



“Be warm-hearted to everyone, speaking to others in a gentle and respectful way.”

Source: 100 short quotes of St. John Baptist De La Salle

DATES TO REMEMBER

- February 8-12 Week 5 – Q3
- February 12 Chinese New Year (Holiday)
- February 15-19 Week 6 – Q3 *CATCH-UP WEEK
- February 22-26 Week 7 – Q3 QUARTERLY SUMMATIVE ASSESSMENTS
- February 25 EDSA People Power Anniversary (Holiday)
- March 1-5 Week 8 – QUARTERLY PERFORMANCE TASKS WEEK

FROM THE IS CELAM

MASS SPONSORSHIP SCHEDULE

Saturday Anticipated Mass

- February 13 - 6A
- February 20 - 6B
- February 27 - 6C
- March 6 - 6C
- March 13 - 6E

FROM THE LOWER GRADES

PRE-KINDER AND KINDER’S SHIFTED CHILDHOOD DEVELOPMENT ASSESSMENT for the 1st Semester will be released on Friday, February 12, 2021 through the child’s Canvas inbox.

For appointments, kindly email lg.lvp@usls.edu.ph or call 433-5143.

FACULTY AND STAFF DEVELOPMENT

MANAGING GOOGLE MEET AND ZOOM CLASS AND GRADEBOOK FILTERS

to be given by Ms. Igraine Latumbo for Primary and Intermediate February 10, 2021 (Wednesday)

UNIVERSITY OF ST. LASALLE

OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

VCA MEMO No. 23
Series of 2020-21

DATE : FEBRUARY 1, 2021

TO : THE LASALLIAN COMMUNITY

THRU : CHARO MAE M. CORDOVA, CPA
Vice Chancellor for Administration

SUBJECT: FEBRUARY 2021 - DECLARED HOLIDAYS

Please be informed of the following:

February 12, 2021 Friday Chinese nationals all over the world will celebrate Spring Festival, popularly known as the Chinese New Year, which is one of the most revered and festive events celebrated not only in China but also in the Philippines.

Declared Special Non-Working Holiday by Malacañan Palace Proclamation No. 986

No classes in all levels and offices will be closed.

The country will commemorate the 34th Anniversary of the EDSA People Power Revolution, which restored and ushered political, social and economic reforms.

Declared Special Non-Working Holiday by Malacañan Palace Proclamation No. 986

No classes in all levels and offices will be closed.

- During these holidays, the "closed-campus" policy will be strictly enforced. The usual agency custodial and security personnel who are on duty are exempted from the policy.
- Any school personnel or group who wish to gain entry into the campus is required to secure endorsement from their respective Vice Chancellors and approval from the Vice Chancellor for Administration.

Thank you.

HRDS TRAINING SERIES OF 2021

TRAINING OFFERING

JANUARY- FEBRUARY 2021

KEEPING HEALTHY BOUNDARIES IN RELATIONSHIPS: A WEBINAR FOR WORKING COUPLES DURING PANDEMIC

DATE: FEBRUARY 11, 2021

TIME: 2:00 PM- 4:00 PM

UPDATES ON COVID 19, THE NEW STRAIN & VACCINE

DATE: FEBRUARY 17, 2021

TIME: 2:00 PM- 4:00 PM

WORKING FROM HOME WHILE PARENTING

DATE: FEBRUARY 24, 2021

TIME: 2:00 PM- 4:00 PM

For those who were not able to register but are interested to attend you may email Jen Pabalinas (SAA-Training & Development)at j.pabalinas@usls.edu.ph for the meeting details.

ANNOUNCEMENT**PARKING FOR EXTERNAL VISITORS**

In response to requests which have been addressed to the members of the Operations Council, effective February 2, 2021, USLS will be accommodating parking of external visitors **with business transactions** at the Multi-level parking through Gate 2. We have issued detailed Parking Guidelines for external visitors to inform all USLS employees of the arrangement.

1. Entry for vehicles of external visitors with USLS transaction (parents, students, alumni and others) shall be through Gate 2 only.
2. On lean days, 30-40 slots will be allotted for this purpose at the 2nd and 3rd floor areas on a first come first served basis.
3. On peak days, (enrollment, deadline of payments prior to exams), the Security Office shall issue, upon evaluation, prior announcement of opening Gate 1 parking area for the exclusive use of employees only should the Multi-level parking area assigned be filled by externals.
4. Purpose of entry and request of parking shall be confirmed.
 - a. Visits to the Business Office and the Registrar shall be allowed.
 - b. Visits to other offices shall be confirmed prior to allowing entry. It is highly encouraged that offices provide the Security Director prior notice for the accommodation of visitors for special visits.
5. Effective January 28, we have opened Gate 1 parking for those who are attending mass at the chapel on the following schedules:

Monday-Thursday	11:00am -12:00nn
Saturday	4:30pm - 6:30pm
Sunday	9:00am -11:00am

With this arrangement, the Security Director and Safety Officer will be putting additional security and safety protocols to keep the campus safe.

