



# Institutional Bulletin

Series 44 of 2018

## Extension of Submission of the Manual Revision Return Forms

November 20, 2018

Please be advised that the deadline for the submission of all proposed amendments to the Basic Education Department Faculty Manual, Tertiary Education Department Faculty Manual, and Employees Manual has been moved to November 20 (Tuesday). Proposed amendments must be submitted to the Human Resource Development and Management Office through the Reply Forms that are available for download at <https://www.dlsau.edu.ph/about/job-postings/current-employees/index.html>, listed under Quick Links.

Please be guided accordingly.

## Testimonial and Recognition Program for New Lasallian Accountants and Psychometricians

November 20, 2018

The university will be hosting a testimonial and recognition ceremony for the board passers of the CPA Board Examination and Psychometricians Licensure Examination—both held last month—on November 20 at The Forum. Prior to the program, a thanksgiving mass for the board passers and their families will be held at the University Chapel.

The program will recognize our two new accountants and 12 new psychometricians.

## Christmas Lantern Contest 2018

November 13 to December 3, 2018

In line with the university's Christmas celebrations this year, the university is holding a Christmas Lantern Contest which will run from November 13 to December 3. Below are the guidelines for all those who are interested to join:

1. The contest is open to all members of the DLSAU community: students, faculty, administrators, alumni and staff. However, participation will only be in groups.
2. Groups must have at least five members in order to be eligible for participation.
3. There is no prescribed theme. However, lanterns must be able to communicate a socially relevant message.
4. Lanterns must be star-shaped—a nod to the Signum Fidei. However, participants are free to construct them in any dimension or material.

5. Lanterns must be made so that they are durable and outdoor-ready, as they will be displayed at the Golden Pavilion and around campus. They should also be appropriately designed for outdoor display.
6. Lanterns should be well-illuminated with certified energy-efficient lighting devices.
7. The submission of entries will only be until December 3 (Friday), 12 NN. Late submissions will not be accepted.
8. Judging and social media voting will be from December 3 to December 20. The announcement of winners will be on December 21, during the Institutional Christmas Party.
9. All submitted lanterns will be displayed at the Golden Pavilion and around campus until the first week of January.
10. All submitted entries will be considered property of the university and will be subject to minor modifications prior to their installation if necessary.

11. The criteria for judging for all submitted entries is:

Social Relevance	30%
Creative Use of Materials	30%
Color and Lighting	20%
Impact to the Community (with Social Media Votes)	20%
Total	100%

12. Winners will be given the following cash prizes:

First Place:	P10 000
Second Place:	P5 000
Third Place:	P3 000

For inquiries and more information on contest guidelines, please proceed to the Human Resource Development and Management Office (HRDMO) or call Ms. Rosie Flores at (02) 330 9129 loc. 134.

---



*Mr. Christopher N. Polanco*  
Chancellor