



18 March 2022

**MEMORANDUM CIRCULAR NO. 37**  
Series of 2022

**T O: Chancellors, Deans, Directors, Department Heads, Faculty and Students**

**R E: Limited Face-To-Face Classes in the 2nd Semester 2021-2022**

We are happy to announce that conduct of face-to-face classes this 2<sup>nd</sup> semester 2021-2022 will finally start on March 21, 2022. As stipulated in CHED Regional Memorandum 049 s. 2022 issued to VSU, once the university starts implementing face-to-face classes, it must submit a weekly COVID19 status report to the CHED Regional Office VIII. Thus, all faculty, staff and students are directed to strictly follow all prescribed health and safety protocols against COVID19 to ensure safe and smooth implementation, and to avoid possible discontinuance of face-to-face instruction.

In relation to the above, please be informed/reminded of the following:

1. Only graduating undergraduate students, as well as all graduate students will be allowed to attend face-to-face classes.
2. Only 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year undergraduate subjects, as well as all graduate courses will be conducted face-to-face. Subjects in the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year levels enrolled this semester by graduating students will be conducted using flexible learning mode.
3. As approved in the UADCO meeting held on March 17, 2022, **both lecture and laboratory classes** (not only laboratory as earlier announced) **can be conducted face-to-face**.
4. Classes will be conducted with only 50% of the classroom capacity. If the classroom's/laboratory room's full capacity is 30 students, only 15 students can physically attend the class in a particular meeting to ensure physical distancing. The two groups of 15 students each can alternate (every meeting or every week depending on the professor) in attending the class, such that when one group is physically attending the class, the other group is going for flexible learning mode. The professor may upload a class video recording in the VSUEE so that he/she does not have to conduct a synchronous online class to discuss the same lesson.


Alternatively, the teacher may opt to conduct the class with all the students together if:

- a) there are only very few students in the class, or
- b) the class is conducted in a big room wherein the total number of students in the class can satisfy the 50% capacity of the room. If no

bigger room is available in your department, you can make arrangements to use available rooms in other departments.

5. For contact tracing purposes, every student shall sign a logbook or an attendance sheet every meeting and input his/her temperature taken at the entrance of the building. Students can log in at the entrance of the room, but to save time especially if there are many students, the logbook/attendance sheet can just be passed around for the students to log in while the class is going on. Any student having a high temperature reading and confirmed to be not feeling well shall be referred immediately to the USHER in the main campus, or to your School Nurse in the component campuses.
6. Before entering the building:
  - a. Students and teachers shall wash their hands at the designated washing stations, or use the alcohol/alcohol-based sanitizers provided at the entrance of the building. There may also be alcohol dispensers at the entrance of every classroom/laboratory room, but students are strongly advised to also bring their own small bottle of alcohol or sanitizer which they can use any time.
  - b. Have their temperatures taken at the entrance of the building. The temperature reading will be recorded in the logbook/attendance sheet.
7. Once they are in the building, they must follow the prescribed entry and exit traffic flow by strictly following the floor markings.
8. While inside the building and inside the classrooms/laboratory rooms, all students (and teachers) shall wear face masks ALL THE TIME.
9. As much as possible avoid unnecessary talking, laughing, whispering or shouting while doing a laboratory experiment/exercise, or while attending the lecture.
10. Congregation of 10 or more students within the academic buildings or anywhere in the campus is strongly prohibited.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President