DE LA SALLE LIPA borderfree education

PRIMER

Driving what’s next
Reimagine Education.

www.dlsl.edu.ph
MISSION-VISION

Inspired by our faith in God, by our Catholic traditions, and by the charism of St. John Baptist de La Salle, educational innovator par excellence, we, together and by association, are committed to give human and Christian education to all, building a society founded on equity and justice and on sustainable and inclusive development.
Why Borderfree Education?

DE LA SALLE LIPA (DLSL) brings the legacy of over 300 years of Lasallian ministry in human and Christian education into the digital world with BORDERFREE EDUCATION. This educational innovation draws inspiration from the commitment of John Baptist de La Salle to place learners, especially the disadvantaged, at the center of the educational project; to enable them to participate in society in a Christian spirit; and to promote the excellence of their whole person through the support of a community.

DLSL’s journey towards BORDERFREE EDUCATION began in 2016 in an IT summit which started discussions on possibilities for the institution in the digital landscape. In 2017, with a Digital Campus roadmap in place, the institution spent approximately P300 Million for developing our digital infrastructure and subscription to MS 365, and Canvas Learning Management System which would basically be the foundation of Borderfree education. With the infrastructure for online learning in place, blended learning was introduced. Key to these efforts were the training of faculty for online pedagogies and the continuous dialogue with students and parents on their experience with online learning. The insights from this process have guided the formulation of the various components of the fully online BORDERFREE experience.

**BORDERFREE EDUCATION at DLSL ensures the safety of learners.** The pandemic has greatly influenced our decision to move to a fully online set-up. Our foremost concern is the safety and well-being of our partners and students. This concern is shared by both parents and students who, in a recent survey by DLSL, indicated that their primary concern for the incoming school year is health and safety conditions in the campus (45%), then followed by quality of education, both online and in-campus (25%). Distancing will remain a feature of the new normal until such time that a vaccine would have been discovered and effectively distributed. Thus, we guaranteed absolutely no physical contact by shifting to a fully online program while conducting learning activities approved by the Department of Education and Commission on Higher Education.
BORDERFREE EDUCATION at DLSL is a new opportunity for making Lasallian education even more accessible. Since its beginnings, the Lasallian network of schools in the Philippines has made quality education accessible through scholarships. Through the online platform, DLSL will be able to extend its reach and use its resources to respond to the educational needs of all sectors.

BORDERFREE EDUCATION at DLSL engages learners in the design of their learning experiences. De La Salle Lipa (DLSL) reimagines the role of education today in preparing students to better navigate the challenges of the 21st Century and life long learning. The Borderfree Experience empowers students to take greater ownership of their learning process to become problem solvers and innovators. Supported by a vibrant online community, learners are enabled to explore real world situations and propose their own findings, analysis and recommendations. Guided by educators who outline learning objectives, the shift to a full online mode allows learners to choose their learning path based on their interests and their own pace.

BORDERFREE EDUCATION at DLSL is not just about the completion of an academic program online. We are committed not only to the online teaching-learning process, but also to re-interpret in digital space, the larger project of human formation and to reconfigure the personal support systems to accompany every student in their lifelong learning journey. We are your partners in your pursuit of lifelong learning. It is our privilege to take this journey with you.

“We are committed... to re-interpret in digital space, the larger project of human formation and to reconfigure the personal support systems to accompany every student in their lifelong learning journey.”
The Components of Borderfree Education

Beyond Going Online

De La Salle Lipa endeavors to create an environment that forms learners to participate in the creation of a just, equitable, sustainable and inclusive society through the experience of:

- A **Borderfree COMMUNITY** of learners that promotes the excellence of the whole person and that together and by association, gives witness to Faith, Service and Communion.

- A **Borderfree CAMPUS** that is responsive to the needs of learners, instructors and the larger community, and supportive of their success.

- A **Borderfree CLASSROOM** where learners are guided to become actively engaged in the design of their learning experiences.
**Empowered Learning**

- Incorporates an intentional curriculum on Social Innovation Fundamentals and Essential Life, Vocational and Social skills approved by both DepEd and CHEd.

- Centerpiece of flexible, self-paced, self-directed programs with gamified assessments that may be accomplished anytime within the 20-week Semestral Cycle.

- Authentic assessments that challenge students to demonstrate their capacity to create solutions to real-world problems.

- PAASCU-accredited programs.

