



Institutional Bulletin

Series 27 of 2019

Adjusted Schedule for July 1 Midterm Examinations

July 8, 2019

In view of the cancellation of Senior High School (SHS) and Tertiary Education Department (TED) classes last July 1, the Midterm Examinations scheduled on that day will be moved to July 8 (Monday) following the schedule below:

	Original Schedule	Exam Schedule
Senior High School (SHS)	Monday (July 8) 1st Period Class 0730-0850 4th Period Class 1130-1250 7th Period Class 1530-1650	Monday (July 8) 1st Period Class 0730-0930 4th Period Class 1130-1330 7th Period Class 1530-1730
Tertiary Education Department (TED)	Monday (July 8) 7th Period Class 1530-1650	Monday (July 8) 7th Period Class 1530-1730

Relic Visit of St. John Baptist de La Salle at DLSAU

July 8, 2019 to July 29, 2019

The relic of our founder and patron saint, St. John Baptist de La Salle, will be visiting the university as part of *Tout à Vous 300 and Beyond* Relic Tour from July 8 (Monday)–July 29 (Monday) and will be enshrined in the following locations during its 22-day visit to the university as part of the relic tour: at the San Roque Cathedral (from July 12-15), Salikneta Farm (from July 15-19), Our Lady of Lujan Parish (from July 19-22), Sts. Peter and John Parish (July 26-27), and at the university from July 8-12, 22-26, and 27-29. The relic was previously held in La Salle College Antipolo.

In light of this, the Lasallian Mission and Formation Office is inviting all Lasallian partners, students, parents, alumni, and visitors from other Catholic schools and parishes to join in the ritual (liturgy/sacraments), religious (popular devotion/piety), and pastoral formation programs that it has organized for the veneration of St. La Salle's holy relic.

Below is the full list of activities for this special and solemn occasion:

RITUAL (LITURGY/ SACRAMENTS)

SOLEMN EUCHARISTIC CELEBRATION

July 8, 12:30 PM
Institutional Activity Center (IAC)

Rev. Fr. Arnold Tan, Resident
Chaplain

RELIGIOUS (POPULAR DEVOTION/PIETY)

WELCOME PROCESSION

- Sounding of the Bells
- Vocal Prayers
- Hymns
- Chants
- Dances

July 8, 12:00 NN
Alpha Gate to IAC

Students are strongly encouraged to bring their **own bell** and **white and green flags**.

PASTORAL FORMATION/ PROGRAMS

CATECHESIS ABOUT ST. LA

SALLE (Classroom activities simultaneously integrated thru Christian Living Education/ Lasallian Values subjects c/o Theology and Philosophy Department, BED/SHS/TED Administrators, Vice Chair and Coordinators organizing the activities)

Schedules will be plotted within the Relic Visit Period.

- Film showing (BED)
- Mini symposium (SHS)
- Theological forum (TED/ OFFICES)

DAILY MASSES

Observance of the 14th Week until the 16th week in Ordinary Time with Masses offered for special intention or *Votum* of DLSAU through the intercession of St. John Baptist de La Salle

7:30 AM & 12:00 NN
Chapel

Masses will follow the schedule of assigned Offices/BED/SHS/TED classes

NINE (9) DAYS OF NOVENA

June 25	1 st day
26	2 nd day
27	3 rd day
28	4 th day
July 1	5 th day
2	6 th day
3	7 th day
4	8 th day
5	9 th day

June 25-July 5, 11:45 AM
Classrooms/Offices/Chapel

BED, SHS and OFFICES assigned with daily mass schedules will pray the novena at the Chapel.

CATECHESIS C/O THEOLOGY AND PHILOSOPHY DEPARTMENT, BED, SHS, TED

San Roque Cathedral
July 12-15

Salikneta Farm
July 15-19

Our Lady of Lujan Parish
July 19 -22

Sts. Peter and John Parish
July 26-27 until after the 6:00 PM
Mass

TRIDUUM MASSES

July 24, Wednesday (BED)
July 25, Thursday (TED)
July 26, Friday (OFFICES)
12:00 NN
Chapel

Priests:
Rev. Fr. Luis Zapata, IVE
Rev. Fr. Salvador Curutchet, IVE
Rev. Fr. Arnold Tan, Resident
Chaplain

TRASLACION

San Roque Cathedral
July 12-15

Salikneta Farm
July 15-19

OUR Lady of Lujan Parish
July 19 -22

Sts. Peter and John Parish
July 26-27 until
after the 6:00 PM Mass

DLSAU Chapel
July 27-29, 9:30 AM

AGAPE MEAL WITH SHORT PROGRAM

July 26, 12:30 AM

BED/SHS - Classrooms
TED - Classrooms
Partners (Administration,
Teaching, Non-Teaching) - IAC

