



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
*Office of the Chancellor*

20 January 2023

MEMORANDUM NO. 009  
Series of 2023

TO : **All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads**

SUBJECT : **UPLB Guidelines for the Conduct of Face-to-Face (F2F) Classes and Activities for the Second Semester, AY 2022-2023**

As a result of recovery measures and easing out of restrictions from the impact of COVID-19, the University of the Philippines Los Baños (UPLB) has been transitioning to a safe return to the physical campus and bringing the learners back to school. Hence, the attached UPLB Guidelines for the Conduct of Face-to-Face (F2F) Classes and Activities for the Second Semester, AY 2022-2023, have been crafted to guide units, students, faculty members, and staff in the resumption of F2F classes in UPLB.

Given the nature of the pandemic, these guidelines will be updated constantly based on the current IATF, CHED, DOH, LGU, UP, and UPLB directives.

For your guidance and compliance.

**ROLANDO T. BELLO**  
Vice Chancellor for Administration  
and Officer-in-Charge

Attachment: a/s

cc: Dean Agham C. Cuevas, *Ad Hoc* Committee Chair, CEM  
Dean Marlo D. Mendoza, *Ad Hoc* Committee Co-Chair, CFNR  
RMO



## **UPLB Guidelines for the Conduct of Face-to-Face (F2F) Classes and Activities for the Second Semester AY 2022-2023**

The University of Philippines Los Baños (UPLB) has gradually reopened the campus for the conduct of limited face-to-face (F2F) activities in the Second Semester AY 2021-2022, subject to the pertinent provisions of [CHED-DOH Joint Memorandum Circular \(JMC\) No. 2021-004 Guidelines on the Implementation of Limited Face-to-Face Classes for All Program of Higher Education Institutions \(HEIs\) in Areas Under Alert Levels System for COVID-19 Response](#), [UP System Guidelines on Gradual Campus Reopening](#) and [CHED Memorandum Order No. 01-2022 Supplemental Guidelines to CHED-DOH JMC No. 2021-004 on the Additional Guidelines for the Operations of Limited Face-to-Face Classes of Higher Education Institutions \(HEIs\) in Areas Under Alert Level 1](#). The implementation of F2F activities was limited to laboratory and internship courses and priority was given to the senior graduating students.

The implementation of F2F classes and activities was later expanded to accommodate more courses and students in the First Semester of AY 2022-2023, subject to the pertinent provisions of [CHED Memorandum Order No. 09 Series of 2022 Updated Guidelines on the Implementation of Face-to-Face Classes to Prevent and Mitigate COVID-19 Infections in Higher Education](#) and [OVPAAL Memorandum No. 2022-028 Learning Delivery Modes in the First Semester AY 2022-2023](#).

As a result of recovery measures and easing out of restrictions from the impact of COVID-19, the clamor towards transitioning to safe return to physical campuses and bringing the learners back to school has been increasing. Hence, the Commission on Higher Education released the [CHED Memorandum Order No. 16 Series of 2022 Updates on Onsite Learning in Higher Education](#).

The following UPLB guidelines for the conduct of F2F classes and activities have therefore been crafted to cope with the updated provisions and to address the concerns of various stakeholders of the university. These guidelines are expected to be followed by the students, faculty members, and staff in the implementation of F2F classes and activities in UPLB.

Given the nature of the pandemic, these guidelines will be updated constantly based on the current IATF, CHED, DOH, LGU, UP, and UPLB directives.



### **A. General Guidelines**

1. All UPLB academic units are allowed to conduct F2F classes and activities for all programs.
2. All students/teaching and non-teaching personnel, regardless of COVID-19 vaccination status, may participate in the conduct of F2F classes and activities. If necessary, any of them may be required to participate in F2F classes and/or activities.
3. The signed Student Commitment to Disclose Health Events and the Waiver/Quitclaim Form shall be submitted by the student to their respective Office of the College Secretary. Upon registration and confirmation of enrollment for the semester, the student agrees to abide by these requirements.
4. All students are required to register with the UPLB Online Health Monitoring System (OHMS). Furthermore, all students must diligently submit their daily health status in the UPLB OHMS during the conduct of F2F classes and activities.
5. The National Service Training Program (NSTP) shall resume its community-based design and implementation. Learning experiences may be implemented by other flexible learning strategies. F2F implementation may be done subject to compliance with field work requirements.
6. Laboratory courses shall be conducted through F2F delivery or onsite learning experiences.
7. On-the-job training (OJT), practicum and internship courses shall be conducted through F2F delivery or onsite learning experiences. In cases where partner host training establishments have integrated emerging remote work modalities including online options in the internship and practicum programs, the equivalent hours shall be included in reckoning the total training hours. F2F implementation may be done subject to compliance with OJT, internship, and practicum requirements.
8. Bridging programs for incoming undergraduate students, graduating students, graduates, and for incoming and/or potential graduate students (MS/PhD) may also be conducted through F2F delivery.
9. General/comprehensive and final exams (for Master of Management and the like) of graduate students shall be conducted through F2F delivery. Thesis/dissertation





defense may be conducted online especially for graduate students who are based overseas.

