



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-21-22-04

August 13, 2021

To: **The Academic Community**

Through: **Channels**

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

Subject: **Work from Home Arrangements for All Academic Personnel and Suspension of Short-term Academic Transaction and Stay at DLSMHSI Facilities on August 16-31, 2021**

Greetings in St. La Salle!

Please be informed that all academic personnel (*administrators, faculty and non-teaching personnel*) across colleges and departments shall continue to observe Work from Home arrangements until August 31, 2021 following the WFH Guidelines of the Institute during the Modified Enhanced Community Quarantine. Likewise, the Academic Community is hereby advised that the Short-term Academic Stay and Transaction for students, alumni and other visitors ages 20 and above maximizing 3-4 hours of stay for limited pre-identified services and facilities are suspended during the aforementioned dates. 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**

Notably, all academic transactions shall be done online following the platforms and arrangements set by each of the colleges and departments. However, should there be Academic offices which need to be open on a skeletal arrangement, the Deans/Directors concerned are hereby authorized to make the necessary arrangements as they see best.

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

