UNDERGRADUATE ENROLLMENT
TERM 2, AY 2025-2026

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PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	**Account Activation**		For students who paid tuition **after Sep 01, 2025**, Activate your Archershub account via https://archershubstudent.dlsu.edu.ph/
2	**2A: Pre-Enlistment**	Sep 22, 2025 (08:00 am) - Sep 24, 2025 (08:00 pm) **Extended from Sep 25, 2025 (08:00 am) – Sep 26, 2025 (08:00 pm)**	Access https://archershubstudent.dlsu.edu.ph/
	2B: View Actual Enrollment Appointment	Starting **06 Dec 2025**	Log in at https://archershubstudent.dlsu.edu.ph/
	2C: View Actual Enrollment Count		Actual enrollment count and class number may be viewed at https://archershubstudent.dlsu.edu.ph/
3	**Settlement of Clearance**	**Deadline until 10 Dec 2025**	Access https://archershubstudent.dlsu.edu.ph/
4	**Online Enrollment**	Dec 12, 2025– Dec 16, 2025 See timeslots in the "Online Enrollment Schedule" *(click below)* via Animo.sys via SERP	Log in at https://archershubstudent.dlsu.edu.ph/ to do the following:
			REMINDERS • A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP** courses after the start of the term. • Students who are tagged as **INELIGIBLE** in the system must coordinate with the Academic Programming Officer of the college (see the last page for details).

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ONLINE ENROLLMENT SCHEDULE via Animo.sys

All ID 125 Undergraduate Students (except new transferees) for Term 2, AY 2025–2026 will enlist online via Animo.sys. All Taft-based students and Laguna College students with ID 113 and above (including ID 124) will follow the schedule table below
The **last day** of online enrollment ends on **Dec 16, 2025 (23:59)**
*Dean's List of TERM 3, AY 2024-2025 as of Dec 10, 2025
Those with enrollment concerns may coordinate with their respective College Associate Dean and Academic Programming Officer for assistance *Students must ensure they have taken and passed the prerequisites for the subjects. Students who did not pass the pre-requisite will be dropped and charged a 20% retention fee.*
The Lasallian Core Curriculum (LCC) prepared the following open/available slots for **all GE courses:** ● Day 1 = 15 slots per section ● Day 2 = 30 slots per section ● Day 3 = 45 slots per section

SCHEDULED STUDENTS	ID NO.	COLLEGES	START DATE	START TIME	CONFIRMATION OF ENROLLMENT
PWD with a mobility issue	ID 125 and below	**All Colleges**	**Dec 12, 2025**	08:00 am	**Dec 13, 2025 Starting 10:00 PM**
Dean's List – First Honors Dean's List and University Honors (with Pre-enlistment)	ID 124 and below	**SIS (formerly known as LAGUNA CAMPUS)**			
	ID122* and below*	LC / CLA / BAGCED		09:30 am	
	ID122* and below*	GCOE / COS / CCS		11:00 am	
	ID122* and below*	RVRCOB / CLTSOE		12:30 pm	
	ID123 and ID124*	LC / CLA / BAGCED		02:00 pm	
	ID123 and ID124*	GCOE / COS / CCS		03:30 pm	
	ID123 and ID124*	RVRCOB / CLTSOE		05:00 pm	
Advance Enrollees Recommended by Offices (with Pre-enlistment)	ID123 and below	All Colleges		06:30 pm	
	ID124 & ID125	All Colleges		08:00 pm	
Dean's List – Second Honors Dean's List (with Pre-enlistment)	ID124 and below	**SIS (formerly known as LAGUNA CAMPUS) All Students /**		09:30 pm	
	ID124* and below*	LC / CLA / BAGCED	**Dec 13, 2025**	08:00 am	**Dec 14, 2025 Starting 10:00 PM**
	ID124* and below*	GCOE / COS / CCS		09:30 am	
	ID124* and below*	RVRCOB / CLTSOE		11:00 am	
ID 125		**SIS (formerly known as LAGUNA CAMPUS) All Students**		12:30 pm	
		LC / CLA		02:00 pm	
		BAGCED		03:30 pm	
		GCOE		05:00 pm	
		COS		06:30 pm	
		CCS/ CLTSOE		08:00 pm	
		RVRCOB		09:30 pm	
Enlistment – SIS (with pre-enlistment)	ID125 and below*	**SIS (formerly known as LAGUNA CAMPUS) All Students**	**Dec 15, 2025**	08:00 am	**Dec 16, 2025 Starting 10:00 PM**
Enlistment – CCS / CLA (with Pre-enlistment)	ID122 and below	CCS / CLA		09:30 am	
	ID123	CCS / CLA		11:00 am	
	ID124	CCS / CLA		12:30 pm	
Enlistment – GCOE / BAGCE / CLA	ID122 and below	GCOE / BAGCED / COS		02:30 pm	
Enlistment – GCOE / BAGCE / CLA enlistment)	ID 123	GCOE / BAGCED / COS		03:30 pm	
Enlistment GCOE / BAGCE / CLA (with pre-enlistment)	ID 124	GCOE / BAGCED / COS		05:00 pm	

