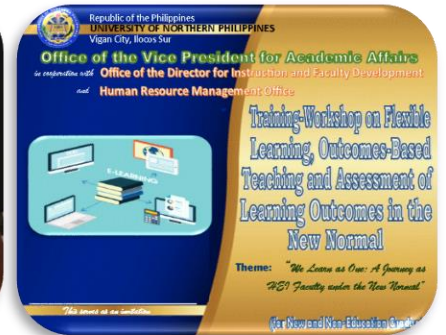




# University Learning Continuity Plan Academic Year 2022-2023



**U**niversity  
**N**avigable Learning  
**P**lan

**C**omplementing Outcomes-Based  
**A**pproach Education in the  
**N**ew Normal!



**UNP CAN!**

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## EXECUTIVE SUMMARY

The Covid-19 pandemic has changed the landscape of higher education not only in the Philippines but at the global level. It necessitated the transition from traditional instruction to flexible learning modalities. As such, the University of Northern Philippines developed its University Learning Continuity Plan and started to implement in Academic Year 2020-2021 dubbed as University Navigable Learning Plan- Complementing Outcomes-Based Approach to Education in the New Normal or UNP CAN! It primarily aims to provide guidance to the University on how to deliver its primary function of instruction during the Covid-19 pandemic. The Learning Continuity Plan or LCP was developed based on the experiences of the faculty members, students and the administration during the Second Term of SY 2019-2020 and researches conducted by the university on flexible learning and internet connectivity of primary stakeholders during the pandemic. Group discussions and consultation meetings were conducted among faculty members led by their respective deans to discuss issues and challenges they encountered in teaching and to guarantee that alternative learning modalities are contained in the LCP. The University President Dr. Erwin F. Cadorna formed the LCP Committee tasked to draft the guidelines based on the recommendations of the different academic units in the university.

The UNP Academic Policies on Flexible Learning was approved by the Board of Regents last May 20, 2020 while the Learning Continuity Plan (LCP) was approved by the Academic Council last September 1, 2020. It was reviewed by CHED-Region 1 from September 4-8, 2020 and recommendations for its improvement has been incorporated in the LCP.

The UNP LCP contains the following:

- a. Systems and procedures for the transition to flexible learning in the new normal
- b. Project implementation description
- c. Curricular modifications in the new normal
- d. Resources and support services for learners and course facilitators in the new normal
- e. Policies on Intellectual Property Rights (IPR)
- f. Collaboration/partnership with external stakeholders
- g. Health and safety protocols in accordance with the Inter-Agency Task Force and Local Government Unit advisories
- h. Orientation guides for learners and course facilitators
- i. Management of Learners
- j. Mechanisms for continuous quality improvement

The following preparation to the migration to flexible learning were made: (1) All faculty members of the University underwent a month-long training on flexible learning with experts from De La Salle University-Manila and Philippine Normal University, Manila; (2) Modifications of course syllabi to integrate digital and non-digital learning strategies in the curriculum; (3) Development of course modules, integrating synchronous and asynchronous activities in the lessons of all faculty members ; 4) Adoption of Moodle as the University's

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Online Learning Platform, and (5) Establishment of a multi-media or learning resource center -the University IT Center.

Distance Learning shall be employed, specifically modular and online distance learning. For online distance learning, a combination of synchronous and asynchronous learning shall be utilized in conducting classes. In some programs, blended learning, with a combination of modular/online distance learning, and instruction through broadcast media will also be employed.

In terms of curricular modifications, review of curricular offerings and course syllabi modification shall be done to make them responsive in the new normal. Teaching-learning strategies suited with the synchronous and asynchronous modalities which included but not limited to the following: online learning convenient to both course facilitators and learning using open-sourced apps such as Google classroom/meet, social media, and other platforms; phone calls, SMS, portfolio assessment, simulation, case analysis, video recording and development of instructional materials or simplified learning modules.

For resources and support services for learners and course facilitators in the new normal, the University shall invest on IT infrastructure that will provide a stronger and faster internet connection within the school year. A Multi-Media Center and an IT Center will also be established to address the needs for flexi-learning. Further, the University Library shall provide the necessary support for quality learning by assisting course facilitators with online platforms, increasing the Library Collection both printed and electronic and by establishing Learning Common Areas suited for online classes.

Policies on Intellectual Property Rights include IPRs on instructional materials and academic integrity. Sanctions for dishonesty shall be imposed if proven guilty.

Amidst all these activities as UNP transitions into the new normal, health and safety protocols in accordance with the Inter-Agency Task Force, CHED and local government unit advisories shall be enforced to protect the health and welfare of every stakeholder in the risk of contracting the deadly Covid-19 virus. Through the University Medical Services Unit, guidelines shall strictly be implemented to reduce transmissions.

Moreover, a University Crisis Management Committee tasked to assess the readiness of the University, the preparation of documents for application until the monitoring of the limited face-to-face classes, shall be organized in accordance with the provisions of the Joint Memorandum Circular No. 2021-004 otherwise known as the Guidelines on the Implementation of Limited face to Face Classes for all Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for COVID-19 Response.

As a response to the new normal, orientation guides for students and faculty shall be formulated. Virtual orientations for students shall be conducted by the Office of Student Affairs while orientation for new faculty members and webinars shall be conducted to ensure that social distancing is observed.

As to the management of learners, course facilitators shall prepare learning packages, modules, exercises using relevant instructional materials based on the peculiarities of each course/subject. Webinars on flexi-learning shall be continuously conducted to capacitate and empower them. UNP shall have a Learning Management System (LMS) that will serve as the central repository of all instructional materials in the university and serve as the main mode to deliver these IMs. In partnership with the different LGUs in the province, these IMs shall be delivered to the learners. The University website and the official FB pages of the different

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colleges and offices shall provide important information to the entire UNP community and its other stakeholders. Class advisers and faculty members are tasked to communicate regularly to their students and advisory classes using different platforms. Students shall be assessed based on their engagement in learning using appropriate assessment tools according to their course requirements. Formative as well as summative assessments are encouraged.

Thesis and dissertation defense shall be online or face to face as long as social distancing is observed.

Netiquettes on the employment of flexible learning modalities shall be observed at all times. Mechanisms for continuous quality improvement include getting feedbacks from faculty and students and survey shall be conducted to monitor and improve the implementation of the LCP. Continuous accreditation of degree programs, CHED compliance certification of university programs and continuous assessment and evaluation of blended teaching strategies shall be conducted amidst the pandemic.

Lastly, a formative evaluation per term by the Project Team shall be conducted to review and identify issues and concerns on the implementation of the LCP.

## Introduction

The COVID-19 pandemic has caused unparalleled disruptions in the lives of people from all walks of life and remains to pose unprecedented challenges. Discovered in Wuhan, China on December 31, 2019 as a new type or strain of corona virus of unknown cause, it can cause respiratory illness ranging from common cold to more severe diseases. It is transmitted through respiratory droplets of the infected person (WHO, 2020). By January 30, 2020, Covid-19 was declared by the World Health Organization as a public health emergency of international concern. Because, it is highly contagious, it presented serious challenges to the health care system in terms of detection, isolation, and treatment. The world has been caught unaware where no one was equipped and ready enough to brace its effects, not even the richest and more powerful countries.

Due to the rise of said health crisis, the initial response of the country was to suspend classes and to impose community quarantine, first in the National Capital Region on March 14, 2020 and later in the entire Luzon and other localities in the country. For higher education institutions, avoiding transmission in the academic community has become a primordial concern. Hence, the Commission on Higher Education (CHED) Advisory No. 5 suspending all classes and the shift to flexi-learning modalities. It also issued other COVID-19 advisories 1-4, 6-7 as guideposts to higher education institutions during the community quarantine and guidelines on the adoption of flexi-learning modalities.

For UNP, it rose to the herculean challenge by suspending face to face instruction and explored other innovative learning modalities. It also adopted its own flexible learning policies approved by the UNP Board of Regents to guide the university in its transition from traditional to flexible learning modalities and other learning options. Hence, UNP shall continue to provide quality education even in times of health crisis.

To ensure the health, safety and welfare of the faculty, students and personnel in the new academic year, the University of Northern Philippines developed the Learning Continuity Plan (UNP-LCP) dubbed as UNP CAN! (University Navigable learning Plan- Complementing outcomes-based Approach to education in the New normal) to provide guidance to the university on how to deliver its primary function of instruction during the COVID-19 pandemic. It also conducted a month-long webinar training on flexible learning to equip faculty members the knowledge and skills on the new normal in education.

As learners are differently situated in terms of time, pace, place, the LCP adopts flexible learning modalities which allow customizations of delivery modes responsive to students' need to access to quality education. This also give students the option to choose the delivery mode most convenient to them as early as the time of their enrolment. The paradigm shift, therefore, in the teaching and learning process in Philippine higher education necessitates collaboration among stakeholders and strengthening the culture of sharing knowledge, resources, and best practices. (CHED, 2020)

Since, the Commission on Higher Education has been very open to the idea that higher education institutions (HEIs) are given the freedom to decide on the most viable form of flexible learning and teaching that shall be utilized based on their capability, existing

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condition, national government agency guidelines and local government unit advisories, UNP developed this Learning Continuity Plan based on the experiences of the faculty and students during the Second Term of SY 2019-2020 and researches conducted by the university on internet connectivity. Group discussions and consultation meetings among faculty members led by their respective deans were also conducted to discuss issues and challenges that they encountered during the 2<sup>nd</sup> Term and to guarantee that all alternative modalities were explored in this LCP.

Various factors were also considered to ensure that the learner receive the education that they deserve. These include the digital divide because not everyone has the same access to technologies; the current knowledge and skills of the faculty and students of the alternative modalities of learning; and the mental, emotional, physical, and financial capacities of all stakeholders. Another research to assess the level of satisfaction on the implementation of flexible learning was also conducted, thus provided inputs for the continuous improvement of flexible learning in the University.

Thus, the University of Northern Philippines has developed this Learning Continuity Plan which reflects the framework and system for the transition and integration of flexible learning approaches anchored on the existing tools and resources of the institution, capability of the staff and the faculty members, and capacity of students. It shall provide guidance to the University in its delivery of education from Academic Year 2020-2021 and until the pandemic is over or in the implementation of new circulars which may supersede the existing provisions related to flexible learning. Ultimately, it is centered on the view that despite the pandemic, one can continue learning, anywhere, anytime.

It was approved by the Academic Council on September 1, 2020, reviewed by CHED-Region 1 on September 4, 2020 and endorsed and approved by the UNP Board of Regents on December 1, 2020 with BOR Number 152, S. of 2020. Since then, it has been updated every school year in accordance with new issuances of the Commission on Higher Education.

For the School Year 2022-2023, the University shall be guided with the provisions of both the Ched Memorandum Order 4, S. 2020 knowns as the Guidelines in Implementation of Flexible Learning and the Joint Memorandum Circular No. 2021-004 otherwise known as the Guidelines on the Implementation of Limited face to Face Classes for all Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for COVID-19 Response. However, should there be new issuances to supersede the aforementioned CMOs, the University shall take measures to comply and to adhere with such.

## **A. SYSTEMS AND PROCEDURES FOR THE TRANSITION TO FLEXIBLE LEARNING IN THE NEW NORMAL**

The School Year 2020-2021 called for the adoption and integration of flexible learning and teaching modalities in higher education environment that were suitably aligned with its learning and teaching policies. In line with this, the university formulated its own academic policies on flexible learning which was approved by the UNP Board of Regents last May 20, 2020.

Flexible Learning is the design and delivery of programs, courses, and learning interventions that address learners' unique needs in terms of place, pace, process, and

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products of learning. It involves the use of digital and non-digital technology, and covers both face-to-face/in-person learning and out-of-classroom learning modes of delivery or a combination of modes of delivery. It ensures the continuity of inclusive and accessible education when the use of traditional modes of teaching is not feasible, as in the occurrence of national emergencies (CMO No. 4, Series of 2020).

Flexible Learning is a pedagogical approach allowing flexibility of time, place and audience including, but not solely focused on, the use of technology. Although it commonly uses the delivery methods of distance education and facilities of education technology, this may vary depending on the levels of technology, availability of devices, internet connectivity, level of digital literacy and approaches. (SEAMEO as cited by CHED, 2020).

The adoption of flexible learning shall complement with outcomes-based education approach which allows flexibility for UNP to employ various means of delivery and assessment which shall direct the achievement of the set of learning outcomes for each course in all the academic programs.

The Academic policies on flexible learning was approved by the UNP Board of Regents last May 20, 2020. The following preparation to the migration to flexible learning were made: (1) All faculty members of the University underwent a month-long training on flexible learning with experts from De La Salle University-Manila and Philippine Normal University, Manila; (2) Modifications of course syllabi to integrate digital and non-digital learning strategies in the curriculum; (3) Development of course modules, integrating synchronous and asynchronous activities in the lessons of all faculty members ; 4) Adoption of Moodle as the University's Online Learning Platform, and (5) Establishment of a multi-media or learning resource center -the University IT Center.

