

Administrative Memo No. 34, s. 2018

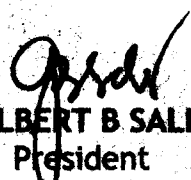
Memo

To : THE LOUISIAN COMMUNITY & ALL PARISHIONERS OF THE SAINT ALOYSIUS GONZAGA PARISH
Re : SUNDAY PARKING POLICY IN THE SLU MAIN CAMPUS
Date : August 10, 2018

Greetings!

For the convenience of all parishioners of the Saint Aloysius Gonzaga Parish, the SLU Parking Building will be opened during Sundays beginning August 12, 2018.

Attached is the Sunday Parking Policy in the SLU Main Campus for everyone's guidance and compliance.


REV FR GILBERT B SALES, CICM
President

Attachment: as stated

RFGBS/DJMC/RPMNM/AJR/JVG /pay

SUNDAY PARKING POLICY AT THE SLU MAIN CAMPUS

Background:

Recognizing the need to provide parking spaces for the parishioners of the Saint Aloysius Gonzaga Parish who attend Sunday masses, as well as those of SLU employees who have official reservations/activities on-campus during Sundays, this Parking Policy is issued.

Criteria and procedure for allocating parking spaces:

The SLU - Car Park Building (CPB) upper and lower ground floors will be opened and allotted as free parking spaces solely for the use of parishioners with vehicles attending the Sunday masses. SLU employees who have official functions/work at the SLU Main Campus are advised to use the parking spaces inside the Main Campus. Likewise, senior citizens, and self-driving PWDs may be accommodated to park inside the Main Campus; otherwise, they shall be allowed to be dropped-off and picked up in front of the Parish Church.

The CPB will be open from 7:30am to 12:00nn and 3:00pm to 6:30pm only on a first-come-first-serve basis. To give chance for more parishioners to park, the use of the CPB shall be limited to a 2-hour stay at the said parking area. Parish staff/volunteers shall monitor the entry and exit of each vehicle through a ticket system to ensure that the 2-hour limit shall be strictly monitored.

Anyone who exceeds the allotted parking time shall be charged with a fine corresponding to Php 10.00 per hour (or any fraction thereof). While those who misplaced their tickets shall be charged with a fine of Php 50.00.

SLU shall not be liable for any damage or loss that may occur to parked vehicles or their contents.

Preserving our parking lot:

Parishioners are expected to maintain a clean and safe parking space. The policy and sanctions governing the use of the CPB as embodied on the Memo Re: Opening of the SLU Car Park Building and New Covered Courts dated 02 October 2017 and its Amendments and Addendum dated 22 January 2018 (please see attached), and other related policy shall strictly apply.



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Pontifical Shrine
of the Holy Spirit



Administrative Memo No. 04, s. 2018

Memo

To : THE LOUISIAN COMMUNITY
Re : **AMENDMENTS & ADDENDUM TO THE CONSOLIDATED POLICY
ON THE USE OF PARKING SPACES IN THE MAIN CAMPUS**
Date : 22 January 2018

Greetings!

In order to implement the plan to make SLU a greener campus, and in order to fully attain the objectives of Administrative Memo No. 40, s. 2017, which provides the **CONSOLIDATED POLICY ON THE USE OF PARKING SPACES IN THE MAIN CAMPUS**, the following guidelines are hereby adopted:

1. Effective 2nd Semester of Academic Year 2017-2018, only SLU vehicles and those of the President, Vice Presidents, Assistant Vice Presidents, Deans, self-driving PWDs who have severe mobility problems (as defined in the Consolidated Parking Policy), and visitors with pre-arranged authorization from the University, shall be allowed to enter and park at designated areas in the Main Campus of SLU. All other employees and officers, as well as visitors of the University, are advised to use the SLU Car Park Building. There shall be no reservation of slots in the SLU Car Park Building, and all parking privileges are hereby cancelled. This shall be strictly implemented beginning 29 January 2018.

2. Starting 01 February 2018, the gate beside the Annex III of the SLU Hospital of the Sacred Heart shall be closed to give way to the construction of the new hospital buildings. The driveway and parking area fronting Annex II of the hospital will be cleared of all vehicles to facilitate traffic flow. Consequently, the parking spaces fronting the Otto Hahn Building shall be reserved for the exclusive use by the Hospital of the Sacred Heart. Only those with special stickers issued by the Hospital Administration, in coordination with the Campus Safety, Security and Compliance Office, shall be allowed to park in the area.

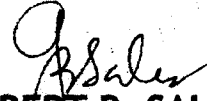
3. Entry of vehicles to the Main Campus, for the purpose of dropping off or picking up passengers, shall be allowed only in the case of PWDs or senior citizens, or those carrying heavy items. Employees who will be picked up after office hours may likewise cause the entry of their vehicles, provided that the sole purpose of which is to pick-up the employees. Vehicles should immediately leave the Main Campus after the employees have been picked up.

4. The "**no car pass, no entry**" policy shall be strictly enforced at the Car Park Building. As the RFID system is not yet in place, employees with existing SLU car pass sticker may continue using the same to gain entry. However, contractual/part-time employees/faculty are advised to update their respective semestral car pass.

Any violation of these rules shall be subject to such sanctions as imposed under the Consolidated Parking Policy.

All other provisions of the Consolidated Parking Policy that are not affected or modified by this Memo shall stand.

For everyone's guidance and compliance.


REV. FR. GILBERT B. SALES, CICM
President

RFGBS/DJMC/AJRB/cclm



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Manila City



Administrative Memo No. 40, s. 2017

Memo

To : THE LOUISIAN COMMUNITY
Re : **OPENING OF THE SLU CAR PARK BUILDING AND THE NEW COVERED COURTS**
Date : October 2, 2017

Greetings!

The SLU Administration is pleased to announce the opening of the SLU Car Park Building and the New Covered Courts.

The use of the Car Park Building is covered by the **CONSOLIDATED POLICY ON THE USE OF PARKING SPACES IN THE MAIN CAMPUS**. (See attachment.)

As to the covered courts, the use thereof shall be coursed through the Athletics Office following the usual procedure for reservation of facilities within the University.

For everyone's guidance and compliance.


REV FR GILBERT B SALES, CICM
President

Attachment: a/s

RFGBS/DIMC/AJB/01/2017



SAINT LOUIS UNIVERSITY

A. Bonifacio St., Baguio City



**CONSOLIDATED POLICY ON THE USE OF PARKING SPACES
IN THE MAIN CAMPUS
Academic Year 2017-2018**

INTRODUCTION

This parking policy seeks to clarify the regulations and restrictions on the use of parking spaces in the Main Campus of Saint Louis University for the benefit of the staff, students and visitors, in the light of the completion of the SLU Car Park Building, as well as the move of SLU to limit the entry of motor vehicles to achieve a safer, cleaner and greener campus.

The policy applies to all staff, students, contractors and visitors, and covers the parking of all motor vehicles in the Main Campus.