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ONLINE ENROLLMENT SCHEDULE via Animo.sys

SCHEDULED STUDENTS	ID NO.	COLLEGES	START DATE	START TIME	CONFIRMATION OF ENROLLMENT
Enlistment – RVROCB / LC / CLTSOE (with Pre-enlistment)	ID 122 and below	RVRCOB/ LC / CLTSOE	**Dec 15, 2025**		**Dec 16, 2025 Starting 10:00 PM**
	ID 123	RVRCOB/ LC / CLTSOE		08:00 pm	
	ID 124	RVRCOB/ LC / CLTSOE		09:30 pm	
All Student who did not pre-enlist	ID 123 and below	All Colleges	**Dec 16, 2025**	08:00 am	
All Student who did not pre-enlist	ID 124	All Colleges		09:30 am	
All Student who did not pre-enlist	ID 125	All Colleges		11:00 am	
INTER-COLLEGE Enlistment	ID 123 and below	CCS / CLA		02:00 pm	
	ID 124 and 125	CCS / CLA		03:30 pm	
	ID 123 and below	GCOE / BAGCED / COS		05:00 pm	
	ID 124 and 125	GCOE / BAGCED / COS		06:30 pm	
	ID 123 and below	RVRCOB / LC / CLTSOE		08:00 pm	
	ID 124 and 125	RVRCOB / LC / CLTSOE		09:30 pm	

Note: The first row "Enlistment" shows 06:30 pm start time for ID 122 and below.

Online Late Enrollment / Adjustment *(Except for ID 125 New Transferee Student)*	Dec 17 (08:00 AM) Dec 20, 2025 (11:59 PM); Jan 01 (08:00 AM) - Jan 03, 2026 (08:00 PM)	A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses once the term starts. Log in http://animo.sys.dlsu.edu.ph Please note that ITS and OUR/APO technical support will be unavailable starting **18 December 2025 to 04 January 2026.** We encourage all users to check that their access and accounts are working properly before the Christmas break..

