



May 6, 2020

MEMORANDUM CIRCULAR NO. 11
Series of 2020

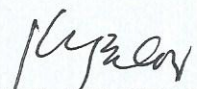
T O: College Deans, Department Heads and Faculty Members on Sabbatical Leave

R E: Online-Ready Instructional Materials & Virtual Classrooms

The university is now preparing for distance - education instruction in the event that residential or on-campus face-to-face instruction will not be possible in the 1st semester 2020-2021 due to the COVID19 pandemic.

In view of this, faculty members on sabbatical leave who are scheduled to reinstate in August are strongly encouraged to prepare online-ready instructional materials and create virtual classrooms, just like the rest of the faculty who are not on sabbatical leave. Although these may not be part of their expected deliverables stipulated in the contract (especially those under R & R mode), doing these will be to their own advantage considering that they will return to teaching next semester.

College deans and department heads must ensure this memorandum is effectively relayed to their concerned faculty.


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Vice President for Instruction



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