## **B. PROJECT IMPLEMENTATION DESCRIPTION**

This University Learning Continuity Plan known as ***University Navigable Learning Plan: Complementing Outcomes-Based Approach to Education in the New Normal (UNP-CAN)*** shall guide the administration, course facilitators, learners and all stakeholders in continuing the delivery and acquisition of learning amidst the global COVID 19 pandemic effective School Year 2020-2021 through performance of tasks and responsibilities imperative to the attainment of this goal.

Survey conducted by the University Research Office (URO) showed that majority of the faculty (83.5%) utilized blended learning while a smaller percentage of faculty used online distance learning (12.9%); modular distance learning (2.7%) and instruction through broadcast media (.8%). It is expected that through the LCP, the educational needs of the students can be addressed based on the principle of inclusivity and equity.

**UNP-CAN** encompasses the following:

- a. Systems and procedures for the transition to flexible learning in the new normal
  - b. Project implementation description
  - c. Curricular modifications in the new normal
  - d. Resources and support services for learners and course facilitators in the new normal
  - e. Policies on Intellectual Property Rights (IPR)
- e. Collaboration/partnership with external stakeholders

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- f. Health and safety protocols in accordance with the Inter-Agency Task Force and Local Government Unit advisories
- g. Orientation guides for learners and course facilitators
- h. Management of Learners
- i. Mechanisms for continuous quality improvement

**UNP-CAN** shall be realized through the following:

- a. planning and scheduling deliberately to adjust to the new normal operations, particularly recognizing the immediate needs of stakeholders;
- b. Integrating appropriate levels of flexibility in the teaching and learning activities and experiences in relation to learners' pace, time and place
- c. ensuring effective delivery of learning through curriculum adjustments, updating, revising, aligning learning materials, utilizing appropriate learning delivery modalities, and conducting proper orientation of learners;
- d. providing relevant training for course facilitators
- e. observing strictly the minimum health protocols to ensure the welfare of the academic community.

### III. SCOPE AND COVERAGE

This LCP contains the general guidelines on the implementation of flexible learning options, approaches, strategies, systems, pedagogies and modalities in the University which shall be adopted for School Year 2022-2023. It covers all students on the different levels for all the programs in the University.

### IV. FLEXIBLE LEARNING MODALITIES

Flexible learning shall be made up of learning modalities from which both course facilitators and learners can choose *what, how, when, and where* to learn from the course packets or online modules given to them, depending on their capabilities and available resources.

#### 1. Distance Learning

##### 1.1. Modular Distance Learning

This modality allows learners to learn through instructional materials (IMs), printed or saved electronic files such as course learning plans, modules, presentation slides and activity sheets prepared by course facilitator. Printed IMs and electronic files saved in CDs or flash drives are placed in learning kits and delivered to learners in designated drop-off and pick-up point in every LGU by UNP buses; by any UNP faculty or employee who live near them, or through courier with no fees collected from the learners.

##### 1.2 Online Distance Learning

Online learning shall be synchronous and asynchronous.

Synchronous learning takes place in real-time, where a group of people are engaging in learning at the same time through face-to-face, video conferencing, live chat etc. This mode of learning supports active learning which enables learners to post questions immediately after a discussion or lecture and receive answers on-the-spot.

Under the synchronous type, the course facilitator engages learning with the learners through a common Learning Management System to create virtual classrooms. Virtual classrooms make possible online discussions which may be conducted through Zoom, Google Meet, FB Rooms, or any other video conferencing tools; learners can view learning activities, upload responses and interact with course facilitator and peers using various apps.

On the other hand, asynchronous learning is the opposite, where the faculty, learners, and other participants are not engaged in the learning process at the same time. There is no real-time interaction between and among the participants. It is used when the faculty provides learning materials for students to work through in their own pace.

The asynchronous type is experienced by the learner by downloading learning plans, modules, links to further readings and videos and other IMs (uploaded by course facilitator) when and where there is strong Internet connection. IMs can also be sent through electronic mails or via Facebook Messenger, WhatsApp, KakaoTalk, or any other messaging software. Recordings of video lectures done synchronously are uploaded for learners who are not able to join them due to weak connectivity and downloaded and viewed when connectivity is stable and strong.

The course facilitator shall use a combination of synchronous and asynchronous learning when conducting classes.

## **2. Limited Face-to-Face Instruction**

With the issuance of the Joint Memorandum Circular No. 2021-004, the University shall conduct limited face-to-face classes and internship/on the job training for all the programs.

Retrofitting of the classrooms and laboratory rooms, as deemed necessary, shall be observed. Strict adherence to safety health protocols/measures shall be observed. Policy and guidelines formulation and implementation shall be the responsibility of the University Crisis Management Committee. All the stakeholders shall also be involved in the planning and implementation process. The Crisis Management Committee, as mandated by Joint Memorandum Circular No. 2021-001, shall have the following major functions:

- a. assess the readiness of the University to reopen for limited face-to face classes;
- b. take charge of the application to reopen;
- c. disseminate appropriate and relevant information to stakeholders;
- d. oversee the implementation of health and safety protocols;
- e. monitor and evaluate the compliance of the university with this JMC, and
- f. take the appropriate measures when risks and impacts of COVID19 may exist in the campus or surrounding communities.

The members of the CMC, including their duties and responsibilities, are stipulated below:

<b>Members</b>	<b>Functions</b>
President	Chair of the CMC; ensures the full implementation of the Guidelines in the university and the proper discharge of functions of all members
Vice President for Academic Affairs	Serves as Vice-chair of the CMC; takes charge of the implementation of the Guidelines, particularly those that concern academic matters such as but not limited to the gradual face-to-face classes in the university and its affiliate agencies
Vice for President for Finance and Administration	Oversees the implementation of the Guidelines particularly those that concern administrative matters such as but not limited to logistics, procurement, and human resource management
Executive Assistant to the President	Assists in the execution of functions of the President in relation to the Guidelines
Production and Auxiliary Services Office Director	Oversees the proper utilization, disinfection, and maintenance of the university facilities
Chief Administrative Officer	Supervises the implementation of the administrative and engineering controls in the university including the operations of the Motor Pool needed during the transfer of a suspect or probable COVID-19 case
Legal Officer	Offers legal advice on matters concerning the implementation of the Guidelines
Board Secretary	Serves as the secretary of the CMC; ensures that the Board of Regents is apprised on matters concerning the COVID-19 situation in the university; takes charge of record keeping
Medical Services Office Head	Oversees the implementation and monitoring of the university health protocols; in charge of the contact tracing in the university in coordination with the City Health Office; coordinates with all local government health units on matters regarding COVID-19 affecting university personnel and students; provides health services for all members of the UNP community
Hospital Administrator	Supports the implementation and monitoring of the university health protocols; provides health services for university and outside clients such as but not limited to antigen testing and provision of PPE to health personnel
Campus Security Services Office Head	Ensures the strict implementation of health protocols such as thermal scanning, use of the Safe Pass System / logbook / Health Declaration Form, maintenance of proper distancing, crowd control inside the school premises, and others
Human Resource Head	Guarantees the implementation of policies regarding work arrangements of quarantined individuals and most at risk population (MARF); ensures that work compensation/ benefits of the above individuals are rightfully maintained

Infrastructure Planning and Development Office	Closely coordinates with the CAO regarding infrastructure in support of disease prevention and control in the university
Environment Management Office Head	Ensures the proper waste management in the university
University Planning Officer	Assists the CMC members in the planning and evaluation of control measures in the university relative to COVID-19
Faculty Union President	Represents the teaching staff on matters concerning the implementation of the Guidelines
Student Council President	Represents all students of the university on matters concerning the implementation of the Guidelines
Public Information Office Head	Ensures the effective communication of vital information regarding COVID-19 situation in the university
University Emergency Response Team Head	Assists the Medical Services Office in the contact tracing and transfer activities; coordinates with the City Disaster Risk Reduction and Management Office; assists the CSSO in crowd control
Institutional Surveillance Officer	Shall lead the school-based COVID-19 surveillance
Health and safety marshal (at least 1 per building)	Shall monitor the compliance of students, teaching, and non-teaching personnel, and visitors with minimum public health standards
Representative from the faculty association	Represents the faculty union on matters regarding health and safety in the university
Representative from the student association	Represents the student union on matters regarding health and safety in the university

### 3. Instruction through Broadcast Media

Regular local TV (Eagle Vision and Vigan Heritage Channel) and or radio stations (DWNP, DZNS and DWRS) shall be tapped to deliver video and audio lessons to learners as another supplement to flexible learning strategies.

### 4. Blended Learning

This mode utilizes a combination of modular distance learning and online learning. Specifically, it shall be a combination of face-to-face instruction, a course facilitator-assisted synchronous instruction or asynchronous classes, and Self-Learning Materials/Kits which shall be sent to the students in various ways.

## C. CURRICULAR MODIFICATIONS IN THE NEW NORMAL

The academic units shall review their curricular offerings and corresponding course syllabi and make necessary adjustments or modifications to be attuned with the new normal. Similarly, course facilitators shall keep abreast with and adopt the latest trends and developments in flexible learning.

Specifically, the abovementioned shall be attained through the following:

- Each of the academic units shall continuously review and update its curricular offerings to keep attuned with the changing times to ensure the attainment of excellence in education. The process shall start with rationalizing the need for enhancing or revising an existing one. This shall be done through environmental scanning and feedback generation, taking into consideration the following: challenges from within and outside the institution, CHED policies and standards, especially CMO No. 4, series 2020 otherwise known as the Guidelines in the Implementation of Flexible Learning, CHED Regional Memorandum Order No. 3, S. 2021 known as the Alternative Activities in Lieu of face-to-face On-the-Job Training and the Joint Memorandum Circular 2021-004 and Joint Memorandum Circular No. 01, s. 2022 otherwise known as the 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, institutional policies of the University and the Colleges, and the emerging needs of the industry among others.

Any proposed curriculum revision or enhancement shall go through planning, a series of review and discussions/ deliberation. Any revisions shall spearheaded by the Curriculum Development Committee. The enhanced/revised curriculum shall be presented to the Academic Council for approval and for endorsement to the Board of Regents. Moreover, it will also be submitted to the Commission on Higher Education for evaluation and contents notation. The aforementioned process shall be done to ensure that the proposal is relevant and meets all the requisites and standards for tertiary education.

In compliance with memorandum circulars, the academic units shall prepare Contingency Plans to respond to the needs and demands of programs with OJT or internship, intended for students who cannot attend the limited face-to-face due to valid reasons and in the event of heightened alert levels in the province. This plan shall ensure the acquisition of the desired competencies amidst the absence of actual exposure in the field. These may include, but not limited to, simulation, live recording which shall expose the students in the actual setting like in hospitals, hotels, among others. Project-based learning, Problem-based learning, Case study shall also be utilized.

For laboratory/studio classes, learning strategies shall be modified, e.g. viewing of video demos in lieu of hands-on/laboratory/studio activities; use of Geographic Information System (GIS) or drones instead of actual field surveys and site inspections to gather data and analyze spatial location and information, etc.

- All course syllabi shall be reviewed and updated regularly. The faculty members handling particular subject are encouraged to revise the course syllabi as part of the year-end requirements. The system of revising includes small group meetings. The composition of the small groups is: one group for the general education courses faculty members, another for those teaching the professional subjects and another group for each of the major fields of specialization. These are also prepared using the approved institutional format. The enhanced/updated syllabi shall be submitted to the Office of the Vice President for Academic Affairs for

further review of the Director for Instruction and Faculty Development and for approval if all specifications have been met.

