



OPERATIONS MANUAL AY 2015-2016

In consultation with the Dean of Student Affairs, the Student Affairs Directors' Council, the CAO Council of Advisers, and the CAO Council of Company Managers, the Culture and Arts Office (CAO) presents this manual of policies and procedures for the use of its artists, managing, and production groups. It serves as a guide to the Executive Board of the CAO groups through providing pertinent information necessary to conduct business with the mother office and other offices in the campus.

All provisions outlined in this manual are made consistent with the University's Mission Statement. More specifically, these provisions are instituted:

- To instill Lasallian virtues of Christ-likeness, dedication, discipline, honesty, and imparting of these values among the members;
- To maintain order in the operations of the office and the CAO groups;
- To maintain excellence and to strive for higher standards in all performances
- To encourage a striving for academic and professional competence and accountability and;
- To render service to the University and Nation by enlightening and educating them on the different art forms through relevant programs and by sharing with them our talents and resources.

These policies are made in conformance with University-wide and Student Affairs policies and directions of DLSU.

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Any proposal to amend these policies shall be coursed through CAO, the policy maker and the implementer of the said policies such as the Chancellor, Vice Chancellor for Administration, Vice Chancellor for Lasallian Mission and Alumni Relations, Dean of Student Affairs, and the Student Affairs Directors' Council. For comments and suggestions, email us at: glorife.samodio@dlsu.edu.ph or visit us at <http://www.dlsu.edu.ph/offices/sps/cao>.

All the staff, trainers, officers and members of the Culture and Arts Office are required to read the contents of this guidebook to facilitate smooth working relations and operations. Ignorance is not an excuse for any violation of the policies that will be committed.

THE LASALLIAN ARTISTS' PRAYER

Almighty God, source of all that is good
We praise and thank you for the wonderful talents
You bestowed upon us.

As we, at this moment, are about to
fulfill another task, let this be for your glory.

As we strive to excel in our performance,
may you be the one, Lord,
to shine among those who will be with us today.

Like John Baptist De La Salle,
who responded to your call of educating the least the last and the lost,
May we also teach the minds, touch the hearts and
transform the lives of others through our performances.

With this, we invoke your loving guidance for us to be
filled with faith, act with zealous heart and
commune with one another forever and ever.

AMEN.

Section 1

RATIONALE

1.1. MANDATE FROM THE UNIVERSITY

Cognizant of its responsibility of developing the full potential of the individual, the University sponsors and implements a comprehensive student services program (Student Handbook, 2006-2009). Coordinated by the Dean of Student Affairs, the Culture and Arts Office's general functions include:

- Promoting a well-balanced informal cultural education to the Lasallian Community.
- Providing trainings to enhance the talents of the artistically inclined students specifically in the areas of dance, film/broadcast arts, music, theatre and visual arts.
- Overseeing the operations and performances of all the cultural groups under its umbrella.

1.2 CAO AS PART OF STUDENT AFFAIRS

Since CAO is part of the Student Affairs offices, it is guided by the Student Affairs Way.

1.2.1 VISION-MISSION

A leading learner-centered student affairs and development resource committed to the holistic formation of Lasallians integrating faith-life, leadership and community engagement, towards social transformation.

1.2.2 CORE VALUES

Inspired by the Lasallian Core Values of Faith, Service and Communion and Mission

1.2.3. CORE COMPETENCIES

The Offices of Student Affairs will be known for and distinguished by:

- Providing holistic Lasallian formation programs that integrates faith-life, community engagement and servant leadership;
- Providing resource and consultancy services in career development, counseling, student discipline, spiritual formation, sports development, Culture and Arts , student publication, leadership formation and community development
- Developing research-based student formation interventions and services
- Engaging in meaningful collaborative partnerships with different sectors internal and external to the University to integrate student development programs and services
- Empowering student affairs personnel to become faith-driven and service-oriented formators
- Providing a learner-centered environment through efficient and quality student services and up-to-date facilities

1.2.4. CORE FUNCTIONS

- Student Formation and Development Program
- Student Support Services
- Student Affairs Research and Technology Development

1.3 CAO VISION/ MISSION

1.3.1 VISION-MISSION

A pioneering academe-based culture and arts development resource championing cultural stewardship and artistry as catalysts for social change.

1.3.2 CORE VALUES

The Office is guided by the following values taken from the Lasallian Guiding Principles:

- FAITH (RELIGIO) is committed to cultural programming and artistic formation centered in developing the community's faith-life.
- ZEAL (SERVICE) is committed to being a resource of culturally grounded academicians and artists who will be agents of social change.
- COMMUNION (CULTURA) is committed to building a community of artists, artist mentors and arts researchers who will be trailblazers in improving the status of culture and arts in the country.

1.3.3 CORE COMPETENCIES

The DLSU Culture and Arts Office will be known for and distinguished by:

- Providing high quality and affecting experiential programs and services that advocate culture and art as a vital component in the individual's social and spiritual formation.
- Providing research and resources, and organizational systems and processes that would help in professionalizing the promotion of culture and the arts in the academe.
- Forming well grounded, service driven and creative artists and artist managers who will effectively communicate the importance of culture and the arts in the everyday life.
- Forging collaborations with various sectors and stakeholders to create a stronger impact in cultural advocacy.
- Empowering cultural workers in the Philippine academe through resource and expertise sharing.

1.3.4 CORE FUNCTIONS

The Office is expected to deliver the following:

- Cultural and Artistic Programming to include Artist Development, Formation and Promotion- Through developing Lasallian artists who imbibe the Lasallian Guiding Principles and be future role models of the society
- Community Engagement – Through creating meaningful opportunities for the community to converge in creativity and advocacies and realize the deeper importance of humanities in the lives of men
- Culture and Arts Research and Technology Development in the Academe – Through developing a rich body of literature in arts and culture with the end goal of strengthening nationalism and foster peace and understanding.

1.3.5 PROGRAMS OF THE OFFICE

The Office runs the following programs per year:

- Artistic Talent Enhancement Program
The Office provides artistic training through non-formal curriculum to qualified students inclined in the fields of dance, media, music, theatre and visual arts. It is backed by a Quality Assurance component to continuously raise the standards of cultural promotion

in the University.

- **Artistic Talent Development Program**
The Office, through its student artists, provides artistic training to interested students with basic knowledge of a particular art form.
- **Supplementary Cultural Education Program**
The Office assists the academic departments in teaching the art appreciation subjects through the Art in Action program, via providing interactive approaches in the curriculum through live demonstrations of some forms of performing arts.
- **Cultural Awareness Program**
The Office aids in the promotion of culture and arts not only within the University but also to communities who are not privileged to be exposed to it. This program aims to enrich the spirit of the less fortunate through teaching artistic skills and producing shows for them to watch. This is done through the Modified Civil Welfare Training Services and the Summer Immersion Program.

1.3.6. SERVICES OF THE OFFICE

The Office provides the following services year-long:

- **Performance Requests.** The Office grants performances during the activities of various offices, departments, and organizations inside and outside the University.
- **Artistic Direction.** The office shares its expertise in the areas of music, dance, theater and other arts forms by providing manpower services and artistic inputs to our clients in various facets of production such as production design, technical services, scriptwriting, direction, stage management, hosting services and other artistic and creative innovations.
- **Audio-Visual Production, Coverage and Creative Services.** The office also does production of audio-visual presentations, photo and video coverage of activities, exhibit installations and designing or marketing materials on campus through its media group.
- **Dissemination of Culture and Arts-related Information.** The office acts as the center of information on campus regarding current Manila-based culture and arts events where the students can expose themselves to further their experience and knowledge of the subject.

1.3.7 CONCEPT OF CULTURA, THE LASALLIAN ARTIST FRAMEWORK, AND INDICATORS OF A CREATIVE CAMPUS ENVIRONMENT

Since the Beyond 100 Vision and Mission of De La Salle translated COMMUNION IN MISSION as CULTURA from the traditional Lasallian values, the Association of Lasallian Cultural Officers has proposed this updated definition, based from the original definition from the documents taken from the 1987 Institutional Testing and Evaluation Center of De La Salle University in their First Congress of 2011:

CULTURA is defined as man's regard for humanity, manifested through the following:

- **Promotion of Pluralistic Culture**— the recognition and appreciation of differences in cultures which translates to peace and understanding.
- **Appreciation of Art**— knowledge and critical evaluation of different art forms and its inter-relation; and voluntary participation in cultural activities

- Love of Things Filipino – integration of national and/or local culture in all cultural programs and presentations; preference to be of service to the nation; patronage of own culture
 - Social engagement and care for the environment– emphasis on role of culture and the arts as a catalyst for social transformation and as keepers of God’s creation.
- A. LASALLIAN ARTIST FORMATION AND DEVELOPMENT FRAMEWORK
(revised and approved by the Association of the Lasallian Cultural Officers, 1st Congress, 2011)



RATIONALE: The foundation of every Lasallian artist should be the Lasallian Spirit of Faith, Zeal and Communion and his academic education. These will be his main support in enhancing his innate artistic skills, in developing his management skills in the arts organization, and in fulfilling his mission as an artist to his fellowmen and nation. In terms of training, more focus is given to the development of his artistic skills than management skills and social responsibility, because the office believes that this is where he will stand out as his own person, and discover his creativity as an artist.

KEY ASPECTS	BEHAVIORAL INDICATORS
LASALLIAN SPIRIT	<ul style="list-style-type: none"> • Has FAITH – accepting God’s love in day-to-day experiences; grateful attitude of reciprocating God’s love through sharing his talents • Has ZEAL - the ardent desire to excel in his craft so that he may give his best to serve the community • Communes with the University in fulfilling its mission for the least, the last and the lost
ARTIST –STUDENT ORIENTATION	<ul style="list-style-type: none"> • Is talented, creative and innovative • Has LOVE and DEDICATION for the craft • Is a fast learner • Is humble – manifests healthy acceptance and appreciation of one’s capabilities and limitations, as well as those of others.

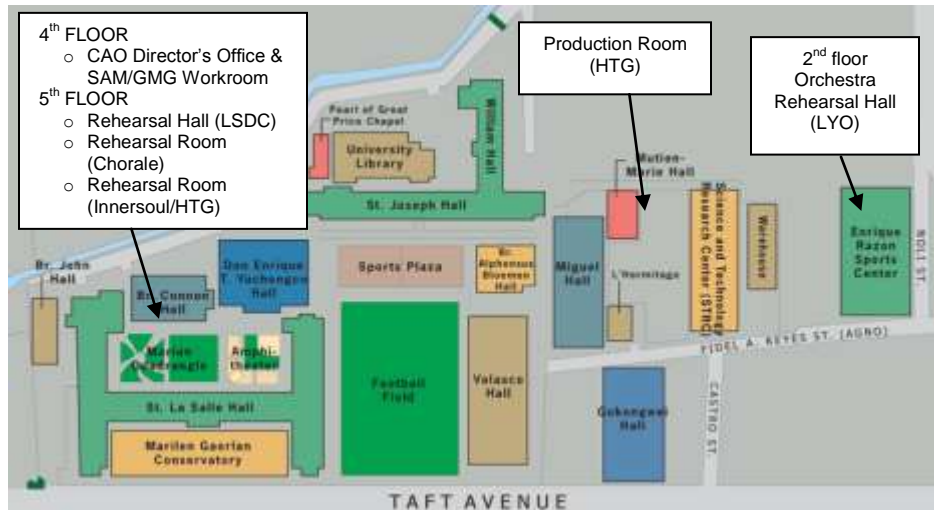
	<ul style="list-style-type: none"> • Is professional and disciplined – knows how to behave properly, adheres to school decorum and manages himself well; and is conscious of the time and effort of his colleagues and mentor • Is accountable - to the property assigned under his care • Values the importance of mastery of performances through trainings and workshops • With integrity – is trustworthy and upright
ORGANIZATIONAL ORIENTATION	<ul style="list-style-type: none"> • Is a pro-active leader • Is people-oriented (good communication skills, team player, compassionate, regards people with respect, open-minded) • Is goal-oriented (strives for excellence, a visionary, shows willingness to contribute to the betterment of the group) • Is confident of himself, his knowledge and his talents • Is a good role model for his members, colleagues and the people around him • fosters “discipleship”- to continue the quality and tradition of the group
SOCIAL ORIENTATION	<ul style="list-style-type: none"> • Knows his responsibility as an artist to enrich the spirits of his audience. • Is willing to share his talents to the least, the last and the lost, so that they may discover their own talents • Is an advocate of the importance art in the transformation of an individual and the nation. • Accepts the responsibility that he is a teacher of culture and the arts to the youth • is a keeper and conservator of the Philippine heritage • Upholds the Lasallian Guiding Principles

B. INDICATORS OF A CREATIVE LASALLIAN CAMPUS ENVIRONMENT

The body has defined the following requisites to be considered a creative campus environment. Further study will be worked on these areas to be able to come up with definite rubrics that will later on be proposed for implementation in all De La Salle network schools.

- Presence of arts groups and qualified trainers and staff
- Presence of regular cultural programs
- Collaboration with various university offices in cultural activities
- Presence of venues for showcase of artists
- Openness of campus for community involvement
- Support of administrators, local and corporate partners

1.3.8 THE CULTURE AND ARTS OFFICE ROOMS & OFFICES



1.3.9 PERFORMING ARTS GROUPS

A. DANCE DIVISION

LA SALLE DANCE COMPANY – CONTEMPORARY. Fully committed to the promotion of Filipino culture, they advocate contemporary dance as a vessel for cultural realization and pride. They also strive to elevate the standards of contemporary dance through experimental pieces using various art forms.

Appropriate events to be invited in: cultural presentations, corporate launches, formal events, invocation, student organizations' events and parties.

LA SALLE DANCE COMPANY – STREET. Known for their unique and energetic performances, this award-winning crew aims to establish Filipino identity in hip-hop culture through constantly exploring new dance styles and breathtaking acrobatic stunts.

Appropriate events to be invited in: corporate launches, informal events, student organizations' events and parties.

LA SALLE DANCE COMPANY – FOLK. The newest subgroup of the La Salle Dance Company-Folk that seeks to become a leading folk dance company in connecting the youth of De La Salle University to the Filipino heritage by incorporating modern visual style to the traditional dances of the Philippines of the Philippines.

Appropriate events to be invited in: cultural presentations, welcome dinners for foreign guests, international events that require a showcase of Filipino dances

B. MUSIC DIVISION

DLSU CHORALE. The premiere chorale group in the university continues to win accolades from prestigious competitions here and abroad and always delights audiences with their crisp, accurate sound and expressive rendition of songs.

Appropriate events to be invited in: corporate launches, formal events of students, university

offices, government and non-government organizations.

LASALLIAN YOUTH ORCHESTRA. The university orchestra has a wide variety of repertoire from the classical to contemporary music genres. They also perform in smaller groups to cater to the events of university offices and student organizations.

Appropriate events to be invited in: corporate launches, formal/ informal events of students, university offices, government and non-government organizations. They may perform with members of the De La Salle Innersoul for requests that require vocals.

DE LA SALLE INNERSOUL. The university's pop vocal group whose ministry is to spread faith and hope to its audiences. It hones soloists in various genres of contemporary music from pop, jazz, rock R&B and rap.

Appropriate events to be invited in: corporate launches, formal/ informal events of students, university offices, government and non-government organizations. They may perform with the rhythm section of members of the De La Salle Innersoul for requests that require live accompaniment.

C. THEATRE DIVISION

HARLEQUIN THEATRE GUILD. The resident theatre group of the university aims to raise the social consciousness among audiences through theatre. The guild specializes in straight plays, movement, musicals and poetry reading.

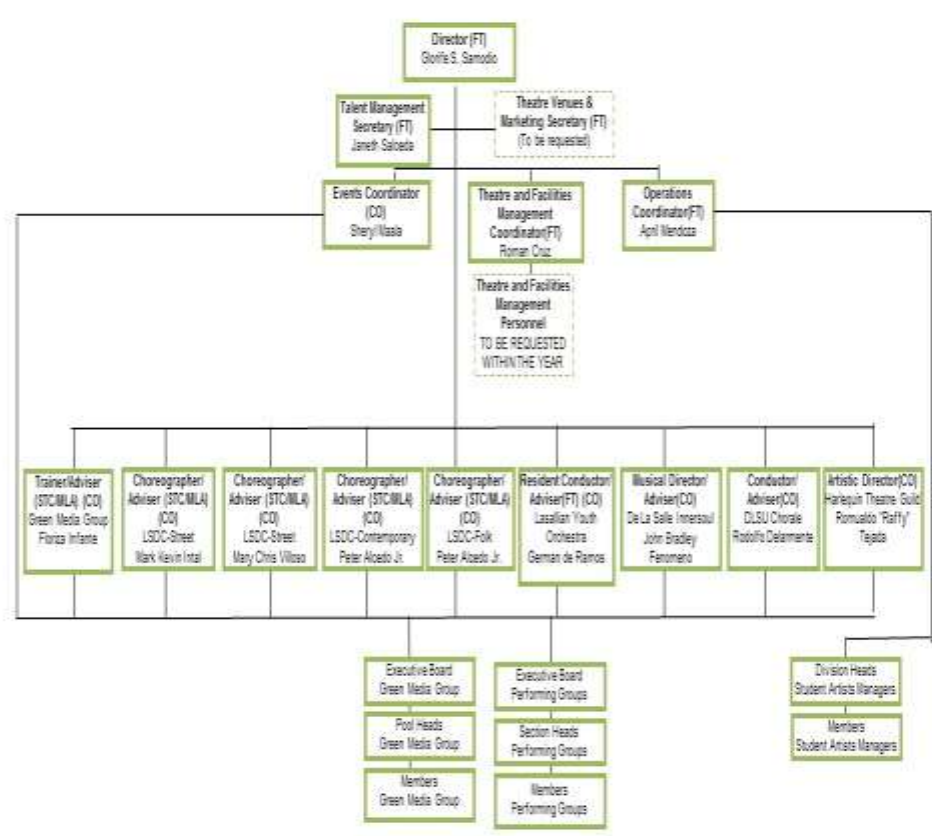
Appropriate events to be invited in: films, formal/ informal events of students, university offices, government and non-government organizations.

D. STUDENT SUPPORT GROUPS

GREEN MEDIA GROUP. The production and media services arm of the Office is composed of student experts involved in technical direction, stage management, multi-media presentations, graphic designs, scriptwriting, hosting and production design.

STUDENT ARTIST MANAGERS. The administrative arm of the Office handles talent management and booking, research and training, marketing, event management, office management and ushering.

1.3.10 ORGANIZATIONAL CHART



Section 2

ORGANIZATIONAL STANDARDS

2.1. MANDATE FROM THE UNIVERSITY

The University recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership in their chosen fields of endeavor. For this purpose, it seeks to encourage the formation of student groups that pursue clearly established common objectives and the initiation of student-directed endeavors set up along social cultural, religious, literary, educational or recreational lines. (*Student Handbook p. b42*)

2.2. NATURE OF CAO AS AN ADMINISTRATION-INITIATED OFFICE

In the 80's, the performing groups (i.e. Dance Troupe, Concert Band, Chorale) of the university was under the Office of Student Activities. However, due to the increasing number of requests and the need for more systematized operations in relation to cultural activities, the Culture and Arts Office was born.

Unlike the Student Council and the Council of Student Organizations, the Culture and Arts Office is considered an administration-initiated office rather than a student organization. The office's operations are funded by the university, from the operational funds for each group, the tuition discounts for its student artists, the salaries for its trainers, to providing necessary equipment and materials for the artistic development of the students. Even if the individual student performing groups operate on their own, they are still under the mandate of the office to ensure that the content and quality of the performances they produce inside and outside the university. The student performing groups are given the privilege to operate independently as the office recognizes the individuality of the groups, and the value of honing the management skills of these artists to ensure that they are well-equipped after graduation.

2.3. ORGANIZATIONAL STANDARDS FOR CULTURE AND ARTS OFFICE GROUPS

1. *Program Development.* All programs and plans for the year must be presented to the office to ensure that they tie-in with the vision-mission of the university and the office, and the Lasallian Guiding Principles. All the artistic trainings shall be guided by a syllabi provided and discussed by its trainers at the beginning of the school year. The office programs undergo a bi-annual evaluation from stakeholders.
2. *Organizational Management.* All CAO groups should conduct planning and undergo regular review of implementation, monitoring and evaluations set by the Office to ensure the quality of the individual groups' operations. The groups should also organize activities where at least sixty percent are related to cultural promotion, and forty percent for all other activities such as leadership trainings, teambuilding, fundraising, and the like. The groups should also subject themselves to performance checks by selected faculty and SA staff for all the shows that they produce. In terms of accountability and conceptualization of productions, 70% is given to trainers and 30% to the Executive Board and the members. This is to ensure the production value of the shows while the student artists retain "ownership" over their

creative work. All programs and performances should have an evaluation rating of at least 4.0 (scale of 1-5, 5 being the highest).

3. *Socio-civic activities.* All CAO members shall undergo a specialized Civil Welfare Training Service program and the Summer Immersion Program, incorporating the value of culture and the arts in social development. The socio-civic activities of the students are skewed toward cultural education and dissemination to the grass roots level.
4. *Social Norms.* All CAO groups officers and members, and its staff are expected to act as Lasallian professionals at all times, showing respect for persons, property, culture, belief, gender and environment, thereby ensuring an atmosphere conducive to value formation and student development. *(excerpt taken from SPS Manual 2005)*
5. *Commitment to the University.* All CAO group officers and members, and its staff shall endeavor to protect the good name of the University and uphold the principles and teachings of St. John Baptist De La Salle. *(excerpt taken from SPS Manual 2005)*

2.4. COUNCILS WITHIN THE CULTURE AND ARTS OFFICE

2.4.1. COUNCIL OF ADVISERS

The Council of Advisers is the consultative policy-making and decision-making body tasked to establish, review, and amend existing policies of the Culture and Arts Office. It is headed by the Culture and Arts Director and is composed of all the Advisers of the Culture and Arts groups and the Culture and Arts Coordinators. The Council defines the vision, mission, and strategic thrusts and objectives of the Unit. The council meets once a month or as the need arises. The scope of the tasks of the Council of Advisers, as a policy-making body, includes the following:

- Proposal of new policies and/or procedures within the Office
- Proposal to amend existing CAO policies.
- Proposal to amend new university policies with unfavorable implication to CAO and its clients

To form a quorum, the council should be composed of eight advisers or more out of nine advisers and 4 Coordinators from Manila and STC campuses). A meeting for policy amendment or approval will not be held should it fall short of the quorum. For approval of proposals, the majority vote should be eight votes from the body.

The advisers are required to attend at least 75% of all council of advisers' meetings called by the office every month. It means that out of possible pre-scheduled 12 meetings (once a month) at the start of the year, only three (3) absences are allowed. Failure to attend with the abovementioned commitments will require a formal letter of excuse at least 5 days before the meeting date. Unless there is a formal announcement from the Director, the schedule stands. Absences will be excused for performance/production requests, self-organized productions, pre-scheduled vacation and personal emergencies which should be immediately backed by an excuse letter the day after the meeting.

A "representation" scheme in COA or COCM or joint meetings shall also be applied to make sure that the group is well represented during meetings; and that the representatives know some administrative matters. Since it's always the Adviser and Company Manager who attends the meetings, the Vice President/Asst. Company Manager/Div.Mgr.- Documentation or its equivalent will be the official representative of the Adviser in his/her absence, and the Secretary, for the absence of the Company

Manager. Any other representative in the meeting will not be allowed because anyone else might not understand the proceedings of the meetings and issues discussed. If the adviser will be absent, the representatives should be briefed about the official stand in the issues that will be discussed in the meeting. The CAO Secretary should release the minutes of the previous meeting and the agenda, at least one week before the meeting. The COCM/COA joint meetings will be held every end of the term or as needed.

The minutes of the meeting will be uploaded at the Google drive which shall include all the possible attendees of the joint meeting. The copy of the minutes and agenda should be brought by the attendees (either soft copy or hard copy, which they will print on their own). A prayer leader (either adviser or every meeting will be assigned every meeting in this particular order: Chorale, Contemporary, GMG, HTG, Innersoul, LYO, Street, SAMs).

PROCEDURES ON POLICY-MAKING

- A. Proposal of new policies and amendment of existing Student Affairs policies
 - 1. Any of the Advisers may author or propose a policy for the improvement of office services. He /she should prepare a position paper regarding the new policy - its rationale, and the procedures.
 - 2. The position paper will be presented to the Council of Advisers for review and evaluation. The alternative courses of action should be submitted for votation purposes.
 - 3. The Council of Advisers may move for the approval of the proposal on the same date of the presentation. However, it can also request for the postponement of the decision for a thorough evaluation of the proposal.
 - 4. If the votes reach the majority number, the proposal is approved. If it is disapproved, the Adviser may revise his/her proposal and present to the Council in another meeting.
- B. Proposal to amend new university policies with unfavorable implication to CAO and its clients
 - 1. The Director briefs the Council on new university policies in the council meeting. The council discusses the implications of the said policy to the CAO groups and their clients. The council may decide for its position on the said policy.
 - 2. The Director assigns an ad hoc committee to prepare the position paper for presentation to the Dean of Student Affairs and the Vice Chancellor for Lasallian Mission and External Relations.
 - 3. The position paper will be presented to the Dean of Student Affairs and the Executive Vice President for review and decision.
 - 4. The decision of the Dean of Student Affairs and the Vice Chancellor for Lasallian Mission and External Relations after the appeal will be considered irrevocable.

2.4.2. COUNCIL OF COMPANY MANAGERS

The Council of Company Managers is a consultative body composed of all the Company Managers and presided by the Director or the Coordinator. It serves as a venue for information dissemination, issues discussion, feedback-giving and policy recommendation. The body gathers once a month or as the need arises. The Company Managers will elect a Chair during the CAO Officers' Lasallian Artists' Management Program. The tasks of the Chair include the following:

- Represent CAO in SA General Assembly, Council of Leaders.
- Consolidate the CAO groups' stand on pertinent issues that affect the groups and the whole student body
- Lead certain projects as assigned by the CAO staff.
- May initiate relevant projects agreed on by the Council of Company Managers upon approval by the Council of Advisers

It should also be noted that in lieu of the CAO group's handbook/operations manual which will not be required by the office, any additional policies will just be given through a memorandum, prepared and signed by the Company Manager, Trainer and CAO Director. Any new policies related to the group must be in line and should not run contrary the policies in the CAO manual.

2.5. PROCEDURES ON TRANSACTIONS WITH THE OFFICE

The Culture and Arts Office is open from Mondays to Fridays, 8:30 a.m. to 12:00 p.m. and 1:00 - 5:00 p.m., and Saturdays from 8:00 to 12:00 p.m. For more efficient delivery of services, the student artists and clients are advised to follow these guidelines. During regular days, the Office will be closed by 7:00 p.m. at the latest or until an office staff is present; or if there is prior (1 day) approval that meetings or production work will be done. On days prior to an official activity of the unit, the office may be open until 9:30 p.m. upon approval of the Director/ DSA. It is the duty of the last person leaving the office to ensure that all lights/ air conditioning units are turned off.

GENERAL GUIDELINES

- Signing of documents and consultations with the staff may be done Mondays to Fridays, 8:30 a.m. to 5:00 p.m. Any matter for the signature and approval of the staff or trainer should be given a lead time of 1 day upon the office's receipt of the document. All letters and requests to the staff and follow up of signatures and requests should be done through the secretary. Signed documents will be left at the pigeonhole and logbook outside the office after 5:00 p.m. A document log for all papers coming in and out of the office is in place to easily track the status of the documents for processing.
- Ideally, consultations with the Director or Coordinators about very delicate matters must be arranged by appointment so they can be given time to attend to specific concerns. Appointments should be arranged through the secretary at least two days before the target date. However, if the matter has to be dealt with immediately, the trainer may approach the Director at once, so the Office can attend to the concern as soon as possible.
- All CAO group officers and advisers are encouraged to use their DLSU email addresses. They are advised to regularly check their emails, invitations to meetings via Google calendar, respond to calls or texts sent by the office for important matters. Moreover, CAO Group officers are required to process all the documents for their group during the first term of office, so they will be knowledgeable in the processes before they pass on their responsibilities to their prospective EB's.
- All CAO members and advisers are required to have a Facebook account and include CAO in their list of friends. The Council of Advisers and Council of Company Managers have separate accounts of which they will be invited in by the Director per academic year. All are encouraged to check the messages posted in these accounts.

- Important announcements are usually disseminated through memoranda and circulars prepared by the Director, and distributed by the secretary.
- In the absence of the Director, any of the Coordinators will automatically act as the officer in charge.
- In writing to administration and other offices, please follow the prescribed format under Communication System of this Manual.

2.6. WORKING CONDITIONS OF THE STAFF AND TRAINERS

- The Director, Coordinators and trainers work under flexi-time conditions. In cases when they work on weekends, they are entitled to take a day off anytime within the term to offset this. A biometric time-log for all staff and trainers is placed in all gates to monitor their attendance.
- The following are the required staff residency hours:
 - Director, Operations Coordinator, Theatre and Facilities Management Coordinator, Lasallian Youth Orchestra Conductor and Secretary = 40 hours per week
 - Events Coordinator and Green Media Group trainer = 20 hours per week
 - Contractual artistic trainers = 12 hours per week plus during performance requests
- The following are the allowed leaves of the full time staff:
 - Director, Operations Coordinator = 15 day sick leave, 18 days vacation leave, 18 days service leave (on the third year after three continuous years of service), and 5 days emergency leave.
 - Theatre and Facilities Management Coordinator, Lasallian Youth Orchestra Conductor and Secretary = 15 days sick and vacation leave
 - Secretary = 15 days sick and vacation leave.

Any vacation leave/ service leave by the staff will be announced at least three days before the date, at the white board posted on the Director's Office door, via email and Facebook.

- The contractual artistic trainers, events coordinator and Green Media Group trainers are required to declare their regular training days. They are not entitled to leaves, but they may offset their absences in their residencies provided that they are announced at least 1 day before the intended absences via email and Facebook. Should the absence affect the whole week of training, s/he should officially communicate this to CAO via an offset form.

2.7. JOB DESCRIPTION OF THE STAFF AND TRAINERS

2.7.1. DIRECTOR (ASF Full Time)

SKILLS:

- Bachelor's degree in any of the following fields: Education, Arts Management, Marketing Management, Advertising Management, Theatre Arts, Communication Arts
- At least 5 years of experience working in an arts related field

JOB DESCRIPTION:

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Conceptualizes the development of non-formal cultural education programs for the university.
2. Plans, implements, attends, and evaluates cultural programs and activities under his/her office (in terms of performing arts and broadcast arts/film).
3. Supervises the operations of all cultural groups and organizations under the CAO.

4. Creates and implements internal policies based on the university policies.
5. Acts as overall adviser to the different cultural groups and the artistic director of all the shows produced by the office.
6. Supervises and evaluates seminars and workshops conducted by the CAO trainers/resource persons.
7. Is available for consultation to the staff and other University offices or student leaders on matters related to cultural activities and services.
8. Prepares the office budget and oversees the disbursements of funds.
9. Attends the Student Affairs Directors' monthly and special meetings.
10. Supervises and evaluates the performance of all members of the staff who are assigned to CAO.
11. Ensures proper attendance of staff and members in all CAO, Student Affairs and university activities as needed.
12. Establishes and maintains linkages with the academic units and other University offices for the effective and efficient delivery of office programs.
13. Chairs the University Committee on Culture.
14. Represents the office in pertinent meetings or activities within and outside the University.
15. Facilitates teambuilding seminars for CAO groups during the summer and the first term.
16. Performs other duties and responsibilities related to the above enumeration of duties and responsibilities.

