We created this welcome packet and primer with you in mind. We know it is difficult to live and study away from home and we gathered some information that might be useful throughout your stay with us.

We hope that your exchange experience will enrich you for the rest of your life and open a world of possibilities. You will definitely go back to your home school with a cultural appreciation, new knowledge and skills, perhaps a broader perspective, and lifelong friends.

As you begin this adventure, it is our sincere hope that you learn from your teachers and new friends from the Philippines as they will have learned from you.
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Rizal Monument in Luneta Park.
Photo by Philippines Star on Twitter
WELCOME TO THE PHILIPPINES!

The Philippines is a sovereign country located in South East Asia. The archipelago is comprised of 7,641 island grouped into three main group of islands: Luzon, Visayas, Mindanao.

De La Salle-College of Saint Benilde is located in Manila, the country’s capital rich in cultural diversity and is the country’s melting pot of Malay, Chinese, Spanish, and American heritage.
FILIPINO HOSPITALITY

Filipinos are known for their heart-warming hospitality and generosity to visitors, foreigners and local alike. It is very common for Filipinos to go out of their way to make their guests feel at home.

MAIN LANGUAGES

The official language in the Philippines is Filipino and English. Filipino is the standardized version of Tagalog, and is the most widely spoken language in the country. The language of business and education, however, is nearly always in English.

WEATHER AND CLIMATE

The Philippines has a tropical marine climate which includes rainy and dry seasons, and the weather is generally hot and humid. The rainy season is usually from May to October. December to February are usually cooler months. While hot summer months are from March to May. The average yearly temperature is usually about 27°C (80°F) and rarely fall below.

MONEY/CURRENCY

You will find many foreign exchange/money changers in the city. They normally accept US dollars, Euros, and other foreign currencies, the prevailing exchange rate is PhP 52 = USD $ 1 or PhP 58 = EUR € 1.
Manila Bay Sunset at Roxas Boulevard
Photo by Eugenio Pastoral on Unsplash

The Tarsier in Bohol
Photo by Julian Paolo Dayag on Unsplash

Swimming with whale sharks in Cebu.
Photo by Michael Liao on Unsplash
POINTS OF INTEREST

The City of Manila is rich in tourist attractions. In the district of Ermita, Intramuros is a must-see. It features Colonial-period structures such as buildings and walls that survived the wars of the early 20th century including World War II. Next to Intramuros is Rizal Park, which houses the Rizal Monument, the National Museum, a water fountain lights show, an oceanarium, and a Japanese Garden of Peace.

Across the Rizal Monument is Kilometer Zero of Roxas Boulevard. The boulevard runs along Manila Bay and is a good place for strolling while watching the famous Manila Bay sunset. Toward the end of Roxas Boulevard is the Mall of Asia, one of the world’s largest shopping centers.

Benilde is also near the Makati Central Business District (Makati CBD) in the City of Makati and Bonifacio Global City (BGC) in the City of Taguig. These districts are home to the headquarters and regional offices of various multinational companies and consular offices. Major shopping centers and top-tier dining are also located here.

If you would like to explore other cities in the Philippines, we recommend Cebu, Bohol, Boracay, and Palawan. These are the best beach destinations where you can enjoy the sun, sand, and sea of the Philippines.

Check the school calendar for the list of holidays and long weekends so that you can plan your travel ahead.

If you need assistance with airline tickets or insurance for your travels within the Philippines, you can visit CSB Travel and Tours.

**Address:** 4th floor, DLS-CSB SHRIM (AKIC Campus), Arellano Avenue, Malate, Manila

**Telephone:** +63 2 8230 5100 local 5232

**Email:** csbtravelandtours@benilde.edu.ph

To ensure your safety and security, you are expected to inform the Academic Linkages Office of any travel plans while you are living in the Philippines.
El Nido, Palawan.
Photo by Justin Kauffman on Unsplash
WELCOME TO

DE LA SALLE-
COLLEGE
OF SAINT
BENILDE

COLLEGE PROFILE

Benilde is a learning environment that nurtures students to develop their interest and passions, and trains them to become professionally competent in established industries and emerging fields of specialization.