LAGUNA COLLEGE – ONLINE ENROLLMENT SCHEDULE via SERP
All Laguna-based Students ID 112 and below
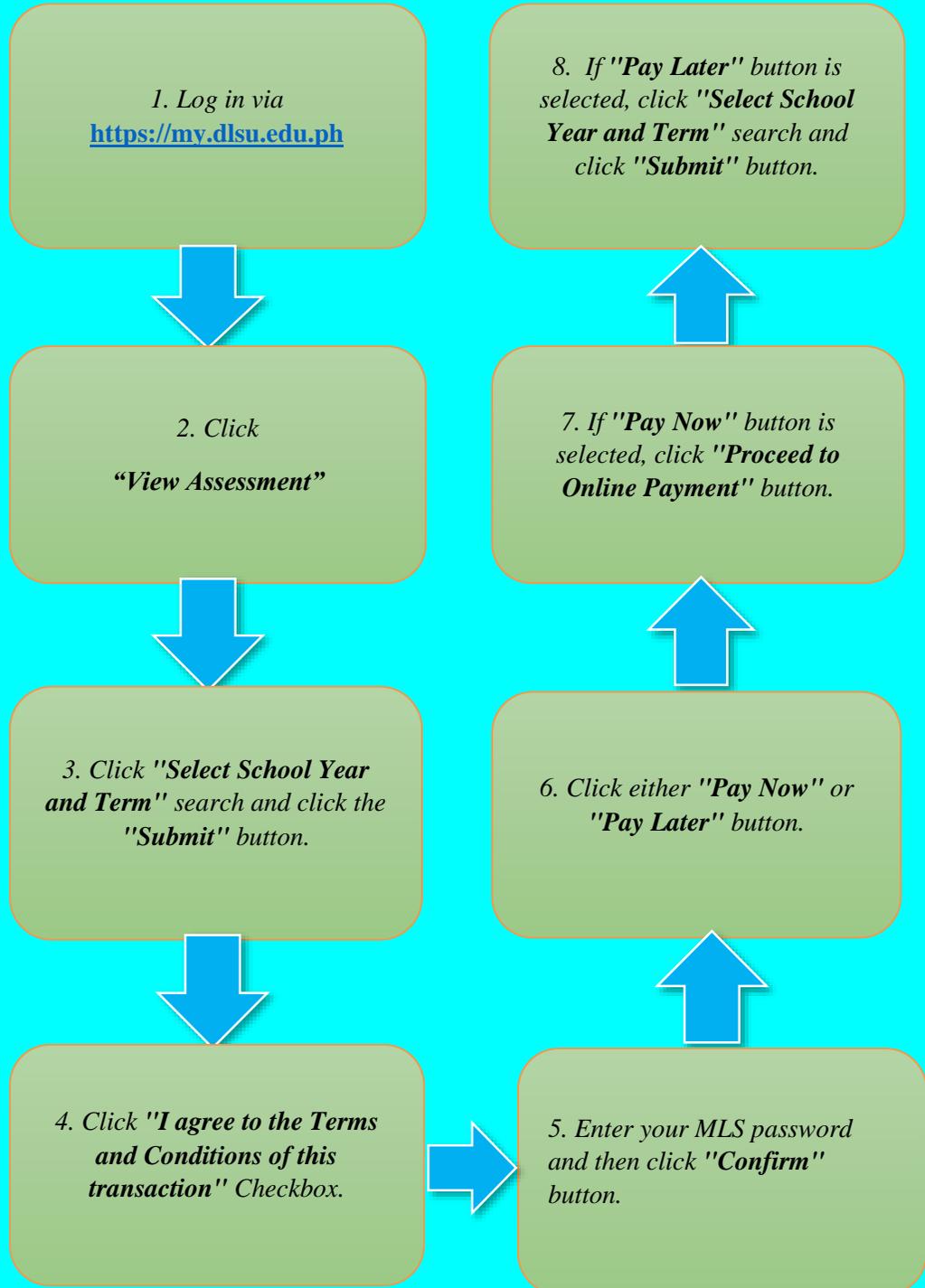
COLLEGES	Enrollment Period	DAYS	TIME
GCOE, CCS, and RVRCOB	**Dec 12, 2025– Dec 16, 2025** (except Sundays and Holidays)	Mon – Fri	08:00 AM - 12:00 NN 01:00 PM - 05:00 PM
		Sat	08:00 AM - 12:00 NN

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MANDATORY CONFIRMATION OF ENROLLMENT

5	Starts on Dec 13, 2025 at 10:00 PM up to Jan 03, 2026 at 11:59 PM	**Please follow the confirmation steps below**

Please follow the confirmation steps below

1. Log in via https://my.dlsu.edu.ph

2. Click "View Assessment"

3. Click "Select School Year and Term" search and click the "Submit" button.

4. Click "I agree to the Terms and Conditions of this transaction" Checkbox.

5. Enter your MLS password and then click "Confirm" button.

6. Click either "Pay Now" or "Pay Later" button.

7. If "Pay Now" button is selected, click "Proceed to Online Payment" button.

8. If "Pay Later" button is selected, click "Select School Year and Term" search and click "Submit" button.

Note:

- **Confirmation of Enrollment is a _MUST_.**

- **Students who will _NOT CONFIRM_ their enrollment via _My.LaSalle_ will be _AUTO-DROPPED from ALL_ their enlisted courses starting _Jan 04, 2025 (12:00 AM)_.**
- **Auto-dropped courses can be re-enlisted/enrolled during the schedule of online special adjustment, provided that slots are still available.**
- **Scholars under the Office of Admissions and Scholarships _must choose the Pay Later option_ as they need to process and secure the Certificate of Support (COS) before paying the tuition and fees.**

