



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

OFFICE MEMORANDUM NO. 040

Series of 2020

To : ALL FACULTY, STAFF AND STUDENTS

Date : 30 APRIL 2020

Subject : **DNSC GUIDELINES IN CONCLUDING THE 2ND SEMESTER, AY 2019-2020, INTERIM MODIFICATIONS TO THE ACADEMIC POLICIES, POST-ECQ OPERATIONS, TRANSITION AND RECOVERY PLAN**

In view of the COVID-19 situation in the country, hereunder are the DNSC Guidelines in Concluding the 2nd Semester, AY 2019-2020, Interim Modifications to the Academic Policies, Post-ECQ Operations, Transition and Recovery Plan as approved by the Administrative Council on 23 April 2020 and Academic Council on 27 April 2020 and endorsed by both councils for the ratification of the DNSC Board of Trustees, for the information and compliance of all students, faculty and staff of the College, viz:

I. RATIONALE

Republic Act No. 11469, otherwise known as the “Bayanihan to Heal as One Act” was enacted on 24 March 2020, declaring a national state of emergency arising from the Corona Virus Disease 2019 (COVID-19) for the duration of three (3) months, unless extended. In adherence to this context, Davao del Norte State College promulgates the following guidelines in concluding the 2nd Semester of AY 2019-2020, interim modifications to the Academic Policies, post-ECQ Operations, Transition and Recovery Plan. These were prepared in consultation and concurrence of the Top Management, Administrative Council and Academic Council of the College.

Further, these guidelines, modifications and plans are anchored to pertinent issuances from the Commission on Higher Education (CHED), through the CHED COVID Advisory Nos. 1-6, on the Guidelines for the Prevention, Control and Mitigation of the Spread of Coronavirus Disease 2019 (COVID-19) in Higher Education Institutions, and directives/advisories from the LGUs, Inter-Agency Task Force (IATF) and other government agencies.

Finally, the College is one with the national government in its goal to preserve the life, well-being and safety of all Filipinos, particularly the students, faculty, staff and the whole DNSC community during these precarious times.

II. GUIDELINES IN CONCLUDING THE 2ND SEMESTER, AY 2019-2020 AND INTERIM MODIFICATIONS TO THE ACADEMIC POLICIES

1. ACADEMIC CALENDAR AND ADJUSTED SCHEDULES

- 1.1 The Second Semester, AY 2019-2020 is expected to end on 16 May 2020 for the undergraduate and 23 May 2020 for the graduate level. The Academic Calendar **will not be extended**.
- 1.2 The submission of students' requirements shall be extended up to **30 June 2020** but there will be no face-to-face transaction.
- 1.3 The completion of thesis requirements shall be given one-and-a-half-month extension from the end of the 2nd semester SY 2019-2020.
- 1.4 Opening of classes for the 1st Semester, AY 2020-2021 shall be moved to 01 September 2020.
- 1.5 The following are the adjusted academic calendar and schedules in the College:

| Date | Activity |
|-------------|---|
| 16 May 2020 | End of the 2 nd Semester for Undergraduate Level |
| 23 May 2020 | End of 2 nd Semester for Graduate Level |



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

| | |
|---------------------|---|
| 30 June 2020 | Extension and Deadline of Submission of Students' Requirements, Final Thesis Defense for both Undergraduate and Graduate Levels, Conduct of Comprehensive Exam for Graduate Level |
| 16 July 2020 | Submission of Students' Grades to the Registrar |
| June to August 2020 | Conduct of Faculty Training and Retooling |
| July to August 2020 | Enrolment Period for 1 st Semester, AY 2020-2021 |
| 01 September 2020 | Opening of Classes for 1 st Semester, AY 2020-2021 |

2. CONDUCT OF CLASSES

2.1 Classes

- 2.1.1 There shall be **no more face-to-face instruction** for the rest of the semester, hence, students and faculty are directed to stay at home.
- 2.1.2 The faculty are directed to exhaust all possible means to reach out to their students.
- 2.1.3 The faculty may deploy Alternative Modes of Delivery which do not necessarily require internet connectivity in disseminating the remaining requirements of their subjects.
- 2.1.4 These requirements shall be made available to students anytime at their convenience through the DNSC Learning Management System and/or through different modes of communication.
- 2.1.5 All student requirements shall be considered as assignments which can be submitted electronically or through hard/printed copy, depending on what is more convenient for the student/teacher, provided that strict physical distancing is observed.
- 2.1.6 The faculty work at home scheme shall be assessed by the Deans through the submission of accomplishment report, a pre-requisite for the release of salary.

