



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101
+632 9285107 or +632 9818500 local 2583 | ovcaa.upd@up.edu.ph

MEMORANDUM NO. OVCAA MTP 22-008

To : Deans, Directors and Heads of Units

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

Subject : OVPAA Memorandum No. 2022-09 on University Policies
Related to Teaching and Learning Implementation for the Second
Semester/Trimester, Third Trimester AY 2021-2022,
and Midyear 2022

Date : 18 January 2022

Please be guided by the following important reminders on:

- 1) academic policies (academic delinquency rules, degree program retention rules, and Maximum Residence Rule;
- 2) course implementation policies (stringent deadlines, feedback, academic requirements, optional attendance for synchronous classes, reading break/health break, grading, deadline for Dropping and Leave of Absence, class size, prerequisite, cross-registration, and faculty and student load;
- 3) suggested notices and statements;
- 4) course packs; and
- 5) others (teaching load and payment for lecturers, “up-or-out” or “in-or-out” policy, and study leave).

For complete details on the foregoing reminders, please refer to the attached OVPAA Memorandum No. 2022-09 which is also accessible through the remote teaching and learning website.

Thank you for your usual support.



UNIVERSITY OF THE PHILIPPINES
3F, Quezon Hall, Diliman, Quezon City
Tele/Fax: (632) 8962-6345; 89818722;
89818500 local 2528
Email: ovpaa@up.edu.ph

Office of the Vice President for Academic Affairs

11 January 2022

OVPAA Memorandum No. 2022-09

**For: DEPARTMENT CHAIRPERSONS
INSTITUTE DIRECTORS / PROGRAM COORDINATORS
THE FACULTY**

**Through: THE CU CHANCELLORS
THE VICE CHANCELLORS FOR ACADEMIC AFFAIRS
THE DEANS**

CILT

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

**Re: UNIVERSITY POLICIES RELATED TO TEACHING AND LEARNING
IMPLEMENTATION FOR THE SECOND SEMESTER/TRIMESTER, THIRD
TRIMESTER AY 2021-2022 AND MIDYEAR 2022**

For the **remainder of AY 2021-2022** – Second Semester/Trimester, Third Trimester AY 2021-2022 and Midyear 2022 – the University will continue delivering most courses remotely—i.e., synchronously (online) and asynchronously. However, UP is opening its campuses for limited face-to-face activities in courses for which learning outcomes are unachievable without such activities, subject to the [CHED-DOH Joint Memorandum No. 2021-004](#) and [CHED COVID-19 advisory No. 9](#).

Considering the current surge in COVID-19 cases, the initial projections of a downward trend this Semester/Trimester, and the impact of Typhoon Odette on faculty and students residing in the disaster areas, please be guided by the following:

1. Academic Policies

The following academic rules/policies remain suspended for the Second Semester/Trimester AY 2021-2022:

- a. Academic delinquency rules – warning, probation, dismissal, permanent disqualification
- b. Degree program retention rules
- c. Maximum Residence Rule (MRR)

2. Course Implementation

- a. Stringent Deadlines

Because of the continuing extraordinary stress we are all under at this time, grant consideration on a case-to-case basis to students who cannot meet deadlines due to their particular context.

b. Feedback

The University expects the faculty to provide feedback to their students through the learning platform/s or by email and communicate their consultation protocol through their course guides. However, if a faculty member cannot do so because of unexpected personal circumstances such as COVID-19 infection, the Department/Institute or College must be informed to take appropriate action.

c. Academic Requirements

Course requirements should be made clear to students at the start of classes and indicated in the course guide. Urge students who seem unable to cope with their workload to seek advice from their adviser/instructor. They may opt to drop the course. As in the previous semesters, 'DRP' will be annotated in the Transcript of Records with "due to COVID-19 pandemic".

d. Optional Attendance for Synchronous Classes

Attendance in synchronous classes should not be required because of the current state of the country's internet infrastructure. Recordings of the synchronous classes should be made available to the students for the whole semester. While the faculty may assess or grade activities during class, alternative arrangements must be made for students who miss the same. Academic units are requested to provide their faculty instructions on ways by which lecture recordings may be made available to students. For example, uploading Zoom recordings in the YouTube channel of the faculty's official google workspace and sharing the YouTube link to students.

e. Reading Break/Health Break

The reading break allows students to catch up, focus and understand the course learning materials. They may do an advanced reading or take a health break from grappling with heavy course demands, on the one hand, and a high level of COVID-19-induced anxiety, on the other. For faculty members, this break may be a time to further reflect on adjustments in course delivery and assessment, if any, or to rest from close monitoring of learning among students. There should be no synchronous sessions or asynchronous activities or assessments during the Reading/Health Week. **There should also be no deadlines for course requirements on these dates.**

f. Grading

While the surge in COVID-19 cases due to the more infectious Omicron variant is ongoing, projections of a downward trend around February 2022 compel the University to decide on the grading this Semester/Trimester iteratively. Please note the following:

- After four semesters and six trimesters of the No-Fail policy, the System Academic Affairs Committee is reviewing its impact on students.

