



6 December 2021

**MEMORANDUM NO. 695**  
Series of 2021

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| <b>Dr. Judith B. Jomadiao</b>    | <b>- Chairman</b>    |
| <b>Dr. Ruth C. Amodia</b>        | <b>- Co-chairman</b> |
| <b>Dr. Sonia L. Pedroza</b>      | <b>- Member</b>      |
| <b>Dr. Lilibeth G. Miralles</b>  | <b>- Member</b>      |
| <b>Dr. Manuel S. Rona</b>        | <b>- Member</b>      |
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| <b>Mr. Syrus Cesar P. Decena</b> | <b>- Member</b>      |
| <b>Ms. Alena C. Gonzaga</b>      | <b>- Member</b>      |
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| <b>Engr. Jeffrey B. Dagami</b>   | <b>- Member</b>      |
| <b>Mr. Raffie D. Semeniano</b>   | <b>- Member</b>      |
| <b>Ms. Shella S. Salamia</b>     | <b>- Member</b>      |
- R E:**      **Composition of the VSU Alangalang Crisis Management Committee for the Limited Face-to-Face Classes**

With Dr. Judith A. Jomadiao as Chairman, and Dr. Ruth C. Amodia as Co-chairman, and the rest as members, please constitute yourselves to compose the campus Crisis Management Committee (CMC) that will:

1. Assess the readiness of VSU Alangalang campus to reopen for limited face-to face classes;
2. Take charge of the application to reopen;
3. Disseminate the appropriate and relevant information to stakeholders;
4. Oversee the implementation of health protocols;
5. Monitor and evaluate the compliance of HEI with this JMC;
6. Take the appropriate measures when risks and impacts of COVID-19 may exist in the campus or surrounding communities.

Specifically:

1. The CMC shall set a regular forum/meeting to discuss on-going gaps, issues, and concerns and provide appropriate solutions thereof. The CMC is encouraged to set up a mechanism or system to monitor and analyze data and information in the campus to determine patterns or trends of COVID-19 infection as the basis for implementation of appropriate interventions;
2. The CMC shall determine areas where students, faculty, and staff tend to congregate or congest, and recommend measures such as crowd control, putting up of protective barriers, etc. to be undertaken by VSU Alangalang to avoid or minimize such congregation or congestion;

3. The CMC shall recommend and implement closures of physical classes if there will be clustering of suspected cases in the classrooms, laboratories, libraries, cafeterias, dormitories or other communal areas. **Case clustering** is an unusual aggregation, real or perceived, of health events that are grouped together as to time and space and that is reported to a public health department. It shall be further defined as two or more confirmed cases from the same area, regardless of same or different classrooms or office space, over a period of fourteen (14) days;
4. The CMC shall develop an emergency response plan and continuity of operations plan which shall include relevant policies, guidelines and procedures such as, but not limited to the following:
  - a. There are policies, guidelines, and procedures to facilitate notifications, referrals, and coordination with LGUs, DOH, and other appropriate government agencies when there are COVID-19 suspect or confirmed cases found in the campus. Whenever, deemed necessary, the HEI shall conduct testing and contact tracing in compliance with DOH protocols;
  - b. There are policies, guidelines, and procedures mandating students, faculty, and staff to inform their HEI if they test positive for COVID-19;
  - c. There are policies, guidelines and procedures for reporting cases in accordance with RA 11332 otherwise known as "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act" and coordinating with the appropriate public health authorities whenever necessary;
  - d. There are policies, guidelines and procedures for close monitoring of confirmed COVID-19 cases that are reported to HEI;
  - e. There are policies, guidelines and procedures to require students, faculty, non-teaching, administrators, and other employees to complete a contact tracing form in compliance with LGU/DOH contact tracing protocols. The HEI may use a paper-based contact tracing form and / or digital/electronic form. The HEI may also use an application of its own choosing or use an application sanctioned by the LGU. The HEI may also use the free StaySafe.ph application, which is the official contact tracing program of the national government; and
  - f. For suspected, probable, and confirmed COVID-19 cases, there are policies, guidelines and procedures on how to reintegrate them back to the campus after they recover or quarantined.
5. The CMC shall regularly coordinate with the appropriate government agencies or entities for regional level guidelines on resurgence protocols.

Please be guided accordingly.

  
**EDGARDO E. TULIN,**  
President