A. DAILY OPERATIONS

1. Writes, answers and acts upon correspondences addressed to the office on matters related to culture and arts, the student artist groups (with members from Taft and STC) and the like.
2. Addresses feedback given to the office regarding its staff, operations and groups.
3. Signs the payment requisition slips (PRS) and other pertinent documents related to CAO and CAO groups' budget and oversees the disbursements of funds from the CAO budget. Ensures that the office budget is allotted properly to important activities. Determines the budget for the office every year and has the discretion to check the financial status of all the groups.
4. Presides the CAO Council of Advisers' Meetings at least once a month or when needed.
5. Conceptualizes and supervises the implementation of the artistic development program, supplementary non-formal cultural education program; ensures that all the programs and output reflect the University Guiding Principles.
6. Ensures the quality of output in all performance and production requests.
7. Ensures the compliance of the staff and student artist groups in university policies pertinent to office operations.
8. Supervises the documentation system of the office.
9. Mediates on conflicts or problems that may arise within a CAO group, among groups, and/or between the group and other university sectors or outside agencies.
10. Makes himself available for consultation to the students of the CAO groups on matters related to organization development, personal development and other issues affecting their daily operations.

11. Handles the accreditation system of all CAO groups, which involves the assessment of performance every term in the areas of operations management, resource management.
12. Exercises discretion to grant or deny tuition discounts given to members in all cultural groups.
13. Presides over the CAO Council of Company Managers and Student Artist Managers' bi-monthly meetings.
14. Supervises the quality of all the cultural activities initiated by the office and its cultural arts groups.
15. Supervises the procedures of group accreditation which has a direct effect on the students' tuition discount benefit submitted Student Financial Assistance Office.
16. Prepares the office operational plan.
17. Supervises the education component of all the cultural activities and prepares the public programs for cultural education and internationalization
18. Assists in productions for other university offices.
19. Supervises the theatre and facilities management pertinent to CAO, university and external users.
20. Is responsible for the image and welfare of the cultural arts groups and serves as the model in promoting Lasallian and Philippine culture and arts.

B. MARKETING WORK FUNCTIONS

1. Acts as the over-all talent manager of the cultural arts groups. Implements booking procedures for all cultural arts groups.
2. Acts as the representative of the University in cultural affairs and events. Attends cultural events and activities upon invitation.
3. Establishes and maintains linkages with the academic units, other University offices and other culture and arts government officers for the effective and efficient conceptualization and delivery of office programs.
4. Acts as the marketing officer in terms of soliciting sponsorships for the projects and marketing tickets to outside parties.
5. Prepares and implements the marketing plan for the office in coordination with the CAO staff. Initiates the conceptualization and production of office calendar of events, brochures, newsletters and liaises all information to pertinent university offices. Supervises/updates the social media accounts of the office.
6. Oversees the ticketing and box office systems for CAO events.
7. Assists the university in looking for theatre lessors.

C. HR-RELATED FUNCTIONS

1. Supervises, follows up and evaluates the performances of all members of the staff who are assigned to CAO (i.e Coordinator, Co-Academic Personnel, Trainers/Advisers).
2. Prepares and submits monthly, trimestral and year-end status, planning, evaluation and other reports of the office activities to the Dean of Student Affairs.
3. Prepares and conceptualizes learning sessions for the CAO staff for professional development.
4. Reviews and recommends to the Dean of Student Affairs staffing matters such as recruitment, hiring, promotion, permanency and severance and established Cultural Arts Office procedures.

5. Interviews and reviews the recommendation of officers of all student artist and student support groups for every academic year.

D. EVENTS MANAGEMENT

1. Conceptualizes and heads major productions of University-initiated events and other university offices as requested.
2. Chairs the Gawad Lasalyano Programs Committee.
Is always involved with the cultural presentation part of the Lasallian Personal Effectiveness Program. Acts as the over-all person-in-charge for this part in the LPEP.
3. Makes arrangements for campus performances of external cultural groups.
4. Plans, directs, conceptualizes, researches, writes the script of the shows produced by the Culture and Arts Office such as the Art in Action and other special projects, as needed.
5. Performs other duties and responsibilities related to the above enumeration of duties and responsibilities.

2.7.2. OPERATIONS COORDINATOR (ASF Full time)

SKILLS:

- Bachelor's degree in any of the following fields: Education, Arts Management, Marketing Management, Advertising Management, Theatre Arts, Communication Arts
- At least 2 years of experience working in an arts related field

JOB DESCRIPTION:

A. GENERAL OPERATIONS

1. Supervises, oversees, evaluates, and coordinates the activities and daily operations of all the CAO groups.
2. Attends the meetings of the CAO Council of Advisers (composed of the CAO Director and Coordinator; and full-time Trainers and the CAO Secretary), meeting with CAO Staff
3. Represents CAO on pertinent meetings and activities within and outside the university.
4. Chairs the CAO Council of Company Managers (Presidents of the student groups)
5. Make himself/ herself available for consultation to members of the CAO groups, other Student Affairs units, and the academic community on matters pertaining to group administration and performance requests that are to be carried out by the group.
6. Assumes the position of Director in the Director's absence, as appointed.
7. Submits office reports, pertinent documents addressed to various service recipients and internal/ external partners.
8. Assists the Director in conducting program evaluation and researches on new trends in arts management that can be applied to the office.

B. FORMATION AND PROGRAM DEVELOPMENT

1. Assists the Director in initiating and implementing existing and new programs, and cultural activities (e.g. shows, exhibits, etc.) for the continuous improvement of the student artist/ artist managers and the general student body.

2. Assists the Director in designing formation programs, organizes personal development, production development, and team development seminars for the groups.
3. Facilitates in the planning, evaluation, teambuilding and other seminars that may be necessary for all CAO groups inside/ outside the campus.
4. Monitors the academic status, artistic performance and holistic growth of the student artists and student artist managers and recommends necessary programs to answer the issues.
5. Ensures that formation programs and activities of the CAO groups and Student Artist Managers are aligned with the Culture and Arts Office's mission statement and policies, and that all of these activities are of good quality and worthwhile for the audience. (Checking of grades and group accreditation documents, Art in Action program organization, monitoring of policies and processes)
6. Monitors the academic status and formation of student artists through recommending and supervising appropriate programs of other student affairs offices for their enhancement
7. Acts as the adviser of the Student Artist Manager (volunteer program of the office) through directly supervising them, from recruitment to training to implementing and monitoring.
8. Assists the Director in organizing learning sessions for the trainers' personal development; and monitoring the performance of the trainers.
9. Assists the Director in the implementation of faith-related activities and community engagement activities organized by the student groups.

C. MARKETING AND COMMUNICATIONS

1. Facilitates and maintains linkages and communication by serving as liaison between and among CAO groups; and, between the CAO groups and other university offices and external agencies (monitoring and coordination of performance requests) for the effective and efficient delivery of CAO programs.
2. Assists the Director in the marketing functions of the office through managing ticket sales, managing sponsorships, producing publicity materials, maintaining the CAO Newsletter and Website and handling information of all CAO Groups and Artists under the office.
3. Accompanies the CAO groups in official engagements within and outside the University, as needed.
4. Serves as over-all house manager during CAO organized and CAO group shows.
5. Assists the Director in the implementation of the overall marketing and PR of the CAO services and groups through the production of relevant materials, management of social media accounts and website and audience development programs.
6. Manages and markets the public education programs of the office
7. Assists the Director in overseeing the artistic and production trainings
8. Assists the Director on securing additional finances for the office through donations and company sponsorships

Perform such other duties and responsibilities analogous, germane or related to and/or implied from the above mentioned functions.

2.7.3. THEATRE VENUE & FACILITIES TECHNICAL COORDINATOR (APSP full time)

SKILLS

- Bachelor's degree in any of the following fields: Theatre Arts, Communication Arts or

National Certification in Technical Theatre

- At least 5 years of experience working as a technical theater practitioner

JOB DESCRIPTION:

1. Oversees all safety aspects related to the working and general environment of the theater venues and technical equipment for outdoor use.
2. Facilitates and coordinates repair and maintenance of the venues' physical facilities, resources and equipment in coordination with the office of AVC-Campus Development; and is directly responsible for the equipment and venue upkeep, including ancillary areas such as the technical booth, dressing rooms, lobby and toilets.
3. Heads the operation of the all theater equipment such as lighting, sounds, projectors and fly systems.
4. Ensures that he/she is present during the technical set-up, for any troubleshooting, inquiries or in cases of emergency.
5. Is available and responsive to requests for technical advice and assistance regarding equipment and venue purchase by all university offices and external lessor
6. Creates and implements administrative policies for theatre users to facilitate safe and orderly usage of the theatres.
7. Advises the theater users on the technical specification of the venue and assists them if they need other equipment handled by other university offices.
8. Acts as university consultant to matters pertaining to design and purchase of theatre equipment or rooms which need to have proper sound equipment; makes / approves recommendations regarding the capital purchases of technical equipment to the university;
9. Leases and/or borrows additional technical equipment from external suppliers, on behalf of the university as needed per project, within specified budgetary limits in compliance with the accounting policies.
10. Assists and supervises the implementation on mounting the theater user's approved technical design and suggests alternative technical solutions to meet the theater user's requirements.
11. Trains and supervises theatre technical staff (to be hired).
12. Serves as the trainer and technical of the Green Media Group in matters relating to technical theatre inside and outside the university, with Green Media Group as the official student production arm of the university; and prepares training modules for all technical theatre-related topics.
13. Schedules and chairs the meetings of the technical core group composed of the IMS technicians/ external project-based technicians and the Green Media Group adviser and officers.
14. Schedules and chairs pre-production meetings and attends feasibility meetings for specific productions of internal and external theatre users.
15. Does the technical direction, lighting and sound design for institutional events.
16. Assists in recruiting, training and assignment of volunteer or temporary paid technical staff for individual shows of other technical theater work as may be required from time to time.
17. Assists the Director in marketing the venue to external users and liaises with national cultural agencies and professional arts organizations for prospective clients.
18. Prepares an inventory report on the status of the technical equipment and the venues every end of the term, for the perusal of the CAO Director and the AVC- Campus Development.

19. Performs such other duties and responsibilities analogous, germane or related to and/or implied from the above mentioned functions.

2.7.4. LASALLIAN YOUTH ORCHESTRA CONDUCTOR (APSP full time)

A.SKILLS

- Bachelor's degree in any of the following fields: Music, with specialization on conducting
- At least 5 years of artistic experience working in an orchestra, either as musician or cond
- At least 3 years of teaching experience related to the field

JOB DESCRIPTION:

1. Trains, supervises and coordinates the officers and members of the LASALLIAN YOUTH ORCHESTRA for the purpose of:
 - a. Forming a university orchestra with exposure to all forms of music.
 - b. Developing the university orchestra as a semi-professional group capable of performing in University and external engagements with a superior level of expertise in playing of instruments.
 - c. Maintaining a university orchestra constantly updated in the rudiments of orchestra music and honed in playing instruments' techniques.
 - d. Producing at least one (1) MAJOR, one (1) MINOR concert and one (1) collaborative concert within or outside the university within the school year. Collaborative concert would mean either guesting on another cultural arts group's concert or having a joint concert with the other cultural arts groups.
 - e. Presenting other performances as requested by the other sectors of the academic community as approved by the Director and Coordinator of the Culture and Arts Office.
2. Forms, recruits, auditions, organizes and maintain membership in the LASALLIAN YOUTH ORCHESTRA.
3. Composes and arranges all musical requirements of the orchestra and all the CAO groups in the office and university, as needed, for FREE.
4. Prepares the syllabus, program and modules for the student artists, based on the Lasallian Artist Framework and ensures that the values promoted by their artistic output are congruent with the Lasallian values.
5. Directs (musical direction) three (3) Art in Action Music Series in the academic year and any other similar shows that will be conceptualized within the year; and all the Lasallian Youth Orchestra concerts.
6. Completes a residency equivalent to not less than forty (40) hours per week at a time convenient to the members of the orchestra and as approved by the Director of the Culture and Arts Office.
7. Maintains and submits an official grading sheet which will be provided by the Office on the members of the LASALLIAN YOUTH ORCHESTRA every term for the purposes of evaluation most especially in determining the Tuition Discount given to the group.
8. Prepares and submits trimestral progress reports on the orchestra and other reports to the Director and Coordinator of the Culture and Arts Office.
9. Makes himself /herself available for consultation to members of the LASALLIAN YOUTH ORCHESTRA and other SA units, and the academic community on matters pertaining to orchestra music and other related areas.
10. Consults the Director of the Culture and Arts Office before making any major decisions

- regarding any production plans (i.e. costumes, sets, acquiring of equipment, endorsing my group to any media exposure, and the like) for the LASALLIAN YOUTH ORCHESTRA.
11. Conducts for the LASALLIAN YOUTH ORCHESTRA in official engagements within and outside the University.
 12. Assists the Director and Coordinator of the LASALLIAN YOUTH ORCHESTRA in conceptualizing, scheduling, and inviting other orchestra groups for activities and performances within and outside the University.
 13. Represents the LASALLIAN YOUTH ORCHESTRA in meetings, symposia and conventions related to orchestra music as determined by the Director of the Culture and Arts Office.
 14. Maintains discipline and promotes camaraderie among members of the LASALLIAN YOUTH ORCHESTRA during rehearsals and performances within and outside the university.
 15. Sees to it that programs and activities of LASALLIAN YOUTH ORCHESTRA are aligned with the Office's mission statement and policies.
 16. Supervises the cash flow of the group and ensures that the group is financially viable.
 17. Approves and endorses all letters prepared by the LASALLIAN YOUTH ORCHESTRA for verification purposes.
 18. Maintains an inventory list of all instruments, musical pieces, music stands and other paraphernalia purchased and used by the LASALLIAN YOUTH ORCHESTRA, check such at the end of every term and give a status report every term certifying that these are complete and are in good condition.
 19. Performs such other duties and responsibilities analogous, germane or related to and/or implied from the above mentioned functions.

2.7.5. EVENTS COORDINATOR (CONTRACTUAL APSP)

SKILLS

- Bachelor's degree in any field but preferably in Theatre Arts, Communication Arts and/or National Certification in Events Management
- At least 3 years of experience working as a production manager, stage manager or events manager

JOB DESCRIPTION:

1. Assists the Director in conceptualizing and implementing proposals and cultural activities (e.g. shows, exhibits, etc.) for the continuous improvement of the Culture and Arts Office (CAO) program as may be required to meet the needs of the students.
2. Assists the Director in designing formation and skills development programs; prepares modules and may facilitate the planning, evaluation, teambuilding and other seminars that may be necessary for all CAO groups as needed.
3. Oversees CAO activities, CAO-group events, performance requests and special events in consultation with the Director and serves as the over-all show director and production manager for regular CAO events, minor internal events and institutional major events such as:
INTERNAL : CAO Year –end Party, CAO Awards, Art in Action- Music, Dance, Film, Theatre per term, EXTERNAL: Gawad Lasalyano, Institutional Christmas Celebration, International Students' Night, Arts Congress Performance, and other Arts Month events and one major

institutional event, as needed.

Any service requests that would go over and above these events, depending on the intensiveness of the preparation will merit a separate honorarium.

4. Facilitates and maintains communication by serving as liaison between and among CAO groups; and, between the CAO groups and other university offices and external agencies and makes himself/herself available for consultation to them on matters pertaining to production and other related areas and gives professional advice and recommendations on the activities that are to be carried out by the group, especially to aid the group in having educated decisions in their operations and projects, depending on the type of request or event.
5. Oversees the image of the CAO groups to its audiences and stakeholders with its marketing and publicity efforts and materials. Ensures that all the marketing activities & publicity materials in all media and documents are aligned with the CAO's directions and standard look.
6. Oversees and implements the cultural education public programs and community engagement programs of the office.
7. Presides pre-production meetings and monitors self-organized events of CAO groups based on the production preparation checklist and CAO directions on theme and quality standards; and promptly submits reports as needed duly to the Director and Operations Coordinators of the Office.
8. Attends meetings of the CAO Council of Advisers (composed of the CAO Director and Coordinators, Trainers and the CAO Secretary); and meetings of the CAO Staff, every two weeks.
9. Performs such other duties and responsibilities analogous, germane or related to and/or implied from the above mentioned functions.

2.7.6. TRAINER AND ADVISER – GREEN MEDIA GROUP (CONTRACTUAL APSP)

SKILLS

- Bachelor's degree in any field but preferably in Theatre Arts, Communication Arts and/or National Certification in Events Management
- At least 3 years of experience working as a production manager, stage manager or events manager

JOB DESCRIPTION:

1. Attends meetings of the CAO Council of Advisers (composed of the CAO Director and Coordinator; and full-time Trainers and the CAO Secretary) and CAO Staff, every two weeks.
2. Designs the curriculum, program and modules, and may facilitate the planning, evaluation, teambuilding and other seminars that may be necessary for the Green Media Group pools
3. Makes himself/herself available for consultation to the students of the CAO groups, and to members of the Green Media Group, pertaining to production matters of their groups
4. Makes himself/herself available for consultation to the students of the CAO groups, and to members of the Green Media Group, other SPS units, and the academic community on matters pertaining to production and other related areas and gives professional advice and recommendations on the activities that are to be carried out by the group, especially to aid the group in having educated decisions in their operations and projects.

5. Oversees CAO-organized activities and special events, as requested, in consultation with the Director.
6. Represents CAO on pertinent meetings and activities related to special events within and outside the university and sits as a member of ad-hoc committees in the university upon the invitation of the sponsoring university office and assists in major special projects assigned to the office.
7. Acts as adviser for the Green Media Group, and shall form, recruit, interview, organize and maintain membership in the said group; and initiate the selection of candidates for officership of the Green Media Group together with the outgoing executive board, and the election of the incoming officers.
8. Promptly submits the accomplished Attitude and Ability Forms for the purposes of evaluation and in determining the tuition discount given to its members.
9. Does technical direction and stage management for FREE, for all the requested regular performances, activities, and as requested by the administrators for minor internal performances.
10. Accompanies the Green Media Group in official engagements within and outside the University, attend their planning sessions and organized major activities, and AQUA CHECK evaluations.
11. Takes full responsibility for the safety and maintenance of the equipment and property acquired or assigned to the Green Media Group and promptly reports any damage or losses to the equipment or property for the office to take action on the matter.
12. Reads and approves all programs, activities, letters prepared by the Green Media Group for verification purposes, such as formal and written proposals or reports (ex. Calendar of Activities, Financial Documents, etc.); Oversees that the notification or waiver forms for off-campus activities – seminars, workshops, performance requests, outreach/immersion activities, retreat/recollection, overnight activities are all accomplished and well accounted for, and endorses and takes responsibility for contracts to sponsors' and suppliers.
13. Assists in the staging of the Cultural Education Public programs of the office.
14. Helps promote the services of the Green Media Group and in getting potential fund sources for the group.
15. Performs such other duties and responsibilities analogous, germane or related to and/or implied from the above mentioned functions.

2.7.7. TRAINER AND ADVISER – ALL PERFORMING GROUPS (CONTRACTUAL APSP)

GENERAL JOB DESCRIPTION

1. Trains, supervises and coordinates the officers and members of the *GROUP* for the purpose of:
 - Forming a *University (artform/ genre) group* with exposure to *(artform/ genre)*
 - Developing a *University (artform/ genre) group* as a semi-professional group capable of performing in University and external engagements with a superior level of expertise in *(artform/ genre)*
 - Maintaining a *university (artform/ genre) group* constantly updated in the rudiments of *(artform/ genre)*
 - Producing at least one (1) major and one (1) minor productions in the academic year and entertaining all requests within and outside the university, upon the availability of the members.

- Presenting other performances as requested by the other sectors of the academic community as approved by the Director and Coordinator of the Culture and Arts Office.
2. Forms, recruits, audition, organizes and maintains membership in the *GROUP*.
 3. Conducts regular training sessions equivalent to an average of *twelve(12) hours* per week at a time convenient to the members of the *GROUP* and as approved by the Director.
 4. Prepares the syllabus, program and modules for the student artists, based on the Lasallian Artist Framework and ensures that the values promoted by their artistic output are congruent with the Lasallian values.
 5. Directs for FREE, for the requested regular performances, the Art in Action- program refinements featuring (*name of group*), and as requested by the administrators for minor internal performances. That should you do such for the group's self-organized productions or as requested by other offices inside or outside DLSU on a project not related to the CAO group you handle, it shall be charged separately from the regular honorarium, depending on the agreed rates and terms with the group.
 6. Maintains and submits an official grading sheet which will be provided by the Office on the members of the *GROUP* every term for the purposes of evaluation most especially in determining the Tuition Discount given to the group.
 7. Prepares and submits term progress reports on the *GROUP* and other reports as needed duly signed by himself/herself to the Director and Coordinator of the Culture and Arts Office.
 8. Makes himself available for consultation to members of the *GROUP*, and the academic community on matters pertaining to (*artform/ genre*) and other related areas.
 9. Consults the Director of the Culture and Arts Office before making any major decisions regarding any production plans (i.e. costumes, sets, acquiring of equipment, endorsing my group to any media exposure, and the like) for the *GROUP*.
 10. Oversees the performance of the *GROUP* in official engagements within and outside the University.
 11. Assists the Director and Coordinator of the Culture and Arts Office in conceptualizing, scheduling, and inviting other (*artform/ genre*) groups for activities and performances within and outside the University.
 12. Represents the Culture and Arts Office in meetings, symposia and conventions related to (*artform/ genre*) as determined by the Director of the Culture and Arts Office.
 13. Maintains discipline and promotes camaraderie among members of the *GROUP* during rehearsals and performances within and outside the university.
 14. Approves and endorses all letters prepared by the *GROUP* for verification purposes.
 15. Supervises the cash flow of the group and ensures that the group is financially viable.
 16. Maintains an inventory list of all costumes and other paraphernalia purchased and used by the *GROUP*, check such at the end of every term and give a status report every term certifying that these are complete and are in good condition.
 17. Ensures that the Lasallian Artist Framework is being followed in providing guidance and direction in the holistic development of the officers and members by encouraging them to attend relevant activities and seminars organized by the office or university or share knowledge on topics which may be of use to the organization and the office depending on my availability and capacity.
 18. Sees to it that programs and activities of *GROUP* are aligned with the Culture and Arts Office's mission vision-mission, thematic direction for the year, and university guiding principles. S/he shall have the full discretion about the preparedness of the group in terms

- of performance, and ensures that s/he shall not put the group's reputation at stake for the sake of having a presentation.
19. Schedules regular artistic training sessions, administrative time for consultations and document preparations equivalent to an average of 12 hours per week at a time convenient to the members of the (*name of group*) and as approved by the Director of the Culture and Arts Office.
 20. Performs such other duties and responsibilities analogous, germane or related to and/or implied from the abovementioned functions.

2.8. RESPONSIBILITIES OF THE CAO GROUPS

A. DUTIES AND RESPONSIBILITIES TO ITS TRAINER/ADVISER

1. Submits to the adviser the periodic reports, documents and other papers pertinent to the group, for the fulfillment of the Arts Quality Assurance checks.
2. Submits itself for consultation with the trainer/ adviser on all the plans, activities and day-to-day operations.
3. Secures the agreement, cooperation and physical presence of the trainer/ adviser in off-campus activities, coordinates with the Operations Coordinator in case the trainer/ adviser in case the latter will not be able to attend. All the pertinent documents (waiver forms) must be endorsed to the Secretary at least 2 days before the date of the activity. (NOTE: If these rules are not complied with, CAO will then be forced to nullify the project.)
4. Schedules a planning seminar before the beginning of every term/year and an evaluation seminar every end of the year (optional). In both seminars, the group must make sure that the adviser and Director/Coordinator is present so that it can consult with the latter on important matters.
5. Shoulders all expenses incurred in participation of the adviser in group activities.
6. Observes and respects all decisions made by the trainer on behalf of the group in terms of program development and performance-related issues, provided that that group or at least its officers were informed before the decision was given to CAO.

B. DUTIES AND RESPONSIBILITIES TO CAO

1. Accomplishes the related evaluation forms of the trainers/coordinator and the CAO programs.
2. Reviews related documents from CAO and then gives its recommendations on those that require such.
3. Inform and request for assistance from CAO to settle differences of opinion between the group and the adviser, if any.
4. Submits pertinent documents to CAO for the Arts Quality Assurance System and attends the AQUA check.
5. Follows their planned calendar of activities diligently, and the office/university policies.
6. Remits yearly group contribution to the CAO Endowment Fund.
7. Perform in command performance requests in fulfillment of the media values committed for Art in Action solicitations.
8. Remit 10% from any sponsorship package brought in as external performance requests.

2.9. CODE OF ETHICS (STUDENTS & FACULTY OF THE DLSU CULTURE AND ARTS OFFICE)

FREEDOM OF EXPRESSION. They should enjoy artistic freedom to pursue their creative endeavor in relation to Lasallian values, socio-political issues and cultural issues, to supplement academic learning, in their most innovative and original way.

RESPECT ACCORDED TO ALL. They are objective and fair in their professional relations with superiors and co-artists, and treat them with respect.

ACADEMIC FREEDOM. They support academic freedom and encourage comments and suggestions to enrich the creative processes.

RESPECT FOR INTELLECTUAL PROPERTY RIGHTS . They protect the rights of other artists in respect to their legitimate share of intellectual property rights.

FREEDOM FROM HARRASSMENT. They respect each other as persons, under no circumstance will they exploit, harass, and discriminate against anyone.

ROLE MODEL. They are expected to be good role models of Lasallian values and Cultura, avoiding conduct which runs counter to the Christian Teachings of the University.

CULTURAL AND ARTISIC INNOVATOR. They are active searchers of new artistic knowledge and techniques, and exercise critical self-discipline in using, extending, and transmitting these to their co-artists and audience.

ACCOUNTABILITY IN ARTISTIC OUTPUT. They assume full accountability to the artistic outcome of their performances, activities and all other endeavors.

OPEN COMMUNICATION LINES. They are expected to collaborate and communicate properly with each other and resolve conflicts through procedures established to ensure fairness and amicable settlement of issues and concerns.

CONFIDENTIALITY OF INFORMATION. The faculty should live their roles as intellectual guide and counselor to students, and observe confidentiality in their professional relationship with students when such is called for.

SUPPORT OF ARTISTIC EXCELLENCE. They perform with excellence as their aim, with all vitality and passion during trainings, rehearsals and performances, observing professionalism by always being on time and being prepared for their assigned tasks.

COMMITMENT TO THE UNIVERSITY GOALS. They, together with the other sectors of the academic community, work for the achievement of the ultimate goals of the University.

2.10. SOCIAL NORMS – STUDENTS

1. Manner of dressing during performances - follow prescribed costumes as agreed with the group.

2. Students should be polite and courteous at all times. Trainers may call attention of students who display unbecoming behavior
3. Students should follow the organizational policies and code of conduct as well as those pre set by the trainer provided these are communicated and accepted beforehand by the students. Disregarding policies if committed 3 times may render the student liable to be asked by the group to discontinue his/her services after due process.
4. Boisterous conduct by members which tends to distract other members from practices, performances and meetings should be avoided.
5. Cell phones should be turned off during rehearsals, dance classes, exercises, performances and at least turned in silent mode during meetings.
6. The whiteboards and markers are to be used only for official announcements from CAO, trainers or officers. Feet should be kept off furniture, walls and equipment should be handled with reasonable care and properly stored after use. Smoking, eating, drinking and playing cards in the offices and rehearsal rooms are prohibited.
7. Students should not make any unfavorable remarks towards another, including sexist remarks.
8. Healthy interaction with members of the opposite sex is encouraged by CAO. However, acts or gestures which tend to offend other members of the community, including public display of physical intimacy are not tolerated (*Section 4.6 Student Handbook p. b18*). Moreover, members are discouraged to have romantic relationships within the same group to maintain a certain level of professionalism. In cases of proven irresponsibility arising from the said issue, one of them will be advised to leave for the interest of the group and CAO.
9. Students may not participate in any outside activity, advertisements in any media, contest, play, band, orchestra, choir, conference, association, society or group as representative of the University or any of its recognized student organizations, without written authorization from the Culture and Arts Office and Dean of Student Affairs. Participation in activities as individuals and not as representatives of the University is not contemplated in this reservation. However, if it will involve two or more individuals from the same group, a written authorization is already required.
10. Propagating other religions in the group should be avoided. Prayers within the group should follow the Catholic format, but if majority are not, prayers should be ecumenical in nature. Conversion of religions should not be influenced by the group.

2.11. DECORUM IN OFFICES (SPS MANUAL 2005 and CAO COA/ COCM Meeting Aug. 2010)

In the promotion of proper office atmosphere, the following guidelines will be followed by all SPS offices:

1. Proper decorum shall be maintained at all times, as befits an office atmosphere. Boisterous laughter, horseplay, shouting, sleeping and unnecessary display of intimacy are discouraged. Staff members are likewise expected to show common courtesy towards all SPS personnel and clients.
2. Offices are off-limits/closed after office hours unless there are meetings or other office business as authorized either by the directors or coordinators.
3. All office materials and equipment are for official use only. Using of materials and equipment for personal purposes is not allowed. The last person leaving the room should turn off all the electrical and electronic equipment in the office.

4. The staff members are expected to assist in the general requirements of the office and help in any way they can (e.g. answering the phones when the secretary is not around, entertaining inquiring visitors, reminding students of the house rules, etc.)
5. The secretary and coordinators' work area is prohibited to all students unless given permission by the secretary, coordinators or director.
6. The office telephone is strictly for official use only.
7. Cleanliness should be maintained in the workrooms/ offices at all times.
8. Only officially designated student support staff of a particular SPS office is authorized to stay in the workrooms/ offices. Non staffers are only allowed to stay when on official business.
9. Posting on the bulletin boards should have prior permission from the Director. Nothing should be posted in walls, doors or cabinets.
10. All student artists/ artist managers should wear IDs when they are in the workroom/ office. Not wearing of identification tags can be a sufficient reason for any SPS personnel to request students/ to vacate work rooms/ offices.
11. Use of CAO computers inside the office is limited to organization work only. Personal laptops may be used for school and organization work inside the office. Playing games and movies are not allowed.

2.12. COMMUNICATION SYSTEM WITHIN THE CULTURE AND ARTS OFFICE

All communications should be coursed through proper channels, following the standard medium of communication in this manual.

1. All communications should follow the endorsement, approval and signature of significant administrator/s as outlined in the organizational structure (SPS Directors' Workshop, Sept. 2004).
If the communication is addressed to an administrator/s beyond the CAO structure, it should pass through the trainer, CAO director and Dean of Student Affairs for signature and endorsement. If the communication involves colleagues of equivalent level in designation, e-mail may be used. It is advised that all communication copies should be kept for future reference (SPS Directors' Workshop, Sept. 2004).
2. For service requests to other offices without prescribed forms, it is advised to use the Memorandum format. For invitations, the letter format may be used. It is advised that all communication copies should be kept for future reference (SPS Directors' Workshop, Sept. 2004).
3. Regarding Contracts and Agreements, the memo issued by the Office of the Executive Vice-President regarding hierarchy of approving officers for payment requisition slips (i.e. for the trainers' extra remuneration and other contracted suppliers or lecturers where professional fee is required), and contracts and agreements dated Aug.12, 2004 shall be followed.
4. In notarizing official documents of the DLSU-Manila by the University's Office of the Legal Counsel, the policy on "Notarization of DLSU Official Documents" shall be followed. It can be accessed at:
http://intranet.dlsu.edu.ph/policies/gen_info/notarization_documents.asp
5. The executive board may be called by the CAO Director, Coordinator or Secretary from time to time to monitor their day-to-day activities. The Company Managers are obliged to attend the monthly Council of Company Managers and informally update the Office of their concerns and activity status as needed.
6. Invitations and requests for souvenir messages from the administrators should be given at the latest two weeks prior the event.

