

MEMORANDUM

May 8, 2020

Thank you for the show of support that has been extended lately. Different members of the academic community (students, faculty, support staff, and parents) have been reaching out to us and offering their assistance in terms of how we can best respond to this situation.

- Student organizations have been helping out in the relief operations drive;
- Faculty members have been expressing willingness to help in the information; dissemination drive, especially in preparation for SY 2020-2021;
- Guidance counselors have been finding ways to connect with students; and,
- Support personnel have been going out from their comfort zones for important operations to continue; and,
- Parents have been very accommodating to the various requests coming from the Office

Thank you for these gestures of generosity, offered whole heartedly amidst these trying times, that all of us are experiencing.

In the coming weeks, various measures will be released in preparation for SY 2020-2021. We hope that we can call on you as your support will be very important in making sure that we greet the new school year stronger and better.

As part of our preparations, please see the attached advisory for your guidance. This pertains to the following: grades for the 2nd semester of SY 2019-2020, measures for the remaining days of the second semester, if the ECQ is lifted, and the upcoming Special Term. Various sectors – parents, students, and faculty - have been consulted for this purpose. I hope you would find them in order.

For any question or concern, kindly get in touch with your respective AVCs, Deans, or HS Principal. They shall be brought up in our regular Tuesday meeting for our immediate resolution. Thank you for your attention.

OVCAR ADVISORY. MAY 8, 2020

The following are relevant information released for your guidance. They pertain to grades for the 2nd semester of SY 2019-2020, measures for the remaining days of the second semester, if the ECQ is lifted, and the upcoming Special Term:

1. On the submission of grades for the 2nd semester, SY 2019-2020

a. Submission of grades of the undergraduate students for the 2nd semester shall follow the schedule below:

- i. Until July 15, 2020: for classes¹ of graduating students applying for medical school
- ii. Until August 15, 2020: for classes of other² graduating students
NOTE: Requested documents like TOR shall be made available a week after.
- iii. Until end of the first semester 2020-2021: for the rest³ of the students

NOTE: Currently, the administration is gathering data to help decide whether to open the next school year in in September or October 2020.

b. Students who missed the deadline for the submission of learning outputs (please see footnote) shall have one school year (1st and 2nd semester of SY 2020-2021) to complete the requirements.

- i. In the meantime, they shall be given a grade of IN PROGRESS.
- ii. If they still fail to meet the requirements after one school year (1st and 2nd semester of SY 2020-2021), the student concern shall be given an NC or non-credit.

NOTE: NC or non-credit implies that the student will NEITHER receive a FAILED or PASSED mark for the subject. It will not also have any bearing on the computation of grades for Latin Honors, retention in the program, nor application or retention of scholarship given by the University. Since it will not be given any credit, the student who received an NC must take the subject again. Further details shall be released by the OUR.

c. For High school, a separate guidelines for the submission of grades shall be released.

DEADLINE SUBMISSION OF LEARNING OUTPUTS TO TEACHERS:

¹ Deadline of submission of learning outputs is June 30, 2020.

² Deadline of submission of learning outputs is August 3, 2020.

³ Deadline of submission of learning outputs is August 3, 2020.

2. May 15-31, 2020 (If ECQ is lifted)

- a. Students will no longer be required to come to school. Instead, they shall use the remaining days of the second semester to focus on their learning requirements, as they see fit.
- b. The following students may visit the University, subject to pertinent institutional policies and relevant and timely regulations released by the national, provincial, and city governments:
 - i. Those who need to secure and take home important materials related to schoolwork;
 - ii. Those who willingly agreed to come for an onsite defense, submission of requirements, or thesis related concerns, after exhausting options offered online; and,

NOTE: Prior agreement with faculty concerned must be done

- iii. Those who need to transact and secure documents to which OUR and CSA cannot accommodate online. For offices outside Academics and Research, kindly wait for their individual announcements.
- c. Graduate students may visit the University for the same reasons mentioned in b. The library is also open for them and undergraduate students, should urgent transactions need to be done. Please take note that physical distancing measures shall be strictly observed inside the library.
- d. The faculty will not also be asked to report to the campus to conduct classes. As long as their health will not be compromised, they may however visit the University, for very essential tasks related to the computation of grades and mandatory laboratory maintenance check. For faculty assigned in offices, they are asked to coordinate with their respective directors, AVCs, or Deans for guidance in relation to the work from home program guidelines that will be released by the HRMO.
- e. To avoid overcrowding, a schedule has been assigned to each college and office. Strict physical distancing measures shall be observed. A procedure has also been put in place to manage the request to enter the campus and the need to issue certifications for those who might encounter checkpoints along the way. It is important to get in touch with your respective college deans, AVCs, or principal for the details of this information.

3. Special Term (June-July 2020)

- a. Faculty, unless with approved special term leave application, shall continue to spend their 20 hours a week participating in capacity building measures related to fully online classes and in preparing learning modules for subjects that will be offered in school year 2020-2021. Those with pending research projects may also use the time as long as the two primary tasks (training and module preparations) are not neglected. For faculty assigned in offices, they are asked to coordinate with their respective directors, AVCs, or Deans for guidance for the work from home program guidelines that will be released by the HRMO.
- b. Those with approved special term leave applications have the option to retract them until May 30.
- c. Those who will continue with their leaves shall settle pending requirements borne out of the second semester or make themselves available (online or onsite) for cases related to the grades of students.
- d. The classes for the Special Term of SY 2019-2020 shall start in June 29, 2020. The schedule of enrollment shall be released by the OUR.
- e. To assure safety of students and teachers, the mode shall be offered via distance learning mode under a compressed arrangement (equivalent to seven days of intensive work, 8 am- 5 pm). A set of standards for both online and printed module (for those who cannot go online) shall be released in June.
- f. Only curricula with scheduled Special Terms subjects, GS subjects, and subjects of students scheduled to graduate during the Special Term shall be offered. CTP-related subjects are also allowed to be offered during the Special Term.
- g. The loading of faculty shall be guided by the pertinent guidelines in the faculty manual and the willingness of the faculty to go fully online or printed module mode (for those who cannot go online) based on a set of standards that will assure quality learning.