BASIC PRINCIPLES

- Despite the completion of the SLU Car Park Building, parking spaces in the campus remain to be limited.
- As the objective of SLU is to reduce the number of motor vehicles entering the Main Campus, and to convert the existing parking spaces to open green areas, employees will no longer be allowed to park in the Main Campus. However, in the meantime that the SLU Car Park Building is not yet fully operational, and that some infrastructure, beautification and greening initiatives are yet to be implemented, employees' vehicles with valid parking permits shall still be allowed to park in the Main Campus, still on a first-come first-served basis.
- The construction, maintenance and operation of the SLU Car Park Building entail substantial costs. Thus, reasonable parking fees shall be assessed by the University to defray operational costs and any planned improvements to the Car Park Building.
- At present, the SLU Car Park Building shall be limited for use by employees with valid parking permits specifically designed to access the said Car Park Building.
- Visitors with prior arrangements with the University may also use the SLU Car Park Building.

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Only the Lower and Upper Ground Floors are presently available for use by SLU employees. The basement floor (along the Bonifacio-Rimando area) is not yet available for use.

- **Employees Assigned at the SLU Hospital of the Sacred Heart**

Due to limited parking spaces in the Main Campus, and conformably with existing parking guidelines on the matter, SLU employees assigned at the Hospital of the Sacred Heart are advised to use the parking spaces at the hospital area and not the SLU Car Park Building or the parking spaces in the Main Campus.

- **Alternative Parking Spaces in the Main Campus**

Aside from the Car Park Building, the existing parking areas in the Main Campus may still be used by employees in the meantime. The SLU Administration will announce the date when employees' vehicles will no longer be allowed in the Main Campus.

Also, the parking spaces at the back of Otto Hahn Building (Gate 4) and those fronting the Del Baere Building (Gate 4) may likewise be used. Parking spaces near the Waldo Perfecto Gate (Gate 3) may likewise be utilized once the said gate is opened.

- **Student Parking**

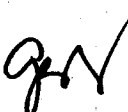
Students with valid parking stickers may use the parking spaces at the back of Otto Hahn Building and those located at the Del Baere Building.

Students who wish to park at designated spaces should apply for permits with the CSSCO on a semestral basis, provided, that: (a) they register a vehicle which is owned by them or their parents; and (b) they personally drive the said vehicle as their means of going to school. The CSSCO may limit the number of permits to be issued to students on a first-come first-served basis.

Priority application for a parking permit is granted to officers of the KASAMA-SSC Execom and the Governors of the various schools; provided, that this privilege shall be coterminous with their term of office and will be recalled once they resign, is impeached or is suspended.

Law and Graduate School students, as well as Pre-Bar Reviewees, with valid parking stickers may, in the meantime, continue to use the existing parking areas in the Main Campus, provided that the entry will be after 5:00 in the afternoon during weekdays (Mondays to Fridays). During Saturdays or Sundays, they may be allowed entry in the Car Park Building for the entire day, subject to the payment of appropriate fees.

- **Consultants/Contractors/Concessionaires**



- A parking permit only gives permission to look for a space. It does not guarantee that a space will be available. Thus, parking shall remain to be on a first-come first-served basis.
- To ease the problem on limited parking spaces, employees are strongly encouraged to carpool. Those who carpool may be eligible for parking discounts after proof of compliance with the requirements contained in this Policy.
- The University reserves the right to refuse even permit holders access to spaces in order to accommodate bona fide visitors for an organized event, or in the interest of safety and security, or for environmental considerations.
- SLU's commitment to protect the environment is an equally important consideration vis-à-vis the comfort of vehicle owners.
- The SLU Policy on Number Coding shall remain to be in effect.

SPECIFIC GUIDELINES AND PROCEDURES

• **Application for a Parking Permit & Assessment of Parking Fees**

To secure a permit to park at the SLU Car Park Building, an application form shall be obtained from the Campus Safety, Security and Compliance Office (CSSCO) located at the Diego Silang Building. Reasonable parking fees as determined by the SLU Finance Office shall be levied and assessed on a semi-monthly basis, which can be paid either in cash or through salary deduction.

Once the application process has been completed, the CSSCO shall issue a sticker/tag to be placed at the windshield of the vehicle. Note that entry to or exit from the SLU Car Park Building will be restricted by an automatic barrier that will operate via the RFID system, and it is the sticker/tag which will allow the system to cause the barrier to automatically allow the entry or exit. The sticker/tag is for one vehicle only and is non-transferable.

Imposition of parking fees at the SLU Car Park Building shall commence during the Second Semester of AY 2017-2018. The SLU Administration will announce if the new stickers/tags with RFID for the SLU Car Park Building is already available. In the meantime, employees may use their existing car stickers issued by the CSSCO to gain access to the SLU Car Park Building.

• **Employee Parking**

The SLU Car Park Building is designed to accommodate various types of vehicles of employees. There are sections for motorcycles, smaller/compact cars and bigger cars/SUVs or vans. The employee must park at the designated space for the type of vehicle being parked.

Consultants, contractors and concessionaires are required to comply with the University policies on parking. Unless otherwise permitted, all consultants, contractors and concessionaires with valid transactions with the University should use the SLU Car Park Building. They are required to secure the necessary permits and stickers from the CSSCO after payment of the prescribed fees therefor.

- **Visitor Parking**

Except for visitors with severe mobility problems, all visitors are required to park at the SLU Car Park Building. At the driveway entry, visitors with valid transactions with the University are required to secure a driveway gate slip from the duty guard. Thereafter, they should proceed to the Security Office for proper monitoring and referral to the concerned office, and the issuance of a visitor's ID.

- **Visitor Parking for Organized Events**

All events, seminars and conferences within the University that would require parking spaces for their participants are required to coordinate with the CSSCO at least one week prior to such event. Entry of visitors shall be in accordance with such prior arrangements set by the respective host office or events organizer and the CSSCO, and duly approved by the Administration. As parking spaces are limited, event organizers should encourage attendees to such events to consider using public transport or carpooling.

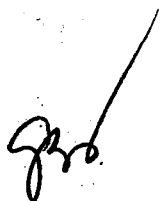
- **Parking for PWDs**

There are designated parking spaces for PWDs in the SLU Car Park Building. The University will likewise designate parking spaces for PWDs inside the Main Campus. These designated parking spaces shall be for the exclusive use of PWDs who are self-driving and whose use of a vehicle is essential for their mobility. The use of these spaces shall be strictly monitored by the guard on duty. Unauthorized use of these spaces will be subject to strict disciplinary sanctions, and/or the payment of fines within the University, and/or the banning of such vehicles from entry within the University premises.

Employees and students who: (1) are certified by the Head of the University Medical Clinic as PWDs with severe mobility problems; (2) require the use of a motor vehicle to enable them to come to the University; and (3) are self-driving, are exempted from any parking fee.

Visitors with severe mobility problems who are self-driving will be able to park in the available PWD parking space nearest to the location they are visiting.

A parking permit granted to a PWD is not a guarantee of a parking space but entitles the holder to use such spaces when they are available.



PWDs who are not self-driving may be allowed drop-off only at the location nearest to the office/area they intend to go to. Thereafter, the driver should park the vehicle in other available parking areas.