In Benilde, learning in its many forms is encouraged. Spiritual creative pursuits, artistic endeavors, service to the community, awareness of environmental issues, and concern for the common good are all part of the Benildean education. The College’s learner-centered philosophy is founded on the belief that each student is endowed by God with talents and gifts that should be understood, appreciated, and nurtured.
The College continues the mission started by St. John Baptist de La Salle and St. Benilde Romançon by making innovative education accessible to the poor and to diversely-gifted learners.

In his time, St. La Salle created a community of Christian schools throughout France. But what he’s actually done is transform the structure and system of education across four centuries all over the world, a legacy for which he was proclaimed Patron Saint of Teachers.
Achievement is not about who you are nor where you came from. In Benilde, it is about achieving extraordinary feats in your everyday tasks. St. Benilde Romançon grew up in the plains of Thuret, France as an ordinary farm boy.

He taught people of all ages and from all walks of life. But most of all he loved teaching children—a love that kept him in the classroom for 40 years. Pope Pius XI described St. Benilde’s influence saying, “Sanctity does consist in doing extraordinary things, but in doing ordinary things extraordinarily well.”
New campuses/buildings are still under construction.
THE CAMPUSES

Benilde is home to three campuses—the Taft Campus, the SDA Campus, and the AKIC Campus.

The Taft Campus houses computer laboratories equipped with the latest software and a high-speed internet facility to support the academic requirement of Management, Information Technology, Multidisciplinary Studies, and Deaf Education students. Laboratories and studios are designed to stimulate learners to think, discover, and create.

Step inside the Angelo King International Center (AKIC) and enter the real world of the hospitality industry. The College runs industry standard kitchen laboratories and SHRM hatcheries – Hotel Benilde, Vatel Restaurant, Green Cuisine, Andrew Cafe, Chefs’ Station, Cafe Romançon, Snack Bar, CSB Travel & Tours, and Osteria Solomon – which are training grounds for students to apply what they learn in an actual work environment.

Styled in irregular geometrics, every nook and turn of the School of Design and Arts (SDA) is designed to challenge your creativity. The SDA Campus is one big gallery with hallways that can be converted to exhibition spaces at any given time. It has a museum, cinema, amphitheater, and studios which serve as production and collaboration venues for Benildean students.
BENILDE PROGRAMS

Benilde is known for pioneering degree programs not considered career-viable 20 years ago and hence, were not offered in regular colleges and universities. Today, it is recognized for its innovation and continues to offer non-traditional programs responsive to established industries and emerging fields of specialization in Deaf studies, design and arts, hotel and tourism, business, and diplomatic affairs.
School of Deaf Education and Applied Studies (SDEAS)

• Bachelor in Applied Deaf Studies
  Tracks in Business Outsourcing Services Management
  Tracks in Entrepreneurship
  Tracks in Visual Media Arts

School of Management and Information Technology (SMIT)

• Bachelor of Science in Business Administration
  Major in Computer Applications
• Bachelor of Science in Business Administration
  Major in Business Intelligence and Analytics
• Bachelor of Science in Business Administration
  Major in Export Management
• Bachelor of Science in Business Administration
  Major in Human Resource Management
• Bachelor of Science in Real Estate Management
• Bachelor of Science in Information Systems
• Bachelor of Science in Interactive Entertainment and Multimedia
  Computing Major in Game Development
• Bachelor of Science in Interactive Entertainment and Multimedia
  Computing Major in Game Art
• Master of Science in International Business
• Master of Science in Human Resource Management

School of Diplomacy and Governance (SDG)

• Bachelor of Arts Major in Consular and Diplomatic Affairs
School of Design and Arts (SDA)

