

UP Diliman Return-to-Work Guidelines



Post-ECQ Guidelines

Office of the Vice Chancellor for
Academic Affairs

OVCAA OFFICE	WEBSITE	E-MAIL
Office for the Advancement of Teaching (OAT)	http://oat.upd.edu.ph	ovcaa.oatdiliman@up.edu.ph
Office of International Linkages Diliman (OILD)	http://international.upd.edu.ph	international.upd@up.edu.ph
National Service Training Program (NSTP)	http://nstp.upd.edu.ph	nstp.upd@up.edu.ph
General Education Center (GEC)	http://gec.upd.edu.ph	gec_ovcaa.upd@up.edu.ph
Office of Field Activities (OFA)	http://ofa.upd.edu.ph	ofadiliman@up.edu.ph
Interactive Learning Center Diliman (ILCD)	http://ilc.upd.edu.ph	ilcdiliman@up.edu.ph
University Library (UL)	http://mainlib.upd.edu.ph	library.updiliman@up.edu.ph
Office of the University Registrar (OUR)	http://our.upd.edu.ph	admin.our@upd.edu.ph

Quick Navigation

<u>Introduction</u>	4
<u>Office for the Advancement of Teaching</u>	4
<u>Office of International Linkages Diliman (OIL-D)</u>	8
<u>Interactive Learning Center Diliman</u>	10
<u>General Education Center (GEC)</u>	11
<u>National Service Training Program (NSTP)</u>	14
<u>Office of Field Activities (OFA)</u>	15
<u>University Library</u>	21
<u>Office of the University Registrar</u>	26

Introduction

In these uncertain and challenging times, the University of the Philippines Diliman (UPD) continues to learn and adapt to various COVID-19 health scenarios. One concern is UPD's preparation for post-enhanced community quarantine (Post-ECQ), especially in light of the University's transition to a primarily remote mode of learning for Academic Year (AY) 2020-2021.

The preparations are to ensure the safety and well-being of University faculty, students, staff members and other stakeholders with minimal disruption to the provision of its services.

Until the pandemic is over, everyone should accept that some of the pre-COVID-19 assumptions and expectations regarding work (e.g., teaching, research, extension, administrative functions) and the way learning is delivered and experienced may not be applicable even in the incoming academic year.

The Office of the Vice Chancellor for Academic Affairs (OVCAA) and its eight sub-offices are committed to support the University perform its mandate at this critical time. The Office recognizes the need for a road map on how best to navigate AY 2020-2021.

These guidelines are responses to the emerging needs in teaching, curriculum development and educational technology.

OVCAA aims to assist stakeholders in decision-making with regard to Post- ECQ concerns related to curricular, instructional, library and other UPD academic activities by presenting frameworks, general principles, revised policies, updated forms, resources and specific forms of institutional support.

These guidelines range from generic or broad recommendations that may be easily adapted by the units for different situations to very specific procedures and processes. These need to be viewed in the context of existing University and national policies. The OVCAA is aware that decision-making during this time is iterative and that any changes to the guidelines are made as new developments and needs arise.

Office for the Advancement of Teaching

Post-ECQ Guidelines on Teaching-Related Academic Policies and Functions

1. Teaching-Related Activities and Support

1.1. Guidelines and policies for Midyear 2020 and 1st Semester AY 2020-2021 include the following:

1.1.1. Irregardless of the lifting of the ECQ, there will be no face-face or residential classes in the short or medium term.

1.1.2. Adjusted course requirements can take the form of an examination. Alternative forms of **summative assessment** (e.g., reflection paper or critical analysis) can be considered in lieu of exams.

1.1.3. **Synchronous classes** can be conducted for the limited purpose of levelling of expectations, clarifications, overall guidance and summation. Synchronous online meetings shall not impact grading and, to the extent possible, be recorded and disseminated for the benefit of all concerned students.

1.1.4. Within the general framework and rationale of the BOR resolution, completion of **laboratory, studio, PE, NSTP, and other similar courses** shall be determined by units offering the courses. Offering units are free to redesign the course and explore alternative ways and options to facilitate the completion of courses remotely.

1.1.5. Offering units are free to **redesign internship, practicum, on-the-job training, or fieldwork courses** and explore alternative ways and options to facilitate its offering. Some units can explore reducing the number of hours required without sacrificing the minimum competencies needed in their offered courses. Some can contact their partner institutions to explore giving students the option to work from home.

1.1.6. The offering units shall decide on the conduct of online (a) defense of proposals and/or final theses/dissertations and (b) qualifying/comprehensive exams subject to appropriate arrangements in accordance with University rules and guidelines.

- 1.1.7. The University shall **adopt alternative modes of instruction, requirements and assessment methods** consistent with its mandate as the National University committed to honor and excellence, and shall consider the extreme conditions confronting students and faculty.
- 1.1.8. Colleges/departments shall determine the parameters for the **assessment** of their students' academic performance, likewise considering the current crisis situation.
- 1.2. The following are **highly suggested teaching strategies** that fit a remote learning context. Units shall determine which strategy will work best in order to attain their non-negotiable learning competencies. The type of teaching strategy or content delivery should be explicitly stated in the "Remarks" column in Computerized Registration System (CRS).
 - 1.2.1. **Completely independent learning or individualized instruction:** There will be very few virtual contact sessions between teacher and students. A teacher will meet with students at least twice during the semester: one session at the beginning of the semester to clarify expectations and one session for feedback at the end of the semester. Students can work on their pace. They can be given all the modules at the beginning of the semester, which contain all assigned texts (e.g., textbook, readings), learning materials (e.g., videos, slide deck, podcasts) and tools for assessment for each topic (e.g., exercises, quizzes).
 - 1.2.2. **Blended learning (if the health situation permits):** This teaching strategy can have more structure. This blends both synchronous and asynchronous modes of content delivery with opportunities for face-to-face interactions.
 - 1.2.3. **Remote learning:** Probably the most flexible mode of content delivery and can require minimal technical demands for both faculty and students. Faculty can devote one session during the week for students to learn a material and another session for discussions via email, FB groups, chat, forum, SMS messaging, phone calls, etc. Similar to completely independent learning, students can determine their pace in engaging with the material. Based on surveys, faculty can conduct the entire class exclusively through email.
- 1.3. **All required texts or reading materials should have soft copies** (e.g., e-books available in the library, journal articles, pdf of chapters, etc.). All reading materials should be stored in a shared drive.
- 1.4. **Encourage team teaching**, especially for faculty members who are unable to completely carry out remote instruction.
- 1.5. **Encourage harmonization of course content and requirements for similar courses.** Faculty members teaching the same course are encouraged to work together in designing the course. If possible, assign course coordinators to facilitate designing the course and ensure that content and requirements are fit for remote learning.
- 1.6. Whenever appropriate, **integrate opportunities for reflection on the implications of the pandemic on a topic or lesson.** Allow students to take a step back and reflect on the relevance and ultimate value of their disciplines and study programs during and beyond a crisis situation.
- 1.7. **Design a syllabus that covers around 10 to 12 major topics. Identify which topics and competencies are non-negotiable or "must-know/have."** Faculty can opt to have one topic per week. Avoid cramming too many topics in a week and for the whole course duration so there is enough space for adjustments. Keep in mind that: (a) students have other courses; (b) faculty members have duties other than teaching; (c) both faculty and students require rest; (d) too much time spent in front of the screen in a day is unhealthy; (e) remote learning does not mean more free time now than before for everyone; and (f) there will be unforeseen disruptions. Note that the 14-week semester includes the examination period.
- 1.8. The **grading system** for Midyear Term 2020 and AY 2020-2021 reverts to the **numeric grading system**. Policies on grades, including giving INC, DRP, 4, and 5, prior to the 2nd Semester AY 2019-2020, can be implemented starting Midyear Term 2020.

Reverting to the usual grading system and policies can give the faculty sufficient basis to assess students' performance for the whole course duration. Giving a numeric grade implies that (a) students have satisfactorily complied with all the course requirements, (b) the quality and correctness of outputs can be assessed, and

(c) the rubrics or criteria for evaluation are clear to both faculty and students.

1.9. **Course requirements and assessment tools** have to fit a remote learning context. The types of assessment to be used depend on the course goals and learning objectives. Assessment tools can range from any evidence of engagement with the material to outputs with a stricter scoring system. Two types of assessment (<https://www.cmu.edu/teaching/assessment/basics/formative-summative.html>) can be provided:

1.9.1. **Formative assessment:** These are low-stakes requirements that primarily monitor student learning. Faculty can give as many small but frequent opportunities for students to demonstrate what they learned. These are often all-or-nothing or easily graded tasks. Consistency of effort applied is rewarded. Examples include concept maps, short reflection statements, comments on a classmate's forum post, short exercises, chapter outline, lab reports, answers to prompt questions, among others.

1.9.2. **Summative assessment:** These are high-stakes requirements that evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark. These are often less frequent and occur at major milestones during the semester, like midterms and finals week. Outputs are assessed by their correctness, depth and breadth of knowledge, and ability to integrate many information. Examples include written or oral exams, reflection papers or essays, research papers, critiques, literature reviews and student-prepared slide decks, among others.

1.9.3. Whatever assessment tools are employed, faculty should provide regular feedback regarding students output.

1.10. The **Student Evaluation of Teachers (SET)** can be administered in AY 2020-2021 for students to give feedback on their teachers. The revised and shorter SET can be administered. As an alternative, the UP Open University SET can be adapted if the revised SET is deemed inappropriate for remote learning.

2. Faculty are reminded that the minimum teaching load every semester is 12 units.

The minimum teaching load can be partially satisfied by any of the following authorized academic activities: graduate studies, research and creative work, extension work and administrative work.

2.1. Refer to OVCRD guidelines on what counts as extension work for AY 2020-2021.

3. Colleges and units are encouraged to determine the optimal class size that allows the faculty to properly supervise students in a remote learning context.

3.1. Bear in mind that smaller class sizes might mean more sections need to be offered to meet course demands. Additional sections can be distributed to lecturers or part-time faculty. Individual faculty can also opt to offer more sections of a similar course, provided that they are able to properly manage remote classes and that their aggregate teaching load for the 1st and 2nd Semesters of AY 2020-2021 will not exceed 36 course credit units.

4. Teaching-Related Support and other OAT Functions

4.1. The OAT can provide the following kinds of support to help the faculty in their shift toward remote learning.

4.1.1. In lieu of a Teaching Effectiveness Course (TEC) during the Midyear Term 2020, OAT can facilitate **online town halls or consultative meetings for each academic cluster**, in recognition of each unit's diverse needs. The idea is to provide a space where faculty can collaborate with each other, cull suggestions from faculty themselves, and provide as many options to the academic clusters. The online discussions will be open to all faculty. Resource persons can be invited to briefly discuss key ideas on types of assessment, crafting workable syllabi and handling student concerns. More time can be devoted to answering questions and sharing of best practices.

4.1.1.1. A roadshow of these consultative meetings can be conducted upon request of units or colleges.

4.1.2. OAT compiles and/or comes up with **digital resources** (e.g., podcasts, see 4.12.2.2) and **solutions** (e.g., technical, pedagogical; see 4.12.2.1) related to the principles,

guidelines and strategies on remote learning. This can be in partnership with, but not limited to, the Interactive Learning Center, UPOU and DZUP.