- A grade of INC for a course in the Second Semester/Trimester AY 2021-2022 that is not completed within the prescription period of one year will remain an INC and annotated with "due to COVID-19 pandemic". Should the student opt to re-enroll a course for which s/he earned an INC in the subsequent term and later decide to complete the INC during the prescription period, s/he should first drop the re-enrolled course.
- Grades in the Second Semester/Trimester AY 2021-2022 are included in the general weighted average (GWA) computation.

g. Deadline for Dropping and Leave of Absence

The deadline for dropping and leave of absence specified in the approved academic calendar will be followed this semester.

h. Class Size

Except in the UP Open University, the recommended class size is not to exceed 25 for an undergraduate course and 15 for a graduate course, subject to the nature of the course and the faculty resource of the academic unit.

i. Prerequisite

A student enrolled in a course in AY 2020-2021 and First Semester/Trimester AY 2021-2022 that is a prerequisite to another shall be allowed to enroll in the latter course for credit in the Second Semester/Trimester, Third Trimester AY 2021-2022 and Midyear 2022, despite having a grade of INC, subject to the approval of the registration adviser/home academic unit. In evaluating a student's enrollment in course/s where the prerequisite course has no grade or has a grade of 'DRP,' the [University policy on waiver of prerequisites](#) may apply provided the student has fully attended the course.

j. Cross-registration

Given the remote mode of teaching and learning, students may be allowed to cross-register course/s in other UP Constituent Universities (CUs) or other universities, if allowed, even if enrolled in their home unit subject to university procedure on cross-registration.

k. Faculty and Student Load

As provided by Article 215 of the University Code, "Full-time members of the faculty and employees of the University shall be on duty for 40 hours during each week following a schedule approved by the Chancellor." Forty hours is equivalent to 12-unit total load credits in any combination of teaching, research, administrative, and extension load credit. Further, Article 221 of the University Code provides that "Each faculty member shall be available for consultation for at least 10 hours a week during regular office hours."

As the Board of Regents approved in its 1361st Meeting on 27 May 2021, 12 units of course load for undergraduate students is considered regular for the Second Semester AY 2021-2022 without prejudice to students taking on more than 12 units, subject to the approval of the registration adviser/home academic unit.

3. Suggested Notices and Statements

Please remind students that the University espouses honor and excellence. They must always uphold academic integrity. For reference on suggested notices and statements to enforce academic integrity and University policies on copyright, acceptable use, and data privacy, please refer to [OVPAAMemo 2020-105](#).

The UP System Technology Transfer and Business Development Office (TTBDO) provides additional guidance on copyright on its [resources page](#).

Also, please remind students to refrain from uploading examination questions and other course documents in COURSE HERO, CHEGG, or similar tutorial platforms. In response to the UP Systems' letter to Course Hero asking for the deletion of all uploaded UP materials, Course Hero informed the University that it is unable to do so but will delete materials at the request of the affected faculty member or student who uploaded the material. Course Hero has responded positively to such individual requests.

4. Course Packs

Completed course packs — consisting of a course guide/detailed syllabus and learning resources with study guides, assignment and activity guides — should be uploaded in the CU Learning Management System or distributed through USBs or as printed material, as needed, **by the start of classes** for the Second Semester/Trimester, Third Trimester AY 2021 – 2022 and Midyear 2022.

5. Others

- a. The cap on the number of units taught by lecturers remains suspended for AY 2021-2022, per the 1361st BOR meeting on 2 June 2021.
- b. The University extends the appointment of faculty who are subject to the University policy on up-or-out or in-or-out for the first time by the end of the Second Semester/Trimester and Third Trimester AY 2021-2022 until the end of the Second Semester/Trimester and Third Trimester AY 2022-2023, respectively. Requests for a waiver of the tenure rule for faculty members classified as up-or-out or in-or-out in previous semesters shall be made case-to-case.
- c. Payment for lecturers shall be the corresponding hourly rate for the equivalent of a 16-week semestral load for AY 2021-2022.
- d. The cap on the number of faculty members who can go on study leave in an academic unit remains suspended.

OVPAAMemoranda related to the implementation of remote teaching and learning is accessible through the remote teaching and learning [website](#).

Stay safe.