



29 June 2022

MEMORANDUM NO. 540

Series of 2022

T O: Vice Presidents, Chancellors, College Deans, Directors, Department Heads, Chief of Hospital, Faculty and Students

R E: Guidelines in the Conduct of Face-To-Face Classes Starting in the Midyear AY 2021-2022


1. Face-to face classes will be implemented in all programs, at all year levels (from junior high school to graduate programs) starting midyear 2022 onwards.
2. Full face-to-face classes will be done for laboratory classes, but for lecture classes, faculty members may have the option for a blended face-to-face and synchronous or asynchronous online classis, but the latter must not exceed 25% of the total class meetings.
3. All major examinations and student thesis defense must be done face-to-face. The teacher shall exercise good judgment in determining what other class activities have to be done face-to-face.
4. Maximum class size shall be 60 students per lecture and 30 per laboratory class. Regular students shall be accommodated first.
5. The academic ease policy during the pandemic will no longer be implemented. System of giving grades will be back to pre-pandemic times, wherein faculty members can already give failing grades and INC marks at the end of the semester.
6. Student interns can already be fielded outside the campus, provided they comply with CHED requirements.
7. Only fully-vaccinated students will be allowed to join face-to-face classes. Those who are either not vaccinated or partially vaccinated shall be required to present a negative RT-PCR Test to the VSU Hospital every two weeks for the issuance of a "COVID-19 Pass" which the student will present to the Guard-On-Duty at the VSU gate and to their professors every time the student attends a class.
8. For Satellite campus, they shall present their bi-weekly RT-PCR to their School Nurse who will issue the "VSU COVID-19 Pass".
9. In case, a faculty, staff, or student will test positive for COVID-19, classes/work will be suspended for primary and secondary contacts. The COVID-19 patient shall be referred to the City Health Office for treatment. The primary/secondary contacts will be

quarantined. Classes shall be resumed after full recovery of the patient as determined by the Chief of VSU Hospital.

10. VSU Hospital in coordination with Office of the Vice President for Student Affairs and Services (OVPSAS) will schedule a Health Assessment at the VSU Gym for all students for issuance of a medical clearance or COVID-19 Pass.
11. All faculty and staff should be fully vaccinated. Those who are either partially-vaccinated or not vaccinated shall present a negative RT-PCR Test every two weeks which will be presented to the VSU Hospital for the issuance of a VSU "COVID-19 Pass" which the faculty will present to the Guard-On-Duty at the VSU Gate and to the Department Head every start of the two-week period.
12. Only fully vaccinated students will be allowed to stay in the campus dormitories and cottages. The OVPSAS and ODS shall determine the maximum number of students that can be accommodated in each dormitory or cottage.
13. All students shall be required to have a compulsory medical examination at the VSU Hospital before the start of classes (by appointment basis, only 100 students per day). Those who have existing comorbidities shall bring a medical certificate from their home physician indicating their medical condition. Students should have their medical examination during the enrollment period so that they can attend their classes on July 4, 2022.
14. As the threat of Covid 19 is still not totally eliminated, all students and faculty shall at all times observe health protocols against covid 19, such as wearing of face mask, and frequent handwashing/applying alcohol-based hand-sanitizer, etc.
15. All student transactions including processing of request for documents, application for graduation, clearance, etc. shall be done by the students themselves, and shall no longer be the responsibility of the advisers/academic department.
16. Enrolment shall be conducted fully-online including payment of fees. The Academic Advisers shall print and sign the Registration Forms (RF) then the department shall forward all the signed RFs to the Registrar's Office.
17. The Registrar's Office shall print and validate the Certificate of Registration (COR). After validating, the Registrar's Office shall forward it to respective departments for distribution to students.
18. During the first day of classes, the faculty shall check the validated COR of the students before considering them as officially enrolled in the subject.
19. After checking the validated COR, the faculty will click "**Attending**" in the Class Rosters in the teacher's portal on CumulusOne.
20. If there are changes in the Class Roster, the faculty shall submit a printed copy of the final Class Roster to the Registrar's Office **two-weeks after the start of classes** as basis in the preparation of the Grade Sheet. If there are **no changes**, the faculty need not submit.

21. Classes begin:

- a. Midyear AY 2021-2022 – July 4, 2022 (Monday)
- b. 1st semester AY 2022-2023 – September 12, 2022 (Monday)


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President