4.1.2.1. Upon the consent of resource speakers, OAT can widely disseminate to the faculty recorded sessions from previous TECs that can be useful given the current context.

4.1.2.2. OAT can encourage the faculty to use episodes of DZUP programs, particularly those in the Radioskool block (programs from 4-7 pm), as supplement to their lessons. An archive of the episodes can be found in <https://bit.ly/DZUPpodcasts>

4.1.2.3. The OAT and/or OVCAA website can serve as a repository for remote learning resources and solutions.

4.2. An online system for processing documents related to OAT functions can be implemented, provided that other offices are also able to proceed with online documents processing including but not limited to the following:

4.2.1. Overload pay and processing of Faculty Service Record

4.2.2. Academic Program Improvement (API)

4.2.3. Reduced fees

4.2.4. Memorandum of understanding and agreement

4.2.5. Awards, grants, honors, and recognitions

4.3. OAT can prepare templates and online forms, as needed.

4.4. For decisions that require committee deliberations, such deliberations can proceed through online meetings or referendums via email.

4.5. Specific to API projects:

4.5.1. API projects implementation approved in CY 2020 should be allowed to extend until CY 2021.

4.5.2. API proposals for CY 2021 should be based on priority projects determined by the Office of the Vice President for Academic

Affairs (e.g., remote teaching and learning, external assessment, curriculum review).

4.6. OAT, through OVCAA, can coordinate with the CRS team, Office of the Vice Chancellor for Research and Development, Diliman Budget Office, Diliman Accounting Office, and Diliman Cash Office to further improve, streamline and align processes related to functions mentioned in 4.1. (or kinds of support to help the faculty in their shift toward remote learning).

Office of International Linkages Diliman (OIL-D)

I. Guidelines for the International Faculty Mobility Program

- A. Outbound faculty exchange program activities, study leaves including short-term travels (i.e. paper presentation, meeting, research work, academic collaboration, academic visit, competition, awarding ceremony, etc.) can continue, provided that no government funds are used for such travel, and that the faculty's health and safety are ensured.

Should the faculty decide to continue with travel plans, he/she should accomplish Form 1: Self-assessment Questionnaire on Travel-related Issues During the Pandemic (see Form 1). The Unit head or director shall provide strong justification for endorsing the faculty's travel.

- B. Inbound face-to-face international visiting and exchange programs are no longer possible, since the Department of Foreign Affairs has temporarily suspended visa issuance in all its Foreign Service Posts since March 19, 2020. However, the University can give visiting and exchange professors an appointment provided **the collaboration is online/remote, and subject to normal University rules and processes.**

- C. Units are advised to regularly monitor the faculty's safety and well-being abroad. They are further advised to update the OVCAA through OIL-D on the faculty's condition and their planned schedule of return. Arrangements to meet their quarantine requirements upon their arrival in the Philippines can be made through the University Health Service.

The guidelines can be re-evaluated and revised when there are more positive conditions for international faculty exchange and mobility.

Form 1: Self-assessment Questionnaire on Travel-related Issues during the Pandemic

(To be submitted by the faculty member applying for official travel abroad during the COVID-19 pandemic)

Kindly provide comments on the travel-related issues that would reflect your own assessment of the challenges and risks involved in your planned travel. The unit head or director shall provide a strong justification for endorsing the faculty's travel.

This questionnaire is a practical guide for a faculty who has to decide how and when to best carry out international academic and research plans. Keeping in view the health risks, travel restrictions, financial issues and other factors, the faculty can weigh in if he/she still wants to proceed with travel plans as scheduled. Aware of these various travel-related issues, the faculty adopts appropriate practices to facilitate a safe and fruitful travel.

Issues	Comments
Health Risks	
What is the incidence and distribution of COVID-19 in the destination country and city?	
Since no vaccine is yet available, what is the response capacity of hospitals within the university setting and throughout the destination city?	
Do you have a support group (relative, friends, or alumni) in the destination city?	
How prepared are you physically and mentally to deal with situations regarding the pandemic as it evolves?	
Travel Restrictions	
What regulations related to border control are in place at the destination country?	
What are the quarantine requirements at the destination city?	
What are the COVID-19 prevention and control measures being maintained in the host university?	
What is the chance that the program, conference or other academic mobility activities will be cancelled?	
Financial Issues	
If the planned travel will be at no cost to the government, will the travel funds be sufficient considering the rising cost of travelling abroad?	
Are there funds for unexpected expenses that may come up during the travel?	
Other Issues	
If the travel is covered by a MOA, can certain provisions be negotiated with the partner institution if there are adjustments that have to be made in the context of the pandemic?	
Can the program push through remotely in case face-to-face travel cannot occur?	

Name and Signature of Faculty: _____ Date Signed: ____
 Name and Signature of Unit Head/Director: _____ Date Signed: ____

II. Guidelines for the International Student Exchange Program

A. Suspension of the International Student Exchange Program (Inbound, 1st Semester, AY 2020-2021; and Outbound, Fall Semester 2020)

1. Visa applications for the inbound exchange program cannot be processed on time since on March 19, 2020, the Department of Foreign Affairs (DFA) advised that it “is temporarily suspending visa issuance in all its Foreign Service Posts until further notice.” A related March 20, 2020 Bureau of Immigration Press Release stated that “All issuance for entry visas for visa-required foreign nationals were suspended by the DFA, while all previously-issued visas are deemed cancelled.”

In addition, the UP COVID-19 Pandemic Response Team report (as updated on April 22, 2020) stated that prematurely lifting the ECQ may cause resurgence of COVID-19 cases and additional deaths.

2. The outbound exchange program particularly for students applying for financial support from the University has been discontinued per Department of Budget and Management (DBM) National Budget Circular No. 580: 4.3.1. The Circular states the “Discontinuance of the following: All foreign travels, except for ministerial meetings and scholarship/training that are grant-funded or undertaken at no cost to the government.”

In addition, the health risk may still be high in the coming months for all outbound students including a possibility of the next COVID-19 wave. The development of the needed vaccine pursued worldwide could still be in its early trial stage, at best, during the fall and winter seasons.

- B. Affected inbound students are prioritized for the 2nd Semester or when the situation is favorable, while affected outbound students are prioritized for the Spring Semester 2021, subject to availability of slots in the host university and their academic status at UPD.

2. Socially-distant yet intellectually-engaged globally: support remote collaborative activities such as data sharing and virtual laboratory; explore other options for linkages; and,
3. Improving readiness: document the challenges during the pandemic and build internal processes of observation, recognition, and response to life threatening and emergency situations.

III. Retooling Activities for Post-pandemic Scenario

1. Utilization of virtual modes of collaboration: facilitate technical assistance for online meet-up and remote exchange programs;

Interactive Learning Center Diliman

I. Online teaching resources

- University Virtual Learning Environment ([UVLe](#)) is the main platform or learning management system. Its basic features include sharing of files/videos, forum discussions, polls and online assignments. It also has advanced features, such as online quizzes, gamification tools, etc. Course creation and student enlistment are automated via CRS.
- [Zoom](#) for video conferencing and/or lecture recording.
- [Google Drive](#) for extra online storage space (esp. for sharing large files)

II. Teaching Online Guides Using UVLe, and Video Conferencing/Recording Applications

- Chronicle of High Education: [Moving Online Now, How to keep teaching during corona virus \(PDF\)](#)
- ILC Diliman PDF Guides:
 1. [Guide on Conducting Online Classes \(PDF\)](#): considerations, good practices, strategies
 2. [Course Creation via CRS](#): detailed documentation on how to use the UVLe integration in CRS.
 3. [Basics of UVLe Part 1 \(PDF\)](#): how to access, navigate, create a course page, upload content
 4. [Basics of UVLe Part 2 \(PDF\)](#): mainly about basic activities (e.g. assignments, forums)
 5. [How to use VCon applications and other tools \(PDF\)](#): outline/screen cap of steps; covers how to use Zoom, Google Meet, MS Teams, etc.
- Resources about Zoom:
 1. [Zoom 101: Sign Up & Download](#)
 2. [Zoom 101 : In Meeting Controls \(Basic\)](#)
 3. [Comprehensive Guide to Educating Through Zoom](#)
 4. [Tips and Tricks for Teachers Educating on Zoom](#)

- YouTube Videos about UVLe:

1. [Basics of Teaching with UVLe \(Video Recording of a Training Session\)](#)
2. [Basic Features of UVLe \(YouTube Playlist\)](#)

III. Access to Informative Online Resources (e.g. eBooks, eJournals, etc.)

- DilNet account: students and faculty can access the library's online collection/resources (e.g. eJournals, eBooks) through [ezproxy.upd.edu.ph](#)
- Scribd online library: free to anyone for 30 days (<https://www.scribd.com/?lohp=1>)

IV. Other References

- ILC Diliman Compilation: https://docs.google.com/spreadsheets/d/1zBahvz3lghnFZScPBJM592o9NtEOoi45FUlp_TDYuGA/edit?usp=sharing
- DilNet Frequently Asked Questions: <https://dilnet.upd.edu.ph/faqs/>
- UVLe Frequently Asked Questions: <https://helpdesk.ilc.upd.edu.ph/kb/faq.php?cid=2>
- [MEMO NO. ILCD-MVS 20-1](#)
- helpdesk.ilc.upd.edu.ph
- UP Computer Center (helpdesk@upd.edu.ph) for inquiries about DilNet account or creation of a UP Mail account
- ITDC (helpdesk@up.edu.ph) for inquiries about Microsoft 365 for UP faculty/students. To request a Microsoft 365 account, answer this form: bit.ly/office365request.
- support.google.com: for inquiries about Google classroom.

General Education Center (GEC)

Guidelines on the Teaching of GE Courses for Midyear, 2020 and 1st Semester AY 2020-21

I. Activities

- A. Completion of Adjusted Course Requirements: activities held after the last day of classes on Apr. 30, 2020 shall enable students to complete adjusted course requirements (see OVCAA Appendix ____).

1. 'Adjusted course requirements' refers to adjusted delivery and assessment of courses, as determined by the faculty, due to the disruption of the regular semester schedule by the ECQ, limited access to internet among many students (and faculty in some cases), and the uncertainty regarding when classes can resume given the continuing threat of contagion, among others. (Implementing Guidelines, Definition)
2. Departments/Faculty shall prepare the necessary 'adjusted course requirements' which shall allow them to make an assessment of academic performance if they have not done so yet and communicate the same in a timely manner to their students. (UP System Policy No. 1, a, iii)

- B. Academic Imperative: All Heads of GE Offering Units shall discuss among the GE faculty the necessary adaptation and come to a consensus regarding adjustments in the course requirements without sacrificing the required minimum competencies of the course.

