



Institutional Bulletin

Series 6 of 2018

Basic Education Department Fourth Mid-Quarter Test

February 14 to February 15, 2018

Please be advised that the schedule of the Fourth Mid-Quarter Test for Grades 1 to 10 will be on February 14 (Wednesday) – 15 (Thursday), with the following schedules:

Grade Level	Time	Day 1	Day 2
Grades 1-4	7:10– 7:30 AM	RHGP	RHGP
	7:30 – 8:30 AM	Social Studies	Science
	8:30 – 9:30 AM	Mathematics	Christian Living
	9:30 – 9:50 AM	Recess	Recess
	9:50 – 10:50 AM	Filipino	English
Grades 5, 6, and 7	7:10– 7:30 AM	RHGP	RHGP
	7:30 – 8:30 AM	Social Studies	Science
	8:30 – 8:50 AM	Recess	Recess
	8:50 – 9:50 AM	Mathematics	Christian Living
	9:50 – 10:50 AM	Filipino	English
Grade 8, 9, and 10	7:10– 7:30 AM	RHGP	RHGP
	7:30 – 8:30 AM	Social Studies	Science
	8:30 – 9:30 AM	Mathematics	Christian Living
	9:30 – 9:50 AM	Recess	Recess
	9:50 – 10:50 AM	Filipino	English

NOTE: The above-stated schedule will be observed every Mid-Quarter Test.

Those who have concerns regarding their permits are advised to seek assistance from the Accounting Office days before the scheduled examination.

Please be guided accordingly.

SHS Midterm Examination

February 15 to February 21, 2018

Guidelines during Examination Days:

1. Students are expected to present their permits before taking the examination. Those who cannot present their permits are advised to seek assistance from the Accounting Office, 3rd floor LSB, days before the scheduled exams.
2. Students should be in complete uniform on all examination days except on Wednesday (washday).
3. Students are expected to come on time for their examinations.
4. Students should not loiter along corridors /hallways while examinations are on-going.

Exam Schedule

For 80-minute and 120-minute classes – Block Sections

Thursday (February 15)	Monday (February 19)
1st period class 0730-0930 AM	1st period class 0730-0930
3rd period class 1130-1330 PM	3rd period class 0930-1130
5th period class 1540-1730 PM	5th period class 1330-1530
Saturday (February 17)	
All Class Period	
Tuesday (February 20)	Wednesday (February 21)
2nd period class 0930-1130 AM	2nd period class 0730-0930
4th period class 1330-1530 AM	4th period class 0930-1130
	6th period class 1330-1530

Others:

- Examinations for subject with 80 minutes a week should be duly arranged between the professors/ instructors in charge and the student concerned.
- PE examinations should be held within the usual assigned period from Feb. 15,17, 19-21, 2018.
- Room assignments for these examinations are the regular room assignments.

TED Midterm Examination

February 15 to February 21, 2018

Guidelines during Examination Days:

1. Students are expected to present their permits before taking the examination. Those who cannot present their permits are advised to seek assistance from the Accounting Office, 3F Life Sciences Building, days before the scheduled exams. A student without a permit may receive an NFE grade at the end of the term.
2. Students should be in complete uniform on all examination days except on Wednesday (washday).
3. Students are expected to come on time for their examinations.
4. Students should not loiter along corridors /hallways while examinations are on-going.
5. Examination Schedules:

- o For 80-minute and 120-minute classes – Block Sections

Thursday (February 15)

Monday (February 19)

1st period class 0730-0930

1st period class 0730-0930

3rd period class 0930-1130

3rd period class 0930-1130

5th period class 1530-1730

5th period class 1330-1530

7th period class 1530-1730

Saturday (February 17)

All Class Period

Tuesday (February 20)

Wednesday (February 21)

2nd period class 0730-0930

2nd period class 0730-0930

4th period class 1130-1330

4th period class 1130-1330

6th period class 1330-1530

8th period class 1530-1730

- o For Irregular Schedules:
 - Tutorial classes/courses may be conducted on the following periods:
 - Thursday (Feb. 15) /Tuesday (Feb. 20) /– in between 1st, 3rd, 5th period; in between 2nd, 4th period;
 - Monday (Feb.19)/Wednesday (Feb. 21) in between 1st, 3rd, 5th and 7th period; in between 2nd, 4th, 6th and 8th period.
- o Others:
 - Examinations for subjects with 80 minutes a week should be duly arranged between the professors/ instructors in charge and the student concerned.
 - Laboratory, PE and NSTP examinations should be held within the usual assigned period from Feb. 15,17, 19-21, 2018.
 - Room assignments for these examinations are the regular room assignments.

