



Institutional Bulletin

Series 38 of 2018

Green Stallion Express Delivery Service

October 2018

To facilitate the sending and forwarding of official academic documents and materials to all students and graduates, and to ensure that said materials are handled in confidence, the university recently launched Green Stallion Express Delivery, a dedicated forwarding service for De La Salle Araneta University that is managed by LBC.

Individuals may avail of the service through the following procedure:

FOR ONLINE REQUESTS:

1. VISIT https://dlsau-alumni.on.spiceworks.com/portal_registrations.
2. CREATE a ticket request. Alternatively, you may also send ticket requests directly to help@dlsau-alumni.on.spiceworks.com

Summary:

(Indicate your Full Name, Course, Year Graduated)

Descriptions:

(Indicate your Full Mailing Address and Mobile Number)

Categories:

Transcript, Diploma, Certificates	NCR	P149
	LuzVisMin	P199
Yearbook, Graduation Photos	NCR	P349
	LuzVisMin	P399

3. DEPOSIT your payment to:

ACCOUNT NAME:

De La Salle Araneta University

ACCOUNT NUMBERS:

Asia United Bank: 047-01-890008-2

Metrobank: 088-7-08851563-0

4. SCAN AND SEND your deposit slip to alumni@dlsau.edu.ph. A confirmation email of the receipt of your payment will be sent to you promptly. ONLY PAID TICKET REQUESTS WILL BE PROCESSED.

5. Your requested documents will be scheduled for pick up within the day (if payment is received before 12 NN, and the next day, if the payment is received from 1:00PM onwards). Do take note of the following delivery schedules for the serviced areas:

Manila: 1-2 days delivery

Luzon: 2-3 days (for delivery within city limits) and 5-7 days (for out of delivery zone)

VisMin: 2-3 days (for delivery within city limits) and 5-7 days (for out of delivery zone)

FOR ON-SITE REQUESTS:

1. SECURE the Express Delivery Form from the Alumni Relations Office or Registrar's Office. Fill out all requested information in legible handwriting.

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2. PAY indicated amount at the Cashier.

3. SUBMIT the official receipt, together with the duly-accomplished Express Delivery Form, to the Alumni Relations Office or Registrar's Office for processing.

4. Your requested documents will be scheduled for pick up upon receipt of the official receipt and duly-accomplished Express Delivery Form. Do take note of the following delivery schedules for the serviced areas:

Manila: 1-2 days delivery

Luzon: 2-3 days (for delivery within city limits) and 5-7 days (for out of delivery zone)

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Mental Health First Aid Seminar

October 12 & 19, 2018

All Lasallian partners are invited to attend the Mental Health First Aid seminar on October 12 and 19 (both Fridays) at the Rizal Hall. The two-day seminar, organized by the Guidance and Counseling Services Office in partnership with the Administrative Services Office Disaster Risk Reduction and Management and Environmental Committees, is an initiative that aims to help prepare our school personnel in the event of natural and man-made calamities.

The seminar will be facilitated by Ms. Angelie D. Bautista, MS, RGC, from the Counseling and Career Center of the University of Santo Tomas.



Mr. Christopher N. Polanco
Chancellor