

**De La Salle University**  
**Office of the Vice President for Lasallian Mission**  
**University Faith Formation Fund (UFFF) Management Guidelines**

**Academic Year effective starting AY 2025-2026**

**Rationale**

The Lasallian Mission at DLSU focuses on faith formation, community engagement, and community building, spearheaded by the Office of the Vice President for Lasallian Mission (OVPLM). The OVPLM recognizes that the Lasallian Mission is the concern of each member of the community; they can be the benefactors and beneficiaries, the giver and the receiver, thus each member is expected to be responsible for each other's formation into becoming more authentic Lasallians, persons imbued with the values of faith, service, and communion. This gives the different units of the University some freedom of choice on how they want their faith and spiritual formation to proceed, provided that they work within the boundaries of these guidelines.

*Faithful to the DLSU Vision-Mission that calls us to bridge faith and scholarship, we recognize that FAITH is the reason why we do the things we do in DLSU and thus becomes both the beginning and end of all academic pursuits in the university. Faith formation in DLSU are:*

*Programs and activities that allow us to delve into our faith and reflect on our role as Lasallians in the context of Philippine society. It can be expressed through scholarship or the active pursuit of knowledge, where we can discover how each field of knowledge responds and contributes to the broadening of one's understanding of the Gospel. (Lasallian Mission Plan of Operations, 2012)*

Given these, a Fund was set to support all faith formation programs and activities that will help the members of the community to understand, appreciate, and put into practice how faith and scholarship can be bridged.

These Guidelines are set to direct how to use the fund systematically, the possible beneficiaries, and the modes (programs and activities) of engaging in faith formation. It also sets limits on the use of the Fund to make sure that this is used according to its purpose.

## **General Guidelines**

1. The UFFF is intended for faith formation activities and programs that deepen the faith-life and Lasallian identity of community members, with the end goal of forming Lasallians who embody faith, scholarship, and service as a concrete response to the needs of society and the Church.
2. Faith formation activities may include, but are not limited to:
  - Retreats and recollections
  - Spirituality in the workplace
  - Specialized Lasallian modules
  - Formation seminars, symposia, and colloquia
3. The Fund can be used at the following levels:
  - Departmental/Office
  - Unit/College
  - Institutional/University-wide
4. The process begins with a formal application addressed to the Vice President for Lasallian Mission (VPLM), signed by the requesting office head and endorsed up to the level of the Dean, as applicable.
5. Applications must include:
  - Title, rationale, and objectives of the program/activity, explaining its contribution to faith formation and bridging faith and scholarship;
  - Detailed breakdown of the requested budget;
  - CVs of facilitators/speakers (if any);

- Venue details;
  - Transportation and board/lodging costs, if applicable.
6. Applications will be evaluated and approved by the Lasallian Mission Leadership upon recommendation of the Lasallian Pastoral Office (LSPO). The Council reserves discretion over approval and will provide written explanations to applicants.
  7. Priority will be given to programs that concretely bridge faith and scholarship.
  8. A written and digitized accomplishment report must be submitted within one week after the activity, containing:
    - Executive summary
    - Financial report (budgeted vs. actual) with receipts
    - Evaluation/reflections from participants and organizers
    - Recommendations and possible future directions
    - Photos with captions
  9. To ensure equitable funding across the year, at least one-third of the Fund must remain available for each trimester.
  10. All disbursement, liquidation, and oversight follow DLSU accounting policies.
  11. Accomplishment Reports must be submitted to the VPLM with copies furnished to designated staff. Colleges, units, and offices with pending reports will not have new proposals processed.
  12. The VPLM shall render periodic reports on Fund usage during meetings of the Lasallian Formation Committee.
  13. Application frequency limitation: To ensure equitable access to the Fund, an applicant (college, unit, or office) may only apply for UFFF funding once every two (2) years.

## **Budget Considerations**

1. Levels of formation activities: departmental/office, unit/college, or institutional.
2. Facilitators and speakers should:
  - Be recognized in the field of formation and retreats;
  - Be Catholic in cases of retreats and recollections.
3. Stipends and honoraria must be reasonable, considering:
  - Expertise and background of facilitator;
  - Expected outputs;
  - Length of activity (half-day, whole day, overnight, etc.);
  - Number of participants (department, unit, college, or university-wide).
4. Facilitators from within DLSU shall receive a certificate of appreciation and a stipend/honorarium, unless this constitutes double compensation, in which case a non-monetary token (maximum ₱2,000) shall be provided.
5. Venues, transportation, and board/lodging must be simple, reasonable, and presentable.
6. Allowable cost items include:
  - Transportation (including facilitator expenses);
  - Accommodation
  - Food
  - Stipend/Honorarium/Professional Fee
7. Price of Engagement and Retreat Budget Allocation:

To standardize budgets for retreats and recollections, the following ceilings per participant apply:

<b>Retreat Type</b>	<b>Duration</b>	<b>Rate (Off-Campus)</b>	<b>Rate (In-Campus)</b>
Half-Day Retreat	3–6 hours	₱1,000	₱600
Whole-Day Retreat	8–12 hours	₱1,800	₱1,000
24-Hour (Overnight) Retreat	Over 24 hours	₱2,500	—

These amounts may cover meals, honoraria, materials, transportation, and accommodation.