- C. Preparation for GE Course Teaching and Learning: The available template (see Form 1. Preparations for GE Course Teaching and Learning) shall be accomplished and submitted to the General Education Center (GEC) via email at gec_ovcaa.upd@up.edu.ph before the start of Midyear Term 2020 (only for GE course offerings during this term) and before the start of the 1st Semester AY 2020-2021. GEC shall compile the submitted Preparations for GE Course Teaching and Learning for documentation and shall be used to formulate guidelines and develop assessment tools for the UPD GE courses/program, etc.

Given the uncertainty of the times, these preparations can extend to the 2nd Semester AY 2020-2021.

Form 1. Preparations for GE Course Teaching/Learning for ____MYT 2020/ ____1st Semester AY2020-2021

GE Offering Unit	GE Course Code, Course Number and Course Title	Approved Course Content and Requirements	Preparations for GE Course Teaching/Learning

II. Guidelines for Conducting GE Courses

1. Departments/faculty shall ensure that the course requirements consider the crisis conditions under which the students are required to comply with the requirements. (BOR Policy No. 1, a, iv)
2. No face-to-face or residential classes for the Midyear Term and 1st Semester, AY 2020-2021. (OAT: Post-ECQ Guidelines on Teaching-Related Academic Policies and Functions)
3. Faculty-designed synchronous and asynchronous remote classes can be conducted. (OAT: Implementing Guidelines and Post-ECQ Guidelines on Teaching-Related Academic Policies and Functions)
4. Adjusted course requirements can take the form of an examination. (Implementing Guidelines 4.2) Alternative forms of summative assessment (e.g. reflection paper or critical analysis) can be considered in lieu of exams. (Implementing Guidelines 4.2.1.2)
5. Colleges/Departments shall determine the parameters for the assessment of their students' academic performance, likewise considering the current crisis situation. (OAT: Post-ECQ Guidelines on Teaching-Related Academic Policies and Functions)

III. Suggested Teaching Strategies based on OAT Post-ECQ Guidelines on Teaching-Related Academic Policies and Functions

1. **Completely Independent Learning or Individualized Instruction.**
2. **Blended Teaching and Learning (if the health situation permits).** Blends both synchronous and asynchronous modes of content delivery in a week with opportunities for face-to-face interactions.

3. Remote Teaching and Learning.

4. **Encourage team teaching.** Collaboration is encouraged especially for faculty members who are unable to completely carry out remote instruction. This can extend to sharing of materials, discussion of appropriate learning strategies and assessment tools for student's learning and performances, threshing out of problems and obstacles in the course of teaching, creating feedback mechanism, and finding solutions to every problem encountered.

IV. Sources of Teaching/ Learning Materials

The GEC offers e-copies of GE teaching and learning materials (e.g. approved GE course syllabi and System GE courses' module study guides and readings) which are available upon request.

The System GE courses' module study guides and readings are also accessible through UVLe. Faculty teaching the System GE courses can request to open their respective UVLe courses via CRS (Instructor Dashboard) or through ILC Diliman Helpdesk (<https://helpdesk.ilc.upd.edu.ph/>).

Additional guidelines by the Office of the Vice President for Academic Affairs released through the Memorandum No. OVCAA-MTTP 20-001-A on the Access Point to GE Portal, prescribes GE faculty to create an UVLe course page to give GE classes access to the common modules in UVLe. After creating course pages, GE faculty can request the GE common module block through the ILCD Helpdesk. (Refer to detailed ILCD guidelines above on how to create courses.)

Students can access the course page through any smart device; UVLe is mobile- responsive. In addition, most contents are accessible through Moodle Mobile (a mobile application for any Moodle site). Moodle Mobile has an offline feature which allows students to download a resource and access it offline next time. More details are provided at dilc.info/moodlemobile.

GE Offering Units and GE Courses

Arts and Letters Cluster

GE Offering Units	Course Code and Number	Course Title
CAL-DAS	Art Stud 2	Art Around Us: Exploring Everyday Life
CAL-DAS	ARTS 1	Critical Perspectives in the Arts
CAL-DAS	PHILARTS 1	Philippine Arts and Culture
CAL-DECL	CW 10	Creative Writing for Beginners
CAL-DECL	Eng 11	Literature and Society
CAL-DECL	Eng 12	World Literatures
CAL-DECL	Eng 13	Writing as Thinking
CAL-DECL	Eng 30	English for the Professions
CAL-DFPP	Fil 18	Oryentasyong Filipino sa Akademikong Pagsulat
CAL-DFPP	Fil 40	Wika, Kultura, at Lipunan
CAL-DFPP	MPs 10	Ang Hiwaga at Hikayat ng Panulat sa Filipino
CAL-DFPP	Pan Pil 17	Panitikan at Kulturang Popular
CAL-DFPP	Pan Pil 19	Sexwalidad, Kasarian at Panitikan
CAL-DFPP	PS 21	Wika, Panitikan at Kultura sa Ilalim ng Batas Militar sa Pilipinas
CAL-DSCTA	Speech 30	Public Speaking and Persuasion
CAL-DSCTA	Theatre 11	Dula at Palabas
CAL-DSCTA	Theatre 12	Acting Workshop
CFA	FA 28	Arts in the Philippines
CFA	FA 30	Art Pleasures
CMC-UPFI	Film 10	Sining Sine
CMC-UPFI	Film 12	Sine Pinoy

Management and Economics Cluster

GE Offering Units	Course Code and Number	Course Title
SE	Econ 11	Markets and the State

Science and Technology Cluster

GE Offering Units	Course Code and Number	Course Title
ASP	Arkiyoloji 1	Ang Pilipinas: Arkiyoloji at Kasaysayan
ASP	Archaeo 2	Archaeological Heritage: The Past is not a Foreign Land
CA	L Arch 1	Designing Eden: Introduction to Philippine Landscape Architecture
CHE-DFSN	FN 1	Food Trip
COE-GE	GE 1	Earth Trek
COE-ICE	DRMAPS	Disaster Risk Mitigation, Adaptation, and Preparedness Strategies
CS-IB	Bio 1	Contemporary Topics in Biology
CS-IC	Chem 1	Chemistry: Science that Matters
CS-IESM	Env Sci 1	Environment and Society
CS-IM	Math 2	Mathematics in Everyday Life
CS-IM	MATH 10	Mathematics, Culture, and Society
CS-MSI	MS 1	Oceans and Us
CS- NIGS	Geol 1	Our Dynamic Earth
CS-NIMBB	MBB 1	Biotechnology and You
CS-NIP	Physics 10	Physics and Astronomy for Pedestrians
CS-SSP	STS 1	Science, Technology and Society
SLIS	LIS 10	Information and Society

Social Sciences and Law Cluster

GE Offering Units	Course Code and Number	Course Title
CIS	SEA 30	Asian Emporiums: Networks of Culture and Trade in Southeast Asia
CSSP	SAS 1	Self and Society
CSSP	Soc Sci 1	Foundations of Social Science
CSSP	Soc Sci 3	Exploring Gender and Sexuality
CSSP-Anthro	Anthro 10	Bodies, Senses and Humanity
CSSP-Geog	Geog 1	Places and Landscapes in a Changing World
CSSP-History	KAS 1	Kasaysayan ng Pilipinas
CSSP-History	Kas 2	Ang Asya at ang Daigdig
CSSP-Ling	Lingg 1	Ikaw at Wika Mo
CSSP-Philo	ETHICS 1	Ethics and Moral Reasoning in Everyday Life
CSSP-Philo	Philo 1	Philosophical Analysis
CSSP-Philo	Philo 10	Approaches to Philosophy
CSSP-Philo	Philo 11	Logic
CSSP-Poli Sci	Soc Sci 2	Social, Economic and Political Thought
CSSP-Socio	Socio 10	Being Filipino: A Sociological Exploration

National Service Training Program (NSTP)

Post-ECQ Guidelines on the Conduct of NSTP Classes for Midyear 2020 and 1st Semester AY 2020-2021

I. Guidelines for Midyear Term 2020

A. Procedures for the Implementing Unit

1. The NSTP Diliman Office officially writes the unit to offer the Integrated NSTP 1 and 2 courses.
2. Only graduating students shall be accepted to the Midyear class.
3. The class can be opened even if it does not meet the university-prescribed minimum number of students as long as there are graduating students who need the courses.

B. Mode of learning and teaching

1. The class follows the university-recommended “remote learning” mode. Course content are mostly delivered via **asynchronous means**.
2. The academic unit shall approve the course content.
3. The teachers shall adopt a self-paced learning method.
4. Teachers facilitate online plenary sessions to synthesize lesson/s content/s. The synchronous mode of teaching is for consultation and clarifications purposes.
5. NSTP class projects have to adhere to university policies on teaching and field activities. Course assessments adhere to university policies (refer to OAT and OFA guidelines).

C. Reasonable student accommodation

1. Class content is recorded asynchronously.
2. Students are provided alternative activities if they fail to submit requirements.
3. Compassion shall be demonstrated by giving students enough time to do their

outputs. They are given four to five days to work on their outputs.

4. The teacher should be aware of the students’ psycho-social needs. They should also be ready to refer them to the University Health Service, Office of Counseling and Guidance, College of Social Work and Community Development and/or PsycServ when the need arises.

II. Guidelines for NSTP1 and NSTP 2

NSTP 1	NSTP 2
A. Mode of learning and teaching	
1. Classes follow the university-recommended “remote learning” mode.	
2. All lessons are delivered asynchronously. The teacher primarily adopts the self-paced learning method. The teacher gives pre-work by uploading a pre-recorded content through a platform. Students are provided links to other websites.	
3. NSTP Coordinators and instructors from various units share materials with each other to ensure consistency in course delivery. Point persons are assigned for the common and component modules.	
4. The teacher facilitates plenary sessions to synthesize the contents of the lessons. This could also be used for consultation and clarification.	
5. The NSTP Diliman Office provides instructors with supplementary content for the common and component modules from the pre-recorded STUP radio show contents and pre-recorded NSTP Office-initiated webinars.	
B. Module Timeline	
Week 1: Orientation	Week 1: Orientation
Weeks 2 to 9: Delivery of the Common Module Topics	Weeks 2 to 6: Project Planning
Week 10: Redistribution to the Component classes (CWTS 1, LTS 1, ROTC 1, Integrated CWTS 1 and 2)	Weeks 7 to 12: Project Implementation*
Weeks 11 to 14: Component Courses (Volunteerism, Community Engagement) and Final Requirements	Weeks 13 to 14: Report Writing

NSTP 1	NSTP 2
C. Reasonable Student Accommodation (Refer to I C items 1-4)	
<p>NSTP 1 students have to conceptualize remote projects that are in support of:</p> <p>a. College and institute initiatives. The College, through its NSTP coordinator and instructors, are in-charge of providing students with project that are in line with its plans.</p> <p>b. Projects from already existing partner organizations and communities. The NSTP coordinator and instructor may allow the students to conceptualize projects with partners. The instructor must ensure that the projects could be executed remotely.</p> <p>c. Already funded volunteer opportunities within the university. In order to lessen the financial burden of students, they are encouraged to tie up with the university's public service initiatives. The students, with the approval of the instructor, should be able to come up with a project that could be accomplished remotely.</p>	

III. Processing of documents related to NSTP functions:

1. Student appeals are facilitated online. The NSTP Diliman Office is in charge of the process. Please contact the NSTP Office for the guidelines.
2. An online redistribution process for NSTP 1 is used to transfer students from common to component module classes. The NSTP Office schedules this process during the semester.
3. The change of matriculation process is completed in cases when students change their section from common to component module classes and when the students decide to move to a component class in a different college. Please contact the NSTP Office for the guidelines.

