



Institutional Bulletin

Series 3 of 2017

Campus Shutdown

December 23, 2017 - January 2, 2018

The university will be closed from December 23, 2017 until January 2, 2018 (Tuesday) for the Christmas break.

January 2, 2018 has been declared by President Rodrigo Roa Duterte as a special non-working holiday for all government offices, including state universities and colleges, local government units, government-owned and controlled corporations, and government financial institutions. However, the University President has decided to suspend work to give all personnel more time to spend with their families and loved ones.

During the shutdown, only people who are involved in construction and maintenance activities will be allowed access to the campus. Individuals who wish to enter the university during the period must secure a special permission for entry.

Normal office operation will resume on January 3, 2018 (Wednesday), whereas classes will resume on January 8, 2018 (Monday).

Online Enrolment for Term 3, SY 2017 - 2018

Until January 2, 2018

From December 23, 2017 to January 2, 2018, all university operations will be suspended and access to the university will be restricted for the Christmas break. As such, all Senior High School and Tertiary Education Students (except BS Accountancy Students) are encouraged to enroll online.

To enroll online, please be advised of the following procedure:

1. Login using your ID number as your username. Click enroll 3rd term, SY 2017-2018.
2. Choose recommended courses/subjects
3. Choose your preferred mode of payment.
4. Click the Submit button for printing of the Enrolment Assessment Form (EAF).
5. Payment during the Campus Shutdown should be via thru bank transaction on the following accounts:

Bank Name: Asia United Bank Account Name: De La Salle Araneta University
Account Number: S/A# 047-01-890008-2

Bank Name: Metro Bank Account Name: De La Salle Araneta University
Account Number: S/A# 088-7-088515630

Students should email the deposit slip to the Cashier's email address (cashier@dlsau.edu.ph) for finalization of payment.

Deadline of Online Submission of Term 2, SY 2017-2018 Grades for SHS and TED

Until December 26, 2017

All Senior High School and Tertiary Education Department faculty are advised to submit their grades online on or before December 26 (Tuesday), 12:00 AM. Failure to submit grades on time would result to delays in the securing of clearances.

Please be guided accordingly.

Release of New EMV ATM Cards

Before January 31, 2018

All Lasallian partners are advised to refrain from replacing their existing ATM cards with the new Europay, MasterCard, and Visa (EMV) ATM card, as the December 20 payroll and the remaining 25 percent of the 13th Month Pay will still be credited to the current ATM card.

Our Cash Management Officer, Ms. Lina San Jose, has already confirmed with AUB that the replacement of non-EMV ATM cards have already been processed. In addition, an arrangement with AUB has already been made with Ms. San Jose with regard to the pick up of all replacements (new EMV ATM) cards. The said cards will be distributed at the Malabon Campus before January 31, 2018.

The announcement with regard to the schedule of the release of the new EMV ATM cards will be made in January 2018.

Please be guided accordingly.



Mr. Christopher N. Polanco
Chancellor