

De La Salle University
Web Content Update Form

To be filled out by Unit Directors

Please attach a separate sheet if necessary

Name of the Unit

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Name of Director

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Overview of the Unit

General description of the unit, which may include purpose of establishment and history (please limit to 300 words)

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Vision

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Mission

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Kindly list down all projects, activities, and events handled by your office, which you deem is necessary for our stakeholders to access through the website. Please add a separate sheet and attach supporting documents if necessary.

PROJECT 1	
Name of activity/event/project	
General description <i>Please limit to 200 words</i>	
Supporting information <i>e.g. forms, photos, documents</i> <i>Note: If the document in the current website is up-to-date, please identify the URL.</i>	

PROJECT 2	
Name of activity/event/project	
General description <i>Please limit to 200 words</i>	
Supporting information <i>e.g. forms, photos, documents</i> <i>Note: If the document in the current website is up-to-date, please identify the URL.</i>	

PROJECT 3	
Name of activity/event/project	
General description <i>Please limit to 200 words</i>	
Supporting information <i>e.g. forms, photos, documents</i> <i>Note: If the document in the current website is up-to-date, please identify the URL.</i>	

PROJECT 4

Name of activity/event/project

General description

Please limit to 200 words

Supporting information

*e.g. forms, photos, documents**Note: If the document in the current website is up-to-date, please identify the URL.*