- **Parking During Holidays**

As a general rule, parking within any premises of the University during holidays shall not be allowed, especially when there is a campus lockdown. Entry under exceptional and clearly justified reasons shall only be allowed when there is prior clearance from the CSSCO.

- **Security of Parked Vehicles**

While SLU through its CSSCO will exert all reasonable measures to protect vehicles parked within the University premises, all vehicles parked within any area in the University are parked at the owner's risk and the University accepts no liability for the safety and security of such vehicles. Thus, everyone is directed to be vigilant and should take the following simple precautions:

- Never leave a car door unlocked or a window open
- Do not leave any belongings on display in your car. Better yet, do not leave any valuables in your car
- Do not leave cash, credit cards or checkbooks
- Never leave your vehicle documents or other important documents in your car
- Double check that all doors and windows are locked before leaving the car
- Never leave your car's engine on while in the parking area

To help maintain a safe University, immediately report any suspicious persons or incidents to the guard on duty, or to the CSSCO at any University line, local 376.

PARKING RESTRICTIONS /REGULATIONS, PROHIBITED ACTS AND PENALTIES

Everyone is expected to observe the University's parking and vehicular restrictions. By entering campus premises and parking within the premises of the University, the user consents to the application upon him/her of these guidelines, including the imposition of fines stated below.

Any violation of these guidelines/policies will subject the concerned person to strict disciplinary sanctions, and/or the payment of a fine of Php500 per violation, and/or the banning of such vehicles from entry within the University premises.

The following acts are considered as prohibited:

- Parking without a valid permit



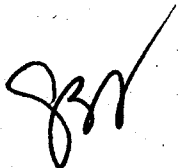
- Parking in an area for which a permit is not valid
- Parking on areas which are not designated as parking spaces
- Unauthorized use of a PWD parking space
- Causing an obstruction
- Double parking
- Unauthorized parking in a reserved space
- Parking in a space not designated to be used by the permit holder (e.g. compact car parking on a space designated for bigger cars)
- Non-observance of traffic signs and notices
- Tailgating at the entry or exit points of the University, especially at the SLU Car Park Building. Drivers who are caught tailgating may have their permits be withdrawn and or vehicles banned from accessing University premises
- Occupying more than one parking space
- Giving false or erroneous information in an application for a parking permit. Where false information is found to have been provided, this will result in withdrawal of the permit and possible disciplinary action being taken.
- Failure to inform the CSSCO of any changes to their motor vehicle details (e.g. purchase of a new car or the sale of a car with a permit or parking sticker).
- Failure to surrender the parking permit or sticker of a car that has been sold/assigned/given to another
- Lending the vehicle with a parking permit or sticker to another or allowing another to make use of parking privileges
- Using and/or parking a smoke belching vehicle within the premises of the University
- Using vehicles to bring garbage to the SLU campus and disposing them in campus trash bins or leaving them in parking area
- Altering, tampering, duplicating or forging a parking permit in any way. Anyone caught violating may be subjected to severe disciplinary sanctions, imposition of penalties, removal of permit, and pursuit of criminal prosecution

The guard on duty must immediately report any violation to the CSSCO who shall recommend to the University Administration the imposition of the proper sanctions after observance of due process.

Should the University Administration decide to impose the payment of fine, the same shall be paid to the Finance Office within fifteen (15) days from notice; otherwise, the vehicle may be banned from entering the University premises. If the violator is an employee, the fine may be automatically deducted from his/her payroll. If the violator is a student, the fine shall be added to his/her accountability to the University. This is apart from any other disciplinary sanctions or penalties that may be imposed upon the violator.

Other guidelines:

- Permits must be surrendered when leaving the employment of the University, or where car parking rights are relinquished. Failure to do so shall subject the concerned individual to a fine.



- Lost or defaced permits/stickers/tags will incur a replacement charge, the amount of which shall be determined by the SLU Finance Office
- Overnight parking is not allowed. Violators shall be subject to a parking fine.
- The SLU Car Park Building shall be operational from 6:30 in the morning to 9:00 in the evening. Vehicles that will not be removed from the building after the cut-off time shall be treated as overnight parking.

SLU'S COMMITMENT TO ENVIRONMENT AS MANIFESTED IN THIS PARKING POLICY

SLU wishes to reiterate its commitment to protect the environment in pursuance to the objectives of the CICM for the promotion of Justice, Peace and Integrity of Creation. For this reason, SLU is implementing the following: (a) *Setting up of an Environmental Fund*; and (b) *granting Parking Discount for Employees Engaged in Carpooling*.

- **The Environmental Fund**

Ten percent (10%) of all parking fees and one hundred percent (100%) of parking fines collected by the University shall be set aside for an *Environmental Fund*. The fund shall be used exclusively for the environmental initiatives of SLU through its *Center for Environmental Management and Sustainable Development (CEMSD)*.

- **Parking Discount for Employees Engaged in Carpooling**

The University encourages carpooling. For this purpose, a carpool is defined as having at least two, University based, car-driving members.

Those who are officially registered with the CSSCO as engaged in carpooling shall be eligible to a thirty percent (30%) discount in parking fees, after compliance with the following requirements:

- There must be at least two University-based car-driving members who have valid parking permits in their own names
- They must be using the main campus on a regular (not just ad hoc basis) for a period of at least two (2) months prior to application
- They elect a car that will be used for their carpool. Only one car shall be recognized by the University. The owner of the said car that was elected (lead owner) shall have the responsibility of ensuring the smooth operation of the carpool
- The lead owner shall forward the duly accomplished carpool registered form to the CSSCO and shall surrender the parking permits/stickers/tags of the other members of the carpool
- The CSSCO shall then process the application with a recommendation to the Finance Office to grant the parking fee discount. The discount shall be

applicable at the start of the month following the approval of the application for carpooling

PARKING ENFORCEMENT

- The CSSCO, in coordination with the Security Agencies, has the authority to implement the provisions of this Policy. It shall prescribe the necessary forms and shall issue the detailed implementing rules for the various aspects of this Policy that need further clarification.
- The CSSCO, in coordination with the Security Agencies, shall direct traffic on campus, regulate entry to the car parks, exercise control over parking and ensure compliance with the University's parking regulations.
- All concerns and suggestions in connection with this Policy shall likewise be coured through the CSSCO.

REPEAL

- All Memoranda or other issuances that are in conflict with this Policy are considered repealed. However, those that may co-exist with this Policy shall remain to be effective.

EFFECTIVITY

- This Policy shall be effective immediately upon the commencement of the operation of the SLU Car Park Buidling, except the imposition of parking fees at the SLU Car Park Building which shall commence during the Second Semester of AY 2017-2018.
- All Heads of Offices are directed to widely disseminate this Policy to their staff.





OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 44, s. 2019

Memo

To : ALL SCHOOL DEANS, HEADS OF OFFICES, FACULTY, AND ALL CONCERNED
Re : ***CAR-LESS DAYS during the 108th SLU Foundation Anniversary***
Date : November 21, 2019

Greetings!

Please be informed that on November 26 to 28, 2019 (Tuesday to Thursday) are days assigned as CAR-LESS days in the University in celebration of the 108th SLU Foundation Anniversary. Hence, all parking areas at the main campus will be closed. However, if at all unavoidable, limited parking space will be available for employees' vehicles only at Gate 4 and at the SLU Car Park Building on a first-come-first-served basis.

