



20 November 2020

MEMORANDUM CIRCULAR NO. 104
Series of 2020

T O: All VSU Faculty and Students

R E: Wellness Week

Amidst the COVID-19 pandemic, we were able to successfully adopt the flexible learning for our students to be able to continue their learning development. However, it has been a tough experience for our academic community as it encountered unusual and various challenges. In addressing the emotional and physical well-being of students and faculty, the Visayas State University will implement a "wellness week" for both faculty and students on November 23 to 27, 2020. The said week is not a break from academic undertakings but rather an opportune space for the concerned to recharge themselves from the rigors and demands of online learning. The following should be observed during the implementation of the university-wide wellness week.

1. One-week break with no virtual classes, learning tasks, quizzes, exams or deadlines for students to catch up with current school work missed out class submissions/outputs especially for students who are lagging behind.
2. A week for students and faculty to discover one's strengths and weaknesses that will help them build resilience and positivity in moving forward to achieve their live goals.
3. The moving of deadlines previously set for November 23 – 27, 2020 to the following week and the subsequent adjustment of deadlines to prevent overloading of course requirements per week as a consequence of this change in schedule.
4. The faculty and students are encouraged to engage in activities that would promote mental health and physical well-being.
5. On the part of the faculty, the wellness week is not totally a break since the university would have to comply with the civil service requirement on attendance. Nevertheless, the faculty could apply for a work from home scheme in consonance with standard university protocols.
6. With regard to module preparation, it is up to the faculty to decide considering that each has set timelines in the delivery of one's lessons to the students.
7. The faculty members are encouraged to have wellness activities at least one hour every day within the week to enhance the physical, mental, and emotional health such as attending health webinars, doing physical exercise such as Zumba, etc.
8. The wellness week is a week to recharge faculty and students. Yet, it doesn't mean that faculty members would stop doing things that are expected of them, such as module preparation, if they have not started or completed such deliverables.

For the guidance and strict compliance of all concerned.

EDGARDO E. TULIN
President