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MEMORANDUM CIRCULAR NO. 81
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T O: All College Deans, Department Heads, and Faculty and Staff Concerned

R E: Procedure and Guidelines on the Reproduction, Packaging and Delivery of Printed Instructional Materials to Students during the COVID-19 Pandemic

Because of the COVID-19 pandemic, Visayas State University has adopted a flexible learning modes of delivery. These IMs, particularly the learning guides and instructional workbooks, will have to be prepared and then delivered to where the students are residing.

The LGUs devised a set of procedures and guidelines that aim to systematize the reproduction, delivery, and retrieval of IMs to VSU students in the time of the COVID-19 pandemic. Kindly take note of the following:

- The **"IM Home Unit"** (or the department which offers the subjects and produces its IMs) should now start reproducing and binding the IMs. You may check the number of "orders" of printed IMs at the **Cumulus portal > Department Portal > Management > Printed Modules**. You will forward these IMs to the **Home Department** where the degree program is offered.
- The students' home department will package the IMs for each student using a delivery plastic package pouch with a standard *label (student number, name, course & year, home address, email and mobile number)*. *The personal details collected from the students shall be subject to the rules and regulations of the Data Privacy Act of 2012.* Verification of student's complete and correct mailing address is being done by the Enrollment Team.
- The learning package will be forwarded to VSU Convention Center, our *on - site* VSU Academic Kiosk, three days before the delivery schedules:

August 24 – 28, 2020

First Year

August 31 – September 4, 2020

2nd , 3rd , 4th , 5th & 6th Year

- At the VSU on – site Academic Kiosk, these learning package will be collated further by region, province, municipality/city. Instructional Materials will be sent to each student via identified courier or through the LGU - Academic Links established by the EVHEIs – FLMSC.
- Submission of worksheets and learning outputs *shall be done by the students through email, facebook, messenger and other e-platforms, VSU Learning Drop Box and LGU - Academic Links/Kiosk and other means of sending as long as it is safe. Faculty shall also*

provide a timeline of retrieval of learning outputs/worksheets. If through courier, the submissions must be sent directly to the faculty concerned.

This is an advanced information on the procedures and guidelines on the reproduction, delivery and retrieval of printed instructional materials. The final documented procedure will be cascaded by the department heads once the procedure will be registered at the Quality Assurance Center as per protocol of control of documented information.

We look forward to your utmost cooperation to make this logistical endeavor happen.

Thank you for your support.


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