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MEMORANDUM NO. OVCAA MTP 21 - 011

To **ALL FACULTY**

From **MA. THERESA T. PAYONGAYONG, PhD**
Vice Chancellor for Academic Affairs

Subject **Guide to Working with Students**

Date **5 February 2021**

In preparation for remote teaching and learning for the remainder of AY 2020-2021, the UP Diliman PsycServ came up with a **suggested guide** to working with students that includes 1) student advising system for academic units; and 2) guide to working with students during the pandemic.

The student advising system is aimed at “checking students’ academic and psychosocial concerns, helping students keep track of their learning and academic progress, and providing a space for students’ mental health and psychosocial needs.” You may access the infographics through this link:
https://drive.google.com/drive/folders/1h4osPK0raErDfriLql-vU_vdnaQ_mglN?usp=sharing.

The guide to working with students during the pandemic contains practical tips for faculty members on how to handle their students and understand where they are coming from. You may access the infographics through this link:
<https://drive.google.com/drive/folders/1GCQneP2TQiJoSJgP814e5ecIm9KmCfo5?usp=sharing>.

Since these are **suggestions**, academic units that will try the advising system and/or faculty members who will follow the tips may hopefully find them useful.

Please stay healthy and continue to take care of yourselves and each other.