7. All communications and documents submitted to CAO should observe the following:
 - a. That the document is not crumpled
 - b. That the name and title of the addressee is correct
 - c. Black ink is used for printing and only black or blue ink for signing.
 - d. That the prescribed format is used (e.g. memos, business letters, approved absence, etc.)
 - e. That correct grammar and spelling is observed.
 - f. That the signature of the trainer is there (e-signatures are prohibited).
8. There are special separate Facebook group accounts exclusively for the use of Advisers and Company Managers. These shall be considered an alternative and official means of communication for the councils.
9. There is a special Facebook group for Culture and Arts Office – exclusively for members and a separate public Facebook page for the office for important announcements that would involve all members, alumni and patrons.
10. All requests and communications with the CAO staff may done via email (but the Secretary and trainer should always be copy furnished), with the following format of the email subject for easy reference – (AREA) Details of subject, Date response is needed:
 - (FINANCE) Details of subject, ex. inquiry on account balance of CAO group- May 2, 2015
 - (MARKETING) Details of subject, ex. Request for souvenir program message- May 2, 2015
 - (OPERATIONS) Details of subject, ex. inquiry on university policies - May 2, 2015
 - (HR) Details of subject, ex. Issue with a member - May 2, 2015
 - (PRODUCTION) Details of subject, ex. Request for review of commissioned script- May 2, 2015
 - (DOCUMENTATIONS) Details of subject, ex. inquiry on AQUA documents- May 2, 2015
11. Those requesting for recommendations for graduation awards should prepare a formal letter of request, together with the highlights of their work as CAO artists/artist managers (as officers and members) (Appendix F.22). Moreover, the CAO director will only entertain making letters of recommendation for application to arts-related graduate courses. In which case, s/he would also need the said document containing highlights of their work in CAO. These requests may be emailed to CAO initially. The requesting party should provide other forms that should be in hard copy, together with the prescribed envelope.

2.13. STANDARDS OF CUSTOMER / CLIENT SERVICE

The different Student Affairs offices adhere to the standards of quality service to their major clients /customers as they are guided by the values of service and excellence.

The following are the standards of customer /client service:

- A. Availability
 1. Offices should not be left unattended during official hours except for scheduled official activities. In cases where the office needs to be closed, the Director should inform the whole university through the e-mail facility and a message at the door of the office.
 2. The office should be conducive to assist the clients / customers at all times.
 3. Clients/customers should be attended to immediately.
- B. Telephone /Email Courtesy
 1. Telephone calls should be answered within three (3) rings.

2. In answering the telephone call, all staff and students of the office should apply the standard telephone phraseology:
3. "Good Morning /Good Afternoon, (Office), this is (name), may I help you?"
4. The complete name of the office may be stated rather than abbreviations to avoid confusion.
5. The telephone is for official use only. Personal calls are discouraged.
6. Observe courtesy in dealing with all clients at all times
7. Received messages from callers should be relayed promptly to the staff concerned.
8. Return calls and respond to email messages immediately.

C. Meetings /Appointments

Be at the scheduled appointment/meeting on time. Clients (especially potential sponsors and patrons) and colleagues should not be kept waiting for more than 10 minutes for scheduled meetings or appointments. Notice should be given to the attendees of the meeting should there be any changes in the given appointment/meeting.

2.14. GRIEVANCES

All members of the Lasallian community are given the right to air their grievance against its other members. The school encourages settlement of grievances through sincere dialogue and discussion between the parties to a grievance without any influence of external parties not involved in the dispute. It is also discouraged to involve the media (i.e. student publications or professional) while the parties and the Office are resolving the issue, to ensure an objective and fair decision for all parties. Moreover, the office protects all its student members and staff from baseless negative publicity as any of these would be detrimental to the image of the group, which will possibly backfire in all the CAO groups' activities. The procedures in handling internal grievances are outlined in this section. Some of the clauses in this section are based and lifted from Section 14 of the Student Handbook 2006-2009. For assistance, the students are encouraged to drop by the Culture and Arts Office at SPS Room 403 or 404.

2.14.1. DEFINITION

For purposes of this section, a grievance refers to any controversy between two parties in the community. A grievance may be informal or formal. A grievance made verbally is considered informal. Only when a grievance is reduced into writing and duly signed does it become a formal complaint. A grievance may be academic or behavioral. An academic grievance is one that arises from any controversy related to learning or to artistic performance in the group, while a behavioral grievance is one that arises from the manner a person conducts himself or herself.

2.14.2. GENERAL PROCEDURES FOR FILING FORMAL / INFORMAL GRIEVANCES

Formal grievances will not be honored until an informal grievance was made known verbally to the person concerned and that there has not been any settlement done when the involved parties tried to resolve the dispute (except for sexual harassment and bullying cases where a formal grievance should immediately be filed). Both parties should acknowledge that there was an informal grievance settlement that happened, and should be stated in the account of events in the formal grievance.

The procedures for formal grievance from the Student Handbook will be followed accordingly, with consideration to the matrix below with regards to whom the complaints should be submitted to.

COMPLAINANT	PERSON BEING COMPLAINED	RESPONDENT	
		INFORMAL	FORMAL
Member	Officer	Officer & Trainer	Trainer
Member	Trainer/ Coordinator	Trainer & Director	Director
Member	Secretary	Secretary & Director	Director & HRDO Director
Member	Director	Director & Dean of Student Affairs	Dean of Student Affairs
Officer	Member	Officer	Trainer
Officer	Trainer/ Coordinator	Trainer & Director	Director
Officer	Secretary	Secretary & Director	Director
Officer	Director	Director & Dean of Student Affairs	Dean of Student Affairs
Trainer/ Coordinator/ Secretary	Member	Member involved / Company Manager	Behavioral: Discipline Office noted by trainer/coordinator Performance related: Director, trainer & Officer
Trainer/ Coordinator/ Secretary	Officer	Officer/Trainer/ Secretary	Behavioral: Discipline Office Performance related: Director
Trainer	Secretary	Secretary & Director	Director & HRDO Director
Trainer/ Coordinator/ Secretary	Director	Director	Dean of Student Affairs
Director	Member	Member involved, Officer & Trainer	Behavioral: Discipline Office Performance related: Director
Director	Officer	Officer involved & Trainer	Behavioral: Discipline Office Performance related: Director
Director	Secretary	Secretary & Director	HRDO Director
Director	Trainer/ Coordinator	Trainer	Dean of Student Affairs

2.14.3. THE CAO GRIEVANCE BOARD

The CAO grievance board is tasked to hear and decide formal grievances filed by any of the abovementioned parties, except in cases where the respondent is the CAO Director or the secretary. In such cases, the position of the CAO Director in the grievance board will be replaced by the Dean of Student Affairs if the Director is the respondent, and for cases against the secretary, the case will immediately be turned over to the HRDO, where the case will be heard in accordance with the Staff Manual.

The Board shall be composed of the following:

- CAO Director as Chairman of the Board
- CAO Coordinators
- CAO Trainer/ Adviser of the particular group involved
- The Executive Board of the particular group involved
- Any SPS Director or Coordinator

The Board shall exercise the following powers (based on the Student Handbook):

- To define the procedures to be followed in the conduct of its hearings.
- The authority to summon witnesses or persons whose assistance is needed in arriving at a just and fair decision.
- To have access to all information and documents relevant to the case.
- To recommend the appropriate measures consistent to its findings.
- The authority to turn over the case to either the Discipline Office or DSA.

2.15. SYSTEMS, POLICIES, PROCEDURES FOR NEW CULTURE AND ARTS ORGANIZATIONS (REVISED AND DIRECTLY LIFTED BASED FROM SLIFE PROCEDURES – SLIFE MANUAL 2010)

The establishment and operations of student organizations in the University are governed by the rules and regulations concerning student organizations and their activities within school campuses contained in Department of Education Order no. 61, Series of 1985.

1. Authority to Operate

Students desiring to establish, join, and participated in student organizations on campus may do so as a right, subject only to reasonable regulations promulgated by the University through the Dean of Student Affairs, consistent with the Students' Charter and other laws and regulations, in return for recognition by, affiliation with, and support from the DSA. It is also understood that organizations and publications of students that exist or operate outside the system of school recognition shall continue to be governed by law (Student Handbook 09-12 B.39, Sec.12.2).

2. System of Accreditation for Affiliation

The University through the Culture and Arts Office has designed a system of accrediting student culture and arts organizations aspiring for affiliation. The Aspiring Student Culture and Arts Organization Accreditation Committee facilitates this process of recognition and is likewise tasked to define and formulate, for approval, policies governing the affiliation and accreditation of student culture and arts organizations.

3. Functions of the Aspiring Student Culture and Arts Organization Accreditation Committee
 The University through the Culture and Arts Office has designed a system of accrediting student culture and arts organizations aspiring for affiliation. The Aspiring Student Culture and Arts Organization Accreditation Committee composed of the Council of Advisers and the Chair of the Council of Company Managers, facilitates this process of recognition and is likewise tasked to define and formulate, for approval, policies governing the affiliation and accreditation of student culture and arts organizations.
 - 3.1. To screen the application of aspiring organizations.
 - 3.2. To prepare aspiring, newly affiliated and accredited student culture and arts organizations in the rudiments of student organizations.
 - 3.3. To facilitate the admission of successful aspirants in the other Student Affairs offices.
 - 3.4. To recommend and make policies regarding aspiring organizations.

4. Accreditation Policies
 - 4.1. All aspiring organizations shall abide by the policies of the University as stipulated in the CAO manual.
 - 4.2. All reservations of aspiring organizations during their trial period shall be on their own.
 - 4.3. The official standard for accreditation is the CAO Accreditation Model of aspiring cultural organizations.
 - 4.4. Any violation of the aspiring organization on the existing policies of the University will be counted against their application.
 - 4.5. A disqualified aspiring culture and arts organization, depending on the reason for disqualification, will not be allowed to re-apply. On the other hand, they may be allowed to reapply when disqualified for the following reasons:
 - 4.5.1. Incomplete documents
 - 4.5.2. Failure to attend any of the scheduled presentations for accreditation
 - 4.5.3. Executive Board officers with less than two (2) years of residency
 - 4.5.4. Overlap of objectives with existing CAO organizations
 - 4.6. Acceptance or rejection of application shall depend on the existing Policies for Applying Culture and Arts Organizations, and shall be made consistent with the Students' Charter and the Student Handbook.
 - 4.7. Appeal of any nature should be submitted through the Committee to the Dean of Student Affairs for resolution.
 - 4.8. All decisions to be carried out by the Committee shall be based on the majority vote. The decision to recognize the organization as an affiliate shall be based on a majority vote.

Specific Policies Regarding Applying Culture and Arts Organizations

- a. As a general policy, the Committee will only consider aspiring cultural organizations that contribute to the University's goal of establishing an integrated community of persons, learners, scholars and citizens. Thus, any applicant-organization whose goals, objectives and/or activities (proposed or implemented) seem to promote some form of regionalism, exclusivity, prejudice or malice toward any sector of the University will be denied affiliation.

- b. Aspiring organizations whose membership qualifications or activities are rigid and unreasonable, and demand the use of physical harm or violence will be denied affiliation.
- c. Aspiring organizations whose membership is open to DLS-CSB students will be denied affiliation.
- d. In view of limited funds, facilities and other resources in the University, the Committee will not recognize an applicant organization:
 - Whose general nature, objectives and/or activities overlap with those of existing student organizations; and
 - That which can be integrated into the functions of any existing CAO group
- e. All accepted applicant-organizations will undergo a three-month orientation, 3-year trial operation to prepare themselves with the rudiments of a recognized affiliate organization and help the Committee verify its nature. After the trial period, any of the two(2) conditions will apply:
 - The organization is accepted under a three-term probationary status under CAO.
 - The application of the organization is denied.
- f. The Executive Board of Officers of all applicant organizations must have at least two (2) years left of academics residency from the time of application.
- g. An organization must pass the entire probationary period to qualify for full accreditation for affiliation.

PROCEDURES IN FORMING STUDENT ORGANIZATIONS:

1. Application and Filing

Any group of 15 students may apply to the Committee to form a student culture and arts organization. The application may be filed with the Committee on the first trimester of the current academic year but not later than 30 school days before the final examination of the first trimester.

2. Documents Required

- Three copies of the following documents should be presented at the time the application is filed.
 - A formal letter of application addressed to the Committee.
 - Constitution and by-laws
 - List of interim board of officers, with their names, respective positions, majors, year levels, addresses, telephone numbers, birthdays, specimen signatures and ID numbers
 - Names, year levels, majors, ID numbers and signatures of at least 15 founding members, inclusive of officers
 - A master plan of activities good for one year, which includes the goals, objectives, brief description and budget breakdown per activity and where will they source the funds for their activities.
 - A Table of Organization/Organizational Structure
 - Budget Proposal for one year

- Certification from the Discipline Office stating that the members and founders are bonafide students of De La Salle University together with the students' existing discipline records;
- Name of faculty adviser/s with the letter of acceptance addressed to the CAO Director.
- Other requirements
The constitution and by-laws as well as the proposed activities of the application should be in accordance with the institutional policies and other rules and directives of the Student Affairs and Culture and Arts Office, and such should not conflict or overlap with those of existing CAO performing organizations. In addition, the officers and founding members should be of good moral character.

APPROVAL OF APPLICATION

The applicant should be informed of the approval of its application within two months from the date of submission of requirements. No student cultural organization shall be allowed to function without the prior approval required. If the membership of a probationary organization is less than 50 members, the Committee shall deliberate on a case-to-case basis on the status of recognition of the organization.

BENEFITS OF AN AFFILIATE ORGANIZATION

1. Will get P10,000 starting operational fund (one time only)
2. May serve as back-up groups for performance requests (in case any CAO group is not available)
3. May perform in the Arts Festival for new groups during February.
4. Their hired trainers will be subject to CAO policies for trainers (from hiring to conducting sessions) - will be given a one-time training by CAO and evaluated every year (internal evaluation).

RESPONSIBILITIES OF AN AFFILIATE ORGANIZATION

1. Should make themselves available if they are called for performance requests.
2. Should market at least 10% of the major production tickets of the CAO group closest to their genre.
3. Sessions per week should not be more than 4 hours. They will reserve their own venues.
4. Attend seminars/learning sessions of CAO as announced.
5. Should be ready to extend their help in any of the CAO productions either as performers or production people.
6. Should conduct art appreciation sessions to interested parties, based on their specific field of art, in cooperation with the CAO group.

Section 3

HUMAN RESOURCE POLICIES

3.1 ATTENDANCE

- 3.1.1. Regular attendance in all trainings, rehearsals and performances is required of all officers, members and trainees throughout the term. The office is also very strict in terms of punctuality as it instills the value of professionalism to its students.
- 3.1.2. The trainers are expected to begin their classes promptly. However, unavoidable circumstances may cause them to be late or absent from class. They are advised to inform the officers and the CAO staff at least thirty minutes before the time should they be absent or late from class. If there are no announcements, members and officers are requested to wait for 20 minutes before they leave the room. Unless the officers call for an organizational meeting in lieu of the practice.
- 3.1.3. A student is considered tardy if he/she is not present within the first 20 minutes of the three-hour training/ rehearsal time, except in cases where he/she has classes in the first 1 to 1 ½ hour of the rehearsal time. For performances, he/ she is considered tardy if he/she is not present within the first 20 minutes of the call time, unless he/she informs the trainer or company manager that he/she will be late due to his/her emergency classes and examinations, at least two days before the performance.
- 3.1.4. Three (3) properly accounted incidents of perennial uninformed tardiness and absences causing failure of the group's over-all performance are punishable by dismissal from the group. These incidents should be documented by calling the attention of the said member regarding his tardiness/ absence during a performance. These documents will be filed by the group and CAO. Only on the third incident will the member be considered automatically dismissed as recommended by the officers and trainer and approved by the CAO Director through a formal letter of dismissal.
- 3.1.5. Students may be excused from the artistic trainings, rehearsals for the following reasons:
- Attendance to academic classes and required co-curricular activities such as ROTC, CWTS or ORIENT, thesis defense, academic related field trip, academic-related seminars required by the teachers
 - Death of an immediate family member
 - Sickness (should be supported by Medical Certificate)
- All other reasons will not be considered because the student should realize his/ her importance in the over-all outcome of his/her group's performance. Moreover, absences during performance and general rehearsals are strictly not allowed.
- 3.1.6. Students render themselves ineligible for a passing attendance, attitude and ability grade if they are absent from class for more than 60% of the time that they are expected for practices and performances. The trainers and officers may warn the student if they are about to reach this cut-off. However, they are not obliged to give this warning nor inform the parents of the students about their tardiness or absences. The students themselves should keep track of absences.
- 3.1.7. Only students who are enrolled for the term and are duly recognized members or trainers are allowed to attend the practices and performances and enter the rehearsal room.
- 3.1.8. Each member of any Culture and Arts group is entitled to a number of approved absences from their academic courses for every duly approved university or

organizational activity, which needed their attendance. Approved absence forms should be properly and completely filled up in typewritten form before they are submitted to the CAO Director for her signature.

3.1.9. The maximum allowable absence (approved and unapproved combined) is 5.5. CAO will only approve the absences up to 3. It is left to the student's discretion to absent himself/herself from his class if ever approved absence forms are not signed by the CAO Director and Dean of Student Affairs. Students with approved absences should not be put to a disadvantage. Students are encouraged to communicate to the faculty concerned about the exceptional circumstances of their absences. Students also have the right to raise this issue to the Student Council Grievance Committee should they be treated unjustly by an academic faculty due to the approved absences. (*Article 6.7, Student Handbook p.b26*)

PROCEDURES FOR FILING APPROVED ABSENCE:

1. Secure an APPROVED ABSENCE FORM (See Appendix F.22) from CAO, and fill out in typewritten format.
2. Students must be aware of how many non-approved absences s/he has incurred on this subject. They should always bring their STAR NOTES to keep track of this information.
3. Submit duly accomplished form to CAO Secretary (CAO Secretary will be the one to submit the forms to the CAO Director and Dean of Student Affairs)
4. Claim the forms from the CAO Secretary.
5. Sign in the APPROVED ABSENCE LOG SHEET in the STAR NOTES, have the secretary check it.

The student who filed for their accomplished APPROVED ABSENCE must be responsible for claiming and keeping the form. If the form is lost, you would have to write a formal letter to the CAO Director to request for consideration of having another set of approved absence forms signed by him/her. The letter should be accompanied by an affidavit of loss.

3.1.10. In cases where a student will miss an exam due to every duly approved university or organizational activity, he/she must pass an approved absence form and a letter from the CAO Director requesting a special exam.

PROCEDURES FOR FILING ADVANCE SPECIAL EXAM:

- a. Secure a REQUEST FOR ADVANCE SPECIAL EXAM FORM (See Appendix F.23) from CAO, and fill out.
- b. Submit at least 3 days before the scheduled exam. Requests submitted after the scheduled exam date has already passed will not be accepted
- c. If the exam missed was a surprise quiz. The student should go to the faculty immediately and ask if he/she may be given a make-up quiz. Only then will a letter of request be prepared for the concerned student upon completion of the Request Form.

3.1.11. In terms of non-academic approved absences, the student should submit the signed approved absence forms to ROTC (for ROTC), COSCA (for CWTS) or OCCS (for ORIENT) at least two (2) weeks before the scheduled day/s. However, students are encouraged to avail of the modified ROTC exemption so excused absences for such will be lessened. All incoming freshmen for may also avail of the modified CWTS to lessen the instances

where students have to be excused. Submission of LATE NSTP APPROVED ABSENCE FORMS will not be considered. CAO is not responsible for the members of the CAO group not filing their approved absence forms on time and for its consequences.

- 3.1.12. Deans' Listers of the preceding trimester are encouraged to use the given the privilege of unlimited cuts or absences in academic subjects during the current trimester upon presentation to the faculty member of a Certificate for Unlimited Cuts from the Registrar's Office. (*Article 6.7, Student Handbook p.b27*)

3.1.13. ATTITUDE AND ABILITY

Student Artists are graded every term by the trainer according to their attitude and ability (A&A).

Attendance	20%
Attitude	40%
Ability	40%
TOTAL	100%

The A&A grade soft copy submitted to CAO should have a hard copy counterpart with signatures of all the members signifying that they know how they fared for the term. This is to ensure that they are informed about their development as an artist. A&A grades without the member's signature will not be accepted. Soft copies will not be honored without the signed hard copy counterpart. Below are the corresponding A&A grade equivalents:

POINT EQUIVALENT	GRADE EQUIVALENT	DESCRIPTION
75 and below	0.0	Failed
75-78.57	1.0	Passed
78.58-82.14	1.5	Fair
82.15-85.71	2.0	Satisfactory
85.72-89.28	2.5	Good
89.29-92.85	3.0	Very Good
92.86-96.42	3.5	Superior
96.43-100	4.0	Excellent

3.2. STATUS AND CLASSIFICATION OF MEMBERS

- 3.2.1. Trainees (LYO, LSDC, Chorale, Innersoul)/Apprentices (HTG) – All students who have passed the screening tests, auditions and pre-membership trainings of the particular CAO group they have applied in are considered as trainees. As trainees, they still cannot receive any major benefits (e.g. tuition discounts, advanced enrolment, awards) except the modified NSTP program and invitation to production and management seminars. However, trainees of the La Salle Dance Company may avail of the modified PE exemption benefit after two active terms of service. They do not also have voting rights for major organizational decisions that have to be made for the group. They cannot also be assigned any officer or section/committee head position in the group.

- 3.2.2. Members – All trainees who have passed the above requirements for membership shall undergo professional artistic and management trainings under their advisers and

officers, following the group's syllabus. After their regularization as members, they shall receive a membership contract (See Appendix F. 6) that shall bind them as members to deliver the service, time and performance expected from them. He/she should maintain an attendance, attitude and ability grade (evaluated by the trainer, officer, section/committee heads) not lower than 3.0. Should they fail to maintain their cut-off grades for two consecutive terms, they shall immediately be dismissed from the group based on this ground. Members are further classified into: Junior members – 3-6 terms of stay and Senior members – 7+ terms. Members have voting rights for major organizational decisions that have to be made for the group, and may be invited to rate during the demonstration classes of trainer applicants. They may be assigned any officer or section/committee head position in the group. As a measure to ensure that the student's priority to graduate on their expected year, and in the spirit of giving chance to others in terms of benefits, CAO has set a maximum number of terms as member, which is 24 units left or after 4 years, whichever comes first (from time of regular membership). Terms when the member took a leave of absence from the group is not counted. After this prescribed period, the member will already be considered an honorary or graduating member. When they graduate here in DLSU, they shall receive certificates of merit and recognition as a gesture of appreciation from the Culture and Arts Office. Inactive members and members who have been advised to take a Leave of Absence from the group cannot be allowed entry in the rehearsal room unless with written consent/request from the CAO Director to participate in the Art in Action show or other meritorious cases.

- 3.2.3. Honorary members – These are members who are in their terminal year (who will be taking their practicum or thesis), and can only commit 50% of their time for the group. The members or officers may apply for this status on the last term that they would like to be recognized as members. To be fair with the regular members, they will still be graded on their attendance, attitude and ability based on the effort, time and performance expected of a part time member, and their grades should not be lower than the cut-off grades for members, previously stated. However, they may be entitled to at least half of what a regular member or officer should receive in terms of tuition discounts. In cases of officers with honorary member status, it will be based on the discretion of the trainer and other officers if he/she will be given the full tuition discount if he/she accomplishes his/her duties and responsibilities as an officer considering his/her schedule. Should they fail to maintain their cut-off grades for two consecutive terms, they shall immediately be dismissed from the group based on this ground. They also have voting rights for major organizational decisions that have to be made for the group.
- 3.2.4. Returnee - Any member who has resigned from the group without any disciplinary case with the group and decides to return will be considered a trainee again, subject to the promotion requirements to be a member. A returnee may also be a member who has resigned from one CAO group but has applied to another CAO group. He/she may be accepted if he/she makes it to the screenings, auditions, and pre-membership trainings; and if he/she has no disciplinary record from his/her former group.

Trainers may opt for the existing members to undergo re-audition every school year except the officers, to check the improvement of their skills.

3.3. EFFECTIVITY/ NON RENEWAL OF CONTRACT

Only members will be given membership contracts, and all contracts should be effective for three consecutive terms upon regularization. Contracts will be renewed only after three terms, depending on the projected schedule of the member, and his/her performance with the group. Either of the parties may terminate the contract at any time as long as they have both agreed to do so or if there's a serious cause and due process.

3.4. RECRUITMENT PROCEDURES

The Culture and Arts Office holds its recruitment weeks during the first and third term of the school year. During the recruitment week, standard application forms for all CAGs are given and auditions are being scheduled. The CAO groups may collect application fees at a maximum of P120. The application forms are screened by the trainer and officers. Auditions on the other hand, are held one to two weeks after the recruitment week. Results of the accepted applicants, who will automatically be trainees, will be posted at the CAO bulletin board as announced by each CAO group.

3.5. PROMOTION CONDITIONS

3.5.1. TRAINEE TO MEMBER

All students who have passed the screening tests, auditions, pre-membership trainings and the membership exam of the particular CAO group they have applied in shall be classified as members. Once a student is taken in, s/he is understood to be trainable upon acceptance in the 1st term. In the 2nd term, trainers will already observe if s/he should remain in the group based on the improvement. The cut off A&A grade for the 1st term is 2.0, or else, they will be removed from the group, for the 2nd term, it should be 3.0. Likewise, the GPA of the trainee for the first 2 terms should be at least 2.5 GPA. Upon passing the membership exam on the second term, they may claim their tuition discount benefits for the third term. Other benefits may be claimed regardless of residency. They should not have a major disciplinary case with the Discipline Office or the Culture and Arts Office before s/he gets promoted to member.

All members are expected to comply with the university and office policies, and for them to diligently submit the requirements to avail of benefits (i.e. waiver forms, excused absences, MOU, assessment forms and grade reports).

To ensure that the members know the university policies and procedures that would aid in their stay with CAO, and their rights as artists, all members and trainees are required to attend the CAO Orientation. Trainees are required to attend at least 2 CAO management or production seminars and take a qualifying exam before regularization. Likewise, their parents should have also attended the parents' orientation or should have signed the Parents' Memorandum of Understanding with CAO.

3.5.2. MEMBER TO SECTION HEAD OR COMMITTEE HEAD

All trainees who have passed the above requirements for membership shall undergo

professional artistic and management trainings under their advisers and officers, following the group's syllabus. After their regularization as members, their performance will be monitored, specially their attendance, attitude and ability grades. Should their grades be consistently 90% and above for at least 3 terms upon regularization as member, they may be qualified to vie as section head or committee head for the next school year. They may express their interest to vie for these positions and be trained by the officers for such work. At the end of the school year, the elected Executive Board shall appoint the section heads and committee heads based on the criteria below. Whoever gets the highest evaluation score from the applicants shall hold the position.

SECTION HEAD / POOL HEAD (ARTISTIC)		COMMITTEE HEAD/PROJECT HEAD (MANAGING)	
CRITERIA	SCORE	CRITERIA	SCORE
Ability to work with the team	10%	Ability to work with the team	10%
Presence during performances/ and practices	10%	Tangible results based on performance in committee as member	30%
Leadership Skills	40%	Leadership Skills	40%
Average A&A scores from time of regularization	10%	Average A&A scores from time of regularization	10%
Artistic Vision, Knowledge, Skills	30%	Artistic Vision and Knowledge	10%
TOTAL	100%	TOTAL	100%

3.5.3. MEMBER OR SECTION/ COMMITTEE HEAD TO OFFICER

Below are the procedures, qualifications and requirements needed to file for candidacy as an Executive Board:

- The incumbent executive board and trainer shall recommend members or incumbent officers who are qualified to run for officer in the succeeding academic year by the first Friday of the 2nd term (January). The applicants should pass the following requirements based on office policies and the student handbook:
 - They should be full-time students with four (4) terms remaining to serve as officer.
 - They should not be under any major academic or disciplinary sanction. (The student should not be serving a disciplinary penalty. If the commitment of major offense was made after the election, he should be relieved from the post.
 - The academic sanction means that if he has 50% of the allowed accumulated failures; students with an accumulation beyond six (6) units are automatically disqualified) or those considered as "academically immortal".
 - They should maintain a cumulative grade point average of at least 1.75 or higher GPA as may be stipulated in the organization's by laws.
 - All officers of organization are expected to serve the 4 full trimesters of their office. Students who can't complete their service except in meritorious cases as ruled upon by the office is not allowed.

- Any student may occupy an elected position in only one student organization in an office.
- They should also have attended any seminars related to their position.
- Failure to maintain the requirements while serving as an officer in an organization means that the student has to vacate the post in the organization.
- They should have an average of at least 90% in their attitude and ability evaluation for the last three previous terms.
- They should attend the CAO Briefing of the Officers' Duties and Responsibilities and Election Orientation.

The list of prospective officers will be submitted to DSA, to be forwarded to the University Registrar, Discipline Office and SLIFE for double checking if these requirements are met.

2. CAO will conduct written exams for incoming officers, based on the position they are applying for. Only those who got grades of 70% and above may qualify for election. They may apply for reconsideration to take the exam again. The top 10 people will be qualified to submit the officership application. The exams will only be for qualifying purposes and will not have any bearing in the applicant's standing in the elections.
3. The recommendees will be required to submit the Officership Application (See Appendix F.7) and will individually be interviewed by the trainers and should get at least a 90% rating based on the following criteria:
 - Communication skills (20%)
 - Leadership potential based on his plans, principles and actions (40%)
 - Knowledge of the tasks assigned to the position he's applying for (40%)

The candidates should have already decided if they will pursue the candidacy, BEFORE THEY GET INTERVIEWED BY THE TRAINER & CAO STAFF.
4. The CAO staff and trainer will deliberate after the interview as to who will be best suited in the position. Then candidates will be posted a day after the deliberation. Only two candidates will vie per position.
5. The scoring as to who will be positioned in the EB will be as follow:
 - 50% - average interview scores from the trainer and CAO staff
 - 50%- poll ratings (1st=50pts, 2nd=40 pts)
6. The group will hold the election accordingly among those listed candidates. The actual procedure of election should be based on the individual groups' constitution. However, it is advised that there will only be two ways of electing the officers-via secret balloting or raising of hands. Text voting is not allowed as it lessens the formality and validity of the elections. Elections for all the CAO groups will strictly be held within the designated week. Options are offered to designate the Student Artist Managers to be the Committee on Elections.

Ideally, all positions should be filled through elections. However, appointments to the

Executive Board positions maybe allowed if:

- There's no other person willing to run for the said position
- The number of votes who abstained is greater than the votes of those who ran for the position
- There's no other person qualified for the position due to lack of terms of residency and experience.
- If the total number of members and officers are 12-15.