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PRINTING OF EAF

Reminder:	➢ The MLS Print EAF facility will be open starting **19 Dec 2025**. ➢ A student who adjusted their enrollment **must print the updated EAF** based on the schedule table below.		
DATE	**TIME**	**COLLEGE**	**ID NO.**
19 Dec 2025	08:00 AM – 09:00 AM	SIS	ID 123 & below
	09:01 AM – 10:00 AM		ID 124 & ID 125
	10:01 AM – 11:00 AM	BAGCED	ID 123 & below
	11:01 AM – 12:00 NN		ID 124 & ID 125
	12:01 PM – 01:00 PM	COS	ID 123 & below
	01:01 PM – 02:00 PM		ID 124 & ID 125
	02:01 PM – 03:00 PM	CCS	ID 123 & below
	03:01 PM – 04:00 PM		ID 124 & ID 125
	04:01 PM – 05:00 PM	RVRCOB	ID 122 & below
	05:01 PM – 06:00 PM		ID 123
	06:01 PM – 07:00 PM		ID 124
	07:01 PM – 08:00 PM		ID 125
20 Dec 2025	08:00 AM – 09:00 AM	GCOE	ID 122 & below
	09:01 AM – 10:00 AM		ID 123
	10:01 AM – 11:00 AM		ID 124
	11:01 AM – 12:00 NN		ID 125
	12:01 PM – 01:00 PM	CLA	ID 122 & below
	01:01 PM – 02:00 PM		ID 123
	02:01 PM – 03:00 PM		ID 124
	03:01 PM – 04:00 PM		ID 125
	04:01 PM – 05:00 PM	CLTSOE	ID 123 & below
	05:01 PM – 06:00 PM		ID 124 & ID 125
21 Dec 2025 (08:00 AM) – 08 Feb 2026 (08:00 PM)		**EAF PRINTING (ALL COLLEGES)**	
05 Jan Sep 2026 (M) (12:00 AM)		**[First Round] Auto Dropping of all students with unconfirmed enrollment**	
05 Jan 2026 (08:00 AM) – 10 Jan 2026 (08:00 PM) *Note: Dropping percentage will apply; a 10% retention fee will be charged for every course dropped or adjusted.*		**Online Special Adjustment (ALL COLLEGES)** *Note: Students may re-enlist the course/s that was auto-dropped due to non-confirmation.*	
11 Jan 2026 (12:00 AM)		**[Second Round] Auto Dropping of all students with unconfirmed enrollment**	
1. **REINSTATEMENT OF COURSE/S WHO AUTO-DROPPED ON 11 Jan 2026 (12:00 AM) CAN APPLY FOR REINSTATEMENT ONLY**	**12 Jan (08:00)-17 Jan 2026 (20:00)**	● To make a reinstatement request, please access this online submission facility: Reinstatement Request. Requests with incomplete requirements (including proof of payment) will NOT be processed. ● All requests are subject to evaluation, approval, and processing which will take at least four working days. ● Download the reinstatement assessment form and pay to the campus cashier (Official Receipt is required for uploading. ● A reinstatement fee of Php 2,000 is non-refundable.	
2. **MANDATORY CONFIRMATION**	**13 Jan – 31 Jan 2026**	● This confirmation schedule is for those with approved reinstatement only.	

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnee	Nov 03, 2025 – Dec 18, 2025 (08:00 pm)	1. Students with inactive DLSU Gmail accounts must send the email using their personal email address and attach a copy of their DLSU ID to the Academic Programming Officer of their college. 2. Accomplish the Google Forms below according to your college using DLSU Gmail: LAGUNA COLLEGE: Returnee_LagunaCollege BAGCED: http://bit.ly/Returnee_BAGCED CCS: http://bit.ly/Returnee_CCS CLA: http://bit.ly/Returnee_CLA GCOE: http://bit.ly/Returnee_GCOE COS: http://bit.ly/Returnee_COS RVRCOB: http://bit.ly/Returnee_RVRCOB CLTSOE: http://bit.ly/Returnee_SOE *(Note: Student who has no approved LOA from the previous term will be charged a returnee fee of Php 2,000)* 3. Animo.sys will be activated, and IT Services will send an email with the activation details to the student DLSU Gmail. 4. Students will have to do the online enrollment after the activation of MLS/Animo.sys account **on Dec 19, 2025 – Dec 20, 2025** and on **05-10 Jan 2026**.
Special Class Enrollment	Dec 12, 2025 – Jan 07, 2026 (08:00 pm)	**SUBMISSION THROUGH GOOGLE FORMS** Students must complete the Google Form <u>of the college where the students would want to enroll in a special class</u> using the student DLSU email: LAGUNA COLLEGE: Special_Class_LAGUNA BAGCED: https://bit.ly/UG_Special_Class_BAGCED CCS: https://bit.ly/UG_Special_Class_CCS CLA: https://bit.ly/UG_Special_Class_CLA COS: https://bit.ly/UG_Special_Class_COS GCOE: Special Class_GCOE RVRCOB: https://bit.ly/UG_Special_Class_RVRCOB CLTSOE: https://bit.ly/UG_Special_Class_SOE
	Jan 08, 2026 – Jan 24, 2026 (08:00 pm)	**EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL** 1. The Colleges and Departments shall evaluate applications. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than **Jan 17, 2026**. 2. Revised EAF can be downloaded **after three (3) working days** upon approval information or **not later than Jan 17, 2026.**