This memo supersedes the earlier announcement in Administrative Memo No. 41 s. 2019 dated 13 November 2019.

Please be guided accordingly, and thank you for your cooperation.

REV FR GILBERT B SALES, CICM
President

RFGBS/DJMC/JJVG/pay



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 40, s. 2019

Memo

To : ALL SCHOOL DEANS, HEADS OF OFFICES, FACULTY, AND ALL CONCERNED
Re : ***CAR-LESS DAYS during the 2019 Regional Assembly and 25th Foundation Anniversary of the CATHOLIC EDUCATIONAL ASSOCIATION OF THE PHILIPPINES-Cordillera Administrative Region (CEAP-CAR)***
Date : November 6, 2019

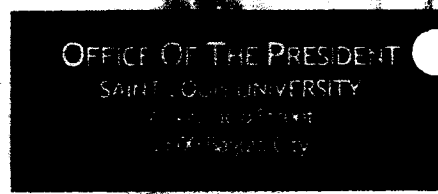
Greetings!

Please be informed that on November 14 to 15, 2019 (Thursday and Friday) are days assigned as CAR-LESS days in the University to accommodate our CEAP-CAR guests and participants. Hence, parking areas at the main campus will be closed. However, if at all unavoidable, limited parking space will be available for employees' vehicles only at Gate 4 and at the SLU Car Park Building on a first-come-first-served basis.

Please be guided accordingly, and thank you for your cooperation.

REV FR GILBERT B SALES, CICM
President

RFGBS/DJMC/JJVG/pay



Administrative Memo No. 34, s. 2019

Memo

To : **ALL DEANS, PRINCIPALS, HEADS OF OFFICES, FACULTY, AND STAFF**
Re : **PROTECTING THE ENVIRONMENT THROUGH THE ADOPTION OF AUSTERITY MEASURES**
Date : 20 September 2019

Greetings!

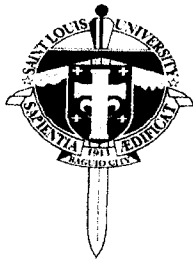
Current projections on the availability of electricity and clean water are alarming. The only way to avert catastrophic scenarios is to judiciously use and conserve water and electricity. Studies have shown that as much as 10% of electric bills come from "vampire consumption" or power drain from appliances that are not in use but are plugged in electrical outlets.

The United Nations predicts that by 2025, 1.8 billion people will be living in countries or regions with absolute water scarcity, and two-thirds of the world's population could be living under water-stressed conditions. Using water-saving methods can reduce consumption by as much as 35%.

It is thus imperative that we, as a Louisian community, mindful of the CICM Mission of promoting *Justice, Peace, and Integrity of Creation*, collectively do our share in conserving electricity and water. Towards this end, everybody is enjoined to abide by the austerity measures outlined below:

1. Use of electricity

- a. All computers and other equipment shall be unplugged from the electrical outlet when not in use. It is not enough to switch them off, they must be unplugged. This rule, however, is not applicable for equipment that requires uninterrupted standby power to function properly or those that require continuous power.
- b. Lights should be turned off when not in use. This includes lunch breaks or at any time when the user will be out of the office for 30 minutes or more.
- c. Lights in comfort rooms should be switched off when not in use.
- d. Light should be turned off in hallways with natural daylight until sunset and should not be switched on unless sunlight is insufficient.
- e. Students are not allowed to stay in the classrooms after class except if duly authorized to do so. All lights should be switched off after each class.
- f. Everyone is reminded that playing computer games during office hours, or using office equipment or electricity for unauthorized purposes such as gaming, watching/downloading movies or videos is an administrative offense. Also, the use of social media for personal reasons during office hours is likewise prohibited.
- g. Personal equipment that consume electricity which are not duly authorized (such as but not limited to, microwave ovens, electric kettles, personal refrigerators, etc.) are prohibited.



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 5, s. 2019

Memo

To : **THE LOUISIAN COMMUNITY**
Re : **OPENING OF THE BASEMENT LEVEL OF THE SLU CAR PARK BUILDING**
Date : 8 February 2019

The SLU Administration is pleased to announce the opening of the basement level of the SLU Car Park Building on 11 February 2019 which, with great optimism, will ease out some parking concerns we are experiencing in the main campus.

With this, please be guided by the following:

1. The basement parking shall only open once the upper and middle levels of the car park building are filled up;
2. Only one security guard will be stationed at the gate of this level. Everyone is advised to exercise extra caution since a guard's assistance when parking will not always be available. Further, everyone is required to properly park so as to occupy only one slot;
3. Employees coming from the Rimando Road are strictly instructed to first proceed to the roundabout located in front of the Piao-Yan Building before entering the basement parking to avoid causing traffic;
4. The following are reiterated for strict implementation and compliance:
 - a. "no car pass, no entry" policy;
 - b. number coding scheme;
 - c. car park building operating hours shall only be from 6:00am to 9:00pm; and
 - d. only authorized vehicles are allowed to enter and park at designated areas in the main campus;
5. Though the administration understands the need to find a parking space for your vehicle before you attend to your class/work, the succeeding acts, among others, shall not be allowed as punctuality is still expected from everyone:
 - a. Parking in any of the driveways of the car park building while waiting for a vacant parking slot even if the employee will be on standby inside the vehicle; and,
 - b. Forcing to double park or entering the main campus to park. The prohibition shall remain applicable even during non-class days.

All other provisions of the *Consolidated Parking Policy* and its *Amendments and Addendum* that are not affected or modified by this Memo shall stand.

For everyone's guidance and compliance.


REV FR GILBERT B SALES, CICM
President



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 33, s. 2019

Memo

To : **ALL DEANS, PRINCIPALS, HEADS OF OFFICES, FACULTY AND STAFF**
Re : **PROTECTING THE ENVIRONMENT THROUGH THE "THINK BEFORE YOU PRINT" CAMPAIGN
AND MAXIMIZING THE USE OF EMAIL AND OTHER ELECTRONIC MEANS OF COMMUNICATION**
Date : 18 September 2019

Greetings!

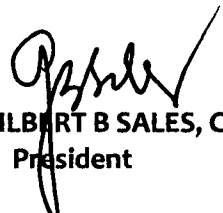
As part of the continuing efforts of the University to protect the environment, everyone is advised to "think before you print." Thus, before hitting the "print" button, let us all think first of the environment and determine if it is absolutely necessary to have a physical printout of the document to be printed.

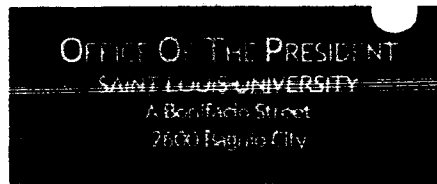
Further, in order to save on resources and facilitate University-wide electronic communication, all employees are required to secure their individual work email addresses. These work email addresses will be used for purposes of disseminating announcements, policies, guidelines, and other University-related communications. Moreover, everyone is also encouraged to utilize their work email addresses for work-related correspondence. All employees are therefore required to check their respective emails at least once a week (preferably more often) to see if new announcements, policies, guidelines, and other communications had been issued. It shall be the responsibility of all employees to do the regular checking of their emails, and failure to access the same will not excuse anyone for non-compliance. All Deans, Principals and Heads of Offices should ensure that their respective units have the necessary computer terminals for the faculty and staff to be able to check their emails.

