



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-20-21-25

April 4, 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 Students' Short-term Academic Transaction and Stay at DLSMHSI Facilities on April 5-10, 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 Work from Home arrangements on April 5-10, 2021 following the WFH Guidelines of the Institute during the Enhanced Community Quarantine. Likewise, the Academic Community is hereby advised that the Short-term Academic Stay and Transaction for students ages 20 and above maximizing 3-4 hours of stay for limited pre-identified services and facilities are still suspended up to April 10, 2021. 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**

Note: *All academic transactions shall be done online following the platforms and arrangements set by each of the colleges and departments.*

Thank you very much.

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