<u>**REMINDERS**</u>
1. Students must have **no pending clearance/s** with other offices.
2. Students must confirm their enrollment with other courses.
3. Students must pay for the courses enrolled online following the **<u>deadline for payment without a surcharge.</u>**
4. **Incomplete requirements will not be processed.** Before submitting, ensure you have completed all the processing requirements.

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Online Enrollment for Optional Electives or Optional Minors	Dec 12, 2025 – Jan 10, 2026 (08:00 PM)	**Reminders:** ● Following the HDA from the Office of the Provost posted May 20, 2022, **the no-tuition arrangement for Optional Electives and Optional Minor courses shall also cease starting Term 1, AY 2022-2023.** Thus, students enrolling in Optional Elective /Optional Minor will be charged proper tuition and fees. ● Secure prior approval from the Academic Department offering the course/s before enrolling. 1. Enrollment for Optional Electives or Optional Minors for Manila-based students can be done online through http://animo.sys.dlsu.edu.ph use your Active Directory (AD log-in credentials) during the student's online enrollment schedule. Please see Step 4 for the online enrollment process, and to view the unique identifier for each course code and section, please see this link: https://enroll.dlsu.edu.ph/dlsu/view_course_offerings 2. Download the updated EAF immediately after successfully enrolling in the Optional Electives or Optional Minors through your MLS account.
Inter-Campus Enrollment (Manila-SIS / SIS-Manila)		● Manila to SIS, Inter-campus enrollment can be done online during the schedule of Inter-College Enlistment **(16 Dec 2025 – 03 Jan 2026).** ● SIS to Manila, must go through this link: https://docs.google.com/forms/d/1N3_zPWlGX9MF2RuLSbDPf7frIBcODkjGdfoRG06fWBg, **(12-16 Dec 2025).**
Audit Class Enrollment	Dec 12, 2025 – Jan 10, 2026 (08:00 PM)	1. Students must complete the Application for Audit Class http://bit.ly/Audit_Class 2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement 3. Once cleared, the Enrollment In-Charge will encode the courses to the subjects enrolled by the students. 4. An email will be sent to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account.
		REMINDERS 1. Student must have **no pending clearance/s** with other offices 2. **Incomplete requirements will not be processed.** 3. Before submitting, ensure that you have accomplished all requirements needed for processing. 4. Non-DLSU student who will enroll in an audit class have to submit an application for Cross Enrollment or Application for Non-Degree (with a separate application schedule)

