Office of the Vice President for Academic Affairs

16 December 2021

VERY URGENT!

OVPAA MEMORANDUM NO. 2021-169

For: INSTITUTE DIRECTORS/DEPARTMENT CHAIRPERSONS
PROGRAM DIRECTORS
DEANS

Through: The Chancellors
The Vice Chancellors for Academic Affairs

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

Subject: GUIDELINES ON THE GRADUAL RE-OPENING OF UP CAMPUSES
BEGINNING SECOND SEMESTER AY 2021 - 2022

Background
Inter-Agency Task Force (IATF) Resolution 148-G issued on 16 November 2021 states that limited face-to-face classes will be allowed for all programs in areas under Alert Levels 1 to 3 subject to certain conditions. The Resolution informs Higher Education Institutions (HEIs) of two implementation phases: those in areas under Alert Level 2 may apply to conduct such classes from December 2021 onwards while those under Alert Level 3 may apply from January 2022 onwards.

On 1 December 2021, CHED’s press conference on the Implementation of Limited Face-to-face Classes Under Alert Levels System for COVID-19 Response, HEI COVID-19 Vaccination Status, and Participation of CHED and HEIs in the National COVID-19, which also served as the National Public Orientation on CHED-DOH JMC 2021-004, apprised the HEIs that applications are no longer necessary for all programs in areas under Alert Levels 1 to 3 but they are enjoined to conduct self-assessment on their readiness to reopen campuses for limited face-to-face, submit a copy of the checklist to their respective regional offices with a Notarized Affidavit of Undertaking and obtain clearance from the Local Government Unit (LGU).
The 1 December 2021 Press Conference also reiterated the provision in CHED-DOH Joint Memorandum Circular No. 2021-001 stating that students participating in face-to-face (F2F) classes must be registered in the HEI/health facility with PhilHealth or equivalent medical insurance that covers COVID-related expenses. Moreover, it notified the public that only fully vaccinated students, faculty members and HEI personnel will be allowed to participate in F2F classes.

The Constituent Universities will be furnished a copy of CHED-DOH JMC 2021-004 as soon as it is released.

Considering the foregoing, the residential campuses of the University of the Philippines will gradually re-open for the Second Semester AY 2021-2022, specifically for courses in the curriculum for which F2F classes or activities are necessary to achieve the stipulated learning outcomes. These courses are those that were:

- listed in the submission to CHED requesting that F2F activities be allowed for the delivery of courses to be offered in the First Semester AY 2021-2022 per OVPAA Memorandum No. 2021-84, which was expanded to include the courses to be offered in the Second Semester AY 2021-2022 and Midyear 2022 per e-mail communication to the CU’s Vice Chancellor for Academic Affairs on 6 September 2021, AND
- identified as non-negotiable in the online faculty survey conducted per OVPAA Memorandum No. 2021-163 as long as the unit faculty agree that it is so. The identified courses for each College will be sent through the Vice-Chancellors for Academic Affairs.

The UP System submitted to CHED in October 2021, applications for a total of 296 Face-to-Face classes/activities. The faculty respondents in the 1-10 December 2021 Online Faculty Survey regarding the Gradual Reopening of Campuses in the Second Semester AY 2021-2022 identified 418 courses they are likely to teach for which face-to-face components are necessary to achieve learning outcomes. Three thousand four hundred forty-five (3,445) or 78% of all regular faculty (except the UP Open University faculty) responded to this Survey. Please note that only 10% of the faculty respondents identified at least one of the courses they are likely to teach in the Second Semester AY 2021-2022 as requiring F2F.

It is highly likely that the identified courses for which the faculty respondents considered face-to-face components to be non-negotiable overlap with the submissions to CHED. The Table below is a comparison by CU of the number of courses submitted to CHED with those identified by the faculty among the courses they are likely to teach in the Second Semester AY 2021-2022, as well as the corresponding number of Colleges offering these courses.

<table>
<thead>
<tr>
<th>Constituent Universities (CU)</th>
<th>No. of Applications Submitted to CHED for Courses with Face-to-Face Component</th>
<th>No. of Courses Faculty Survey Respondents Claim they are Likely to Teach that require Face-to-Face Components</th>
<th>No. of Units/Colleges/Schools Offering the Courses the Faculty Survey Respondents Identified as Requiring Face-to-Face Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP Baguio</td>
<td>0</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Constituent Universities (CU)</td>
<td>No. of Applications Submitted to CHED for Courses with Face-to-Face Component</td>
<td>No. of Courses Faculty Survey Respondents Claim they are Likely to Teach that require Face-to-Face Components</td>
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<td>-------------------------------</td>
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</tr>
<tr>
<td>UP Cebu</td>
<td>8</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>113</td>
<td>118</td>
<td>11</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>42</td>
<td>143</td>
<td>6</td>
</tr>
<tr>
<td>UP Manila</td>
<td>85</td>
<td>103</td>
<td>6</td>
</tr>
<tr>
<td>UP Mindanao</td>
<td>5</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>UP Visayas</td>
<td>43</td>
<td>29</td>
<td>3</td>
</tr>
<tr>
<td>UP System (Total)</td>
<td>296</td>
<td>418</td>
<td>31</td>
</tr>
</tbody>
</table>

**Imperatives**

**For the CU:**
- Please consider identifying the days (e.g., MWF) when F2F classes will be conducted and avoid mixing the days for online and F2F classes unless the CU has learning hubs with stable WIFI connection where students can stay in to attend their online class before, after, or in-between F2F classes.

**For the Program/College/Institute offering courses identified in the Faculty Survey:**
Academic units are requested to go over the courses the Faculty Survey respondents claim they are likely to teach for which they consider F2F components non-negotiable (second column of the Table above). Further,

- determine whether these courses are offered in the Second Semester AY 2021-2022 since many, if not most of the courses, had not been assigned at the time of the Survey;
- determine whether the courses overlap with the ones submitted to CHED;
- decide, in consultation with the unit’s faculty, whether F2F components are indeed non-negotiable; and
- submit the additional courses from the Faculty Survey for which the unit’s faculty deems F2F components non-negotiable to the University Registrar by the end of 3 January 2022 to ensure that students are informed of the courses for which there will be F2F components through the CU’s respective registration systems for enlistment/registration in the Second Semester AY 2021-2022.

**For all Program/College/Institute that will implement limited F2F:**
Convene the faculty to determine the following by 10 January 2022:

- The length of time (number of weeks/meetings in the semester) and distribution within the semester of F2F classes/activities. The schedule of the F2F meetings should follow the official class schedule except in cases when the students are following a block schedule as in some White Disciplines of UP Manila;
- Contingency plans in case of changes in Alert Levels;
Space and resource requirements following the System Guidelines on the Gradual Reopening of Campuses crafted by a sub-committee of the President’s Advisory Council (PAC), which can be accessed through: bit.ly/UPGradualReopening; and,

Teaching arrangements and additional human resource requirements (e.g., team teaching, hiring of additional lecturers).

Submit requests for resource requirements (e.g., additional lecturers), to the Office of the Chancellor through channels on or before 10 January 2022.

The rest of the courses will continue to be delivered remotely, mixing synchronous (online) and asynchronous learning, guided by the course learning outcomes. The faculty shall continue to prepare course packs – detailed course guide, learning resources, activity/study guide – for all courses to be offered in the Second Semester AY 2021-2022.

Thank you.