- In case of application revision in the budget, Budget realignment requests must be resent to the VPLM with proper justification.

### **Proposed Themes and Types of Faith Formation Activities**

Applicants may design their formation activities drawing inspiration from the following [proposed themes](#), which reflect the priorities of the UFFF. These themes ensure alignment with the Lasallian charism, the mission of De La Salle University, and the needs of faculty and staff as partners in mission.

### **Important Note**

The following retreats are **already regularly offered by the University** and are mandatory for their intended participants. They are therefore **not eligible as UFFF-funded themes**:

- **Rheims Experience**
- **Vaugirard Experience**
- **Parmenie Experience**
- **St. Yon Experience**
- **Legacy and Heritage Retreat- the Golden Retreat** (for retirees)

## Appendices

### A. University Faith Formation Fund Proposal Template

\*Include a Formal Letter of Application addressed to the Vice President for the Lasallian Mission

1. College/Department/Unit	
2. Title of Program/Project/ Activity	
3. Target implementation date/s	
4. Total amount requested	
5. DLSU Strategic Goals being addressed	
6. Rationale	
7. Objectives	

8. Program Flow or Schedule of Activities		
9. Venue		
10. Breakdown of amount requested:		
Item	Cost	Fund allocated per participant
Accommodation		
Food		
Transportation		
Speaker's Honoraria		
TOTAL		

**B. List of retreat houses**

<b>Cavite</b>		
<b>Retreat/Conference House</b>	<b>Address</b>	<b>Contact Numbers / Person</b>
Angel's Hill	017 Maitim 2nd East, Tagaytay City 4120	Tel: (63-46) 413-2501 Telefax: (63-46) 413-2502
Karis Tagaytay Retreat	Tagaytay City	Tel: (02) 813-2554 / 817-7993
Betania Retreat House	J.P. Rizal Ave., Maharlika West, Tagaytay City	Tel: (046) 483-1310 Fax: (046) 483-2604 Mobile: +63 919 572 1331
St. Scholastica Retreat House	Tagaytay City	Tel: (046) 483-1535
Maryridge Retreat House	Tagaytay City	Tel: (046) 483-1346
Rosary Hills Conference Center	Brgy. Hoyo Gitna, Silang, Cavite	Phone: 0917-143-9070
Oasis of Prayer	Silang, Cavite	Tel: (046) 865-0046
Balay Indang	Indang, Cavite	0917-837-4261 (Ms. Cha)
International Institute of Rural Reconstruction (IIRR)	Silang, Cavite	0917-869-6213 (Ms. Lhen)
Montserrat Center for Religious Formation	92 Real Street, Silang, Cavite 4118	Phone: 0917-626-9184
Krisalis: Benilde Retreat and Conference Complex	4120 Kabangaan Road, Tagaytay City, Cavite	02 8584 4686
<b>Batangas</b>		
<b>Retreat/Conference House</b>	<b>Address</b>	<b>Contact Numbers / Person</b>
Caleruega Retreat House	Nasugbu, Batangas	0920-270-9890 (Ms. Jackie)
Mary Help of Christians House of Spirituality (Don Bosco Batulao)	Batangas	0917-524-7192 (Ms. Jen)
<b>Rizal</b>		

<b>Retreat/Conference House</b>	<b>Address</b>	<b>Contact Numbers / Person</b>
Bukal ng Tipan – Maryhill Seminary	Taytay, Rizal	Tel/Fax: (02) 658-5064
Loyola Retreat House (Angono)	Angono, Rizal	Tel: (02) 8651-0191 Mobile: +63 962 472 2175
Tahanang Nazareth Retreat Center	Alagad ni Maria Formation House, Bayugo Buliran Rd., Brgy. San Isidro, Antipolo City, 1870, Philippines	(02) 8528-0433 / 0917-875-3454
<b>Laguna</b>		
<b>Retreat/Conference House</b>	<b>Address</b>	<b>Contact Numbers / Person</b>
Field of Faith	Calauan, Laguna	0917-815-1585 (Ms. Carissa Singson)
<b>Pampanga</b>		
<b>Retreat/Conference House</b>	<b>Address</b>	<b>Contact Numbers / Person</b>
Hacienda Gracia Resort and Hotel	Lubao, Pampanga	0961-732-5920 (Ms. Vangie)

**C. List of groups/organizations giving retreats and recollections**

<b>Organization / Group</b>	<b>Address / Location</b>	<b>Contact Numbers</b>
Bukal ng Tipan	Maryhill Retreat House, Taytay, Rizal	Tel/Fax: (02) 658-5064
Cenacle Retreat House and Spirituality Center	59 Nicanor Reyes Street, Loyola Heights, 1108 Quezon City	Tel: (02) 434-2054 / 434-3064 Telefax: (02) 434-6943 Mobile: 0927-560-8032 / 0917-570-3349

Center for Ignatian Spirituality (CIS)	Spiritual Pastoral Center, Seminary Road, Ateneo de Manila University	Tel: (02) 426-4250 to 51 Fax: (02) 426-4250
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**D. Proposed table of stipend/honorarium for recollection/retreat facilitator from DLSU**

Length of the Activity	Stipend/Honorarium (net)
3– 6 hours	Php 3,000
Whole day	Php 7,000
24 hours, overnight	Php 10,000