LEAVE OF ABSENCE APPLICATION

ACTIVITY	DATE AND TIME	DETAILS
Leave of Absence Application Effective for Term 2, AY 2025-2026 **REMINDERS:** ● *Filing a Leave of Absence covers the whole term. If absence will only be for a day/week, consult the College Associate Dean or APO as such is NOT considered a Leave of Absence.* ● *If the student enlisted for Term 2, AY 25-26 and intends to apply for LOA, he/she must drop the course/s immediately using Animo.sys account before the term starts to avoid charges/retention fee.* ● *Dropping during the start of the term (as one files for LOA) will be charged with applicable retention fees.*	**24 Nov 2025 – 07 Mar 2026 (08:00 PM)**	1. Students must apply for LOA through this **Gform** together with the documents below: ➢ *A Medical Yellow slip issued by HSO (for medical/health reasons) and email endorsement/validation from Counseling and Psychological Services (for mental health reasons) are required.* ➢ *LOA Form and valid ID of the Parents/Guardian on Records* ➢ *Supporting Documents (if applicable only)* ➢ *Clearance from the Office of Admissions and Scholarships (for OAS scholars only)* 2. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt. 3. Students currently enrolled/enlisted will be dropped or withdrawn (whichever is applicable) from all enrolled courses depending on the submission date, subject to appropriate fees. 4. The application will be evaluated, and once deemed complete, OUR will process the LOA, as endorsements/approvals from other offices shall no longer be required. Students will be informed through email once the LOA is processed within four working days of application submission. 5. The student must ensure that all necessary forms and documents are submitted; thus, an incomplete application will not be processed. 6. Beginning Term 3, AY 2022-23, students may be on LOA for a term or more, as there shall be no limit on the number of terms a student may apply for. 7. Upon return from LOA, the student will have to coordinate with the following offices to check if they have any accountability that needs to be settled before applying for returnee enrollment. ➢ **CPS** ➢ **SDFO** ➢ **FAO** ➢ **HSO/Clinic** ➢ **Associate Dean** 8. *(FOR DLSU SCHOLARS ONLY)* *Students who receive scholarship grants should officially inform the DLSU Office of Admissions and Scholarships (OAS) in writing that they intend to take an LOA. Remember that taking an LOA is grounds for terminating a scholarship grant unless OAS gives special consideration due to meritorious cases. Please check the provisions in your Scholarship Guidelines related to the LOA stipulated here.*
Undergraduate Shifting Procedure and Schedule	You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_ug.pdf	

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TUITION FEE PAYMENT

ACTIVITY	DEADLINE	DETAILS
Payment **Without** Surcharge	Until **Jan 10, 2026 (Saturday)**	• Students may check their MLS view assessment to verify their official receipt (OR) after payment. **REMINDERS:** 1. For those who are not able to receive their details including RF (for scholars) after seven (7) working days, please accomplish a service request through https://theconcierge.dlsu.edu.ph/support/catalog/items/1015 2. Please **DO NOT PAY** through other **UNOFFICIAL** channels or payment facilities (e.g. direct deposit, banks and non-banks not under the Dragonpay payment selection). These will NOT BE REFLECTED AS PAYMENTS in your enrollment records. 3. Inquiries and requests for clarification should be coursed through https://theconcierge.dlsu.edu.ph/support/catalog/items?category_id=19000254672 4. Sample installment computation may be found at: https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf.
Payment **With** Surcharge	starting **11 Jan 2026 (Sunday)**	
Last Day of Payment and Payment of 1st Installment (with surcharge)	**Jan 21, 2026** (with surcharge)	
For two (2/3) installment payments	**Feb 21, 2026 12:00 PM**	
For three (3/3) installment payments	**Apr 06, 2026 (Monday)**	

For more details, please refer to this link
http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

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DEADLINE OF DROPPING COURSES

REFUND *(applicable for full payment)*	RETENTION FEE *(to be charged to partial payment or no payment yet)*	START DATE	END DATE
100%	0%	Dec 19, 2025	Jan 03, 2026
90%	10%	Jan 04, 2026	Jan 10, 2026
50%	50%	Jan 11, 2026	Jan 17, 2026
0%	100%	Feb 03, 2026	Feb 21, 2026
Withdrawal of Courses **(NO Refund)**	100%	Feb 22, 2026	Mar 07, 2026 (08:00 pm only)

Note:

** Students who drop/withdraw from the courses starting **Jan 18, 2026** will be charged the full amount regardless of whether the student has paid or not or attended the class*

PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
Online Dropping Monday- Saturday (until 08:00 pm)	● **All Students**	Log in at https://archershubstudent.dlsu.edu.ph/ to do the following: Apply Add / Drop → Academic Session (Term, AY) → Drop Course (SELECT COURSE BY TOGGLING THE LEFT BOX) → Reason (Optional) → Proceed (Partially Dropped) → Final Submit (Confirmation)

