

MEMORANDUM

MARCH 17, 2020 | 2:19 a.m.

We would like to offer a prayer for everyone's safety and endurance - physically, emotionally and spiritually.

Also, please accept our gratitude for the extraordinary measures (individually and collectively) you have done to respond well to the advisory released by the Office last March 11. Many have gone out of their comfort zones to make sure that learning continues.

We understand that there are still questions about these measures. And we will respond promptly and adjust accordingly as they come. In the meantime, allow us to address those that have been recently brought to our attention in our last management meeting on March 16:

1. It is the position of the Office of the VCAR that online homework cannot be made as a sole reason for a virus infection or any other unforeseen incident. The Office is prepared to address this in the event that these concerns arise.

2. As advised by the Office of the VCFAS, part time teachers shall continue receiving their salaries. Please see March 11 advisory for the deliverables/expected outputs as these pieces of information are very important when the plantilla is checked and faculty performance is assessed. Those who receive their compensation through checks must wait for further advice from the Accounting and Finance Office.

3. Those who are having issues with internet connection may consider creating modules as mentioned in the March 11 advisory. Facebook also offers a free chat feature that does not require an internet connection. You may opt for that to sustain connection with students and discuss alternative ways to satisfy the expectations for the subject.

Extraordinary times would also require extraordinary patience and understanding from all of us, teachers and students alike. May I request that the following points mentioned in the March 11 advisory be faithfully practised?

1. Increase the number of attempts and be flexible with the assessments, especially during this month of March as everyone is still adjusting with the new set up. You may get in touch with CILP or your college tech support to help you adjust the settings.

2. Streamline the syllabus and focus on essential subject matters. Studies show that topics that would normally consume one period to process in an onsite meeting would require two periods if done online. It would also help our students prepare if they will be given a schedule of topics, including assessments that will be covered until the midterms.

3. Explore other platforms to sustain connection with and among students. If you do not have any active SB account, other educational and social media platforms may be considered at this time to facilitate collaboration among students. Asking students to physically meet as a group and leave their homes is not allowed as such would be against current health advisories.

Currently, the A&R management committee follows a schedule of meetings and consultations. Please feel free to get in touch with your respective admins during these schedules. We are also developing an instrument to mobilize feedback from students and faculty as far as their experiences with this new set up are concerned. Hopefully, our partners from the Student Government and Faculty Association would help us administer these instruments and get accurate pictures of students' and the faculty members' respective situations. These will help us when we decide eventually if we need to further adjust the academic calendar should this set up continue even after the midterm period. That decision is targeted to happen on April 7.

Again, this is an extraordinary situation. Let us be compassionate not just to others but to ourselves as well. The kind of excellence needed at this time may not be the kind of excellence that we aim for during normal times. Let us take care of one another and together power ourselves through these challenges.

Thank you for your attention and patience.