

DTS Number

## REQUEST FOR RECOGNITION OF DEPARTMENTAL AWARDS

(Form No EV-02-201604)

AY/Term		Date	
---------	--	------	--

For the **Academic Year and Term** above, the student(s) below qualify for the departmental award(s) corresponding their names:

Count	ID Number	Name (Last, First, Middle Name)	Award Code
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**AWARD CODES:**

CHE - Excellence in Chemistry

CIN - Cinco Gold Medal for Excellence in Chem. Eng

COT - Cotter Gold Medal for Excellence in Bus. Mgt.

ECJ - Eduardo Cojuanco Jr Award for

## Entrepreneurship and Innovation

## MAT - Excellence in Mathematics

OCO - Outstanding Contribution to the Department

ODI - Outstanding Dissertation

OST - Outstanding Student Teacher

OSR - Outstanding Student Research

OTH - Outstanding Thesis

PMA - PMA-Abenson Gold Medal for Excellence in Marketing

PNB - PNB Gold Medal for Excellence in Mgt. of Financial Institutions

ROX - Roxas Gold Medal for Excellence in Economics

VAL - Valdez Gold Medal for Excellence in

Accountancy

ZUL - Zulueta Gold Medal for Excellence in English

## REMINDERS

1. This form is used to communicate to the OUR the roster of graduating students with departmental awards. A separate memo **should not** be prepared and submitted to the OUR. This form may be downloaded at [www.dlsu.edu.ph/offices/registrar/pdf/](http://www.dlsu.edu.ph/offices/registrar/pdf/)
2. Departmental awards are given during the College Recognition Rites.
3. This form should contain awardees only for the specific AY/Term. Names of awardees for other AY/Term **should not** be included in the same form.
4. The OUR will procure the medals for the departments. However, the cost of the medal is chargeable against the departmental budget. In preparing the Payment Requisition Slip (PRS) that will accompany the list of awards, please be guided by the following:  
  
The box "Payment by Book Transfer" must be indicated with an "X". The PRS should indicate--  
  
Payable to : Registrar's Office-Graduation (Acct. No. 001-042-692)  
Purpose/Remarks : Payment for medals for the \_\_\_\_ Commencement Exercises
5. Please refer to the memo for the cost of the medals. This form will not be accepted at the OUR if the corresponding PRS is not attached to it. Payments for medals of awardees for other AY/Term should be contained in a separate PRS.
6. Forms submitted after the deadline will not be accepted. This form must be officially received at the Enrollment Services Hub.

APPROVAL		For OUR use only	
Chair	Received by	Processed by	PRS handling
_____		_____	_____
SIGNATURE OVER PRINTED NAME / DATE		Lead Staff, ENREVAL	Administrative Assistant II

**ALL RIGHTS RESERVED.** Parts of this material may be reproduced provided (1) the material is not altered; (2) the use is non-commercial; (3) De La Salle University is acknowledged as source; and (4) DLSU is notified through [academic.services@dlsu.edu.ph](mailto:academic.services@dlsu.edu.ph).