- Networked worldwide with Lasallian schools with over 300 years of experience and tradition in the ministry of human and Christian education.
Engaged Student Life

- An online community that follows a program built on a framework for Total Human Development and witnesses to the Lasallian values of Faith, Service and Communion.

- Provides learners practical opportunities for engaging one another in their shared interests and values.

- Provides access to support and resources needed for building a healthy and balanced lifestyle by addressing developmental needs for physical, emotional, mental and spiritual well-being.

- Develops among learners practical life skills essential for work and human relationships.

- Engages learner’s sense of volunteerism and civic-mindedness by developing a commitment to justice and the common good.
Enabled Services

- A suite of online support services that provides learners ready access to the academic, administrative and technical; and pastoral services of DLSL.

- Contactless digital services allow for transactions while observing physical distancing.

- Powered by a network of professional and qualified learning facilitators, formators and technical partners.

- A system of feedbacking from learners and a well-articulated service level agreement that allows for continuous process improvements.
LEARNING EXPERIENCE

• Preschool
• Grade 1-3
• Grade 4-6
• Junior High School
• Senior High School
• College
PRESCHOOL

- A fully online experience delivered through the Borderfree Learning Management platform.

- Learning modules that develop the learners’ health and well-being, socio-emotional skills, language, literacy and communication skills, creative-aesthetic skills, cognitive skills, character and values and digital citizenship.

- Engaging authentic assessments that showcase the learner’s attainment of skills and competencies.

- An open gradebook that allows parents access to feedback about their child’s progress.

- Wide array of online and offline resources.

- Entails strong guidance from and partnership between parents and teachers.

- Includes a variety of online formative assessments with mostly automated feedback mechanisms to help parents and teachers determine learner’s readiness for new content and the required support for the learning journey.
PRESCHOOL

Teacher’s Role

1. Acts as the subject matter expert, a teacher-coach who develops a rich, updated and dynamic online content, in coordination with the Subject Area Chair.
2. Facilitates the delivery of the promised outcomes to learners and monitors the student engagement in the course.
3. Provides timely feedback and educational support to learners who have academic challenges.
4. Monitors student progress in accomplishing the requirements of the course and grades summative assessments.

Student’s Role Online

1. Dependent on teacher and parent/guardian for instructions.
2. Low self direction and needs authority-figure to give explicit directions on tasks.
3. Attend approximately 1 hour of online face-to-face class sessions daily.

Parent’s Role Online

1. Engaged as a Learning Tutor (Approximately 5 hours per week).
2. With high to moderate engagement.
3. Pre-schedule teacher consultation of approximately up to 2 hours daily.
GRADE SCHOOL

For Grades 1-3:

- A fully online experience delivered through the Borderfree Learning Management platform.

- Learning modules that cover and build on DepEd prescribed most essential learning competencies in English, Math, Filipino with Mother Tongue, Social Studies and MAPEH enriched by additional competencies in TLE, Science and CLCE; and by the incorporation of Christian values and essential life and social skills.

- Entails moderate to strong guidance from both parents and teachers.

- Includes a variety of online formative assessments with mostly automated feedback mechanisms and that allows multiple attempts to help parents and teachers determine learner’s readiness for new content and the required supports for the learning journey.

- Creative and engaging authentic assessments that allow the learners to showcase the skills and competencies they have developed.

- An open gradebook that allows parents access to feedback about their child’s progress.

- Daily online interaction between learners and teachers.

- Access to a wide array of resources and activities for both online and offline learning provided by the teacher and supervised by the parents.
Teacher’s Role

1. Acts as the subject matter expert, motivator and guide, who develops a rich, updated and dynamic online content, in coordination with the Subject Area Chair.
2. Facilitates the delivery of the promised outcomes to learners and monitors the student engagement in the course.
3. Provides timely feedback and educational support to learners who have academic challenges.
4. Monitors student progress in accomplishing the requirements of the course and grades summative assessments.

Student’s Role Online

1. Dependent on teacher and parent/guardian for instructions.
2. Low self direction and needs authority-figure to give explicit directions on tasks.
3. Attend approximately 1 hour of online face-to-face class sessions daily.
4. Real-time consultation with teacher of approximately 2 hours daily for all subjects.

Parent’s Role Online

1. Engaged as a Learning Tutor (Approximately 5 hours per week).
2. High to moderate engagement in the learning process of the child.
3. Pre-schedules consultations with the teacher, approx 1 hour per subject weekly.
GRADE SCHOOL

For Grades 4-6:

- A fully online experience delivered through the Borderfree Learning Management platform.

