



# GENERAL SERVICES OFFICE

*OFFICE OF THE VICE CHANCELLOR FOR  
ADMINISTRATIVE SERVICES*

# *Functions*

- Manages University's security, safety, health, transportation, and purchasing services



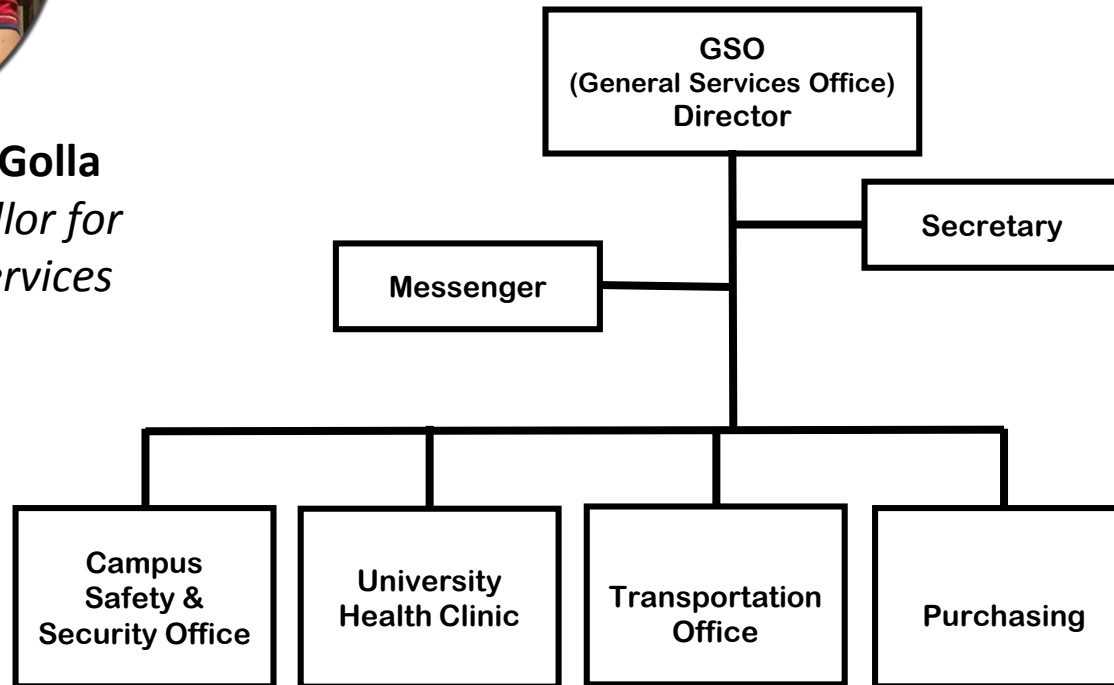




**Dr. Nathaniel S. Golla**  
*Asst. Vice Chancellor for  
Administrative Services*

# Organizational Structure

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**Frederick Godinez, MSE, LPT**  
*Director, Director*

**Prof. Gideon Legaspi**  
*Associate Director, GSO*

# University Health Clinic

## FUNCTIONS

Promotes the health and well being of the DLSU-D community

Offers free dental examination; and medical consultation and treatment for students' minor ailments, accidents, and sudden illnesses occurring within the school premises.

- See Section 16 (Auxiliary Services) of Student Handbook for more details

*\*Subject to prevailing institutional health and safety protocols and minimum public health standards*

University Clinic



Photo by: MCO

# Safety Office

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## FUNCTIONS

Safeguards the welfare of the employees and students of the University by monitoring and implementing the University's occupational safety and health programs



# Security Office

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## **FUNCTIONS**

Provides a safe and secure environment for the students and employees of the University by providing 24-hour security.

The office also is in charged of identifying and mitigating possible safety threats and addressing emergency situations.

The Campus Security Office implements the safety and health protocols of the University.

## **CAPABILITIES**

***24/7 Security Force***

***Emergency Medical Response Team***

***Emergency Vehicle/ Patrol***

**K9 units**

**Fire Truck**

# Pertinent Security Policies

Vehicle Sticker: ***First Come, First Serve Basis***

***No latest vehicle sticker, No entry***

***Cannot be used as a substitute for School ID***

***PUV's not allowed***

Max. Speed Limit: ***20kph***

***NOT ALLOWED***

Heavily tinted, smoke belchers, lowered (less than 6.5" on the ground, and loud mufflers





# TRANSPORTATION OFFICE

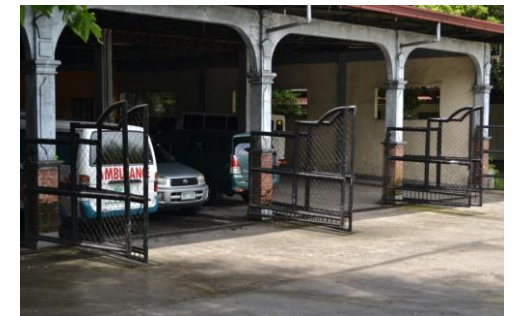
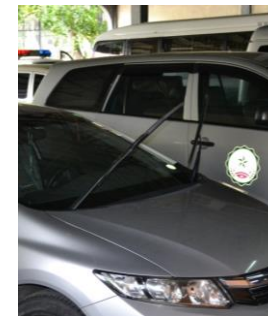
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## FUNCTIONS

Provides safe and timely transportation services to the community.

The office is also in charged of maintaining the University vehicles.

*\*Operations are currently subject to prevailing institutional health and safety protocols and minimum public health standards*





# PURCHASING OFFICE

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## FUNCTIONS

Takes charge of the procurement of all the University's needs including equipment, materials, supplies and services.

*\*Operations are currently subject to prevailing institutional health and safety protocols and minimum public health standards*



# Inquiries?

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**or**

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# ANIMO, LA SALLE!