Office of Field Activities (OFA)

Processing of Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and Request Forms for Academic Field Activities (AFA) During the Period of Community Quarantine

AFA guidelines (revised due to COVID-19) may be accessed and downloaded from <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Note that the link is only accessible using the UP email. This is to ensure the security and data protection the documents.

To facilitate the smooth processing and submission of documents related to AFA, the following guidelines and processes shall be followed:

I. Processing of the Summary List of AFAs (OVCAA Form No. 03)

All academic units are reminded to submit via email to ofadiliman@up.edu.ph the accomplished revised version of the OVCAA Form No. 03 – Summary List of AFAs two weeks prior to the conduct of the redesigned AFA. This can be accessed by downloading the file from <https://tinyurl.com/OFAForm03Revised>. To assist units in accomplishing the form, below is the guide for the typologies of AFAs:

AFA Type	Example/Description	Duration	Location	Students are Supervised By	Applicability in the time of COVID-19 pandemic
Type 1A	Internship/Practicum	Long-term		The facilitator from the training establishment	Redesigned course requirements, adjusted hours, facilitation of the course through remote teaching and learning
Type 1B	Field school	>5 days	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 1C	Field survey, Class observation, fieldwork	<5 days	On/off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning

AFA Type	Example/Description	Duration	Location	Students are Supervised By	Applicability in the time of COVID-19 pandemic
Type 2A	Field tour	1-5 days	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 2B	Field trip	<1 day	Off-campus	The faculty-in-charge and the facilitator on field	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 3A	Class activity in non-academic building		On-campus	The faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 3B	Class activity within academic building		On-campus	The faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 4A	Independent academic field activity		Off-campus	The instruction of the faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning
Type 4B	Independent academic field activity		On-campus	The instruction of the faculty-in-charge	Redesigned course requirements, facilitation of the course through remote teaching and learning

Academic units shall also properly inform the students during pre-enlistment that the course involves AFA. Departments/institutes shall indicate the following under the CRS remarks page of the subject with academic field activity.

AFA Type	CRS REMARKS	SUGGESTED REMARKS DUE TO COVID-19 PANDEMIC
Type 1A	"WITH INTERNSHIP"	"WITH REDESIGNED INTERNSHIP DUE TO COVID-19 PANDEMIC"
Type 1B and 1C	"WITH REQUIRED ACADEMIC FIELD ACTIVITY"	"WITH REDESIGNED REQUIRED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC"
Type 2A and 2B	"WITH ACADEMIC FIELD ACTIVITY"	"WITH REDESIGNED ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC"
Type 4A	"WITH OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY"	"WITH REDESIGNED OFF-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC"
Type 4B	"WITH ON-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY"	"WITH REDESIGNED ON-CAMPUS INDEPENDENT ACADEMIC FIELD ACTIVITY DUE TO COVID-19 PANDEMIC"

The faculty-in-charge shall inform the Dean or Head of Unit of the specific details of every redesigned AFA in writing at least one month before conducting it. Such redesigned academic field activities must be included in the summary list the Unit submitted to OFA Diliman. The conduct of the redesigned academic field activity shall be approved on the Dean's (or equivalent head) level using the prescribed OFA Forms.

II. Processing of Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) for Student Internship

The revised OFA forms and guidelines required for submission during the community quarantine are available and downloadable only through the UP mail at <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Upon accomplishing such forms, the concerned offices must submit the accomplished documents via email to ofadiliman@up.edu.ph with an email subject as follows:

Unit/College Name – MOA/MOU – HTE Name
(Example: Cesar E. Virata School of Business – MOA – Nestle Philippines, Inc.)

To have smooth transactions and endorsements from the colleges, OFA shall temporarily accept endorsements via email thread for the processing

of MOA and MOU for student internships. The offices involved must ensure that the endorsements in the email thread have been reviewed and sent in chronological order, following the procedure below:

1. **From the Requesting Unit** – The faculty or staff in-charge shall prepare the following documents and email the accomplished softcopies in PDF version:
 - a. OVCAA OFA Form No. 04 – Internship Request Form;
 - b. Endorsement letter of the proposed or new partnership addressed to the UP Diliman Chancellor;
 - c. Proposed draft agreement;
 - d. Soft copy of the government-issued ID of a representative from the Host Training Establishment; and
 - e. Certification from the College stating that the agreement will not require additional budget

Suggested text in the email:

“The [Department Name, College Name] endorses the following documents for the approval of the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UPD and [Name of Host Training Establishment].”

Other necessary information are included in the email, following the suggested text.

Once OFA is done reviewing the documents submitted by the requesting unit, OFA shall endorse the documents to DBO using the same email thread. The endorsement of OFA shall attach the reference slip signed by the OFA Director, and shall be forwarded to DBO thereafter for budget certification, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

Attached herewith are the documents for endorsement to the Diliman Budget Office (DBO) for budget certification, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac.

Kindly acknowledge the receipt of this email and forward upcoming documents relevant to the processing of the MOA/MOU using this email thread.”

2. **From the Diliman Budget Office (DBO)** – Upon receiving and reviewing the documents forwarded by OFA, DBO shall prepare a budget certification for the MOA/MOU. The documents shall then be endorsed to OFA using the same email thread, with the suggested text in the email:

“The Diliman Budget Office endorses the following documents for legal review of the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

Once OFA is done reviewing the documents forwarded by DBO, OFA shall endorse the documents to DLO using the same email thread. The endorsement of OFA shall attach the reference slip signed by the OFA Director, and shall be forwarded to DLO thereafter for legal review, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

Attached herewith are the documents for endorsement to the Diliman Legal Office (DLO) for legal review, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac.

Kindly acknowledge the receipt of this email and forward upcoming documents relevant to the processing of the MOA/MOU using this email thread.”

3. **From the Diliman Legal Office (DLO)** – Upon receiving the forwarded documents from OFA, DLO shall prepare the documents for the legal review of the MOA/MOU. After DLO has reviewed the submitted documents, it shall endorse the MOA/MOU to OFA using the same email thread, with the suggested text in the email:

With revisions:

“The Diliman Legal Office endorses the following documents for revisions of the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment].”

With no revisions:

“The Diliman Legal Office endorses the following documents with no revisions regarding the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

3.A. With revisions – Should the documents have revisions, OFA shall review and endorse the comments to the requesting unit using the same email thread, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has received and reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

The Diliman Legal Office (DLO) has requested to make the necessary revisions (see attached file/s), which [Department Name, College Name] has to comply with in order to further process the MOA/MOU.

Kindly acknowledge the receipt of this email and forward the revised documents of the MOA/MOU to OFA using this email thread.”

The requesting unit shall then integrate the revisions recommended by DLO and forward the revised MOA/MOU to OFA using the same email thread.

Suggested text in the email:

“The [Department Name, College Name] has made the necessary revisions recommended by the Diliman Legal Office for the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

OFA once again reviews the revised MOA/MOU from the requesting unit to ensure that all comments from DLO have been integrated; if there are no more additional revisions to be made, OFA endorses the MOA/MOU back to DLO for final legal review, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has received and reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

The [Department Name, College Name] has already integrated the necessary revisions on the documents. The documents necessary for the processing of the MOA/MOU on Internship between UP Diliman and [Name of Host Training Establishment] are now ready for DLO’s final legal review. Attached herewith are the documents for endorsement, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac.

Kindly acknowledge the receipt of this email and forward the revised documents of the MOA/MOU using this email thread.”

After DLO’s final legal review, DLO shall forward the documents to OFA using the same email thread, with the following text in the email:

“After the final legal review, the Diliman Legal Office endorses the following documents with no revisions regarding the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment].”

Other necessary information may also be included in the email, following the suggested text.

After receiving and reviewing the documents from DLO, OFA shall endorse the documents to the OVCAA Central Office for recommending approval of the Vice Chancellor for Academic Affairs, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has received and reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

Attached herewith are the documents for endorsement to the OVCAA Central Office, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac, for recommending approval of the Vice Chancellor for Academic Affairs.

Kindly acknowledge the receipt of this email and forward the documents of the MOA/MOU using this email thread.”

3.B. With no revisions – Should the documents have no revisions, OFA shall review and endorse the documents to the OVCAA Central Office for recommending approval of the Vice Chancellor for Academic Affairs, with the following text in the email:

“The Office of Field Activities Diliman (OFA) has received and reviewed the following documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

Attached herewith are the documents for endorsement to the OVCAA Central Office, along with the endorsement and reference slip signed by the OFA Director, Asst. Prof. Arlyn P. Macapinlac, for recommending approval of the Vice Chancellor for Academic Affairs.

Kindly acknowledge the receipt of this email and forward the documents of the MOA/MOU using this email thread.”

4. **From the OVCAA Central Office** – Upon receiving and reviewing the documents forwarded by OFA, the Vice Chancellor for Academic Affairs shall recommend the approval of the MOA/MOU to the Office of the Chancellor (OC) using the same email thread, with the suggested text in the email:

“The Office of the Vice Chancellor for Academic Affairs (OVCAA) is acknowledging the receipt of the documents necessary for processing the [Memorandum of Agreement/Memorandum of Understanding] on Internship between

UP Diliman and [Name of Host Training Establishment] for the [Department Name, College Name].

The Vice Chancellor for Academic Affairs, Dr. Ma. Theresa T. Payongayong, is recommending the approval of the aforementioned and attached documents to UP Diliman Chancellor, Dr. Fidel R. Nemenzo.”

Other necessary information may also be included in the email, following the suggested text.

5. **From the Office of the Chancellor (OC)** – The Office of the Chancellor shall review the MOA/MOU sent by the OVCAA Central Office. Once the Chancellor approves the MOA/MOU, OC shall endorse the MOA/MOU back to OFA, stating that the UP Diliman Chancellor’s signature is ready to be affixed after the community quarantine.

Suggested text in the email:

“The UP Diliman Chancellor, Dr. Fidel R. Nemenzo, has approved the [Memorandum of Agreement/Memorandum of Understanding] on Internship between UP Diliman through the [College Name] and [Name of Host Training Establishment]. It is ready for signature of the UP Diliman Chancellor after the community quarantine, once the signatures from [College Name] and [Name of Host Training Establishment] have been secured.”

Other necessary information may also be included in the email, following the suggested text.

Upon receiving the approval and endorsement of the UPD Chancellor, OFA shall inform the requesting unit regarding the next steps to be taken.

The temporary set-up of endorsing the document email thread shall stop at the level of the Office of the Chancellor, since affixing signatures and having the documents notarized are already the final steps needed before OFA forwards the MOA/MOU for BOR confirmation.