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CONTACT INFORMATION

ENROLLMENT SUPPORT	AVAILABLE OFFICE HOURS FOR ENROLLMENT CONCERNS:	DETAILS
NOTE: Except for Saturdays, Sundays / Holidays / Non-working days Lunch Break: (Mondays to Fridays) 12:00 noon to 01:30 pm	● Mon-Fri 09:00 am to 12:00 nn and 01:30 pm to 05:00 pm ● Sat 09:00 am to 12:00 nn **DLSU Trunk line:** ● (632) 8-524-46-11 local 115	● For the complete list of fees, you may visit **GLOSSARY_FEE** ● For the approximate computation of tuition and fees, you may visit **TUITION_FEE_CALCULATOR** ● Please visit the FAQs and report form before submitting an issue **ENROLLMENT_FAQS** ● For enlistment concern/s, kindly submit a report through **ENROLLMENT LOG** and for MLS and Animo.Sys/Active Directory (AD) login/access concern, please submit a report through The Concierge (https://theconcierge.dlsu.edu.ph/support/tickets/new) support portal. In "I would like to report an issue about", select IT Services. In "Issue Category", select either MLS or Animo.sys. ● For **CANVAS** technical issues and functionality, please email asist.support@dlsu.edu.ph and use the Canvas help menu. ● For accounts-related issues (**cannot log in, missing course/s in MLS not in Canvas**), please email canvas.support@dlsu.edu.ph

COLLEGE CONCERNS	COLLEGE/SCHOOL	Associate Dean	Academic Programming Officer (APO) *Note: Office hours on Saturdays 08:00-12:00 only*
For the following but not limited to: ● **Audit Class Enrollment** ● **Manual Dropping** ● **Optional Electives/ Optional Minors** ● **Special Class**	School of Innovation and Sustainability (**formerly known as LAGUNA CAMPUS**)	assocdeanLC@dlsu.edu.ph	**MS. MARICEL DELA ROCA** maricel.delaroca@dlsu.edu.ph WFH: Mon/Tue Onsite: Wed/Thu/Fri UH404 Laguna Campus
	School of Innovation and Sustainability (**formerly known as LAGUNA CAMPUS**)	assocdeanLC@dlsu.edu.ph	**MS. MARICEL DELA ROCA** maricel.delaroca@dlsu.edu.ph WFH: Mon/Tue Onsite: Wed/Thu/Fri UH404 Laguna Campus(Day Off: Sat)
	Br. Andrew Gonzalez College of Education (**BAGCED**)	assocdeanBAGCED@dlsu.edu.ph	**MS. MARY GRACE BENEGAS** mary.grace.benegas@dlsu.edu.ph WFH: Mon/Fri Onsite: Tue/Wed/Thu A1603 Br. Andrew Bldg.(Day Off: Sat)
	College of Computer Studies (**CCS**)	assocdeanCCS@dlsu.edu.ph	**MS. HAZEL R. VENTURA** hazel.ventura@dlsu.edu.ph WFH: Mon and Wed Onsite: Tue, Thu and Fri 10th Flr. Br. Andrew Bldg.(Day Off: Sat)
	College of Liberal Arts (**CLA**)	assocdeanCLA@dlsu.edu.ph	**MS. GINA ESPENILLA** gina.espenilla@dlsu.edu.ph WFH: Mon and Wed Onsite: Thu to Sat Ground Flr. Faculty Ctr. (Day Off: Tuesday)
	College of Science (**COS**)	assocdeanCOS@dlsu.edu.ph	**MS. MA. CRISTINA TISMO** ma.cristina.tismo@dlsu.edu.ph WFH: Mon/Tue Onsite: Wed/Thu/Fri Room 202, William Hall (Day Off: Sat)
	Gokongwei College of Engineering (**GCOE**)	assocdeanGCOE@dlsu.edu.ph	**MR. EDDIEMON PANEM** eddiemon.panem@dlsu.edu.ph WFH: Wed/Fri Onsite: Mon/Tue/Thu 9th Flr. Br. Andrew Bldg.(Day Off: Sat)
	Ramon V. del Rosario College of Business (**RVRCOB**)	assocdeanRVRCOB@dlsu.edu.ph	**MS. SHIELA MARIE TEVES** shiela.esteva@dlsu.edu.ph WFH: Thu/Fri	Onsite: Mon/Tue/Wed Ground Flr. Faculty Ctr. (Day Off: Sat)
	Carlos L. Tiu School of Economics (**CLTSOE**)	assocdeanSOE@dlsu.edu.ph	**MS. PURISIMA G. LIPATA** purisima.lipata@dlsu.edu.ph WFH: Monday and Friday; Onsite: Tuesday-Thursday 221 LS Bldg. (Day Off: Sat)