In such cases, the applicants will have to pass the officership exam and interviews with the trainer and CAO staff before the final appointment. The elected officers are required to attend the Lasallian Artists' Management Program. Officers may only stay for 2 consecutive years in office except if there's really no choice due to the number of people in the group.

3.6. MEMBERSHIP BENEFITS

3.6.1. TUITION DISCOUNT

3.6.1.1. All officers and members of the CAO groups will be subject to the Attitude & Ability Evaluation where, 20% will be based on Attendance, 40% will be based on Ability and the other 40% will be based on Attitude.

3.6.1.2. Attitude and Ability will make up 90% of the Tuition Discount Credit Points while the remaining 10% will come from GPA.

3.6.1.3. GPA credit points will be computed as $(\text{GPA}/4.0 \times 10)$.

3.6.1.4. The total group tuition discount allocation will be divided appropriately with the students who deserve to receive the tuition discount privilege based on:

- a. their individual performance with the group as graded in the Attitude & Ability Evaluation by the trainers
- b. their GPA for the term, which should not be lower than 1.75 for members, and 2.0 for officers.
- c. their number of active terms, which should not be lower than 3.

NOTE: A member is not entitled to the longevity discount if the A&A grade is below the cut-off.

3.6.1.5. Below the table of credit points that will be followed for the tuition discount allocation for each member for the A&A grade.

TABLE OF TUITION DISCOUNT ALLOCATION CREDIT POINTS

EVAL. PTS	PERFORMING			MANAGING			LONGEVITY (# OF TERMS)						
	EB	SEN	M	EB	PH	M	3	4	5	6	7	8	9+
80-81+	12	8	2	8	0	0	2	4	6	8	10	12	14
82-83+	24	14	6	14	0	0	2	4	6	8	10	12	14
84-85+	34	20	10	20	2	0	2	4	6	8	10	12	14
86-87+	42	24	14	24	6	0	2	4	6	8	10	12	14
88-89+	48	28	18	28	10	0	2	4	6	8	10	12	14
90-91+	52	32	22	32	12	2	4	6	8	10	12	14	16
92-93+	54	34	24	34	14	4	4	6	8	10	12	14	16
94-95+	56	36	26	36	16	6	4	6	8	10	12	14	16
96-97+	58	38	28	38	18	8	4	6	8	10	12	14	16
98-99+	60	40	30	40	20	10	4	6	8	10	12	14	16

LEGEND: EB-
Executive Board,
SEN-Senior
Member, M-
Regular
Member, PH-
Project Head

*Longevity is
counted from
the term that
the student
came in as
trainee.

3.6.1. For term 3 transition of officers, the trainer will recommend 5-7 members of the Executive Board that will be included in the list of officers. Since, the tuition discounts for each student will depend on the individual performance based on the attitude and ability forms, the trainers should assess their students (both officers/members), based on the schedule indicated below. A pre-formatted file is already provided to the trainers for ease in grading. This deadline also assumes the following:

- That the members were already properly informed of their A & A grades, by the EB or the trainers. This will be signified through the signed print-outs during the deliberation of grades to the members.
- That the A&A grades submitted are already final.
- That the TRAINER assumes FULL RESPONSIBILITY in the information stated in the file.

CAO WILL NOT BE HELD LIABLE FOR ANY MISTAKES MADE IN THE A&A GRADING. COMPLAINTS ON THE GRADING SHOULD BE IMMEDIATELY ADDRESSED BY THE EXECUTIVE BOARD AND THE TRAINERS DURING THE DELIBERATION, SO THE GRADES CAN BE CHANGED IF NEEDED.

TERM	TERM DURATION	EVALUATION PERIOD	SUBMISSION OF A&A
TERM 1	AUG (wk 4) – DEC (wk 2)	July(wk1) – Oct.(wk4)	2 ND Week of Nov.
TERM 2	JAN (wk 2) – APRIL (wk 3)	Nov (wk 1) – March (wk.1)	3 rd week of March
TERM 3	MAY (wk 2) – AUG (wk 2)	March(wk.2) – June (wk4)	2 nd week of July

3.6.1.7. It is advised that the trainers involve the officers and the section or committee heads in grading the members to empower them and to have a more objective and reliable assessment of the members' performance which the trainers might not often see. However, the trainers should be the one to accomplish Attitude and Ability Forms and not the executive board. It is encouraged to ensure that fairness in the grading system will be exercised. The grades should be seen and discussed with the member to help them improve their performance. Before these forms are submitted to CAO, the members should

sign beside their name to signify that they have seen it; then the soft file should be emailed to the Operations Coordinator.

3.6.1.8. After the trainers have submitted the accomplished attitude and ability forms to CAO, the individual monetary discounts will be computed by CAO, based on the distribution computations submitted by the groups, assuming 100% group grade, the longevity of stay and other bases as suggested by the group. The other benefits may be added to the base tuition from the attitude and ability grades.

3.6.1.9. Priority shall be given to the executive board as allotted. The allotments are based on how the group normally appropriates their discounts. Should there be excess due to qualified members who were not able to make it to the applicable GPA cut-off, the remaining amount of tuition discount percentage will be distributed to the members based on their performance in the previous term. The percentage allotted to the officers need not be fully utilized. Thus, any excess will be added to the allotment for the members. Moreover, the range provided below will only serve as guide because there will surely be drastic adjustments in cases of low group grades.

3.6.1.10. A drafted list with the computations of the percentage allotments for each student will be submitted to the trainer/ or company manager on the last day before finals, for their review and comments. They will be given TWO days to comment and /or propose revisions. A final list will be available at CAO after the two-day review period. The students may claim their discounts accordingly after the course card distribution day, as long as their final GPA passes the applicable cut off. **CAO WILL NOT BE HELD LIABLE FOR THE IRRESPONSIBILITY OF THE OFFICER OR TRAINER JUST IN CASE A MEMBER COMPLAINS ABOUT HIS/ HER TUITION ALLOCATION.** The tuition fee discounts that are not claimed by the member of each group, the allocation will be divided to all the members of CAO.

3.6.1.11. All the students listed for the tuition discount privilege in the previous term should submit the term grade documents from the previous term at the start of the term. These will be submitted by the group during AQUA.

3.6.1.12. All the information needed for the A&A and tuition discount will be recorded by the Operations Coordinator in the STAR notes of each student, for viewing by the student and the parents.

2. MODIFIED ROTC PROGRAM FOR CAO MEMBERS (BASED ON THE POLICIES OF ROTC)

CAO members are qualified to apply for the Modified ROTC program to give way for the needed artistic trainings during Saturdays. This means that the students will only be attending the orientation, three consecutive whole day sessions, take the midterms (6th training day) and final exams (11th training day), all Saturday sessions. These sessions are compulsory to the program. The other remaining hours needed to complete the course will be served during weekdays, depending on the availability of the students.

CAO will be submitting a master list of the students fifteen days after the first day of classes indicating the family name, given name, middle initial, ID number, section and the enrolled ROTC course, with a photocopy of their Enrolment Assessment Form. Additional names will no longer be entertained. Only one ROTC course can be availed by the students every term.

There will be a blank certification to be issued to each student to be presented to the instructors every time he/she attends any of the executive sessions. The blank certificate shall provide a space where the instructor will affix his/her signature on a specified date as a proof that the student has attended such training. This will also serve as the basis for monitoring the student's attendance. The grades of the students will be given by ROTC.

PROCEDURES FOR APPLICATION:

1. Participants must be officially enrolled in the University and sanctioned under CAO's training program.
2. Participants must attend the Orientation on the training day set by the ROTC office every term. Failure to attend the said orientation shall be ground for disqualification from the authorized exemption.
3. Participants must comply with the prescribed haircut (Barber's Cut, 2"x 3" white side wall) for males, while for females, length is immaterial provided the hair must be held in a bun or clipped so that it will not touch the collar of the uniform. This must be observed every time the concerned midshipmen/women reports for training or duty at the ROTC office.
4. Drills will still be a part of the training, but they will only be required to know the basics of rest positions at halt, facing, saluting and the basics in marching.
5. Any act of disrespect to the Commandant, Assistant Commandant, Training Staffs, Midshipman Officer/s and/or any other personnel authorized by the unity to deliver instructions and/or perform duties to the authorized exemptees shall be subjected for disciplinary actions. It shall likewise disqualify him/her from passing the course.
6. Handouts will be made available one week before the midterm and final examinations.
7. Concerned students may arrange directly or through their respective departments with the ROTC office on their available time for instructional purposes to attend the segment training. The coordination must be made at least twenty four hours before the conduct of the said session. There should be at least ten participants who shall attend the session.

3. MODIFIED CWTS PROGRAM FOR CAO MEMBERS (BASED ON THE POLICIES OF COSCA)

All incoming CAO trainees may apply for the Modified CWTS program to carry on a community service program to develop the social engagement aspect of Lasallian artists. Only students who have fulfilled the requirements will be allowed to participate in the program

1. Those who indicated in the NSTP reply slip that they prefer CWTS
2. Those whose names appear on the official list of CWTS students from the Registrar's Office
3. Those who passed the criteria set by the Culture and Arts Office

4. Those with written consent from the parents signifying permission to participate in the program

Upon entering the program, the student artists should fulfill the following course requirements:

1. Attendance in four (4) classroom sessions during C1 and two (2) classroom sessions during C2
 2. Completion of 16 hours of exposure during C1 and 24 hours of community service during C2
 3. Submission of a group term-end report during C2
 4. Completion of other tasks required by the facilitator (reflection papers, assignments, etc.)
 5. Adherence to all CWTS policies (e.g. transportation policy, dress code on field, etc.)
- These conditions are compulsory to the program. The other remaining hours needed to complete the course will be served as training days for their artistic talents to be used in the community development program.

CAO will hold auditions for artists during freshman orientation and submit the names of those who pass their criteria to COSCA seven days before the first day of CWTS. The master list of the students shall indicate the family name, given name, middle initial, ID number, section, and the enrolled CWTS course, with a photocopy of their Enrolment Assessment Form. Additional names will no longer be entertained. Only one CWTS course can be availed by the students every term. COSCA will be separating the names of the students from the regular classes so they will be classmates from C1 to C2. COSCA will open a CWTS section for artists only if there are at least 25 students under the program. If CAO fails to meet this requirement, students will remain in their original CWTS sections. COSCA will post CWTS section, room assignment, and schedule at Central Plaza on the first day of classes

The Grading system will be as follows:

CRITERIA	C1	C2
Classroom Performance: (COSCA) - <i>Attendance</i> (10%) - <i>Recitation</i> (20%) - <i>Assignments</i> (10)% - <i>Group Activity</i> (10%) - <i>Quizzes</i> (10%)	60%	30%
Exposure Performance (COSCA) - <i>Attendance</i> (10%) - <i>Attitude</i> (15%) - <i>Participation</i> (15%)	40%	
Field Performance (CAO)		30%
Community Service (AC) - <i>Attendance</i> (10%) - <i>Attitude</i> (15%) - <i>Participation</i> (15%)		40%
TOTAL	100%	100%

4. MODIFIED PE PROGRAM FOR CAO MEMBERS

All La Salle Dance Company trainees and members are eligible to avail the modified PE program in consideration of the physical activities that are involved during rehearsals and performances of the dancers. The students may apply for this, through submitting the form (Appendix F.23), and is not obliged to apply for this benefit.

If the LSDC trainee/ member is enrolled in this program, it is understood that s/he will submit and report to the PE department before the class starts. The grade that the student will get from the A&A given by the CAO trainer will be the academic grade reflected in his/ her PE subject.

5. ADVANCE ENROLMENT

All CAO group officers and members may avail of the advance enrolment privilege if they need it. Since there are only limited slots, priority will be given to the Student Artist Managers and the remaining slots will be distributed to the CAO Groups depending on the percentage of active members with tuition discount. The slots of the Student Affairs will continue to decrease over the years for every student who signed in for the privilege but did not use it.

6. TRAININGS

CAO regularly holds artistic trainings for all its performing artists. Trainers/advisers are provided by the university to ensure the artistic development of the students, following the prescribed syllabi, which they are also required to present in the first term of the school year and to all newcomers. (See Appendix G). These syllabi will serve as a proof of the various levels of development that the members have attained during their stay in CAO, in case they plan to pursue further artistic studies in their particular field of interest in the performing arts. Moreover, the Office gives out certificates of appreciation and recognition if they leave CAO just before graduation.

The Office also provides specialized artistic trainings for musical theatre-movement and voice, and extension lessons for instrumental musicians. Ideally, master classes may also be held by prominent names in dance, music and theatre within the year.

The Office also provides the following production trainings for its officers and members to equip them for their work in organizing their own events. Certificates of attendance for these trainings will be given as requested by the participant.

PRODUCTION

- | | |
|-------------------------------------|---------------------|
| ○ Technical Theatre | ○ Production Design |
| ○ Stage Management | ○ Basic Video |
| ○ Hosting / Image & Styling/Make-up | ○ Advanced Video |
| ○ Scriptwriting | ○ Basic Photography |
| | ○ Graphic Design |

CAO also facilitates the following management trainings for the holistic development of the individual, since the office recognizes that not all the students under it will pursue a career in the culture and arts industry.

MANAGEMENT

- Leadership Training for Officers
- Financial Management Orientation
- Documentation Management
- Events Marketing
- Event Management
- Public Relations Training
- Stress Management
- Time Management
- Trainee Orientation

7. RECOGNITION

A. Cultural Development Award (University Graduation Awards)

The Office of the University Registrar recognizes the artistic aspect and cultural development contributions of the student through the CULTURAL DEVELOPMENT AWARD which shall be given to students who enrich the Lasallian and Filipino culture through excellence in the arts.

Qualifications:

- a. Have a cumulative GPA of at least 2.5
- b. Residency of at least 2 years at DLSU
- c. A member of any organization related to his/her field concerned (validation should be secured by the nominee from his/ her respective dean, and CAO director)
- d. Possesses good moral character and must not have committed any major offense, as determined by the Discipline Board.

B. Gawad Lasalyano (Student Awards)

Gawad Lasalyano recognizes achievers and promotes excellence in the fields of leadership, sports, campus media, culture and arts, military service, discipline formation, faith formation, and community engagement. It is a night of recognition and honor for students, faculty, staff and other community members who are passionate about leadership, excellence and community engagement.

For the Culture and Arts Office, the Student Awards gives the GAWAD LEANDRO LOCSIN – PARANGAL PARA SA PINAKAMAHUSAY NA PINUNO NG SINING PANGKULTURA. The rationale of which, is that a true Lasallian artist is being taught to balance himself towards the improvement of his artistic talent, academics and responsibility in leadership for the cultural projects, and most of all, his identity in being a Lasallian. This award is being given to the CAO group leader who serves as a true example of a Lasallian artist, who has shown great passion in Philippine culture and who has shown mastery in all the mentioned aspects towards the promotion of culture and arts in the University.

The qualified applicants must be:

- a. Company Managers and Asst. Company Managers of CAO performing groups
- b. President and Executive Vice President of Green Media Group

The qualifications were revised based on the following rationale, as approved by the Council of Advisers meeting (Nov. 10, 2004) and Council of Company Managers' Meeting (Nov. 25, 2004).

- a. To give equal opportunity for the asst. company managers to be recognized as a leader.
- b. To balance the playing field in CAO Awards in the Officers' Category. This time, all things will be equal among all Division Managers of the different groups. Before, the Asst. Company Managers are included in this category and they have high leverage versus the other division managers.
- c. To expand the scope of the category, and ensure that there will be a winner in cases where the Company Manager is a student of CSB, or if he/she resigns due to academic reasons, or if he/she cannot perform his/her duties well due to academic requirements (e.g. OJT, thesis).

Another award given is the Gawad Br. Andrew Gonzalez FSC, Outstanding Project on Culture and Arts Development. It honors outstanding projects in the performing arts (theatre, music, and dance), allied arts, cultural education, cultural conservation, arts management, cultural journalism and documentation, film advocacy, literature and other fields, carried out by students and/or faculty. The winner of this award will receive a grant of P20,000 to continue the said project.

C. Gawad Cultura

The Culture and Arts Office rewards the greatest performers and arts managers for the school year in its annual recognition, the KULTURA Awards. The following awards are at stake:

Individual awards are given to new and old members, based on the following disciplines: artist management, film & production, music- solo singing, chorale singing, instrumentation, theatre and dance. They were named after old Filipino names and terminologies reflecting the essence of the award.

○ *Gawad Kalinangan*¹, *Parangal para sa Pinakamahusay na Pinuno ng Dibisyon ng Grupong Pang-Sining* - Awarded to the division manager who has actively served for 5 terms or more until date of awarding, and has continued to be an excellent role model of artistry, leadership and management and service to the promotion of culture and arts in the university. The winner of this award should embody the true essence of leadership in balancing the artistic pursuit and organizational sustainability of the organization. *

○ *Gawad Talima*², *Parangal Para Sa Pinakamahusay na Namamahala sa mga Artistang Mag-aaral* - Awarded to the Student Artist Manager who has actively served for 5 terms or more until date of awarding, and has continued to be a brilliant example in caring for the student artists and helping out the office in managing the arts for the effective cultural dissemination and arts education in the campus.

¹ *Kalinangan* means culture.

² *Talima* means to care for.

- *Gawad Salamisim*³, *Parangal Para Sa Pinakamahusay na Mag-aaral sa Produksyon at Midya* - Awarded to the Green Media Group member who has actively served for 5 terms or more until date of awarding, and has continued to be exemplary in the management of productions for university events and has carried out ways towards the vision of strengthened advocacy in filmmaking in the community.
- *Gawad Awit*⁴, *Parangal para sa Pinakamahusay na Mag-aaral Sa Musika (Isahang Pag-awit)* - Awarded to the De La Salle Innersoul member who has actively served for 5 terms or more until date of awarding, and has continued to be an outstanding model in the field of solo singing.
- *Gawad Gandingan*^{5*}, *Parangal para sa Pinakamahusay na Mag-aaral sa Musika (Pagtugtog ng Instrumento)*- Awarded to the Lasallian Youth Orchestra member who has actively served for 5 terms or more until date of awarding, and has continued to be a brilliant example in the field of instrumentation.
- *Gawad Himig*⁶, *Parangal para sa Pinakamahusay na Mag-aaral sa Musika (Sabayang Pag-awit)* - Awarded to the DLSU Chorale member who has actively served for 5 terms or more until date of awarding, and has continued to be an excellent role model in the field of chorale singing.
- *Gawad Indayog*⁷, *Parangal para sa Pinakamahusay na Mag-aaral sa Sayaw*– Awarded to the La Salle Dance Company member who has actively served for 5 terms or more until date of awarding, and has continued to be an excellent role model in the field of dancing.
- *Gawad Tanghal*⁸, *Parangal para sa Pinakamahusay na Mag-aaral sa Teatro* – Awarded to the Harlequin Theatre Guild member who has actively served for 5 terms or more until date of awarding, and has continued to be a brilliant example in inspiring audiences and other student actors in the practice of theatre in the campus and partner communities.
- *Gawad Raya*⁹, *Parangal para sa Namumukod-Tanging Baguhan na Artistang Mag-aaral* - Awarded to the CAO members (one for each group) who have actively served for 4 terms or less until date of awarding and still continues their commitment to the office. They shall be awarded based on the commendable merits of their work and participation in the group.
- STUDENT ARTIST MANAGER
- MEDIA SUPPORT STAFF
- PERFORMER IN MUSIC - SOLO SINGING
- PERFORMER IN MUSIC- INSTRUMENTATION
- PERFORMER IN MUSIC- CHORALE SINGING
- PERFORMER IN THEATRE
- PERFORMER IN DANCE
- *Gawad Maliw*¹⁰, *Parangal para sa Artistang Mag-Aaral na Nagpakita ng Kagalingan sa Pagbalanse ng Akademiya sa Sining*- Awarded to the CAO members who have actively served for 5 terms or more until date of awarding and still continues their

³ *Salamisim* means vision.

⁴ *Awit* means song.

⁵ *Gandingan* means a set of four large, hanging [gongs](#) used by the [Maguindanao](#) as part of their [kulintang ensemble](#).

⁶ *Himig* means hymn.

⁷ *Indayog* means dance.

⁸ *Tanghal* means perform.

⁹ *Raya* means to grow.

¹⁰ *Maliw* means knowledge and wisdom.

commitment to the office. The awardee should have at least maintained a cumulative GPA of 3.0 or higher from 1st to 3rd term of the academic year, while maintaining an Attitude and Ability grade of 90% or higher.

- *Gawad Giting*¹¹, *Parangal para sa Artistang Mag-Aaral na Nagpakita ng Kagalingan sa Pagpapaunlad ng Sining sa Pamantasan* -Awarded to the CAO members who have actively served for 5 terms or more until date of awarding and still continues their commitment to the office. The awardee should have at least maintained a cumulative GPA of 1.75 or higher from 1st to 3rd term of the academic year, while maintaining an Attitude and Ability grade of 90% or higher. The winner of this award is the student artist who has participated in the most number of performance or production requests.

Group awards are given to the groups who have excelled in major aspects of handling an arts group and productions. The group awards were named after old Filipino names reflecting the essence of the award.

- *Gawad Bikas*¹², *Parangal para sa Pinakamahusay na Grupong Pangsining sa Pamamahala ng Produksyon* - Awarded to the group who has consistently conceptualized, planned and implemented all their productions either minor or major, successfully throughout the year, based on their objectives and CAO standards. The productions should have projected a sense of artistic elegance and sophistication for the group to encourage audience development.

- *Gawad Anni*¹³, *Parangal para sa Pinakamahusay na Grupong Pangsining sa Pamamahala ng Marketing at Publisidad* - Awarded to the group who has consistently and creatively strategized and implemented marketing plans and conceptualized publicity materials for the promotion of their group's activities, that has contributed to the development of their audiences.

- *Gawad Ijin*¹⁴, *Parangal para sa Pinakamahusay na Grupong Pangsining sa Pamamahalang Pinansyal*- Awarded to the group who has efficiently managed their finances and was able to grow all their resources (assets and capital) throughout the year without compromising the quality of their productions.

- *Gawad Dayon*¹⁵, *Parangal para sa Pinakamahusay Na Grupong Pangsining sa Dokumentasyon* - Awarded to the group who has diligently documented their group operations, projects and proceedings for the academic year. Artistic documentation proves to be a very important part of arts management as this records the legacy of works and best practices of the groups that can be implemented by the future student artists.

- *Gawad Kaisa*¹⁶, *Parangal para sa Pinakamahusay na Grupong Pangsining sa Serbisyong Pangkomunidad*- Awarded to the group who has been genuinely active in community engagement through sharing their art with the less fortunate. This award is given based on impact, nature, level of involvement, and length of community service of the group.

¹¹ *Giting* means determination and heroism.

¹² *Bikas* means elegance.

¹³ *Anni* means spring.

¹⁴ *Ijin* means fortune.

¹⁵ *Dayon* means long lasting or stable.

¹⁶ *Kaisa* means harmonious.

- *Gawad Wali*¹⁷, *Natatanging Parangal para sa Serbisyong Pang-Unibersidad* – Awarded to the performing group who served their university well, as measured by the number of performance requests, the evaluation ratings and the monetary values. This may also be given to Green Media Group to recognize their efforts in helping in all the special projects of the university, CAO, all the self-organized activities of the other CAO groups, and managing their own self-organized projects for the promotion of film appreciation. This will only be awarded if they pass the criteria given by the Office.
- *Gawad Cultura, Pinaka-Natatanging Parangal para sa Grupong Pangsinig*- Awarded to the CAO group who has greatly exemplified excellence in balancing the ideals of the office in its formation framework, in terms of artistry, community engagement and organizational leadership.

SPECIAL AWARDS are given to individuals or groups who have excelled in the promotion of culture and arts in the university by way of winning arts-related awards, creating new works, community development through the arts. The Group Awards were named after old Filipino names reflecting the essence of the award.

- *Gawad Sudi*¹⁸, *Natatanging Parangal para sa mga Mag-aaral na Nakapagbigay Karangalan sa Pamantasan sa Larangan ng Sining* – Awarded to all CAO performing groups or regular students who won in arts-related competitions (local, national, regional, international) within the academic year (May previous year to March of present year), as they have helped in promoting the brilliance of their alma mater in honing the capabilities of its students.
- *Gawad Tasi*¹⁹, *Natatanging Parangal para sa Mag-aaral o Grupong Mag-aaral sa Pagpapalaganap ng Sining at Kultura*- Awarded to any student or student organization outside CAO who has served as a living witness of the power of culture and arts, through engaging in projects and/or programs aimed for the awareness and promotion of culture and the arts in the University and/or outside the community.
- *Gawad Likha*²⁰, *Natatanging Parangal para sa Paggawa ng mga Orihinal na Katha*- Awarded to all member/s of CAO performing groups who made outstanding art works through choreographies, musical arrangements, theatrical artistic direction, visual artworks, literary works, films, new media that were presented either in their concert or performance requests or those not yet presented or published but shows great artistic promise.
- *Gawad Sanghaya*²¹, *Natatanging Parangal para sa Mag-aaral na Nagpakita ng Gilas sa Pamumuno at wagas na Serbisyo para sa Pamantasan* - Awarded to officer/s(i.e. company manager, division manager, section head or pool head) of CAO performing groups who have exceptionally given their all in managing the group and serving the members, resulting to the group's various achievements and recognitions inside and outside the university. This special award is conferred only by the Council of Advisers upon the recommendation of the trainers.
- *Lakan at Lakambini ng Gabi, Pagkilala sa mga Pinamagagandang Lalaki at Babae sa Gabi ng Parangal*.

¹⁷ *Wali means seer.*

¹⁸ *Sudi means brilliance or luster.*

¹⁹ *Tasi means witness.*

²⁰ *Likha means to create or creation.*

²¹ *Sanghaya means charisma and distinction.*

- *Bukal ng Bighani, Pagkilala sa Grupong Pinakamaganda ang Bihis sa Gabi ng Parangal.*

The last two awards will be for the best dressed male and female attendees and a recognition for the collective effort of the whole group to dress up for the event.

3.7. ACADEMIC RESIDENCY(*BASED ON THE POLICIES OF THE UNIVERSITY REGISTRAR*)

The Academic Residency is intended for students who have no other course to enroll in their program but need to enter the campus for consultation with faculty members. An example would be a student whose thesis has been deferred. Qualified students may enroll in AR during any trimester, including summer. Trimesters with Academic Residency are counted in reckoning the official date of graduation. It is important to note that a student who does not enroll for a specific term for whatever reason, but still has remaining units to enroll, is not allowed to enroll in Academic Residency, but should file a Leave of Absence (LOA). A student in LOA may not enter the campus even if he or she is an officer of CAO, except for meritorious cases. As such, no residency, whether academic or non-academic, shall be granted to students in LOA. The Academic Residency fee consists of: (a) Medical/Dental Fee; (b) Library Fee; (c) Internet Fee; (d) Insurance Fee; and (e) ID Validation Fee.

Students enrolling for Academic Residency should proceed to the Office of the University Registrar (Window 2) within the first two (2) weeks of the regular term or within the first four (4) days of the summer term and request to be enrolled in Academic Residency. Similar to enrollment in a regular course, an EAF will be issued to enable payment at the Accounting Office.

3.8. LEAVE OF ABSENCE

In cases where a member decides to take a leave whether academic or CAO group leave, he/she must file a letter addressed to the CAO Director, noted by the CAO Group Company Manager and CAO Trainer stating the reason for the leave and the duration of the leave. In the absence of the said letter, the student is considered in ABSENCE WITHOUT LEAVE (AWOL), and will be denied reentry to the group if he/she decides to join again as an active member. The CAO Director and trainer reserves the right to recommend leaves to students if deemed necessary.

Grounds for LOA are:

1. Failure of more than six (6) academic units
2. Pregnancy
3. University Leave of Absence
4. Hospitalization for more than 2 weeks. (injury, rehabilitation)

3.9. ACCEPTANCE OF PROFESSIONAL JOBS

Members are discouraged to take jobs from professional companies unless the income will go the group. If he/ she is an officer, he/she should be given lesser responsibilities while being an officer. If he/she decides to seriously take his/her professional career, he/she should already file a leave of absence.

3.10. ACADEMIC STANDING MEASURES

Students who were not able to reach the 1.75 GPA or failure of 6 units in a term will have to undergo OCCS' student Enhancement Program. A form will be given to them by CAO for countersigning of OCCS once the program has been completed by the student. The accomplished form will be returned to the office to enable the student to claim the tuition discount for the succeeding term.

3.11. MEMBERSHIP DISCIPLINE AND SEVERANCE OF SERVICE – VOLUNTARY/ INVOLUNTARY (RESIGNATIONS, SUSPENSION OR DISMISSAL); PROCEDURES (*BASED ON COUNCIL OF ADVISER'S MEETING, FEB. 13, 2005, WITH AMENDMENTS IN THE JOINT COUNCIL OF ADVISERS AND COMPANY MANAGER'S MEETING, SEPT. 4, 2006*)

All major and minor offenses stated in the Student Handbook involving CAO members directly or indirectly affecting the Culture and Arts Office and formal behavioral grievances involving CAO members will be turned over to the Discipline Office. CAO shall abide by all the procedures of hearing and case proceedings for the resolution of the case as stated in the Student Handbook in Section 13. Student Discipline: 13.2.3.2 -3. Members and officers of the CAO groups should however, take note of these offenses that they might most likely commit in their course of stay with CAO.