- For the flexible learning modalities, the following, but not limited to, shall be observed in all courses, except in NSTP classes:

<b>Components</b>	<b>Offline</b>	<b>Blended</b>	<b>Online</b>
<b>1. Technology</b>	Printed worktexts, modules powerpoint presentations instructional materials eBooks recorded videos	Mobile phone tablet desktop/laptop printed worktext powerpoint presentations eBooks recorded and uploaded videos  Software applications like Geogebra, Desmos, SPSS	Mobile phone Tablet desktop/laptop google meet, google classrooms Software applications like Geogebra Desmos
<b>2. Content/learning materials</b> Given the technology indicated, the content materials used under each modality as applied	Printed worktext modules, powerpoint presentations, eBooks	Printed and uploaded electronic modules, worktexts, uploaded powerpoint presentations/hand-outs/lecture notes, and videos	Printed and uploaded worktexts Modules uploaded powerpoint presentations/hand-outs/lecture notes videos  Used virtual laboratories Used digital platforms (Google meet, google classroom, mentimeter quizizz, kahoot etc.)
<b>3. Evaluation/assessment</b> With the indicated technology and the corresponding content materials used, learning shall be evaluated and assessed (both formative and summative assessment)	Quizzes long exams research paper laboratory reports portfolio case analysis Use of assessment rubrics	Research Paper Quizzes/Examinations via Google Classroom or face to face laboratory reports portfolio, case analysis Use of assessment rubrics	Research Paper Quizzes/Examinations via Google Classroom laboratory reports e-portfolio case analysis Use of assessment rubrics

The following shall be observed for the courses under the National Training Service Program:

### Home Based Activity/Project

Target: Clients/Requirements/Beneficiaries	Clients: NSTP (CWTS and LTS students Recipients Beneficiaries: Family members of the students
Objectives:	The following are the specific objectives:
	<ol style="list-style-type: none"> <li>1. Assist the students in conceptualizing NSTP 2 to be implemented as their Home-Based activity/project</li> <li>2. Guide the NSTP students in the implementation of their Home-based activity/project.</li> <li>3. Evaluate the students' project implemented in their area.</li> <li>4. Provide the students with technical support, project templates and other forms for their activities.</li> </ol>
Location/Coverage/Area	Students Residence
Introduction	<p>Home Based Activity/Project are strongly encouraged to minimize contact and movement of everyone from and one place to the other. Students with the help of faculty-in-charge will make proposal of possible Activity or project to be done as much as possible within home and it should be within the context of guiding principle of NSTP. It will be implemented within students home area to be supervised and evaluated by their instructors. Thru online by sending the documentation their Accomplishment as a proof of their work development. All the implementing procedures to be followed in the implementation should be in accordance with IATF Guidelines and University policies.</p>
Stakeholders and Partners	LGU and Barangay Officials
Methodology	<p>Home Based Immersion activity still follows the regular procedures as provided by NSTP Work Instruction Immersion Activity. However there are some process which are changed in accordance with the IATF Guidelines.</p> <p>The following are the procedures during the implementation of NSTP2 Field Immersion of the students.</p>

	<p>1. Development of student. Home-based activity/project proposal In order to minimize physical contact of a concerned individual during the implementation of CWTS and LTS Field Immersion Activities are the following are the suggested project concepts to be done.</p> <ol style="list-style-type: none"> <li>a. Online Disaster Risk Reduction Management Training</li> <li>b. Online Drug Information Campaign</li> <li>c. Physical Activities</li> <li>d. Bible Studies</li> <li>e. Herbal Medicinal Garden</li> <li>f. Backyard Vegetable Garden</li> <li>g. Tree Planting</li> <li>h. Waste Management Project</li> <li>i. Improvement of Barangay/Community Park</li> <li>j. Coastal/Home Chores Clean Up Activity</li> <li>k. Develop the Barangay Clean and Green Program</li> </ol> <p>2. Implementation and Monitoring of the activity/project.</p> <ol style="list-style-type: none"> <li>a. After approval, proposal must be submitted to faculty-in-charge</li> <li>b. A weekly progress report regarding the project must be submitted by the students to the faculty concerned.</li> <li>c. At the end of the project, accomplishment report will be submitted by the students for his project evaluation.</li> </ol> <p>Both progress report and accomplishment report will be the basis of faculty for giving grades to students.</p>
Impact	<ol style="list-style-type: none"> <li>1. Transformation of the students into community leaders and nation-builders for efficient and effective community/home-based programs/projects in recognition of their citizenship roles and</li> <li>2. Create awareness among community partners and stakeholders in promoting civic consciousness, nationalism and ethics of service.</li> </ol>

Innovative and Success Factors	Enhance civic consciousness by developing the ethics of service and voluntarism
Constraints	In the new normal, learners, students are prohibited to visit communities to render physical services.
Lessons Learned	For NSTP implementers to be creative, innovative compassionate and understanding in teaching using different platform under the new normal to reach out CWTS and LTS students.
Sustainability	As a sustainability and monitoring mechanism, NSTP faculty should submit, for information, the Learning Continuity Plan (LCP) and Accomplishment Report to the NSTP Office

- Development of instructional materials or learning modules with simplified or clear-cut course objectives, contents, requirements and assessment/evaluation mechanisms. These instructional materials shall be printed by the University free of charge.

The faculty members are highly encouraged to develop their instructional materials, especially in times of global uncertainties brought by the pandemic. The adoption of flexible learning modalities generally requires the utilization of various instructional materials to suit the needs of the learners to ease the effects of the digital divide. In the development of these IMs, the faculty are also guided by the principles of outcomes-based education.

Moreover, the University ensures the quality of these instructional materials (IMs) before these are utilized for instruction purposes through the University Instructional Materials Development Committee (IMDC). The committee is tasked to review the instructional materials developed by the faculty members. This institutional committee is being chaired by the Vice President for Academic Affairs, co-chaired by the Director for Instruction, and with the Deans, Programs heads and faculty experts in a particular field as the members. The review process starts from the academic unit and shall be endorsed by the dean to the IMDC for review. After a thorough review and deliberation of the IM, this shall be returned to the author/s for the integration of comments and suggestions. A Certificate of Utilization shall be issued to the authors upon approval by the IMDC. Moreover, the IMDC shall continuously initiate programs, activities, projects aim to capacitate/retool all faculty members in developing and evaluating quality instructional materials.

- For internship/practicum/immersion/on-the-job training, learners shall be provided with a Manual or written instructions containing learning outcomes.

To ensure the effective and efficient implementation of this LCP, the Project Team, composed of the following shall be tasked to continuously review and monitor:

Project Director: Dr. Rolando B. Navarro, Vice President for Academic Affairs

Members : Dr. Luzviminda P. Relon, Director for Instruction & Faculty Development

Dr. Eleanor R. Belizar, Executive Asst. to the President

Arch. Fatima Nicetas R. Alonzo, Dean-College of Architecture

Dr. Ashley Paulino, Dean-College of Fine Arts and Design

Dr. Marifel Q. Acena- Head, Guidance, Counseling, Information and Student Handbook Development Services

All Deans and Directors

Consultants: Dr. Erwin F. Cadorna

Dr. Fatima F. Rocamora

The VP for Finance and Administration

#### **D. RESOURCES AND SUPPORT SERVICES FOR STUDENTS AND FACULTY IN THE NEW NORMAL**

It is evident that both course facilitators and learners have access to digital devices, and indeed, a strong internet connectivity is a big factor in establishing effective flexible learning. To ensure fast internet connectivity and online registration and transactions, the University has heavily invested on IT infrastructure that will provide a stronger and faster internet connection within the school year.

At present, the University, through PLDT has installed the 1000 MBPS internet connection for the entire campus, with three (3) 10 MBPS FREE internet connection provided by DICT (deployed at the Bahay ng Alumni and College of Engineering). There is also a campus-wide interconnectivity project which is a mixed network topology of cabled and wireless connection to interconnect all buildings for access to the internet and other information systems of the University.

The University has also three (3) computer laboratories located at the College of Communication and Information Technology, College of Business Administration and Accountancy and College of Technology and one (1) Mechatronics Laboratory. It has also a makeshift Multi-Media Center for podcast and video recording using personal laptops and recording equipment and lighting and green screen.

Further, the University Library commits its strong support towards the attainment of quality learning through the following:

- Assist course facilitators in accessing resources with online platforms and Google by using the Online Public Access Catalog link 122.52.107.145:3128 by strengthening the internet connection and renew the Library Software to update the system;
- prepare list of references like books, journals and magazine, electronic resources for the subjects offered and purchase books and electronic resources for every program;
- provide an environment conducive to learning (access to technology; safe and quiet space during daytime) for the learners above 21 years old and course facilitators;

- establish a Learning Common Area suited for Online classes for learners and course facilitators;
- provide Online Reference Services for the learners' needs of instructional resources;
- assist course facilitators without internet access to upload lessons via a mobile hotspot.

Academic units shall provide recording cubicles /nooks for video-audio taping of lessons by course facilitators complete with ring light, microphones and headphones.

The health and wellness of both learners and course facilitators is a primordial concern of the University especially during this COVID-19 pandemic. The administration ensures that health protocols are strictly observed and implemented within the premises of the University. It shall continuously provide supplies, equipment and facilities for hygiene and sanitation.

The University Clinic and the University Covid-19 Task Force are tasked to implement sound projects, programs, and activities to ease the effects of the health crisis.

## **E. POLICIES ON ENROLMENT, ATTENDANCE, REPORTING AND UPDATING OF STUDENT-TEACHER ENGAGEMENT, and GRADING SYSTEM**

### **Policies on Enrollment effective School Year 2022-2023**

#### **Screening and Admission Policy for Grade 12 Students and High School Graduates**

- The **General Weighted Average** of students currently enrolled in Grade 12 (Grade 11 and 1st semester of Grade 12 Report cards) and High School Graduates (4<sup>th</sup> year high school or Grade 12 Report Card) will be one of the bases in screening incoming freshmen students in lieu of the UNP-CAT.
- The UNP-College Admission test result indicated in the table in the following pages will serve as the minimum requirement in screening students who will be admitted in the degree and non-degree programs.
- An **interview** will be conducted by the different programs as part of the screening and admission process.

#### **Basic Requirements for Grade 12 Students and High School Graduates**

1. An active and secure Google account.
2. An active mobile number.
3. Digital copy of passport size ID photo (1.8 inches x 1.4 inches) with name tag and in white background (JPEG format).
4. Scanned copy of the original copy of:
  - **For graduating Grade 12 students: GRADE 11 and GRADE 12 (FIRST SEMESTER) SF 9 Learner's Progress Report Cards.**
  - **For graduates of secondary education (basic or K-12): Form 138 or SF 9 Learner's Progress Report Card**

Only one (1) file in PDF format containing all pages of the document should be uploaded.

## Process of Application for Grade 12 Students and High School Graduates

Release of UNP-CAT results and pre-listing of incoming first year, AY 2022-2023, **shall be done face-to-face** under Alert level 1. In the event of heightened alert levels, the modality shall be shifted to online following these guidelines:

1. Prepare all basic requirements. Reminder: Applications with incomplete and incorrect requirements will not be processed.
2. Access this online application link within the application period: *[insert-link-here]*
3. Fill out the form completely and accurately, and upload all requirements. Reminder: The form cannot be edited once submitted so make sure that all information provided is correct before submitting.
4. The applicant will receive a confirmation e-mail that the application has been completed.
5. The UNP Admission Services will check and verify all information and documents submitted.
6. An applicant will be contacted by the colleges indicated as his/her course priorities for an interview schedule which will be done by phone call or teleconferencing.

**In order to qualify for initial interview, the following are the specific UNP-CAT and other admission policies required by each academic unit which the incoming freshman must meet:**

### UNDERGRADUATE ACADEMIC PROGRAMS OFFERED IN UNP

UNDERGRADUATE ACADEMIC PROGRAMS	CUT-OFF RATING	OTHER REQUIREMENTS (to be submitted only on enrollment)
<b>College of Business Administration and Accountancy</b>		
BS in Accountancy	85	HS General Average – 85% or higher
BS in Business Administration	75	HS General Average – 80% or higher
BS in Entrepreneurship	75	HS General Average – 80% or higher
BS in Cooperative Management	75	HS General Average – 80% or higher
<b>College of Arts and Sciences</b>		
BA in Communication	75	N/A
BA in Political Science	75	N/A
BS in Psychology	80	N/A
BS in Biology	75	N/A
BS in Marine Biology	75	N/A
BS in Environmental Science	75	N/A
BS in Mathematics	75	Grade in Math – 80% or higher
BS in Physics	75	N/A
<b>College of Communication and Information Technology</b>		
BS in Computer Science	80	N/A
BS in Information Technology	78	N/A
Bachelor of Library & Information Science	78	N/A
<b>College of Hospitality and Tourism Management</b>		
BS in Hospitality Management	75	HS General Average – 80% or higher Height Requirement: MALE – 5 ft, 4 in, FEMALE – 5 ft, 2 in Medical Certificate of Physical Fitness; Hepatitis B Screening
BS in Tourism Management	75	Height Requirement: Male – 5 ft, 3 inches, Female – 5 ft, 2 inches
<b>College of Nursing</b>		
BS in Nursing	85	Preferably from the STEM strand Medical Certificate (fit to study) with Laboratory Exam Result (CBC, Urinalysis), Blood Type
<b>College of Health Sciences</b>		
BS in Medical Laboratory Science	85	Medical Certificate Laboratory Test (CBC, Urinalysis, HBsAG, Fecalalysis, Chest X-ray, Drug Test,

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		Anti HBs, Sputum Microscopy, Vaccination (Hepatitis & Tuberculosis)
BS in Midwifery	80	N/A
BS in Emergency Health Services	78	N/A
<b>College of Criminal Justice Education</b>		
BS in Criminology	80	HS General Average – 80% or higher Graduates of HUMMS & GAS strands Height Requirement: MALE & FEMALE - 5ft. Note: Members of IP who do not meet the height requirement shall secure CERTIFICATION from the National Commission of Indigenous Peoples (NCIP) Medical Certificate of Physical Fitness (Chest X-ray, ECG Result, Hepatitis B Screening, Ishihara Test)
<b>College of Social Work</b>		
BS in Social Work	80	N/A
<b>College of Public Administration</b>		
Bachelor of Public Administration	75	N/A
<b>College of Engineering</b>		
BS in Civil Engineering	83	HS General Average – 83% or higher Grades in all Math subjects – 80% or higher
BS in Sanitary Engineering	78	
BS in Geodetic Engineering	78	
<b>College of Architecture</b>		
BS in Architecture	80	STEM Graduates (will take the straight BS Archi/BS Envi Plan Curriculum) HUMMS & ABM graduates, Arts & Design Track Graduates (will take the Bridging Program of the BS Archi/BS Envi Plan Curriculum)
BS in Environmental Planning	77	
<b>College of Fine Arts and Design</b>		
Bachelor of Fine Arts Major in Painting	75	N/A
Bachelor of Fine Arts Major in Visual Communication	75	N/A
BS in Interior Design	75	N/A
<b>College of Teacher Education</b>		
Bachelor of Elementary Education	80	HS General Average of 85%
Bachelor of Early Childhood Education		
Bachelor of Special Needs Education (Generalist)		
Bachelor of Special Needs Education with Specialization in Early Childhood		
Bachelor of Secondary Education (major areas: English, Filipino, Social Studies, Science, Mathematics)		
Bachelor of Physical Education		
Bachelor of Technical-Vocational Teacher Education (major areas: Electronics Technology, Food Service Management)		
Bachelor of Technology and Livelihood Education (major areas: Home Economics, Industrial Arts)		
<b>College of Technology</b>		
BS in Industrial Technology (major areas: Automotive, Electronics, Electrical)	75	HS GWA of at least 80% for major in Electronics Technology
BS in Mechatronics and Automation Technology	75	HS GWA of at least 80%

