



# DE LA SALLE MEDICAL AND HEALTH SCIENCES INSTITUTE

DLSMHSI is a CHED Autonomous HEI and an  
Associate Member of Asean University Network - Quality Assurance

OFFICE OF THE  
VICE CHANCELLOR  
FOR ACADEMICS

Reference No.: OVCA-21-22-09

October 22, 2021

To: **The Academic Community**

Through: **Channels**



From: **Juanito O. Cabanias, LPT, PhD**  
*Vice Chancellor*

Subject: **Work Arrangements for All Academic Personnel and Resumption  
of Students' Short-term Academic Transaction and Stay at  
DLSMHSI Facilities until October 31, 2021**

Greetings in St. La Salle!

Please be informed that all academic personnel (*administrators, faculty and non-teaching personnel*) across colleges and departments shall observe both Skeletal and Work from Home arrangements until October 31, 2021, following the day/s identified and agreed upon by the immediate heads (Deans and Directors) and all other personnel concerned. Likewise, the Academic Community is hereby advised that the Short-term Academic Stay and Transaction for students ages 18 and above maximizing 3-4 hours of stay for limited pre-identified services and facilities are now allowed following all protocols and safety guidelines set by the IATF, LGU, DOH, and the Institute and compliance with the online appointment system. This includes the following:

- **Submission of academic requirements**
- **Collection of learning materials**
- **Consultation with academic professors**
- **Use and access of limited learning facilities such as the library and among others**
- **Thesis/Dissertation defense, and**
- **Taking of Special Final examination**

Thank you very much.

cc: Office of the President, Office of the Chancellor, All VCs, HRM, File

