



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-20-21-35

May 14, 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 beginning May 17-31, 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 on May 7-31, 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 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