- Learning modules that cover and enhance DepEd prescribed most essential learning competencies in English, Math, Filipino, Social Studies, Science and MAPEH enriched by the addition of CLCE and by the incorporation of Christian values, essential life and social skills; advanced competencies in TLE; and social innovation fundamentals.

- Access to a variety of learning experiences that students can engage in with minimal supervision of parents.

- A fully online experience delivered through the Borderfree Learning LMS platform.

- Real-time online meetings with students may be scheduled by two to three subjects in a week.

- Open gradebook that allows learners to track their own learning progress.

- A variety of online formative assessments featuring automated feedback and multiple attempts to enable learners and their parents to track their progress in real time and to allow teachers and parents to develop customized and data-driven interventions to support the learning journey.

- Entails moderate guidance from both parents and teachers.

- Summative assessments that allow the learners to demonstrate mastery of the subject-specific skills and competencies; and essential 21st century skills.

- Teachers are moderately engaged in pacing of learning and are available for consultation and conferences.
GRADE SCHOOL 4-6

Teacher’s Role

1. Acts as the subject matter expert, motivator, and guide who develops a rich, updated and dynamic online content, in coordination with the Subject Area Chair.
2. Facilitates the delivery of the promised outcomes to learners and monitors the student engagement in the course.
3. Provides timely feedback and educational support to learners who have academic challenges.
4. Monitors student progress in accomplishing the requirements of the course and grades summative assessments.

Student’s Role Online

1. Drawn to practice self-directed learning; interested. Practice self-directed learning and responds to motivational techniques.
2. Willingly do assignments
3. Attend approximately 4 hours online face-to-face class sessions per week.
4. Real time consultation with teacher of approximately 18 hours per week for all subjects.

Parent’s Role Online

1. Engaged as a Learning moderator.
2. Moderate to low engagement in the learning process of the child.
3. Pre-schedules consultations with the teacher; approx 1 hour per subject weekly.
JUNIOR HIGH SCHOOL

- A fully online experience delivered through the Borderfree Learning Management platform.

- Learning modules that cover and build on DepEd prescribed most essential learning competencies in English, Math, Filipino, Social Studies, Science and MAPEH enriched by the addition of CLCE and by the incorporation of Christian values, essential life and social skills; and social innovation fundamentals.

- Teachers are moderately engaged in pacing of learning and are available for consultation and conferences.

- Access to a variety of online learning resources with facility for learners to upload additional online resources to enrich group learning.

- A variety of online formative assessments featuring automated feedback and multiple attempts to enable learners to track their progress in real time and to allow teachers to provide customized and data-driven interventions to support the learning journey.

- Summative assessments that allow the learners to demonstrate mastery of the subject-specific skills and competencies and essential 21st century skills.

- Open gradebook that allows learners to track their own learning progress.
JUNIOR HIGH SCHOOL

Teacher’s Role

1. Acts as the subject matter expert, a facilitator, who develops a rich, updated and dynamic online content, in coordination with the Subject Area Chair.
2. Facilitates the delivery of the promised outcomes to learners and monitors the student engagement in the course.
3. Provides timely feedback and educational support to learners who have academic challenges.
4. Monitors student progress in accomplishing the requirements of the course and grades summative assessments.

Student’s Role Online

1. Participants in their own education and starts to practice self-directed learning.
2. Explores a subject with a good guide and explores some of it on their own.
3. Attend approximately 2-4 hours online face-to-face class sessions per week.
4. Real time consultation with teacher of approx 20 hours per week for all subjects.

Parent’s Role Online

1. Learning moderator with moderate to low engagement in the learning process of the child.
2. Pre-schedules consultations with the teacher, approx 1 hour per subject weekly.
SENIOR HIGH SCHOOL

- A fully online experience delivered through the Borderfree Learning Management platform.

- Modules that cover and build further on DepEd prescribed most essential learning competencies in the different strands enriched by the addition of CLCE and by the incorporation of Christian values, essential life, vocation and social skills; and social innovation fundamentals.

- Self-directed learning with teacher support provided through online consultation and conferences.

- Authentic assessments that allow the learners to demonstrate mastery of the subject-specific skills and competencies; and essential 21st century skills.

- Open gradebook that allows learners to track their own learning progress.