**Legend:**  Priority Program  - Regional Priority Program

## CERTIFICATE PROGRAMS

PROGRAMS	CUT-OFF RATING
<b>College of Communication and Information Technology</b>	No required UNP-CAT Rating
Diploma in Computer Technology	
<b>College of Business Administration and Accountancy</b>	
Associate in Office Management	
<b>College of Technology</b>	
Associate in Mechatronics and Automation Technology	
2-year Technical Course in Automotive Technology	
2-year Technical Course in Electrical Technology	
2-year Technical Course in Electronics Technology	
One-year Special Course Major in Automotive Technology	
One-year Special Course Major in Electronics Technology	
One-year Special Course Major in Electrical Technology	
One-year Special Course Major in Refrigeration and Air Conditioning	

### Aptitude Tests Administered by the Admission Services

The Nursing Aptitude Test (CN), the Teaching Aptitude Test (CTE), Engineering Mathematics Aptitude Test (COE) shall be administered. All the programs shall continue implementing all approved retention policies.

### APPLICATION, SCREENING, AND ADMISSION AY 2022-2023 FOR TRANSFEREES, SHIFTERS and PEPT-ALS PASSERS

#### Transferees, Shifters and PEPT-ALS Passers

- Transferees are college applicants who have already attended a college or university after high school, but did not yet earn a Bachelor's degree. A student is considered a transfer-applicant even if he/she has only stayed in a previous school for a short time.
- Shifters are students currently enrolled in non-degree programs of UNP who wish to enrol in a degree program, and have never taken the UNP-CAT before.
- PEPT-ALS Passers are those declared eligible for admission to college after taking the Philippine Educational Placement Test (PEPT) or the Alternative Learning System (ALS) Accreditation and Equivalency (A&E) Test, have never enrolled in any college/university, and have never taken the UNP-CAT before.

#### Screening and Admission Policy for Transferees, Shifters and PEPT-ALS Passers

- Transferees, shifters and PEPT-ALS Passers must take the UNP-CAT to be able to apply for a degree program in UNP.
- The cut-off UNP-CAT rating required by each Program indicated in the table above will serve as the minimum requirement in screening students who will be admitted in the degree programs.

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- Transferees, shifters and PEPT-ALS Passers who have taken the UNP-CAT must secure a copy of their examination result at the UNP Admission Services Office as basis for admission.

#### **Basic Requirements for Transferees and Shifters (for UNP-CAT)**

1. Duly accomplished UNP-CAT Application form. Get application form from this link: [insert-link-here].
2. Two (2) passport size ID photo with name tag and in white background.
3. One (1) photocopy of official certification of grades in all subjects taken. For PEPT and ALS-A&E eligible: Proof of Eligibility for College Admission
4. A non-refundable testing fee of Php180.00.

#### **Process of Application Transferees, Shifters and PEPT-ALS Passers (for UNP-CAT)**

Transferees, shifters and PEPT-ALS Passers **shall be face-to-face**. However, in the event of heightened alert level, it shall be shifted to online modality.

The following shall be observed:

1. Submit application form and requirements to the UNP Admission Services office within the application period. Reminder: Applications with incomplete and incorrect requirements will not be processed.
2. Pay testing fee at the UNP Cashiering Unit.
3. Present the Official Receipt at the UNP Admission Services office to claim Test Permit.

**Note: Applicants from other provinces should strictly follow the protocols set by the IATF and their respective LGUs.**

#### **Process Flow and Guidelines of the UNP-CAT Administration for Transferees, Shifters and PEPT-ALS Passers**

##### **BEFORE THE SCHEDULED ADMINISTRATION OF THE UNP-CAT**

1. Health Protocol will be discussed and implemented.
2. A briefing to all the personnel who will serve during the conduct of the UNP-CAT will be conducted.
3. The readiness of the testing rooms and the supplies that will be used for sanitation will be checked.

##### **DURING THE ACTUAL ADMINISTRATION OF THE UNP-CAT**

1. Examinees will be required to **wear face mask and face shield** when entering the university.
2. Examinees will fill out the logbook for monitoring purposes.
3. The temperature of the examinees will be checked and they will fill out the health declaration form.
4. Test permits and valid IDs of the examinees for verification of the identity and purpose of the students (**no test permit, no ID, no exam**).
5. Examinees will proceed to the test venue maintaining physical distancing. Test venues will be the University Gymnasium. The CBAA and CA Function Halls may also be utilized

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and will cater a maximum of 14 examinees per session. Examinees coming from the same municipality will be assigned to one room.

6. Examinees will sanitize hands before entering the testing room.
7. Test administration which will be facilitated by one examiner and two proctors in every testing room.
8. Examinees will be allowed to use the comfort room one at a time.
9. After the exam, the examinees will exit the room one by one maintaining physical distancing. Loitering around the university after the exam is not allowed.
10. Examinees will exit the university immediately through gate 2.

#### **AFTER THE ADMINISTRATION OF THE UNP-CAT**

1. The testing rooms will be sanitized every after session to assure the safety of all the testing personnel and examinees
2. The actual activity will be evaluated by the examinees.
3. Observations, strengths, weaknesses, limitations and opportunities will be discussed for the improvement of next administration of the UNP-CAT.
4. Accomplishment report will be submitted to the office of the Vice President for Academic Affairs and the office of the President.

The College of Teacher Education maintains Laboratory Schools where pre-service teachers shall apply their learnings in their professional courses from the observation of classes until their practice teaching. Due to the absorptive capacity of the Laboratory Schools, admission and retention policies are strictly implemented.

#### **QUALIFICATIONS OF AN APPLICANT**

##### **Kinder-2**

- The applicant must be five (5) years of age by October 31, 2021.
- The applicant must have attended Kindergarten-I.

##### **Grade 7**

- Must be a Grade 6 pupil expected to graduate at the end of the school year with a general average of at least 85% based from the last grading period preceding the filing of the Application; or
- Must be an elementary school graduate who has not yet entered high school and has a general average of at least 85%.

##### **Grade 11**

- Must be a Grade 6 pupil expected to graduate at the end of the school year with a general average of at least 85% based from the last grading period preceding the filing of the Application; or
- Must be an elementary school graduate who has not yet entered high school and has a general average of at least 85%.

## **BASIC REQUIREMENTS**

1. An active and secure Google account.
2. An active mobile number.
3. Digital copy of passport size ID photo (1.8 inches x 1.4 inches) in JPEG format.
4. Scanned copy of the original copy of School Report Card (in PDF format).

Kinder-2: School Report Card

Grade 7: Grade 6 Report Card

Grade 11: Grade 10 Report Card

## **PROCESS OF APPLICATION**

Application for Kindergarten-II, Grade 7 and Grade 11 shall all be done online to minimize exposure to the virus. The following steps shall be observed:

1. Have an active and secure Google account ready.
2. Prepare a digital copy of passport size ID photo (1.8 inches x 1.4 inches) in JPEG format, and a scanned copy of the original copy of Report Card in PDF format.

File Name: LAST NAME, FIRST NAME, MIDDLE NAME

3. Online application link shall be provided.
4. Fill out the form completely and accurately, and upload all requirements. Make sure that you enter your correct email address and contact number.
5. The applicant will receive a confirmation e-mail that the application has been completed.
6. Allow at least 5 working days for the Admission Services to check and verify all information and documents submitted.
7. All checked and verified application forms will be forwarded to the UNP Laboratory Schools for further evaluation.
8. The applicant will be contacted by the UNP Laboratory Schools for an interview schedule which will be done by phone call or teleconferencing.
9. Wait for the result of evaluation to be released by the UNP Laboratory Schools.

## **Attendance**

For students who shall attend the face-to-face classes, their attendance shall be monitored by the faculty concerned.

For those who shall attend on flexible learning modalities, learners' attendance shall be assessed based on their engagement in learning, which may include:

- Participation during synchronous sessions
- Login access to the LMS
- Completion/submission of assignments and course requirements
- Participation in discussions and off-line activities
- Other forms of contact/communication created by the instructor to monitor attendance

The faculty concerned shall take the responsibility of keeping and documenting each learner's progress during synchronous or asynchronous learning sessions, submission of assignments, and other activities to accomplish course objectives.

### **Reporting and updating of student-teacher engagement**

Class advisers are tasked to communicate regularly with their advisory classes through e-mails, online messaging services, calls, text messages, or video/tele conferences.

Learners must be informed that all correspondences, conversations, and conferences are to be recorded.

Assessment of activities shall be made transparent by discussing rubrics upon/before giving learners their required outputs as not to cloud decision making towards the giving of grades to learner; one-on-one advising and evaluation through call or web conferencing shall be required after the end of each term to ensure learners are assessed well and ready for the next term.

Each faculty shall design appropriate assessment tools according to course requirement. However, formative assessment shall be encouraged rather than summative. As to the grading system, 30% shall be allotted for Midterm/Final Examination, while the remaining 70% shall be determined based on the nature of the course or subject.

## **F. POLICIES ON INTELLECTUAL PROPERTY RIGHTS (IPR)**

The transition of educational institutions to flexible learning, the technological aspect plays a pivotal role in connecting course facilitators and learners. Video-conferencing platforms and learning management systems have conveniently assisted course facilitators to address the learning gap that the pandemic has caused. On the other hand, online learning exposes learners to the internet for long periods, opening opportunities for digital threats such as cyberbullying and plagiarism, among others. Thus, course facilitators shall always consider student's privacy, safety, security, and digital well-being as top priorities for successful flexible learning. The University, therefore commits itself to adopt a holistic approach to digital well-being of students by implementing policies to safeguard both students and faculty and upholding academic integrity.

### **A. IPR on IMs**

Expertise, effort, time, and patience are invested by course facilitators in developing and improving their IMs. Hence, the University shall provide means to protect such works by submitting the IMs for review and approval by the University Instructional Materials Development Committee, then for copyright application as an Intellectual Property at the Intellectual Property Office of the Philippines.

All course materials uploaded in the LMS utilized by all classes shall not be reproduced, uploaded in other platform, printed and photocopied without the consent of the author/s or the course facilitator/s. Uploading of the said materials in any platform, for purposes of financial gains and/or without due recognition and permission shall be dealt accordingly based on existing University policies along Intellectual Property.

### **B. Academic Integrity**

The boundless services of the Internet have given course facilitators and learners opportunities to search for learning contents of their topics or in

developing/revising their IMs. As caution, course facilitators shall adhere to provisions of the University's Code on Intellectual Property Rights.

Academic integrity shall always be prioritized in all classes, to be specifically defined in the learning plans or syllabi. Learners' outputs shall be tested using plagiarism software, or any mechanism which the course facilitator may apply to ensure quality outputs submitted by learners.

Sanctions for dishonesty shall be clearly stipulated in the syllabi and shall be enacted if a learner is found guilty based on existing institutional policies.

#### **G. COLLABORATION/PARTNERSHIP WITH EXTERNAL STAKEHOLDERS**

In the new normal, sustainable and supportive external partnerships with local government units, non-government organizations, other institutions and the local community that can assist in enabling a responsive continuity learning plan shall be explored by the University. Communication of learning goals, expectations, and feedback can help sustain the needed collaborative relationship.

Collaboration with industry partners where the students will undergo internship/ojt shall also be sustained. The internship manuals shall be revisited to suit the needs and requirements of internship. The University through the practicum/OJT coordinator will continuously consult with the industry partners on the emerging needs and trends of the industry/sector in the new normal.

The University shall create opportunities with external stakeholders through collaboration and partnership that can guide learners as they navigate through synchronous or asynchronous learning modes.