LEGEND:

1. Warning/ Verbal Reprimand
2. Warning through formal letter by the Trainer through the Director / Suspension (the duration of which shall depend on the gravity of the offense)
3. Termination for cause through formal letter by the Director
4. Termination for cause plus corresponding discipline case to be filed against the student

OFFENSE AND SANCTION TABLE

OFFENSES	OCCURRENCE & PENALTY		
	1 st	2 nd	3 rd
MAJOR OFFENSE (based from the Student Handbook Sec. 13)			
1. Vandalism, destruction or loss of property belonging to CAO, its staff and trainers, administrators, co-academic personnel, another student or visitor while on campus and properties in venues outside the university.	4		
2. Inflicting physical injuries on another, inside the University premises or outside the University during an official CAO activity.	4		
3. Unauthorized bringing in, possession or drinking of alcoholic beverages or illegal drugs inside the University premises or outside the University during a CAO activity, or entering the University premises or attending a CAO activity under the influence of alcoholic beverages/ illegal drugs.	4		
4. Gross acts of disrespect in words or in deed that tend to put the University, administrator, member of the faculty, co-academic personnel, security guards, maintenance personnel, students, and visitors in ridicule and contempt (e.g. insubordination to superiors by constantly questioning policies and procedures previously agreed upon, even if the	4		

superiors have already explained the rationale behind them for at least three times in writing or making snide remarks about the superior in his presence or to a set of members).			
5. Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any students, or person vested with authority.	4		
6. Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity, bullying.	4		
7. Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status, or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.	4		
8. Unjust enrichment or stealing whether attempted, frustrated or consummated. (e.g. Malversation of funds)	4		
9. Habitual disregard or willful violation of established policies, rules or regulations consisting in the commission of 3 minor offenses of the same kind or nature or five minor offenses of different kinds of nature.	4		
10. Unauthorized collection or exaction of money, checks or other instruments as equivalent to money, in connection with matters pertaining to the University. (e.g. collection of ticket sales without involvement of the Accounting Office).	4		
11. Forging, falsifying, or tampering with official records or documents of any kind, or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University (e.g. changing agreements in Minutes of the Meeting).	4		
12. Acts of subversion or insurgency, affecting the CAO group (e.g. influencing members to rebel against the officers, trainers, or CAO without communicating their concerns to any of the parties)	4		
13. Any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.	4		
14. Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required.	4		
15. Making sexual advances in words or deeds to another student or to any member or the academic community.	4		
Based from the Joint COCM/ COA meeting, Sept. 4, 2005			
16. Uninformed absence in a performance or uninformed tardiness during performance call time due to unacceptable reasons as deemed by the trainer and executive board.	3		
17. Violation of provisions in the code of ethics.	3		
18. Non-performance and/or Negligence of duties and responsibilities as officer or member	3		
MINOR OFFENSE			
19. Acts which disturb peace and order short of being a major offense such as disturbing practices, meetings or performances.	1	2	3

20. Disobeying policies and procedures contained in this Handbook and other rules and regulations approved by University authorities and disseminated through publications.	1	2	3
21. Public Display of Physical Intimacy	1	2	3
22. Use of classrooms and other school facilities for any purpose without any reservation or proper authority.	1	2	3
23. Eating in areas designated non-eating places (e.g. classrooms, offices, Sports Complex and theatres).	1	2	3
24. Smoking / drinking alcohol inside University premises or outside the University during CAO activities or performance requests.	1	2	4
25. Violation of house rules.	1	2	3
26. Failure to maintain their A&A cut-off grades for two consecutive terms, they shall immediately be dismissed from the group based on this ground.	1	3	4

3.12. RESIGNATIONS

In case an officer or a member of a CAO Group decides to resign or is forced to resign (due to expulsion from the university) in the middle of his/her term, he/she would have to write a formal letter addressed to the CAO Director, copy furnished to the Trainer and Company Manager of the group. The letter must contain the reason for resignation and the commitment to make a formal turnover to the successor within a month after he/she submitted the letter. Attached to the said letter is the talent contract and MOA which he/she signed in the Induction of Officers. If he/she still has a pending case with CAO, the resignation will not be accepted until it is settled. Upon the acceptance of the resignation by CAO, he/she would have to arrange an exit interview with the Director or else, his/her clearance will not be signed by the Dean of Student Affairs.

In cases where the Company Manager of a CAO Group decides to resign in the middle of his term, he /she should do the same procedure above. However, a company manager will not be granted a resignation acceptance if there is no one who is capable in the Executive Board to take his/her place as Company Manager. If he/she was expelled, the Trainer and CAO Director will choose who will be the officer-in-charge for the rest of the year.

Acceptance of resignations would have to be deliberated by the CAO Director and the CAO Coordinator in consultation with the Trainer and the Company Manager of the Group.
Any decision made on the dismissal of an officer or member is FINAL.

3.13. ALUMNI INVOLVEMENT (AS AGREED IN THE COUNCIL OF COMPANY MANAGERS - NOV. 25, 2004/ COUNCIL OF ADVISERS - NOV. 10, 2004)

The Office recognizes the contribution of the alumni as a role model for the current members of the CAO groups. They are only encouraged to join in the activities of the current members only upon the invitation of the trainer, the executive board, and the CAO Director for particular performances and as speakers or facilitators in the teambuilding seminars. They cannot interfere in the decision making and planning of the group nor be part of the facilitating team in the group's teambuilding seminars (unless invited by CAO), as it is the responsibility of the group and

CAO (as the mother office) to handle their own teambuilding activities to establish the authority and responsibility of the new executive board to their members.

3.14. MEMBERSHIP OF CSB STUDENTS IN DLSU CAO (AS OF APRIL 3, 2006)

CSB students may join any recognized student cultural organization of DLSU provided there is no counterpart student cultural organization in CSB. The recognized student Culture and Arts organizations covered by this MOA are as follows:

DLSU ORGANIZATIONS WITH COUNTERPARTS IN DLSU-CSB:

DLSU Culture and Arts Office	DLS-CSB Office of Culture and Arts
1. La Salle Dance Company – Street and Contemporary, Folk 2. DLSU Chorale 3. Green Media Group 4. Student Artist Managers 5. Harlequin Theatre Guild	1.SBDRC – Street and Contemporary 2.Coro San Benildo 3.Stage Production Operating Team 4.Student Artist Managers 5.Dulaang Filipino 6.Karilyo

DLSU ORGANIZATIONS WITHOUT COUNTERPARTS IN DLSU-CSB:

DLSU-MANILA Culture and Arts Office
1. De La Salle Innersoul 2. Lasallian Youth Orchestra

DLSU will not accept non-performing members from CSB for the performing groups without counterparts in DLS-CSB, as their work in marketing and production may be done through DLS-CSB's OCA groups such as the Student Artist Managers and the Stage Production Operating Team.

In cases of transferees from one school to the other school at the end of the school year, the transferee should not renew his/her previous membership in the student cultural organization in his/her previous school that has a counterpart student cultural organization in the new school. He/she may opt to join the counterpart student cultural organization in his/her new school. If the student cultural organization concerned has no counterpart in his/her new school, he/she can continue the membership. If the transfer occurred with the school year, the original counterpart student cultural organization may still consider the transferee as a member until a replacement is found or within one term after the transfer whichever comes sooner.

1. Members of student cultural organizations (with or without counterparts) may engage in competitions, performances or other similar undertakings against or with each other.
2. Both schools are required to submit the names of students of the other school who have joined student organizations in their respective schools by the end of the first term.

On Granting of Privileges Resulting from Membership

3. DLSU-M CAO may grant tuition discounts and advance enrollment for Benildeans who are members of student cultural organizations in their campus. The DLSU Student Financial Assistance Office will arrange the transfer of funds to DLSU-CSB.

4. NSTP exemptions will not be granted by DLSU CAO to CSB student members since the campuses operate separately on the NSTP implementation.
5. Approved absences may be granted to CSB students, provided that DLSU-M CAO signs the student's blue form before the final approval of DLS-CSB Dean of Student Affairs.

On the entry of CSB students in the DLSU-Manila campus, CAO will issue a blanket entry permit for all active CSB students within the term.

3.15. HOLDING OF CLEARANCES FOR GRADUATION

The CAO groups through their trainers may hold the student clearance of their members for certain unsettled matters that need resolution before they graduate from the university. The names of these students will be submitted to the Dean of Student Affairs and the University Registrar, and shall only be cleared upon the discretion of the CAO Group's Executive Board and their respective trainers.

The CAO EB and trainers are expected to review the list every end of the term, and shall update the list every first week of the term. Failure to do so will result to the holding of clearance of the CAO EB, as they are liable to CAO for the negligence of their responsibility. The list should follow the prescribed format below:

LAST NAME	FIRST NAME	ID.NO.	REASON FOR HOLD/CLEARANCE

****Nothing Follows****

CAO shall make a general list of CAO members on hold, to be submitted to the Office of the University Registrar that maintains the centralized student clearance system, every second week of the term.

Below are the grounds for CAO groups to hold the student clearance of their members:

1. Failure of the member to fulfill financial obligations that the group requires of him/her, where he/she has committed to fulfill even if he/she has already resigned or became inactive.
2. Failure of the member to fulfill organizational obligations that the group requires of him/her where he/she has committed to fulfill even if he/she has already resigned or became inactive, especially in the middle of the project. To be cleared, he/she will be asked to pay for the equivalent damages done due to his/her negligence, as deemed appropriate by the trainer and executive board.
3. Failure to return or damaged an equipment/supplies/costume/ instrument which he/she borrowed and refuses to replace or pay for the said item/s.
4. Failure to submit a resignation letter together with his/her members' contract and did not inform the EB of his/her intention and just suddenly becomes inactive. If the group mentions a clause on the committed length of stay in the group by a member, clearance will be held if he/she didn't finish the required duration of stay.
5. Misuse of the budget allotted to him/her for his/ her assigned CAO group project. Clearance will be held while investigation is ongoing, and will only be cleared after settling what is due of him/ her.
6. Failure to submit a clear report on his/her assigned project or any document required for the Arts Quality Assurance.
7. Failure to submit the Official Receipt as liquidation of a cash advance for the group.

Requests for “hold” which are related to discipline matters should be addressed to the Discipline Office, which has the facility to make entries to the centralized student clearance system. The student concerned should settle the matter with the trainer or Executive Board through the Discipline Office, to be cleared. The students whose clearances are held should be properly informed through a letter, with a received copy duly kept by the CAO EB. All membership contracts of all CAO group officers and members should contain the aforementioned clauses to protect the interest of the group.

Section 4

ARTS QUALITY ASSURANCE

In line with DLSU-Manila's aim to be the first Quality Label Holder of the ASEAN University Network-Quality Assurance Accreditation, the Culture and Arts Office complies with the AUN-QA Criteria that an institution should ensure that it collects, analyzes, and uses relevant information for the effective management of its core activities. (*AUN-QA Manual Section 3.2*)

Based on its mission statement, the De La Salle University Culture and Arts Office serves as an instrument to the advancement of cultural consciousness and art appreciation among Lasallians and for the promotion of values and the formation of the student artists under its care. It is also responsible for every activity that the group organizes and sponsors; and the content and message of the said activity to its viewing publics. In line with the office's dedication to producing high quality and affecting experiential culture and arts programs, the office has to ensure that its artist groups meet certain operational standards set by the office to justify all the benefits and support that it gets from the University, and to protect the interests of the student artists should the benefactors feel that the groups are not performing as expected, through presenting concrete data of their organizational and artistic performance.

Moreover, this is also the office's way of forming its student artists to be well-rounded managers, as they balance their academics, artistic training and managerial responsibilities to the group and to CAO. Thus, to maximize their stay with CAO, the office seeks to implement a more realistic approach to teach management skills in terms of finances, projects, processes and resources; to its student groups, aside from giving the expected training to hone their artistic skills.

The Culture and Arts Office has started to establish an accreditation system since 1996, which was revised in 2000, amended in 2004 and in 2013.

4.1. OBJECTIVES

More specifically, this accreditation was revised in order to:

1. Facilitate the effective operation of the CAO Groups in terms of the standards set in this accreditation system.
2. Create awareness regarding the importance of group management in levels of performance and organizational development.
3. Make the documentation more "student-artist"-friendly as the office also considers that they might not have enough time to focus on their academics and their total well-being if they are loaded with too much paperwork from CAO.
4. Establish the mentality of the group in "earning their own keep" for them to better appreciate the support and recognition given by the office and the University.
5. Provide a more systematic way to convert all these performance-monitoring measures into tangible conversions on their tuition discount privileges and the rewards system (CAO Awards) and maximize the total tuition discount percentage given to CAO by recognizing deserving groups for their performance.

4.2. GENERAL DESCRIPTION OF THE QUALITY ASSURANCE SYSTEM

The features of the reformatted quality assurance system are:

1. More efficient paperwork for the student artists – All documentation requirements shall only be the basic documents needed to ensure a decent operational system for the group.
2. Training of the student artists' presentation skills –All required documents will be verbally presented and defended to the CAO staff, to train the student artists in their communication and presentation skills.
3. Top management supervision and centralized information system - The process owner of the system will be the CAO Director, together with the whole staff. All documents submitted would be filed in a CD and the Google Drive. The latter will be kept at CAO for reference, and the Drive will be available for use by the Executive Board, through their DLSU email addresses.
4. Training in planning, implementing and monitoring - The groups will be required to submit all the required documents only in May, June, December, March & August. This is to ensure that all activities will be well plotted in the office calendar to prevent overlapping of activities and for the groups not to procrastinate and keep their commitment to the fulfillment of their plans. This also gives them the opportunity to fully concentrate in their artistic craft and project implementation throughout the school year. CAO will take care of venue reservations inside DLSU (for theatres/auditoriums only) to ensure that the groups will strive to implement their activities as planned. The groups are not authorized to deal individually with the reservations office, and any changes of their plans will have to be coursed through CAO.
5. Point system –The point system used are very detailed in terms of the criteria on how they will be objectively graded. There are corresponding merits and demerits. All the attitude and ability forms were also customized for the officers and members, and as to their exact role in the group (i.e. performing, managing).
6. Effect on the operations and rewards system – The AQUA will have a direct effect on the individual tuition allocation, group's tuition allocation, and the CAO Awards.
7. Yearly renewal of commitment to AQUA – all officers and trainers will be requested to sign a contract with CAO stating that they fully understand and abide by the contents of the program.

4.3. COMPONENTS

4.3.1. OPERATIONS MANAGEMENT

1. Process management – covers the mission/vision statement; operations manual with their job descriptions; general objectives and strategies for the year (organizational, financial, human resource, artistic, marketing); periodical organizational performance reports; organizational learning at the end of the year; their documentation of the minutes; performance contracts of the officers and members and the groups' compliance to the University and CAO policies in terms of waiver forms, permits, etc.; the officers' knowledge of the CAO operational procedures
2. Financial management – covers how their managed their funds at the start and end of the school year; all their projected income statements for each activity; and compliance in the disbursement and requests of funds.
3. Project and Production Management – covers the ability of the group to handle their projects and the artistic output in all their self-organized productions from conceptualization, implementation to evaluation.

4. Marketing Management- covers how well the group strategized the marketing of their groups to their target audiences and sponsors, from conceptualizing the product, pricing, distribution and promotions

4.3.2. RESOURCE MANAGEMENT

1. Materials Management- covers how the supplies, costumes and equipment were handled by the group
2. Human Resource Management – covers knowing the status of the members, their attendance, their commitment, their performance and skill development with the group and in their academics; their team management

ACCREDITATION ITEMS AND POINTS:

AREAS	T1	T2	T3
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Operations Management

1. Process Management	35+48*	52	45
2. Financial Management	10+28*	30	40
3. Project/Production Management	30+16*	10	
4. Marketing Management	22+2*		

Resource Management

5. Materials Management	4	6	10
6. Human Resource Management	2	2	5
Artistic Performance (Self Organized and Performance Requests)	100	100	100
TOTAL	300	200	200

*NOTE: The two figures represent the current and the incoming EB's AQUA requirements.

4.4. AQUA CHECK DOCUMENTATIONS AND PRESENTATION REQUIREMENTS

All the AQUA document templates are provided in Appendix C. They are sorted on a per term basis.

4.5. ACCREDITATION GUIDELINES

The accreditation will be done in a point system basis. The reports, called AQUA CHECK, will be done through a formal presentation to be held in the presence of the CAO Director, Coordinator, Trainer. It shall have direct effects on the following privileges, support and rewards system:

1. Tuition discount per student
2. CAO Awards

Violations in terms of process management, production management, marketing management and code of ethics will have corresponding deductions in the AQUA grade.

4.6. STANDARD BASIC TUITION DISCOUNT SCALE

1) 70% of total allocation will be allotted to the basic tuition discount scale

- 30% will be allocated to all officers
- 70% will be allocated to all members

The division of the tuition discount allocation will follow this proposed credit point scheme as illustrated in Section 3.13.5.1. The total allocation for this section will credit the following accordingly:

- A&A grade –70%
- Academic grade -15%
- Longevity -15%

- 2) 30% of total allocation will be allotted to the additional tuition discount (treated like a bonus), counting the original criteria set on the credit point system per group (AQUA grade, no. of exceeded performance requests, number of active members, university service)

TUITION DISCOUNT ALLOCATION –CREDIT POINT SYSTEM PER GROUP

Effective AY 2014-15, upon the approval of the joint Council of Company Managers and Council of Advisers, the additional tuition discount allocation per group will be divided appropriately based on the following criteria:

CRITERIA	WEIGHT
AQUA Grade	35%
Number of exceeded performance requests	20%
Number of active members	20%
University Service	25%
TOTAL	100%

- 1.**AQUA Grade.** The group's grade for the term will be multiplied by 30% to get the AQUA Grade Credit Points.

- 2.**Number of exceeded performance requests.** The committed hypothetical value of performance requests during the AQUA check and the average granted requests of the last 3 terms will be averaged to get the base number for exceeded requests. Exceeded hypothetical value of all groups will be added to get the total exceeded value. Each group's exceeded value will be divided by the total value. The quotient will be multiplied by 20 and will be added to the base score of 10. A group that did not exceed their committed performance request will still get the base score of 10 points.

- 3.**Number of active members.** The group's number of active members based on the average number of active members who received tuition discounts for the last three terms.

NO. OF MEMBERS	CREDIT POINTS
30+	20
21-30	15
11-20	10
1-10	5

4. **University Service.** A group that engages in general university service or represents the university in tours and competitions is given corresponding credit points based on this matrix:

TYPE	LEVEL	CREDIT POINTS
Competitions/ Festivals	International	10
	National	8
	Local	6
Performance/ Production and Media Service Request	International	7
	National	6
	Local	5
	University	4
Art in Action		7

Credit Points earned by all groups will be added to get the Total University Service Credit Points. Each group's credit points will be divided by the Total University Service Credit Points. The quotient will be multiplied by 20 and will be added to the base score of 10. A group that does not qualify for any University Service Credit Point will still get the base score of 10 points.

Section 5

ACTIVITY POLICIES AND GUIDELINES

5.1 PERFORMANCE/PRODUCTION AND MEDIA REQUEST PROCEDURES AND POLICIES

The Culture and Arts Office strictly implements a booking procedure for all its performing arts groups and support groups.

5.1.1 PROCEDURES

1. All performance request(s) to any CAG shall be coursed through CAO, otherwise any liability or irregularity that may occur will not be the accountability of the office. The Company Managers are encouraged not to give their cell numbers to any DLSU office aside from CAO.
2. A Performance Request Form (PR-1 Form) (See Appendix F. 8) or Production and Media Services Request Form (See Appendix F 14.) should be secured by the client from CAO and filled up in duplicate, at least two (2) weeks before the requested date of performance. One (1) form for every CAO group requested should be filled up. If the request is filed less than two (2) weeks, the requesting party is not guaranteed any action on the request. Performance request forms can also be found online via link http://www.dlsu.edu.ph/offices/sps/cao/forms/CAO_Register/PerformanceRequest.aspx and http://www.dlsu.edu.ph/offices/sps/cao/forms/CAO_Register/ProductionMedia.aspx for the production and media services form
3. The form should be submitted online at least two (2) weeks before the requested date of performance, for processing. Incomplete details will not be entertained. For manual filing, the Performance Request Form (PR-1 Form) should be filed in duplicate as stated in the guidelines for filing performance request. One (1) form for every group requested. (Those who plan to request for more than three (3) groups to perform in one (1) event must submit a project proposal to the CAO Director along with the PR-1 forms and the approved A-1/A-2 form).
4. The Division Manager for Production or the GMG VP-Internals/ VP-Externals or his representative duly appointed by the group shall contact the client for a production meeting if there is no conflict in schedule of the requested group. However, a production meeting does not guarantee a granted request. (See Appendix F.9 for Performance Request Feasibility Form, and Appendix F. 15 for Production and Media Services Request Feasibility Form)
5. Processing of the request should only take FIVE (5) working days. Requests may be followed up via phone, email or in person. The client will receive either a confirmation form (PRC-1A form) (See Appendix F.11 for performances and Appendix F.16 for production and media services request) or the regrets form (PRD-1 form) from the CAO secretary depending on the status of the request. The performing group or GMG will receive the call slips (See Appendix F.10 for Granted Performance Request Sample Call Slip)
6. If granted, clients will be requested to accomplish an evaluation form on the requested group's performance that will be coursed through the group's talent manager. (See Appendix F. 12 for Performance Evaluation Sheet and Appendix F.17 for Production and Media Services Evaluation Form)

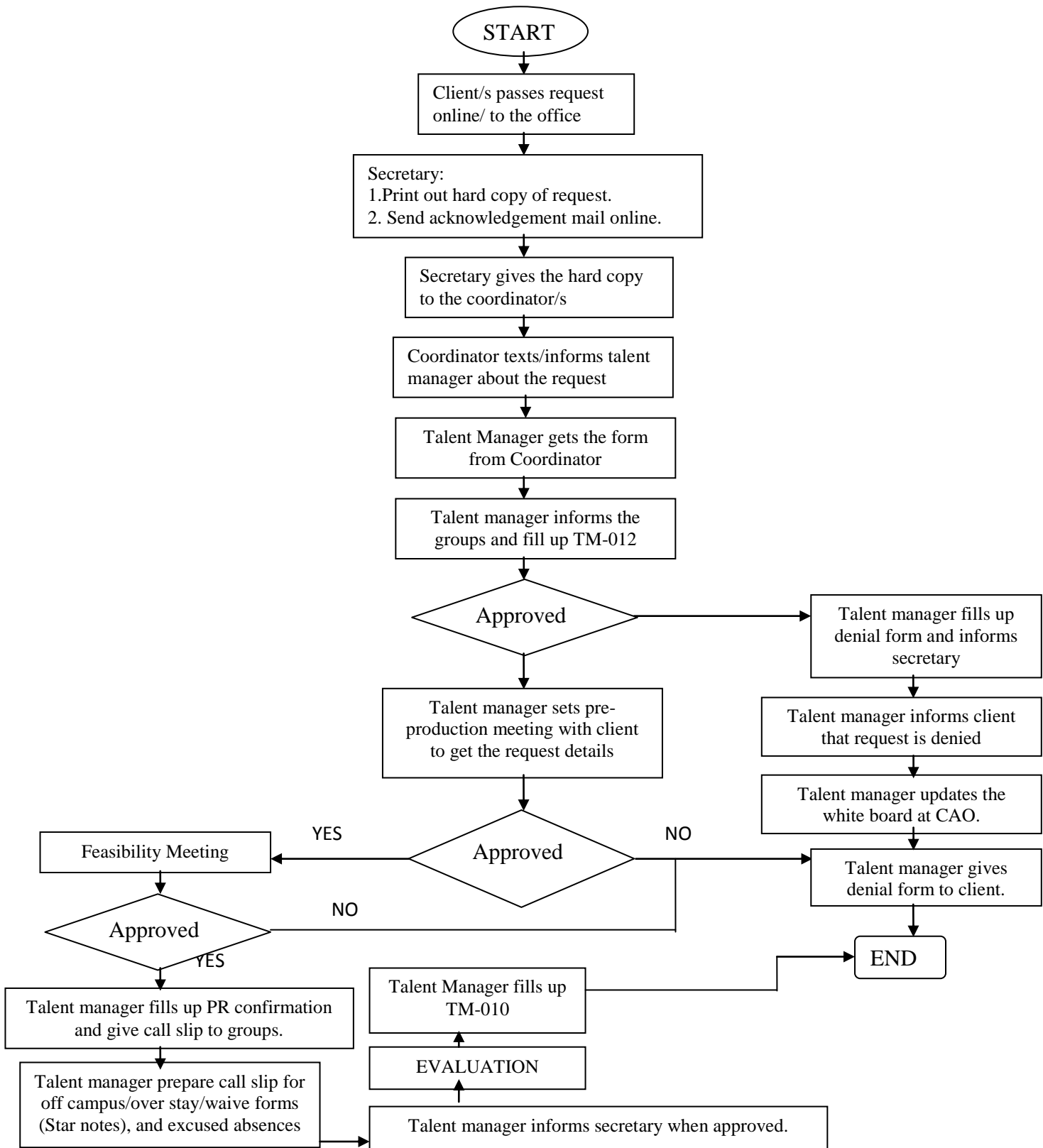


Figure 5. Flowchart of performance/production requests

5.1.2 POLICIES

1. The performing group has the option to automatically CANCEL the request if there are any changes (e.g. venue, date, time, etc.) without the client informing the talent manager at least three (3) days before the performance.
2. Arrangements made within the pre-production meeting will have to be strictly followed.
3. In cases where there are changes in time, venue, repertoire, choreography, it should be communicated at least three (3) days before the performance. However, the group still has the option to cancel the performance.
4. In case of postponement, cancellation or fortuitous events, the client is requested to write the talent manager as to the status of the event and /or the new performance date.
5. Once a group grants an out-of-town performance request, the group should submit to CAO an itinerary, a complete list of participants for the said request (from crew to performers), with the accomplished parents'/guardians' permit forms/Starnotes and the gate pass for equipment which will be brought out of DLSU for the request. Participants without the signed permit forms shall not be permitted to join the group. The University will not be held liable for any accident or any untoward incident that may occur and affect the student.
6. All DLSU Offices and CAO groups should make a formal request for production assistance from GMG through the PMSR forms available at CAO. The performing groups are requested to strictly follow the lead time indicated in the form. For direction/ stage management, 28 days, coverage, 14 days, production design, 42 days, AVP, 35 days, desktop publishing (posters, streamers, marketing materials), 28 days. All CAO groups are encouraged to coordinate and make GMG their official production people/hosts for all their activities to ensure the quality of production. The CAO groups are requested to print out their request forms and submit together with their AQUA check; other offices should also do the same so their requests are not missed out in case of technical glitches in the online request.
7. Internal Requests are those that come from DLSU departments, offices and organizations and other La Salle Schools. Requests by the Government and Catholic Church are also covered by these procedures and policies. Performances for these institutions are part of the CAG's university service and does not require remuneration.

5.2 EXTERNAL PERFORMANCE/PRODUCTION AND MEDIA REQUEST POLICIES

Beginning AY 2009-2010, the Vice Chancellor for Lasallian Mission and External Relations (VCLMER) allows external parties (outside DLSU and De La Salle network schools) to request the services of CAGs for a fee.

1. Paid external performance requests will be treated as any internal performance request. It will be processed through CAO only.
2. For paid external performance requests brought in by the group to CAO for processing, the same rate of 10% "booking fee" will apply, for the transportation and communication expenses of the talent manager or Operations Coordinator.

3. For paid external performance requests brought in by CAO for the group, the rate of 10% “booking fee” will apply, for the transportation and communication expenses of the talent manager or Operations Coordinator or whoever found the project for the group.
4. Fees of all external requests should be directly deposited to the groups’ fund. The part time trainer’s fee from the external request if possible is requested separately from the requesting party or organizer; or the requesting party can opt to hand one payment to the group based on the rate combining the group’s and the part time trainers’ rates.
5. There should be a standard MOA between the requesting party and the CAO group for external requests that should be signed by both parties. Format to be supplied by CAO.
6. Payments may be made via check addressed to the group (to be deposited to the depository fund) or cash.
7. Remittances should be reported and given to CAO, and included in the AQUA report every term. The report should include the MOA, the amount and proof of book transfer to CAO. Payments to trainers should be coursed through CAO for proper documentation, and should be in cash. In cases when there is no cash at hand, the group should ensure that in any ticket selling in future events, cash payments are already put aside for the trainers’ payments.
8. CAO will report the amount of donations every term to the joint Council and shall request for the Councils’ approval on how it will be expended.
9. CAO group members involved in any external performance requests are NOT ALLOWED to get any outright remuneration from the paid external performance requests, except if it only involves 2 of the members who got the project outside the auspices of CAO.
10. CAO alumni may be employed for external performance requests, subject to 20% of the contract price, as booking fee of CAO - 10% will go to the CAO group, and 10% will go to CAO.
11. The respective part time trainers are required to accompany the students during the requests. Trainers should not allow the group by themselves during external requests unless there is a representative from DLSU during the event. If they can’t make it, the event should be properly endorsed to the Director or Coordinator so they can find someone who can join them. The trainer should be present at 70% of the total external requests.
12. The university may request CAO groups/ members to represent it in various international activities which are already prioritized by DLSU. In which case, DLSU will shoulder 70% of the student’s airfare, full registration fees, travel taxes and assistance in securing travel documents.

CAO groups and trainers are encouraged to write incident reports if their respective groups are not well-attended to by requesting parties within a week after the event. There will be SAMs who will be trained to be Talent Managers/Artist Managers of each CAO Group.

5.3 POLICIES AND GUIDELINES ON SELF-ORGANIZED ACTIVITIES

5.3.1 GENERAL GUIDELINES

A.PLANNING AND LOGISTICS

1. All activities of any nature conducted by any of the Culture and Arts Group (CAG) should be approved by the Culture and Arts Office (CAO) by the end of the preceding academic year. Only activities submitted, approved and honored by CAO in these period and based on the group’s Operational Plan will be reserved by the office in advance. Any additional activities that were thought a month before intended date will not be honored. Only CAO will be authorized to reserve the performance venue within DLSU premises through submitting a general list of the CAO groups’ activities and the proposed venue, date and time. This is to avoid any misunderstanding with the Physical Facilities Office. The group cannot also reimburse funds if their activity doesn’t have an approved proposal.

2. All contracts to be entered into by a group shall be submitted for appraising to the CAO Director, prior to presentation to the other party. If the original copy is not available, a duplicate clear copy will do. Any contract entered into by a CAG without the approval of the CAO Director shall not be honored or held binding by the University even if it's signed by the TRAINER, and it will be the sole liability of the signatories of the contract.
3. All CAO groups may tie-up with any CSO organization and/or Student Council organization for all its major activities where ticket selling to students will be done. The CAO groups should have a formal memorandum of agreement with the student organization (See Appendix C.).
4. A ban on all Culture and Arts group (CAG) activities (either self-organized or requested) shall take effect seven (7) days prior to the start of final examinations until the last day of final examinations. Generally, university-wide in-campus activities are not allowed on Sundays. The groups are also banned from having activities held in within open areas of the campus, which will produce boisterous sounds during the Lenten Season. The groups are advised to have the activity instead in an enclosed venue.
5. Should the CAO group need ushers for the activity, they may request the Student Artist Managers by filling out a House Management Request Form. (See Appendix F.18)The request should be made at least 2 weeks before the activity.
6. The groups are encouraged to utilize the production and manpower resources of the Green Media Group to ensure the quality of the technical aspect of the presentation. The groups are requested to follow the timetable based on the request forms. They are discouraged to use internal manpower resources since they don't have ample training in the production field. Only in cases where GMG has declined the request (given that the CAO group followed the timetable) when the groups can use their internal resources or request the help of Harlequin Theatre Guild for production needs.
7. CAO groups should include in their spiel that the audiences are encouraged to fill up the evaluation forms to be given during the show. These evaluation forms are very crucial to the AQUA group gradings and the accomplishment report to be prepared by the CAO trainer. The evaluation forms will be immediately tallied 3 working days after the event by the Student Artist Managers/Operations Coordinator, and submitted to the events coordinator for discussion during the post evaluation meeting.
8. All the leadership training and materials of all CAO groups shall be compiled by the staff for future reference.
9. All CAO activities should be properly documented and annotated for future use.
10. CAO groups may request for the university to advance P15,000 as emergency fund to be prepared for any incidents that may entail medical attention.
11. Culture and Arts groups are allowed to hold their planning and evaluation workshops and continue with their practices during summer vacation. This is allowed provided that student artists involved are still bonafide members of the Culture and Arts group (CAG) for the coming school year.

ARTISTIC/ PRODUCTION

1. It is advised that all CAO groups should prepare standard repertoires on Filipino Culture (ethnic, rural, contemporary), Unity, Love, Environmental, ASEAN, Hope, Faith, Lounge/ Cocktail Music.
2. All activities or shows of the groups should comply with the assigned theme for the academic year based on the Lasallian Guiding Principles.