Benilde Arts and Culture Cluster

• Bachelor of Arts in Arts Management
• Bachelor of Arts in Music Production
• Bachelor of Arts in Production Design
• Bachelor of Arts in Theater Arts
• Bachelor in Performing Arts, Major in Dance

Environment Cluster

• Bachelor of Science in Architecture
• Bachelor of Science in Industrial Design
• Bachelor of Science in Interior Design
• Bachelor of Arts in Fashion Design and Merchandising

New Media Cluster

• Bachelor of Arts in Animation
• Bachelor of Arts in Digital Filmmaking
• Bachelor of Arts in Multimedia Arts
• Bachelor of Arts in Photography
School of Hotel, Restaurant and Institution Management (SHRIM)

• Bachelor of Science in Hotel, Restaurant and Institution Management
  Tracks in Culinary Arts
  Tracks in Hospitality Management
  Tracks in Travel & Tourism Management

• Bachelor of Science in International Hospitality Management

• Master of Science in Tourism and Hospitality Management
ACADEMIC RULES

Each student at Benilde abides by a set of rules and regulations prescribed in the Student Handbook. As an exchange student, you are not exempted from such rules and regulations.

Class Attendance

Each student has a maximum allowable absence of 2½ times for a once a week class and 5½ times for a twice a week schedule. Going beyond this number gives the teacher the prerogative to fail you. Should you be absent due to sickness, it is best that you consult your teacher for make-up of missed graded activities/quizzes. Accumulated tardiness is converted into absences. If you have been late for 3 times, this is equivalent to 1 absence.

Important note: Students are allowed only 2½ absences for laboratory classes in SHRIM and SDA regardless of the number of times the class is held per week. It is the teacher’s prerogative to mark you failed due to excessive absences.

Benilde Grading System

We use a different grading system than what you are used to. Coefficients are not applied in the Philippine Education System. For you to pass each subject, the minimum grade is 70% or 1.0

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>Excellent</td>
<td>97-100</td>
</tr>
<tr>
<td>3.5</td>
<td>Superior</td>
<td>93-96</td>
</tr>
<tr>
<td>3.0</td>
<td>Very Good</td>
<td>89-92</td>
</tr>
<tr>
<td>2.5</td>
<td>Good</td>
<td>85-88</td>
</tr>
<tr>
<td>2.0</td>
<td>Satisfactory</td>
<td>80-84</td>
</tr>
<tr>
<td>1.5</td>
<td>Fair</td>
<td>75-79</td>
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<tr>
<td>1.0</td>
<td>Pass</td>
<td>70-74</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
<td>below 70</td>
</tr>
<tr>
<td>W</td>
<td>Authorized Withdrawal</td>
<td></td>
</tr>
</tbody>
</table>
Basic Classroom Rules

Plagiarism and cheating are major offenses.

You are not allowed to use mobile phones while in the classroom unless the teachers allow it for mobile learning purposes. Please turn them off or place them on silent mode.

Submit all class requirements and for group projects, remember that free-loaders are not welcome; students are empowered to remove a group member if they do not do their part.

Dress Code and Grooming

Students of the School of Hotel, Restaurant and Institution Management (SHRIM) have uniforms and dress codes that are enforced strictly. This is because they are being trained to meet the expectations of the industry.

Students of the School of Management and Information Technology (Smit) and School of Diplomacy and Governance (SDG) are required to come in business attire on some days of the week.

Other schools, such as the School of Design and Arts (SDA), don’t have uniforms perse, but the College has a dress code that students must follow. The dress code helps ensure that students come in to school in proper attire. Even artists who may not have uniforms or come in business attire are expected to know how to dress properly.
INSTRUCTIONS AND ADMINISTRATIVE PROCEDURES FOR SHORT-TERM EXCHANGE STUDENTS

The De La Salle-College of Saint Benilde Academic Linkages Office (ALO) will closely coordinate with your home school’s international affairs office prior to your arrival here in Manila to ensure that all necessary requirements and documents are completed.

