



Communiqué

Series 11 of 2018

In keeping with the consultative nature of our processes, the Office of the University President thru the Human Resources Development and Management Director is now accepting proposals for amendments to the current edition of the Employees Manual.

Kindly make the proposals in writing and send them to the Human Resources Development and Management Office not later than November 16, 2018 following these guidelines:

1. Proposed amendments can include style, spelling, punctuation, grammar and word usage or substantial change in meaning or requires the deletion or addition of new ideas.
2. All proposals are to be submitted to the Human Resources Development and Management Director using the prescribed Return Form which can be downloaded at <https://www.dlsau.edu.ph/about/job-postings/current-employees/downloads/EMPLOYEES-MANUAL.docx>
3. The Employees Manual Revision Committee shall convene within the second and third terms of SY 2018-2019 for the purpose of deliberating on the proposed amendments.
4. Lasallian Partners may be invited, if so required, to be present during deliberations to answer questions of the Committee Members regarding the proposed amendment.
5. The Employees Manual Revision Committees shall forward their recommendations to the University President for consideration and final approval.

Thank you very much.

Dr. Bjorn S. Santos

President