



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte
website: www.slsuonline.edu.ph
email: slsumaincampus@gmail.com/
op@slsuonline.edu.phtelefax: (053) 577-8299




Office of the University President

OP Memorandum Order No. 57
Series of 2020

TO: VICE PRESIDENT FOR ADMINISTRATION AND FINANCE
VICE PRESIDENT FOR ACADEMICS, RESEARCH & INNOVATIONS
VICE PRESIDENT FOR EXECUTIVE OPERATIONS & EXTERNAL AFFAIRS
VICE PRESIDENT FOR STUDENTS & AUXILIARY SERVICES
CAMPUS DIRECTORS
DIRECTORS/DIVISION HEADS
COLLEGE DEANS/DEPARTMENT HEADS/UNIT HEADS
FSSC PRESIDENT
SSC PRESIDENTS

SUBJECT: POST-ENHANCED COMMUNITY QUARANTINE (ECQ) CONTINGENCY AND RECOVERY PLANS OF SOUTHERN LEYTE STATE UNIVERSITY

FROM: 
PROSE IVY G. YEPES, EdD
University President

DATE: APRIL 29, 2020

Based on the IATF guidelines, Southern Leyte is among the provinces considered as low risk areas, thus may be placed under the General Community Quarantine (GCQ) after April 30, 2020. In view of this, the University crafted the Post-Enhanced Community Quarantine (ECQ) Contingency and Recovery Plans to serve as guidelines to be observed by the students, faculty and administrative staff once work will resume on **May 4, 2020**. Such plans had been approved by the Board Regents during its 72nd Special BOR Meeting on April 28, 2020. As such, all concerned are hereby informed of the **salient points** of the plans, to wit:

1. Junior and Senior High School Students

- a. The administration of classes shall follow the guidelines stated in Memorandum Order No. 22 Series of 2020, dated March 30, 2020, issued by the VPARI. Self-Paced Learning Plans (SPLPs) developed by Laboratory High School faculty members shall be uploaded in the FB, Messenger, or of any means of social media that shall be accessed by the students during the suspension of classes for them to be able to study while at home. The students who cannot access will be given a year to comply with the said activities or outputs to pass the subject. Graduating

students must comply with all requirements on or before May 22, 2020 to receive a numeric passing grade.

- b. The requirement of output and assignment of the students shall be collected by the respective subject teachers and be included for the grade computation in the final term.
- c. Grades for the Third and Fourth Grading shall be based on students' PreECQ and during ECQ performance, respectively. However, in the absence of empirical data during the last quarter, teachers are given the privilege to exercise academic freedom in giving grades to students based on the observed patterns of learning behaviors during PreECQ.
- d. Classes in JR and SR High School will end on May 22, 2020. Grades shall be completely submitted to respective class advisers on or before May 27, 2020.

2. Undergraduate Students

- a. **Attendance of Students.** The second semester of SY 2019-2020 will resume on May 4, 2020, however, there will be no residential or face-to-face classes. As such, the students will receive instruction through the Self-Paced Learning Plans (SPLPs) that will be sent to them through the messenger, email, or any online platforms.
- b. **End of the Second Semester.** The second semester will end in May 2020 based on the approved academic calendar.
- c. **Faculty Members.** Faculty members including part-time instructors will report back to school on May 4, 2020, following the alternative work arrangement **(Annex B)**. Faculty who continue to upload SPLP from the start of ECQ until April 24, 2020, are no longer required to upload new SPLP. Instead, they are given until second week of May to retrieve outputs from the students and complete their grades/marks. Faculty who opt to stop the uploading of SPLP are required to upload using any online platform modalities accessible to their students SPLP of the identified three or four substantive topics.
- d. **Research Subjects.** There will be no more oral defense/presentation of research output as students are not coming to school. For those students enrolled in this course, the students are required to submit at least a research proposal. Students will no longer be advised to proceed to gathering of data or even collecting of data as they are required to stay at home. Their output may be sent through email, messenger, or LBC.
- e. **Laboratory Subject.** With students not coming to school, faculty members handling subjects with laboratory shall design activities in the SPLP that will enable the students to do exercises while at home. The faculty members will prepare situational questions/activities that will allow the skills of the students to emerge just like when they are having their actual laboratory works.
- f. **Computation of Grades.** Midterm and final examinations will be canceled. Grades of the students shall be computed using this formula:

$$\text{PreECQ} + \text{PostECQ} = \text{Final Grade}$$

Where

PreECQ refers to the scores of the students taken from the quizzes, assignments, projects, class recitation of the students before the ECQ.

PostECQ refers to the **score** of the students after the ECQ. This is taken from the quizzes/tests given to the students based on the SPLP.