Pre-Arrival Requirements (must have English translations)

Scanned copies of the following documents must be sent to Benilde’s Academic Linkage Office by your home university at least three (3) months before your arrival:

1. Inbound Student Mobility Application Form (ISMAF)
2. Authenticated Transcript of Records
3. Letter of Recommendation from home university
4. Birth Certificate
5. Passport bio page

We request that you print these documents and bring the hard copies with you when you come to Manila.
Admission to the short-term student exchange program

If you are accepted to Benilde's short-term exchange program, the Academic Linkages Office will send your home university the following documents two (2) months or at the latest, one (1) month before your arrival:

1. Notice of Acceptance
2. Exchange Student Pre-Arrival Kit, which will contain electronic copies of the following documents:
   a. Short-term program content + signed Course Approval Form
   b. Benilde enrolment process + forms
   c. Special Study Permit (SSP) and Alien Certificate of Registration Card (ACR i-Card) procedure + forms
   d. Tourist Visa Extension procedure + forms
   E. Welcome agenda
   F. Other requirements (dependent on the host program)

We request that you print these documents and bring the hard copies with you when you come to Manila. We will assist you in filling out these forms during your Welcome Orientation.

Visa for short-term exchange students

You can come to the Philippines on a Temporary Visitor Visa (Tourist Visa) and we will assist you with the necessary visa extension. We will also assist you in filing for your Special Study Permit (SSP). The procedures as well as forms will be sent to your home institution along with this welcome packet. See page 38-39 for sample forms.
Enrollment of short-term exchange students

The list of subjects available to you will be sent to you prior to your arrival. Your schedule and list of teachers, however, will only be discussed with you when you arrive. We will assist you with your enrolment and processing of your school ID. The enrollment procedure and forms will be sent to your home institution along with this welcome packet. See page 40-41 for sample forms.
Sample Immigration Forms
Sample Enrollment Forms
Enrollment Form (EXCHANGE STUDENTS)

Instruction: Please accomplish this form and submit to the records-in-charge at the office of the Registrar.

<table>
<thead>
<tr>
<th>Student ID Number</th>
<th>Degree Program</th>
<th>[ ] Male</th>
<th>[ ] Female</th>
<th>Exchange Student from (School/Country)</th>
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</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>Given Name (s)</td>
<td>Middle Name</td>
<td>Email Address:</td>
<td>[ ] Line 1: [ ]</td>
</tr>
<tr>
<td>Age</td>
<td>Citizenship</td>
<td>Birthday</td>
<td>Birthplace</td>
<td></td>
</tr>
<tr>
<td>Father’s Name</td>
<td>Mother’s Name</td>
<td>Permanent Address</td>
<td>Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

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Course Approval

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Schedule</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Conforme: 
Student Name & Signature [ ] Date
Approved by: 
Academic Adviser / Chairperson [ ] Date

For the Registrar’s Office:

Encoded by: 
Records-in-Charge [ ] Date

Course Approval Form-ExSt
New Campuses/buildings are still under construction.

**CONDOS AND APARTMENTS**

1. The Providence Tower 2000
2. Bellagio Residences
3. Cara Celine Dormtel
4. Residencia de Dios
5. Orlando Suites
6. Arellano Luxury Pad (APAD)
7. University College Residences
8. University Pad Residences (UPAD)
YOUR HOUSING

There are many condominiums or apartments surrounding the three campuses which should meet your housing needs.

Monthly rent is usually PhP 6,000 to PhP 16,000 equivalent to approximately USD 114 to USD 305. This normally excludes other utilities such as electricity, water, cable and internet. Normally, advance rent and deposit (equivalent to 2 months) will be required upon signing of the lease.

