



# Institutional Bulletin

Series 2 of 2017

## 2017 Institutional Christmas Party

December 22, 2017

De La Salle Araneta University will be holding its annual Institutional Christmas Party on December 22. The program of activities is indicated below:

9:00 AM to 11:00 AM	Recollection (University Chapel)
11:00 AM to 12:00 NN	Eucharistic Celebration
12:00 NN to 1:00 PM	Community Lunch
1:00 PM to 1:30 PM	Christmas Fellowship Proper
1:00 PM to 1:05 PM	Opening Prayer
1:05 PM to 1:07 PM	National Anthem
1:07 PM to 1:15 PM	Welcome Address from the Chancellor
1:15 PM to 1:25 PM	Christmas Message from the President
1:25 PM to 1:30 PM	Alma Mater Hymn

Christmas hams will be ready for distribution on December 18 until December 21. All personnel must personally proceed to the Purchasing Office and look for Ms. France Abing to claim their Christmas hams. Christmas hams for Salikneta personnel, on the other hand, will be delivered to the Salikneta Farm on December 19. Unclaimed Christmas hams will be considered as items for raffle for December 22 by the Human Resource Development and Management Office.

Those who have confirmed their attendance are encouraged to show up on December 22 to ensure an orderly Christmas program and a more meaningful celebration. Those who have confirmed but were not able to attend will be charged a fee of P600 via salary deduction from the first payday for January (for direct hires) and P600 via salary deduction through their respective agencies (for agency hires).

Please be guided accordingly.

## Deadline of Term 2, SY 2017-2018 Grade Submission

Until December 26, 2017

All Senior High School and Tertiary Education Department faculty are advised that the submission of grades for Term 2, SY 2017-2018 will be until December 26. Please be guided accordingly.

## Deadline for Change of Grades, Term 1, SY 2017-2108

Until January 8, 2018

Please be informed that the Office of the University Registrar will be accepting requests for change of grades for Term 1, SY 2017-2018 until January 8, 2018 only.

For strict compliance.

## 2018 Lasallian Partners Awards

Until January 10, 2018

The nomination for the 2018 Lasallian Partners Awards (LPA) is now officially open and will close on January 10, 2018. To access all relevant forms and guidelines (e.g., 2018 LPA, 2018 Guidelines for the LPA, and the 2018 LPA Nomination Form), please check the following link: <https://www.dlsau.edu.ph/services/online-services/downloads/index.html>

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*Mr. Christopher N. Polanco*  
Chancellor