10. F2F delivery of course examinations is highly encouraged. In cases where online assessments cannot be avoided, the faculty member must ensure that safeguards against cheating are in place.
11. F2F consultation with advisers/faculty members is allowed.
12. [Minimum health safety protocols](#) shall be observed in the conduct of F2F classes and activities.
13. Students, teaching, and non-teaching personnel who have COVID-19 symptoms are advised to stay at home and immediately report their conditions to their professors/supervisors and through the OHMS platform. For continuity of learning, the faculty may opt to implement the appropriate flexible learning mode for the affected students, if possible. Likewise, the UPLB units shall allow a work-from-home arrangement for affected teaching and non-teaching personnel, if possible.
14. The UPLB units may determine the maximum number of students to be allowed inside the classrooms, laboratories, libraries, gymnasiums, covered courts, and other facilities which will be used for F2F classes and activities following IATF-permitted maximum venue capacity.

## **B. Learning Delivery Modes**

This section aims to provide guidance on the modes of teaching and learning to be implemented in UPLB beginning the Second Semester AY 2022-2023. To foster academic excellence, equip learners with skills for life in the 21st century, and attain educational resilience and learning continuity in the next normal, UP is moving forward with blended learning, which combines F2F and online learning experiences.

In general, learning delivery is either F2F or at a distance, or a combination of both. To properly operationalize the implementation of blended learning, the following provisions are being recommended. Pursuant to the [CHED Memo. No. 16 Series of 2022](#), for all higher education institutions who will deliver their degree programs in blended or hybrid learning modality, at least 50% of the total contact time should be spent on F2F or onsite learning experiences. For example, for a three-unit course which requires at least 48 contact hours, at least 24 hours should be spent on a physical learning facility such as





classroom, laboratory, and other related learning spaces. The rest of the contact hours may be delivered through other flexible learning strategies such as, but not limited to, self-paced printed or online learning modules, asynchronous learning sessions and remote guided peer learning approaches.

Three models of blended learning delivery modes may be implemented, namely, Model 1 (Blended Online Learning) Model 2 (Blended Block Learning) and Model 3 (Classic Blended Learning).

Guided by [OVPAA Memorandum No. 2022-171](#), [OVPAA Memorandum No. 2022-88](#) and [OVPAA Memorandum No. 2022-128](#), undergraduate courses will follow either Model 2 or 3 of the blended learning delivery models except for clinical rotations, internships, on-the-job training, intensive laboratories, community-based immersion, and similar programs. Graduate courses, on the other hand, may opt to follow Model 1, 2 or 3.

**Blended online learning (Model 1)** is fully online, combining asynchronous online learning using a learning management system (LMS) and synchronous online learning using web-conferencing applications. There are no in-person or F2F sessions. As mentioned, this blended learning model is the same as the remote online learning mode adopted by the faculty in UP's residential campuses when F2F classes were suspended during the COVID-19 pandemic.

**Blended block learning (Model 2)** combines blocks of independent online study and intensive F2F sessions based on pedagogical and practical considerations. For example, in a laboratory class with geographically dispersed students, in-person sessions in the laboratory can be blocked and scheduled at a particular point in the semester, and online learning takes place in the periods before and after the blocked F2F sessions. In addition, the class can be organized into smaller groups and each group may have a different schedule for the intensive F2F sessions. There can also be more than one sequence of blocks of online study and F2F sessions in the semester – e.g., the class can begin with a block of intensive F2F sessions, followed by blocks of asynchronous and synchronous online study, and then a block of F2F group presentations.

**Classic blended learning (Model 3)** alternates or rotates F2F sessions and asynchronous online learning. This model includes the flipped classroom approach where students study the learning content at home using assigned readings, pre-recorded lectures, and exercises, and then do guided practice and group work during the F2F sessions.



Alternatively, the faculty member may also opt to implement full F2F class activities for the entire duration of the course. Furthermore, hyflex model or simultaneous F2F and synchronous online mode, may also be adopted for graduate courses, provided that the infrastructure is already in place.

Regardless of the chosen modality, the faculty member must ensure that appropriate and adequate means to assess achievement of intended learning outcomes are effectively designed, implemented, and documented. Facilities and resources in support of the chosen modality should also be made available and accessible.

### **C. University Policies**

The use of Learning Management System (LMS) is still required in the 2<sup>nd</sup> semester AY 2022-2023. This is intended to avoid disruptions in classes in the event of pandemic- and/or disaster-related concerns.

