



Institutional Bulletin

Series 31 of 2018

Blessing of Newly Renovated and Completed Offices and Facilities

Last August 17, 2018

Seven newly-renovated and constructed offices and facilities in the university—the College of Business, Management, and Accountancy (CBMA) Faculty Room, CBMA Simulation Room, College of Education Office, LSB Rooms 410A, 410B, 414, and 416—were blessed yesterday. The ceremony was attended by faculty from both colleges. Fr. Arnold Tan, the university’s resident chaplain, led the blessing ceremony.

Salary Deduction Option for Visita Iglesia 2019

August 2018

Please be advised that an option to pay for the full cost of participation in the Visita Iglesia 2019 has been made available via salary deduction. A fixed amount of P 750 per participant will be deducted from fourteen (14) paydays starting August 25, 2018 to March 10, 2019 in order to cover the P 10 500 airfare and accommodations. Visita Iglesia 2019, which will be held in Iloilo City, is proposed to happen on April 12–15, 2019.

Only forty (40) slots will be opened for direct-hired employees and ten (10) slots for agency-hired employees. Interested partners are discouraged to take their family members with them, so as to give other employees the opportunity to participate in it.

To register for the salary deduction option, please proceed to the Lasallian Mission and Formation Office and look for Mr. Gabriel Gaela.

Ninoy Aquino Day and Eid’l Adha

August 21, 2018

By virtue of Proclamation No. 269 s. 2017, August 21 (Tuesday) has been declared by President Rodrigo Duterte as a regular non-working holiday. This is in observance of Ninoy Aquino Day. In addition, August 21—by virtue of Proclamation No. 556 s. 2018—has been declared as a regular holiday in observance of the Eid’l Adha.

As such there will be no work and classes on August 21 (Tuesday). Regular university operations will resume on August 22 (Wednesday).

Schedule of Make-up Classes

August 23 to August 25, 2018

Due to the numerous class suspensions in the past weeks, the university will be holding make-up classes to help students prepare for the upcoming final examinations. Below are the schedules of the make-up classes:

- August 23 (Thursday), to follow a Tuesday schedule
- August 24 (Friday), to follow a Wednesday schedule
- August 25 (Saturday), to follow a Friday schedule

Please be guided accordingly.

SHS Final Examination

August 28 to September 1, 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
 - a. For 80 and 120-minute classes – Block Sections

Tuesday (August 28)	Wednesday (August 29)	Thursday (August 30)
1st Period Class 7:30 - 9:30	1st Period Class 7:30 - 9:30	2nd Period Class 7:30 - 9:30
3rd Period Class 9:30-11:30	3rd Period Class 9:30-11:30	4th Period Class 11:30-13:30
5th Period Class 1330-1530	5th Period Class 1330-1530	
	7th Period Class 1530-1730	

Friday (August 31)	Saturday (September 1)
2nd Period Class 7:30 - 9:30	All Class Periods
4th Period Class 9:30-11:30	
6th Period Class 1330-1530	
8th Period Class 1530-1730	

Others:

- b. Examinations for subject with 80 minutes a week should be duly arranged between the professors/ instructors in charge and the student concerned.
- c. PE examinations should be held within the usual assigned period from August 28–September 1, 2018.
- d. Room assignments for these examinations are the regular room assignments.

TED Final Examinations

August 28 to September 1, 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:
 - a. For 80– and 120–minute classes – Block Sections

Tuesday (August 28)	Wednesday (August 29)	Thursday (August 30)
1st Period Class 7:30 - 9:30	1st Period Class 7:30 - 9:30	2nd Period Class 7:30 - 9:30
3rd Period Class 9:30-11:30	3rd Period Class 9:30-11:30	4th Period Class 11:30-13:30
5th Period Class 1330-1530	5th Period Class 1330-1530	
	7th Period Class 1530-1730	

Friday (August 31)	Saturday (September 1)
2nd Period Class 7:30 - 9:30	All Class Periods
4th Period Class 9:30-11:30	
6th Period Class 1330-1530	
8th Period Class 1530-1730	

- b. For Irregular Schedules: Tutorial classes/courses may be conducted on the following periods:
 - i. Thursday (Aug. 28) / Tuesday (Aug. 30) – in between 1st, 3rd and 5th period; 2nd and 4th period.
 - ii. Wednesday (Aug. 29)/Friday (Aug. 31)- in between 1st, 3rd, 5th, and 7th period; 2nd, 4th, 6th, 8th period.
- c. Others:
 - i. Examinations for subject with 80 minutes a week should be duly arranged between the professors/ instructors in charge and the student concerned.
 - ii. Laboratory, PE and NSTP examinations should be held within the usual assigned period from August 28–September 1, 2018.
 - iii. Room assignments for these examinations are the regular room assignments.



Mr. Christopher N. Polanco
Chancellor