#### **H. HEALTH AND SAFETY PROTOCOLS IN ACCORDANCE WITH THE INTER-AGENCY TASK FORCE AND LOCAL GOVERNMENT UNIT ADVISORIES**

The University shall commit to protect the health and welfare of every stakeholder especially the risk of contracting the COVID 19 infection. The following measures shall be undertaken to prevent the spread of the virus:

Category of Control	UNP Control Mechanisms for COVID-19
<b>Elimination</b>	
<b>Reduce the opportunities for the virus to be introduced into the university.</b>	<input type="checkbox"/> All UNP personnel and students with signs and symptoms of COVID-19 such as fever, headache, cough, colds, sore throat, and diarrhea shall be advised to stay at home. They must report their conditions to their immediate heads / instructors and local health units for monitoring purposes.
	<input type="checkbox"/> All UNP staff, faculty, students, and visitors inside the university shall wear their face masks or face shields at all times, and other personal protective equipment required by the IATF.
	<input type="checkbox"/> All personnel, students, and visitors shall accomplish the university health declaration form or the StaySafe.PH digital contact tracing system and are also advised to present their vaccination cards to the Campus Security Officers before entry to the university.
	<input type="checkbox"/> Thermal scanning of all individuals upon entry to the university shall be done and recorded. Individuals with fever of 37.5 degrees Celsius or above even after a 5- minute rest or those with other signs and symptoms of COVID-19 such as headache, cough, colds, loss of taste, loss of smell, and diarrhea shall be referred to the Medical Services Office. They shall be placed temporarily in a designated isolation room at the south wing of the University Hostel for thorough evaluation, management, and care.
	<input type="checkbox"/> All students and employees are advised to bring their own personal hygiene kits which contain at least the following: ethyl alcohol (70 %) or hand sanitizer, cleansing wipes /tissue paper / hand towel, extra face mask, and hand soap.
	<input type="checkbox"/> All UNP staff, students, and visitors shall follow the proper respiratory etiquette and hand hygiene such

Category of Control	UNP Control Mechanisms for COVID-19
	<p>as covering of mouth when coughing or sneezing and washing hands or using sanitizers every time one touches his/her mouth or nose.</p> <ul style="list-style-type: none"> <li data-bbox="579 465 1399 703">❑ Prompt case detection and contact tracing using the surveillance protocol for early identification and isolation of possible infected individuals in the university in coordination with the City Health Office shall be implemented.</li> <li data-bbox="579 703 1399 940">❑ Quarantining of UNP staff and students who have been exposed to COVID-19 or those coming from high-risk areas in designated areas or approved facilities in the university shall be done in coordination with the local health units.</li> <li data-bbox="579 940 1399 1196">❑ All UNP staff/students especially those who have pre-existing medical conditions and are coming inside the university for their work/ face to face learning are recommended to be vaccinated against SARS-CoV-2 as soon as practicable.</li> </ul>
<b>Substitution</b>	
<p><b>Use alternative ways to reduce potential transmission in UNP.</b></p>	<ul style="list-style-type: none"> <li data-bbox="579 1267 1399 1464">❑ If with known exposure to the COVID-19 virus, work from home arrangement for UNP personnel shall be implemented. On the other hand, students who contracted the virus shall undergo flexible learning.</li> <li data-bbox="579 1464 1399 1886">❑ Work from home schemes for university individuals most at risk of severe illness if they catch the COVID-19 virus which include the elderly (60 years of age and older), persons with pre-existing medical conditions (heart/lung disease, diabetes, asthma, etc.), smokers, women with high-risk pregnancies (aged 17 or younger, 35 or older, those with pre-existing conditions), and those who are immunocompromised shall be considered.</li> <li data-bbox="579 1886 1399 2020">❑ Online communication to limit face-to-face transactions between UNP employees and visitors</li> </ul>

Category of Control	UNP Control Mechanisms for COVID-19
	reducing potential exposure to asymptomatic carriers is encouraged.
	<input type="checkbox"/> Teaching personnel who are partially vaccinated or unvaccinated are advised to use flexible teaching mode.
	<input type="checkbox"/> Students who are not yet vaccinated shall undergo flexible learning.
	<input type="checkbox"/> For university employees who are not yet vaccinated, they shall be allowed to enter the university upon presentation of a negative antigen or RT-PCR test done every 2 weeks.
<b>Engineering Controls</b>	
	<input type="checkbox"/> There shall be no choke points at all entry points of the campus. There shall be an adequate number of screening stations to avoid long queues outside the school premises. The university shall have a separate entry and exit points.
	<input type="checkbox"/> At the entrance, the university shall employ visual cues to ensure that physical distancing is observed by everyone standing in the line.
	<input type="checkbox"/> The university shall provide adequate number of handwashing or hand sanitizing stations by the entrance points. Students, faculty, and staff shall be advised to wash or sanitize their hands before or immediately after entry.
	<input type="checkbox"/> The university shall also utilize foot baths upon entry to buildings.
	<input type="checkbox"/> Adequate ventilation (i.e., proper ventilation with outside air) of all offices and classrooms to reduce airborne contaminants such as viruses shall be ensured,

Category of Control	UNP Control Mechanisms for COVID-19
	<input type="checkbox"/> Triage areas for proper screening of personnel, students, and visitors coming inside the university shall be installed.
	<input type="checkbox"/> Setting up of transparent/ clear partitions between eating cubicles in eating areas shall be recommended.
	<input type="checkbox"/> Posting of tarpaulins/ signages on COVID -19 prevention in all conspicuous areas in the university shall be done.
	<input type="checkbox"/> Foot stickers shall be placed inside offices and classrooms to ensure physical distancing of at least 1.5 meters.
	<input type="checkbox"/> Signages on physical distancing inside university vehicles to minimize contact shall be posted. Partitions between passengers and drivers are also recommended.
	<input type="checkbox"/> There shall be a re-engineering of the layouts of offices and classrooms to fit the maximum number of students and personnel who shall occupy the area to avoid crowding.
	<input type="checkbox"/> The Stay Safe PH system for digital contact tracing shall be installed in the electronic devices (ex. mobile phones) of UNP personnel and students.
	<input type="checkbox"/> UNP isolation /quarantine facility shall have an easy access to an exit gate to efficiently facilitate the immediate transport of suspect or probable COVID-19 case and avoid exposure of other individuals.
	<input type="checkbox"/> There shall be a one-way human traffic system to limit person to person interaction (i.e., have separate entrance and exit).
	<input type="checkbox"/> Setting up of plastic/ acrylic barriers to have a partition between clients and personnel or between students and teachers inside offices/classrooms shall be upon the discretion of the university.

Category of Control	UNP Control Mechanisms for COVID-19
	<ul style="list-style-type: none"> <li data-bbox="643 315 1394 416"><input type="checkbox"/> In quarantine facilities, adequate ventilation for sufficient air exchanges shall be ensured.</li> <li data-bbox="643 416 1394 611"><input type="checkbox"/> There shall be available step-on lid garbage bins with proper labels ( <i>Biodegradable/ Non-biodegradable /Infectious</i>) to avoid disease transmission inside the university campus.</li> <li data-bbox="643 611 1394 804"><input type="checkbox"/> Workspaces shall be managed to reduce infection transmission risks by adopting measures to improve physical distancing (floor markings, spaced seating, maximum room occupancy notices).</li> </ul>
<b>Administrative Controls</b>	
<b>Ensure effective and consistent implementation of policies &amp; protocols.</b>	<input type="checkbox"/> A Crisis Management Committee to ensure that guidelines and protocols are well implemented and adhering to the national and local health policies.
	<input type="checkbox"/> University contingency plans for isolation and referral of suspect, probable, or confirmed COVID-19 case to prevent the spread of the virus in the university shall be followed.
	<input type="checkbox"/> A database for the list of programs, courses, and year levels as well as the number of students and HEI personnel who shall participate in the face-to-face classes shall be developed.
	<input type="checkbox"/> Institutional policies, guidelines, and procedures on the safe conduct of the face-to-face classes shall be given to stakeholders.
	<input type="checkbox"/> Policies for COVID-19 prevention and control such as physical distancing, contact tracing, screening/detection, containment, lockdown, emergency transfer, referral, psychosocial support, proper use of PPE, quarantine/isolation, maintenance, cleaning, and sanitation shall be institutionalized.
	<input type="checkbox"/> Education campaign on COVID-19 disease prevention and control in the university shall be continued.

Category of Control	UNP Control Mechanisms for COVID-19
	<input type="checkbox"/> Staggered scheduling (depending on the Alert Level Status System) and other opportunities for limiting face-to face contact and avoid unnecessary mass gatherings shall be implemented.
	<input type="checkbox"/> There shall be a coordination with the LGU on crowd management outside the school premises.
	<input type="checkbox"/> Policies to reduce the risk of staff attending when unwell, including conducive pay and leave arrangements for job employees shall be made.
	<input type="checkbox"/> UNP personnel and students shall be advised to keep personal track of daily activities for easier history-taking when contact tracing is needed.
	<input type="checkbox"/> Strict implementation of guidelines on infection control and waste management in the university shall be monitored by the Environment Management Office.
	<input type="checkbox"/> Strict adherence to the guidelines on the implementation of quarantine issued by the Inter Agency Task Force on Emerging and Infectious Diseases is advised.
	<input type="checkbox"/> Daily disinfection of offices, venue areas, classrooms, and school buses/university vehicles is recommended in coordination with the Production and Auxiliary Services Office.
	<input type="checkbox"/> Contact tracing, disinfection, and lockdown/ work suspension protocols shall be done in coordination with the City Health Office.
	<input type="checkbox"/> Psychosocial support to students and personnel especially those who underwent quarantine shall be provided.
	<input type="checkbox"/> Health advisories through memoranda by the Office of the President and via online information dissemination through the Medical Services Office, Public Information Office, and Information Management Office shall be made available.

Category of Control	UNP Control Mechanisms for COVID-19
	<input type="checkbox"/> Campus security officers and other designated triage officers by each administrative and academic unit shall ensure that university individuals comply with hand hygiene and personal protective equipment requirements.
	<input type="checkbox"/> UNP staff and students shall be informed of the proper use of face mask and its disposal.
	<input type="checkbox"/> There shall be a constant coordination with the City Health Office and Provincial Interagency Task Force for updates on COVID-19 and other health and disease prevention guidelines.
	<input type="checkbox"/> UNP personnel and students are advised to limit unnecessary mass gatherings in the university.
	<input type="checkbox"/> Transportation services for personnel and students especially during this pandemic shall be provided if available.
	<input type="checkbox"/> In accordance with the Commission on Higher Education Memorandum Order No. 01. Series of 2022 Memorandum, students who shall undergo face-to-face classes are registered with PhilHealth, either as direct or indirect contributors (dependents of the direct contributors); or with equivalent medical insurance that will cover the medical expenses related to COVID-19. Non-teaching personnel who shall participate in the face-to-face classes are also advised to register with PhilHealth.
	<input type="checkbox"/> Parents, guardians, and students shall be informed and consulted on how to safely reopen the campus for the face-to face classes.
	<input type="checkbox"/> The functionality of identified buildings, classrooms, laboratories, and other facilities to be used per program in the conduct of the face-to-face classes shall be ensured.
	<input type="checkbox"/> There shall be a continuous communication with external evaluators such as CHED, Local Health Unit (LHU), and the Department of the Interior and Local

Category of Control	UNP Control Mechanisms for COVID-19
	Government (DILG) to assess compliance to the health protocols and for monitoring purposes.
<b>Personal Protective Equipment (PPE)</b>	
<b>Review PPE policies &amp; guidelines especially by university health workers</b>	<input type="checkbox"/> Risk-assessed PPE ( face masks or face shields) for specific staff roles and activities shall be recommended by the Crisis Committee in accordance with the IATF guidelines.
	<input type="checkbox"/> There shall be an adequate supply of PPE items and related equipment at the point of use for each administrative and academic unit.

## I. ORIENTATION GUIDES FOR STUDENTS AND FACULTY

The needs and concerns of every student and faculty shall be addressed by the University through its concerned units.

### Technical Support for Faculty

The Human Resource Management Unit is tasked to provide technical assistance to faculty in order to ensure that they are properly oriented and updated of their tasks and responsibilities. The HRMU Office, through the aid of a strong internet connection, shall be open for all queries which may affect human resource like, but not limited to, attendance, leave of absence, documents submission among others.

### Orientation for Faculty

Information dissemination utilizing various means shall be observed such as face to face meeting, flyers with the following contents: Vision, Mission, Objectives of the University, ISO-QMS-related information, official time, faculty workload, DTR filing-up and submission, personal benefits and privileges, sanctions and others.

Orientation shall also be done through online or virtual presentation and the HRMU official Facebook page shall be utilized for posting updates and other pertinent information.

The needs and concerns of every student shall be addressed by the University through the Student Services Units. It is tasked to carry-out programs and activities which shall guide and orient the students in easily adopting to the needs and demands of the new normal.

## Composition and Mandate

The Student Services Units (SSU) are primarily concerned with academic support of students for their holistic development. The SSU provide services to students, its main clientele, and other sectors of the academic community. It offers an enriching school life and is a vehicle for more productive activities and endeavors leading to the realization of the Vision and Mission of the University.