Furthermore, the University Policies specified in [OVPA Memorandum No. 2022-127](#) are retained, particularly:

#### *1. Academic Policies*

The following academic rules/policies will remain to be in force in the 2<sup>nd</sup> semester AY 2022-2023

- Academic delinquency rules – warning, probation, dismissal, permanent disqualification
- Degree program retention rules
- Maximum Residency Rule (MRR)
- Prerequisites (including the [university policy on waiver of prerequisites](#))
- Grading system (The No-Fail policy is lifted)
- Deadline for dropping and leave of absence
- Attendance (The faculty may adopt different attendance requirements considering their student's lack of or poor internet access during an online class or activity, COVID-19 infection, and other pandemic- or disaster-related concerns)
- Course implementation feedback
- Academic requirements
- Reading and health break
- Class size
- Cross-registration
- Faculty and student load





2. *Suggested Notices and Statements*

The University espouses honor and excellence, and that academic integrity must be upheld. Thus, uploading of examination questions and other course documents in COURSE HERO, CHEGG or similar platforms is not allowed and is subject to disciplinary action by the University.

3. *Course Packs*

Completed course packs, composed of course guide/detailed syllabus and learning resources with study guides, assignments, and/or activity guides, should be uploaded to the Constituent Unit (CU) LMS or distributed through USBs or as printed material, as needed, by the start of classes.

A review of each course pack is necessary before the start of the Second Semester AY 2022-2023. Although uploading of a complete course pack is ideal, a course pack may be uploaded in two tranches as long as the students will have the necessary learning materials and guides prior to any class activity.

4. *Basic Education*

The basic education units of the UP System shall refer to the interim guidelines on assessment and grading set forth by the Department of Education and contained in [DepEd Order No.031 s2020](#) unless superseded by a new DepEd Order.

5. *Others*

- a. The cap on the number of units taught by lecturers remains suspended for AY2022-2023. However, it is still necessary that the Chancellor has approved the request for a lecturer to handle more than 6 units of teaching load.
- b. Lecturers are to be paid the corresponding hourly rate for the equivalent of a 16-week semestral load for AY 2022-2023.
- c. University policy on up-or-out or in-or-out is now in force, effective AY 2022-2023.
- d. The cap on the number of faculty members who can go on study leave in an academic unit remains suspended, provided that enough faculty members are still in residence to perform all the necessary functions of the unit.

**D. Additional Guidelines**

1. *Daily Health Monitoring*

- All constituents must register to UPLB OHMS, including filling out their vaccination status where applicable.
- Constituents must truthfully declare their health status daily in the UPLB OHMS, including weekends and holidays.





2. *Safety and Security*

- The Security and Safety Office (SSO) is tasked to ensure that all health and safety protocols are consistently implemented and strictly followed. Violators will be reported to the proper authorities and may be asked to leave the campus, when necessary.

3. *COVID-19 Incidents on Campus*

- For COVID-19 incidents, all units must strictly observe the [COVID-19-related protocols](#) released by the Office of the Vice Chancellor for Community Affairs (OVCCA) and the University Health Service (UHS).

4. *Typhoons, Flooding, Weather Disturbances and Calamities*

- In the event of typhoons, flooding, other weather disturbances and calamities, suspension of work and classes in UPLB shall abide with the guidelines stipulated in [Executive Order No. 66 Series of 2012](#).
- The following guidelines shall be followed for the automatic cancellation or suspension of classes:
  - a. When **Signal No. 1** is raised by PAGASA, classes at the pre-school level, in the affected area, shall be automatically canceled or suspended.
  - b. When **Signal No. 2** is raised by PAGASA, classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically canceled or suspended,
  - c. When **Signal No. 3 or higher** is raised by PAGASA, classes at pre-school, elementary, secondary, and tertiary levels, in the affected area, including graduate school, as well as work in all government offices, shall be automatically canceled or suspended.
- UPLB shall also abide by the localized cancellation or suspension of classes and work in government offices, made by Local Government Units (LGUs), in the absence of typhoon warning signals.
- Classes as well as work in UPLB may be canceled or suspended in areas affected by disasters or calamities other than typhoons, such as but not limited to floods, earthquakes, tsunami, and conflagration, upon the declaration by the President of a State of Calamity based on the recommendation of the National Disaster Risk Reduction and Management Council (NDRRMC)
- Upon resumption of classes and work in UPLB offices, utmost consideration shall be given to the students and employees directly affected by typhoons, flooding, other weather disturbances and calamities. The following guidelines must be followed for student and employees directly affected by disasters:



- a. Students, on a case-to-case basis, shall be excused from attending onsite and online classes.
- b. Consideration on a case-to-case basis, to students who are unable to meet deadlines or requirements due to their difficult circumstances.
- c. Employees who are directly affected by the disaster, on a case-to-case basis, may be allowed to work-from-home.