



OVCA FORM 119: REQUEST FOR RELEASE OF INFORMATION AND DOCUMENTS FROM ACADEMIC QUALITY MANAGEMENT

DATE: \_\_\_\_\_

FOR: \_\_\_\_\_  
*Position*

ATTENTION: \_\_\_\_\_ (College/Department /Unit Head Concerned)

THROUGH: **Channels**

FROM: \_\_\_\_\_  
Dean / Director

SUBJECT: **Request for Availability of Information and Release of Documents**

Greetings in St. La Salle!

The De La Salle Medical and Health Sciences Institute supports the achievement of standards of excellence in research and teaching through regular institutional audit and the promotion of quality enhancement practices across division.

Quality assurance in the academic sector ensures that academic processes are of an internationally respected standard. The quality assurance processes use evidence to check that goals are being achieved and that policies and practices are under ongoing review as part of an over-all quality enhancement system.

The Academic Quality Management (AQM) Committee of DLSMHSI is charged with setting up and applying qualification and regulation approval, accreditation and programme moderation procedures across colleges and departments. It also considers academic matters including programs and standards, course approval and moderation procedures, advice and comment on academic developments, encouragement of the coherent and balanced development of curricula, and other certifications and accreditations which include PAASCU, ISO, CHED ISA, COE, COD, PQF, IQF, and the like.

May I therefore request for a copy of the \_\_\_\_\_?

Rest assured that the information and documents released by your office shall be treated with utmost confidentiality and shall be solely used for accreditation purposes.

Thank you very much.

Endorsed:

**Naomi M. de Aro, RN, MAN, EdD**  
*Vice Chancellor for Academics*

**ACTION TAKEN:**

( ) APPROVED

( ) DISAPPROVED

\_\_\_\_\_  
*Signature over Printed Name of the Approving Authority/Date*

**Special Instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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