The SSU shall:

1. provide informative student activities and materials to facilitate adjustment to tertiary or higher education;
2. assist students in deeply understanding their problems for intelligent decisions toward self-direction;
3. promote their entrepreneurial spirit and assist them in the conduct and development of any economic activity
4. provide them with opportunities in honing their potentials as dependable manpower resources
5. recognize, accredit, mentor, supervise and evaluate student groups and activities;
6. provide them with opportunities for interaction with counterparts from other institutions (local, national and international) for the development their leadership potentials, talents and skills as well under a system of awards and incentives;
7. implement judiciously their Code of Conduct through gender and disability-sensitive rules and regulations for them to become law-abiding citizens;
8. provide them a training ground to develop their journalistic potentials, and sense of responsibility and respect towards readers, for them to be aware that the school paper is an instrument of education;
9. acquire information on their psychological make-up in terms of their mental abilities, achievements, interests, aptitudes and personality, in order to assist them in their choice of courses on the basis of facts gathered;
10. extend scholarships, grants, aids and other privileges to deserving students;
11. promote and conduct services and programs designed to pro-actively respond to their basic health, food, safety and shelter concerns;
12. nourish their nationalistic fervor guided with spiritual and moral values;
13. address the needs of international students;
14. provide to differently-abled, indigenous, solo-parent and married, students and those belonging to different gender groups the same opportunities given to other students;
15. provide programs designed for their physical fitness and wellness;
16. provide opportunities for them enhance their talents, abilities, and values for the appreciation, promotion and conservation of our national and multi-cultural heritage;
17. render free student medical, dental consultations, and basic procedures;
18. fully use its services, resources, and facilities as instruments of teaching, and as tool for their intellectual development and a well –rounded education; and
19. promote conducive and friendly teaching-learning atmosphere geared towards the attainment of quality education.

Here are the activities of the various SSU in the new normal. They are divided into OFFLINE and ONLINE. In the conduct of limited face-to-face classes, the unit shall observe its usual procedures in observing/realizing the different services and programs. The minimum health protocols shall be strictly observed.

### **1. Student Welfare Program**

The Student Welfare Program (SWP) offers basic services necessary to serve the well-being of students.

#### **A. Guidance and Counselling, Information and Student Handbook Development Services Program**

The Guidance and Counselling, Information and Student Handbook Development Services Program is designed to help students become secured, self-directed and self-sufficient individuals in order to achieve an optimal level of personal happiness and social usefulness. Further, it provides informative activities and materials designed to facilitate student adjustment to life in tertiary education.

##### ***Offline Activities***

- UNP may partner with organizations to improve delivery of services to students.
- Conduct remote psychological first aide and tele-counselling, and/or tele-mental health through mobile or landline.
- Send hard copy of the guidebook/handbook to the students via courier or distribution in designated pick-up point.

##### ***Online Activities***

- Conduct remote psychological first aid, tele-counselling, and/or tele-mental health through online platforms (e.g. online/web counselling).
- Conduct series of webinars for mental health and wellness using secured digital platforms (e.g. Zoom)
- Make available online version (e-handbook) of the guidebook/handbook in the UNP website or other digital platforms.
- Provide online FAQs-related to the different services and policies;
- Provide primers that are downloadable and can be part of the orientation for the new students;
- Strongly emphasize observance of proper discipline even on online classes and interactions (netiquette), access to resources on e-citizen, digital well-being, digital safety, etc.
- Send printed materials on the FAQs and primer on important details the students need to know.

#### **B. Testing Services**

The Testing Services shall administer standardized tests and interprets results for various purposes.

##### ***Offline Activities***

- Applicants may submit admission requirements through courier.

- Applicants may submit admission requirements through an authorized representative who is at least 21 years old.
- Psychological test administration for examinees at least 21 years old is year-round (e.g. Law School Qualifying Test, Psychological Test for Employment and other purposes upon request from other agencies or walk-in clients)

#### ***Online Activities***

- During admission, applicants can submit scanned copies of basic admission credentials, but with undertaking on the submission of not readily available documents. Once admitted they are required to submit original credentials.
- There shall be online application for admission

### **C. Career, Job Placement, and Alumni Services**

The Career and Job Placement Services (CJPS) is primarily responsible for the orientation of graduating students to the world of work and in generating employment opportunities for graduates of the university.

#### ***Offline Activities***

- Send via courier printed Career Services Packet containing possible job opportunities, profile of hiring companies, tips on securing jobs, etc.

#### ***Online Activities***

- Conduct virtual career fairs, with clearance from DOLE.
- Form partnership with career fair organizers such as DOLE, jobs 180 etc.
- Conduct webinars on personality development, resume writing, etc.
- Provide links (e.g. DOLE links on resources for job application, opportunities and legal considerations (e.g. labor rights)

### **D. Economic Enterprise Development Services**

The EEDS caters to the economic needs of students such as, but not limited to, Student Cooperatives, Entrepreneurial, Income Generating Projects, and Savings which aim to promote and develop student economic enterprises.

#### ***Offline Activities***

- Provide printed information materials on the different opportunities for loans and educational assistance for students and financial literacy

#### ***Online Activities***

- Conduct online entrepreneurial initiatives and webinars on financial literacy
- Provide online platforms or mechanisms for the delivery of services (student loans, etc.)
- Institutionalize online process or mechanism for student loan to ensure collection of fees.
- Make information available through digital platforms (chatbots, website, social media, etc.)

## **2. Student Development Program**

The Office of Student Development Programs (OSDP) shall offer services designed for the exploration and enhancement of student potential for personal development, leadership, and social responsibility.

#### **A. Student Government, Organizations, and Activities Services (SGOAS)**

Assists in the operation of student organizations.

##### ***Offline Activities***

- Allow submission of requirements for mandated organizations, accreditation requirements for accredited organizations through couriers or drop-off points in the school.
- Send printed materials on leadership training modules.
- Student organizations face to face activities can be conducted inside the school as long as they abide with the health and safety protocols of the DOH and IATF.

##### ***Online Activities***

- Allow online submission of application for accreditation and re-accreditation of student organizations.
- Student organizations can conduct online activities, but must be reported in advance to SAS for proper monitoring.
- UNP shall provide online platforms or virtual meeting rooms (zoom, FB room, google meet, etc.) to student organizations for their student activities.
- Organize webinars on leadership trainings.
- Provide online resources on or links to leadership.

#### **B. Student Discipline Services**

The SDS is mandated to implement judiciously institutional rules and regulations governing student behavior and conduct.

##### ***Offline Activities***

- Send student publications via courier or pick-up.

##### ***Online Activities***

- Selection and Accreditation of Editorial Boards of the University Student Publication and Student Publications for Academic Unit thru messenger/google meet/group chat.
- Conduct online campus journalism seminars thru messenger/google meet/group chat.
- Send students publication for editing purposes thru messenger/Student Publication Services page.
- Online repository of student publications to SPS gmail in pdf format.

#### **C. Student Publication Services**

The SPS encourages, supports, and promotes the establishment of student publications as provided for in the Campus Journalism Act of 1991.

**Offline Activities**

- Send student publications via courier or pick-up.

**Online Activities**

- Selection and Accreditation of Editorial Boards of the University Student Publication and Student Publications for Academic Unit thru messenger/google meet/group chat.
- Conduct online campus journalism seminars thru messenger/google meet/group chat.
- Send students publication for editing purposes thru messenger/Student Publication Services page.
- Online repository of student publications to SPS Gmail in pdf format.

**3. Institutional Student Program.**

The Office of the Institutional Student Program shall provide programs and activities that promote the holistic well-being of the students.

**A. Scholarship Grants and Financial Assistance Services**

This Scholarship Grants and Financial Assistance Services shall assist in the processing of scholarship applications and monitoring of scholars and grantees. It is tasked with the judicious management, generation and/or allocation of funds for scholarship and financial aid to deserving students.

**Offline Activities**

- Applicants may submit documents via courier/personally to the office following health protocols. Recipients authorized the Head to claim allowances and send via LBC.

**Online Activities**

- There shall be online application and submission of documents (no home visitation).
- Application documents shall be made available online for easy download. If there are available funds, HEIs may offer financial assistance to support technological requirements of students for flexible learning.

**B. Social and Community Involvement and Multi-Faith Services**

The Social and Community Involvement and Multi-Faith Services (SCIMFS) develops the values of social awareness, personal internalization, and meaningful contribution to nation-building, and religious freedom.

**Offline Activities**

- UNP determines appropriate strategies.
- Send information materials on how students can safely volunteer during pandemic.

**Online Activities**

- UNP may host online worship services for various faith.
- Virtual meetings with the different religious organization(advisers/officers) re: activities

**C. International Student Services**

The International Student Services (ISS) provides assistance to address the needs of international students and facilitates their integration into the university and its immediate environment.

**Offline Activities**

- Send appropriate informational materials through courier or via pick-up.

**Online Activities**

- Conduct online orientations for foreign students on visa requirements, etc.

**D. Students with Special Needs and Persons with Disabilities Services**

The Students with Special Needs and Persons with Disabilities Services (SSNPDS) shall provide socio-educational opportunities to differently-abled individuals, indigenous people, solo parent, etc. equal to that of other students.

**Offline Activities**

- Send survey form via courier or pick-up.
- Same services shall be provided in consideration with their specific needs.
- If with disabilities, provide services in consultation with the National Council on Disability Affairs.

**Online Activities**

- Conduct training programs on conflict/stress management, parenting and cultural sensitivity thru online platforms.
- Same services shall be provided in consideration with their specific needs. If with disabilities, provide services in consultation with the National Council on Disability Affairs.

**E. External Affairs**

The external Affairs promote and spearhead local and national collaborations, partnerships, linkages and mutual cooperation for the advancement of the knowledge/skills and intellectual development of faculty, non-teaching staff, students and other stakeholders of the University.

**Offline Activities**

- Coordination with LGUs and concern IATF concerning Learning Hubs where students could upload/download learning materials.
- Open communication with the IATF and Provincial Government re: Updates on the current COVID-19 situation

- Partnership with broadcast media as possible platform for alternative learning delivery.

#### ***Online Activities***

- Parents and Stakeholders Engagement-Orientation and Consultation with parents and other stakeholders on how to the vision and mission of the University in the new normal.

#### **4. Sports, Culture, and Arts Program**

The Office of Sports, Culture and the Arts discovers and develops the talents of students in sports, culture, and the arts.

#### ***Offline Activities***

- Send illustrative materials showing exercises to still encourage physical movement while studying at home.
- Provision of artistic training materials (e.g. printed or email) that the student artists can learn in their own time.
- Send information and video materials that can be used by the general student body on using the arts for general wellness (i.e. meditation, arts therapy through music, dance and theatre exercises).
- Aid the academic sector in the creation of online instructional materials for the promotion and conservation of national culture and multi-cultural heritage.
- Assist in staging online institutional events.

#### ***Online Activities***

- Conduct or host individualized physical fitness program through online platforms.
  - Provision of artistic training materials for student artists
  - Synchronous delivery of regular artistic trainings and meeting rooms for student artists.
  - Host virtual cultural and artistic performances. Creating virtual platforms for cultural and artistic performances and exhibitions
  - Creation of instructional materials to promote wellness through the arts.
  - Assist in staging online institutional events, local and national cultural/historical celebrations
  - Aid the academic sector in the creation of online instructional materials for the promotion and conservation of national culture and multi-cultural heritage.
- For queries, visit the Office of Student Affairs fb page.

#### **J. MANAGEMENT OF LEARNERS**

In the new normal, educational institutions are obliged to transform current ways of teaching to the use of various approaches of flexible learning. Course facilitators are indeed challenged how to curate the best online learning resources for their topics and create learning playlists or menus that can make the learning process a personal journey for every learner. Course facilitators must design effective synchronous and asynchronous learning activities that enable sustained engagement, self-regulation, voice, and choice in students. To

be effective, course facilitators should always remember that sound pedagogy should drive the use of technology and any available means suited to every learner.

The University shall adopt measures to bring about achievement of flexible learning. Regular load of course facilitators shall be observed, and to capacitate them on fundamentals of flexible learning, the University shall continuously conduct webinars on this subject such as, but not limited to, the use of LMS, teaching strategies, assessment tools, and utilization of other technologies.

Adjusting and reformatting the syllabi shall be mandated, especially along the Teaching and Learning Activities (TLAs) and Assessment Tools to fit the needs of both the learners and course facilitators to flexible learning.

Course facilitators shall prepare learning packages, exercises, modules or relevant instructional materials guided by the course syllabi and the intended learning outcomes which may be given in the most convenient way. The peculiarities of each course/subject and program shall be taken into consideration.

Specifically, the following shall be undertaken:

#### **J.1 Delivery of Instructional Materials**

The University's common learning management system shall be the central repository of IMs for all the courses and shall also be the main mode to deliver these IMs. Students shall be given accounts to the LMS and access to their virtual classrooms, where they can view and print learning plans, modules, activities, assessment tasks, and other IMs. IMs can also be shared through e-mails, online messaging software, and cloud storage and file sharing providers such as Google Drive and OneDrive.

Printed IMs or soft copies of IMs saved in CDs or flash drives may also be delivered through courier or any UNP course facilitator who live near the learners. These may also be distributed through the University vehicles which travel from Vigan-Sinait and Vigan-Candon. Through MOU/MOA with local government units, IMs can also be deposited to the municipal/town halls and be picked up later by the students or their families or relatives.

#### **J.2 Information Dissemination and Orientation**

The University website and official Facebook Pages of the different colleges shall be utilized to announce news and other important information to the community.

