



Institutional Bulletin

Series 25 of 2018

Tertiary Education Department Midterm Examinations

July 4 to July 10, 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. A Student without a permit has the possibility to 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:
 - For 80-minute and 120-minute classes – Block Sections

Wednesday (July 4)

1st Period Class 0730-0930
4th Period Class 1130-1330
7th Period Class 1530-1730

Thursday (July 5)

1st Period Class 0730-0930
3rd Period Class 1130-1330
5th Period Class 1530-1730

Friday (July 6)

2nd Period Class 0730-0930
5th Period Class 1130-1330
8th Period Class 1530-1730

Saturday (July 7)

ALL CLASS PERIODS

Monday (July 9)

3rd Period Class 0730-0930
6th Period Class 1130-1330
9th Period Class 1530-1730

Tuesday (July 10)

2nd Period Class 0730-0930
4th Period Class 1130-1330

- For Irregular Schedules:
Tutorial classes/courses may be conducted on the following periods:
 - o Wednesday (July 4)/Friday (July 6)/Monday (July 9) – in between 1st, 4th and 7th period; in between 2nd, 5th and 8th period; in between 3rd, 6th and 9th period.
 - o Thursday (July 5) / Tuesday (July 10) – in between 1st, 3rd and 5th period; 2nd and 4th period.

- Others:
 - o Examinations for subjects with 80 minutes a week should be duly arranged between the professors/ instructors in charge and the student concerned.
 - o Laboratory, PE and NSTP examinations should be held within the usual assigned period from July 4-10, 2018.
 - o Room assignments for these examinations are the regular room assignments.

Senior High School Department Midterm Examinations

July 4 to July 10, 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.
5. Examination Schedule:
 - For 80-minute and 120-minutes classes – Block Sections

Wednesday (July 4)

1st Period Class 0730-0930
4th Period Class 1130-1330
7th Period Class 1530-1730

Thursday (July 5)

1st Period Class 0730-0930
3rd Period Class 1130-1330

Friday (July 6)

2nd Period Class 0730-0930
5th Period Class 1130-1330

Saturday (July 7)

ALL CLASS PERIODS

Monday (July 9)

3rd Period Class 0730-0930
6th Period Class 1130-1330

Tuesday (July 10)

2nd Period Class 0730-0930
4th Period Class 1130-1330

- Others:
 - o Examinations for subjects with 80 minutes a week should be duly arranged between the professors/ instructors in charge and the student concerned.
 - o PE examinations should be held within the usual assigned period from July 4-10, 2018.
 - o Room assignments for these examinations are the regular room assignments.

Merit Re-ranking SY 2017-2018

July 13, 2018

This is to remind all permanent Basic Education Department faculty, permanent/probationary/part-time Tertiary Education Department faculty, permanent non-teaching personnel, and permanent academic support personnel to submit their SY 2017-2018 Merit Re-ranking Application Form, along with the necessary supporting documents, for re-ranking thru merit before their respective deadlines.

Permanent Basic Education Department faculty, non-teaching personnel, and academic support personnel merit re-ranking is based on the following criteria (1) performance evaluation, (2) professional training, and (3) commitment and community service.

Permanent, probationary, or part-time Tertiary Education Department faculty merit re-ranking is based on (1) performance evaluation, (2) research output, and (3) community extension/outreach.

The application forms are accessible via our website at:

Basic Education Department Faculty

[https://www.dlsau.edu.ph/about/job-postings/current-employees/downloads/BED 2018 Merit Re-ranking Form.docx](https://www.dlsau.edu.ph/about/job-postings/current-employees/downloads/BED%202018%20Merit%20Re-ranking%20Form.docx)

Tertiary Education Department Faculty

[https://www.dlsau.edu.ph/about/job-postings/current-employees/downloads/TED 2018 Merit Re-ranking Form.docx](https://www.dlsau.edu.ph/about/job-postings/current-employees/downloads/TED%202018%20Merit%20Re-ranking%20Form.docx)

Non-Teaching personnel and Academic Support Personnel

[https://www.dlsau.edu.ph/about/job-postings/current-employees/downloads/Non teaching academic personnel 2018 Merit Re-ranking Form.docx](https://www.dlsau.edu.ph/about/job-postings/current-employees/downloads/Non%20teaching%20academic%20personnel%202018%20Merit%20Re-ranking%20Form.docx)

The deadline for the submission of the application form for permanent Basic Education Department faculty, non-teaching personnel, and academic support personnel, along with the supporting documents, is on July 13 (Friday), 5:00 PM, at the Human Resource Development and Management Office.

The deadline for the submission of the application form for permanent, probationary, or part-time Tertiary Education Department faculty, along with the supporting documents, is on July 13 (Friday), 5:00 PM, at the Human Resource Development and Management Office.

Please be guided accordingly.



Mr. Christopher N. Polanco
Chancellor