

**DE LA SALLE UNIVERSITY- DASMARINAS**  
Center for Admissions and Scholarships

**ENHANCED APPLICATION PROCEDURES FOR 1988 EMPLOYEES DEPENDENT AND  
ENHANCED BROTHER PRESIDENT SCHOLARSHIP PROGRAMS FOR A.Y. 2020-2021**

FOR NEW APPLICANTS:

1. The DLSU- D employee shall send a letter of intent to [cas\\_scholarship@dlsud.edu.ph](mailto:cas_scholarship@dlsud.edu.ph).  
*(Attach a scanned copy of child's birth certificate)*
2. The Center for Admissions and Scholarships (CAS) shall coordinate with the Human Resource Management Office for verification of employee's permanent status.
3. The list of verified applicants shall be forwarded to the Accounting Office for assessment purposes.
4. The DLSU – D employee shall be notified by CAS when to email the Accounting Office for the final assessment of fees.
5. The DLSU – D employee shall proceed to online or over-the-counter payment.

For OLDAPPLICANTS/GRANTEES:

1. No on-line application shall be needed.
2. The Center for Admissions and Scholarships shall endorse/forward the list of OLD grantees to the Accounting Office for assessment purposes.
3. The DLSU – D employee shall be notified by CAS when to email the Accounting Office for the final assessment of fees.
4. The DLSU – D employee shall proceed to online or over-the-counter payment.

DLSMHSI STUDENT- APPLICANTS

1. The DLSU- D employee shall send a letter of intent to [cas\\_scholarship@dlsud.edu.ph](mailto:cas_scholarship@dlsud.edu.ph)\*  
*(Attach a scanned copy of child's birth certificate)*
2. The Center for Admissions and Scholarships (CAS) shall coordinate with the Human Resource Management Office for verification of employee's permanent status.
3. The list of verified applicants shall be forwarded DLSMHSI – Lasallian Admission and Scholarship Opportunities.

Prepared:

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