




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-ECA 20-582

TO: ALL FACULTY CONCERNED

THROUGH: DEANS, INSTITUTE DIRECTORS and DEPARTMENT CHAIRPERSONS

FROM:  EVANGELINE C AMOR, PhD
Vice-Chancellor for Academic Affairs

SUBJECT: UP DILIMAN ACADEMIC CONTINGENCY PLAN IN LIGHT OF COVID-19 (Part 2)

DATE: 12 March 2020

Please be guided by OVPAA Memo 2020-35 dated 12 March 2020, attached.

Kindly take note of the following:

1. Related to the instruction to revise syllabi, please upload using the UVLE integration under the Dashboard in your CRS account by 23 March 2020.
2. To visit the Interactive Learning Center Diliman website for updates on online platforms and instructions on how to navigate these.
3. For units to devise a mechanism for sharing their faculty's best practices in using the online mode of learning.

The OVCAA is coordinating with the OUR through the College Secretaries and Graduate Program Coordinators to address concerns related to our shift to online mode of learning.

Thank you for your patience and cooperation.



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Office of the Vice President for Academic Affairs

12 March 2020

Memorandum No. OVPAA 2020-35

For: The UP Faculty
Through the Vice-Chancellors for Academic Affairs

From: 
Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

**Re: ACADEMIC CONTINGENCY PLAN IN LIGHT OF COVID-19:
PART II**

We are issuing this sequel to Memorandum OVPAA 2020-31 in anticipation of the continued suspension of classes and highly likely suspension of work due to COVID-19.

- In fulfillment of the University's obligation to continue providing learning opportunities for its students in the midst of class suspensions and the uncertainty surrounding the community spread of COVID-19, we reiterate our instruction to **ALL** faculty members to take stock of the access of their students to devices and the Internet and to organize opportunities for peer learning that is sensitive to the needs of students who do not have easy access to devices or the Internet.
- From **13 March to 20 March 2020**, faculty members are enjoined to revise their syllabi for the second half of the semester, reflecting necessary adjustments in 1) the coverage of the course—prioritizing topics to be covered within the semester and relegating less critical discussions to make-up classes if the situation in May renders an extension of classes possible; 2) mode of delivery and the learning platforms to be used; 3) requirements; and 4) mode of assessment. Please disseminate/upload the revised syllabi in UVLE or submit a copy online to your respective Department Chairs and College Deans on or before **23 March 2020**.

While the revision of the syllabus is ongoing, the faculty shall continue to deliver their lessons by using a combination of 1) existing learning platforms

in UP's Constituent Units (UVLE) or Google Hangouts Meet; Google Classroom; and Edmodo, among others; and 2) a video conferencing platform for virtual face-to-face class meetings. The UP System is currently in the process of emergency procurement of a video-conferencing platform for the Constituent Units. In the meantime, the faculty may use Google Hangouts Meet for free or subscribe for a month to the ZOOM platform. If ZOOM is used, it is recommended that the video recording option be chosen to enable the downloading of the video of a class session by students who do not have easy access to gadgets or the Internet.

- Within the same period (**13 March to 20 March 2020**), Departments and Institutes are also expected to have reviewed and discussed the out-of-classroom requirements of their academic programs for the semester including laboratory/studio works, internship and fieldwork especially of graduating students as well as arrangements for thesis/dissertation defense. In the event of work suspension or localized lock down, the faculty meetings can be done by videoconferencing.
- To reiterate an imperative in OVPAA Memorandum 2020-31, UP's Constituent Units are enjoined to jointly or separately conduct training on the use of their respective learning systems using platforms that can reach as many faculty members as possible (e.g. Zoom, Hangouts Meet or Skype) within the same period (**13 March to 20 March 2020**),

Please note that the UP Open University will be hosting a webinar on **Friday, 13 March at 2:00 PM**. The webinar will be entertaining questions and clarifications from the audience in "real time". For those who will not be able to participate because of the limited number of slots, they can either stream or download the recorded video from the UPOU networks.

The following topics will be discussed:

Lecture 1: Quick Guide to Google Classroom

Dr. Ria Mae H. Borromeo

1. Getting Started with Google Classroom
2. Creating Assignments and Materials
3. Creating Quizzes via Google Forms
4. Grading and Leaving Feedback
5. Communicating with Students

Lecture 2: Converting your teaching materials for online instruction

Dr. Primo G. Garcia

Following is the complete link to the registration site
<https://networks.upou.edu.ph/upou-webinar-on-odel/>

Thank you for your consideration and compliance.