



Institutional Bulletin

Series 10 of 2019

Guidelines for Fire Prevention

March 2019

Most fire incidents are caused by electricity (i.e. faulty electrical wiring, fixtures and overheated appliances). Hence, the following guidelines must be observed inside the university at all times:

At the Office

1. Do not leave the heater or coffee maker unattended.
2. Disconnect the heater, coffee maker or electric air pot from any convenience outlet after use.
3. Be sure that there is enough water in the electric air pot.
4. Shut down your computer when not in use or when you leave for lunch or home.
5. Switch off lights, air conditioners, and fans. Unplug all electrical appliances before leaving your office for home.
6. If possible, leave a contact number for emergency use only.
7. Be sure that the fire extinguisher is visible and accessible. Be sure that you also know how to use it.
8. Do not smoke.
9. Avoid “octopus” connections.
10. Report faulty or defective electrical fixtures and appliances to local 108.

At the Laboratory

1. Be sure to shut off the valves of all LPG tanks at the laboratories.
2. Leave an open window to serve as an exhaust, should the gas tank leaks. This ensures that gas will not accumulate and cause an explosion.
3. Switch off all lights and fans. Unplug all electrical appliances, computers, and devices before leaving the laboratory room.
4. Do not leave your students unattended, especially while they are conducting experiments that involve the use of gas, electricity, or any flammable and explosive substance.
5. Be sure that a fire extinguisher is visible and accessible. Be sure that you also know how to use it.
6. Do not smoke.
7. Avoid “octopus” connections.
8. Report faulty or defective electrical fixtures and appliances to local 108.

In case of emergency, you may call the following for assistance:

Medical and Dental Services	loc 102
Security Service	loc 145
Safety Office	loc 122
Maintenance and Housekeeping	loc 143 or 108
National Emergency Number	Dial 911
Philippines National Police Emergency Number	Dial 117

Please be guided accordingly.

Student Coordinating Board Election Results for SY 2019–2020

March 1, 2019

The newly-elected officers of the Basic Education Department Student Coordinating Board for SY 2019-2020, elected last March 1, are:

High School

President	Jerry Miah De Leon
Vice President-Internal	Brylle Randelle Cruz
Vice President-External	Grace Guillen
Secretary	Tobias Simon De Leon
Treasurer	Gabriel Sanchez
Auditor	Anicka Alinea
Public Information Officer	Eunice Jamillah Dela Peña
Grade 10 Discipline Officer	Kaizzier Ticsay
Grade 9 Discipline Officer	Chaiza Llian Derilo
Grade 8 Discipline Officer	Benedict John Manalo
Grade 7 Discipline Officer	Leah Macabalitao
Grade 10 Senators	Rania Roxas
	Arthur Ladera
	Julianna Oconer
Grade 9 Senators	Marie Taruc
	Ids Uanne Nuñez
	Prince Charl Ebue
Grade 8 Senators	John Paolo Niegas
	Dominique Cunanan
	Carol Capua
Grade 7 Senators	Kristina Cassandra Llono
	Mirabel Ollet
	Annika Jean Balastigue

Grade School

Chairman	Magnus Jefferson Dulnuan
Vice Chairman	Marco Alfonso Bernardo
Junior Secretary	Althea Margareth Sadia
Junior Treasurer	Fria Ysabel Leido
Junior PIO	Gil Ethan Asher Almeda
Grade 6 Discipline Officer	Rhian Alexandra Mondigo
Grade 5 Discipline Officer	Hailey Guiyab
Grade 6 Senators	Precious Lovey Garcia
	Ralph Mendoza
	Jasmine Decano
Grade 5 Senators	Zoe Krelle Pusta
	Armelle Felonia
	Jahred Matthew Almeda

The oath-taking ceremony and an orientation program for the new officers will be conducted by the Students Activities Office in the coming days.

Basic Education Department Fourth Quarterly Test for Grades 3–5 and Grades 7–9

March 14, 2019 to March 16, 2019

The schedule for the Basic Education Department Fourth Quarterly Test for Preschool, Grades 3–5 and Grades 7–9 will be from March 14 (Thursday) to 16 (Saturday) and will follow the same schedule as the previous quarterly tests.

Students with outstanding balances or who have concerns regarding their permits are advised to seek the assistance from the Accounting Office days before the scheduled tests to avoid any problems or delays.

Please be guided accordingly.



Mr. Christopher N. Polanco
Chancellor