



OFFICIAL MEMORANDUM No. 001, s. 2025

June 25, 2025

To: All Parents and Guardians

Subject: Implementation of Fully Face-to-Face Learning Modality for SY 2025–2026

Dear Westhill Families,

Warm greetings from Westhill International School!

We hope this message finds you and your family in good health and high spirits. As we continue to strive for excellence and meaningful learning experiences for our students, we would like to inform you of our official learning modality for the upcoming academic year.

In line with **DepEd Order No. 009, s. 2024**, and recognizing the essential value of in-person interactions for deeper learning and holistic development, **Westhill International School will implement a Fully Face-to-Face Learning Modality starting Day 1 of School Year 2025–2026 and throughout the academic year.**

In Case of Emergencies or Official Class Suspensions

Should there be official announcements from authorized agencies (including Local Government Units) calling for class suspensions due to natural disasters, health emergencies, or other valid circumstances, Westhill will **immediately shift to Synchronous Online Distance Learning** using Zoom and Google Classroom. Students are expected to follow their **regular class schedule** and abide by all online learning policies during these transitions.

Class Suspensions Due to Typhoons

As per DepEd Order No. 022, s. 2024, Westhill will observe the following automatic class suspensions based on typhoon signal warnings issued by PAGASA:

- **Signal No. 1**
 - Classes in Kindergarten are automatically suspended.
- **Signal No. 2 or higher**
 - Classes in Kindergarten to Grade 12 are automatically suspended.

We encourage families to remain alert to local government announcements, and the school will promptly release official updates through our communication channels when needed.

Absences Due to Travel, Illness, or Other Reasons

Please take note of the following policies regarding student absences:

- **Hybrid or "Online Access While Absent" will not be permitted.** If a student is absent—whether due to illness, family travel, or other reasons—they will not be allowed to join classes via Zoom or request live online access.



Westhill International School
URC Avenue, Salitran IV, Dasmariñas City, Cavite

- ☎ 046-476-3641 / 0917 886 6711 / 0915 628 4335
- ✉ westhill.is@gmail.com
- 📍 URC Avenue, Salitran IV, City of Dasmariñas, 4114 Cavite

- Upon return, students will be expected to **complete all missed tasks, assessments, and activities** as assigned by their teachers. The timeline for submission will be at the discretion of the subject teacher.
- Families are kindly reminded that **frequent absences may affect a student's academic performance**, and official documentation may be requested for long or repeated absences.

Hybrid Modality (Exclusive to Senior High School)

To uphold instructional consistency and manage teaching loads effectively, **only Senior High School (SHS) students may be considered for hybrid modality** on a **case-by-case basis**.

This decision recognizes the maturity and academic independence expected of SHS learners, and the nature of their curriculum which often includes project-based, modular, or independent work suited for online support. Even so, hybrid learning will **only be permitted under justifiable and documented reasons**, and must be approved by the Academic Office.

We deeply appreciate your understanding and support as we uphold practices that prioritize consistency, engagement, and the well-being of both learners and our dedicated teachers.

As always, let us continue to work together in shaping a strong, faith-filled, and academically excellent environment for our students. Should you have any questions, please feel free to reach out to us through our admin office or homeroom advisers.

Thank you for your continued partnership.

Warmly,


Prince A. Samuel
Academic Coordinator


Grace Eun Sook Im
School Administrator