2.2 Computation and Submission of Grades.

- 2.2.1 The faculty has the **freedom** to determine the students' final grades based on the available data on their students' performance from the start of the semester until the suspension of classes on 12 March 2020 as well as other requirements submitted until the deadline for submission of requirements.
- 2.2.2 Students' grades shall be based on clear evidence of their performance and such shall be consistent with the grading requirements specified in the syllabus subject to modifications if deemed necessary.
- 2.2.3 Faculty members shall exercise greater flexibility, openness and special considerations for their students.
- 2.2.4 **No student shall be given failing and incomplete grade.** If the student fails to submit the requirements on the adjusted schedule, i.e. 30 June 2020, he/she shall be given a mark of "**No Grade**" on the remarks section on the grading sheet and the student shall be given one year to comply with such deficiency. If the student cannot comply within one year, he/she shall be given a "**Dropped**" remark.
- 2.2.5 Faculty shall submit the students' grades after 11 working days from the deadline of submission of students' requirements, i.e. 16 July 2020. The 11 working days period shall also apply to the submission of Thesis Grades.

3. ON-GOING ON-THE-JOB TRAINING (OJT) AND INTERNSHIP

- 3.1 OJT students who have been pulled out from their respective training centers shall not be allowed to go back to their respective host companies or agencies.
- 3.2 OJT students may be given alternative requirements by their respective deans, program chairs and OJT coordinators to complete with the required number of contact hours.
- 3.3 OJT of Graduating Students who need to complete their academic requirements shall be conducted at DNSC campus in the different research, extension and production projects of the DNSC, subject to compliance of the same requirements. As such, OJT Supervisors shall be designated in the host



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

department and shall provide the daily tasks and criteria for evaluation of students' performance to be approved by the College.

- 3.4 Since OJT requires practicum activities, the OJT Supervisors shall emphasize strict observance of social distancing and other safety requirements.

4. THESIS OF THE GRADUATING STUDENTS

- 4.1 Deans, Program Chairs and Advisers shall determine the schedule of sampling/experimentation and final defense of the graduating students within the one-month extension period from the end of the 2nd Semester SY 2019-2020 or one month after the lifting of the ECQ.
- 4.2 The final defense may be done online or face-to-face, whichever is convenient for both students and faculty, provided that strict physical distancing shall be observed if face-to-face defense is deemed more tenable.
- 4.3 The Institute concerned shall exhaust all efforts to have minimal face to face thesis defense.
- 4.4 Upon passing the thesis defense, and upon the submission of electronic copy of revised thesis duly approved by the panel, a grade shall be submitted to the College Registrar with or without the hardbound copies within 11 working days after the last day of defense on 30 June 2020. However, the transcript of records shall be withheld pending the submission of the hardbound thesis.

5. COMPREHENSIVE EXAMINATION FOR GRADUATE STUDENTS

- 5.1 Graduate students who have completed their academic requirements in their respective degree programs and have complied with all other requirements shall be allowed to take the comprehensive examination starting June 2020.
- 5.2 Graduate students shall consider a very strict social distancing procedure when processing the documents.
- 5.3 The exam shall be given on-line through DNSC Learning Management System to be facilitated by the Program Chairperson and Dean of the Institute.

6. COMPLETION OF INCOMPLETE (INC) GRADE

- 6.1 For students with Incomplete (INC) grades due for completion within the ECQ period, they shall be given an extension until 30 June 2020.

7. DEGREE COMPLETION, RECOGNITION AND COMMENCEMENT RITES

- 7.1 All eligible graduating students must satisfy the following to be cleared for graduation and to be endorsed by the College Academic Council for the Board of Trustees' confirmation:
 - 7.1.1 Passed all subjects;
 - 7.1.2 Submitted hardbound copies of manuscripts (to be waived until release of TOR and other certification relative to graduation);
 - 7.1.3 Cleared of all liabilities from all offices concerned (to be waived until release of TOR and other certification relative to graduation); and
 - 7.1.4 Processed the clearance (to be waived until release of TOR and other certification relative to graduation)
- 7.2 The College shall **suspend** the conduct of Recognition Rites and Commencement Exercises indefinitely until gathering of large crowd will be allowed.
- 7.3 In the meantime, wide recognition/dissemination of students' success shall be considered through posting of graduates and honors at DNSC website and Facebook Page.

8. SUMMER CLASSES

- 8.1 **No Summer Classes** shall be held this Summer of SY 2019-2020, **except** for the On-the-Job Training of Graduating Students who need to complete their academic requirements.



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

- 8.2 Subjects of degree programs of non-graduating students with summer classes based on its CMOs or PSG shall be offered and taken by students during the next Summer or could be offered within the incoming two semesters, AY 2021-2022 as an overload during the semester.
- 8.3 Classes of Non-Graduating DNLI Special Programs shall be likewise moved within the two incoming semesters to whatever schedule best fits for the students as per the evaluation of the Institute Dean and DNLI Coordinator.
- 8.4 Hiring of Instructors on COS basis shall be done as a strategy to complement the faculty requirement during this semester.

