umpokan was built in 1998 by DLSL alumni as a virtual meeting place so DLSL alumni could get back together and renew long lost friendships. What used to be a tiny collection of email addresses has grown into a favorite cyber-tambayan for alumni. During school year 2009-2010, it was given a new look. It was given the feel of famous social networking site – Facebook so alumni can post pictures and announcements. To make it more attractive and useful, the Offices of Alumni Linkages and College Guidance thought of adding new feature which is job posting.

Assistance to alumni in search for jobs is one of the school’s alumni services. In able to reach for more alumni who are in search for job, the aforementioned offices thought of utilizing the DLSL’s own cyber-tambayan. The added feature would also be a venue for alumni to reach out to fellow alumni by providing employment opportunities. Job posting will also be a vehicle in contributing to the scholarship fund.

**Mechanics:**
In order to avail of this umpokan job posting service, companies should be accredited by the DLSL Career and Placement Office. Once accredited, companies can ask for the **Graduate List Availment Agreement form** and/or can request for job postings.

A. Accreditation
   Companies who would like to be accredited should submit the following documents to the Career and Placement Office at the College Guidance and Counseling Center:
   - Company Profile
   - SEC Registration
   - DTI Permit (for non-corporations)
   - Accomplished Graduate List Availment Agreement form

B. Gift /Donation Payment- (for DLSL Scholarship Fund)
   Please forward your payment to the FRD or thru bank:
   - Bank: Bank of the Philippine Islands
   - Branch: CM Recto Ave., Lipa City
   - Peso Savings Account #: 9011-0019-28
   - Account Name: De La Salle Lipa, Inc.
   - Reference Number : 2062000003

   A scanned copy of the deposit slip with written remark UMPOKAN DONATION should be sent together to career.placement@dlsl.edu.ph
C. Job Posting

Submit softcopy of company logo (at least 150 dpi) and the accomplished job posting form (downloadable from the UMPOKAN site) to the Career and Placement Officer for verification. The job posting contains the following information:

- job title / position
- number of positions available
- job description
- qualification
- requirements
- application procedures or guidelines
- contact person with designation and contact details

Company with job postings will be given an account to access the umpokan job site that will last during the period of their job postings.

For other details, please contact Ms. Mariefe D. Balane at (043) 756 5555 local 251 / (043) 981 2904 or send an email at career.placement@dlsl.edu.ph

Disclaimer: De La Salle Lipa will not be held liable if the performance of the hired employee is subpar from the employer’s expectations.