



ATENEUM DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office for Student Services

04 September 2015

MEMO TO: LOYOLA SCHOOLS STUDENTS

A handwritten signature in black ink, appearing to read 'Mallillin'.

FROM: MICHAEL JACINTO F. MALLILLIN
DIRECTOR, OFFICE FOR STUDENT SERVICES

RE: PREVENTION OF THEFT & LOSSES AROUND CAMPUS

There has been an increase in incidents of theft and losses recently around campus particularly at the MVP Building, Berchmans Hall and the Rizal Library. As has been reported in the news lately, during this time of year, incidences of theft normally escalate. According to our statistics from previous years, that holds true even for our campus.

In this regard, we would like to remind all students to please take care of your personal belongings, particularly your valuables, ie. wallets, phones, gadgets and cash. These practices should be avoided:

- Leaving your personal items and valuables unattended and unsecured inside org rooms even for a brief amount of time
- Leaving your bags and gadgets lying around far from your line of sight
- Using your personal items and gadgets to “save” tables and cubicles at the cafeteria or library
- Forgetting your personal items while charging or in use at computer labs (ie. phones, tablets, USBs)
- Leaving your belongings in an unlocked or open classroom during class period while doing a class activity outside the classroom

Always be attentive where you leave your personal belonging and valuables and best to leave them in secure repositories such as lockers. The school and its security personnel does its best to help secure our premises but is not responsible for any personal losses due to theft or negligence. Please do your part in keeping our community and your personal items safe and secure.

For any reports of Theft and Loss, or for Lost and Found services, please visit us at the Office of Student Services (formerly the ADSA) at the Ground Floor of the Xavier Hall.