III. TRANSITION PLAN

1. STRENGTHENING OF COLLEGE-WIDE COVID-19 PREVENTIVE AND CONTROL MEASURES.

- 1.1 In preparation for the return of classes after the lifting of the ECQ, DNSC shall adopt measures to safeguard the health and safety of the returning students, faculty and staff.
- 1.2 Given the different community quarantine policies among various localities, DNSC should ensure that appropriate protocols relative to community quarantine are followed, accordingly, prior to and upon re-entry of the constituents.
- 1.3 The College shall establish additional washing areas, foot bath, posting of COVID-19 Prevention IEC materials in conspicuous places, college-wide disinfection, regular cleanliness, monitoring of guests/visitors and students and employees.
- 1.4 DNSC shall put up mechanisms to monitor the health of its students, faculty and staff, especially those coming from COVID-19 positive areas, and ensure that they get appropriate health care if they are ill.
- 1.5 A College-wide multi-disciplinary COVID-19 Task Force shall be constituted by the College President and to be spearheaded by the Office of VP for Administration and Finance to implement, monitor and submit reports on the implementation of COVID-19 preventive and control measures.

2. STATUS AND MAPPING OF STUDENTS AND FACULTY

- 2.1 To assess and provide a better picture of the COVID-19 situation within the DNSC community for a more informed administrative and academic decision, DNSC shall conduct an inventory of all its constituents and categorize those who are coming from localities with and without COVID-19 positive cases.
- 2.2 The location, residence, movement of the students, faculty and staff, shall be mapped comprehensively. Moreover, the online capability (Internet connectivity and gadgets) of students shall also be determined.
- 2.3 These are directed to the Office of the VP for Academic and Research, Office of Students Services and various academic institutes.

3. CAPABILITY FOR FACULTY AND ICT INFRASTRUCTURE ENHANCEMENT

- 3.1 Rapid appraisal of the academic community shall be conducted to determine the scope of concern and the capacity of DNSC to deliver technology-mediated flexible teaching and learning (TMFTL) both for immediate solution and possible long term plan, including capacity and readiness of faculty and students to be part of such delivery particularly on Systems Infrastructure, readiness of faculty and readiness of learners.
- 3.2 Faculty members shall be required to undergo training on TMFTL through CHED and Local Funding on June to August 2020. Moreover, the use of the DNSC Learning Management Systems (LMS) shall be maximized. A mechanism to ensure that LMS delivery for at least all basic subjects shall be in place by the start of AY2020-21.
- 3.3 Faculty members who are currently participating on **online blended learning course** from April to July 2020 shall be requested to conduct echo seminar.
- 3.4 ICT Infrastructure shall be strengthened to support the TMFTL which will be used solely for the incoming semesters. Readiness of students in terms of TMFL shall be considered in the teaching strategies as specified in Section IV (TMFTL).



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

4. BUDGET AND REALIGNMENT OF FUNDS

- 4.1 The College shall assess the projects, programs and activities (PPAs) which may not be possibly conducted due to avoidance of face to face transactions.
- 4.2 Funds intended for such PAPs that may not be implemented in 2020 will be re-aligned to support the Transition, Post-Enhanced Community Quarantine (Post-ECQ) Operations, and Recovery Plan.

5. INSTITUTIONALIZING THE ONLINE PSYCHOLOGICAL SUPPORT GROUP

- 5.1 DNSC Online Psychological Support Group which was formed by The Office of the Student Services, through the Guidance Services Unit and which aims to provide counselling and peer assistance to the DNSC community shall be institutionalized and mobilized more to cater to greater number of clients, may they be students, faculty, or staff experiencing psychological distress during this situation.
- 5.2 The group shall be composed of Guidance Counselors, Volunteer Social Science Faculty Members, and Peer Facilitators.

6. ADMISSION OF INCOMING STUDENTS

- 6.1 The new admission schedule shall be released after the ECQ will be lifted and shall be posted in the Official social media platform of the College.
- 6.2 Incoming students shall register online and will be scheduled by batch. The schedule will be communicated to the examinees via text or other form of communication.
- 6.3 Paper and pencil test shall still be used in administering entrance exam while the College explores the system of administering online entrance exam.
- 6.4 After the lifting of the ECQ, the College will allow entry of a maximum of twenty (20) examinees for the entrance examination per batch.
- 6.5 The result of exam will be communicated to the incoming students through a text message.
- 6.6 Prescribed admission requirement shall be followed, however flexibilities on these requirements will be based on case to cases basis and primarily based on merit.
- 6.7 Incoming freshmen students including the parents shall be oriented on the technology-mediated flexible teaching and learning which requires internet and on-line gadgets so the students are ready during the opening of classes.
- 6.8 The College shall endeavor to designate the Head of the Student Admission as recommended by the office of the VPAR.