Note: Prior transportation and housing arrangements may be made for you by your home school in coordination with the De La Salle-College of Saint Benilde Academic Linkages Office.
LIST OF RECOMMENDED CONDOS AND APARTMENTS WITH CONTACT DETAILS AND RATES

**Cara Celine Dormtel**
2450 del Carmen cor. Kapt. Ticong St., Malate, Manila
Office Number   +63 2 8526 5703 to 04
Website   www.caracelinedorm.com
Monthly rates PhP 7,000 to PhP 10,600.

**Orlando Suites**
2489 Estrada cor. Singalong St., Malate, Manila
Office Number   +63 2 8567-1677 to 78
Email   orlandosuites@yahoo.com
Monthly rates PhP 6,000 to PhP 8,500

**The Providence Tower 2000**
2471 Leon Guinto cor. Estrada St., Malate, Manila
Office Number   +63 2 8664 3263 or +63 2 8523 8307
Email   howard@hn capac.com
Website   www.providencetowermanila.com
Monthly rates PhP 12,500 to PhP 16,000

**Residencia de Dios**
943 Estrada St., Malate, Manila
Office Number   +63 2 8526 7876
Monthly rates PhP 6,000 to PhP 10,000

**Arellano Luxury Pad (APAD)**
2460 Arellano Ave., Sta. Ana, Manila
Rooms are for 2-4 occupants, Looking for Ms. Charry
Office Number   +63 2 8484 4435 or +63 922 444 2999
Monthly rates PhP 6,000 to PhP 9,000
University Pad Residences (UPAD)
Ocampo Street, Malate, Manila
Website www.universitypad.com.ph
Monthly rates PhP 7,000 to PhP 11,000

Bellagio Residences
1360 Leon Guinto St., Malate, Manila
Office Number +63 2 8523 0345 or +63 2 8242 8738
+63 917 374 0963
Email bellagioresidences@yahoo.com
bellagioresidences@gmail.com
Website www.bellagioresidences.com
Monthly rates PhP 7,800 each (room for 4 persons)

University College Residences
1052 Estrada St., corner Arellano St., San Andres Bukid, Manila
Office Number +63 2 8521 1951 local 14 or +63 905 667 6712
Email maileddie@litonjua.com
Website www.ucresidence-ph.com
Monthly rates PhP 8,500 to 15,100 per month

Disclaimer: The list above is intended to provide information on student apartments located near De La Salle-College of Saint Benilde. The companies listed are independent, private businesses and are not owned or operated by Benilde. It is your responsibility to make sure your accommodation suits your needs. All arrangements are strictly between you and the student apartment provider.
YOUR ARRIVAL

You are given the option to stay at the Hotel Benilde during your first few nights in Manila should your pre-arranged housing not be ready by that time. It is possible for us to arrange for an airport pick-up but taking a taxi from the airport to the hotel is also convenient. The airport taxi has a fixed or coupon rate of PhP 400-500 equivalent to USD 8-10.

Since you will need some Philippine pesos to begin with, we recommend that you initially change your money at the airport arrival. We recommend you change USD 120 equivalent to approximately PhP 6,300 to cover your taxi, night stay at the hotel, and meals.

Note: Prior transportation and housing arrangements may be made for you by your home school in coordination with the De La Salle-College of Saint Benilde Academic Linkages Office.
TRANSPORTATION AND GETTING AROUND MANILA

Various transportation systems can be used to get around the metropolis of Manila.

The Philippines prides itself with its Jeepney, a public utility vehicle (PUV) only found in the country. It is the cheapest and widely available PUV especially in urban areas. Jeepneys are best for short distance and hop-on-hop-off commutes. Buses are also available on various routes that pass through major thoroughfares.

The elevated light rails, LRT line 1, line 2, and MRT line 3, can also be used to travel fast to distant places in Metro Manila.

For a more comfortable commute, app-based transportation such as Grab, the Asian version of Uber, is also an option.

In Benilde we have a miniature version of the Jeepney - the E-jeep (electronic jeep) - which transports students and faculty around the three campuses.
WELCOME ORIENTATION

The Academic Linkages Office facilitates a 2-day welcome orientation for all exchange students. This is usually scheduled the day after your arrival.