It is assured that **once the community quarantine is lifted**, OFA shall take the necessary actions to safeguard the approval of the MOA/MOU for student internships:

- Print the MOA/MOU and attach the endorsement email from OC stating that it is approved and ready for signature;
- Return the MOA/MOU to the requesting unit for securing the signatures required from the unit and the host training establishment;
- Receive the signed MOA/MOU from the requesting unit;
- Endorse the MOA/MOU to OC for UPD Chancellor’s signature;
- Receive the signed MOA/MOU from OC;
- Endorse the MOA/MOU to the requesting unit for notarization;
- Receive the notarized MOA/MOU from the requesting unit; and
- Endorse the MOA/MOU to OC for BOR confirmation.

Please note that the process may take longer than usual due to the shift to online transactions and work arrangements of the various offices involved. Please also be reminded that the submission of the five documents by the requesting unit is necessary in order to move forward with processing the MOA/MOU.

III. Processing of Internship Request Forms for the Semester (AFA Type 1A)

The following steps and requirements shall be completed by the faculty or staff in-charge in processing the forms required to conduct student internships/practicum:

- Accomplished OVCAA OFA Form No. 04 – Internship/Practicum Request Form
- Accomplished Internship Contract/Agreement (with Internship Plan)
- Approved Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the HTE
- Accomplished Parental/Legal Guardian Written Consent
- Submit the accomplished OVCAA OFA Form No. 04, Internship Contract/Agreement, MOA/MOU, and Parental/Legal Guardian Written Consent to OFA via ofadiliman@up.edu.ph

- The faculty-in-charge shall keep the students' copies of OVCAA OFA Form No. 02 for safekeeping and record.

The revised OFA forms and guidelines required for submission during the community quarantine are available and downloadable **only through UP mail** at <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Upon accomplishing such forms, the concerned offices must submit the accomplished documents via email to ofadiliman@up.edu.ph with an email subject as follows:

AFA Internship/Practicum – Semester and Academic Year – Unit/College Name – Course Subject & Number (Example: AFA Internship/Practicum – Midyear 2020 – College of Engineering – CE 132)

Suggested text in the email:

"The [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] submits the following accomplished OVCAA OFA forms for the request of internship/practicum for [Semester, A.Y.]:

1. Accomplished OVCAA OFA Form No. 04 – AFA Request Form;
2. Accomplished Internship Contract/Agreement (with Internship Plan)
3. Approved Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the HTE; and
4. Accomplished Parental/Legal Guardian Written Consent"

Other necessary information may also be included in the email, following the suggested text.

The revised OFA forms and guidelines required for submission during the community quarantine are available and downloadable **through UP mail** at <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Upon accomplishing such forms, the concerned offices must submit the accomplished documents via email to ofadiliman@up.edu.ph with an email subject as follows:

AFA Request Form – Semester and Academic Year – Unit/College Name – Class and Course Number (Example: AFA Request Form – Midyear 2020 – College of Engineering – CE192)

Suggested text in the email:

If the request is for one class:

"Attached is the accomplished OVCAA OFA Form No. 01 – AFA Request Form from [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]"

If the request is for two or more classes:

"Attached are the accomplished OVCAA OFA Forms No. 01 – AFA Request Form from

1. [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]
2. [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]
3. ...and so on."

Other necessary information may also be included in the email, following the suggested text.

IV. Processing of Request Forms for Short-Term Academic Field Activities (AFA Types 1C, 2A, and 2B) and Long-Term Academic Field Activities (AFA Type 1B)

The following steps and requirements shall be completed by the faculty or staff in-charge in processing the forms required to conduct these types of AFA:

- Accomplished OVCAA OFA Form No. 01 – AFA Request Form
- Accomplished OVCAA OFA Form No. 02 – Student Participation Agreement
- Submit the accomplished OVCAA OFA Form No. 01 to OFA via ofadiliman@up.edu.ph
- The faculty-in-charge shall keep the students' copies of OVCAA OFA Form No. 02 for safekeeping and record.

V. Processing of Request Forms for On- and Off-Campus Independent Academic Field Activities (AFA Type 4)

The following steps and requirements shall be completed by the faculty or staff in-charge in processing the forms required to conduct AFA Type 4:

- Accomplished OVCAA OFA Form No. 07 – Independent Academic Field Activity Request Form
- Accomplished OVCAA OFA Form No. 08 – Summary List of Students Participating in Independent Academic Field Activity
- Accomplished OVCAA OFA Form No. 02 – Student Participation Agreement
- Submit the accomplished OVCAA OFA Forms No. 07 and 08 to OFA via ofadiliman@up.edu.ph
- The faculty-in-charge shall keep the students' copies of OVCAA OFA Form No. 02 for safekeeping and record.

The revised OFA forms and guidelines required for submission during the community quarantine are available and downloadable **through UP mail** at <https://tinyurl.com/OFAFormsAndGuidelinesRevised>. Upon accomplishing such forms, the concerned offices must submit the accomplished documents via email to ofadiliman@up.edu.ph with an email subject as follows:

AFA Request (Independent) – Semester and Academic Year – Unit/College Name – Class and Course Number (Example: AFA Request (Independent) – Midyear 2020 – College of Engineering – CE192)

Suggested text in the email:

If the request is for one class:

“Attached are the accomplished OVCAA OFA Forms No. 07 and 08 from [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]”

If the request is for two or more classes:

“Attached are the accomplished OVCAA OFA Forms No. 07 and 08 from

1. [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]
2. [Department Name, College Name], for [Class] of [Name of Faculty-in-Charge] for the [Semester, A.Y.]
3. ...and so on.”

Other necessary information may also be included in the email, following the suggested text.

University Library

Guidelines for Reopening of Libraries and Resumption of Library Services in UP Diliman during the Post-Enhanced Community Quarantine (ECQ) Period

A. Rationale

This document has been prepared with reference to the UP Diliman Post-ECQ Guidelines to provide guidance to all library personnel on how the libraries should operate and perform its services once work has resumed in UPD considering the health and safety of all library personnel and clientele.

B. General Guidelines

In ensuring the safety and well-being of all library personnel and its clientele, it is important that libraries determine the most essential services to be enabled or resumed and the work to be prioritized during the post-ECQ period. **Essential Work** refers to tasks that are absolutely necessary and indispensable for the basic functioning of the UPD Libraries while **Priority Work** refers to tasks that require major attention in ensuring that our important goals are accomplished and our mandates are performed.

The **Work-From-Home** (WFH) arrangement is the most recommended setup or work mode during this period. However, there are some tasks or services that require the personnel to be physically present in the library. In these cases, a **Skeleton workforce** may be arranged by the Unit Heads with their staff who can report for work physically on a schedule agreed by all parties concerned.

Other alternative work arrangements (e.g., four-day workweek, staggered working hours) may be considered by individual libraries upon consultation with and approval of their Deans/Directors and/or the University Librarian.

Staff meetings shall be conducted virtually or in areas that allow for appropriate physical distancing.

C. Scope and Coverage

These interim guidelines, together with the **UP Diliman Post-ECQ Guidelines**, shall be used and applied consistently in all the Main Library Divisions/Sections and the College/Unit Libraries in UP Diliman. It shall take effect as soon as the ECQ

as been lifted and a “back-to-work” order has been issued by the UP Diliman Administration, and shall remain in force until otherwise repealed or until the State of National Emergency has been lifted.

D. Reopening Timeline and Phasing

In preparation for the reopening of UPD Libraries after the lifting of the ECQ until the resumption of regular services, a timeline of phasing is recommended and shall be included in the reopening plan.

Below is a proposed timeline for implementing the post-ECQ work plan in accordance with these interim guidelines. It is divided into four (4) phases which shall begin from the lifting of the ECQ and resumption of work in UPD. Phase 1 will span the first six (6) weeks, Phase 2 will start on week 7 until week 10, Phase 3 will begin on week 11 and conclude on week 13, and Phase 4 will commence on week 14 when all services are assumed to have returned to normal operations. This, however, may be adjusted depending on the state of public health of the city, the directive of the University Administration, and/or the preferences of the individual Colleges/Units.

Table 1: Timeline for Reopening of Libraries and Resumption of Library Services

	Phase 1 (first 6 weeks)	Phase 2 (week 7-10)	Phase 3 (week 11-13)	Phase 4 (week 14 onwards)
Staff Presence	Skeleton workforce only	All staff (including those with prior restrictions in Phase 1)	All staff (including those with prior restrictions in Phase 1)	All staff (including those with prior restrictions in Phase 1)
Operations/ Services	Essential and Priority work or services only	Essential and Priority work or services and some services previously suspended	All services and functions	All services and functions
Circulation of Library Materials and Use of Reading Areas	Returning of borrowed materials only (using drop boxes); Reading areas closed	Lending and returning of printed materials for home use; Reading areas closed	Lending and returning of printed materials for home use; Reading areas may be opened with social distancing	Circulation desk and Reading areas open
Working Hours*	8am-5pm	8am-5pm	8am-5pm	Regular service hours

*For College/Unit libraries, working hours may be adjusted based on the working hours approved by their respective Deans/Directors and/or the College Executive Board.

E. Skeleton Workforce

Some essential services require a minimum number of personnel to be physically present in the library. These include, but not limited to, the following:

Circulation and User Services

- Lending and returning (limited during Phase 1), unless using self-service kiosks (e.g., RFID Self-Check system)
- Collection maintenance: shelving (limited during Phase 1)

Acquisitions / Collection Development

- Accessioning of new book acquisitions (limited during Phase 1)
- Processing acquisition/procurement of library equipment and resources

Cataloging and Indexing

- Cataloging of printed materials (priority items only and limited during Phase 1)

Administrative tasks

- Receiving and disseminating office communications (messengerial services)

Other library tasks

- Digitizing library materials (image capture)
- Maintaining physical servers

F. Work-From-Home Arrangement

The following tasks may be performed by the library personnel at home, either physically and/or using computers and various communication channels (e.g., internet, phone):

Reference and Information Services

- Managing and updating social media platforms, websites, blogs, etc.
- Answering reference inquiries using various platforms (email, social media, phone) and providing research support
- Updating links to online resources and databases
- Conducting online library instruction sessions

- Designing and editing of publications
- Providing Current Awareness Services
- Issuing / reactivating remote access codes
- Developing marketing / promotional materials (e.g., infographics)

Circulation and User Services

- Processing library accountabilities
- Facilitating online reservation of books
- Issuing of library clearance

Acquisitions / Collection Development

- Updating and consolidating the Accession Inventory List (AIL)
- Following-up with suppliers regarding requests for quotations and deliveries
- Processing of recommended materials for purchase
- Processing of payments of items purchased
- Communicating with other staff and offices re: acquisition process

Cataloging and Indexing

- Cataloging of library materials
- Indexing of periodicals, UPiana publications, etc.
- Encoding and editing bibliographic records
- Revising periodical and theses holdings
- Revising and updating Microfilm numbers thru iLib Database

Administrative tasks

- Processing of documents, appointments, vouchers, salaries, etc.
- Preparing performance targets and/or output
- Receiving and disseminating office communications (Online)
- Communicating and coordinating with other offices

- Preparing requisition of supplies and materials
- Consolidating and preparing reports
- Performing records and reports management