DAILY CONFESSION

July 8-26, 11:30 AM
before the Mass

LASALLIAN ROSARY

July 8-26
Chapel/Classrooms

TAIZE PRAYER

July 26, 6:00 - 7:00 PM
Chapel

BLESSING OF RELIGIOUS ARTICLES/PERSONS AFTER DAILY MASS

July 8-26
Chapel

DEVOTIONAL/VOCAL PRAYERS/ *Oraison* or Interior Prayer

July 8-26
Chapel/Classrooms

LIVELY COMMUNITY SPIRIT OF GIFT GIVING TO THE POOR

July 8-26

CONCLUDING/FAREWELL MASS

July 29, 8:00 AM
IAC

Priests:
Rev. Fr. Luis Zapata, IVE
Rev. Fr. Salvador Curutchet, IVE
Rev. Fr. Arnold Tan, Resident
Chaplain

FAREWELL PROCESSION FROM IAC TO ALPHA GATE

July 29, 9:30 AM
IAC

- Sounding of the Bells
- Vocal Prayers
- Hymns
- Chants
- Dances

TURNOVER OF RELIC: DLSAU
will bring the relic to DLSZ

Students are strongly encouraged
to bring their **own bell** and **green/
white flags**.

Earthquake Drill

July 10, 2019

The university will be holding an earthquake drill on July 10 (Wednesday). During earthquakes, certain community members are tasked to take on key roles. Teachers and unit/office heads are expected to serve as evacuation guides for their students and staff, respectively. Other community members are also given additional tasks as members of the university's Disaster Operations Group. However, the entire community is enjoined to always be aware and vigilant, and to take the followings steps during the drill:

1. Once a siren is heard (signaling the occurrence of a strong earthquake), you should immediately but safely DUCK and find a safe place for COVER. Use books or notebooks to protect your head from any falling debris. Refrain from shouting. HOLD and stay in the safe place while the siren can still be heard.
 - Duck means a person should place both arms on top of his lowered head as a form of protection from falling objects and while finding a sturdier cover to protect the body.
 - Cover means the person must find a safe place to hide inside the building (e.g., table) while the earthquake is going on.
 - Hold means the person, after covering himself, should carefully hold on to a wall or fixed object while trying to escape the room. This is to avoid injury while the earthquake is still going on or to prepare for aftershocks.
 - Ask someone nearest the door to open it.

2. When the sound of siren has stopped, the EVACUATION GUIDES shall do the following quickly and calmly:
 - Ask the individuals with you in the room to not panic.
 - Assemble and count these individuals
 - Take note of the name(s) of the injured and report them
 - Prepare everyone for evacuation. (Note: Fire Alarm System if still available will be activated by the Security Guard to signify forced evacuation.)
 - Ask them not to rush to the EXIT, but to walk in an orderly manner.
 - Ask them to keep to the right side of the passages/hallways to give way to the rescuers. Remind everyone to not occupy all passages and that this rule must be observed at all times.
 - Lead your colleagues/pupils/students and abandon the building. Note: Close the door but do not lock it.
 - Proceed to your designated evacuation place by following the basic route as prescribed in the table below.

EVACUATION ROUTES AND AREAS

The following are the designated evacuation routes and areas:

BUILDING	EVACUATION AREA	BASIC ROUTE TO TAKE
LSB – EAST End	Track and Field Oval (TAFO)	Take the stairs at the East end of LSB to go down to the lobby. Exit to the covered walk and turn left to Paseo De La Salle and proceed to TAFO.
LSB – WEST END	Track and Field Oval	Take the stairs at the West end of LSB to go down to the first floor. Exit towards the Vet Hospital and proceed to the TAFO. Look for your designated place.

