

**15 May 2020**

**TO : Lasallian Community**

**FR : Br. Bernard S. Oca FSC**  
Chancellor

**RE : Online Request for Approval of the Chancellor**

The community quarantine currently being implemented and enforced brought changes in the way offices deliver services. In view of this existing reality, please be informed that requests and documents addressed to the Chancellor must be submitted by email ([chancellor@dlsu.edu.ph](mailto:chancellor@dlsu.edu.ph)). The requests and documents should follow the regular channel of communication / endorsement. The Office of the Chancellor personnel will take charge of sending the requests and documents to the Brother Chancellor. The decision of the Chancellor shall be communicated to the requester via email. The said procedure is being implemented to ensure efficient