Other library tasks

- Performing digitization services (e.g., image capture/processing/uploading)
- Providing IT Technical support
- Promoting and marketing library resources and services (website & social media)
- Processing (arrangement, description) of archival materials
- Updating of databases

G. Suspended Services

The following tasks or services are temporarily suspended during the post-ECQ period (During Phase 1; but may be extended as needed):

Use of Library Spaces, Facilities, and Equipment

- Use of discussion rooms, reading areas, viewing rooms, etc.
- Access to computers (internet workstations, etc.)
- Photocopying, printing, and scanning services
- Viewing of multimedia materials (physical)
- Tapping of electricity

Reference and Information Services

- Assisting readers in external services
- Conducting face-to-face reference services
- Conducting physical library instruction sessions
- Providing Library Tours
- Doing document delivery services
- Accommodating non-UP users

Circulation and User Services

- Lending (using face-to-face transaction)

- Performing collection maintenance (inventory of books, book covering, etc.)
- Manning of Control desks
- Facilitating Inter-Library Loans
- Recalling of overdue books
- Accepting payment of fines

Acquisitions / Collection Development

- Processing of donated materials/gifts
- Acquiring of print resources (unless strongly justified)
- Facilitating or accepting of book donations

Other library tasks

- Repairing/binding of library materials

H. Services that may be Offered Remotely (Online)

The following online services and information systems shall remain accessible or be made available to the UP Diliman constituents thru online means:

- a. Search of the Online Catalog (<https://ilib.upd.edu.ph>) and other local databases (IPP : <https://ipp.mainlib.upd.edu.ph>, IPN: <https://ipn.mainlib.upd.edu.ph>)
- b. Access to online resources (e.g., subscribed foreign electronic databases/journals, open access e-resources) via remote access login/password or via remote access platform (e.g., EZProxy: <https://ezproxy.upd.edu.ph>).
- c. Access to UP Publications, including electronic theses/dissertations (thru the Institutional Repository: <https://digitalarchives.upd.edu.ph>)
- d. Access to local digital resources, e.g., rare periodicals (thru the Open-Access Digital Repository: <https://repository.mainlib.upd.edu.ph>)
- e. Document delivery services
- f. Online book requests / online reservation
- g. E-book lending

- h. Online library instruction
- i. Viewing multimedia resources (if the platform is available)
- j. Reference and research support services

I. Maintaining Social Distancing

To minimize the possible transmission of the Coronavirus, the following social distancing measures and adjustments in the library services may be observed/implemented:

a. Controlling / Limiting User Admissions

- Limiting the number of users inside the library or in the reading areas
- Implementing a ticketing system
- Accommodating users by appointment only
- Restricting access to non-UP users
- Suspending ID checking at Control desk; Using access control system (e.g., scanning barcoded ID, using RFID barrier gates) if available

b. Reconfiguring Staff Workspaces

- Reorganizing workspaces
- Putting barriers between work areas
- Assigning minimum number of staff per workstation

c. Reconfiguring Library Spaces

- Reorganizing furniture to allow 1.5m distance
- Identifying spaces that will be utilized and those that will remain closed
- In areas where there is a concentration of users, such as self-service kiosks, circulation desks, and computer stations, distance markings must be installed so that a minimum distancing of at least 1.5 meters will be followed
- Limiting the number of OPAC terminals
- Implementing a closed-shelving system

d. Moving to Online Resources / Online Transactions

- Implementing advanced booking system (e.g., using book request form)
- Moving to digital formats but still in compliance with the provisions of Copyright Law
- Acquiring more electronic resources

e. Changes in Circulation and User Services

- Minimizing face-to-face transactions by implementing self-service systems (self-check-in/out), if available
- Extending loan periods to minimize library visits
- Suspending or minimizing photocopying services
- Using book chute/drop for book returns (see Section J: Handling Book Returns)

J. Handling Book Returns

To ensure the safety of both the staff and the materials in the library, the following measures shall be observed in handling book returns:

- a. All libraries should provide a book chute or return boxes.
- b. Returned materials should be placed in isolation in designated quarantine areas for a minimum of seventy-two (72) hours.
- c. The use of disinfectant (Clorox and the like) is not recommended as this will damage books and other paper-based materials.
- d. Disinfect books by using UV sterilizer/sanitizer (e.g., Book Shower) - UV light can disintegrate/kill germs, viruses, bacteria, molds, etc.
- e. Staff handling returned books should, at all times, wear gloves, face masks, and other protective gear.
- f. Frequent handwashing is a must.

K. Building safety and sanitation

Before reopening buildings and allowing the use

of the physical library, cleaning and disinfection of library spaces should be done in accordance with the set standards of sanitation.

Pursuant to DOH Department Memorandum No. 2020-0157 or the **Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure against COVID-19** and the UPHS Memorandum on **Cleaning and Disinfection of Building and Offices**, libraries are enjoined to observe the following:

- a. Cleaning staff (janitors and utility workers) are provided with appropriate Personal Protective Equipment (PPE) such as disposable gloves and gowns.
- b. Proper disposal of PPEs to avoid contamination of the wearer and surrounding spaces.
- c. Adherence to the recommended steps in cleaning and disinfection as provided in Section II of the UPHS Memorandum.
- d. Compliance of staff with Section C. Physically Reporting for Work and Section D. Protocol Inside Offices of the UP Diliman Post-ECQ Guidelines (Administrative Order No. FRN-20-052).

L. Communication plan

A communication plan is designed to reach library staff and to communicate with the public via different platforms the information on post-ECQ guidelines and the library reopening plan.

- a. This is done using various communication channels including, but not limited to, e-mail, social media (**Facebook, Twitter**), and online meeting platforms (via **Zoom, Google Meet, Messenger**).
- b. The office of the University Librarian shall designate a Hotline that employees can call regarding the transition, back-to-work orders, and other information about the post-ECQ Guidelines.
- c. Infographics and other pub mats about CoVid-19 shall be created to further enhance the understanding of the nature and effects of the virus, promote coping strategies, and disseminate relevant information.

M. Library Resources Management

Cognizant of the anticipated changes in the teaching and learning approaches and strategies of the University, the Library shall:

- a. conduct a review of the collection development policies particularly on fund management, selection policies, and acquisition priorities;
- b. make recommendations for subscription to electronic and online resources in support of online learning (classes being held mostly via online platforms); and
- c. revise policies on access and use of library resources to conform with the requirements for social/physical distancing and to minimize person to person transactions.

N. Library Staff Training and Development

- a. The University Library shall continue with its programs on staff training and development but should take into account limitations on mobility and health concerns of every employee.
- b. Staff safety and protection shall be the top priority theme in the design and planning of training programs and activities to include training on physical distancing, health and hygiene, and safe handling of library materials.
- c. Library staff shall be encouraged to participate in virtual learning activities, i.e. webinars and online training, including but not limited to the following topics:
 - Providing online library services;
 - Understanding and managing online resources; and
 - Finding sources for remote learning and working.

Office of the University Registrar

Guidelines during the Post-Enhanced Community Quarantine (ECQ) Period

While there is so much ambiguity in the direction of the COVID-19 pandemic, the Office of the University Registrar (OUR), has been working thoughtfully and deliberately to ensure that it will continue to provide unstinting service related to admission, registration, academic records evaluation and issuance of credentials. In concert with other offices in the University, OUR developed the following guidelines/ processes in the best interest of its stakeholders:

I. Online Payment Processes

A. For Late Registration and Change of Matriculation

<https://our.upd.edu.ph/files/announce/latepaypro.pdf>

1. Student **emails the OUR** (our.diliman@up.edu.ph) about his/her request for late registration/CoM **requests for approval** preferably using his/her UP mail account to lessen the verification process;
2. Once approved, the OUR sends a soft copy of the fillable **Payment Slip** to the student;
3. Student **avails offund transfer** feature of his/her bank to Landbank or **pay over-the-counter** (OTC) at any open Landbank branch;
4. Student **emails the scanned/photo of the proof of payment and the filled out Payment Slip** to admission.our@upd.edu.ph with the subject: Bankpayment_transaction_type_name;
5. Student **waits for the confirmation email that the fund has been transferred** (proof of payment)
6. OUR then sends a pdf copy of the student's Form5/Form 26/Form 26A to the Cash Office together with the accomplished Payment Slip and proof of payment;
7. Cash Office checks the forwarded documents and proof of payment against the bank statement;
8. If everything is in order, Cash Office validates the student's Form5/Form 26/Form 26A and

then sends the validated form back to the OUR; and

9. OUR tags the student in the CRS with “To sign/claim Form5/Form 26/Form 26A”

The process temporarily ends here.

However, at a much later date when the situation normalizes, the student will have to go to the OUR to sign and claim his/her copy of the Form5/Form 26/Form 26A.

Note: This process is valid until the online payment modules in CRS are deployed.

B. Leave of Absence (LOA) and Dropping Applications

<https://our.upd.edu.ph/files/announce/loapaypro.pdf>

1. Once the LOA/dropping application has been approved, the college **downloads the LOA/dropping form** from CRS and **affixes the appropriate signatures**;
2. The college then **sends the signed LOA/dropping form** to the student;
3. Student and the parent/guardian (if necessary) **sign the LOA/dropping form** (Note: You may print, manually, sign the form and scan it or you can use Fill and Sign in Adobe Acrobat DC);
4. Student **downloads and fills out the Payment Slip**;
 - a. For LOA, click [here](#) to download
 - b. For dropping, click [here](#) to download (note: pls encode the correct amount as indicated in your Form 26)
5. Student avails of **fund transfer** feature of his/her bank to Landbank (Note: If paying via fund transfer, please use InstaPay as PESONet is not Real-time) or **pays over-the-counter (OTC)** at any open Landbank branch;
6. Student **waits for the confirmation email that the fund has been transferred** (proof of payment)
7. Student **emails the signed LOA/dropping application form, photo/scanned copy of the proof of payment, and the filled out**

Payment Slip to admission.our@upd.edu.ph with the subject: Bankpayment_LOA_name for LOA application or Bankpayment_Dropping _name for dropping application;

8. OUR then sends a pdf copy of the student's LOA/dropping form, proof of payment, and the filled out Payment Slip to the Cash Office;
9. Cash Office checks the forwarded documents and proof of payment against the bank statement;
10. If everything is in order, Cash Office validates the student's LOA/dropping application and then sends the validated form back to the OUR;
11. OUR distributes the copies of LOA/dropping form accordingly; and
12. OUR tags the student in CRS

C. LOA Extension Application

<https://our.upd.edu.ph/files/announce/loaexapp.pdf>

1. Student **applies for LOA in CRS** and follows the usual LOA application process (click [here](#) to view the LOA flowchart);
2. Once the LOA application has been approved, the college **downloads the LOA form from CRS and affixes the appropriate signatures**;
3. The college then **sends the signed LOA form to the student**;
4. Student and the parent/guardian (if necessary) **sign the LOA form** (Note: You may print, manually sign the form and scan it or you can use Fill and Sign in Adobe Acrobat DC);
5. Student **emails the signed LOA application form** to admission.our@upd.edu.ph with the subject: LOA extension name;
6. OUR sets the LOA extension application as “paid”;
7. OUR distributes the copies of LOA form accordingly; and
8. OUR tags the student in CRS with “To claim copy of LOA application”

The process temporarily ends here.