Agenda:

**Day 1**

- Overview of De La Salle-College of Saint Benilde
- Meet and greet program administrators
- Overview of the student exchange short-term program
- Benilde campus tour
- City Tour of Manila (optional)

**Day 2**

- Assist exchange students in filling out all required forms
- Enrollment of exchange students
- Release of the Enrollment Assessment Form (EAF)
- Issuance of student identification card
- Initial extension of tourist visa
- Processing of the Special Study Permit
- Endorsement to Accounting (only if required)
SAFETY AND SECURITY IN BENILDE

Benilde executes rigorous protective measures for the Community by ensuring that all aspects of security and safety are covered.

Benilde has a dedicated security force that makes sure our learning environment is safe and protected. The Center for Emergency Management, Safety, and Security (CEMSS) regularly monitors all entry and exit points in the three campuses and conducts emergency drills for safety awareness. CEMSS employs K-9 dog units, CCTV cameras and roaming security officers in civilian attire as measures to maintain peace and order in the area.

The College is also a member of the Task Force Safe School—a project of De La Salle University, De La Salle-College of Saint Benilde, St. Scholastica’s College, the Western Police District and our neighboring barangays—which endeavors to safeguard the streets surrounding the three schools.

CEMSS holds programs, regular drills and safety inspections to further polish our disaster plans and identify potential loopholes and glitches. These activities also allow the Benilde Community members to have first-hand knowledge of handling emergency situations.
Benide’s Center for Emergency Management, Safety, and Security is ready to respond to any emergency situation using top of the line emergency vehicles and equipment.
GENERAL EMERGENCY INFORMATION

• Take note and familiarize yourselves with the general locations of exits, e.g., stairways, emergency exit ladders, evacuation routes.
• Building Emergency Exit Plans (BEEP) are strategically located all over the campus. Please familiarize yourself with the nearest exit route from where you are located. Be prepared to take any other safe alternate exit in case there are obstructions along the way.
• Fire extinguishers are located at the hallways/corridors, inside laboratories and workshops, they are located near the exit doors.
• Fire alarm pull stations or manual call points are located along the end of hallways/corridors.

EVACUATION

Evacuation of one or more buildings may be necessary in case of an emergency. Such an evacuation may be done using an audible signal/siren/alarm or if an audible alarm is not possible, by verbal announcement. Evacuation may be done on-site/in-campus or off-site/off-campus. Evacuation may be ordered only by the Office of the President and by responding civil safety agencies.

RESPONSE TO AN EVACUATION

• Stay calm, do not rush and panic.
• Safely stop your work and immediately cease all teaching, meetings, recreational and sports activities, group work, and practices.
• Gather your personal belongings if it is safe to do so. (Reminder: take prescription medicine out with you if at all possible; it may be hours before you are allowed back in the building).
• If safe, close your office doors and windows, but, do not lock them.
• Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
• Proceed to the designated Assembly Area and report to your roll taker. Be ready to take alternate routes.
• Wait for any instructions from emergency responders.
• Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
KNOW YOUR EMERGENCY PROTOCOL

EARTHQUAKE

In the event of an earthquake:

**Before**

- Familiarize yourself with the Building Emergency Exit Plan (BEEP). Be prepared to take another alternate exit in case there are obstructions along the way.
- Designate somebody who can assist PWDs.