3. For all CAO presentations, the standard theatre decorum recording should be played, an invocation or prayer (with the appropriate Lasallian prayers), together with the National Anthem, with a Philippine flag on stage right.
4. The Trainer and Events, Operations, Venue and Theatre Management Coordinator and GMG stage manager (if requested) should be present in all initial meetings for a production. The Events Coordinator & Venue and Theatre Management Coordinator will prepare a checklist of production matters and procedures to be relayed/ clarified with the organizing group. The Operations Coordinator will prepare a checklist of House matters to be clarified with the group.
5. CAO will map out all shows in a calendar for the deliberation of COA/COCM on scheduling, a week after AQUA Check.
6. A presentation of show concepts by the trainers/ CM's to the Review Board (COA/COCM) will be done every June during the AQUA deliberation.
7. All CAO self-organized activities should aim for at least a 4.0 rating (scale of 1-5, 5 being the highest).
8. All CAO activities should start promptly on the time indicated at the ticket. For purposes of synchronicity, the official time to be followed is the one at the Central Plaza clock. Watches should be wound up 10 minutes before to ensure that the groups will be on their toes and be prepared 10 minutes before performance time.
9. As a way of CAO to monitor the development of the CAO group events, there will be several points of contacts with the CAO staff (headed by the Events Coordinator) and the CAO group together with its trainer. These are the following: a)AQUA (concept presentation), b)Pre-Prod meeting (4 mos. before the show), c) Mid-Prod Meeting (end of preceding term– to decide if it will be cancelled or pus through before announcement), d) Final Prod Meeting (1 mo. before), e) Post Prod Meeting (3wks-1 mo. after the event)

5.3.2 SPECIFIC GUIDELINES

All the project proposals for these activities shall follow the prescribed format and requirements for both phases, with the addition of the appropriate attachments as stated below:

A. ALLIANCE ACTIVITIES WITH OTHER INTERNAL/EXTERNAL GROUPS

CAO encourages tie-ups with other organizations, especially for certain activities with the same objectives and those which require a large amount of cash outlay.

ADDITIONAL REQUIREMENTS:

MOA on the responsibilities of each party in terms of finances, marketing/solicitations, management, audience participation, logistics. The document should be signed by the organization president, organization adviser and Student Affairs/Lasallian Mission Director to whom the organization reports to, the CAO Director, company manager and the trainer. It should also be noted that any liabilities of the project will be the responsibilities of the student organizations involved. It should also be noted that billings shouldered by the partner organization should be directly given to them and not to CAO. The final signature must be from the CAO Director.

B. CONCERTS/SHOWS

The Office encourages all shows (either paid or free admission) by its cultural groups to promote Philippine CULTURA. Foreign-oriented concepts or techniques maybe shown but the main show concept should be able to essay how these foreign

concepts affect the Filipinos. The groups are encouraged to experiment in their concepts, in consideration of their image. To ensure the quality self-organized shows by the CAO groups, below are the project proposal requirements for such activities.

ADDITIONAL REQUIREMENTS:

Concept paper (see prescribed format), preferably with draft script-TO BE PREPARED BY THE TRAINER

Upon submission of the concept paper, evaluation will be done following the procedures below in the COCM meeting for this purpose:

STAGE 1: CONCEPTUALIZATION

The trainers and company managers will be asked to submit and present the concept paper, treatment, script, repertoire at the latest 3 months before show date to the CAO Director. Upon review of the CAO Director, the concept paper will also be reviewed by a group of select faculty within one week after submission for more output from external groups.

STAGE 2: PERFORMANCE REVIEW

Performance viewings by the CAO Director will be scheduled thrice as the practices progress. The first viewing schedule or dramatic reading for HTG will be given by the trainer, as soon as he/she finishes half of the show, and another as soon as the other half or rough run for HTG is done. The first two viewings are scheduled for the CAO Director to monitor the performance quality per piece. The third viewing will be the technical run/preview at the latest one week before the show (except for Pops and Innersoul – which should be a day before due to logistical constraints), where a group of select faculty (either part of the group who screened or not) will again critic the show, through open microphone sessions. The concept will be evaluated based on the following points:

1. Does the concept promote CULTURA? How does it contribute to the development of audiences in your particular artform?
2. Is the treatment appropriate for the concept?
3. Is the repertoire appropriate for the concept?
4. FOR MUSIC DIVISION: Is the script well written and suited for the intended core audience?

The performances will be evaluated based on the following points during the open microphone sessions:

DANCE	MUSIC /THEATRE
<ul style="list-style-type: none"> ○ Performance (Mastery, Projection, Impact) ○ Production Design ○ Repertoire & flow ○ Content 	<p>PERFORMANCE-RELATED</p> <ul style="list-style-type: none"> ○ Over-all performance ○ Stage Presence and Voice Projection (for Chorale, Innersoul) ○ Mastery of the Performance ○ Spiels(for Chorale, LYO, Innersoul) ○ Audience Impact <p>TECHNICAL-RELATED</p> <ul style="list-style-type: none"> ○ Production Design (Set, Make-up, Props, Costume) ○ Sound Quality ○ Stage Management ○ Content

Comments regarding the artistic direction (Lights, Stage Management, Artistic) should be done through a one on one meeting with the director and events coordinator after the viewing.

The following critics will be invited for the viewing, aside from the CAO Director and CAO Coordinator:

1. Trainers- CAO groups
2. External practitioners

C. CONTEST/COMPETITIONS/FESTIVALS

The Office allows its cultural groups to sponsor inter-college or inter-university contests and festivals to promote camaraderie and project a pioneering image in the field. Below are the project proposal requirements for such activities.

ADDITIONAL REQUIREMENTS:

1. Concept paper (see prescribed format), preferably with draft script-TO BE PREPARED BY TRAINER
2. FOR CONTESTS: Policies and procedures to include that any GMG member up to the fourth degree of consanguinity cannot join the contest/ Mechanics in running the contest, claiming of prizes, handling complaints, Criteria for Judging, Suggested Panel of Judges, letters to the judges, invitation letters to the participants/ schools, list of schools/ groups to be invited;
3. FOR FESTIVALS: invitation letters to the participants/ schools, list of schools/ groups to be invited, conforme letter with the school that they are signifying their participation, and what the CAO group will provide in return.

Likewise, CAO Groups are encouraged to join local, regional, national and international festival and competitions for them to be exposed to the arts community. However, any expenses will be shouldered by the CAO groups. To reward and affirm the trainers' effort for bringing out the best from the members, it is requested that the groups give a minimum of 10% of the total cash winnings from competitions to the trainer.

D. FUNDRAISING ACTIVITIES - RAFFLE/SELLING PRODUCTS NOT RELATED TO GROUP OPERATIONS/PERFORMANCE BASED

The university acknowledges the need for student organizations to source their funds on top of the operating budget allocated for them. Student organizations are encouraged to organize fund raising activities, the investment of which shall give a favorable return to the organization. The incidence of expenses beyond the financial capacity of the organization to pay is strictly discouraged.

For raffle draws, the maximum duration should only be one month from the date of launch. The tickets should indicate the price, prizes, draw date/s, venue, the sponsoring organization, spaces to indicate the name of the buyer, his contact number, and the seller of the ticket who's related to any of the officers. A designated representative of CAO must be present in the drawing of winners. The names of the winners shall be posted on the organization's bulletin board at least a day after the draw. This notice of announcements must be posted for a maximum of one week, and should indicate that after a certain date, the prizes will already be forfeited.

Regarding selling, the university has laid out the following policies:

1. No selling of any form is allowed inside the University (direct or indirect selling), except of novelty items by CSO & CAO organizations, LSPO & COSCA NGO's and items required by an academic subject.
2. As per decision of the Council of Deans (SY 1995-1996), only during these activities is selling inside the university allowed:
 - Product Bazaar – Business Management Practicum Bazaar & College Day
 - Religious Items – Christ Week, Marian Week
 - Ticket selling for CAO shows
 - Selling of Flowers and Novelty Items for Valentine's Day – CAO groups should make sure that their product offering is different from each other.

Should the students want to hold a garage sale for fund raising, they should hold it outside the University and must be supervised by its adviser.

All liabilities and losses incurred by the organization from the activities will be personally shouldered by the people stated to account for the liabilities in the profit-and-loss statement. The clearance of the said people will not be signed unless the liabilities are settled and the losses are paid back to the group.

E. SEMINARS/WORKSHOPS

1. ARTISTIC WORKSHOPS

The Office encourages the groups to engage or sponsor seminars or workshops that will help its members in the improvement of their artistic knowledge and skills. The speakers and facilitators, specially coming from the external public partners would have to be consulted with the trainer and CAO director to make sure that proper planning, communication and treatment of distinguished personalities are given due attention. It should be noted that they should be given proper honoraria for their services, in form of tokens or cash (gift certificates are not allowed). (See Appendix H for table of rates). Only artistic workshops are allowed to be sponsored by the groups, as production and management seminars are already provided by CAO, and sponsoring such will just be a repetition of these efforts.

2. TEAMBUILDING WORKSHOP / ECHO LEADERSHIP TRAINING

All CAO groups are required to hold a teambuilding workshop with all its members to aid in fostering good relationships throughout the school year. The groups are discouraged from going to far-flung areas for such activities as the safety is not ensured. The Student LIFE Office (SPS Room 301) shall help facilitate and design the workshop with the group, provided that they will be given at least one month before the intended date of workshop. Counselors from the Office of Counseling and Career Services may also be tapped just in case SLIFE Coordinators are not available. They are the only people who are accredited to give the workshops to ensure that DLSU's student leadership and development framework will be expounded well. (See Appendix H for table of rates).

ADDITIONAL REQUIREMENTS:

1. Framework/ workshop flow
2. Draft of MOA with facilitator – to indicate his/her deliverables and CAO's

3. Draft of Certificate of Appreciation for facilitator

PROJECT PROPOSAL II-FINAL PHASE REQUIREMENTS

1. Notarized MOA with facilitator before the actual workshop

Evaluation forms for the seminars should be reproduced and distributed to the participants right after the seminar. Results will be included in the Accomplishment Report. Certificates of participation should be given upon request.

F. SELF-INITIATED INTERNATIONAL/REGIONAL/NATIONAL TOURS

The University encourages its performing groups to initiate regional /national or international tours if it was formally invited by the community or a festival organizing party. It is preferable that the sponsoring groups shoulder all expenses by the group from airfare, transportation, and accommodations. However, if the sponsoring group will not be able to provide them and the group still wants to pursue the trip, it cannot ask for grants or loans from the University due to the current economic situation. The University will only allow the group to use its name for the trip if the sponsoring parties' objectives for the invitation are based on the following nature:

- Promote Philippine culture to the community
- Join a festival or competition
- Raise funds for a cause or an advocacy

For group-initiated tours, there is no assurance of support from the University. However, there is a possibility for support via endorsement and finances, in the following instances:

- International Competitions
- Invitations by other La Salle System Schools
- Cultural exchange projects initiated by the administration to be implemented by the CAO group.

Invitations for commercial use of the groups' talents will have to be approved by the STRATCOM OFFICE. Thus, recordings and sale of any recorded material produced by an external party using the University group's name without the administration's approval is not allowed, following the copyright law in the use of DLSU's name. All contracts and invitations based on such nature should be addressed to the CAO Director for the final approval or disapproval of STRATCOM.

The groups are allowed to accept donations and stipends provided that these are well accounted for and distributed to them to cover for their expenses (if the members shouldered their expenses), any excess after the deduction of airfare, transportation, accommodation, stipend for trainer, production of CD's and standard pocket money for the students and the trainer (as agreed with the group) should be entered in the depository fund. If the trip was fully –shouldered by the sponsoring party, any donations or stipends will have to be entered to the group's depository fund after the deduction of the standard & agreed pocket money for each member including the trainer. See table for standard pocket money for students and trainers below:

LOCATION	AMOUNT OF STIPEND PER WEEK PER INDIV.	PERIOD
Local –Manila and nearby provinces	none	N/A
Regional - within Luzon	Maximum of P800.00	2 nd week onwards
National	Maximum of P1,000.00	2 nd week onwards
International – Asia and Africa	\$75.00 - \$100.00 Depending on forex rate	1 st week onwards
International – Europe, America, Australia	\$100.00 - \$150.00 Depending on forex rate	1 st week onwards

The group and trainer may opt for the former to pay the professional fees to mount and stage the tour production (in PhP), based on half of the agreed rates in the employment contract instead of having the trainer share with the donations and CD sales of the group. The group should also shoulder the airfare, transportation, accommodations and stipend of the part-time trainers, in consideration of the income opportunity losses that he/she will take due to the trip should it last more than one week. Below is the table for stipends for tours per week. Stipends to trainers may be paid at a certain period while in the tour, to give more time for the students to produce the money through donations, provided at least half of the projected stipend is paid for before the group departs.

LOCATION	AMOUNT OF STIPEND PER WEEK	PERIOD
Local –Manila and nearby provinces	none	N/A
Regional - within Luzon	P5,000.00	2 nd week onwards
National	P8,000.00	2 nd week onwards
International – Asia and Africa	\$200.00 - \$250.00 Depending on forex rate	1 st week onwards
International – Europe, America, Australia	\$300.00 - \$350.00 Depending on forex rate	1 st week onwards

ADDITIONAL REQUIREMENTS:

1. Written support of parents – that they are willing to finance the project.
2. Formal written invitations to the group by the sponsoring party, addressed to the CAO Director
3. Itinerary
4. No. of People involved/ Names of the members
5. Names and numbers of the contact persons from the sponsoring party and foster parents for each area
6. Draft MOA with members (if there's a special arrangement regarding the training)

PROJECT PROPOSAL II-FINAL PHASE REQUIREMENTS (to be submitted two months

prior to date of departure)

1. Solicitation update – at least ¾ of the target amount to cover the expenses should be solicited already
2. Script/ program flow for the show
3. Costume design
4. signature ready MOA with sponsoring organization
5. Accomplished Waiver forms
6. Final names and numbers of the contact persons from the sponsoring party and foster parents for each area
7. MOA on the deliverables of the sponsoring party and the CAO group
8. Signed MOA with members (if there's a special arrangement regarding the training)

G. LOCAL CAMPUS TOURS/HOTEL TOURS/MALL TOURS

The Office allows its performing groups to organize campus tours, hotel tours, mall tours within Metro Manila and nearby provinces aid in the recruitment of students to DLSU- Manila, and eventually their groups. The Marketing Communications Office shall also aid the groups in organizing campus tours so the CAO groups can ride in the publicity efforts of DLSU-Manila. To aid in the planning of such activities, below are project proposal requirements.

ADDITIONAL REQUIREMENTS:

1. Draft MOA with sponsoring school/ hotel or mall –the school, hotel or mall provides transportation, food, sound system (based on the group's requirements) and if they allow the group to post publicity materials for the group and its sponsors.

CAO recommends referring to the checklist below in preparing for the groups' productions:

PRODUCTION CHECKLIST

TITLE OF EVENT: _____
 DATE / TIME: _____ VENUE: _____
 PROJECT HEAD: _____

GENERAL

PRE – PRODUCTION	POST - PRODUCTION
Date:	Date:
<input type="checkbox"/> Concept Reviewed <input type="checkbox"/> Budget Reviewed and Signed <input type="checkbox"/> Creative Brief discussed <input type="checkbox"/> Permit numbers issued <input type="checkbox"/> Technical Brief reviewed and finalized <input type="checkbox"/> Production design and set-up finalized; signed <input type="checkbox"/> Tasking locked with other CAO groups <input type="checkbox"/> GMG <input type="checkbox"/> SAMs <input type="checkbox"/> Production Timeline finalized; in hard copy <input type="checkbox"/> Script / Program Flow <input type="checkbox"/> Others / Notes	<input type="checkbox"/> Assessment Form submitted <input type="checkbox"/> Production Book requirements finalized <input type="checkbox"/> Script/s <input type="checkbox"/> Video / Audio Materials <input type="checkbox"/> Copy of Collaterals <input type="checkbox"/> Documentation (Letters, Others) <input type="checkbox"/> Evaluation Meeting done Date of Evaluation: _____ <input type="checkbox"/> Others / Notes _____ _____ _____

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SPECIFIC

PRE-PRODUCTION

FINANCE		DOCUMENTATION / HUMAN RESOURCE	
	Prepare Budget		Attendance
	Payment schedules <ul style="list-style-type: none"> ○ Trainer/ Director ○ Technical staff ○ Technical Director ○ Lighting Designer ○ Cast ○ Dancers ○ Vocalist ○ Guest Artist ○ Set Supplier ○ Sound/Lights Supplier ○ Food Supplier 		Excused absences – before the absence, NOT AFTER!!!
	Monitoring of Expenses		Request for medical staff and facilities specially for Dance Concerts
	Prepare Food Flow		Request first aid kit in the THEATRE for every show

PRODUCTION

	Production Directory <ul style="list-style-type: none"> ○ Artistic Staff ○ Production Staff ○ Cast ○ Dancers ○ Vocalist ○ Guest Artist ○ Set Supplier ○ Sound/Lights Supplier- projector ○ Effects Supplier- confetti, riggings/fly ○ Costume Supplier 		Entry Permits for supplier/crew
	Memorandum of Agreement with Suppliers, Director, Guest Artists		Overstay Permit
	Notarization of MOA		Waiver (for overstay permit) of students
	Production Calendar <ul style="list-style-type: none"> ○ Production Meetings ○ Rehearsals – music, choreography ○ TDR ○ Blockings ○ Scene Work ○ Stage Adjustment ○ Costume Measurement ○ Costume Parade 		Reservation of eating areas – rehearsals and show date

	<ul style="list-style-type: none"> ○ Pictorials ○ Deadlines ○ Strike schedules 		
	Back-up venue and show date		Reservation of venue for preparations – eating areas
	Script		Reservation of dressing rooms – rehearsals and show date
	Scene Breakdown		Reservation of parking space for sponsors and dignitaries
	Set Design <ul style="list-style-type: none"> ○ Stage Lay out ○ Supplier ○ Construction ○ Paintings ○ Set-up 		Reservation of venues for sponsors’ booths
	Costume Design <ul style="list-style-type: none"> ● Measurement ● Parade 		Letter to PFO authorizing entry of audience with show tickets
	Lighting Design <ul style="list-style-type: none"> ○ Set-up ○ Equipment ○ Extension cords ○ Ladder – Electrical Room (Engr. Mendoza) ○ Genie – IMS (Hydrolic Lift) ○ Supplier 		Reservation of tables/ chairs
	Equipment/technician reservation (IMS)		Speaking equipment/ lectern
	AVP Equipment <ul style="list-style-type: none"> ○ Projector/s ○ Screen ○ Hanging Kit / Cradle ○ Video Mixer ○ RGB Cables ○ Players / Laptop 		Ushering <ul style="list-style-type: none"> ○ Request SAMs ○ Request DO if necessary ○ Briefing for Seating Arrangements and theatre policies ○ Head Usher & Ushers – give call time
	Flags in the auditorium		Entry permits for sponsors, media, guests, outside audiences

MARKETING

	Target Solicitation		Request for Accounting Personnel
	List of target sponsors		Photocopy of Approved Project Proposal with CAO Director’s signature for stamping of tickets at Accounting Office
	Solicitation Proposal – for approval of DSA before reproduction		Entry permits for sponsors (if needed)
	Sponsorship Package – for approval of DSA before reproduction		Audience Development Efforts
	Sponsorship Letter – for approval of DSA before reproduction <ul style="list-style-type: none"> ○ Name of Marketing Officer ○ Position ○ Company ○ Group Description ○ Event Description 		Memorandum of Agreement with sponsors

	<ul style="list-style-type: none"> ○ Pictures of group 		
	Publicity Materials <ul style="list-style-type: none"> ○ Teaser (optional) ○ Posters ○ Streamer ○ Web Banner for ITC (approx 738x175 pixels) ○ Tickets – with TYA house rules at the back if using TYA ○ Souvenir Program layout and request for messages ○ Novelty Items (Shirts, pins, etc) 		Attendance Sheets for class incentives
	Press Release – 1 Paragraph describing the group and the event. To be distributed to: <ul style="list-style-type: none"> ○ ITC – with Web Banner ○ MCO ○ Student Publications (TLS, Plaridel) ○ Media (Print, Radio, TV, Cyberspace) - with MCO's approval 		Audience Development efforts Assignment of people to take care of: <ul style="list-style-type: none"> ○ Selling of Merchandise, souvenir programs and Ticket Sales; ○ Taking care of accounting personnel ○ Sponsorship deals in MOA that should be delivered ○ Entertaining the sponsors ○ Entertaining the media, administrators, faculty
	Stratcom Clearance for use of DLSU Registered and Applied Trademarks appearing in products or merchandise to be sold or distributed to the public. (e.g. Shirts) <ul style="list-style-type: none"> ○ DLSU Logo ○ “De La Salle University-Manila” ○ “DLSU-M” ○ “The Future Begins Here” ○ “Animo La Salle” ○ “De La Salle” ○ “La Salle” ○ “Lasallian” ○ Other Trademarks Specified by Stratcom 		Invitation <ul style="list-style-type: none"> ○ Administrators ○ Faculty ○ DLSU Employees ○ Media (with Stratcom Approval)
	Stratcom Media Activity form for Media Partners, sponsors, press release		Reserve directional stands and make signage for the event
	Form for Electronic Billboard (events sponsored by Smart/Coke direct competitors are not allowed)		Name tags for everyone

PRODUCTION

FINANCE

MARKETING

	Full Payment <ul style="list-style-type: none"> ○ Trainer/ Director ○ Technical staff ○ Technical Director ○ Lighting Designer 		Return tarpaulins to sponsors
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	<ul style="list-style-type: none"> ○ Costume Maker / Designer ○ Set / Props Designer / Constructor ○ Cast ○ Dancers ○ Vocalist ○ Guest Artist ○ Set Supplier ○ Sound/Lights Supplier ○ Food Supplier 		
	Food Distribution in venue – keep area clean		Pull out posters by 12:00 pm the next working day
			Give accomplishment reports to sponsors

PRODUCTION

	Back stage area assignment <ul style="list-style-type: none"> ○ No bags or belongings should be placed at the audience area during rehearsals and performances. ○ Strictly no food/drinks inside the auditorium
	Ushering <ul style="list-style-type: none"> ○ Ushers on post ○ Flowers for directors/ performers- will the group give them; this should be endorsed by the Marketing to Ushers ○ Check Aircon ○ 2-way Radio ○ ID/Nametags for ushers ○ Signage in place
	Flag in Auditorium; On time, theatre decorum

DOCU/HUMAN RESOURCE

	First aid kit in the THEATRE for every show
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POST-PRODUCTION

FINANCE

	Full Payment of all the staff		Return first aid kit
	Full payment of the venue		
	Income Statement		

DOCU/HUMAN RESOURCE

PRODUCTION

	Strike / Dismantle <ul style="list-style-type: none"> ○ Set design - Storage area ○ Lights ○ Sounds Systems ○ AVP Equipment
	Cleaning of the venue. It should be 100% ready for the next user. No Production property should be left at the venue. Not even a single sheet of paper
	FGD / Post production Evaluation Meeting – group, trainer, SAMs, GMG prod
	Production Book

5.4 AUDIENCE DEVELOPMENT

It is advised that all CAO groups create plans in developing their audiences through printed materials and talkbacks/dialogues that could aid in the understanding and appreciation of their art form and the piece that they will be presenting. Group websites, their Facebook page, or the CAO link in the DLSU website may include interactive portions or information about the genre or more information about the show or the artist/s featured in the show. Likewise, all CAO groups are advised to have viewing advisories (graphic images, parental guidance, etc.), which will be given by the Events Coordinator. Moreover, productions done in Filipino should have subtitles, in preparation for more international students.

5.5 POLICIES ON ENTRY PERMITS AND VIP GUESTS, OVERSTAY AND OVERNIGHT PERMITS

CAO groups who have visitors/guests to enter the campus, and all the students who intend to stay after 10:00pm or spend the night in campus, must secure an Special Permit for Campus Access (SPCA) PERMIT (See Appendix F). Only guests/ visitors with OFFICIAL BUSINESS can be granted entry permits. No personal visitors/guests, or members on leave of absence are allowed entry to the campus through the use of this form. CAO groups should also be very particular of its treatment to very important guests, such as diplomats, dignitaries, government officials, national artists and the like. They should reserve parking space and be provided special meals if needed. The CAO groups should make sure that the guests are escorted to the rooms and back to their car at all times.

All entry permits should be processed AT THREE (3) DAYS in advance of the entrance of guests/visitors duly signed by the CAO Director and the Dean of Student Affairs. Entry permit forms should be accomplished in duplicate. Alumni members of CAO groups should already have their own alumni cards if they want to have regular visits in DLSU. Permits will only be provided to them for two months after their last term. The CAO Director has the discretion not to grant entry permits to groups who don't comply with the needed processing time. Temporary ID's are granted to contractual trainers to facilitate the latter's entry to the university. Students on leave of absence from the university should not be involved in any school activity as they shall not be allowed entry into the campus. However, in cases where there a student has a major role in a production and he/she has been practicing during the previous term before she filed a leave of absence (due to official business or academic reasons), a special permit will be issued to him/her. The CAO Director has to request for this special permit.

PROCEDURE:

1. Get the necessary information needed in the processing of the entry permit. Information needed are name/s of the guest/s, equipment or materials, which will be brought in (if any), time of entry, venue and the purpose of entry to the campus.
2. Fill out the ENTRY PERMIT form, typewritten in duplicate from CAO. Sign beside your name before submitting the accomplished entry form to the Secretary for the Director's signature. Get the accomplished form on the following day and proceed to the AVP-Administration for his signature. Do not leave the form on their tables if they are not there.
3. If you have already secured the VP-Administration's signature, proceed to the Security Office and give one copy to them, the other copy goes to the group for filing. Likewise, please email the signed form to the visitor and have him/her print it out so s/he can present it upon entry.

For special visitors, it is important that the visitor be fetched at the Henry Sy gate, so there will be no problems with the entry. NO COMPLETED ENTRY PERMIT, NO ENTRY.

NOTE: It is the responsibility of the Division Manager for Production to know the guidelines in processing an entry permit. In case he delegates his job to one of his/her members, he/she would have to make sure that the person who accepted the job knows the procedure very well and has the necessary information. IGNORANCE OF THE PROCEDURE WILL DELAY THE PROCESS.

5.6 POLICIES ON OFF-CAMPUS ACTIVITIES AND OVERSTAY/ OVERNIGHT STAY

A. OFF-CAMPUS ACTIVITIES

In off-campus activities, trainers/ advisers are advised to exercise their utmost diligence in dealing with the students. Due to legal implications that any form of negligence may bring, it is important that the group and the trainer/ adviser be knowledgeable of the following information.

When the group's activity is held off-campus or the group is representing the University and the trainer/ adviser and CAO has approved the said activity, it is considered that such activity is under the supervision of school authorities. Therefore, if one of the officers or members commits any felonious or negligent act or omission against another which causes damage to the latter, the following persons may be held liable for the act of omission of the student for this school authorized activities:

- The school authorities or university itself, in case of their or its failure of selection or supervision of the trainer/ adviser.
- The trainer/adviser, because of his/her failure or negligence in his/her supervision and care over the student concerned.

Having parent/s guardians sign the off-campus waiver for does not exempt CAO from liabilities or legal obligations. The civil liability of the foregoing persons can be avoided if they can prove to the court that they observed all the diligence required of a good father of a family to prevent damage. The group and its trainer/adviser should do its best to foresee and prevent all the possible harm that could occur.

These procedures should be followed with regard to the use of the CAO-issued waiver forms in the STAR notes:

- If the group has an off-campus activity which is surely scheduled at least 1 week before, the group will submit a list of names of the people involved in the event. It is best if the list has the trainer's signature to mean that these are the people he approved to join in the production.
- CAO will release the STAR notes for the people listed in the event to the officers. Ideally, the officers will fill up the details of the event in the form at CAO so they can have it immediately signed by the Director. For STC students, the CAO-STC coordinator shall release and sign the waivers for CAO members who will attend any activity. The waivers shall be claimed at the Office of Student Affairs – STC. These will be approved and signed by the Executive Director for Student Affairs-STC.
- The officers will have the waiver form in the STAR notes signed by the trainers.
- The STARnotes will be released by the officers together with the call slip for the parents.
- After one day, the folder should be returned to CAO for double checking, and will be immediately returned to the group.
- The folders should be taken by the group to the event.

- After the event, the following columns should be properly filled up. Even if they are dropped off at some place or here at DLSU, this should still be filled out.

TIME DROPPED OFF (DLSU OR DROP OFF POINT)	PLACE DROPPED OFF (DLSU OR DROP OFF POINT)	SIGNATURE OF STUDENT / PARENT/ GUARDIAN AS PROOF THAT THE STUDENT WAS DROPPED OFF SAFELY AT THE DESIGNATED PLACE
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The off-campus waiver form of the students shall indicate details about the activity. If no parent or guardian could sign the waiver form (e.g. the student lives alone in Metro Manila), an authorization form for the parents of these particular students should be accomplished once every year. The authorization form (See Appendix F.1.d) shall ask the parent for an appointment of a designated “adult”, easily accessible to the student, to sign waiver forms on their behalf – they can be co-parents in the group, a distant relative, or the dorm manager.

For students without Letter of Permission but are already in the area where the activity will take place, the trainer/ adviser should call the parent to ensure that they are aware of their child’s participation in the activity. The staff should also ask the parents for instructions like: Are they allowing their child to stay? Is there someone who will pick up the child after the activity? Should the child be sent home alone?

The students are ideally provided with free transportation by the group itself, the University or the requesting party from the time the vehicle/s leave DLSU until their arrival in the University after the activity. For students who use their own vehicles during the activity, the trainer/ adviser is responsible for them from the time they arrive on site until they depart from the area.

CAO or the trainer/ adviser should ensure that the transportation that will be used by the students for deployment is safe. It should be ensured that (1) the vehicle hired is in good condition, and are registered, (2) the drivers are licensed; and (3) the drivers will exercise caution when driving. To do this, CAO should sign an agreement with the drivers and owners.

A set of written guidelines and policies for off-campus activities are distributed to the officers for information dissemination to its members. This is to ensure that students are reminded of procedures for safety measures.

Smoking, drinking liquor, use of prohibited drugs and sleeping together of males and females during off-campus activities is strictly prohibited, since this is considered a school-sponsored event and the faculty assigned are expected to exercise the proper diligence to the students.

B.OVERSTAY/ OVERNIGHT IN CAMPUS ARRANGEMENTS IN STC

1. For STC, overnight activities are permitted if there is prior approval of at least 7 working days before the event so the campuses will be able to prepare for the sleeping arrangements of the students. A letter should be addressed to the Vice President for STC through the Executive Director for Student Affairs-STC.
2. There must be at least one (1) Lasallian adult companion for every event, either coming from the Manila or STC Campus.

3. The student organizers must submit photocopies of all participants' accomplished Parent's/Guardian's Permit Forms to the STC Student Affairs coordinator one week before the event.
4. Participants are discouraged from bringing unnecessary gadgets.
5. Participants are responsible in taking care of their personal belongings. The university is not liable in case any item gets lost in this activity.
6. Since the DLSU-STC Gate closes at 9:00 PM, the Security Office needs to be notified beforehand in writing (albert.llorador@dlsu.edu.ph) if there will be students or adults going out of the campus beyond the said time.
7. To ensure the safety of participants, organizers need to write a letter to request the nurse (Ms. Larsly Austria, RN, School Nurse, DLSU-STC) to render overtime until the final activity. This is for events held after 5:00 PM on Saturdays and whole day on Sundays.
8. Carpool arrangements are suggested for activities beyond 1:00 PM on Saturdays. If this is not possible, the Student Affairs Secretary (marileth.recaido@dlsu.edu.ph) must be notified via email at least one week ahead so transportation arrangements can be made, and the transportation fare shouldered by the concerned student commuters (Php 10 from STC up to Laguna Technopark Gate 3-Caltex).