Employees who do not have yet their individual work email addresses must secure the same from the Technology Management and Development Department (TMDD) before 30 September 2019. Alternatively, the Deans, Principals and Heads of Offices may arrange with the TMDD a system of collectively securing the said individual email addresses of the employees within their respective units.

Finally, all offices are likewise required to secure their office email address. Communications pertaining to the office itself must be coursed through the office email address and not the individual work email address of the concerned employee. The user credentials to the said office email shall be under the custody of the Head of Office, unless the email address more appropriately pertains to another person (e.g. Office Secretary/Clerk) within the unit.

For everyone's guidance and compliance.


REV FR GILBERT B SALES, CICM
President



2. Use of water

- a. Report any leaking faucet or pipe immediately.
- b. When brushing, close the tap.
- c. Conserve water when washing dishes, or when cleaning laboratory materials.
- d. For the males, use the urinals in the comfort room instead of the toilets when urinating. Urinals consume less water than toilets.
- e. Refrain from flushing before using toilets or urinals except when necessary. Flushing should be done after using them and not before. Do not repeat flushing unless it is necessary.
- f. For toilets with flush lever, make sure that the lever returns to its original position after flushing. Letting the lever stay at a depressed position wastes water.

3. Newspaper and magazine subscriptions

- a. Newspaper and magazine subscriptions should be reviewed by offices if still necessary.
- b. Multiple subscriptions are discouraged. If the office has multiple subscriptions, the head of office shall decide which one to keep and shall immediately request for the termination of the subscription of the others.

4. Supplies

- a. Over-ordering of supplies, most especially for those with expiration date, should be avoided.
- b. In the laboratories, purchasing of chemicals should be based only on projected use based on enrolment, bearing in mind that excess/expired chemicals are difficult and expensive to dispose. It is best to have an updated inventory prior to ordering/purchasing.

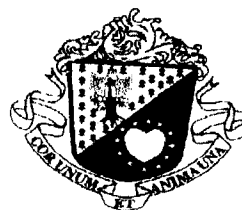
These guidelines shall be strictly enforced. The Heads of Offices, through the environmental focal persons, are in charge of ensuring compliance with this Memo. The Campus Planning, Maintenance, and Security Department and the Center for Environmental Management and Sustainable Development are likewise directed to craft mechanisms to ensure compliance with this Memo.

For everyone's guidance and compliance.


REV FR GILBERT B SALES, CICM
President



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 40, s. 2018

Memo

To : **MEMBERS OF THE LOUISIAN COMMUNITY WHO ARE USING THE DIEGO SILANG BUILDING**
Re : **SAFEKEEPING, UPKEEP, AND CLEANLINESS**
Date : 10 September 2018

Greetings!

To ensure the security, maintenance, and proper use of the newly renovated Diego Silang Building, the following policies and guidelines are presented for strict compliance:

1. Security of classrooms and resources for regular classes

- 1.1. All classrooms must always be kept locked if not in use.
- 1.2. The faculty concerned who is holding the first class in the morning should sign out the classroom key at the appropriate Dean's Office.
- 1.3. The faculty concerned should lock the room after class if there is no succeeding class, or if it is the last class schedule for the day. To guide the faculty in determining if there is a next class, a schedule of classes for every classroom shall be posted. The checker of the School concerned should also assist by informing the faculty of this expectation.
- 1.4. In cases when there is a break from the schedule of classes in a specific classroom, the incoming faculty concerned must sign out the classroom key at the appropriate Dean's Office.
- 1.5. All borrowed keys must be returned immediately by the faculty to the checker or at the Dean's Office after the class to sign in the returned key.
- 1.6. A faculty who will misplace or lose a key will have to submit an incident report to determine who is accountable. The person proven to be accountable for the lost key will pay for the cost of the replacement of the doorknob and new keys for safety purposes.

2. Use of classrooms and conference rooms at the Diego Silang Building for other purposes.

- 2.1. No student or faculty can use any classroom for other purpose/s that is not authorized by the School concerned. The University policy for the use of classroom and other university facilities must be complied with. The request forms can be obtained from the Office of Student Affairs (OSA).
- 2.2. Once the request for the use of facilities is approved by OSA, a copy must be given to the Dean's Office concerned for proper action and monitoring.
- 2.3. The room shall only be opened by the School staff 5-10 minutes before its authorized use. The responsible person who will use the room must see to it that the room is clean, and that the same is locked immediately after use. Thereafter, responsible person should inform the Dean's Office concerned that the room has been vacated and locked.
- 2.4. Extension in the use of the room may not be allowed without a valid cause and without proper notification at the Dean's Office.
- 2.5. Use of classrooms for make-up/remedial classes or for special examinations shall be subject to approval by the concerned Dean concerned.

3. Orderliness and upkeep of rooms

- 3.1. Before leaving any classroom, the faculty concerned must make sure that all chairs and tables are in order, the white board is clean, and the room is free of trash. Should there be no succeeding class, the faculty must additionally check that all the lights are turned off and that the room is locked.
- 3.2. If the faculty is holding the last class for the day, s/he must ensure that all chairs and tables are in order, the room is free from trash, all the lights are turned off, and all windows are closed. The faculty should also make sure that the padlock for the TV enclosure is locked. The faculty should likewise lock the door of the room upon leaving.
- 3.3. The faculty must immediately report to the Dean's Office concerned if s/he finds the room in disarray, dirty or with observed damages (including vandalism), so that a proper determination of the person/s responsible can be done immediately.
- 3.4. Each faculty and student must be made accountable for the overall cleanliness and upkeep of the classrooms.
- 3.5. Any individual found guilty of littering and causing damage/s in any room or its resources will be sanctioned properly based on the *Code of Discipline* of the University and of the School concerned.
- 3.6. Lost and found items must be turned over to the Dean's Office concerned for proper safekeeping and release to the rightful owner after careful validation.

4. Orderliness and upkeep of the hallways and stairs

- 4.1. Standing by or sitting at the hallways when classes are ongoing is prohibited to avoid disruption of classes.
- 4.2. Standing by or sitting on the stairs is prohibited at all times to prevent obstruction to people who would like to pass with ease and for safety/emergency purposes.
- 4.3. Strict silence must be observed when walking through the hallways to avoid disruption of classes.
- 4.4. No chair/s or table/s should be brought out of the classroom/s for use at the hallways.
- 4.5. Littering is strictly prohibited. Observe proper waste disposal and segregation at the designated trash cans. Always keep the trash cans covered.