**During**

- If you are outdoors, stay in the open, away from the power lines or anything that might fall. Stay away from buildings (stuff might fall off the building or the building could fall on you).
- Teachers will ask the students to stay away from windows and to execute Drop, Cover and Hold On.
- In a hallway, sit or duck against a wall and protect your head with your arms.
- In an auditorium, duck between the rows of seats and protect your head with your arms.
- Wait inside until the shaking stops, then evacuate the building quietly and orderly and move to the nearest assembly area.
- DO NOT USE THE ELEVATORS.
- At the assembly area, take attendance and wait for the evacuation team or by the crisis management team.
After

- If need be, release of students for parent-student reunion should be done at the designated assembly area.
- If you become trapped:
  * Alert emergency search and rescue crews or anyone within shouting distance of your location.
  * Make every effort and means available to report your location.
  * If a window is accessible, place an article of clothing or other signal in the window to alert rescuers of your location.
    Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
  * Stay low, near the floor. During a fire, air nearest the floor will contain the least smoke, contaminants and heat.
  * If you are injured, tend your wounds.

FLOODS

- In the event of flooding, move to higher ground-do not wait for instructions to move is flash flooding is imminent (can occur within seconds).
- Do not drive or walk into flooded areas-even small amounts of water can wash out a roadway or anything on it.
- If you are in a flooded area on campus and need assistance, call Campus Security immediately at local 1000 (Taft), 2000 (AKIC), 3000 (SDA) or the Emergency Response Management Services at local 1911 (Taft), 2911 (AKIC), and 3911 (SDA).
Benide’s Center for Emergency Management, Safety, and Security is ready to respond to any emergency situation using top of the line emergency vehicles and equipment.
SAFETY IS EVERYONE’S RESPONSIBILITY

FIRE

In the event of a fire or fire alarm in or near your area:

Fire within campus

• Remain calm and encourage others to do the same.
• Activate the nearest fire alarm (if not yet done) and alert those around you. Report all fires, regardless of size to campus security.
• When the alarm sounds, students are to evacuate the building quietly.
• Teachers are to take lead of the students out of the class.
• Teachers are to instruct the class mayor or designated students to close the windows, turn off lights, air conditioning, fans and close all doors.
• DO NOT USE ELEVATORS.
• Move to the designated Assembly Area. Attendance will be given.
• Do not re-enter the building until told to do so by the evacuation team or by the crisis management team.

Evacuation during recess or lunch break

• If your class is in session, evacuate the building as you would normally do.
• Students who are on recess/break will evacuate directly to the assembly area and meet the teachers for attendance.
Benide’s Center for Emergency Management, Safety, and Security is ready to respond to any emergency situation using top of the line emergency vehicles and equipment.
Fire extinguishers

- Know the location of fire extinguishers in the area and know how to use them.
- Fire extinguisher training is done regularly and is also available for departments by request at the General Services Department
- For minor fires that appear controllable, use the fire extinguisher to control the flame. Get help if necessary.
- For larger fires that is not easily controllable, leave the fire fighting to the campus fire brigade and fire department.
Benide’s Center for Emergency Management, Safety, and Security is ready to respond to any emergency situation using top of the line emergency vehicles and equipment.
MEDICAL EMERGENCY/INJURED PERSON

If there is a medical emergency or an injured person in your area:

• Remain calm and encourage the others to do the same.
• If there is an obvious injury regardless of its gravity or even if the injured person requests it, call the Emergency Response Management Services at local 1911 (Taft), 2911 (AKIC), 3911 (SDA) or Campus Security at 1000 (Taft), 2000 (AKIC), 3000 (SDA) and be prepared to provide the following:
  * location of the incident (as specific as possible)
  * nature of the illness or injury (if known)
  * the number of victims
  * your name and contact number
• Do not attempt to move or transport a person who has fallen or appears to be in pain. Keep the person conscious if possible until help arrives.
• Limit your communication with the ill or injured person to quiet reassurances.
• Leave the administration of first aid for minor injuries to properly trained persons.
• For serious injuries, check breathing and give artificial respiration if necessary (only qualified trained personnel should provide first aid treatment)
• Control serious bleeding by direct pressure on the wound.
• Continue to assist the victim until help arrives.
**BENILDE CLINICS**

The clinics housed in each of the campuses provide medical care and ensure the physical well-being of all Benildeans. Our team of doctors and nurses is on call for any emergency situation, and engages Benildeans by promotion of health awareness, illness prevention, and first-aid response.

