

# **Section 16**

## **AUXILIARY SERVICES**

### **16.1 Health services**

- 16.1.1** The university clinic delivers optimal medical care to all DLSU-D students. Such is provided by the clinic personnel under the supervision of the University Physician and the available facilities. Aside from the delivery of medical services, the clinic also acts as a referral facility if more specialized care is needed.
- 16.1.2** There are three (3) clinics located in three distinct areas of DLSU-D, namely: east campus (JFH 108), west campus (GMH 114), and at the ULS.
- 16.1.3** All new students are required to undergo a pre-admission health examination scheduled by the CSA at the start of the school year.

### **16.1.4 Referral system**

- 16.1.4.1** All DLSU-D students are entitled to medical consultation at the university clinic during office hours.
- 16.1.4.2** The university clinic requires the university nurse to inquire into the nature of the patient's ailment and inform the university physician about it.
- 16.1.4.3** The university physician examines, diagnoses, and prescribes appropriate management of all primary cases observed. If the patient's condition would require the use of a specialized diagnostic facility or equipment, s/he is then referred to an appropriate clinic, laboratory, or specialist for further evaluation and/or management. Only the University Physician can refer patients to De La Salle University Medical Center.

### **16.1.5 Procedure for medical consultation**

- 16.1.5.1** The student proceeds to any university clinic (JFH 108, GMH 114, and ULS) for medical consultation

and west clinic for dental consultation.

**16.1.5.2** The nurse on duty conducts interview, retrieves record and applies first aid treatment on the patient if necessary then endorses the student to the physician.

**16.1.5.3** The physician examines, diagnoses and prescribes appropriate management for all primary cases seen at the university clinic.

**16.1.5.3.1** If treated on out-patient basis, the patient is provided with certification of medical condition.

**16.1.5.3.2** If further evaluation, managements or diagnostic procedures are needed in a hospital, or diagnostic clinic, the student's legal guardian should be informed of the plan.

**16.1.5.3.3** If the condition permits, the physician recommends number of days for convalescent or recovery period, isolation period for infectious illnesses based on the disease pathology such as incubation period and degree of communicability.

**16.1.5.3.4** If hospitalized or treated in a specialized institution, the student will be required a medical certificate from the attending private medical doctor if additional follow-up treatments, further re-evaluation are mandated.

*Note: Recommendation and/or certification released by the university clinic should be used as a basis for faculty consideration of the student (see section 23.1.1).*

## **16.2 Campus ministry**

The CMO is called to animate and accompany the DLSU-D community towards an experience of *ecclesia*, i.e., being church in our campus. To respond to this calling, the CMO has the following ministries:

**16.2.1 Worship (Leitourgia) Ministry** aims to provide meaningful, relevant, inculcated and dynamic liturgical celebrations especially the Holy Eucharist. Working by the common

framework for Lasallian formation, it seeks to discover God's active presence in His word, in men and women, in the poor, in our nation, in history, and His people. An authentic Lasallian education is essentially a free and willing collaboration with God in building truly human communities that reflect the values of God's Kingdom as expressed in the Gospel.

Students are given opportunities to serve and participate actively in church life as:

**Liturgical ministers:** lector, commentator, prayer leader, altar server, music minister (choir), mass usher/usherette, mass collector, and liturgical artist.

**16.2.2 The Research and Communication (Kerygma) Ministry** proclaims the message of Christ to the community for a new evangelization.

Students are given opportunities to serve and become involved in the church life of DLSU-D by sharing their expertise especially in the field of communication as writers/contributors to the official newsletter publication of the CMO, the "*Church WAVES*".

**16.2.3 The Fellowship (Koinonia) Ministry** invites, empowers, and enables the members of the community to participate in the life of the church through community building and faith sharing in order to experience being church in campus in the spirit of faith, zeal for service and communion in mission.

Students are enabled to grow and mature in their faith through character building, living the Gospel values, becoming rooted in their culture and developing a Christian lifestyle in the spirit of faith, zeal and communion through discipleship sessions as:

**Campus Peer Ministers** - the community of student volunteers formed through a discipleship program offered by the office.

**16.2.4 Vocation Promotion Ministry** aims to accompany the members of the community to discern their vocation.

Students are given the opportunity to promote vocations as one of the:

**Friends of St. Benilde** – the community of prayer partners for the promotion of vocation.

**16.2.5 Retreat and Recollection Ministry** provides all students with spiritual formation through retreats and recollections as required activities. Its retreat and recollection programs respond to the goals of holistic formation and developmental growth of the students. Moments of prayer, reflection and sharing are provided so that the students may better understand who they are and find God's presence in their experiences.

Every retreat and recollection is a spiritual encounter with God meant to be a venue for silence, prayer, reflection and renewal.