However, at a much later date when the situation normalizes, the student will have to go to the OUR to claim his/her copy of the LOA extension application.

D. Residence Enrollment for Second Semester AY 2019-2020

<https://our.upd.edu.ph/files/announce/respaypro.pdf>

1. If the student's residence enrollment status is already "for payment", the student emails the OUR (admission.our@upd.edu.ph) to request for a Payment Slip;
2. The OUR sends a soft copy of the fillable Payment Slip to the student;
3. Student avails of **fund transfer** feature of his/her bank to Landbank (Note: If paying via fund transfer, please use InstaPay as PESONet is not Real-time) or **pays over-the-counter** (OTC) at any open Landbank branch;
4. Student **waits for the confirmation email that the fund has been transferred** (proof of payment)
5. **Student emails** the scanned/photo of the proof of payment and the filled out Payment Slip to admission.our@upd.edu.ph with the subject: Bankpayment_Residence_type_name;
6. OUR then sends a pdf copy of the student's Form5 to the Cash Office together with the accomplished Payment Slip and proof of payment;
7. Cash Office checks the forwarded documents and proof of payment against the bank statement;
8. If everything is in order, Cash Office validates the student's Form5 and then sends the validated form back to the OUR; and OUR tags the student in CRS with "To sign/claim Form5"

The process temporarily ends here.

However, at a much later date when the situation normalizes, the student will have to go to the OUR to sign and claim his/her copy of the Form5.

Note: This process is valid until the online payment modules in CRS are deployed.

E. How to Apply for a University Clearance

<https://our.upd.edu.ph/files/announce/ucapp.pdf>

1. Student **applies for a University Clearance through his/her CRS account** (crs.upd.edu.ph);
2. Student emails the admission.our@upd.edu.ph to request for a **Payment Slip** with the subject: **Clearance -Request for Payment Slip_studentno** (Note: Kindly indicate in the email if the student is a graduate of a certificate program to properly assess the student);
3. Registration and Clearance Section (OUR-RCS) sends a soft copy of the fillable Payment Slip to the student;
4. Student **avails of fund transfer** feature of his/her bank to Landbank (Note: If paying via fund transfer, please use InstaPay as PESONet is not Real-time) or **pays over-the-counter** (OTC) at any open Landbank branch;
5. Student **waits for the confirmation email that the fund has been transferred** (proof of payment)
6. Student **sends back the scanned/photo of the proof of payment and the filled out Payment Slip** to admission.our@upd.edu.ph;
7. If everything is in order, OUR-RCS sets the student's application as "paid";
8. Student **monitors the status of his/her clearance application through his/her CRS account**;
9. Once cleared, OUR-RCS forwards the student's clearance to the Transcript Section (if applying for a TOR, COG, EMI, etc.). Please note that the student needs a separate application to process this. (Click [here](#) to know more)

II. Updated Registration Activities for Midyear 2020, First Sem 2020-2021, and Second Sem 2020-2021

(N.B. : Still awaiting BOR's final approval of adjusted academic calendar for FIRST SEM 2020-2021, AND SECOND SEM 2020-2021)

1 June 2020 Class submission

**SCHEDULE OF CLASS SUBMISSION,
PRE-ENLISTMENT & ISSUANCE OF UNIVERSITY
ADMISSION SLIP MIDYEAR 2020**

MIDYEAR 2020

30 April to 10 May 2020	Class submission
30 April to 25 May 2020	Priority Encoding
11 May to 1 June 2020	Pre-enlistment
2 June 2020	Batch Processing and Results
3 June to 12nn of 22 June 2020	General Waitlisting Period
12nn of 22 June to 10 July 2020	Departmental Waitlisting period

REGISTRATION PERIOD

29-30 June 2020	Freshmen, Graduating, PWDs, Varsity, HASPAG, and Graduating Students
30 June 2020	All students
2 July 2020	Start of Classes Midyear 2020
2 July 2020	Last day of Withdrawal of Enlistment for Midyear 2020 (for those who will not pursue registration)
10 July 2020	Last day of Change of Matriculation

**ADVANCED REGISTRATION FOR NEW FRESHMEN
AY 2020-2021**

1 June to 10 July 2020	Submission of Freshmen Classes
27 July to 5 August 2020	Pre-enlistment
6 August 2020	Batch Processing and Results
10-14 August 2020	Advance Registration for New Freshmen
9-11 September 2020	Regular Registration for new freshmen who failed to enroll during the Advance Registration
15 September 2020	Start of Classes
15 September 2020	Freshmen Welcome Assembly

SCHEDULE OF CLASS SUBMISSION, PRE-ENLISTMENT & ISSUANCE OF UNIVERSITY ADMISSION SLIP FIRST SEMESTER AY 2020-2021

1 June to 10 July 2020	Class submission
13 July 2020	Start of Issuance of University Admission Slips

13 July 2020	Processing of University Admission Slips New Students in Graduate and Juris Doctor programs
3-13 August 2020	Priority Encoding
3-13 August 2020	Pre-enlistment 1
14 August 2020	Batch processing 1 and Results
15-27 August 2020	Pre-enlistment 2
28 August 2020	Batch processing 2 and Results
29 August to 12nn of 4 September 2020	General Waitlisting Period
12nn of 4 September to 22 September 2020	Departmental Waitlisting Period

Note:

*Course requests coordination shall be done directly from college to college.

*No issuance of UAS during Advance Freshmen Registration (10-14 August 2020).

REGISTRATION PERIOD

9-11 September 2020	Freshmen, Graduating, PWDs, Varsity, HASPAG, and Graduating Students
10-11 September 2020	All UPD Undergraduate and Graduate Students
11 September 2020	All other students including Cross-Registrant/Non-degree/Special/Foreign/Exchange Students
15 September 2020	Start of Classes - First Semester AY 2020-2021
15 September 2020	Last day of Withdrawal of Enlistment for First Semester 2020-2021 (for those who will not pursue registration)
22 September 2020	Last day of Change of Matriculation

SCHEDULE OF CLASS SUBMISSION, PRE-ENLISTMENT & ISSUANCE OF UNIVERSITY ADMISSION SLIP SECOND SEMESTER AY 2020-2021

10 November to December 2020	Class submission
1 December 2020	Start of Issuance of University Admission Slips to all types of students
14 December 2020 to 3 January 2021	Start of Priority Encoding

14 December 2020 to 3 January 2021	Pre-enlistment 1
4 January 2021	Batch Run 1 and Results
5-13 January 2021	Pre-enlistment 2
14 January 2021	Batch Run 2 and Results
15 January to 12nn of 21 January 2021	General Waitlisting Period
12nn of 21 January 15 to February 2021	Departmental Waitlisting Period

Note:

Course requests coordination shall be done directly from college to college.

REGISTRATION PERIOD

25-27 January 2021	Freshmen, Graduating, PWDs, Varsity, HASPAG, and Graduating Students
26-27 January 2021	All UPD Undergraduate and Graduate Students
27 January 2021	All other students including Cross-Registrant/Non- degree/Special/Foreign/ Exchange Students
29 January 2021	Start of Classes - First Semester AY 2020-2021
29 January 2021	Last day of Withdrawal of Enlistment for First Semester 2020-2021 (for those who will not pursue registration)
15 February 2021	Last day of Change of Matriculation

III. Readmission

Guidelines on the Online Submission of Requirements for the Issuance of University Admission Slip (UAS) and Process of Return from LOA for Midyear 2020
our.upd.edu.ph

These guidelines will be followed starting June 1 until the end of Midyear 2020 registration. Please note that incomplete requirements will not be processed.

Steps students for admission/readmission need to follow:

1. Prepare the following required documents

Readmission from AWOL

- Screenshot/soft copy of the proof of

payment of AWOL fee and soft copy of the filled-out Payment Slip (click [here](#) to view the instructions on how to pay and to download the Payment Slip)

- Soft copy of your *****certificate of compliance** from the UP Diliman Health Service if AWOL for more than 1 semester (click [here](#) to view the detailed instructions)
- Scanned copy of your filled-out Student Directory with photo (you may download [here](#))

New Graduate Student (Doctoral, Masters, Diploma and Non-degree graduate)

- Scanned copy of your filled-out Student Directory with photo (you may download [here](#))
- Soft copy of your certificate of compliance from the UP Diliman Health Service (click [here](#) to view the detailed instructions)
- Scanned copy of your Plan of study (for Doctoral, Masters and Diploma students)
- Scanned copy of your PSA Birth Certificate
- Scanned copy of your PSA Marriage Certificate (if married)
- Scanned copy of your Honorable Dismissal/Transfer credential – if from other school/university
- Scanned copy of your Transcript of records used for evaluation duly signed by the College SRE/College Secretary
- Scanned copy of your Permit to Transfer (if previously enrolled in another graduate program within Diliman)

Change program within college (S1)

- Scanned copy of your filled-out Student Directory with photo (you may download [here](#))

Change program within Diliman (S2)

- Scanned copy of your filled-out Student Directory with photo (you may download [here](#))
- Scanned/soft copy of your True copy of grades used for evaluation duly signed by your college
- Scanned copy of your Permit to transfer

Return from LOA

- Scanned copy of your Accomplished Return from LOA Form (you may download [here](#))
 - Scanned copy of your filled-out Student Directory with photo (you may download [here](#))
 - Soft copy of your certificate of compliance from the UP Diliman Health Service if returning from LOA for more than 1 semester or if the reason for filing the LOA was due to health/medical reasons regardless of the number of semesters (click [here](#) to view the detailed instructions)
2. Send scanned/soft copy of the required documents to your college.
 3. Your college will then evaluate your submitted documents and upon verification that your submission is in order, you will be notified by the college of your admission/readmission.
 4. Your college then sends a soft/scanned copy of your college admission slip and your other requirements to Office of University Registrar (OUR), Admissions and Registration Division (ARD).
 5. OUR ARD will send a scanned copy of your University Admission Slip (UAS) and a copy of your temporary CRS account (for new students) back to your college.
 6. Your college will notify you about the status of your admission/readmission. Please make sure that you have indicated your active email address correctly in your Student Directory.

