



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-20-21-31

April 29, 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 May 3-14, 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 May 3-14, 2021 following the Guidelines for Areas placed under the Modified Enhanced Community Quarantine. However, the immediate heads (Deans and Directors) are authorized by this office, as they see best, to ask their Non-Teaching Personnel to report to office following the day/s identified and agreed upon to work on some important concerns but on very limited engagements only. 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 May 14, 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

