



March 19, 2021

Memorandum Circular 15  
Series of 2021

**T O: All Concerned**

**R E: Classes in the 2<sup>nd</sup> Semester, AY 2020-2021**

Please be informed of the following in relation to the conduct of classes this 2<sup>nd</sup> Semester, AY 2020-2021:

1. Submit the course syllabus for all subjects handled using the prescribed format at the start of the semester to comply with ISO requirements. The department needs to expand the membership of the Department Instructional Materials Review Committee (DIMRC) providing alternate members to ensure there are no repeat signatories in the syllabus. Under "Course Policies", it is suggested to include rules on cheating and plagiarism, and on internet etiquette. It may help if you can indicate your regular "online office consultation hours" so that students will know when to contact the teacher for consultation.
2. The university will no longer distribute printed learning guides to students. As discussed during the flexible learning review conducted on Feb. 22, 2021, most of the students prefer recorded lectures for them to be able to listen and re-listen to the discussion of the lessons. You may upload pre-recorded lectures if you are conducting offline classes or asynchronous online classes. If you are conducting synchronous online classes, you can also record your lectures and upload them for student to re-watch/review. You may supplement your lecture videos by also uploading your powerpoint slides, discussion notes, and other resources. For those who have prepared learning guides, you shall also upload them in the VSUEE for the students to download. It is suggested to make the learning guides simpler and easier to understand, with a reasonable number of learning tasks.
3. All classes will use the official learning management system of the university, the VSUEE. Students have to download the materials from their virtual classrooms in the VSUEE, so teachers should inform their students to try their best to access the VSUEE. Alternatively, teachers may email to the students the materials if some students encounter problem in accessing their virtual classrooms. In extreme cases, when there are students who really cannot log in to the VSUEE due to lack of internet connectivity, the concerned faculty members shall provide the Office of the Head of Instructional Materials Development (OHIMD) e-copies of the materials for distribution to students, which will be facilitated by the Office of the Vice President for Student Affairs and Services (OVPSAS). The initial plan is that focal persons will go to the LGU Learning Hubs and students will bring their own USB/flash drives to the Learning Hubs to save or copy the materials.
4. As much as possible, students should be encouraged to submit their outputs to the VSUEE for easy retrieval and evaluation by their teachers.

For your information and guidance.

Thank you.

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs