



## Community Involvement Office

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### **VISITING VOLUNTEER FACULTY PROGRAM Guidelines**

#### **I. Introduction**

De La Salle Lipa is committed in giving quality human and Christian education to all while offering continued service to its community through various sustainable programs and volunteer works. Community partnerships had been built over the years in the areas of volunteerism, outreach activities and other special projects in response to natural disasters, calamities or urgent needs of the community.

DLSL likewise acknowledges and supports various institutions such as seminaries within Lipa (St. Francis De Sales Minor and Major Seminaries, Our Lady of Lourdes Seminary at the Capuchin Formation House and Oblates of St. Joseph) who are in need of additional teaching force in the formation of their students. With that, the Community Involvement Office acknowledges the involvement and volunteerism among the faculty of De La Salle Lipa who wishes to engage in voluntary or paid teaching at the seminaries. This paper serves as the guidelines for the request, approval, notation and documentation of community engagement points rendered for this service.

#### **II. Objectives**

- a. To provide a set of guidelines and process flow for the DLSL faculty members who wish to render time and service in teaching at seminaries within (or outside of) Lipa City;
- b. To ensure that such volunteer work and service is duly acknowledged and approved by their respective Dean/s and the Vice Chancellor for Academics, and does not in any way compromise their required number of working hours, schedule of teaching and subject loads at DLSL;
- c. To document the number of hours rendered for the volunteer service for the proper allocation of Community Engagement points;

#### **III. Requirements**

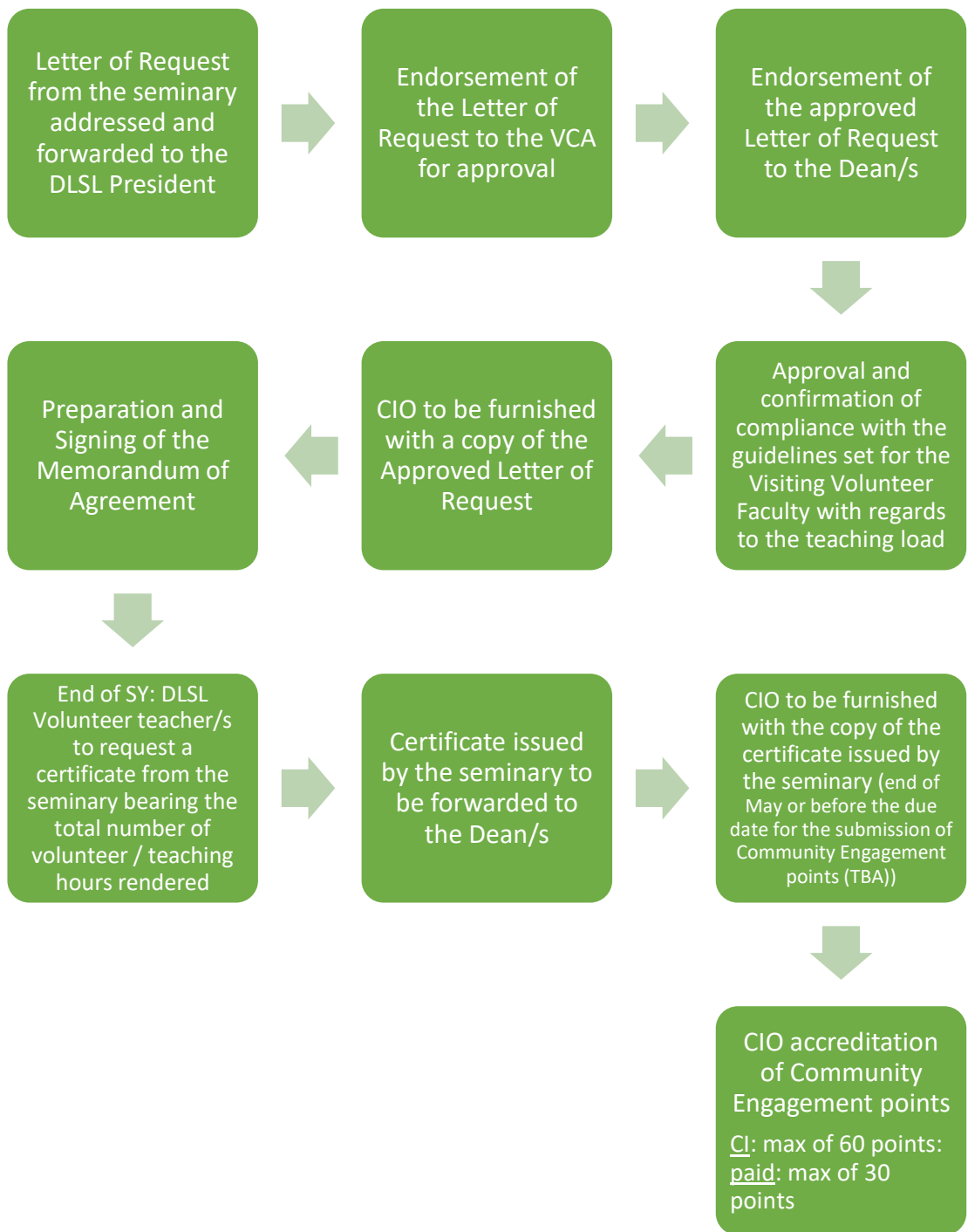
The following requirements must be accomplished and adhered to prior to the engagement of the DLSL faculty volunteer:

| Particulars   | Details  |
|---|--|
| Letter of Request from the seminary addressed to the De La Salle Lipa President | <p>Content must bear the following details:</p> <ul style="list-style-type: none"> <li>• Name of the DLSL teacher</li> <li>• College/Department</li> <li>• Semester covered</li> <li>• Subject/course</li> <li>• Corresponding units of the subject/course</li> <li>• Schedule of the teaching load</li> <li>• Nature of engagement (CI or with salary / honorarium)</li> </ul> <p><i>*CI: CIO will acknowledge the actual number of hours reflected in the certification from the seminary (+ 6 points for preparation of materials, the total of which must not exceed 60 points).</i></p> <p><i>*<b>With salary or honorarium:</b> CIO to determine the number of points to be given, the total of which must not exceed 30 points or 50% of the total maximum points for purely voluntary service or CI)</i></p> |
| Approval of the Letter of Request   | Vice Chancellor for Academics / Dean   |
| Memorandum of Agreement (to be prepared and processed by the HRD)               | <p>Signatories:</p> <ul style="list-style-type: none"> <li>• DLSL volunteer teacher / faculty</li> <li>• HR Director</li> <li>• Dean</li> <li>• Vice Chancellor for Academics</li> </ul>   |

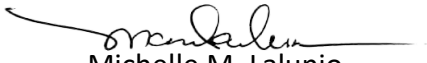
Upon completion of the semester stated in the request:

| Particulars  | Details  |
|--|--|
| <p>Certification from the seminary stating the total number of rendered volunteer hours of teaching.</p> <p>To be submitted to the CIO until the end of May or before the due date for the submission of</p> | <p>Content must bear the following details:</p> <ul style="list-style-type: none"> <li>• Name of the DLSL teacher</li> <li>• College/Department</li> <li>• Semester covered</li> <li>• Subject/course</li> <li>• Total hours of the volunteer service</li> </ul> |

#### IV. Process Framework



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Noted by:



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