Deadline of Submission/Payment of Souvenir Program

February 15, 2018

Please be advised that the deadline of submission/payment of the Souvenir Programs is on February 15.

BIR FORM 2316

Before February 20, 2018

Please be informed that the Certificate of Compensation Payment/Tax Withheld (BIR FORM 2316) has been made available for release at the Cashier's Office since last February 6.

According to Revenue Regulation No. 011-13, "In cases covered by substituted filing, the employer shall furnish each employee with the original copy of BIR Form 2316 and file/submit to the BIR the duplicate copy not later than February 20, following the close of the calendar year. The statement must be signed by both the employer or the authorized officer and the employee. Please note that failure to comply with the regulation will be charged a penalty of ONE THOUSAND PESOS (P1 000.00) for each BIR form not filed".

In view of the abovementioned BIR Regulation, kindly approach the Cashier's Office and ensure that you sign/fill out your own BIR Form on or before the close of office hours on February 20, 5:00PM. Please submit photocopies of your community tax certificate (CTC) and valid government issued identification card.

As an additional reminder, the presented CTC must reflect the personnel's gross income as indicated on his or her BIR Form 2316.

Honors Assembly

March 1, 2018

Congratulations to all college students who will be recognized in the College Honors' Assembly on March 1, 2018 (Thursday), 3:30 PM, at Osmeña Hall. A total of 86 dean's listers are expected to be awarded for their exemplary academic performance in the September to December Term SY 2017-2018.

All awardees are expected to attend the first rehearsal on February 20 (Tuesday), 3:30 PM, at the Osmeña Hall, and the final rehearsal on February 22 (Thursday), 3:30 PM, at the same venue.

Please be guided accordingly.

Graduation Fee

March 1, 2018

All graduating students of SY 2017-2018 are advised to settle their accountabilities, including their graduation fee, on or before the April 30, 2018 deliberation. Inability to do so will result to your application for graduation not being evaluated, and thus make you ineligible for graduation this May. All applicants for graduation are strongly advised to make all necessary coordination with the Accounting Office for immediate settling of all your financial accountabilities.

The graduation fee for this school year is P 6 476. Please find the breakdown below:

Graduation Fee	1,300.00
Diploma	700.00
TOR (3 pages)	600.00
Yearbook	1,800.00
Pictorial	1,100.00
Alumni Fee	500.00
Alumni ID	176.00
Legacy Fund	300.00

Total P 6 476

Please be guided accordingly.

Ash Wednesday

February 14, 2018

The Catholic Church marks the start of the Lenten Season with the celebration of Ash Wednesday. In light of this, the entire De La Salle Araneta University community is invited to attend mass at the Institutional Activity Center of the following schedules:

Basic Education Department 11:30 to 12:30 PM

Senior High School
Tertiary Education Department 12:50 to 1:50 PM
Lasallian Partners

Lasallian Partners who wish to attend the mass are advised to coordinate their attendance with their respective unit/department heads to ensure the uninterrupted operations of their units/departments.

Awardees for Lasallian Partners

December 2019

All office/department head are advised to begin the evaluation of their subordinates in order to facilitate their nomination in next year's Lasallian Partners Awards. This will ensure that nominations will be properly justified. On another note, congratulations to the winners of this year's Lasallian Partners Awards:

Perfect Attendance (BED and TED Faculty)

1. Ms. Rowena M. Betic
2. Ms. Silvina M. Espiritu
3. Mr. Joselito F. Garcia
4. Ms. Lydia M. Pangan
5. Ms. Rifhel E. Patdo
6. Dr. Antonio Glinoga

Teaching Learning Excellence

1. Mr. Michael Angelo M. Bardinas (CAST)
2. Dr. Glen D. de Leon (CBM)
3. Dr. James Owen B. Mirandilla (CVMAS)
4. Ms. Rifhel E. Patdo (BED-Grade School)
5. Ms. Mary Grace J. Cuadra (BED- High School)

Mentorship Excellence

1. Ms. Ma. Theresa D. Libnao

Extra Mile Award

1. Mr. John Paul L. Samonte



Mr. Christopher N. Polanco
Chancellor