C. ON RESERVATION OF TRANSPORTATION FOR STC

1. A letter of request address to the Executive Director for Student Affairs-STC will be submitted 5 days before it's used. The letter contains the following: Date Filed, Name of the Activity, Date of the activity, time of the Event, ETD STC to Taft, ETD Taft to STC, List of participants (in alphabetical order; Surname first)
2. The request will be forwarded to the Campus Services for action.
3. The CAO-STC coordinator shall inform the CAO group about the status of the request 2 days before the event.
4. If the event is cancelled, the CAO group should inform the CAO-STC coordinator 2 days prior to its cancellation.

5.7 POLICIES ON CANCELLATION OF ACTIVITIES

The group upon the consultation with the trainer, has the right to cancel any of its activities should they feel that they are not prepared to conduct it properly. However, the event should be cancelled/ postponed and properly coordinated with CAO following the timetables set in the production meetings, or else, it will affect the trainers' evaluation as these events are considered deliverables by the trainers and its group. Ideally, it should not reach a point when the event is already announced at the start of the term. The cancellation should have been deliberated on by the mid-prod meeting at the end of the preceeding term of the intended event. However, if it couldn't be helped, the group has to make sure that all parties involved (i.e. CAO, venue reservations, suppliers, sponsors, and audiences, etc.) are informed at least one month before the announced event. Should there be any postponements due to considerable reasons, the CAO group should check their proposed schedule with the calendar of activities at the Google calendar. The group should then express their intent to change, in writing, to the CAO Director, copy furnishing the Events Coordinator. CAO shall effect the change in date and time with the Physical Facilities Office provided that there are no conflicts with other CAO activities and or important university activities.

Regarding shows, the CAO Director upon consultation with the trainer, has the prerogative to cancel activities of all the CAO groups should the latter fail to submit important documents (e.g. certification of copyrights) and should the group prove to be unprepared for the activity, especially those that are performance-related. CAO is guided by the principle that the audience (especially those who are paying) deserve the right to an excellent performance, and should the CAO group fall short of that expectation, it will not be allowed to stage the show unless the quality of performance is guaranteed. This is the reason why the performance checks are placed under its standards.

For cancelled CAO events in STC, please submit an email to the following. At the latest, 4 working days before the activity or event to the SA-STC coordinator (ria.caganan@dlsu.edu.ph); STC Facilities Management Office in-charge staff (ofelia.afable@dlsu.edu.ph), and the Campus Services Office (mila.hilario@dlsu.edu.ph). Please state the specific reason why the event is cancelled and confirm if this will be rescheduled to another date or not. A penalty will be imposed if (1) cancellation of an approved reservation is less than four (4) days before the activity; (2) non-use of an approved reserved venue.

5.8. COMMUNITY ENGAGEMENT PROCESS FOR DLSU STUDENTS AY 2012-2013 (AUTHORED BY CENTER FOR SOCIAL CONCERN AND ACTION)

COSCA shall be guided by the following in approving CE activities of DLSU students:

1. The submitted activity should conform with the following administrative requirements: use of necessary forms (COSCA Outreach Forms) and submission of appropriate attachments (Project Proposal, List of participants, MOA/MOU, etc); timeliness of submission, correctness in filling in of information and submission to the proper offices; and
2. The submitted activity should also conform to the following: a). that the submitted activity directly or indirectly addresses a particular Philippine social reality; b). that the submitted activity was developed and conceptualized more thoroughly through the conduct of awareness building or consciousness raising sessions with relevant sectors; c). that the submitted activity practices communion in mission through having partnerships with relevant groups at any time during its conceptualization and/or conduct; d). that the submitted activity effects liberating action to both the organizing groups and their beneficiaries as manifested through its being context sensitive, life-affirming, mutually empowering and capacitating; and e). that the submitted activity directly or indirectly contributes to the adherence by the organizing group to the ELGAs as well as directly or indirectly promotes the improvement of the local partners' social welfare services or their capacity to conduct community development;

PROCESS IN APPROVING CE ACTIVITIES:

A. PRE-ACTIVITY REQUIREMENTS

1. USG, CSO and other DLSU student groups should undergo a CE orientation to be given by COSCA to familiarize the students with the following necessary CE documents and processes: a). DLSU Vision Mission Statement and CE Framework; b). DLSU advocacy agenda; c). DLSU CE priority sites and projects; and d). COSCA CE Process;
2. This mentioned CE orientation is to be coincided with the conduct of SLIFE orientations (LEAD, etc) for newly elected officers from the USG, CSO and other DLSU groups generally scheduled prior to the start of the academic year;

3. Failure to attend the CE orientation by the representatives of USG, CSO and other DLSU groups means non adherence to the CE process and this particular group cannot proceed with their CE activities until they are given the required CE orientation by COSCA; schedules of the CE orientations will be subject to the availability of COSCA LSFE Coordinators;
4. After the CE orientation, USG, CSO and other DLSU student groups are encouraged to list down a set of outreach activities that they want to conduct or participate in for the entire academic year; it is highly suggested that this be done during their general assemblies or meetings and must be participated in by their respective faculty advisers; the list of outreach activities must reflect the nature of their organization and take into consideration their human, financial and logistical status;
5. In addition, USG, CSO and other DLSU student groups should consider the stipulations given in number 2 under the Criteria in approving CE activities; non adherence to the mentioned reminders would mean non approval of CE activity;
6. To minimize non approval of CE activities, USG, CSO and other DLSU groups through their authorized representatives may consult any COSCA LSFE Coordinator to plan out the details of their outreach activities;
7. When planning to conduct outreach activities in DLSU CE priority sites and projects, the authorized representative is required to set an appointment with any of the following: COSCA CE Coordinator; project community organizer; or project administrative staff to discuss details of the outreach prior to submitting the required blue, yellow outreach form, and project proposal to COSCA;
8. When planning to conduct fund raising/resource mobilization as an outreach activity, the authorized representative shall also be required to set an appointment with any of the following: COSCA CE Coordinator or project administrative staff to discuss details of the outreach prior to submitting the required blue, yellow outreach form and project proposal to COSCA; in addition, the authorized representative is required to draft a Memorandum of Agreement (MOA) stipulating the nature of the fund raising activity and other details; the MOA shall have the following as signatory: COSCA CE Coordinator, Head of Organization, representative of the beneficiaries/partners, and Faculty Adviser; COSCA does not allow cash donations for all external partners/institutions; COSCA only allows cash and check donations for specific DLSU outreach initiatives; these include the following: DLSU CE priority sites and projects; the Lasallian GK Village Project, Disaster Relief Fund, and others;
9. USG, CSO and other DLSU groups through their authorized representatives can now secure from COSCA the required blue and yellow outreach forms; a copy of the CE process is attached to the blue and yellow as reference;
10. The authorized representative shall fill out the necessary information required on the outreach forms subject to the guidance of their groups' officers, Faculty Adviser and their GOSM or list of outreach activities for the entire academic year; COSCA will call the attention of the authorized representative if they fail to fill out all the necessary information on the outreach forms; such failure will cause the delay of approval of the outreach activity;
11. The authorized representative shall then proceed to draft a project proposal detailing the following information: suggested outreach activity/title, date of activity, time of activity, list of participants (name, college, course and year level), venue of activity, detailed program flow, target beneficiaries, number and list of beneficiaries (name, address, age and gender), and partner proponent;
12. In addition, the authorized representative shall also include within the same project proposal a section on how this particular outreach activity utilizes the CE framework by answering the following guide questions: a). What particular Philippine social reality is the outreach activity

addressing? b). How can you utilize and maximize your groups' specializations and skills for this outreach activity? c). What are the specific awareness building or consciousness raising sessions did you conduct as prelude to this outreach activity? d). Who are your partners for this particular outreach activity and what are their specific responsibilities? e). How can you say that this outreach activity effects liberating action to your group, your partners and your beneficiaries?

13. After completing the necessary COSCA outreach forms and project proposal, the authorized representatives from USG, CSO and other DLSU groups should secure and completely fill in information on required SLIFE (A-forms, Faculty Conforme Forms, etc.) and DSA forms (Student Waivers);
14. The completed COSCA forms (blue and yellow outreach forms) together with all the supporting documents (project proposals, MOA/MOU, list of participants, etc) and the required SLIFE and DSA forms should be submitted to COSCA LSFE Administrative Officers at least 10 working/school days before the conduct of the said activity; failure to submit a complete form during the prescribed timeframe will delay approval of the outreach request or may result to non approval of the outreach activity;
15. COSCA LSFE Administrative Officers will initially review the content of the outreach requests; they will in turn affix their signature on the COSCA outreach forms attesting to its completeness; they will also indicate the date of submission by the organizing group;
16. COSCA LSFE Administrative Officers will then place these outreach requests on a folder to be forwarded to the available COSCA LSFE Coordinator for signing;
17. Upon receiving the outreach request, the COSCA LSFE Coordinator will proceed to use the Criteria for approving CE activities as reference if the outreach request is to be approved or denied; the COSCA LSFE Coordinator shall immediately inform the authorized representative on the status of the outreach request;
18. It is the responsibility of the sponsoring organization to follow up the status of the outreach request; however, the COSCA LSFE Administrative Officers will also inform the authorized representatives on the status of the outreach request using contact information on the submitted forms;
19. All COSCA LSFE Coordinators are authorized to affix their signature on a duly approved outreach request;
20. Aside from the Criteria for approving CE activities, COSCA reserves the right to disapprove any outreach activity subject to the following:
 - a. Failure to submit the required pink form (after outreach activity report) of an earlier outreach project and others;
 - b. Partnership with an NGO, PO, institution and individuals having unscrupulous/suspicious character/nature or have been blacklisted by COSCA for various reasons;
 - c. Activities that contradict social development principles being espoused by COSCA or of the academic stature and ethical standards of the De La Salle University – Manila or of the Catholic Social Teachings; and
 - d. Sites or communities that are deemed unsafe for students due to incidence of violence and/or a serious breakdown of peace and order; and prevalence of naturally occurring, human induced or a combination thereof of hazards;
21. A denied outreach request for any or various reasons may still be considered upon fulfillment of COSCA requirements;

22. COSCA LSFE Administrative Officers will proceed to encoding all relevant information from the submitted and consequently approved Outreach/CE activities on the COSCA Outreach/CE activities data base;

B. DURING THE ACTIVITY

1. All off-campus outreach/CE activities of USG, CSO and other DLSU groups require the presence of their designated faculty adviser; or any faculty member of their choice; this is to ensure the safety and security of all participating students and their beneficiaries; in the event that the assigned faculty is not able to accompany the students it is the responsibility of the assigned faculty and the officers/members of the student groups to identify an alternate faculty member who will take the place of the original faculty member; in the event that no faculty is available to accompany the student group, the original faculty and the officers/members of the student group must request the assistance of a Discipline Officer (DO) from the DLSU Discipline Office to provide support during the said activity;
2. Outreach/CE activities conducted by USG, CSO and other DLSU groups in DLSU CE priority sites and projects require the presence of any of the following: COSCA designated faculty, COSCA LSFE project personnel, COSCA student facilitators, LOVE volunteers or COSCA contractual facilitators;
3. The sponsoring organization shall ensure that the project plan as detailed in the submitted outreach request, project proposal and MOA/MOU shall be strictly implemented; deviations from these shall have to be reported by the sponsoring organization in the post community service/outreach activity form (pink forms);
4. It is also the duty of the USG, CSO and other DLSU groups on outreach/CE activities to police their ranks and ensure that policies on proper Lasallian decorum are observed; outreach/CE activities are official DLSU activities thus all provisions in the DLSU student handbook governing student activities shall apply;
5. Transportation to ferry participants from DLSU to the outreach site and vice versa shall be responsibility of USG, CSO and the DLSU groups; DLSU undergraduate students are not allowed to drive any vehicle during the course of the outreach/CE activity; an adult, preferably a parent, relative or hired by the owner of the vehicle is to be designated as its driver; the driver is to be given a route to follow and this is strictly to be adhered to; alternative route needs to be cleared first with the representative of the sponsoring organization; the driver is responsible for the safety of members of the sponsoring organization;
6. COSCA has the option to conduct a spot checking to determine if the details of the outreach request, project proposal and MOA/MOU are observed and followed; in addition, the mentioned spot checking will also ensure that the elements stated in the CE framework are adhered to;

C. POST ACTIVITY REQUIREMENTS

1. After the outreach/CE activity, the authorized representative shall fill in and submit the required COSCA outreach report (pink) form; this should be submitted to COSCA within the prescribed time stated on the form;
2. The authorized representative shall then proceed to upload to a designated COSCA on-line facility (COSCA comdev multiply site) five (5) digital pictures taken during the outreach activity; each digital picture shall have to be properly labeled (title and date of activity); it is also suggested that these pictures include the partners/beneficiaries of the outreach/CE activity;

3. Failure to submit the required pink form shall delay the approval of the subsequent outreach activity by the USG, CSO and other DLSU groups;

D. GRIEVANCE PROCEDURE

1. USG, CSO and other DLSU groups officers and members including their faculty advisers are encouraged to write a formal communication addressed to the COSCA Director for complaints against any of the following: COSCA CE Coordinator; COSCA project staff; community partners/beneficiaries; institution personnel and beneficiaries; and others; the formal communication should include a detailed the incident report; the formal communication should also include a contact information of the representative of the sponsoring organization; the prescribed period for the submission of the formal communication is 30 school/working days after the actual date of the outreach activity; a formal communication submitted to the COSCA Director outside the prescribed period is not to be accepted and therefore to be declared as null and void;
2. The COSCA Director shall arrange for a meeting to discuss and clarify matters regarding the complaint(s);
3. The COSCA Director shall inform the sponsoring organization through a formal communication of actions taken by the Center to address the complaint(s);
4. USG, CSO and other DLSU groups officers and members including their faculty advisers may appeal the actions taken by the Center by writing a formal communication addressed to the Associate Vice Chancellor for Lasallian Missions (AVCLM) and a copy to be furnished with the COSCA Director; the communication should include a detailed incident report; the prescribed period for the submission of the appeal is 30 school/working days after the USG, CSO and other DLSU groups officers and members including their faculty advisers receives the formal communication coming from the COSCA Director of actions taken by the Center; an appeal submitted to the AVCLM outside the prescribed period is not to be accepted and therefore to be declared null and void;
5. The AVCLM shall arrange of a meeting to discuss and clarify matters regarding the complaints and the actions taken by the COSCA Director;
6. The AVCLM shall inform USG, CSO and other DLSU groups officers and members including their faculty advisers through a formal communication of actions taken by the AVCLM to address the complaint(s); actions to be taken by the AVCLM shall be final.

Section 6

MARKETING MANAGEMENT POLICIES

(Based on the Policies of the Office of Student LIFE, Student Activities Manual)

The university acknowledges the importance of our industry partners' role in educational formation. They provide the means by which student organizations actualize their activities. Nonetheless, we must balance the commercial requests of our partner companies in return for their support without violation the academic integrity of the university. There is an urgent need for formulating policies on sponsorship s and solicitations, based on existing school policies. These policies were formulated consistent with the University Mission Statement and with other related administrative policies to protect the student groups from unfair business transactions with outside entities while avoiding an improperly commercial atmosphere within the university. These policies are intended to encourage the Culture and Arts groups concerned to strive for academic and professional competence and financial responsibility and accountability specifically in their planning and implementation of activities and projects. Solicitation letters (requesting for cash or items from any unit, office or organization) must be released at the latest two (2) months before and must approved by the CAO Director and the Dean of Student Affairs.

6.1 POLICIES ON SOLICITATIONS

PROCEDURE:

1. The group submits a solicitation proposal (See Appendix C) to the CAO Director during AQUA. The solicitation proposal should include the following:
 - a. the list of activities and events, date and time of the activities, their nature and purpose
 - b. a complete list of the companies and their respective contact persons
 - c. a sample of the solicitation letter to be sent under the letterhead of the soliciting unit, office or organization; if none is available, under the university letterhead.
2. When all the documents have been compiled, the CAO staff will be the one to prepare the cover letter, the standard CAO sponsorship package, and the standard sample MOA that will be used by all the CAO groups in their solicitation activities.
3. Once the solicitation proposal is approved by the DSA, the solicitation letter must be reproduced. The letters should not use e-signatures. NO BLANK SOLICITATION LETTERS shall be issued by any unit, office or organization. The sponsor's name must be indicated at all times. The letters will be signed by the Director and the Dean of Student Affairs before the groups send them to the approved prospective donors.
4. In accomplishment reports, the group should submit all the sponsorship contracts and attach the corresponding photocopies of the checks or any proof of receipt of payment. The groups should not honor sponsorships in their shows without the corresponding payment. A standard set of media values and schedules will be drafted as to when they will have to forego the specific values based on when they paid the amount. Groups are requested to remit 5% to CAO from all cash sponsorships/donations to the group, of P10,000 and above. The money will be used to augment for CAO activities (i.e. CAO Awards, CAOlympics, and CAO Officer's LAMP personal subsidies).
5. Sample distribution is allowed only during the day of the activity itself. The place of distribution shall be cleared with the AVP-Administrative Services, noted by the CAO Director

and the Dean of Student Affairs before putting it as part of the media values. Exhibits of products shall be within the week of the activity at the Central Plaza. Product exhibits are limited to major sponsors. Car displays are prohibited in Yuchengco Ground Floor and Central Plaza, and can only be allowed at the open area at the Velasco Building. There shall be no more than three (3) exhibitors of non-competing companies per exhibit time.

6.2 POLICIES ON INFORMATION DISSEMINATION

All university facilities used for the purpose of student activities should be responsibly utilized by maintaining its cleanliness and functional condition. Likewise, all publicity materials shall pursue and maintain the Lasallian standards of excellence (i.e., posters must be properly posted, worded correctly, attractive and presentable.)

1. All posting of any kind by Culture and Arts groups (CAGs) must have the approval of CAO. Sample or prototypes of all publicity materials shall be submitted with the project proposal (if applicable).
2. Violations in publicity materials will be recorded and reported to the Director for the AQUA group grading.
3. Publicity materials and tickets should be released at least one month before the actual show, especially if it's a major production. If the group's schedule is two weeks delayed upon the approval of the initial phase, the group should consider moving the show date to another two weeks or aborting the project. This should be decided upon by the trainer and the CAO director.
4. The Events Coordinator will conduct a meeting with the Strategic Communications Office and all DM-Marketing and Company Managers at the start of every term to arrange for the schedules of publicity blitz for all CAO shows.
5. All CAO Groups are required to give show invitations to the top administrators even through a formal letter.
6. Request for souvenir program messages should be done at least 1 month before the show to give enough time for the administrators to prepare the messages and the group to print the programs.
7. Creativity, presentability, and durability are encouraged in making all publicity materials. All publicity materials should observe correct grammar and proper information, clearly bear the logo and the name of the sponsoring organization and uphold intellectual property rights.
8. Confiscated posters shall be returned to the respective organizations and shall be subject to corresponding sanctions.
9. There will be a once a term meeting with the marketing per group for blanket approval of materials and it will be during the Mid-Prod Meeting. The print ads and viral ads will have permit numbers.
10. All publicity materials of approved activities directly affecting students must have the CAO approval number issued by the Events Coordinator with the expiration dates indicated by the sponsoring office.

6.2.1 TICKETS

All CAO groups should follow the official CAO template for tickets. The details about the show will just be revised upon checking of the Events Coordinator. The ticket template at maybe accessed and directly printed at the CAO computer and printer at Rm. 403.

6.2.2 POSTERS

6.2.2.1 CAO groups are allowed to post:

- A maximum of 1) 20 A3 posters or 2) 10 A3 and 20 A4 posters or 3) 40 A4 posters.
- Along the Miguel, St. Joseph and Velasco walks, offices and student organizations are allowed two (2) A4 sized posters or one (1) A3 sized poster per activity. All posters are to be placed on the cork and fiberglass boards only. No posters must be placed on the pillars.
- All other sizes/shapes are counted as equivalent to the nearest size of the posters mentioned in the 1st bullet (i.e. A3 and A4).

6.2.2.2 Postings are only allowed in the following areas:

- Unlabeled tack boards including those on doors;
- CAO bulletin boards ;
- Other organization's bulletin boards (with secured permission);
- Along SJ, Miguel and Velasco Walks: only fiberglass boards.
- 6.9.2.3. Considered non-posting areas are the following: doors, glass, painted walls or posts, pillars along Walks without boards, plants, DLSU gates, borders of bulletin boards, "tambayans" , blackboards (including those on doors), stair steps and railings, floors, ceilings, comfort room doors and mirrors. In short, areas that are not made specifically for posting or publicity.

6.2.2.3 Posters must be properly attached to keep them from falling off. Posters must be pinned or stapled on the tack boards. On the fiberglass boards, the posters must be placed with masking taps only although the tape must be attached behind the posters such that no adhesive will protrude. Improperly placed posters will be confiscated.

6.2.2.4 Posters are allowed to be placed for a maximum of two (2) weeks. Organizations are responsible for the upkeep and removal of their posters. Posters shall be removed not later than 5:00pm the day after the due date. Any poster not removed beyond the due date is considered expired and shall be confiscated and subjected to corresponding sanctions.

6.2.2.5 Organizations outside the University may be allowed to post a maximum of two (2) A3 sized posters or their equivalent provided they secure permission from CAO.

6.2.3 FLYERS

CAGs are allowed to distribute an unlimited number of flyers, provided a copy of such flyer is submitted in triplicate to CAO, attached to the approved project proposal.

6.2.4 STREAMERS

6.2.4.1 Only streamers promoting the CAO group's activity are allowed to be hung for two weeks inside the campus. Streamers bearing ONLY the sponsoring company's name may ONLY be allowed at the venue of the activity, during the activity.

6.2.4.2 Streamers and banners shall not exceed 4 ft (h) x 18 ft (l) or its equivalent area.

6.2.4.3 Only one event streamer is allowed per activity at the Amphitheatre.

6.2.4.4 All streamers to be hung along Taft Avenue should be approved by STRATCOM and the AVC-Facilities Management Services through the CAO Director and the Dean of Student Affairs (DSA).

- 6.2.4.5 All streamers to be hung within the buildings inside the campus should be approved by the respective college deans.
- 6.2.4.6 The Building Grounds and Maintenance Office will handle all requests for the hanging of streamers.
- 6.2.4.7 Streamers to be hung inside the canteens should be approved by CAO and the canteen concerned.
- 6.2.5 BANDERITAS
 - 6.2.5.1 The vertical length of banderitas should not exceed 6 inches.
 - 6.2.5.2 Banderitas are allowed to be hung for one week along the following areas: LS outer walkways, SJ Walk, Velasco Walk, Miguel Walk and the venue of the activity. Use of the North and South Gate (University-wide activities) should be coursed through DSA.
 - 6.2.5.3 The Physical Facilities Office should be informed of the hanging of the banderitas.
 - 6.2.5.4 Banderitas are not allowed on tambayans or kiosks.
- 6.2.6 TABLE TOPS
 - 6.2.6.1 Table tops to be placed inside the canteens should be approved by the Events Coordinator and the canteen concerned. A letter of request coursed through CAO for setting tabletops should be sent to the respective canteen/s.
 - 6.2.6.2 Only one tabletop per canteen table is allowed.
- 6.2.7 DOOR HANGERS
 - 6.2.7.1 A maximum of one door hanger/dangler (regardless of activity) is allowed per door. Door hanger size should not exceed 8 x 3 in.
 - 6.2.7.2 Door hangers are allowed to be hung for a maximum of one week only.
- 6.2.8 DLSU WEBSITE BANNER
 - Fill out an ITC request form available from the Intranet.
 - Submit a Photoshop file of the poster to ITC, with size: 960x40 pixels, and have it approved by the Events Coordinator.
- 6.2.9 FACEBOOK
 - CAO groups may also use the CAO Facebook and their own Facebook pages to launch posters, details and teaser videos.
 - Materials should be viewed by the Events Coordinator before posting.
- 6.2.10 UNIVERSITY ELECTRONIC MESSAGE BOARDS

The Green Screen is DLSU's immediate exposure of relevant information. Through the strategically located LCD's around the campus, Lasallian events, accomplishments, and developments are constantly seen and heard by the community.

The Green Street electronic billboard, on the other hand, is a venue to inform the academic community and the general public of major university events and achievements.

GENERAL GUIDELINES:

1. Accomplish two copies of the Green Screen/ Green Street request from the Intranet and submit to the Office for Strategic Communications.

2. Attachments (pictures, videos, etc.) must be sent to STRATCOM as soft copies through email, CD's, or copied from flash disks. The size must be 332 x 559 pixels at 72 DPI.
3. Requests must be submitted at least five working days before intended date of display. Late requests will not be guaranteed to be uploaded for display on intended dates.
4. STRATCOM reserves the right to disapprove requests.
5. The Green Street LED and the Green Screen LCDs are properties of DLSU and are available for use by DLSU only.
6. Event/ activity sponsors will not be included in the material to be uploaded.

6.2.11 The Animo Board was initiated by the STRATCOM Office recognizing the national and international achievements of students and faculty.

GUIDELINES:

1. Lasallian achievers are nominated by the deans, department chairs, or faculty advisers to be featured in the Animo Board.
2. STRATCOM will evaluate the submission and will coordinate with the achiever/s once approved.
3. The Lasallian achievers will be featured in the boards located at strategic points on campus and will be exhibited for a designated period.

6.2.12 STUDENT MEDIA

CAO groups may request for event coverage or free articles from the campus journals such as The Lasallian, Ang Pahayagang Plaridel and Archer's Network Green Giant (live streaming).

6.2.13 CLASS INCENTIVES

All CAO groups are requested to submit the target classes for incentives, as part of the project proposal. The Events Coordinator will collate all these requests for classes to be consolidated into one request letter for the department chairs, to be signed by the director and the dean. Once these are received, individual letters may be given to the faculty of the said classes, together with the received copy of the previous letter addressed to the department chairs.

6.2.14 OTHER DIRECTIONS ON MARKETING MATERIALS & EFFORTS

CAO shall be producing various marketing materials that would act as the umbrella publicity campaign for the year, in the form of the following:

- Calendar of events – printed
- Calendar of events -website
- CAO website update- photos
- CAO Omnibus brochure w/ instructions on availing services
- CAO video –internal recruitment
- CAO video –omnibus
- Compilation of performance videos for promotion
- CAO merchandising / collaterals
- Standard exhibition panels

On the other hand, below are the following marketing materials and efforts that the groups can explore:

- Subscriptions
- Social media pages - FB, Twitter; to add polling functions.
- Viral ads

- Group discounts for tickets
- Ex-deal of promoting shows in events of requesting parties
- Contacting bloggers and external media to write about the shows and secure clippings of said article/s
- Open final TDR w/ audio commentary
- Food booth set-up during shows
- Strengthening publicity among condo dwellers and “away-from-home” market.

6.3 POLICIES ON MEDIA-RELATED ACTIVITIES (FROM THE STRATEGIC COMMUNICATIONS OFFICE)

6.3.1 GUIDING PRINCIPLES

1. DLSU maintains an open policy regarding exposure in mass media whether shot on location or on campus grounds, provided such conduct adheres to policies stated below.
2. The university will ensure at all times that no institution or organization maligns its good name especially in media intended for public consumption.
3. DLSU openly proclaims its Catholic character. Therefore, it will not tolerate the use of its name, logos, human and physical resources to promote anything contrary to its faith.
4. DLSU reserves the right to select the media outlets in which exposure of its campus, facilities and people will be allowed.

6.3.2 GENERAL GUIDELINES

1. All parties asking for DLSU’s participation in entertainment or public affairs shows, whether on location or on campus, should submit a written request addressed to the Director of the Strategic Communications Office (Stratcom) at least (1) week before the activity. Requesting parties will be required to fill out a Media Activity Form (See Appendix E.7) specifying time and date of the affairs, needed physical and human resources, and intent for the request.
2. All requests for external media exposure should pass through the Stratcom, and if need be, the Office of Student Affairs and of the AVC-Campus Services. Decisions for external exposure are generally handed down by the Stratcom. In some cases however, Stratcom seeks clearance from the Chancellor before making decisions.

6.3.3 SPECIFIC GUIDELINES

A. ON-CAMPUS SHOOT

1. Parties requesting the use of campus facilities should inform the school of the needed physical and human resources, mobility within the campus, footages to be taken, length of time of campus shoot, on-and-off camera people entering the campus, space requirements, and other things which may facilitate the shoot.
2. A meeting may be set with the Officers of DLSU regarding sponsors and their projected concepts. Requesting parties may be asked to submit a script or sequence guide that will be the basis for the production.
3. Requesting parties should bring to DLSU’s attention sponsors and their projected activities for the shoot. Products such as liquor, alcohol, condoms, cigarettes, and other products that encourage vices will not be allowed to sponsor any activity on campus.
4. Requesting parties will not be allowed to shoot in areas other than those already

specified in the permit, unless an official approval is secured from the Stratcom and the AVP-Administrative Services.

5. No on-the-spot or ambush interview will be allowed unless earlier specified in the request that such interviews will be conducted in the course of the shoot.
6. Shoots should be supervised by representatives of either the Office of Student Affairs or the Stratcom, depending on the nature and requirements of the activity.
7. Banners or other promotional materials of events held on campus and which will be used for external promotions should carry the full name "De La Salle University-Manila" and should carry the official signature provided by the Stratcom Communication Office. Logos may only be used if DLSU opts to be a co-presenter.
8. For security purposes, requesting parties will not be allowed to take shots of the campus in motion. Still shot or shots, single or multiple, will be allowed as long as these are specified in the media activity form. (See Appendix E.7)
9. Requesting parties will be asked to pay a minimum fee to be determined by the Office of the AVP-Administrative Services to cover mover and janitorial services, and other logistical necessities.

B. LOCATION SHOOT

1. Parties asking for participation of students in entertainment or public affairs shows outside the campus should send a written request to the Director of Stratcom. A media activity form should be accomplished specifying the topic of discussion, show theme, wardrobe requirement, call time, venue, props, or other necessary support, and number of participants.
2. Faculty or students participating in entertainment or public affairs shows shot on location should not be compelled to read spiels or be made to promote causes contrary to what DLSU advocates unless the participant openly admits that the stand is his/her own and does not represent the University's position.
3. DLSU faculty and students will not be allowed to participate in programs the theme of which are heavily slanted towards supporting products such as condoms, cigarettes, alcohol and liquor.
4. Promotion of shows that announce DLSU's participation should always label the University as DLSU.

6.4 OTHER GOVERNING GUIDELINES

- In case the external promotion of the University will be solicited by the University or groups within the university, whether on location or on campus, the general principles shall apply and serve as guide for both soliciting group and supporting media organization.
- In cases of violation by students, sanctions specified in the Student Handbook apply. In cases of violation by faculty, a written reprimand from the immediate superior will be issued. In cases of violation by requesting parties, penalties shall be imposed depending on the gravity of the offense as determined by Stratcom.