Faculty members shall be considerate to students who have no access to the internet and cannot study the SPLP. These students will be given one (1) year to comply with all the course requirements. They will just be noted as INC (incomplete) in the records of the faculty but will not reflect it in the system or in the Transcript of Record (TOR). All the students will be allowed to pass but with a numerical rating to be given by his or her subject teacher. Students with previous INC which will be expired on May will be given enough time to comply especially those who are not graduating students but for those graduating students they will be given grades based on his/her compliance or from his/her previous performance particularly those who cannot comply.

- g. **Submission of Grades.** Faculty members are expected to submit the grade sheets on or before May 30, 2020. However, deans will be instructed to closely monitor the faculty and remind them to submit the grades earlier before the deadline. For graduating students, grades should have already been submitted on or before May 15, 2020.
- h. **OJT.** Since students undertaking the OJT program have not been able to complete the required number of hours, they shall submit their journals on different platforms. Their grade for this subject will be based on the rating that will be given to them by their employers/managers or supervisors. OJT's will no longer be deployed and will not be asked for further requirements.
- i. **Graduating Students.** Each college will make sure that all their graduating students have complied with all the requirements for graduation. Colleges, particularly those with board programs will design a program of activities that will supplement the learning of the students and make sure that good performance in the licensure exam will be maintained. All faculty members of these colleges are required to provide exercises e.g. board exam questions to the students to help them perform well in the board examination.
- j. **Graduation.** Graduation will be virtual dubbed as e-graduation and will be posted on the university's website and FB page/account. This will be a special post where the names of the graduating students will be mentioned and their pictures will appear. The Schedule of the e-graduation is June 8-10, 2020. The Diploma and medals will be given to the graduates once the situation is normal. More or less the same protocol will be followed as enumerated in the JS and SHS plan.
- k. **Summer Classes.** Summer classes will be offered in June and July 2020. The mode of instruction that will be used is off-line and there will be no face-to-face

session. Faculty members who will teach during summer will prepare the Self-Paced Learning Materials from May 6, 2020 to May 22, 2020. These will be given to the students via geographical clustering distribution or uploaded in the messenger or other platforms before the summer class starts. Meanwhile, all subjects regularly scheduled in Summer will be offered including those to be taken by graduating students. However, the requested subjects for summer will not be accommodated.

- l. **OJT for Computer Engineering (CpE) Students during Summer.** Engineering students will enrol their OJT this summer. However, there will be no deployment of students to the field. Instead, the students will be required to submit case study relevant to their field of specialization. Then, the same mode of delivery of instruction and sending of outputs just like in the previous sections.
- m. **Enrolment for Summer.** Enrolment for the summer term will be on-line. Relative to this, college deans, department heads, program chair, academic advisers and OJT coordinators are advised to closely coordinate with the students who will be enrolling this summer. They are required to submit the names of these students to the office of the VPARI/ADARI which in turn will submit the list to the office of the Registrar. During this time, enrolment documents will be processed even if without the signature of the students. The pertinent documents will be signed once students are around in the campus

3. Graduate Students

- a. **Instruction for Continuing Students.** Upon the resumption of office work after the Enhanced Community Quarantine (ECQ) on April 30, 2020, the off-classroom instruction at the Graduate School shall be continued. The continuing graduate students will just undertake their off-classroom requirements as agreed upon by both professors and students; there will be no more face-to-face classes; and their requirements will be submitted not later than May 27, 2020. The GS will observe leniency (just for this time of pandemic) and the minimum required competency prescribed in the course/subject will be observed by all GS faculty. No GS student shall be given a failing grade during the 2nd Semester, AY 2019-2020. GS students who can accomplish all requirements given before and after the ECQ shall receive numerical grades from the professors. Those who could not accomplish the requirements on May 25, 2020 shall receive an INC (only in the record but not in the system) and will be given a year grace period to accomplish the class requirements and receive a numerical grade.
- b. **Graduating Students.** Evaluation and approval of the dissertation/thesis of graduating students shall be done via referendum. Since the graduate students will not be required to personally appear during the thesis/dissertation defense, they are requested to communicate with their thesis/dissertation advisers for proper advice/guidance, and to submit the draft of their manuscripts through online/email to the Graduate School Office to facilitate the first round of plagiarism-grammarly review of the manuscript and evaluation by the thesis/dissertation committee. The

thesis/dissertation advisers are encouraged to provide the necessary assistance/advice/guidance to expedite the refinement of the manuscripts. The GSO shall facilitate in the distribution of the manuscripts to the thesis/dissertation committee members through email or through flash drives. The thesis/dissertation committee members will be given 3-5 days after receipt to peruse the manuscript, and after which the GSO will retrieve the committees' comments and facilitate feedbacking to the concerned students for the compliance and revision of manuscripts. The concerned students shall confer with their advisers, and shall submit the revised manuscripts, have it subjected for another round of committee's evaluation when necessary, and grammarly-plagiarism review until such time that the manuscripts shall be acceptable. The GSO will also facilitate the signing of the Approval Sheet by the thesis/dissertation committee.

