

Policy and Guidelines on the Use of the Official Virtual Background for online Engagements

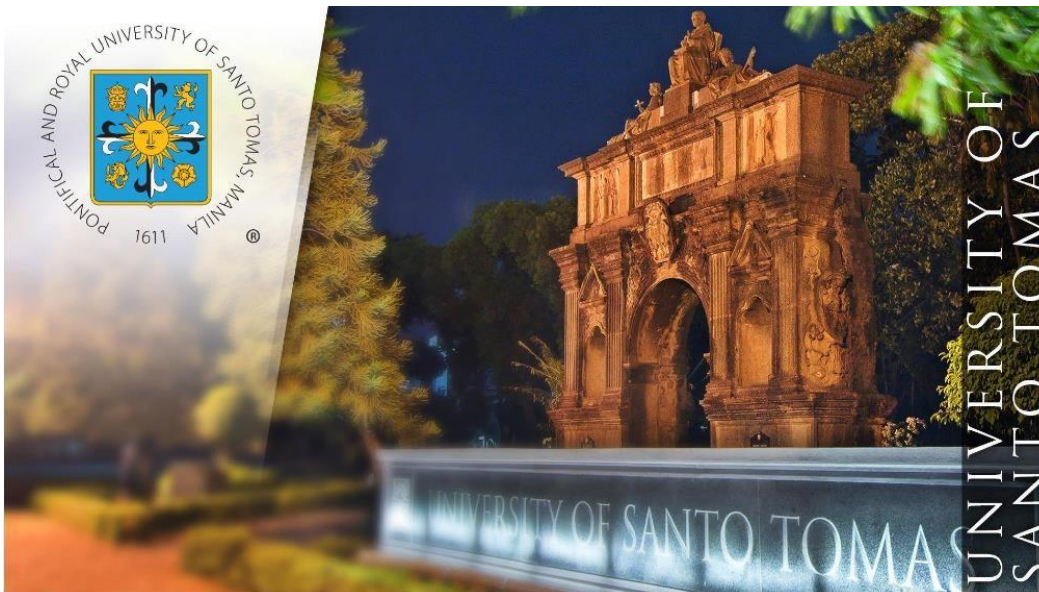
I. Policy

The University, in its effort to preserve and promote its unique brand as an institution of higher learning, uses specific virtual background for official online engagements (i.e., webinars and/or online meetings).

II. Guidelines

1. The virtual background comes in four study designs, as follows:





2. As an official virtual background, it shall be used by the administrative and academic units for online official engagements, such as but not limited to:
 - a) academic-related professional engagements;
 - b) official academic or administrative meetings; or
 - c) participation in webinars.

3. The use of the official virtual background comes with the responsibility of representing the University's brand, image, and identity as a Catholic institution of higher learning.