Students are given the following retreat and recollection modules:

**16.2.5.1** Kalooban: for first year students

**16.2.5.2** Ugnayan: for second year students

**16.2.5.3** Damayan: for third year students

**16.2.5.4** Tipanan: for graduating students

### **16.3 Dormitory facilities**

#### **16.3.1 Female dormitory facilities**

The University has 11 dormitory buildings. The four-story building with 58 air-conditioned rooms can accommodate 278 female students. Each room is provided with private toilet and bath, beds with mattresses, closet, orbit fans, refrigerator, and study tables. Common reception, kitchen and dining hall are also provided.

The two other dormitory buildings divided into left and right wing have 15 rooms. Three (3) of these rooms can accommodate two (2) persons per room. The other 15 rooms can accommodate four (4) persons per room. The dormitory rooms are provided with mattresses and two orbit fans. Study tables are also provided.

Seven condominiums units with 63 rooms can accommodate three (3) persons per room. Each room has a private toilet and bath, three beds with mattresses, three chairs, one refrigerator, clothes cabinet, study table and a bookshelf.

#### **16.3.2 Male dormitory facilities**

The two (2) story building with air-conditioned rooms can accommodate 23 male students. Each room is provided with private toilet and bath, beds with mattresses, closet, and study tables. Common reception, kitchen, and dining hall are also provided.

## **16.4 Food services**

There are several food service areas inside the campus that cater to the needs of the DLSU-D community. These food services encourage the community to practice “CLAYGO”.

## **16.5 Recreation**

The ULS provides facilities for basketball, volleyball, and table tennis for the students' recreational needs. An Olympic size swimming pool adjacent to the ULS is available for the use of all students, faculty members, and support staff. The track oval football field has been developed to meet the increasing need for sports/athletics facilities.

## **16.6 Bookstore**

Two bookstores, situated at the east and west campuses, service the requirements of the members of the community for office supplies, textbooks, and other items, at reasonable prices. It is open from 8:00 am to 6:00 p.m. Mondays to Saturdays.

## **16.7 Library and information resources**

- 16.7.1** The architectural design of the AEA-IRC is a replica of the Aguinaldo Shrine in Kawit, Cavite, the home of the first Philippine President General Emilio Aguinaldo.
- 16.7.2** The two adjacent buildings of AEA-IRC occupy 4,396 sq. meters in floor area with a seating capacity of 1,000 students at one time. It is fully air-conditioned which makes it conducive for study and research. The custom-designed pieces of furniture such as tables and chairs, are placed in different sections and reading areas to suit the requirement for academic libraries.
- 16.7.3** AEA-IRC has five (5) major units: Readers' Services, Technical Services, Educational Media Services, Archives and Special Collection and Electronic Resource Services. Facilities such as: (a) 7 discussion rooms, (b) the American Learning Resource Center (ALRC), (c) Learning Commons, (d) Graduate Studies and Faculty Section, (e) 2 Viewing Rooms with 89 seating capacity (each), (f) 125 computer terminals, and (g) Preview Area with 7 LCD TV.

- 16.7.4** The services provided by the AEA-IRC are the following:

- 16.7.4.1** Mobile Information Assistant
- 16.7.4.2** Aklatan Research Associate
- 16.7.4.3** Online Resources Hands-On Training
- 16.7.4.4** Audio/Video Resources Preview

- 16.7.4.5** Current Awareness Services
  - 16.7.4.6** Document Conversion to PDF and File Transfer to CD- ROM
  - 16.7.4.7** Video Conversion
  - 16.7.4.8** Interlibrary Loan/Document Delivery
  - 16.7.4.9** Library Resources Requests
  - 16.7.4.10** Photocopying
  - 16.7.4.11** Printing Services
  - 16.7.4.12** Online Document Delivery
  - 16.7.4.13** Referral Letter Request
  - 16.7.4.14** Syllabus Request
- 16.7.5** In addition to its services, AEA-IRC has an OPAC which serves as the indices of the library collection both print and non-print. OPAC is also accessible from the AEA-IRC website i.e. [www.dlsud.edu.ph/library](http://www.dlsud.edu.ph/library)
- 16.7.6** AEA-IRC also subscribes to online resources/databases such as Emerald, EBSCOHost, Explora, Gale, Philippine eJournals, PressReader, and ProQuest. It also has perpetual access to ProQuest , Filipiniana, Dissertations and eBooks.
- 16.7.7** AEA-IRC follows the following library hours
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|-----------------------------------|------------------------|--------------------|
| Regular Semester                  | Monday to Friday       | 7:00 am - 7:00 pm  |
|                                   | Saturday               | 7:00 am - 5:00 pm  |
|                                   | Monday to Friday (EMS) | 6:30 am – 7:00 pm  |
| Special Term and Semestral Breaks | Monday-Thursday        | 8:00 am - 6:00 pm  |
|                                   | Friday                 | 8:00 am - 5:00 pm  |
|                                   | Saturday               | 8:00 am - 12:00 nn |