Students can avail of free health consultations and over-the-counter medicines at any of the three clinics in Benilde.

S103, Greenway Square, Taft Campus  
**+63 2 8230-5100 local 1280-81**

I714, 7th Floor, AKIC Campus  
**8230-5100 local 2280**

A304, 3rd Floor, SDA Campus  
**8230-5100 local 3280-81**
CENTER FOR EMERGENCY MANAGEMENT SAFETY AND SECURITY (CEMSS)

Direct line
8230-5197 to 99

Mobile Hotline
0932-132-6481

Trunk line
8230-5100

TAFT local 1000 | 1911
AKIC local 2000 | 2911
SDA local 3000 | 3911

EMERGENCY NUMBERS

POLICE ASSISTANCE
Philippines National Police (PNP)
117 | 8723-6983

MANILA POLICE DISTRICT
Malate Municipal Police Station 9
8310-0045

EMERGENCY HOTLINES

PHILIPPINE RED CROSS
143 | 8527-0000

NDRRMC
National Disaster Risk Reduction and Management Council
8911-1406

DOTC
Department of Transportation and Communications
7890

PAGASA
Philippine Atmospheric, Geophysical and Astronomical Services Administration
8433-8526

MMDA
Metropolitan Manila Development Authority
136

MMDA Flood Control
8882-4177
**HOSPITALS**

Manila Adventist Medical Center  
**8525-9191**

Ospital ng Maynila  
**8524-3011**

Saint Clare’s Hospital  
**8831-6511**  
**8831-5445**

UP-Philippines General Hospital  
**8544-8400**

Manila Doctors Hospital (MADOCS)  
**02 8558 0888**

Head Office  
**8902-3400**  
**8789-4000**

**HEALTH MAINTENANCE ORGANIZATION (HMO) CLINIC**

INTELICARE  
DLS-CSB exclusive 24/7 mobile assistance  
**0920-9073699**

**BANK**

UCPB  
**8811-9292**

For general concerns  
**8811-9111** or **1-800-1-888-9777**  
(Toll free from any PLDT landline)

Pablo Ocampo Branch  
**8536-3119**  
**8536-3120**  
**8523-1910**

Banco de Oro  
**02 8526 0034**

Metrobank  
**02 8404 3912**

Bank of the Philippine Islands  
**02 8557 5437**
UTILITIES

Meralco
16211

PLDT
173 (Repair)
187 (Directory Assistance)

Embassy of China
The World Center
Sen. Gil J. Puyat Ave., Makati
02 8848 2395

Embassy of France
Corner Sen. Gil Puyat Ext.
Makati avenues 16th floor Pacific Star building, 1200
02 8857 6900

Embassy of Japan
2627, 1300 Roxas Blvd, Pasay,
Metro Manila
02 8551 5710

Embassy of South Korea
McKinley Town Center, 122 Upper McKinley Rd, Fort Bonifacio,
Taguig, 1634 Metro Manila
02 8856 9210

Embassy of Spain
L27, Equitable Bank Tower,
8751 Paseo de Roxas, Makati
02 8817 9997

Embassy of the United States of America
1201 Roxas Blvd, Ermita, Manila,
1000 Metro Manila
02 8301 2000

Maynilad
1626

Manila Water
16267
CONTACT

De La Salle-College of Saint Benilde Academic Linkages Office
Office of the Chancellor
Room 202, Solomon Hall, Taft Campus
2544 Taft Avenue, Manila, Philippines
Office Number +63 2 8230 5100 local 1136
Email oc-academiclinkages@benilde.edu.ph

MARIYA MAGILIW MANALILI
Academic Linkages Associate
Office of the Chancellor
Email mariyamagiliw.manalili@benilde.edu.ph

MARK HUMPHREY MENDOZA
Director
Office of the Chancellor
Email markhumphrey.mendoza@benilde.edu.ph