6.5 REQUEST FOR FINANCIAL ASSISTANCE FROM PARENTS OF UNIVERSITY STUDENTS' ORGANIZATION (As per Memorandum of PUSO President Alfred Castro, Nov. 18, 2009)

The DLSU PUSO Board of Directors has approved during its' regular BOD meeting last Oct. 24, 2009 at the PUSO Board Room, the approval criteria and process for requests for funding of

projects/activities/initiatives coming from the different Colleges, Student Organizations and Lasallian Community Organizations within DLSU-Manila.

1. CRITERIA

The DLSU PUSO would like inform all that its' criteria for approving or disapproving funding requests coming from the different Lasallian Offices, Organizations or Communities within DLSU-Manila is based on the DLSU PUSO's Vision-Mission statement which identifies 3 areas as its' priority namely Parents, Students and Lasallian Community. Then ten criterias were culled out of these 3 priority areas where the project/initiative/activity for funding will be matched against. These criteria are the following:

- a) Supports communication, information dissemination and feedback mechanism between parents, PUSO and the DLSU Academe.
- b) Promotes students' comfort, convenience, security & safety e.g. Facilities, infra & policies
- c) Supports parents representation, involvement & decision-making in a) Faculty/ Academe; b) Faculty Skills Development; and c) Tuition fee increase
- d) Espouses Christian Values that inculcates, or strengthens good morals and family-relationships
- e) Enhances/promotes/develops the students' academic program, special interests, talents and skills
- f) Instill or puts into action moral & social responsibility
- g) Promotes Lasallians to become leaders & achievers
- h) Supports the Lasallian values of faith, service & community
- i) Promotes Lasallian efforts to support the socio-civic initiatives
- j) Timeliness & relevance of the project/activity/ initiative and/or impacts goodwill & relations

2. REQUESTING PROCESS AND PROCEDURE

- a) All requesting DLSU Orgs soliciting funding from PUSO shall fill up the Funding request form in Triplicate and forward the same to the Office Director/Unit Head first for initial screening for completeness of documents and if the activity is aligned with the thrust of the Organizations purpose
 - i) A lead time of at least a 4 weeks before the activity should be allotted by the proponent so as to give PUSO time to deliberate the request properly and to give also the organizers time to look for other funding sources in case the request is disapproved
 - ii) Documents to be submitted:
 - (1) Letter request from the School Organization/Unit/Office signed by the school organization/unit/Office president or Unit Head or Office director respectively describing:
 - (a) Rationale of the activity/project
 - (b) Learning and benefits expected from the activity by the participants and organizers and
 - (c) Org. may site past runs of the activity and the results it has given

- (2) Funding Request form filled-up and signed by signed by the school organization/unit/office president with endorsement of academic dean or vice dean or dean of student affairs or Unit Head or Office director respectively.

3. APPROVAL PROCESS AND PROCEDURES

- a) Each DLSU PUSO Board of director will evaluate the request based on the 10 criteria enumerated in item 1 above. The individual evaluation of each DLSU BOD will then be consolidated and will be the basis of the DLSU Board when it deliberates as a body whether the funding for the project is approved or not.
- b) This approval process is being implemented to be able to allocate DLSU PUSO funds systematically or deliberately in accordance to the vision-mission of DLSU PUSO and the intended focus areas of the PUSO for the specific school year.

6.6 ASSISTANCE TO GMG TO MARKET INDIE UN-FILM

For the groups constantly aided by GMG in all their productions, it's but fair to help GMG in marketing this own even to advocate film as an art. It is requested that each group helps by selling at least 10 tickets equivalent to P1,500 to return the favor to GMG for their assistance to the groups for the academic year.

6.7 BRANDING GUIDELINES

The Student Affairs Logo and its Meaning

The logo symbolizes the students moving forward and shining like a star in their respective fields. It interprets the vision and mission of Student Affairs as a learner-centered development resource for the holistic formation of Lasallians towards social transformation. As the logo resembles a deconstructed star, it also represents its aim for excellence in upholding the Lasallian values of faith, zeal for service and communion.

The Logotype of Student Affairs

Garamond Regular Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890	Frutiger Lt Std 65 Bold Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
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Color Standard



Pantone 349C



C = 100

C = 100
M = 0
Y = 91
K = 42

M = 100
Y = 100
K = 100

Halftones and other color combinations are not allowed.
Include various colors for the SA Offices

Logo Variations

In colored applications, the DLSU signature is set in green, while the Student Affairs logo is usually set in black. The logotype colors should never deviate from the identity colors of green, black, white or gray. Gradients, patterns and textures are never used to color the logotype. (Timex Corporate ID Style Guide, 2011)

However, there are alternative color schemes based on these prescribed colors, both for the logos, and for their background. These color schemes are offered in view of the preferences and requirements of the user.

Logos can be set in black, green or a combination of both. Another option is to use these logos in white, using either black or green border. These logos can be set against a background of either white, black or green. If there are any other colors as background in the material, the whole logo block should be shown with the background in any of the accepted colors mentioned. It is also advised that the logotype be positioned over a background that is not busy on the eyes and something that provides strong contrast for optimal readability (Timex Corporate ID Style Guide, 2011).

If the design of the material calls for the usage of a photo or texture that will run behind the logotype, which is acceptable providing the logo is placed over the photo as a whole block for all the elements.

The logos should not be smaller than .75 inch in height in letterheads, and 1.5 inch in posters of any size.

Usage of Logo Variations

1. The DLSU and Student Affairs logo is used for publicity or posters for activities that involve internal and external publics inside and outside DLSU that are particularly headed by the SA office. Below are the logo variations:

Using White/ Light Background, DLSU and Student Affairs logo in black



Using White/ Light Background, DLSU and Student Affairs logo in green



Using White/Light Background, DLSU logo in black and Student Affairs logo in white with black border



Using White/Light Background, DLSU logo in green and Student Affairs logo in white with green border



Using White/Light Background, DLSU logo in green and Student Affairs logo in black and green



Using Black/ Dark Background, DLSU and Student Affairs logo in white



Using Black/ Dark Background, DLSU and Student Affairs logo in green and white



Using Green Background, DLSU and Student Affairs logo in white



2. The DLSU and Student Affairs logo with the office name is used for publicity or posters for activities that involve external publics inside and outside DLSU that are headed by any SA office. Below are the logo variations:

Using White/Light Background, Office Logo Application with DLSU logo and Student Affairs logo in black



Using Black/ Dark Background, Office Logo Application with DLSU logo and Student Affairs logo in white



Using Green Background, Office Logo Application with DLSU logo and Student Affairs logo in white












If readability and layout is compromised, specifically if another logo of a student organization will be added to the line-up. The DLSU and the Student Affairs logo should be placed at the leftmost and uppermost part of the material. The Office name and the student organization logo should be placed at the rightmost and uppermost part of the material. However, the office name should be as big as the DLSU and Student Affairs logo. The student organization logo should be half of the office name.



3. The DLSU logo with written Student Affairs and office names. These are used as official letterheads for any communication addressed to recipients outside DLSU.

Using Various Background Colors, DLSU Logo with written office identities



Misuse of Logo Applications

	Do not use the elements of the logo individually.
	Do not change the color of the elements.
	Do not change the typography of the elements.
	Do not change the placements of the elements.
	Do not modify the proportions of the logo.
	Avoid distorting the logo.
	Avoid putting effects such as bevels, emboss, dropshadows or glows on the individual elements of the logo. Effects may be placed in the whole logo block.
	Avoid rotating the logo in any angle or doing a three-dimensional rendering of such.
	Do not use the logo as a background of any text or photograph.

	<p>Do not convert the logo into an outline.</p>
	<p>Avoid putting the logo over a background that obstructs its readability.</p>

Section 7

FINANCIAL MANAGEMENT POLICIES

(Based on the Policies of the Accounting Office)

7.1. DEFINITION OF TERMS

Depository Fund : The working fund deposited at the Accounting Office.

Financial Statement : A summary of inflow and outflow of cash a CAO group has incurred during a particular term

Income Statement: A detailed report of the income and expense of cash a CAO Group has during a fundraising activity.

Operational Fund : Fund allotted by the University for the group's use for the school year.

7.2. REQUEST FOR CASH ADVANCE (MONEY WILL STILL BE SPENT BY THE GROUP)

1. Submit a fully signed letter of request for cash advance in three copies with the given sample format from CAO (See Appendix C.4)
2. The Division Manager for Finance is required to sign the Payment Requisition Slip (PRS).
3. The CAO Secretary will be the one to process the PRS for signature of the CAO Director and/or Dean of Student Affairs and submit it to the Accounting Office.
4. Follow up the check at Window G of Accounting Office after two (2) weeks.

7.3. LIQUIDATION OF CASH ADVANCE

1. The Division Manager for Finance is under obligation to collate and prepare a summary report (with duly supported invoices and official receipts). (See Appendix C.5)
2. Submit the accomplished summary report with the original invoices, official receipts and activity report to CAO in three (3) copies based on the given sample format.

NOTE: The liquidation of cash advance must be done within five (5) calendar days after the activity. Failure to liquidate the requested cash advance on time would automatically merit a deduction from the group's funds.

7.4. REQUEST FOR CASH REIMBURSEMENT (MONEY WAS ALREADY SPENT BY THE GROUP)

1. Submit your letter of request for reimbursement in three (3) copies based on the given sample format (see appendix with all the supporting documents (i.e. official receipts). (See Appendix C.6 for sample cash reimbursement)
2. The Division Manager for Finance is required to sign the Payment Requisition Slip (PRS).
3. The CAO Secretary will process the PRS for signature of the CAO Director and/or DSA and submit it to the Accounting Office.
5. The Division Manager for Finance will follow-up the check at Window G of the Accounting Office after the one (1) week.

7.5. REQUEST FOR ADVANCE OFFICIAL RECEIPT

1. Submit a fully signed letter of request for advance official receipt addressed to the University Controller.
2. Include the following check details:
 - Date
 - Account Name
 - Check Number

- Account
- 3. Check should be remitted to the Accounting Office by 5PM of the day the Advance Official Receipt is released

7.6. CHARGING OF PHOTOCOPY AND MATERIALS REQUISITION AT DLSU BOOKSTORE

1. Get a photocopy slip or bookstore materials requisition authorization slip (See Appendix C.8-9) at CAO.
2. Fill up the form completely and have the CAO Secretary or CAO Director sign.
3. The form will be submitted to the bookstore or photocopy supplier.
4. For bookstore items, the initial third column (column marked R) for items received.
5. The original copy of the BRS goes to the Bookstore and the duplicate copy is retained by the requesting office for verification purposes and as basis for PRS preparation.
6. Requisitioning Office prepares the PRS and submits the PRS to the Bookstore.
7. The bookstore attaches original copy of the BRS to the PRS and submits to the Accounting Office for payment.

NOTE: The fee for the photocopy or materials requested is automatically charged to your groups' operation fund.

7.7. PURCHASING PROCESS/COMMISSIONED PROFESSIONAL WORK (FOR ALL ITEMS/SERVICES WHERE MONEY WILL BE USED WILL COME FROM DEPOSITORY OR OPERATIONAL FUND)

7.7.1. FOR MATERIALS AND PRODUCTION/ TECHNICAL EQUIPMENT

1. Submit a letter of request to purchase materials with the material's specifications to CAO at least 2 months before the intended use of the equipment/ materials.
2. The CAO Secretary will process the Materials Requisition Form (MRF) or necessary signatures and submit it to the Purchasing Department.
3. The Purchasing Department will then submit quotations of the materials requested to CAO.
4. The quotations of materials will then be forwarded to your group.
5. Once the quotation has been approved by the group, the CAO Secretary will prepare a Payment Requisition Slip (PRS) which the Division Manager for Finance of the group will be signing. Then, this will be forwarded to the Accounting Office. The materials will be delivered after three (3) weeks of processing.

NOTE:

- *If the group has a supplier in mind and there is no other supplier who can deliver the goods or services required, the group must write a justification letter stating why they will avail of the goods or services from the supplier.*
- *If the group decided not to purchase the requested materials through the Purchasing Department, the group must provide at least three (3) quotations from three (3) different suppliers. These quotations must be submitted to CAO.*

7.7.2. FOR SERVICES BY PROFESSIONAL INDIVIDUALS/ADVISERS

1. Submit a letter of request for payment and a signed and notarized Memorandum of Agreement with the professional individuals / trainers (Please see Appendix C for sample MOA)
2. The CAO Secretary will prepare a Payment Requisition Slip (PRS) which the Division Manager for Finance of the group will be signing. Then, this will be forwarded to the Accounting Office.
3. The check payment should be ready within one week after processing.

7.8. CANCELLATION/REPLACEMENT OF CHECKS

The Accounting Office shall charge P40 for every check cancelled, and P70 for a replacement.

7.9. TICKET SELLING/COLLECTION OF FEES & PAYMENTS FOR SEMINARS/ WORKSHOPS

1. The CAO group engaged in ticket selling or collection of fees for an event must request an accounting personnel at least one week before the activity. The group may request for a personnel to handle their selling for a week.
2. In the project proposal form, the group should indicate the schedule of ticket selling. CAO will process a one-time per term request for accounting personnel for all CAO groups.
3. Food and transportation (in case of venues outside DLSU) should be provided by the requesting group).
4. For ticket selling at STC, all the earnings will be forwarded to the CAO-STC coordinator for safe-keeping until the end of the event. The money will be turned over to CAO to be deposited in their respective group's depository fund.
5. To ensure control and safekeeping of funds, the DLSU Accounting Office gave this following policy: For projects/activities with gross income of P50,000 or more, the tickets should be press-printed with control numbers and stamped by the Accounting Office. A formal letter should be given to the Accounting Office informing them that the group has a ticket-selling project and you will be stamping them at their office. Selling of tickets should be done in the presence of an Accounting Personnel. In case there's no Accounting personnel available, students can still sell tickets but the money should be remitted daily, through the CAO secretary by the DM –Finance to the Accounting Office. The cut-off time is 4 p.m. For projects with gross income of P49,999.99 or below, the tickets can be printed in the computer and stamped by CAO. Selling of tickets can be done without the presence of the accounting personnel but the money should still be remitted by the DM Finance to the Accounting Office. The cut-off time is 4 p.m.

7.10. STANDARDIZATION OF FINANCIAL MANAGEMENT PROCEDURES

CAO encourages the groups to maintain a standard financial management and bookkeeping procedure for the implementation of the committee. The Office has provided a financial monitoring program as part of the AQUA documents to use and maintain, to ensure that the financial records of all the groups, CAO and the Accounting Office are updated. Every term, the DM-Finance should print out the balances and be able to present it to the members, the trainers and the officers, for the practice of financial transparency. It is advised that all activities should not incur any deficit in the group's depository fund. Likewise, at the end of the academic year, there will be a finance meeting where the current DM Finance will present the financial status to the Director, Trainer, current CM and Secretary and Incoming CM & DM-Finance. An internal auditor from the office (a Student Artist Manager/CAO Secretary) will be appointed to audit financial statements submitted by CAO groups.

Section 8

PROPERTY & VENUES MANAGEMENT POLICIES

(Based on the Policies of the Office of Student LIFE, Physical Facilities Office and the Culture and Arts Office)

All university facilities used for the purpose of student activities shall be responsibly utilized by maintaining their cleanliness and functional condition.

8.1. GENERAL GUIDELINES:

The use of any physical facility in the University must have the approval of the designated office and must be consistent with existing policies.

- 8.1.1. All matters of student activities with implications on the security and maintenance of the facilities of the University shall have the approval of the AVP-Facilities Management and Services.
- 8.1.2. No group activities or gathering inside campus will be allowed beyond 10:00p.m., exceptions to this rules shall require formal permission from the AVP-Facilities Management and Services through the Dean of Student Affairs. In which case, an Overnight/ Overstay permit will be needed.
- 8.1.3. Sound systems are only allowed at the Yuchengco Lobby, Henry Sy Lobby, Central Plaza and the amphitheater during the University Break (or U-Break), which is on a Friday from 2:40 PM – 5:50 PM. If outside this schedule, the volume of the sound system shall be regulated so as not to disrupt other activities and work within the area. On the other hand, the 15-minute intervals between classes may be used for short performances as long as it start and ends on time.
- 8.1.4. Priority for the use of any campus facility will be given to official events as determined by CAO in consultation with the duly authorized representatives of the various University units.
- 8.1.5. The University priority events are: SA Volunteer Recruitment Weeks, USG Recruitment Week, CSO Annual Recruitment Week, OCCS Job Expo, YES Practicum Bazaar, USG Elections and Campaign Period Students' Rights Awarenesss, Valenetine's Week Bazaar, Chinese New Year Celebration, Environment Week, Animo Christmas and the Mission Statement University Week.
- 8.1.6. Should there be specific classrooms in the campus that will be used by a CAO group for a university event, the group should ask for permission from the college deans and AVC-Campus Development. Upon their approval, the group should request for a list of classes that should be transferred and look for rooms where they can be transferred in. The group is also responsible for properly informing all department chairs and faculty, and place advisories at the doors of their current classroom, one meeting before they transfer.
- 8.1.7. Please see Appendix I for the guidelines on the reservation, use of rooms and facilities, venue rental fees and room and facility rates.

8.2. STANDARD OPERATING PROCEDURES FOR ARTISTS IN USING ANY THEATRE IN THE CAMPUS:

1. Treat the theatre as a sacred area. This is your stage and your “kingdom” as artists.
2. Bags, slippers, clothes (especially dirty ones) should not be placed on the audience seats during rehearsals. The crossovers may be used (areas near the stage exits) as depository of your personal items.
3. Smoking, eating or drinking inside the theatre is strictly prohibited inside the theatre. The users should eat first before practices at the ground floor or outside the theatre premises. A fountain near the elevator at the 6th floor is available for drinking. Jugs may be used for drinking, but it drinking is only allowed at the crossovers, not on stage or at the audience area.
4. Putting the feet the back of the headrest of the audience seats is prohibited. These seats are for patrons who will watch and admire performances, it’s just but fair to make their seats as clean as possible.
5. The reservation of dressing rooms is not included in the pre-reservation of venues by CAO. The organizers should reserve the rooms on their own. Eating is allowed at the official dressing room below the orchestra pit. If more rooms are needed, classrooms maybe reserved at the Registrar’s Office. Smoking, eating and drinking are not allowed in the classrooms.
6. The flags should always be at their respective places especially during the National Anthem.
7. Special effects are discouraged at the audience area, unless the organizers will clean the area after use. (i.e. confetti, bubbles, etc. at the audience area)
8. For construction of big sets, the workers should be oriented properly in keeping paint off the stage and the crossovers.
9. The services of the Student Artist Managers, Lasallian Ambassadors, or SDFO Paragons should be availed for ushering services. They should be briefed properly on the event and the entrance policies.
10. CAO will reserve for the CAO group’s theatre use for one week before the event. Thus, it is expected that the CAO group will take advantage of the time given for set-ups and rehearsals. The groups should inform CAO if they will not use the theatre for the day. The Physical Facilities Office reserves the right to interrupt the set-up reservation if there are other major university activities that requires the use of the venue.
11. The ORGANIZERS should take all reasonable measures and adopt effective procedures to ensure that the production will be run professionally, and of good quality.
12. Only authorized personnel shall be allowed entry inside the auditorium. Thus, the ORGANIZERS should submit to AVC-Campus Development, a list of all the participants (production staff and performers).
13. Gambling during breaks and public display of intimacy are not allowed.
14. The campus closes at 10 p.m. and everyone should be out of the campus by then. A special permit is required for participants to stay on campus beyond 10 p.m.
15. The ORGANIZERS (i.e. performer, technicians, musicians and other members of the production staff) should use the service elevator at the backstage (for Teresa Yuchengco Auditorium) as their designated entrance.
16. The ORGANIZERS should refrain from loitering around/inside the auditorium and from sitting on the theatre seats or using the seats or aisles as repository for their

equipment and clothing. Backstage facilities (dressing rooms/corners of crossovers) can be used for this purpose.

17. Due care must be exercised to avoid damages to the auditorium facilities. Damages to auditorium property due to negligence of the participants shall be charged to the ORGANIZERS. The latter will be charged based on the actual cost of repair or replacement of the said property.
18. Cooking of any kind and by any means is STRICTLY PROHIBITED within the campus.
19. The ORGANIZERS will not hold the administration responsible for the consequences resulting from technical breakdown of the theatre facilities/equipment that are beyond its control during any event/performance.
20. Sprinkler heads, pipes, aircon ducts and diffusers should always be free from any obstruction. Hanging of props, banners, streamers or posters or additional spotlights on or near these equipment is strictly PROHIBITED.
21. Animals and substances (whether gas, solid or liquid) or anything that may prove hazardous, harmful or dangerous will not be allowed in any area of the auditorium. Plants may only be used on stage for decorations. The use of candles in the audience area for a candle lighting ceremony is not allowed. The use of fire, open flames, pyrotechnics, flammable materials, firearms and /or explosive materials shall be subject to the approval/clearance of DLSU.
22. The ORGANIZERS assume full responsibility in the insurance coverage of all the participants during the course of the production, and royalties with respect to the intellectual property rights.
23. Open house is announced and effected when everything and everyone in the production is ready and has been informed that the house is going to be opened. It should happen at the latest thirty (30) minutes before the curtain time. House chimes will be installed and sounded ten (10), six (6), and three (3) minutes before curtain time, or before resumption of the show after an intermission.
24. For the guidance of the audience, the ticket text should be clear as to the show's specifics (title, price, artists, date, time, dress code, control number and seat/section). The ORGANIZERS must also print the following in their tickets or stubs (if non-paying performance).

THEATRE HOUSE RULES:

1. Flowers, food, drinks, all types of cameras and recording devices are not allowed inside the auditorium.
2. Smoking, eating, or drinking is not allowed inside the auditorium.
3. Please refrain from using electronic gadgets such as laser pointers, cell phones, beepers, two-way radios, other gadgets or alarms (e.g. wristwatch) that may distract the audience during the show.
4. Children are welcome only at pre-determined events. The management may ask patrons with children to leave the auditorium in the event of disturbances.
5. Dress code may be specified in any given performance. Shorts and sandos are not allowed at any time.
6. The audience is advised to arrive THIRTY (30) MINUTES before curtain time. LATECOMERS will be admitted by the ushers at appropriate breaks only, depending on the type and nature of the event. No refunds will be made for patrons arriving late.

7. Unauthorized persons are forbidden from going into the dressing rooms, technical booth or orchestra pit before, during and after performances.
8. Admission into the auditorium is only up to seating capacity. Standing Room Only admission is strictly not allowed.

NOTE: Eating in areas designated as non-eating areas and unhygienic and improper use of university facilities are minor offenses covered in the Student Handbook Section 13. Violators of these policies will be reported to the Student Discipline Formation Office.

8.2.1. CAO OWNED

8.2.1 CULTURE AND ARTS MAIN OFFICE – BR.CONNOR HALL ROOM 403-404 HARLEQUIN/INNERSOUL ROOM, LYO/DLSU CHORALE ROOM – BR. CONNOR HALL 5/f & BAND ROOM (E. RAZON BLDG) & HARLEQUIN PRODUCTION ROOM (BELOW THE STAIRS OF MUTIEN MARIE BLDG.)

1. The central office of all CAO groups where all operations are being held is at Br. Connor Hall Rms. 403 or 404. All CAO groups are welcome to stay inside the offices. Official business hours are from 8:30 a.m. to 5:30 p.m. (without lunchbreak). Kindly observe the CAO Director's residency hours every term as posted on the door.
2. Only official CAG members are authorized to stay in the offices. They are required to wear their official nametags inside the office, or else they might get evicted from the room if a Discipline Officer sees them.
3. Non-staffers may not stay except on official business.
4. The Workrooms are off-limits after office hours unless there are practices or the trainers/ Director/ Coordinator is around.
5. Sleeping in the workroom/office is prohibited at all times.
6. Lunch is not allowed in the workroom/offices. However, sandwiches, cookies, softdrinks are allowed provided wrappers and bottles are properly disposed outside the office.
7. Proper decorum shall be maintained at all times, as befits an office atmosphere. Boisterous laughter, horseplay, shouting and undue display of intimacy is discouraged. CAG members are likewise expected to show common courtesy towards all SPS personnel.
8. All office materials, typewriters and computers are for OFFICIAL USE ONLY. CAG members are not allowed to use these for personal purposes. Violators shall be reprimanded.
9. CAG members are expected to assist in the general requirements of the offices and help in any way they can. Answering the phones when the secretary is not around, entertaining inquiring visitors, reminding other students of the house rules, etc. are examples of ways to help.
10. The Workroom is kept open at all times except during meetings to avoid disturbance.
11. CAG members are expected to keep their respective rooms clean and orderly at all times.

- *NOTE: The organization-in-charge of the activity is held responsible for the use, order and cleanliness of the facility and equipment. Air conditioning and lights must be turned off after the activity. Any individual or group found to have misused any campus facility or equipment will be held liable and penalized accordingly. Reservations are non-transferable. Any damage in the physical facilities*

should be shouldered by the offending group, to be debited automatically from their budget. Any student caught destroying/stealing any facilities of CAO shall be dealt with in accordance to the disciplinary policies provided for in the student handbook.

8.2.1.2. DANCE REHEARSAL HALL – BR. CONNON HALL 5/f

Any unit, department or student organization who wishes to use the Rehearsal Hall must fill up a reservation form (See Appendix F) duly noted by their respective adviser and/or SLIFE Coordinator/ Director. Forms approved by the CAO coordinator/ Director shall be presented to the CAO Secretary for access of the room key. IDs will be surrendered to the CAO Secretary and can only be retrieved upon return of the key.

8.3. POLICIES ON USAGE OF CULTURE AND ARTS OFFICE PROPERTIES

COSTUMES/ PARAPHERNALIA/PROPS

Each group is given the responsibility to take care of their costume sets and other paraphernalia. This task should be assigned to the costume master/mistress and property master/mistress. An inventory list of costumes/ instruments /etc. is submitted to CAO at the start and end of the school year for maintenance purposes. This should be duly signed by the group's Division Manager for Production and noted by the Company Manager at the end of every trimester. Such paraphernalia can be rented out to students or offices provided the latter fill up a borrowing form provided by the group. A rental fee will be charged based on the rate sheet to be made by the Division Manager for Production and Company Manager.

REQUEST FOR MOVERS/JANITORS

CAO groups may request for help in carrying props and other paraphernalia from the movers/ janitors. Fill up the Building and Grounds Maintenance request (Appendix F) for this concern at least 2 days before you need them.

TAKING OUT OF UNIVERSITY PROPERTIES

CAO groups need to make a gate pass (please secure the forms from the Physical Facilities Office) if they will take out any university property or transfer them to another location. It is the duty of the DM-Production to prepare this form.

8.4. POLICIES ON VENUES AND EQUIPMENT RESERVATION IN STC

For special events such as play, concerts, and others, write a letter addressed to the Vice President for STC. The letter contains the name of the event, date, time, facilities needed, type of activity and anticipated number of participants. In holding activities and events in STC, student organizers should submit an Activity Application Form (which is available from STC-SA, with the corresponding documents: Project proposal (done by EB as part of AQUA), Filled up Facilities Reservation Form (FRF) available at STC- 3 copies, Entry Form (E-Form), Property Declaration Form and Gate Pass- 2 copies if there will be invited outsiders, or vehicles, props, equipment or food from external suppliers coming in STC. All hard copies of pre-activity requirements (pre-approved by CAO adviser), need to be submitted to the SA- STC coordinator (Rm.W410, Milagros Bldg.); two weeks before the event date. Requests may be coordinated with the following offices:

- For Facilities Reservation (Outdoor lighting, outdoor spaces (e.g. campsite, parking lot); setting-up of elevated stage/platform; power source for light

and sounds equipment; request for overtime of maintenance personnel and addressed to the head of Facilities Management Office- STC), a copy of the Program flow should be submitted to the Facilities Management Office Head (Rm. E004A, Milagros Bldg.,) 10 days before the activity.

- For IT equipment(laptop, LDC projector) reservation, fill up the form from the Information Technology Service Office (4/F West Wing, Milagros Bldg.) three days before the activity.
- For AV equipment (speakers, microphones, other audio-visual equipment) reservation, fill up the form from the Instructional Media Services Office (2/F West Wing, Milagros Bldg.) three days before the activity.
- For temporary road-blocking, two-way radios, fire extinguishers and overtime of additional security personnel, or if the event will be opened to the public (concert, play, etc.), please write the Safety and Security Head, STC.
- For use of Water dispensers, please inform the Campus Services in-charge.

The student organizers should submit a soft copy of the Accomplishment Report with an e-signature by the concerned CAO adviser as instructed in this manual. A scanned copy of the said evaluation is also honored. Non-submission of Post-activity Evaluation Reports can serve as grounds for the non-approval of succeeding activity applications in STC.

8.5. POLICIES ON BRINGING OF FOOD INSIDE THE CAMPUS

The university as an academic community is served food by private establishments with existing contracts and agreements with the University. As a general rule, the bringing of food for a group activity/party/thesis defense/etc. on campus is prohibited. However, exemptions may be allowed on the following instances:

8.5.1. To bring in food for more than 15 persons or to be allowed outside catering, the requesting party goes through the following procedures:

- Submit a copy of the quotation of the outside caterer to all the canteen concessionaires seven (7) school days (excluding Saturday and Sunday) prior to the scheduled activity. The quotation should clearly indicate the detailed description of the menu/food and the serving size to serve as basis of the canteen concessionaires for matching the outside caterer's price.
- The canteen concessionaires should indicate their conformity/ non-conformity with the quotation and send the quotation back to the requesting party on the following school day. Failure to respond within the given time frame automatically implies their conformity.
- If all the canteens cannot match the outside caterer's price, the entry permit form and copy of quotation signed by the concessionaires will serve as the authority of the requesting party to bring in the food. The approved entry permit form and copy of the quotations should then be submitted to the AVP-Campus Services at least 24 hours before the scheduled activity, for endorsement to the Security and Safety Office.
- If one or all of the canteens can offer the same menu at least 5% lower than the outside caterer's total price, then the requesting party has to order from the canteen of his/her choice.

- Requests for bringing in of food for the University Week shall be approved automatically by the concessionaires.
- 8.5.2. When bringing in donated food for a particular activity, the group submits as formal statement of donation from the donor with a detailed description and quantity of the food (i.e. big bilao of pansit palabok and 300 pieces of barbeque together with the entry permit to the Office of Student Life for approval.
- 8.5.3. When bringing in food on certain occasions (i.e. birthday, except catering and not for resale), for 6-15 persons only, the requesting party goes through the following procedure):
 - Get a form (Food Entry Request Form) from the Office of the AVP-Campus Services and fill out the form. This should be submitted at least one (1) day prior to the occasion. Please attach a detailed description and quantity of the food.
 - Secure the approval of the AVP-Campus Services and upon entering the campus, present the approved form to the security guard for proper inspection.
- 8.5.4. Food for less than 6 persons will be allowed entry by the security guards.
- 8.5.5. CAO groups must observe the University's Zero Styro Campaign.

8.6. USE OF ENVIRONMENT FRIENDLY MATERIALS

All CAO groups are encouraged not to use any props or set made of styrofoam or any non-recyclable materials. The DM Production should ensure that any props or set can still be used in future productions, at least 2-3 times in 3 years.

8.7. CLEANLINESS AND WASTE MANAGEMENT

All CAO Groups are requested to maintain order and cleanliness in the rooms assigned to them. All materials should be properly kept inside the cabinets, and announcement should be properly posted on the bulletin boards. Groups are encouraged to clean and dispose unused materials every term. Materials disposition forms are available at CAO, to be coordinated with the CAO Secretary.