GUIDELINES FOR PARKING ACCOMMODATION

For Students, Parents, and Visitors (including Alumni) with School Transactions

1. Entry and exit shall be allowed through Gate 2 only.
2. Accommodation of parking shall be at the multi-level parking through Gate 2. On lean days, 30-40 slots shall be reserved on the 3rd floor and the 2nd floor for parking of external visitors, subject to further evaluation.
3. On peak days, security will open Gate 1 for exclusive parking of our employees to control entry through these areas. The Security Office shall issue an announcement prior to the scheduled days as a reminder for everyone. We will adjust accordingly on peak days.
4. **ENTRY REQUIREMENTS:**
 - a. Vehicle entry shall be allowed at Gate 2 only.
 - b. Guards at Gate 2 shall be required to check and request for the following:
 - Any valid ID of the car driver preferably his Drivers' License.
 - Compliance of car passengers to face-mask-face-shield requirements
 - Purpose of visit and to what office
 - Prior confirmation from the office shall be encouraged. In the absence of prior notification by the office, the guard may put entry of said car on hold until visit has been confirmed with the office.
 - Upon validation of the purpose of visit, the guard shall provide car a Pass number and retain the surrendered ID and allow access to the assigned area.
 - **FOR STUDENTS** (Face-to-face classes required)
 - Prior submission of list by the College to the Security office for face-to-face classes shall be required. The student seeking entry for parking should be included in the pre-submitted list. List shall contain student name, room assignment and class schedule.
 - Students shall be given only the 30 minutes before and 30 minutes after class to park within the assigned area.
 - **FOR STUDENTS, PARENTS, ALUMNI AND OTHER VISITORS**
 - Prior setting of appointment with the office for the visit
5. **ENTRY TO THE CAMPUS:**
 - a. From the multi-level parking, all entry of visitors on foot shall be through Glass Door 1 where all entrants shall be subject to the safety and health protocols including thermal scanning, hand washing or sanitisation, foot-bath and BACTRAC/logbook registry.
 - b. All visitors shall be required to wear their face masks and face shields at all times while inside the campus.
 - c. Visitors shall be allowed only in the area declared at Gate 2. This shall be monitored by the guards and/or our safety monitoring team.
 - d. All students and visitors shall be expected to abide by the health and safety protocols required within the campus.
6. **EXIT OF VEHICLES** shall be at Gate 2 where clients are to turn over to the guard on duty their entry pass in order to claim their IDs

GUIDELINES ON GATE 1 PARKING

For Churchgoers only

1. Gate1 will be opened at 11:00-12:00nn (Mon-Thurs)
4:30-6:30pm (Saturday)
9:00-11:00am (Sunday)
2. Parking is allowed only for churchgoers
3. Parking allowed within the chapel area only (Barriers installed)
4. No face mask, No Face shield, No Entry
5. Guard on duty should follow the Safety and Health protocol – foot-bath, thermal scanning, sanitary alcohol and BACTRAC/logbook upon arrival at the chapel.
6. Exit at gate 1.
7. Gate closes after the mass.

**BASIC EDUCATION
GUIDANCE SERVICES CENTER****TIME MANAGEMENT
TIPS FOR STUDENTS**

Source: Australian Christian College Website at <https://www.acc.edu.au/blog/Time-Management-Animation-cab40544c8b75ecc8d57f0767d022f2a.gif>

GOAL SETTING

Students who set exciting goals invest their time in ways that lead to achieving those goals.

SET TIME LIMITS

Allocate specific times to tasks and then stick to those times. When time run out, move on to the next task.

REDUCE DISTRACTIONS

Put away unnecessary devices such as mobile phones, and switch off social media notifications.

HAVE A CLOCK NEARBY

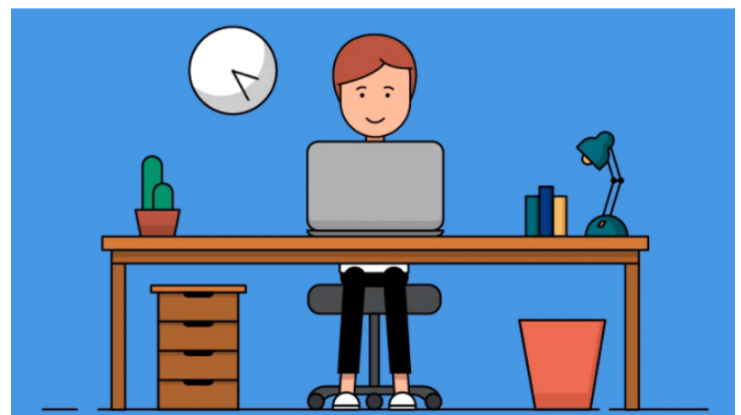
Make sure to have a clock close by to monitor your time and set deadlines.

REWARD ACHIEVEMENT

When you have achieved your goals, it's important that you reward your efforts in managing your time effectively.

MASTER SCHEDULE

Block out chunks of time for study and assignments in addition to extracurricular activities and work commitments.

**REMINDER FROM SAC**

Happy IS Mentor's Day

All USLS- Integrated School Faculty & Staff are given a P 250 grocery package!

How to Claim?

- Avail grocery package at the LASBEMPCO Store from January 26- February 25, 2021
8:00 AM-12:00NN & 1:00 PM- 4:00 PM
- Shop grocery items worth P 250 of your choice!
- Don't forget to bring your COMPANY ID and to sign the CLAIM FORM once done!

In as much we would like to celebrate with you, we are all grateful and blessed to have you as our mentors. We pray for everyone's safety and to keep the Lasallian Animo!

with love, Integrated School students and the Student Affairs Council