

MEMORANDUM

April 7, 2020

It is barely a day before the Lenten break and after that, barely five weeks heading towards the end of the second semester. And it has been a struggle for everyone. But we continue to persist.

Lately, I have received appeals from different college student governments and I will respond to them in writing in the same way that these letters have reached me. But again, we will continue. We will persist.

- We continue to make more reasonable measures, especially in terms of assessments. As of this time, all deadlines have been **EXTENDED UNTIL ON-CAMPUS CLASSES RESUME**.

- We continue to study student reports and assist our teachers in their classes based on these reports. We are **VALIDATING REPORTS, MONITORING CLASSES, and HOLDING DISCUSSIONS WITH TEACHERS CONCERNED**.

- We continue to reach out to students who are living independently and running out of resources, **PROVIDING LITTLE HELP** to them to the best of the University's abilities. **THEY WILL ALSO BE GIVEN THE TIME TO CATCH UP ONCE ON-CAMPUS CLASSES RESUME**.

This extraordinary situation has given all learning communities in the world the opportunity to reflect on the kind of learning that must take place at this time. We are in the process of evolving and we need everyone to endure for us to see this process come to its fruition.

We will continue. We will persist, especially for those students and teachers who are doing their best and patiently working together towards cultivating a new and positive learning climate that will benefit all.

Attached is the “Learning Continues Plan 2.0” for everyone’s guidance. It presents guidelines if the community quarantine is either lifted or extended on April 30.

Thank you for your attention.

LEARNING CONTINUES PLAN 2.0 POST-QUARANTINE PERIOD

PLAN A: If quarantine period is lifted after April 30

1. Students and faculty shall follow the precautionary measures that will be called by the University in observance of local and national advisories.
2. In attending classes, the following shall be observed for extra protection:
 - a. All students and teachers shall wear face-masks (improvised or what have you). The following are also encouraged: wearing of protective eye gears and bringing of alcohol.
 - b. The chairs shall be arranged in the same way that they are arranged during exam period.
 - c. In observance of social distancing as prescribed by DOH, classes may be divided into two batches but still be designed to maximize learning opportunities, based on the assessment of the teacher.
 - i. The design must be approved by the department chair concerned.
 - ii. The class concerned must be informed beforehand about the arrangement.
3. The first week of May (resumption of on-campus classes) shall be spent explaining the specific grading system developed for the class, discussing catch up measures, and drawing “what to do” plans, taking into consideration the best workable arrangement for the class (lab, lecture, PE, etc.), as jointly assessed by the teacher and the students.
 - a. It must also include those students who cannot attend the class.
 - b. A substitute must be ready for teachers who will not be able to attend the class.

PLAN B: If quarantine period extends after April 30, 2020

1. Distance learning mode shall be self-paced. For High school online schedule shall be followed.
2. Teachers and students who have access to each other shall continue the distance learning mode, with the following additional measures:
 - a. Unlimited number of attempts for assessments
 - b. Learning activities shall be developmental, leading to the completion of a final output. It is strongly suggested that the final output be in response to the pandemic that the country or the world is experiencing.
 - c. All deadlines shall be set upon the resumption of on-campus classes. (ATTENTION: This means that no deadline for the assessment shall be given within the day. Instead, it must be extended until on-campus classes resume.)
3. The final grade of the students shall be guided by the following:
 - a. Specific grading system/s will be developed for the end of the semester grade by the department based on its assessment on how the subjects were carried out. Guidelines shall be made for this purpose.
 - b. The grading system shall be released to the students within two weeks after the Lenten break is finished.

- c. Deliberation of grades shall be held before grades are shown to the students
 - d. Time for student clarification shall be held before grades are given.
 - e. In progress grades may be given, for those who failed to complete the requirements. One school year is given for completion.
4. Those without access shall be given the chance to catch up once on campus classes resume (Please see Teacher Guide https://www.dlsud.edu.ph/announcement/college/2020/distance_learning_mode_faculty.pdf and Student Guide https://www.dlsud.edu.ph/announcement/college/2020/distance_learning_mode_students.pdf, as they will still apply). These include those with thesis or capstone projects to finish and practicum-related requirements to complete. For the former, online defense may proceed if all parties are agreeable. For the latter, alternative activities shall be looked into.
5. Completion of learning outputs shall be guided by the following schedule
 - a. Graduating students – June 22, 2020
 - b. Non-graduating students – by the end of the Special Term
6. If students fail, despite all the measure mentioned above, an NC (non-credit) instead of 0.00 shall be given.
7. Refresher seminar type activities for major/professional subjects (mandatory) and high school subjects (case-to-case basis) shall be conducted for the whole month of June.
8. Special term schedule starts in July, following a compressed schedule.
9. Schedules for commencement exercises, baccalaureate mass, and other large gatherings shall be suspended.

PLAN C: If quarantine period extends until Special term (June-July) or any part of the special term and lifted by August 2020, the Academic Calendar for SY 2020-2021 shall be adjusted to provide time for the catch up measures indicated in PLAN B.