A series of orientation programs shall be conducted either face to face or virtually via Facebook Live, YouTube Live, or video conferencing tools. These include, but are not limited to, Orientation Program for Freshmen, Transferees, and Shifters; Orientation Program on the Learning Continuity Plan; Orientation Program on the Use of LMS; Orientation Program on IPR; and Orientation Program on SHIELD for UNPians (which primarily aim to help learners cope with the challenges of learning during the pandemic).

Webinars and workshops shall also be included specifically on these topics: mental and spiritual health, coping mechanisms, procrastination, time management, among others.

### **J.3 Faculty-Student Engagement and Communication**

Effective communication is an important factor in creating an efficient learning environment. As such, the University shall utilize the following:

- The built-in messaging services of the University's LMS shall be utilized primarily for communication between the faculty and students on academic matters.
- Electronic mails, video conferences, tele-conferences, online chats, text messages, and calls can also be used to follow-up on students, answer queries, or discuss lessons if needed.
- Class advisers are tasked to communicate regularly with their advisory classes through e-mails, online messaging services, calls, text messages, or video/tele conferences.
- Learners shall be informed that all correspondences, conversations, and conferences are to be recorded.
  - ✓ participation of learners in online art exhibition to showcase their output in the web;
  - ✓ creation of a new template-email accounts of students to be used for all general school communication and information, most importantly to access their grades and enrolment confirmation during their stay in the University;
  - ✓ class Advisers/ Course facilitators shall constantly remind advisees/learners about their responsibilities, deadlines and other school related matters as not to acquire a failing remark or INC grade. Forming group chats for the purpose of advising and updating shall be encouraged. Learners with learning disabilities shall be given extra time and effort to ensure learning is efficient and sufficient.

### **J.4. On Assessment**

- ✓ assessment of activities shall be made transparent by discussing rubrics upon/before giving learners their required outputs as not to cloud decision making towards the giving of grades to learner;
- ✓ one-on-one advising and evaluation through call or web conferencing shall be required after the end of each term to ensure learners are assessed well and ready for the next term;
- ✓ Course facilitators shall design their appropriate assessment tools according to course requirement. However, formative assessment shall be encouraged rather than summative. In both cases, plagiarism shall be minimized by adhering to timeliness requirements and having the learners' camera on while solving online.
  - Learners' academic performance shall be assessed based on their engagement in learning, which may include:
    - Participation during synchronous sessions
    - Login access to the University LMS (Moodle)

- Completion/submission of assignments and course requirements
  - Participation in discussions and off-line activities
  - Other forms of contact/communication created by the instructor to monitor attendance
- ✓ Course facilitators shall take the responsibility of keeping and documenting each learner's progress during synchronous or asynchronous learning sessions, submission of assignments, and other activities to accomplish course objectives.

### **J.5 Subjects with Prerequisite**

In the event that students may not be able to enroll the prerequisite course due to valid reason, the unit shall adopt or devise appropriate intervention program. However, this shall only be allowed on a case-to-case basis and after a careful and objective analysis of the situation. Intervention programs are intended for remediation or helping these students catch up with the prerequisite course. It may be in the form of self-instructional modules, learning packages or online workshops. The design and mode of delivery of the intervention program should consider the current crisis conditions as well as the need to manage the workload of both course facilitator and learners.

### **J.6 Thesis and Dissertation**

Advisers shall connect with their advisees to facilitate completion of their thesis/dissertation. Deans shall schedule the proposal and final oral defense. The Thesis/Dissertation defense, both proposal and final, shall be done face to face under Alert level 1. However, online defense shall be utilized in the event of heightened alert level, or as deemed necessary. It may also be in the form of a Research Review.

### **J.7 On Internship/On-the-Job Training**

Alternative activities shall be carefully planned and be arranged by the dean and OJT/immersion instructor, in consultation with the different stakeholders in accordance with CHED issuances like CRMO No. 3, S. 2021.

For face-to-face Internship/OJT, the Adviser/Dean must closely communicate with their students and parents regarding their exposure in the industry and completion of the required number of OJT hours. The academic units shall be discouraged to deploy the students in places where the health and security of the interns are compromised. The Memorandum of Agreement must include provisions/ measures protecting the students against the threats of the COVID 19.

### **J.8 Netiquette During Flexible Learning**

Flexible learning modalities like distance online learning, synchronous or asynchronous, or modular instruction, definitely demands the use of technological media. This scenario is something new for many students in the State Colleges and Universities (SUCs). Online communication lacks verbal and non-verbal signs such as intonation, gestures, stance, and facial expressions that are a regular part of face-to-face communication. The absence of these cues can quickly lead to misunderstandings in the online environment. These and all must be avoided in order to make learning engaging, interesting, and enjoyable for all

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types of learners. A set of classroom policies must therefore be established and be understood by each student. The following netiquettes, therefore must be observed at all times:

### **1. Be Scholarly**

This entails the use proper language, grammar and spelling. Ideas must be properly credited through citing and linking to scholarly resources. Guessing and misinformation should be avoided. Only right information must be entertained/posted. It should be stressed at all times that any information that shall be used or presented are for discussion purposes only.

### **2. Be Respectful**

Respect privacy, diversity and opinions of others and communicate tactfully and base disagreements on scholarly ideas or research evidence must be observed at all times. Sharing another person's professional or personal information must be avoided.

### **3. Be Professional**

Each student is expected to be at his best physically, mentally and socially during classes. One must be truthful, accurate and the use of slang and emoticons should be avoided. Using profanity or participating in hostile interactions is highly discouraged.

### **4. Be Polite**

Each student must be addressed by his name or appropriate title and be mindful of the tone of the voice. The use of sarcasm, being rude or writing in all capital letters must be avoided.

It is the responsibility of both students and faculty to foster a safe online community.

### ***Online academic integrity***

As an institution of higher learning, UNP aims to maintain academic integrity and standards of scholarship among faculty and students. All members of the UNP community are required to abide by the institutional code of conduct and promote the academic integrity which is based on values of honesty, trust, respect, and responsibility. The faculty shall conduct themselves in professional manner on all platforms. This shall include appearance and appropriate clothing, language, and the use non-verbal communication like gestures.

On the other hand, students are expected to submit requirements that are solely their own and not plagiarized. Also, sources should be properly documented using the proper citation format, the APA 7<sup>th</sup> edition. Cases of plagiarism shall have corresponding sanction such as a mark of INC or 5.0 in the student's report of rating for the course, depending on the severity of the violation.

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**K. UPDATED FUNDAMENTAL POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF LIMITED FACE – TO-FACE FOR ALL PROGRAMS IN UNP IN AREAS UNDER ALERT LEVEL SYSTEM FOR COVID-19 RESPONSE (CHED-DOH JOINT MEMORANDUM CIRCULAR No. 2021-004)**

**General Policies and Guidelines:**

- a) All programs (certificate, diploma, and undergraduate, graduate) across all disciplines and year levels are allowed to participate in the conduct of the limited face-to-face classes under Alert Levels 1, 2, and 3 of the Alert Level System for COVID-19 Response.
- b) Limited face-to-face classes are not mandatory as stated in Section IV A of CHED-DOH JMC No. 2021-004.
- c) A permit to conduct limited face-to-face classes from CHED and a letter of intent are no longer warranted if the university can comply with the provisions of CHED-DOH JMC No. 2021-004 and do self-assessment. The university must notify the CHED, through the CHEDROs by submitting an accomplished self- assessment checklist and notarized affidavit of undertaking.
- d) No additional permits needed to continue the conduct of online classes. The conduct of flexible learning modalities, which include online classes, shall continue to be governed by CHED Memorandum Order (CMO) No. 04 Series of 2020 or the Guidelines on the Implementation of Flexible Learning.
- e) As stated in Section VI. H. of CHED-DOH JMC No. 2021-004, the university shall ensure that students who will participate in the limited face-to-face classes are registered with PhilHealth or with equivalent medical insurance that covers the medical expenses related to COVID-19. Students may be direct or indirect contributor (dependent of direct contributor) for PhilHealth.
- f) In case of a violation of Article IV.H. of CHED-DOH JMC No. 2021-004 on the medical insurance, and it is shown that a student gets infected by COVID-19 brought about by their participation in the limited face-to-face classes, the university shall facilitate the necessary medical treatment/procedures for the affected student/s.
- g) There is no age requirement to participate in the limited face-to-face classes.
- h) Per section II of CHED- DOH JMC No. 2021-004, only fully vaccinated students may participate in the limited face-to-face classes. Students who are partially vaccinated and unvaccinated are governed by flexible learning.
- i) CHEDRO shall no longer inspect the facilities of the university before it can reopen. However, it may issue a safety seal for the university and conduct random on-site inspection of the university conducting limited face-to-face classes to check for the compliance with the provisions of CHED-DOH JMC No. 2021-004.
- j) CHED shall suspend the conduct of limited face-to-face classes of the university if there are violations of the guidelines under Section IX of CHED-DOH JMC No. 2021-004.
- k) As stated in Section VI of CHED-DOH JMC No. 2021- 004, the implementation of the limited face-to-face classes shall be preventively suspended then reopened based on the following scenarios:

Scenarios	Preventive Protocol	Suspension	Reopening Protocol
The locality of the university is reclassified to Alert Level 4 or 5.	Automatic suspension for the entire university.	preventive for the entire university.	Reclassified to Alert Level 3 or better.
The locality of the university is under granular lockdown	Automatic suspension for the entire university.	preventive for the entire university.	Granular lockdown is lifted.
School/building/classroom lock down for case clustering	The preventive suspension will be based on the assessment and decision of the Crisis Management Committee (CMC) of the university and upon with the Local Task Force against COVID-19.		Continue limited face-to-face classes after completing contact tracing and disinfection activities and quarantine for the confirmed and suspected cases.

\* COVID-19 Alert Level System refers to the new community quarantine classification for dealing with COVID-19 covering entire cities, municipalities, and/or regions aimed to manage and minimize the risks of the disease through system indicators, triggers and thresholds determined by the IATF to specify the public health and social measures to be taken in relation to the COVID-19 response , as may be updated based on new scientific knowledge , information about the effectiveness of control measures in the country and overseas, and its application.

#### **Other Policies and Guidelines for the Implementation of the Limited Face-to-face Classes for All Programs in the University**

Other policies and guidelines are crafted to address the particular health situation and clientele of the university based on CHED-DOH JOINT MEMORANDUM CIRCULAR No. 2021-004.

While face-to-face learning is permitted as one of the modalities, the university is reminded that student admission should be based on teacher-student ratio capacity, regular class size, and holding or seating capacities of facilities and venues.

#### **\* On Occupancy Capacity**

1. UNP shall determine the maximum number of students present inside the campus at any given day or time in accordance with IATF guidelines. The university shall ensure that the daily number of physically present students is manageable inside, within, and outside school premises.
2. Since there are varying configurations of classrooms, laboratories, and communal areas, UNP shall determine the occupancy capacity based on the number of students who can fit in an area. Physical distancing protocols shall be based on the IATF and as deemed necessary by the university.
3. The allowable seating capacity in classrooms of the university if the province is under Alert Level 1 is at a maximum of 100% capacity. However, the university may

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decide on reduced capacity also based on its capability to comply with the health and safety protocols.

**\*On physical distancing**

***For Students***

1. The physical distance for students undergoing face-to-face classes shall be based on the Alert Level Status of the province where UNP resides. Under Alert level 1, there is no restriction as to the physical distancing among students, teaching, and non-teaching personnel attending limited face-to-face classes. The university may however provide physical distancing protocols if deemed necessary.

2. Students who shall attend the face-to-face are advised to go directly to their respective buildings and room assignments.

3. Students are also advised to avoid going to other places / rooms/ buildings during their stay in the university if not necessary.

4. Seat plan/ number /arrangement shall be made to maintain order and for easy identification of absent students.

5. As much as possible eating inside the classroom is discouraged. Eating at designated lounges is highly recommended where handwash areas are available and physical distancing is observed.

6. As much as possible, one student at a time is allowed to go the comfort room.

7. Strict “no loitering policy” inside the school premises shall be followed.

**\* On vaccination**

***For students***

1. Only fully vaccinated students of the university located under Alert Levels 1, 2, and 3 shall be allowed to join the limited face-to-face classes.

2. Booster dose is not required but is highly recommended.

3. Students with significant comorbidities regardless of vaccination status or living with similar conditions are advised to consider flexible learning or take face-to-face classes in succeeding semesters or whenever possible without prejudice to readmission and maximum residency. The university shall take additional precautionary measures, as needed, for the vulnerable groups who shall participate in the limited face-to face classes.

4. Unvaccinated students shall undergo online learning.

***For teaching and non-teaching personnel***

1. Only fully vaccinated teaching and non-teaching personnel of the university in areas under Alert Levels, 1, 2, and 3 shall be allowed to join the conduct of limited face-to-face classes.

2. Unvaccinated UNP personnel shall subject themselves to COVID-19 testing once every 2 weeks or as mandated by the university. The payment of the testing shall be borne by the employees.

3. UNP personnel who are not yet vaccinated are advised to have separate working area if feasible. For the teaching sector, they shall undergo distance or online teaching.