For the Non-Thesis (MM) graduating students, the GSO will schedule the conduct of Comprehensive Examination online (home-based) on the 2nd week of May 2020. The students will also be required to submit the Tactical Plan manuscript as a requirement for graduation. The GSO will organize a committee to evaluate the tactical plan manuscripts.

Payment for the defense/examination fees should be done directly to the cashier's office (only for those residing in Sogod and Tomas Oppus) or through money transfer to the GSO staff who will facilitate the claiming of money, payment to the cashier's office, and sending of the official receipts to the concerned students.

The deadline for the compliance of graduation requirements will be on July 15, 2020.

- c. **Graduation.** There will be a graduation online for the Graduate School (both SLSU-Main and Tomas Oppus campuses) which will be scheduled on July 20, 2020. Graduation will be virtual dubbed as e-graduation and will be posted at the university's website and FB page/account. This will be a special post where names of the graduating students will be mentioned and their pictures will appear.
- d. **Summer 2020 Class.** There will be No Summer 2020 Classes at the SLSU-Graduate School. Aside from the COVID-19 crisis, the No-Summer class is done to prepare for the implementation of the CMO No. 15, s. 2019 – Program Standards and Guidelines for Graduate Education.

4. Post-ECQ Preventive Measures (Annex A)

- a. **Physical Distancing.** When faculty members and administrative staff go back to school, the university will make sure that physical distancing will still be strictly observed. Moreover, all those who will enter the university premises are required to wear the face mask and observe proper hygiene. **NO MASK, NO ENTRY** policy shall be strictly observed.
- b. **Gathering of people.** Any form of gathering that draws out a large number of crowd shall not be allowed.
- c. **Hygiene.** Before entering an office or classroom, all individuals shall wash their hands with alcohol/sanitizers/hand soap.

- d. **Employees with symptoms.** All employees showing signs of cough, cold, fever, diarrhoea, joint pains and other symptoms shall not report to work and will be advised for check-up in RHU or to rest until the symptoms subside. Any suspected presence of the symptoms shall be reported to the proper authorities for monitoring.
- e. **Anti-COVID-19 Measures.** Foot baths shall be provided in every entrance of offices and classrooms. Meanwhile, there shall be a designated time and day for the disinfection of work stations and offices.

5. Alternative Work Arrangements of the University Personnel (Annex B)

- a. University personnel with ages 60 and up will have to continue to adopt the work from home scheme, provided, they will make themselves available whenever an official call requiring their physical presence at work is received, that is only if without border pass constraints.
- b. University personnel with underlying chronic health conditions such as heart disease, diabetes, hypertension, cancer, and lung disease and those who are pregnant will adopt the combined on-site work arrangement and work from home scheme.
- c. Mindful of the fact that mobility across borders from one province to another would still be difficult, university personnel who reside outside of the Province may continue to adopt the work from home scheme until a new directive from national and local governments easing up mobility across provinces is issued.
- d. Middle-level managers (e.g. dean, division chief, and other positions of equivalent rank) who do not belong to any of the above categories are required to physically report to work as their presence is critical in managing the day-to-day operations of the University.
- e. University personnel who do not belong to any of the above categories are encouraged to explore the alternative work arrangement options in order to reduce the physical presence in the workplace and to strictly implement social distancing measures.
- f. In exploring the alternative work scheme options, university personnel need to consult their Immediate Supervisor and/or Department Head who will play an active role to ensure that the former's interest on which work scheme to adopt aligns with the University's interest.
- g. Unit and/or Department Heads shall exercise judicious judgement in endorsing the work arrangement chosen by the university personnel to the concerned Vice President or Campus Director who will review and recommend approval by the University President.
- h. To effectively implement the adopted alternative work scheme, the university personnel and the Immediate Supervisor and/or Department Head shall adhere to and be guided by the mutually agreed tasks, targets, and periods within which those will be accomplished and achieved.
- i. In case of differences or conflicts arising from the implementation of these guidelines, such shall be treated under the Grievance Machinery of the University.

- j. The work scheme adopted by the university personnel may change upon evaluation and recommendation by authority.
- k. University personnel who physically report to work shall at all times wear mask and observe social distancing.

Furthermore, you can find the complete details of the plan in the herein attached Post-ECQ Contingency and Recovery Plans.

The Vice Presidents, Campus Directors and Information and Public Affairs Office is hereby requested to ensure wide dissemination of this Office Order.

For your information and widest dissemination.

cc Records
 File Copy

Encl: Post-ECQ Contingency and Recovery Plans of Southern Leyte State University