5. Use of television sets

- 5.1. All classrooms in the Diego Silang building will be equipped with smart TVs which should be used only for official purposes.
- 5.2. The TVs are secured by locking the white board enclosing it. (This is usually the middle panel of the white board). If the faculty anticipates to use the TV, s/he must secure the key from the Dean's Office concerned. It is the responsibility of the faculty to turn off the TV and lock the enclosure after use, and to return the key to the Dean's Office.
- 5.3. If the faculty notes that there is something disarray or is missing from the TV set (including the various cables attached thereto), or that there is any damage to the TV, or that that same is malfunctioning, immediate report should be made to the Dean's Office concerned.
- 5.4. The Deans' Offices concerned are directed to come up with mechanisms to ensure the proper monitoring and accountability for the use of the TVs, including those situations where the class will end by the time the Dean's Office is already closed.

6. Use of comfort rooms

- 6.1.Flush the toilet after each use. Stepping on the toilet bowl is prohibited.
- 6.2.Properly dispose of trash and used tissue papers in the designated bins and not in the toilet bowl.
- 6.3.Do not lock the toilets after use. If noted to be locked without a user inside, please report to the Dean's Office concerned.
- 6.4.Report any damage or malfunction of toilet facilities immediately to the Dean's Office concerned for proper coordination and action.

7. Others

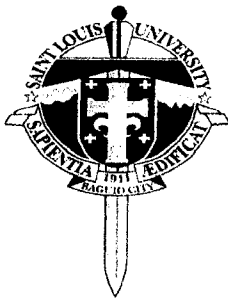
- 7.1.To maintain the good condition of the renovated Diego Silang building, no one is allowed to drill or bore holes at any portion, wall, floor, ceiling or any other part of the building unless with the prior authorization from the Dean or Head of Office concerned.
- 7.2.The University shall provide each School using the Diego Silang building with bulletin boards where notices should be posted. Posting at any other area is not allowed.

8. Administrative concerns

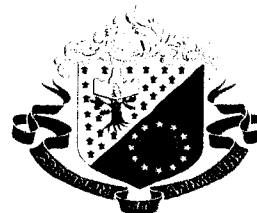
- 8.1.Any faculty or student found guilty of violating any of the above provisions will be dealt with accordingly after proper investigation. Report/s (memos and incident reports as needed) of such violations will be forwarded to the office/s concerned for proper action.

For strict compliance.


REV FR GILBERT B SALES, CICM
President



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 12, s. 2018

Memo

To : ALL SCHOOL DEANS, PRINCIPALS, AND HEADS OF OFFICES
Re : ***GUIDELINES ON THE CONDEMNATION AND DISPOSAL OF
ASSETS OF THE UNIVERSITY***
Date : 14 March 2018

Greetings!

The following guidelines shall apply to the condemnation and subsequent disposal of certain assets of the University such as furniture, equipment, scraps and other similar assets.

I. Condemnation

The concerned department shall do the following:

1. Accomplish requisition slip for the asset's condemnation indicating therein the reason. Condemnation may be due to the asset's irreparability, obsolescence, destruction, or any other similar condition.
2. Secure recommendation from the Information Technology Center (ITC) for electronic equipment (computers, projectors and the like), or from the Special Services Department for furniture and other equipment, respectively;
3. Approval from any of the Assistant Treasurers will be sought and the same should be submitted to the Internal Auditor for appropriate disposal;
4. The Internal Audit physically checks and receives the asset, prepares Receiving Report, and submits the same to the Vice President for Finance (Finance) for final approval and authorization for the write-off.

II. Disposal of Condemned Assets

A. Through sale:

1. The Internal Audit prepares a list of assets to be disposed with the corresponding price and indorses it to the Finance for approval; then makes necessary dissemination.
2. The interested buyer shall enlist his/her name at the Internal Audit Office. The "First-come, First-serve, or "Draw Lots" or "Give Chance to Others" basis shall be observed. The Internal Audit issues an Assessment Note to the chosen buyer which shall be presented to the cashier for payment.
3. Upon payment of the assessed amount to the cashier, a gate pass will be issued duly signed by the Internal Auditor AND one of the Assistant Treasurers or their authorized representative in their absence.

GUIDELINES ON THE CONDEMNATION AND DISPOSAL OF ASSETS OF THE UNIVERSITY

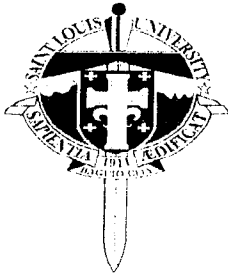
4. Before bringing out the items bought or before loading them to the vehicle, the gate pass shall be presented to the Security Guard on Duty. The Guard should see to it that the items being taken are those exclusively listed in the gate pass before discharge.
5. The releasing guard will affix his name and signature on the gate pass and the same shall be submitted to the Campus Safety, Security and Compliance Office (CSSCO) for future reference. Releasing of items bought shall only be made during office hours except if a written request duly approved by the Campus Safety, Security and Compliance Officer is sought.

B. Through donation:

1. Items for donations should have been classified for donation.
2. Items for donations will be posted for public announcement (radio, website, facebook, bulletin board, etc).
3. A request for donation shall be made in writing addressed to the President. A deadline in submitting request will be set to give time for initial assessment of beneficiaries.
4. The request letter is forwarded to the Internal Audit Office and Community Extension and Outreach Programs Office (CEOPO) for initial assessment. While first come first served basis may be observed, should there be multiple requests, priority maybe given to those assessed as "more in need." Applicants will be updated of their requests provided they have specified in the letter their contact number.
5. The request is further assessed by the Internal Audit for the endorsement in terms of the availability of items requested, and by the CEOPO for final endorsement and preparation for Approval by the President.
6. Upon approval, the Internal Audit and the CEOPO shall effect the release subject to the requirements of both offices. Releasing of donations shall only be made during office hours except if a written request duly approved by the Campus Safety, Security and Compliance Officer is sought.
7. Should there be a tax consequence resulting from the donation, the requesting party shall bear the tax consequence. The requesting party's commitment to pay the tax should be indicated in the request letter.

For everyone's guidance and compliance.

REV FR GILBERT B SALES, CCM
President



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 09, s. 2018

Memo

To : THE LOUISIAN COMMUNITY, CANTEEN CONCESSIONAIRES AND SUPPLIERS
Re : ***BAN ON THE USE OF STYROFOAM AND PLASTIC PRODUCTS***
Date : 22 February 2018

Greetings!


Pursuant to the City of Baguio Ordinance No. 18, Series of 2016, otherwise known as the Environment Code of the City of Baguio, please be reminded of the following measures being undertaken by the University:

1. Caterers and canteens are not allowed to use styrofoam and plastic products for packaging and serving food.
2. Employees, students and visitors are prohibited from bringing into the campus anything that uses styrofoam and plastic products as packaging or as container.
3. Suppliers of laboratory equipment, glasswares, gadgets, reagents and the like which use styrofoam and plastic products for padding are required to retrieve the styrofoam and plastic and dispose of them as appropriate.

The adverse effect of styrofoam and plastic on human health and the environment cannot be ignored.

Let us all strive to use environmentally acceptable products to prevent the risk of associated illnesses and environmental pollution.

For everyone's information, guidance and strict compliance.


REV FR GILBERT B SALES, CICM
President



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 43, s. 2017

Memo

To : THE LOUISIAN COMMUNITY
Re : ***FORMATION OF ENVIRONMENT COMMITTEES***
Date : October 6, 2017

Greetings!

