

June 18, 2020

To: **De La Salle Araneta University (DLSAU) Faculty and Staff**

Fr: **Mr. RONALD IBARLIN**

Director, Human Resource Development and Management

Re: **IT Gadget (Laptop) Loan Program**

RATIONALE:

IT Gadget Loan Program is part of the Bring Your Own Device (BYOD) Program, for partners to procure such device for his/her use for classroom instruction (face-to-face, online, or blended learning) for faculty partners as the university's priority.

Budget permitting and on a first-come first-serve basis, select Non-Teaching Personnel and Academic Support Personnel may also apply for said loan program under the same terms but approval will heavily depend on the justification/s that the device will be useful for the work from home arrangement to be set-up and implemented by the University.

An initial amount of Three Million Pesos (P3M) is being set aside by the University for this program that will allow maximum of 100 personnel to get approved. Additional funds are being sourced to allow more applications to be considered.

EFFECTIVITY:

The IT gadget Loan Program is only effective during the COVID 19 quarantine period.

ELIGIBILITY:

1. Permanent faculty partners will be given priority in the availment of the loan.

2. Full-time probationary and part-time teaching partners may also apply and be given approval on the availability of funds/teaching load/employment contract validity.
3. Existing policy of the university on paying capacity during loan availment shall be strictly followed for permanent partners.
4. For non-permanent faculty, paying capacity and teaching load shall be the bases for loan eligibility.
5. For non-permanent NTP/ASP, paying capacity and employment contract shall be the bases for loan eligibility.

LOAN PROGRAM:

1. IT Gadget Loan Program shall be released in cash amounting to a maximum of Thirty Thousand Pesos (P30,000), via ATM Payroll Account. Any amount in excess of the 30k based on the preferred brand of the gadget shall be shouldered by the interested partner.
2. For permanent partners, the loan is payable in twenty (24) months (2 years) interest-free.
3. Full-time probationary and part-time personnel loan payment will depend on the duration and date stipulated on his/her contract and interest-free.

LOAN AVAILMENT PROCEDURE:

1. Interested partners should write a letter of intent to take advantage of the loan program to the HRDM Director and the University Controller via email (ronald.ibarlin@dlsau.edu.ph and delia.table@dlsau.edu.ph).
2. The HRDM Director shall confirm the status of the partner concerned while the University Controller will evaluate the paying capacity of the partners concerned.
3. Once approved, the HRDM Director shall notify the partners concerned via email.
4. Deadline of Submission of Email Loan Intents:
 1. BED/SHS Permanent and Non-permanent Faculty Partners: June 26, 2020
 2. TED Permanent and Non-Permanent Faculty Partners: July 16, 2020
 3. Permanent and non-permanent NTP/ASP: July 24, 2020
5. Loan Approval (via email):
 1. BED/SHS Permanent and Non-Permanent Faculty Partners: July 3-4, 2020
 2. TED Permanent and Non-Permanent Faculty Partners: July 17-18, 2020
 3. Permanent and non-permanent NTP/ASP: July 27-28, 2020
6. Release of the gadget loan (via AUB payroll account)
 1. BED/SHS Permanent and Non-permanent Faculty Partners: July 10, 2020
 2. TED Permanent and Non-Permanent Faculty Partners: July 25, 2020
 3. Permanent and non-permanent NTP/ASP: August 25, 2020
7. Start of Salary deduction
 1. BED/SHS Permanent and Non-permanent Faculty Partners: July 25, 2020
 2. TED Permanent and Non-Permanent Faculty Partners: August 10, 2020
 3. Permanent and non-permanent NTP/ASP: September 10, 2020

INFORMATION DESSIMINATION

Unit/department heads shall provide a copy of this memorandum to all of his/her team (permanent, probationary full-time, part-time and consultants).

Thank you! Animo La Salle Araneta!

Noted:

(Officially Signed) June 18, 2020
MR. CHRISTOPHER POLANCO
University Chancellor

(Officially Signed) June 18, 2020
DR. BJORN SANTOS
University President