



27 December 2021

MEMORANDUM CIRCULAR NO. 138
Series of 2021

**T O: Vice President for Academic Affairs, University Registrar, College Deans,
Chancellors of Component Colleges, Unit Heads, Faculty and Staff**

**R E: Adjustments in Academic Activities/Schedules in the Aftermath of Typhoon
Odette**

Super Typhoon Odette struck many parts of Visayas and Mindanao on December 16, 2021 causing severe damages to property including breakdown of communication and information technology infrastructures. Because of this, conduct of online classes and examinations, as well as compliance of academic requirements, are abruptly coming to a halt. In view of this new crisis situation, the following will be implemented:

1. Deadline of submission of final grades for 1st semester 2021-2022: Jan. 28, 2022

- a. Faculty members can make internal arrangements with their students on the date of their final exams and the deadlines of submission of course requirements as long as they can submit the final grades on or before Jan. 28, 2022.
- b. In the worst case scenario wherein some students from severely hit areas such as but not limited to the following: Abuyog, Inopacan, Hindang, Hilongos, Matalom, Bato, Surigao, Baybay, So. Leyte, Bohol, Negros Island, Caraga Region, Cebu, etc. may not be able to submit requirements or take the final exam and hence cannot be given a final grade by January 28, 2022, **the space for the grade in the grade sheet will be left blank** indicating that the grade is deferred. They shall be given until the **last day of classes for 2nd semester 2021-2022** to submit all their deficiencies, and the deadline for submission of grades of these deferred marks is **one week after the final exams of the second semester 2021-2022**. Those who cannot comply with their deficiencies but whose class standing is passing will be given a grade based on their available scores/ratings, but those whose class standing is failing, will be given a Dropped mark.
- c. Those who incurred INC in the first semester of SY 2020-21 will be given until the final examination of the 2nd semester 2021-22 to complete the requirements per BOR Res. No. 57 series of 2021. This is only applicable on the above-mentioned dates. Those who incurred INC on the second semester will follow the one-year compliance period.

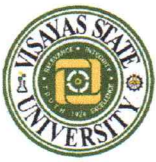


- d. Students who incurred a deferred mark in a subject that is a pre-requisite to a higher subject to be enrolled in the 2nd semester shall be allowed to enroll in the higher subject, provided that he/she can obtain a passing grade in the pre-requisite subject one week after the midterm exam, otherwise, he/she will be dropped from the higher subject but can continue complying with the requirements of the pre-requisite subject until the end of the final exam week.
- e. For 1st semester graduating students, the deadline for submission of grades including grade for thesis/dissertation/OJT, etc. is also **January 28, 2022**. Academic departments especially the faculty advisers should try their best to contact and assist graduating students to enable them not to get deferred marks and comply with all academic requirements by **January 28, 2022**. Those who cannot make it on the deadline will do the following:
- If the thesis/dissertation has not been completed, the student will re-enroll one (1) unit of it for completion.
 - Graduating students who have completed the thesis/dissertation but have an INC or deferred grade in a subject are advised not to wait for the one-year allowable period but instead comply with the course requirements and get a passing grade before enrolment of the second semester 2021-2022 so that they will only enroll **Residency** and be included in the list of candidates for graduation in that semester. If they fail in the subject, they need to re-enroll the subject.
- f. The contract of Part-time faculty ended in December 24, 2021. However, they can sign another contract covering the period January 10-28 to finish the grades and do other tasks like assisting the department in preparing for the ISO SSA, AACUP Accreditation, etc. They will report **physically** to the department for four (4) hours per day only. The Department Head shall submit a certification to be attached to the DTR indicating the specific accomplishments during the period. Additionally, they have to turn over their class records to a faculty of the department as another requirement for clearance.

2. Teachers' Leave during the Christmas Break: December 31-January 16, 2022

Teachers' Leave will remain as is, that is from Dec. 25, 2021-January 9, 2022 and teachers will report back to work on January 10, 2022. They will use the period from January 10-February 13, 2022 to do the following:

- attend the faculty onboarding
- prepare their course syllabi and other materials needed for their classes,
- assist the department in preparing for the ISO 2nd Surveillance Audit, AACUP program and institutional accreditation, and
- do academic advising during enrolment.
- attend to the INC remarks incurred by the students.



3. **Special Onboarding/Orientation on the Implementation of Limited Face-to-Face Classes for students, parents, and faculty on January 24-28, 2022.**
4. **Sorting of students whether regular or irregular and other final preparations by the Registrar's Office and CumulusOne Team for enrolment: Jan. 31-Feb. 4. The basis for sorting will be the midterm grades. Thus, all faculty members must submit midterm grades in addition to the final grades on or before January 28, 2022. CumulusOne is already up and running so faculty members must try their best to access the portal. Based on policy, hard copies of the grades must also be submitted in addition to the online submission.**
5. **Filing of requests for shifting to other degree programs/major fields, and offering of unscheduled subjects: Jan. 31-Feb. 4.**

Requests will not be entertained during the enrolment period.

6. **Enrolment for 2nd semester 2021-2022 : February 7-11, 2022**

Online enrolment for 2nd semester which was earlier set to start on January 10 is moved to February 7. Hopefully, electricity and internet connectivity will already be restored by then. **Otherwise, students coming from areas with no connectivity may do their enrolment using connectivity in the campus or in other nearby areas with internet connections.**

7. **Start of classes for 2nd semester 2021-2022: February 15, 2022**

Please be guided accordingly


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President