BUILDING	EVACUATION AREA	BASIC ROUTE TO TAKE
PEB – 4 th Floor	Track and Field Oval	Take the Fire Exit leading to the PEB roof deck. Go down to the ground floor thru the Fire Exit stairs. Proceed to your designated place at the TAFO.
PEB – 3 rd Floor	Track and Field Oval	Take the stairs in going down to the ground floor. Pass thru the covered walk in going to your designated place in the TAFO.
PEB – 1 st & 2 nd Floors	Track and Field Oval	Those at the indoor gym and swimming pool shall take the Fire Exit Door towards Paseo De La Salle or take the stairs and main entrance and pass thru the covered walk. Proceed to the TAFO.
HS Building	Track and Field Oval	Take the stairs down to the ground floor and pass through the covered walk and proceed to your designated place at the TAFO.
BED Building – West Side	Track and Field Oval	Rooms 104, 105, 106, 205, 206, 305, 306, 404, 405 and 406 shall take the West end stairs to the ground floor, and pass through the Materials Recovery Facility. Follow the path towards the gate near the BED covered walk. Proceed to your designated place in the TAFO.
BED Building – East Side	Track and Field Oval	Rooms 101, 102, 103, 201,202, 203, 204, 301, 302, 303, 304, 401, 402 and 403 shall take the middle stairs or ramp to the second floor. Follow the exit towards the BED Covered Walk. Proceed to your designated place in the TAFO.
GS Building – North Side	Track and Field Oval	Faculty Room #4, Coordinators’ Office, Rooms 101, 102, 103, 202, 203, 204, 301, 302, 303, 304 and 305, Clinic, Guidance Office shall take the covered walk between the IAC and BED Bldg P-1 in going to their designated evacuation places at the TAFO.
GS Building – South Side	Track and Field Oval	Take the south stairs of the building to go down to the ground floor. Proceed to the Materials Recovery Facility (MRF) and further towards the gate of the MRF along Paseo Araneta. Look for your designated location at the TAFO.
The Workshop	Track and Field Oval	Exit the building at the main door and proceed to the TAFO.
Vet Hospital	Track and Field Oval	Take the main stair down to the ground floor. Proceed to and look for your designated location at the TAFO.
VMSB – 1 st & 2 nd Floors	Track and Field Oval	Exit the building through the stairs to the ground floor. Proceed to and look for your designated place at the TAFO.

BUILDING	EVACUATION AREA	BASIC ROUTE TO TAKE
VMSB – 3 rd Floor	Along Victoneta Avenue beside the Grandstand	Take the doors down to Victoneta Avenue and proceed to the sidewalk beside the grandstand.
VMSB – 4 th to 6 th Floors	Track and Field Oval	Take the exit stairs down to the ground floor. Proceed to and look for your designated place at the TAFO.
The Grandstand	Track and Field Oval	Get out the building and proceed to the TAFO.
BRF/Study Center/ DLSAU Hotel	DLSAU Parking Area across the BRF	Take the main stairs to the ground floor. Proceed to and look for your designated place at DLSAU Parking Area across BRF.

IMPORTANT NOTE:

Routes may change, depending on the scenario or actual situation. In this case, follow instruction from the exit guides. But in the absence of the exit guide, evacuation guide shall use his/her own judgement based on the actual situation.

3. While at the evacuation area, the EVACUATION GUIDES shall do the following:
 - Count your colleagues/pupils/students and have their names listed, including those who have been injured. Give the list to the Operations Center located at the Alpha Gate or Gate 1 for recording.
 - Comfort persons in shock and in trauma.
 - Wait for clearance and further announcements from the Chair of the Disaster Operations Group before re-occupying the buildings.

AFTER INITIAL SHOCK / TREMOR

1. The security team shall keenly observe and monitor the personnel within their immediate vicinity.
2. *Damage Control shall check all facilities against evident cracks and/or damage to buildings within 30 minutes. In the presence of cracks, buildings shall be checked by the City Engineer's Office. Re-occupation of buildings shall be allowed only after inspection of the buildings and clearance from authority. School operation shall be called off if there are evident damages surfaced after the tremor and if earthquake is intensity 4 or higher.*
3. In case of fire, the fire brigade shall be immediately activated.
4. Hang-up telephones which may have been knocked off during the quake.
5. Rescue Team shall search, locate, and assists injured and trapped individuals.
6. Reports all damages, injuries, and hazards observed within the whole area of assignment to the Operations Center.
7. The Operations Center shall monitor the status of the premises and personnel.
8. The Chair of the DLSAU Disaster Operations Group shall provide a comprehensive report to management regarding all that has transpired during the earthquake including drills as well as all actions that have been taken in response to these scenarios.

HOW TO SURVIVE IN A COLLAPSED BUILDING

1. **Assess the situation.** Do not attempt to make any movement before you figure out where you are in the building. First, you need to figure out which way is up by using the “saliva test.” (If the saliva runs up your nose, then you are not right-side up. If it dripped down, then you are in a regular position.) See if other people around you survived if you are in a public building. If the building is your home or apartment, finding others to help you may be difficult.
2. **If you have an electronic device of any kind with a cellular signal, use it.** You must manage to get help. It does not matter if it is an urgent text to a loved one, an SOS status message on your Facebook page, or a call to local authorities. Try all of the above if you can, and even if you do get in touch with authorities using your phone, text or send messages to console your loved ones. They may believe that some horrible fate has come to you.
3. **Call for help verbally, if the above is inapplicable.** After disasters, there are rescuers. Stay where you are and call loudly for help. Do not waste all of your energy screaming; after you see that nobody is coming anytime soon, conserve your body’s resources. (It may be difficult to know when to stop, but after a few hours, even if you are desperate, you cannot continue).
4. **If you cannot breathe, cup your hands over your nose and mouth and breathe into them.** This allows you to take back in some of the same oxygen that you exhaled, making your breathing more efficient in a limited-air-supply scenario. Breathing techniques like this can also keep you from hyperventilating.
5. **If no rescuers have appeared, begin to move any debris that you are trapped under.** Do this carefully. Otherwise you could crush yourself by upsetting a larger portion of debris. If you only see a light shining through a pile of rubble, lift your hand out of the rubble and wave it about. This makes it easy for rescuers to spot you.
6. **If there are other survivors, ask them to help you get free from the destroyed building’s rubble.** Once you are free, help other people get out as well. Even if you are not in a public building, you can help out with relief efforts upon escaping. Beware, you must watch out for falling rocks and other portions of the structure that are not sound while escaping the collapsed building. If you do not feel safe exiting the building, stay put unless you absolutely must leave.

Source: <http://www.wikihow.com/Survive-in-a-Collapsed-Building>

Therefore, it is very important that you have a survival kit with you all of the times which may contain the following:

1. Bottle of water
2. Biscuits
3. Small flashlight with extra batteries
4. Whistle
5. Pain reliever Medicine
6. Antiseptic
7. Gauze

The earthquake drill is part of the university’s ongoing efforts to prepare the entire community in the event that a major earthquake hits Metro Manila.

FIRA RoboWorldCup Philippine Open/ National Robotics Competition – Luzon

July 11, 2019 to July 13, 2019

Three students from our Basic Education robotics team—Benedict John Manalo (Grade 8), Vince Leonard Chan (Grade 8), and Simeon Tobias De Leon (Grade 10)—will be participating in the Federation of International Robot-Sport Association (FIRA) RoboWorldCup/National Robotics Competition-Luzon on July 11 (Thursday) – 13 (Saturday) at the Taguig City University. The students will be accompanied by their coaches, Engr. Norman Andres and Mr. Danilo Bilbao, Jr..

Our students will be competing in the Basic Sumo event, with Manalo and Chan competing in the Lightweight Cliffhanger category and De Leon in the Heavyweight Cliffhanger category. The students qualified due to their wins in the 2019 Summer Sumo Games that was held last May 24-25 at the St. Peter the Apostle School in Manila.

The FIRA RoboWorldCup Philippine Open/National Robotics Competition-Luzon will feature a training camp on the first day and robot games on the second and third days. An awarding ceremony will be held in the afternoon of the third day.

Fire Drill

July 12, 2019

The university will be holding a fire drill on July 12 (Friday). All partners, students, and staff are encouraged to participate and observe the guidelines on the prescribed courses of action before, during, and after the drill stated below:

GENERAL GUIDELINES FOR FIRE INCIDENTS

A. WHAT TO DO BEFORE A FIRE

1. Identify hazards inside the classrooms and offices.
 - 1.1. Octopus connections
 - 1.2. High shelves
 - 1.3. Heavy things atop the shelves
 - 1.4. Cracked glass windows
 - 1.5. Cracked concrete plaster on surfaces
 - 1.6. Obstructions at the exit
 - 1.7. Crossed electrical wires
 - 1.8. Narrow isles headed toward the exit
 - 1.9. Swing – in doors
 - 1.10. Locked fire exits
 - 1.11. Picture frames
 - 1.12. Piles of paper products and other things
 - 1.13. Stocks under the tables
 - 1.14. Water heaters, hot plates, and electric kettles
2. Report the hazard to the Office of the Administrative Services for appropriate action.
3. Classify things into **Most Important, Important and Least Important**. Tag them with RED, ORANGE and YELLOW markers respectively, where valuable things classified as **Most Important** are tagged as **RED**.
4. Provide safety vaults for important and most important documents.
5. Practice the 5S for Good Housekeeping (See guidelines below.)
6. Retrofit the building and use fire-rated materials

B. WHAT TO DO DURING A FIRE

1. Action Upon Discovery of Fire

- 1.1 The staff member who discovers the fire raises an alarm by shouting “**Fire**” and attempts to extinguish the fire by using the nearest Portable Fire Extinguisher.
- 1.2 Simultaneously, other staff members who will hear the alarm should:
 - 1.2.1 Notify the telephone operator or if there is none on duty, the Security Office by dialing local No. 201, 138, 142 or 148.
 - 1.2.2 Activate the fire alarm pull station.
- 1.3 Upon confirmation of the fire, the telephone operator or the security guard must:
 - 1.3.1 Call the Fire Department at (02) 410-6319 or Rescue 911
 - 1.3.2 Activate the fire alarm (if not yet activated)