- A variety of online formative assessments featuring automated feedback and multiple attempts to enable learners to track their progress in real time and to allow teachers to provide customized and data-driven interventions to support the learning journey.
**Teacher’s Role**

1. Acts as the subject matter expert, a consultant/delegator, who develops a rich, updated and dynamic online content, in coordination with the Subject Area Chair.
2. Facilitates the delivery of the promised outcomes to learners and monitors the student engagement in the course.
3. Provides timely feedback and educational support to learners who have academic challenges.
4. Monitors student progress in accomplishing the requirements of the course and grades summative assessments.

**Student’s Role Online**

1. Practices Self-directed learning where they set their own goals and standards—with or without help from experts.
2. Uses experts, institutions, and other resources to pursue learning goals.
3. Attends approximately 4 hours online face-to-face class sessions per month.
4. Real time consultation with teacher of approx 20 hours per week for all subjects.
5. Pre-schedules consultations with the teacher; approx 1 hour per subject weekly.

**Parent’s Role Online**

1. Low to no engagement in the learning process of the student.
COLLEGE

- An integrated Higher Education program in a flexible and self-paced scheme enabling students to have ownership over their own learning process.

- Provides opportunities for earning a college degree while pursuing personal interests and vocational skills.

- Learning is outcomes-based and problem-centered delivered through full online and blended modes.

- CHED-compliant and PAASCU-accredited degree programs are offered using an adult learning approach which empowers learners to craft their own educational plans and goals and enhance their academic studies with their practical experiences and personal interests.
Teacher’s Role

1. Acts as the subject matter expert, a consultant/delegator, who develops a rich, updated and dynamic online content, in coordination with the Subject Area Chair.
2. Facilitates the delivery of the promised outcomes to learners and monitors the student engagement in the course.
3. Provides timely feedback and educational support to learners who have academic challenges.
4. Monitors student progress in accomplishing the requirements of the course and grades summative assessments.

Student’s Role Online

1. Practices Self-directed learning where they set their own goals and standards—with or without help from experts.
2. Uses experts, institutions, and other resources to pursue learning goals.
3. Attends approximately 4 hours online face-to-face class sessions per month.
4. Real time consultation with teacher of approx 20 hours per week for all subjects.
5. Pre-schedules consultations with the teacher; approx 1 hour per subject weekly.

Parent’s Role Online

1. Low to no engagement in the learning process of the student.
ADMISSIONS PROCEDURES
Application via DLSL Admissions Portal (www.dlsl.edu.ph)

1. Create DLSL Online Application account via DLSL Website (www.dlsl.edu.ph)

2. Activate the DLSL Online Application account sent through registered email. Use the account to Log in to DLSL Application Portal.

3. Fill out Online Application Form and upload required documents.

   Note: Applicants can still submit their Application Form even with incomplete requirements.

4. Pay Admissions Fee through accredited banks or via GCash.

5. IATO will evaluate the application.

6. Applicants will receive NOTICE OF ADMISSION informing the status of their application at De La Salle Lipa.

7. If qualified, applicant will pay the pre-enrollment fee via a DLSL accredited payment center.

Send the proof of payment to admissions.office@dlsl.edu.ph for confirmation of payment.
ADMISSIONS PROCEDURES

Application via E-mail

1. Send an email to the Institutional Admissions and Testing Office (IATO) at admissions.office@dlsl.edu.ph following this format:

   SUBJECT: APPLICATION

   NAME OF APPLICANT: 
   GRADE/COURSE APPLIED FOR:

2. IATO will email the application form, list of requirements and payment procedure for the Admissions Fee.

   Note: Applicants can still submit their Application Form even with incomplete requirements.

3. Send back the filled out application form, requirements and the proof of payment of the Admissions Fee to admissions.office@dlsl.edu.ph for evaluation.

4. Applicants will receive a NOTICE OF ADMISSION on the status of their application at De La Salle Lipa.

5. If qualified, applicant will pay the pre-enrollment fee via a DLSL accredited payment center.

   Send the proof of payment to admissions.office@dlsl.edu.ph for confirmation of payment.
ADMISSIONS FEE PAYMENT OPTIONS
Via Accredited Banks (Over the Counter)