Consistent with the CICM pastoral priorities of promotion of social justice, sustainable peace, and environmental protection, Saint Louis University is committed to the practice of sound environmental stewardship. Saint Louis fulfils this commitment through the continuous improvement of its environmental performance, effective management of its environmental impacts, and compliance with relevant environmental legislation.

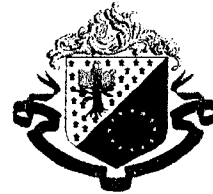
To translate this commitment to action, each School/Office/Residence Hall in the University, through the respective Deans/Heads, shall form an *Environment Committee* consisting of the following:

- Committee Chair
- Secretary
- At least two members
 - For Schools, the faculty advisers and the presidents (or other officers) of the different student organizations may be the members
 - For offices/residence halls, the Head of Office/ Residence Hall Director shall choose the members.

For smaller units within the University (Clinics, Institutes, Centers or Administrative Departments), instead of an *Environment Committee*, the Head shall choose an *Environment Focal Person*.



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2600 Baguio City



The functions of the *Environment Committee* and the *Environment Focal Person* are, as follows:

1. To coordinate with the SLU Center for Environmental Management and Sustainable Development (CEMSD) regarding environmental activities of the University or their respective Units.
2. To communicate to the Unit's constituents all matters related to the University's environmental programs and activities.
3. To facilitate dissemination of environment-related memoranda.
4. To assist the CEMSD in monitoring proper implementation of environmental guidelines/ordinances.
5. To prepare quarterly reports on the environmental initiatives of the respective Units and submit such report to the CEMSD.
6. To facilitate the conduct of environmental audits and submit reports to the CEMSD.

Each Unit shall submit the list of members of the Unit's *Environment Committee* or the *Environment Focal Person* to the Office of the President, with the CEMSD furnished with a copy, on or before October 20, 2017.

For any clarification regarding this Memo, communication may be made with the CEMSD at local 379.

Let us be responsible in promoting health and safety in the environment which we all share.

REV FR GILBERT B SALES, CICM
President



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Administrative Memo No. 36, s. 2017

Memo

To : THE LOUISIAN COMMUNITY
Re : **SOLID WASTE MANAGEMENT (SEGREGATION, STORAGE AND COLLECTION)**
Date : September 4, 2017

Greetings!

Pursuant to Republic Act No. 9003, the *Ecological Solid Waste Management Act of 2000*, and the City of Baguio Ordinance No. 18, Series of 2016, otherwise known as the *Environment Code of the City of Baguio*, please be reminded of the following measures being undertaken by the University:

1. Segregation of solid waste at source

Segregation of solid waste at source is mandatory. Wastes are classified and segregated into biodegradable, recyclable, residual and special wastes. They should be segregated by the waste generators themselves at the place where they are generated.

2. Separation of solid waste containers

The generated solid wastes must be properly separated and placed in four (4) separate containers. Containers must be appropriate to facilitate efficient handling, storage, collection, transport or disposal.

3. Collection and disposal of solid waste

Only solid wastes that are segregated at source shall be collected by the janitorial personnel assigned in the area.

To ensure that the purpose of segregation will be fulfilled, segregated wastes should not be mixed in one container during collection by the janitorial personnel.


Segregated wastes should be stored in the designated appropriate facility for collection and final disposal by the City General Services Office.

All School Deans and Heads of Offices are directed to widely disseminate this Memo among all the members of their respective communities, and to ensure their compliance.

The Special Services Department and all outsourced janitorial service providers are directed to coordinate with the *Center for Environmental Management and Sustainable Development (CEMSD)* for the proper implementation of this Memo.

Let us all do our share in the protection and preservation of our environment.

For everyone's guidance and compliance.


REV FR GILBERT B SALES, CICM
President

STELA

SAINT LOUIS UNIVERSITY

P.O. Box 71 Baguio City, 2600 Philippines

Tel Nos. 442-3043; 442-2793; 442-2193

Fax No. 442-2842



Member:

- Association of Southeast Asian Institutions of Higher Learning (ASAIHL)
- International Federation of Catholic Universities (IFCU)
- International Association of Universities (IAU)
- Association of Southeast and East Asian Catholic Colleges and Universities (ASEACCU)
- Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)

Office of the

Vice President for Academic Affairs

Academic Memo No. 3 s. 2017

Memo

To : ALL SCHOOL DEANS AND FACULTY MEMBERS
Re : APPLICATION FOR TEACHER TRAINING IN THE MSc in DRRM PROGRAM
Date : 12 April 2017

Greetings!

Application for teacher training in Disaster Risk Reduction & Management (DRRM) is now being accepted. This is open to all faculty members who have been involved in teaching, practice and research related to DRRM. Successful applicants shall be required to teach in the program starting AY 2018-2019.

Interested faculty members must accomplish the attached application form and personally submit to the Office of the VPAA on or before **April 24, 2017**.

Thank you.

JOSE MARIA A PANGILINAN, DSc
Vice President for Academic Affairs

Application for teacher training in the Disaster Risk Reduction & Management

I. Qualifications / Criteria:

| | |
|-----------------------|--|
| Name: | |
| E-mail address: | |
| Age: | |
| Degree/Certification: | |

II. Involvement in DRRM:

| |
|---|
| a. Research output (List of publications, paper presentations, and research conducted. You may use a separate sheet/s.) |
| b. Practice: (Where and when?) |
| c. Teaching: (Where and when?) |

III. Essay:

| |
|--|
| 1. Why should you be chosen to undergo training and teach in the MSc DRRM program? |
| 2. Are you willing to be involved in DRRM work, in addition to teaching & research? <input type="checkbox"/> Yes <input type="checkbox"/> No |



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SAINT LOUIS UNIVERSITY
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2600 Baguio City



Administrative Memo No. 16. s. 2017

Memo

To : THE LOUISIAN COMMUNITY
Re : ***SLU CENTER FOR ENVIRONMENTAL MANAGEMENT AND SUSTAINABLE DEVELOPMENT***
Date : March 28, 2017

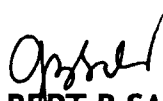
Greetings!

As part of SLU's commitment to protect the environment and pursuant to the objectives of the CICM for the promotion of Justice, Peace and Integrity of Creation, SLU is proud to announce the opening of its *Center for Environmental Management and Sustainable Development (CEMSD)*.

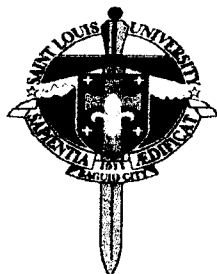
The said office will be in charge of addressing all issues and coordinating all efforts of the University involving environment-related concerns. Meanwhile, the existing Louisian Environmental Management and Audit Committee (LEMAC) shall continue its functions until the end of this Academic Year 2016-2017, but shall coordinate its projects and activities with the CEMSD.

The office is headed by Dr. Gaudelia Reyes, and is located beside the Fr. Francis Gevers Hall (formerly Old Chapel), Diego Silang Building. It can be reached through local 379. For administrative purposes, the said office shall be under the Office of the Vice President for Administration.

