: <https://sms.parefwestbridge.edu.ph/registrar/index.php>. Your account ID is the **first letter of the Father's Name** + the **first letter of the Mother's Name** + the **family name**. The Password is the same as the Log-in ID the first time you access the account. You may change the Password upon accessing your account.

**Example: Mr. & Mrs. Thomas and Karen Santos: Log-in ID: tksantos**

**In Case you have some difficulty accessing this account, you may ask the help of our School Registrar and Data Privacy Officer: Mr. Justine De Jesus.**

**You may access the following in your Family Account:**

1. Registration Data of your son to edit in case there are new data – change in mobile number, address, email, etc.
2. Medical Data: in case there are new medical data you need the school to take note of for your son.
3. Registration, Assessment and Enrollment
4. Quarterly Grades of your Son – Online Report Card (Open two weeks after Quarter Exams)

- B. Each Student is given a Gmail Account with the extension [@parefwestbridge.edu.ph](mailto:@parefwestbridge.edu.ph). This is accessed through the gmail website: <https://accounts.google.com/InteractiveLogin/identifier?> The account for each student is the **first letter of the student's First Name** + the **first letter of the student's Middle Name** + the **family name**.

**Example: Student's Name: Joselito M. Gomez: Gmail account will be: [jmgomez@parefwestbridge.edu.ph](mailto:jmgomez@parefwestbridge.edu.ph)**

**Password:** *The Password shall be given by the class advisers during the advisory class.*

This Gmail Account will be used to access the Google Classroom of each Class and to access the Online Homework and Tasks assigned by the Teacher. This is also the account that can access the Google Meet application if there is a need to revert back to Online Classes for some particular emergencies.