IV. POST-ENHANCED COMMUNITY QUARANTINE (POST-ECQ) OPERATIONS AND RECOVERY PLAN

1. ENROLMENT OF OLD STUDENTS

- 1.1 The enrollment shall minimize face-to-face contact with students.
- 1.2 The DNSC through the Program Chairpersons and Deans shall facilitate the enrollment.
- 1.3 Students shall send their intent to enroll this incoming semester through varied communication modes.

2. TECHNOLOGY-MEDIATED FLEXIBLE TEACHING AND LEARNING (TMFTL)

- 2.1 During the post-ECQ scenario, if the public health officials/experts and higher authorities will deem it unsafe to do a face-to-face or classroom-based instruction, **TMFTL shall be adapted** by the College. This means that return to in-person classroom instruction will be considered perhaps in a much later date when the present conditions normalize and are already safe for all DNSC constituents.
- 2.2 On a case to case basis, in-person or face-to-face meeting may be allowed provided social distancing is strictly observed.
- 2.3 Based on the results of the assessment of currently enrolled students' readiness for online instruction (internet connectivity), students can be categorized into three, namely, those with good, intermittent and no internet connection.



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

- 2.4 The faculty shall design his/her syllabus based on the categories of the students under his/her subject. Thus, varied outcomes-based instructional materials shall be created by the corresponding faculty.
- 2.5 Attendance of faculty members may no longer be required or maybe scheduled. However, a certification by the Deans and Directors will be required as basis of faculty output.
- 2.6 Skeleton workforce for the support function shall also be maintained.

3. MODIFIED CURRICULUM

- 3.1 The curriculum of the programs may be modified when deemed necessary. This will include re-arrangement in the offering of subjects when deemed necessary.

4. SKELETON WORKFORCE

- 4.1 The DNSC shall adopt its own workforce measures to ensure the continuity of frontline and essential services, such as the processing of salary claims and supplies and materials, security services and management including its support to the ongoing measures in addressing the COVID-19 situation.
- 4.2 Frontline services should be part but not limited to the following skeleton workforce of the College:
1. Security Services 2. General Services 3. Finance and Procurement Services and 4. Top Management 5. Bids and Awards Committee and 6. other committees/personnel, in the exigency of service.
- 4.3 Shifting of **all employees in all offices and different frontline services** shall be scheduled and maintained to provide regular workforce from Monday to Friday. This can be done on a rotational scheme.
- 4.4 Non-teaching staff who may be designated to work from home are required to submit accomplishment report to their heads as basis of their output.
- 4.5 The DNSC shall ensure that through this skeleton workforce, the College operations are maintained.

5. INTENSIVE INFORMATION CAMPAIGN

- 5.1 Through the Office of the College PIO, the College shall endeavor to disseminate relevant information relative to the COVID-19 situation via the College official website and other official channels.
- 5.2 DNSC shall further ensure that updates and guidance on COVID-19 are made available to all students, faculty, staff, and its stakeholders.
- 5.3 Flow Charts and Relevant Infographics shall be posted in conspicuous places within the College and in Official media platforms.

6. COVID-19 INITIATIVES AND PROJECTS

- 6.1 The College Taskforce for COVID-19 Initiatives shall continuously endeavor to produce more research-driven products/initiatives to aid the frontliners and the affected citizens in the community following the "Bayanihan Spirit".

V. REVIEW AND EVALUATION

These guidelines, modifications and plans will be periodically reviewed to ensure its relevance and responsiveness to the current situation. The College shall abide to the official pertinent advisories and directives from the Commission on Higher Education, President of the Philippines, Civil Service Commission, Local Government Units and other government agencies. Hence, these shall be subject to subsequent changes as the need arises upon receipt of new issuances.

VI. EFFECTIVITY

These DNSC Guidelines in Concluding the 2nd Semester, AY 2019-2020, Interim Modifications to the Academic Policies, Post-ECQ Operations, Transition and Recovery Plan shall take effect **immediately** and shall remain in force until revoked by higher and competent authority.



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

VII. REPEALING CLAUSE

Provisions of previous issuances inconsistent with this Office Memorandum are hereby repealed.

For guidance, information, dissemination and compliance of all concerned.

JOY M. SORROSA, PhD
College President

cc: _____ VPAR _____ *Supply Office*
_____ VPAF _____ *PSU*
_____ IAAS _____ *Library*
_____ IED _____ *Registrar*
_____ IIT _____ *Physical Facilities*
_____ IMaGoCS _____ *SSC*
_____ OSS _____ *BAC/CAO*
_____ REP _____ *OE*
_____ DAS _____ *Record's Office*
_____ *Finance Office*
_____ *HRMO*
_____ *COA*