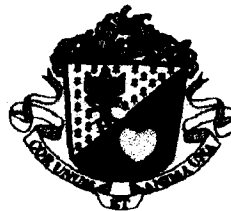
Everyone is urged to support the mandate of the said office, bearing in mind Pope Francis' reminder that we "*are called to care for creation not only as responsible citizens, but also as followers of Christ!*"


REV FR GILBERT B SALES, CICM
President

Copy of Sir A. ...



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
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Administrative Memo No. 10, s. 2017

Memo

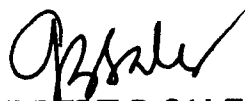
To : ALL SCHOOL DEANS, PRINCIPALS, AND HEADS OF OFFICES
Re : ***FIRE PREVENTION MONTH***
Date : March 2, 2017

Greetings!

In line with the celebration of the Fire Prevention Month this March 2017, everyone is reminded to make the SLU Campus safe and free from all fire hazards.

The Campus Safety, Security and Compliance Office issued its ***Reminders on Fire Safety*** (see attachment). Everyone is urged to heed the said reminders.

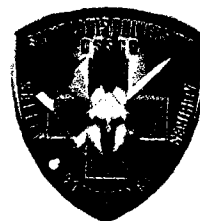
For everyone's guidance and compliance.


REV FR GILBERT B SALES, CICM
President



SAINT LOUIS UNIVERSITY

BAGUIO CITY



CAMPUS SAFETY, SECURITY AND COMPLIANCE OFFICE

REMINDERS ON FIRE SAFETY

In line with the celebration of the Fire Prevention this month of March, may we please be advised and CONTINUALLY be reminded on our responsibility to take all the necessary steps to prevent fire. Let us keep in mind that *"Safety First is Safety Always."*

The following precautionary steps, reiterations, and guidelines will help us be more aware of our duty to help keep SLU safe:

1. Exercise due diligence against fire hazards:
 - a. Immediately report damaged electrical wirings, plugs, switches, lights, equipment, and the like to the nearest office for prompt reporting to and instant repair by the Special Services Department. Continuously report the concern if no action had been done;
 - b. Avoid overloading our electrical system. Connecting unregistered/prohibited items/equipment not warranted safe to be used such as but not limited to cooking paraphernalia, flat iron, oven toaster/microwave, TV set, and other special personal effect not necessary in the exercise of daily work is strictly prohibited under University policies. Likewise, everyone is reminded that the use of handy electronic gadgets specifically computer notebooks, net books, laptops, tablets shall in no case be charged using the University's power outlets and should entirely be operated on their reserve power supply as clarified in the University Memo of 30 Aug 2012;
 - c. Everyone should ensure that Personal Gadgets/Tools/Equipment and their Accessories are registered and compliant with the University President's Memo of 24 May 2006 and 30 Aug 2012;
2. Undertake the indispensable responsibility that operational lights/equipment shall in NO INSTANCE BE LEFT ABANDONED OR UNPLUGGED as these are sources of fire hazards. After using the offices/laboratories/classrooms, personnel-in-charge shall assume responsibility in turning-off the lights and unplugging electrical equipment to avoid overheating especially before long weekends and semestral breaks;
3. Laboratories and offices handling flammable materials and substances are to take extra precautionary measures in the use and storage of such ensuring that they are exercising the standard procedures on safety;



SAINT LOUIS UNIVERSITY

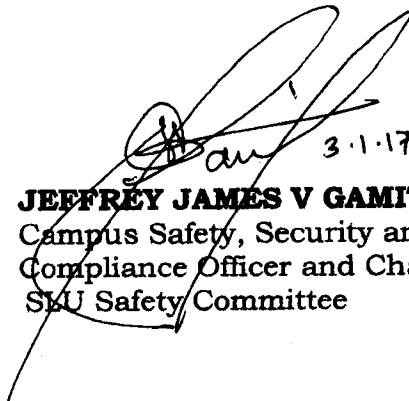
BAGUIO CITY

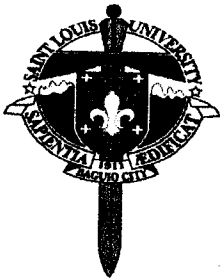


CAMPUS SAFETY, SECURITY AND COMPLIANCE OFFICE

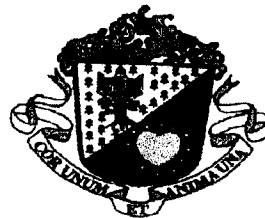
4. Be familiar with the SLU Safety Orientation Manual especially on the *Safety Procedures in Case of Emergency*. Copies of this were distributed before the start of the Academic Year and are also readily available at the Campus Safety, Security and Compliance Office (CSSCO) at Room S-314, Diego Silang Building;
5. Deans/Heads of Offices/Principals with the help of their Safety Brigade Members are to **STRICTLY** check that all Fire Extinguishers installed in their offices/corridors are up to date. A **REGULAR CHECK** of its expiration period should be done, and immediately request replacement from the SSD once deemed necessary. Canteen concessionaires are also urged to check their kitchen area for fire safety; and
6. In case of fire and the need for a fire extinguisher, remember the simple fire extinguisher training technique - **PASS**:
 - a. **P**ull the pin on the extinguisher.
 - b. **A**im the hose nozzle low toward the base of the fire.
 - c. **S**queeze the handle to release the extinguishing agent.
 - d. **S**weep the nozzle from side to side at the base of the flames until extinguished.

Thank you very much for your cooperation in keeping lives and University properties safe at all times.


3.1.17
JEFFREY JAMES V GAMIT
Campus Safety, Security and
Compliance Officer and Chair,
SLU Safety Committee



OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY
A Bonifacio Street
2600 Baguio City



Memo

To : THE LOUISIAN COMMUNITY
Re : **WORLD DAY OF PRAYER FOR THE CARE OF CREATION
CELEBRATION (SEPTEMBER 02 - 09, 2016)**
Date : August 27, 2016

Greetings!

Pope Francis has instituted the *World Day of Prayer for the Care of Creation* in keeping with the environmental encyclical "Laudato Si." Since we belong to a CICM institution that is committed to the promotion of Justice, Peace, and Integrity of Creation (JPIC), we need to reaffirm our vocation as stewards of creation, thank God for his earthly gifts, and ask His pardon for the sins we have committed against the environment.

For this purpose, a board containing the "Pledge to Protect and Heal God's Creation" will be placed at the Silang lobby to be prayed by students and employees from September 02 to 09, 2016. Triangular boards where signatures may be affixed or thumb marks may be printed as signs of commitment will be put up. Seeds and seedlings will be distributed to those who would like to plant and take care of them. These activities will be organized by the Extension Programs Office together with the Ecolodians of SLU, Green Core Society, and the Cordillera Cultural Performing Group.

A Mass to affirm our commitment for environmental care and protection will also be held on September 05, 2016, 5:00 PM, at the SLU Park (near the fountain area), which will be spearheaded by the Parish Social Action Committee.

We look forward to your active participation in these events. Thank you very much.


REV FR GILBERT B SALES, CICM
President