2. Action of the DRRM Team Upon-Activation of the Emergency Alarm:

- 2.1 The Leader of the Warning Team shall announce “This is a fire drill/There is fire at <location>. Do not panic” and establish himself at the main entrance of the building to assume control of the situation.
- 2.2 Fire Fighting Teams shall proceed to the “affected area” and simulate “fire fighting” procedures.
- 2.3 The Evacuation Team Leader shall immediately activate the Evacuation Team members into their area of responsibility and direct them to their respective posts.
- 2.4 Security Guards and Exit Guides at ground level shall establish an evacuation route away from emergency vehicle routes and entrances. Those manning the gates will signal incoming fire engines and other emergency vehicles to slow down as they approach the entrances to the affected building.
- 2.5 **Action by the Occupants at the Sound of the Fire Alarm**

All personnel and students shall **immediately** cease work and execute the following individual actions:

- 2.5.1 Switch off and unplug all electrical office equipment, appliances and lights
- 2.5.2 Secure all important documents in safes or filing cabinets and bring the most important and valuable ones (coded RED). Rescue Teams may be requested to help evacuate the most important documents or equipment.
- 2.5.3 Close the doors but keep them UNLOCKED
- 2.5.4 Clear corridors and passageways of obstructions and prepare to evacuate the area
- 2.5.5 Know where the fire is
- 2.5.6 Evacuate in accordance with your designated fire exit and work with urgency towards the designated evacuation area. Follow instruction from the Exit Guides for rerouting
- 2.5.7 All evacuees must proceed to the Track and Field Oval.
- 2.6 Office Heads shall serve as the evacuation guide of their respective office staffs, whereas teachers and instructors shall be the evacuation guides for students in the classrooms.

3. **The Incident/Drill Evaluators/Inspectors will evaluate the evacuated offices or rooms or building.**

4. **Recall from the Emergency Evacuation/Drill:**

The Asst. Chair will announce the completion of the evaluation/inspection/drill and will signal the recall from the evacuation area whereupon the building/complex may be reoccupied.

Special instructions to Teachers/Faculty Members in the Classrooms:

Immediately upon activation of the alarm:

1. Switch off and unplug all lights and electrical office equipment and appliances.
2. Secure all-important documents in safes and evacuate the most important and valuable ones (coded Red).
3. Count your students
4. Evacuate the classroom immediately
5. Close the doors but keep them unlocked
6. Know where the fire is
7. Evacuate through the nearest FIRE EXIT away from the fire
8. Bring your students to the Track and Field Oval. Keep your students in two (2) lines
9. Account for your students.
10. The teacher/faculty reports any missing student to the Operations or Command Center.
11. Wait for further instruction before reoccupying the building.

THE 5S HOUSEKEEPING

1. Sort: Clearing the work
2. Set in Order: Designating locations for everything
3. Shine: Cleanliness & workplace appearance
4. Standardize: Everyone doing things the same way
5. Sustain: Ingraining the 5S's into the culture

The 5S's lead to improved processes and ultimately:

Reduced set-up times
Reduced cycle times
Increased floor space
Lower safety incident/accident rate
Less wasted labor
Better equipment reliability

Sort: Clearing the work area

Any work area should only have the items needed to perform the work in the area. All other items should be cleared (sorted out) from the work area.

Set in Order: Designating locations

Everything in the work area should have a place and everything should be in its place. Locate the frequently-use thing nearest to you.

Shine: Cleanliness & workplace appearance

Not only should the work area be clear, it should also be clean.

Cleanliness involves housekeeping efforts, improving the appearance of the work area, and even more importantly, preventive housekeeping - keeping the work area from getting dirty by the occupant, rather than just cleaning it up after it becomes dirty.

Standardize: Everyone doing things the same way

Everyone in the work area and in the organization must be involved in the 5S effort, creating best practices and then getting everyone to “copy” those best practices the same way, everywhere, and every time. Work area layouts and storage techniques should be standardized whenever possible.

Sustain: Ingraining the 5S's into the culture

It's tough to keep a 5S effort, or any improvement effort for that matter, going. The 5S's involve a culture change. And to achieve a culture change, it has to be ingrained into the organization - by everyone at all levels in the organization.



Mr. Christopher N. Polanco
Chancellor