



REQUEST FOR RECOGNITION OF DEPARTMENTAL AWARDS

(DEADLINE: Week 2 Day 1 of the following term)

AY/Term		Department		Date	
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The student(s) below are given the following departmental award(s) :

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

AWARD CODES:

CHE - Excellence in Chemistry	OCO - Outstanding Contribution to the Department	PNB - PNB Gold Medal for Excellence in Mgt. of Financial Institutions
CIN - Cinco Gold Medal for Excellence in Chem. Eng	ODI - Outstanding Dissertation	ROX - Roxas Gold Medal for Excellence in Economics
COT - Cotter Gold Medal for Excellence in Bus. Mgt.	OST - Outstanding Student Teacher	VAL - Valdez Gold Medal for Excellence in Accountancy
ECJ - Eduardo Cojuanco Jr Award for Entrepreneurship and Innovation	OSR - Outstanding Student Research	ZUL - Zulueta Gold Medal for Excellence in English
MAT - Excellence in Mathematics	OTH - Gold Medal for Outstanding Thesis	
STT - Excellence in Statistics	PMA - PMA-Abenson Gold Medal for Excellence in Marketing	

REMINDERS

- This is the sole form to communicate to the OUR the roster of graduating students with departmental awards. A separate memo **should not** be prepared and submitted to the OUR. This form may be downloaded at www.dlsu.edu.ph/offices/registrar/pdf/
- Departmental awards are given during the College Recognition Rites. Medals will be delivered to the department at least a day prior to the College Recognition Rites.
- This form should contain awardees only for the specific AY/Term. Names of awardees for other AY/Term **should not** be included in the same form.
- Please refer to the OUR memo on the departmental awards distributed every term for the cost of the medals and the payment procedures. This form will not be accepted at the OUR if the corresponding PRS is not attached to it.
- Department must submit the completed Departmental Awards form and Online PRS through this Google Form <https://bit.ly/OUR-DeptAwards>. A maximum of five (5) forms may be submitted through the Google form.
- The deadline for submission of Departmental Awards form is on **Week 2 Day 1** of the following term.
- Forms submitted after the deadline will result in the late delivery of medals.

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