

**PHILIPPINE SCHOOL DOHA**

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المدرسة الفلبينية

ص. ب. : ١٩٦٦٤ - دوحه - دولة قطر

تليفون : ٤٤١٨١٥٨٧ ، ٤٤١٨١٥٩٦ - فاكس : ٤٤٢١٧٧١٨

August 12, 2025

Ref. PSD-OSA-SY-25-26/007

TO: All PSDians  
THRU: Vice Principals  
FROM: Office of the Student Affairs  
RE: OSA Official Office Timing

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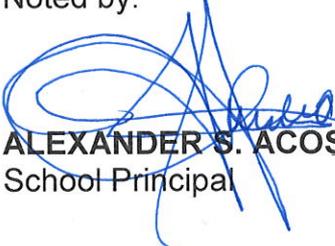
This is to inform everyone that the official working hours of the **Office of Student Affairs (OSA)** are from **7:00 a.m. to 5:30 p.m., Sunday to Thursday.**

We kindly request all concerned to take note of this schedule for any transactions, coordination, or official business with our office. Matters requiring OSA assistance or approval should be conducted within the stated working hours to ensure prompt service and proper documentation.

Your cooperation and adherence to this schedule are greatly appreciated.

*M. R. Montayre 12 Aug. 2025*  
**Melissa R. Montayre, MM**  
VP – Student Affairs

Noted by:

  
**ALEXANDER S. ACOSTA, PhD**  
School Principal