



NOTRE DAME OF MARBEL UNIVERSITY INTEGRATED BASIC EDUCATION DEPARTMENT

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DATE: July 23, 2026
TO: ES and JHS Teaching Staff
FROM: Mrs. Ma. Fe Lucia L. Palma
Academic Council Chair
RE: Policy Reminder: Guidelines on Special Assessments and Unexcused Absences

Dear Teachers,

Please be reminded of our school policy regarding student assessments: **Students with unexcused absences are strictly prohibited from taking special assessments.**

To maintain fairness and integrity across all grade levels, this policy must be enforced consistently by all members of our teaching faculty. Last academic year, we received feedback from several parents highlighting inconsistencies—specifically, that some teachers permitted special assessments for unexcused absences while others strictly adhered to the policy.

To prevent this issue from recurring and to ensure clear expectations for students and parents alike, please adhere to the following guidelines:

1. Unexcused absences automatically forfeit the opportunity for a make-up or special assessment.
2. Uniform implementation protects both our faculty and the institution's credibility.
3. Clearly communicate this policy to students and direct any parental inquiries or disputes regarding absences to the administration.

Thank you for your leadership and support in ensuring our policies are applied fairly and consistently.

Ma. Fe Lucia L. Palma

MA. FE LUCIA L. PALMA

Noted by:

[Signature]
ALLAN C. SUMADIC, MA
ES and JHS Principal

Approved by:

[Signature]
BR. NOEL T. FERNANDEZ, FMS
IBED Director



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