NOTE: ACCEPTANCE TO A PROGRAM IS PROVISIONAL SUBJECT TO VERIFICATION AND SUBMISSION OF ORIGINAL COPIES OF THE REQUIREMENTS (including your Official Transcript of Records with remarks "Copy for UP Diliman" in a sealed envelope)

For inquiries, you may email admission.our@upd.edu.ph

*****PROCEDURAL GUIDELINES FOR THE PRE-ENROLLMENT HEALTH ASSESSMENT FOR SCHOOL YEAR 2020 - 2021**

As part of the post-quarantine measures following the Covid-19 pandemic, the usual Chest X-ray and Physical Examination as pre-enrollment requirements shall be deferred temporarily until further notice. In lieu of the above, all incoming

freshmen for the SY 2020-2021, including graduate students and Midyear enrollees who will be needing health assessment shall be asked to submit an accomplished Health Declaration Form and a Mental Health Screening Tool, online. Specific instructions are as follows:

1. Download the Health Declaration Form from the OUR website <https://our.upd.edu.ph> and accomplish the two-page form. If you prefer to give handwritten answers, please use black or blue ink and write legibly.
2. The Mental Health Screening Tool is available at the following link <https://tinyurl.com/uphsmhscreening>. After typing your answers, you will receive a copy of the accomplished screening tool on your email address.
3. Email the fully accomplished Health Declaration Form to uhs.updiliman@up.edu.ph.
4. The UP Diliman University Health Service (UPHS) will email you a **CERTIFICATE OF COMPLIANCE** once your submission has been verified to be in order.
5. Submission deadlines are as follows:
 - For Midyear enrollees – **June 15, 2020.**
 - For incoming freshmen (including UPCAT passers, graduate students, VAAS qualifiers, and those under Certificate and other Special programs) – **July 31, 2020.**
6. For inquiries, please contact UPHS at 8981-8500 local 2702 or send a private message to the Facebook Page: **UP Diliman PEHA.**

IV. Shifting/Transferring

PRIMER 2020-2021 can be found at the OUR website at our.upd.edu.ph

ONLINE SUBMISSION OF APPLICATION AND REQUIREMENTS FOR TRANSFER APPLICANTS FROM OTHER SCHOOLS AND UNIVERSITIES FOR ACADEMIC YEAR 2020-2021 (our.upd.edu.ph)

Application period: **June 01- July 10, 2020**

For inquiries, please email admission.our@upd.edu.ph
Incomplete requirements will not be accommodated.

Applicants to B Fine Arts and B Music are required to take a talent test. Application to these programs should be made directly to the colleges concerned.

1. Download and fill out Application Form (UP [Form3](#)) and attach a recent 2x2 ID picture from the Office of the University Registrar (OUR) website our.upd.edu.ph and have it scanned.

Things to consider in filling out the application form

- a. Refer to the PRIMER AY 2020-2021 for the list of programs open for transfer, specific requirements such as GWA, schedules of interview /exam, if required
 - b. Applicant may apply for a maximum of three (3) degree programs.
 - c. Do not forget to sign the application form.
2. Prepare the following required documents:
 - a. Accomplished application form (UP Form 3) with recent 2x2 photo.
 - b. Certified true copy of grades (TCG)/scholastic records from each college/school attended.

Note: Do not apply for honorable dismissal/transfer unless you have been accepted into a program.

 - c. Official receipt of application fee (for second degree applicant only).
 - d. Certification for the gap year/s – if applicable
 - e. Additional requirements: if applicant is a graduate of a 2-3-year academic program (certificate, diploma, associate)
 - certificate of ladderized program from previous school/college
 - certificate of government recognition from previous school/college
 3. Prepare a scanned copy of the required documents. File name for the attachments:

DOCUMENT	FILE NAME
Application form (UP Form 3)	SURNAME_UP Form3.pdf Ex. SANTOS_UP form3.pdf
True Copy of Grades	SURNAME_TCG.pdf/jpeg Ex. SANTOS_TCG.pdf.jpeg

DOCUMENT	FILE NAME
Additional requirements	
1. certificate of ladderized program from previous school/ college	SURNAME_certladderized.pdf/jpeg Ex.SANTOS_certladderized.pdf/jpeg
2. certificate of government recognition from previous school/ college	SURNAME_certgovtrecog.pdf/jpeg Ex.SANTOS_certgovtrecog.pdf/jpeg

4. Compress the files using either WinZip or 7zip (without a password) and send the zipped file to the Office of University Registrar, Admissions and Registration Division.

Email address:
admission.our@upd.edu.ph

Subject:
T2 application - Family Name, First Name, Middle Initial
(ex. T2 application - Santos, Janella, A.)

Attachment filename:
T2application-familyname-firstname.zip

5. Wait for UPD OUR's acknowledgement of receipt of the application

NOTE: ACCEPTANCE TO A PROGRAM IS PROVISIONAL SUBJECT TO VERIFICATION AND SUBMISSION OF ORIGINAL APPLICATION FORM AND REQUIREMENTS.

UNIVERSITY RULES ON TRANSFER ADMISSION AND SHIFTING TO OTHER COLLEGES
(University Catalogue 2014, Academic Information Section, p. 10-44)

TRANSFER ADMISSION

Former students who have attended another institution since attending the University of the Philippines must qualify on the same basis as new transfer students.

Applicants seeking transfer admission into the University have to satisfy the requirements of the University as well as those of the college/ degree program to which they seek to transfer. The following students are disqualified (**1158th BOR Meeting 31 January 2002**):

1. students who have been permanently disqualified from the University. A student, however, who had been previously permanently disqualified from UP may apply for admission to a second bachelor's degree or to a graduate

program a after completing a bachelor's degree outside the University;

2. students who have been dismissed for cause;
3. students whose admission was withdrawn due to submission of fake/ falsified entrance credentials/ documents;
4. students found guilty of dishonesty or any form of misconduct.

From Other UP Constituent Universities

Students from another UP Constituent University who **have completed at least 30 collegiate academic units may be admitted as transfer students subject to the rules of the admitting college.** Subjects previously cross-enrolled in UP Diliman, if any, will not be considered for the purpose of meeting the 30-unit requirement.

From Other Universities

Admission Requirements (**Revised UP Code: Art. 359, 76th UC Meeting: 12 December 2001**)

Students with previous college work from another university who want to transfer to UP Diliman **shall satisfy all admission requirements of the University and that of the accepting unit/college.** Applicants for transfer shall be considered for admission to the University **only during the first semester of each academic year.** Applicants shall:

1. have completed, outside the University, at least thirty-three (33) academic units;
2. have all grades for all academic units they have taken included in the computation of General Weighted Average (GWA);
3. satisfy the GWA requirement of the degree program applied for. **The minimum GWA requirement of the University is an ABSOLUTE MINIMUM 2.00 in all academic units taken;**
4. satisfy other admission requirements prescribed for each degree program such as interview, aptitude test, talent test, or written or oral examination;
5. fall within the quota of the program at the time of application, upon evaluation based on the program admission requirements. All applicants shall be ranked according to the criteria set by the admitting program and the cut-off shall be determined by the college/unit based on their quota.

Transferees shall complete in the University not less than 50% of the units required to graduate in their new programs. Furthermore, all upper division courses required in the program shall be taken in the University.

Any or all of the above may be set aside in exceptional cases upon the recommendation of the unit's Committee on Admission or by the Dean or Director concerned, upon approval of the Chancellor.

The admitting unit/college sends to the Office of the University Registrar the list of applicants qualified for admission for a particular year. The OUR shall issue the University Admission Slips (UP Form 4) to the qualified applicants.

SHIFTING TO ANOTHER DEGREE PROGRAM

(74th UC Meeting: 17 April 2001; 76th UPD UC: 12 December 2001)

Shifting refers to the change of a student's major or degree program within UP Diliman. **This is allowed only after completion of at least thirty (30) units in the first program and subject to compliance with the admission requirements of the new program.** For shifting purposes, the Curriculum Weighted Average (CWA) is used as a basis for evaluating the student's admission into the new program. In the computation of the CWA, only the grades in courses that will be credited into the new program will be considered. **This will be applied to regular students and non-majors shifting to a new program.** However, the existing rules on the computation of GWA for graduation, including graduation with honors, shall remain.

Enrollment in courses not prescribed in the student's curriculum will be allowed if a student intends to shift, subject to the following guidelines:

1. the student shall indicate intention to shift by writing to the Department Chair/ Institute Director of the home unit;
2. the student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;
3. if a student cannot shift within one (1) year, for whatever reason, s/he shall follow the curriculum of the original degree program;
4. the student must be informed by the registrar or program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.

Requirements

Students intending to shift should check the unit they wish to shift to for the requirements and deadlines. Deadlines for applications for shifting may be earlier than those for transferring

V. Incoming Freshmen

ADVANCE FRESHMEN REGISTRATION: AUGUST 10-14, 2020

The OUR has prepared an *Admission Guide for Incoming Freshmen. Important dates and deadlines have also been plotted in the guide while waiting for the UPCAT results. All relevant materials will be announced and cascaded to the colleges once the UPCAT results are released.

***Instructions for UPD Successful Applicants for AY 2020-2021 can be found at the OUR website at our.upd.edu.ph**

VI. Academic Rules, Scholastic Standing, and Student Financial Assistance

Per BOR Resolution on April 16, 2020 UP SYSTEM POLICY ON THE SECOND SEMESTER AY 2019-2020 IN THE TIME OF COVID-19 and PDLC Implementing Guidelines to the UP SYSTEM POLICY ON THE SECOND SEMESTER AY 2019-2020 IN THE TIME OF COVID-19, the University is waiving academic rules as well as policies on scholastic standing and student financial assistance:

DROPPING OF SUBJECTS: The deadline for dropping of subjects for the Second Semester AY 2019-2020 is lifted.

LEAVE OF ABSENCE: The deadline for filing of Leave of Absence for the Second Semester AY 2019-2020 is lifted.

MAXIMUM RESIDENCE: Residence for the Second Semester AY 2019-2020 shall not be included in the reckoning or in the counting of years of residence of a student.

PREREQUISITES TO COURSES: A student who enrolled in a course in the Second Semester AY 2019-2020 that is a prerequisite to another, shall be allowed to enroll in the latter course for credit, despite having a 'Deferred Grade' for the prerequisite course. The department/institute/unit shall offer bridging programs to enable the student to catch up with the course in the First Semester 2020-2021;

REMOVAL OF INC: A student who incurred an INC during the Second Semester AY 2018-2019 shall be allowed to remove the INC until First Semester AY 2020-2021.

REMOVAL OF 4.0: A student who incurred a 4.0 during the Second Semester AY 2018-2019 shall be allowed to remove the 4.0 until First Semester AY 2020-2021.

RULES ON SCHOLASTIC STANDING: The following rules on scholastic standing (delinquency) are suspended for the Second Semester AY 2019-2020: a. Warning b. Probation c. Dismissal d. Permanent Disqualification

STUDENT FINANCIAL ASSISTANCE: Policies on student financial assistance which are tied to scholastic standing are suspended.

VII. Non Degree/Special/Cross Registrants (for Midyear 2020)

Non Degree /special students:
DEFERRED

Cross registrants from other CUs:
decisions of colleges/units to follow

VIII. Online Processing of CSAPG Appeals

1. Student writes a letter of appeal addressed to VCAA Payongayong (Chair of the UC CSAPG)
2. Student sends her letter through email (to his/her respective unit's College Secretary/Grad. Program Coordinator/Dean) to secure **proper** endorsements.

[Note: Appeals for graduation with honors despite underloading must go through college assembly (Memorandum no.OVCAA-ECA 19-478a dated 13 November 2019)]

3. College's/Unit's SRE sends the endorsed appeal and its attachments, including the evaluation of the college SRE, to the OUR.
4. OUR Student Evaluation Section evaluates the appeals.
5. University Registrar notes the appeals.
6. All documents relevant to the appeals are then forwarded to the CSAPG members (through email and/or google drive) for deliberation and appropriate action.