**BPI**
Lipa Ayala Branch
Account No: 0881004828

Account Name: *De La Salle Lipa Inc.*

**Payment Details**
Send the required details below at admissions.office@dlsl.edu.ph in the following format:

**Name of Applicant:**

**Grade** *(include Strand for Senior HS/ Degree Program for College):*

**Bank:**

**Date of Payment:**

**Payment Confirmation/Reference No.:**

**Amount:**

**UnionBank**
Lipa Branch
Account No: 0027 2000 3196

**RCBC Bankard**
Lipa Ayala Branch
Account No: 0074900047
ADMISSIONS FEE PAYMENT OPTION

Via GCash

1. On the GCash App, press “Pay QR” then scan the IATO QR code (QR code is only applicable for admissions fee payment).

2. Enter the pre-enrolment amount indicated in your NOTICE OF ADMISSION.

3. Send the GCash payment confirmation to admissions.office@dlsu.edu.ph
   Please indicate the following:
   REFERENCE NUMBER, FULL NAME, GRADE APPLIED TO (based on the issued Notice of Admissions)

4. Payment Details
   Send the required details below at admissions.office@dlsu.edu.ph in the following format:
   
   Name of Applicant:
   Grade (include Strand for Senior HS/ Degree Program for College):
   Bank:
   Date of Payment:
   Payment Confirmation/
   Reference No.:
   Amount:

Follow the sample format below:

For Grade 7:
123456789, Delacruz Juan A.,
Grade 7

For Senior High School:
123456789, Delacruz Juan A.,
Grade 11 ABM

For College:
123456789, Delacruz Juan A.,
BS INFORMATION TECHNOLOGY
INTEGRATED SCHOOL ENROLLMENT PROCEDURE
(For New Students)

1. Complete the Admissions process and pay the pre-enrollment fee

2. Send the scanned copy of the proof of payment and requirements to isregistrar@dlsl.edu.ph
   • Latest Copy of Grades or Report Card (Original copy will be submitted at the OIR when normal operation resumes)
   • Birth Certificate (PSA/NSO)
   • Notice of Admission (NOA)
   • Accomplished Information Sheet w/ 2x2 ID Picture

   For Scholars
   • Notice of Scholarship Acceptance (NOSA)

3. Upon receipt of proof of Payment and Requirements by the Registrar, the student is OFFICIALLY ENROLLED

4. Student’s Official DLSL Email Account will be sent to the email address submitted during application

5. Access the MyDCampus Portal using your official DLSL email address. Announcements and other information are uploaded for your reference.

Welcome to De La Salle Lipa!
COLLEGE ENROLLMENT PROCEDURE
(For New Students)

1. Complete the Admissions process and pay the pre-enrollment fee.

2. Send the scanned copy of the proof of payment and requirements to registrar.records@dls.edu.ph
   - Birth Certificate (PSA/NSO)
   - Marriage Certificate (for married women only)
   - Notice of Admission (NOA)
   - Accomplished Information Sheet w/ 2x2 ID Picture

3. Upon receipt of proof of Payment and Requirements by the Registrar, the student is OFFICIALLY ENROLLED.

4. Additional requirements:
   - For Freshmen:
     - Latest copy of Grades or Form 138
   - For JD:
     - Transcript of Records
     - Transfer Credential
     (DLSL graduate is not required to submit)
   - For Graduate Program:
     - Transcript of Records
     - Diploma (CTC required)
     - Transfer Credential
     (DLSL graduate is not required to submit)

5. Access the MyDCampus Portal using your official DLSL email address. Announcements and other information are uploaded for your reference.

Welcome to De La Salle Lipa!
PRE-ENROLLMENT FEE PAYMENT OPTIONS
Via Accredited Banks (Over the Counter)

Account Name: De La Salle Lipa Inc.

Note: Send the scanned copy of the proof of payment to:

isregistrar@dlsl.edu.ph - Integrated School Enrollees
registrar.records@dlsl.edu.ph - College Enrollees

BPI
Lipa Ayala Branch
Account No: 0881004828

UnionBank
Lipa Branch
Account No: 0027 2000 3196

RCBC Bankard
Lipa Ayala Branch
Account No: 0074900047
HOW TO REACH US

You may contact us through the following:

**Institutional Admissions and Testing Office**
admissions.office@dlsl.edu.ph
0933-854-2581
0908-141-0849
0920-945-4911
0975-831-3221

**Integrated School Registrar**
isregistrar@dlsl.edu.ph

**College Registrar**
registrar.records@dlsl.edu.ph

**Finance Resource Department**
cashier@dlsl.edu.ph

**Lasallian Assistance Management Program** (*for Scholarship concerns*)
lamp@dlsl.edu.ph

**For Other Concerns**
feedback@dlsl.edu.ph