



DAVAO MEDICAL SCHOOL FOUNDATION, INC.

A Consortium of

*Ateneo de Davao University, Brokenshire Memorial Hospital, Development of People's Foundation,
San Pedro Hospital, San Pedro College*

May 13, 2020

MEMO TO: Davao Medical School Foundation Inc. Community

FROM: JONTHAN A. ALEGRE, MD, FPAFP

In line with the CHED COVID 19 Advisory No. 1-6, the Davao Medical School Foundation community is hereby informed of the following:

1. On status of 2nd semester classes for AY 2019-2020

- A) All Courses (Post graduate and Baccalaureate) are implementing flexible learning strategies in order to complete the 2nd semester of the AY 2019-2020. Respective Colleges are conducting on going classes, on line and off line, until June 2020. Kindly coordinate with your respective Faculty and assigned staff on the schedule of classes and online assessments.
- B) All graduation ceremonies are cancelled. Announcements will be made later with regards to the distribution of diploma and other documents.
- C) Only summer classes that are prerequisite for AY 2020-2021 will be offered.
- D) For any clarification and inquiries, kindly contact the respective Dean Offices:

College of Dentistry - dmsfcod@gmail.com or at **09177069288/2246776**

College of Medicine and Biology - drbasa@email.dmsf.edu.ph or at **09177787157/ 2225712** and

annabelle2001ke@yahoo.com or at **09507066138** for Biology

College of Midwifery - midwifery@email.dmsf.edu.ph or at **09673595705/2257259**

College of Nursing - nursing@email.dmsf.edu.ph or at **09265813092/2253117**

Institute of Graduate Studies and Research - vicky@email.dmsf.edu.ph or at **09999560963/2262344**

local 211

2. On enrollment for AY 2020-2021

A) Schedule of Classes:

- Biology, Dentistry, Midwifery and Nursing and Graduate Studies - August 17, 2020
- Medicine 1st, 2nd and 3rd year levels - August 3, 2020;
- 4th year clerkship - middle of July (may be extended to August pending APMC guidelines)

Dr. A. Gahol Avenue, Bajada, Davao City

Tel. Nos. (082) 226-23-44

FAX No. (082) 221-3527; 224-35-10; 225-31-02;

info@email.dmsf.edu.ph; registrar@email.dmsf.edu.ph



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- B) The admission process is ongoing for all incoming 1st year students. Kindly email a letter of intent to enrol to the respective program of choice. Please attach all the documents required for admission on your email. You will be notified of the next steps of the admission process by the Admission In-Charge of the respective Colleges until you will be accepted as evidenced of the issuance of a Notice of Acceptance (NOA).
- C) An entrance examination (required for all Biology, Dentistry, Midwifery and Nursing applicants) will be handled by the Guidance Office. Kindly send an email to: **dmsfguidance@gmail.com** signifying your interest to take the exam. Please include your name, contact address, cellphone number, and the course of your choice in your email. Your examination date will be emailed back together with detailed instructions on how to go about the entrance examination at DMSF. For further inquiries, you may contact the Guidance Office at telephone no: **0905-511-6108**.
- D) Enrollment for next academic year 2020-2021 will be online. Kindly refer to the following enrollment schedules:

Schedule of Enrollment for AY 2020 -2021

| Course/Year | Date |
|---|---------------------------|
| Incoming Freshmen -Biology, Dentistry, Midwifery, and Nursing | July 15 – August 14, 2020 |
| Incoming 1 st year and 2 nd year Medicine | July 6 – 31, 2020 |
| 3rd year Medicine | June 29 – July 17, 2020 |
| 4 th year Medicine | June 15 – 26, 2020 |
| Upper Class (Biology, Dentistry, Midwifery and Nursing) | August 3-15, 2020 |
| Enrollment schedule for IMD | c/o Class Presidents |
| Graduate School | July 15 – August 14, 2020 |

Note: Midwifery Summer Enrollment - July 6 – 18, 2020

Only incoming 1st year with **NOA (Notice of Acceptance)** can proceed with the on line enrollment. A link will be given with instructions on how to go about the enrollment process. For existing students, the link to the enrollment will be given upon release of the promotions lists from the respective Deans.

3. On request of documents and other concern

Kindly contact the respective offices through their telephone numbers prior to coming to school. Appointment has to be sought before entry. You may contact them through their email addresses or in their contact numbers as published in the DMSF website. You will be given instructions on how to request documents etc.

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4. On paying at the Finance Office

Payments can be made over-the-counter or fund transfer through the following banks:

1. RIZAL COMMERCIAL BANKING CORPORATION (RCBC) – Quirino Branch
Account Name: **DAVAO MEDICAL SCHOOL FOUNDATION, INC.**
Account Number: 1525-157-322
2. METROBANK - Suazo Branch
Account Name: **DAVAO MEDICAL SCHOOL FOUNDATION, INC.**
Account Number: 668-366-8017-771
3. UCPB – Palma Gil Branch
Account Name: **DAVAO MEDICAL SCHOOL FOUNDATION, INC.**
Account Number: 2041-7000-5671
4. PNB - Obrero Branch
Account Name: **DAVAO MEDICAL SCHOOL FOUNDATION, INC.**
Account Number: 4001-1004-3151 (Peso Account)
Account Number: 4001-6004-3145 (Dollar Account)

Or you can pay **online** through RCBC or Metrobank direct payment:



1 Enroll your Metrobank account to our online banking system "Metrobankdirect".

2 Logon to Metrobankdirect and Enter your username and password.
Select Pay Bills and click on biller's company name
Enter the following details
Subscriber No., Reference No. and Amount.

3 Click "confirm" to complete your payment and a transaction reference will be generated as proof of your transaction/payment.

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IMPORTANT REMINDER: Kindly email your deposit slip with **student name and student ID** indicated in the deposit slip or proof of payment to the finance office to dmsfi1976finance@gmail.com for verification and issuance of official receipt. For other concerns at the Cashier or Finance, you may contact at 09560889753/09227201218 from 9:00 am-5:00pm Mon-Fri.

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5. On entering the campus

In compliance with the DOH protocol and policy of the Davao City LGU may we request that those who would seek entry to the campus should seek prior appointment. Those who are allowed entry should wear mask, observe at all times proper distancing of at least 2 meters, to wash their hands and step on foot bath prior to entry.

DMSFI believes that the above stated policies are consistent with the public health policies and supportive to the pronouncements and policies of the Local Government Unit of Davao City. Any necessary changes shall be published in subsequent policy statements.

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