

We are glad to serve you!

SERVICE HOURS

Monday to Friday 07:00AM-09:30PM
Saturday 07:00AM-06:00PM

OFFICES

SDFO Coordinators and Director—SJ 115
Discipline Enforcement Section - M115-A
Discipline Education, Advocacy and Programs Section - M115-B
Lost and Found Section - SJ105

LANDLINE AND MOBILE

536-0269
524-4611 to 24
Local nos. 414, 611, 290

E-MAIL

sdfo@dlsu.edu.ph

for more updates and announcements



fb.com/sdfo.dlsu

For a full list and explanation of offenses,
please refer to the **student handbook**:

http://www.dlsu.edu.ph/offices/osa/_pdf/student-handbook.pdf

4 DOs of a Disciplined Lasallian



**DOes my action I conform
to the University policies?**



**DOes my action make me
a better Lasallian?**



**DOes my action uphold
fairness to all Lasallians?**



**DOes my action
promote discipline?**

References:

Student Handbook 2018-2021
Google images



Student Discipline
Formation
Office

SDFO GUIDE

for CeLL Students

*“It seeks to prevent rather than correct
unseemly student behavior”*

NO EATING POLICY *(minor offense)*

To keep our learning areas clean, eating and drinking other than water inside air-conditioned rooms and facilities are not allowed. In classrooms only **water, biscuits and candies** are allowed.



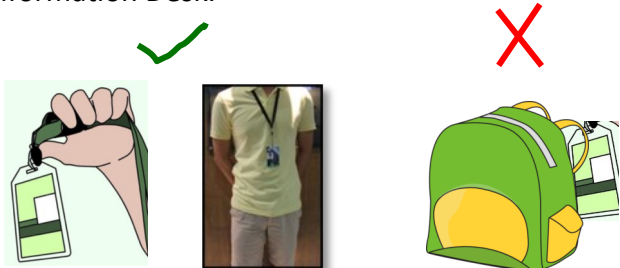
NO SMOKING POLICY *(minor offense)*

Practice healthy lifestyle and say NO to smoking including e-cigarettes inside or within five meters of the campus and along Agno and Fidel Reyes Streets.



ID POLICY *(minor offense)*

Visibly wear your ID inside campus at all times. In case of a left or lost ID, proceed to the Br. Andrew Gonzales Hall Information Desk.



IMPROPER USE OF UNIVERSITY FACILITIES

Proper use of University facilities should be observed in the University. Violation of this is a minor offense. Example:

- **Improper use of elevators** – *Wait for your turn, avoid round tripping. Using of stairs for 3 floors up and down are highly encouraged.*



Improper use of comfort rooms – *Properly use comfort rooms designated for students.*

LOITERING *(minor offense)*

Avoid staying and making noise along the corridors and hallways during class hours to avoid disrupting classes in session.



GROSS *(major offense)* / SIMPLE *(minor offense)* ACTS OF DISRESPECT - Everyone is expected to observe politeness and courtesy.



FRAUD / DECEPTION *(major offense)*

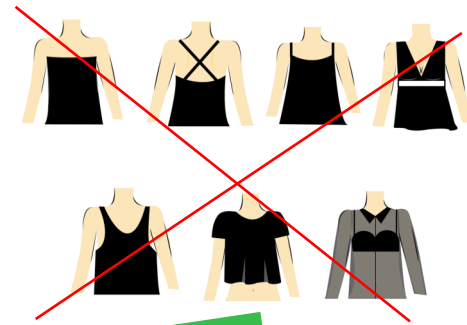
Students must be honest and truthful in submitting documents and records related to the university. Examples of fraud could be false signatures, fake documents, lending ID and untruthful statements against the university.

DRESS CODE POLICY *(minor offense)*

Campus attire should be decent and modest. Some extremes are **not acceptable**, which include:

TOP&DRESSES

- tube tops, backless blouses, spaghetti straps, without bolero/blazer/cardigan/jacket
- sleeveless tops with large and loose armholes
- cleavage-baring tops
- see-through tops & dresses where the undergarment can be seen
- cropped tops and hanging blouse
- dresses with plunging necklines



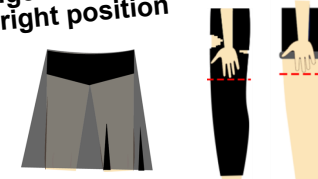
FOOTWEAR

open-toe footwear with-out back-strap/sling back/heel of at least 1 inch



BOTTOM

- bottoms where the under-garment can be seen
- pants w/ holes showing the skin above the longest finger
- shorts, skirts & dresses w/ hemline above the student's longest finger in a standing upright position



OTHERS

- caps, bonnets and hats worn inside classrooms/seminar rooms/offices/auditorium/chapels
- clothing w/ pictures and/or statements that are contrary to the mission and the Catholic nature of the University

