

**15 May 2020**

**TO : Academic Community**

**FR : Br. Bernard S. Oca FSC**  
Chancellor

**RE : Request and Approvals during Community Quarantine**

In light of the COVID-19 pandemic and the limited movement allowed during community quarantine, official requests and approvals may be done through email.

To be considered official and valid, the requester must submit a signed request letter attached to an email message sent through the official DLSU email account. The signed request letter should follow the regular channel of communication/endorsement. An e-signature is recognized as valid only if the letter is sent through the official DLSU email account of the requester.

Approvals made through the official DLSU email account of the approver is considered official and valid.

Thank you.