4. UNP personnel who are over sixty (60) years of age, with uncontrolled health risk (e.g., immunocompromised states and other comorbidities), and/or pregnant regardless of vaccination status and who intend to join the limited face-to-face classes are advised to consider work-from-home arrangements instead in coordination with the Human Resource Office.

**\*On engineering controls**

1. If possible, windows shall be opened. Ensure however that spaces of open windows are free from the toxic gases and pollutants. Whether windows may or may not be opened, supply only ventilation fans ( i.e. floor, table, top, pedestal fans , are provided) and should be placed where airflow from these fans shall not be from person to person .
2. Exhaust fans should still be continuously operating while there are occupants in the area.
3. Additional exhaust fans may be added to improve air exchange to achieve at least 6 air exchanges per hour. Increasing the number of exhaust fans can increase the number of air changes per hour.
4. The University is highly encouraged to conduct the following air quality measurements: Air change per hour- recommend at least 6 air changes per hour; and or for carbon dioxide ( CO2) , levels less than 1,000 parts per million or ppm is advised
5. Air purifiers are also recommended inside classrooms or offices to refresh stale air reducing the chances of health issues caused by indoor pollutants especially when doors are closed.

**\* On hand hygiene and sanitation facilities**

The University shall observe the following:

1. install/maintain hand hygiene and sanitation facilities with the following:
  - a. adequate water supply;
  - b. hand washing station or sink;
  - c. soap and water or 70% Isopropyl (or Ethyl) alcohol; and
  - d. hands-free trash receptacles.
2. install visual cues, reminders, and guides. Signages/ stickers on wearing mask, hand hygiene, COVID-19 hotlines, and other health and safety reminders shall be placed in all conspicuous areas.

**\* On wearing of face masks**

1. At all times, well-fitted masks shall be worn except for the following instances:
  - a. eating and drinking at designated areas;
  - b. participating in team and individual sports in venues where ventilation standards can be maintained;
  - c. practicing outdoor activities where physical distancing can be maintained.

**\* On retrofitting and disinfection of facilities, classrooms and laboratories**

1. Use of plastic or acrylic barriers/dividers is optional depending on the alert level.

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2. Disinfection of facilities, classrooms, laboratories, and other high-risk areas such as but not limited to canteens, lavatories, gymnasiums, libraries, and other highly touched surfaces and frequently visited areas shall be regularly scheduled (e.g., every after-class hour/office hour) for disinfection using the Food and Drug Administration (FDA) – approved disinfectants.

**\* On Safety Seal Certification**

1. The university shall take measures to apply and maintain Safety Seal Certification to ensure compliance with the minimum public health standards.
2. The certification shall be in coordination with LGU/DILG.

**On Entering the University:**

1. All students, faculty, non-teaching staff, parents, and visitors shall enter the university through designated entry points. They are advised to wear face masks and other personal protective equipment (PPE) as may be required by the IATF.
2. All UNP personnel, students, and visitors shall accomplish a health declaration form/digital contact tracing form as deemed necessary and as previously mentioned in the above protocols.
3. All individuals upon entry to the university are subject to thermal scanning.
4. If an individual has a temperature of 37.5 degrees and / or above, even after a five-minute rest, and/or exhibiting signs and symptoms attributed to COVID-19 he/she may temporarily be placed in the isolation room until he/she is transported to his/her home or health facility or depending on the evaluation of the university medical team.
5. To ensure that physical distancing is observed by everyone standing in line, visual cues may be utilized.
6. The university shall coordinate with the LGU on crowd management outside school premises.
7. The university shall provide adequate number of handwashing or hand sanitizing stations by the entrance gate. Students, faculty, and staff are advised to wash or sanitize their hands before entry or after entry.
8. Parents/guardians shall be allowed to enter the university for the purposes of bringing and fetching their children. They are also advised to stay inside their vehicle and leave the premises as soon as possible to avoid congestion in the campus.

**\* On Breaktime Period of Students**

1. As much as possible, students shall not be allowed to leave the campus between classes. Each person shall only be permitted one entry and one exit per day. However, they may be allowed to go out for essential purposes only such as but not limited to having their lunch break.
2. Students are advised to eat at designated areas/lounges with hand wash areas and adequate ventilation such as the *Guestel*, Open Cafe, and other food stalls, and shall practice physical distancing if possible.
3. Smoking and vaping are prohibited inside the school premises at all times.
4. There shall be staggered breaktime to lessen the number of occupants in communal areas.

**\*On Communal Areas/ Eating Areas**

1. The maximum number of students present inside these areas shall be in accordance with IATF guidelines based on Alert Level. The university shall ensure that the daily number of physically present individuals inside these places is manageable.
2. Physical distancing shall be observed in eating or communal areas of at least 1.5 meters. Markers indicating physical distancing shall be placed in all visible areas
3. There shall also be transparent /clear partitions between eating cubicles. These extra precautionary measures are taken because face masks shall be removed to enable the students to eat and drink.
4. The university shall determine the maximum time an individual can stay in eating or communal area as well as the maximum number of occupants in a period of time.
5. Students shall be reminded to observe proper handwashing protocols.
6. The university shall remind the students and staff on proper disposal of waste according to type.
7. Regular disinfection of the communal area shall be done. The maximum number of students present inside these areas shall be in accordance with IATF guidelines on Alert Level. The university shall ensure that the daily number of physically present individuals inside these places is manageable.
8. The door and windows are left open to maintain good ventilation inside the area.
9. There shall be a designated entrance and exit for each building or floor with foot traffic to avoid crowding.
10. Conversations especially during mealtime when people are not wearing masks are discouraged.
11. All workers in food establishments inside the university are required to secure health certificates and sanitary permits. Moreover, they are also encouraged to be fully vaccinated.

**\* On the Use of the Library**

1. Students, faculty, and staff shall wash or sanitize their hands before entering the library facilities.
2. Logbooks are optional but for the purpose of contact tracing, these can be used. Names, time-in, and time-out of students and faculty, and staff shall be recorded.
3. There shall be 100 percent occupancy but still subject to change based on IATF guidelines on Alert Levels in the province and as deemed by the university. In this regard, all are still advised to wear their masks inside the library.
4. Silence or “No Talking Policy” shall be observed inside the library.
5. The university shall not limit the number of times a student/faculty enter the library if the reason for going inside is essential such as but not limited to borrowing of books. No time limit shall be imposed for studying unless library cut off time is already due
6. If books/journals / library materials are borrowed and brought home or taken outside the library facilities, there shall be a dedicated drop box for their return. These books shall be properly cleaned / sanitized / disinfected before they are again be included in the circulation.
7. Commonly shared computer units shall be cleaned and disinfected before and after use.
8. Regular disinfection of the library shall be done.

**\* On the maximum time limit a student, faculty, non- teaching staff, parents, visitors can stay inside the campus during the day**

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1. UNP shall allow students, personnel, parents, or visitors to stay inside the campus for essential purposes only such as attending class, work, dropping off and picking up (for parents), or for official business (for visitors).
2. Students are reminded to follow their flexible learning schedules. Unnecessary school visit during online schedule is discouraged.
3. They are also advised not to stay in crowded areas for too long if possible.
4. UNP shall also adhere to Inter-agency Task Force (IATF) or local government health unit (LGHU) guidelines on curfew.
5. All parents/guardians are advised to remain in their cars when dropping off or picking up.

**\* On transportation of students, faculty, and non-teaching staff**

1. Fully vaccinated students, faculty, and non-teaching staff who opt to utilize public transportations are advised to wear their masks at all times.
2. If Alert Level changes to 2 and 3 causing limited transportation facilities, UNP personnel who are residing from distant areas shall be prioritized by the university in using the bus. Students on the other hand who live far from the city are advised to secure dormitories if feasible to limit exposure in public vehicles.
3. If public transportation is not available, students may request to attend classes online.

**\* On Classroom/ Laboratory**

1. The university shall identify the classrooms/laboratories to be occupied with due consideration to foot traffic and adequate ventilation (i.e., “proper ventilation with outside air can help reduce the concentration of airborne contaminants including viruses, indoors”).
2. The university shall assess classroom/laboratory ingress and egress with physical distancing to determine impact on the time needed for student movement between classrooms and buildings.
3. The university shall require students to go straight to their assigned rooms upon entering the campus. If students arrive early and their rooms are not yet available, they shall be directed to go to the study hall/cafeteria /communal areas where physical distancing shall still be strictly observed. They shall not be allowed to loiter.
4. UNP faculty and instructors shall require seat plans indicating the assigned seats of students if feasible.
5. There shall be a transparent / clear partition between the faculty and the students if possible.
6. Students shall always wear their face masks inside classrooms/laboratories.
7. The university shall implement a one-way human traffic system to limit human intersection, contact, or interaction. There shall be markings on the floors indicating the directions and proper distancing to follow from the entrance gate to the room and within the room.
8. Classrooms /laboratories and other school facilities as well as equipment used by the students shall be cleaned and disinfected at the end of each school day in coordination with the Production and Auxiliary Services Office.

**\* On the Cyclical Student and Employee Shifting Plan**

1. In order to further reduce COVID-19 reproduction in the university, UNP shall limit the number of students present in the campus at a given day. The university shall adopt a cyclical shifting model which may be deemed appropriate for the situation. However, adjustments may be done whenever necessary.
2. The cyclical student shifting model to be implemented shall be consulted with the faculty and students and then agreed upon model shall be part of the application documents to be submitted to the concerned CHEDRO.
3. In line with the chosen cyclical student shifting system, UNP shall adopt measures to ensure that students shall only be in the campus during their designated schedules.
4. UNP shall also adhere to the relevant restrictions on mobility imposed by IATF and / or the concerned LGUs, such as localized quarantine, curfew, and the like.
5. A cyclical shifting model shall be implemented wherein the students conducting face-to-face classes will be limited to a small number while the rest shall be doing flexible/online learning at home.
6. Faculty is to work on alternating schedule if the situation calls for it.

**\*On mass gathering**

1. The maximum number of attendees including the host present inside these areas shall be in accordance with IATF guidelines on Alert Level. The university shall ensure that the daily number of physically present individuals inside these places is manageable.
2. Logbooks or the use of digital contact system may be utilized for the program.
3. The University may re-engineer or re-design the layouts of communal areas to ensure physical distancing of at least 1.5 meters.
4. Only necessary mass gatherings are advised inside the university.
5. If any activity shall be done which will result in mass gathering, the MSO and the UNIVERT are advised to ensure that health protocols are implemented.
6. Participants in all mass gatherings are required to wear masks.
7. Participants in all mass gatherings are required to be fully vaccinated.
8. The conduct of extracurricular activities needing close contact such as but not limited to non-academic group discussions shall be limited.
9. There shall be designated separate entrance and exit in these areas to avoid long queues. Pre-registration via online shall be also encouraged.
10. The assigned unit shall ensure that the area has adequate ventilation and is equipped with alcohol dispensers and other sanitation materials

**\*On Physical Education Classes**

1. Contact and non-contact sports activities for PE classes shall be allowed in areas under Alert Levels 1 and 2.
2. Only non-contact sports activities for PE classes shall be allowed under Alert Level 3.
3. In the event of new IATF resolutions on the conduct of contact/ non-contact sports, such is deemed part of the issuance and shall be observed.

**\* On Off-Campus Activities**

1. Off-campus activities for the completion of course requirements (i.e. National Service Training Program (NSTP) , internship/practicum/training/fieldwork; etc.) shall be allowed in accordance with the provisions of CHED issuances.
2. A DILG or CHED safety seal is optional but highly recommended for the institution to guarantee safety in the delivery of services.

**\* On Co-curricular and Extra-curricular Activities**

In- person and group based co-curricular and extracurricular activities such as sports events, musical events, competitions, in-person graduation rites, ceremonies, among others, may be allowed subject to the applicable health protocols, and the conditions laid down under IATF resolutions and its succeeding issuances:

1. For areas under Alert Level 3, a maximum of 30% indoor venue capacity and 50% outdoor venue capacity for fully vaccinated individuals.
2. For areas under Alert Level 2, a maximum of 50% indoor venue capacity and 70% outdoor venue capacity for fully vaccinated individuals; and
3. For areas under Alert Level 1, full indoor and outdoor venue capacity for fully vaccinated individuals.
4. In the event of a new IATF resolutions on the conduct of events or ceremonies, such is deemed part of this issuance and should be observed.

**\*On Dormitories Inside and Outside the Campus**

1. A DILG safety seal is optional but highly recommended for the dormitory to guarantee safety in the delivery of services.
2. UNP dormitories if feasible must continue to follow the minimum health protocols and are advised to have signages and markers for COVID-19 prevention and control.
3. If feasible, an isolation room in the dormitory is also advised to be in place.
4. The UNP payment for dormitories shall be borne by the students and faculty.
5. Students and UNP workers living in distant areas shall be prioritized for the dormitories.

**\*On Leaving the Campus**

1. Students, faculty, and staff shall leave the campus immediately after their classes or work.
2. The university shall regularly remind students, faculty, and staff on how to be safe on their way home.
3. The university shall coordinate with the LGU on crowd management outside school premises.
4. All individuals in the university shall leave the campus through designated exit points.

**Health and Safety Policies for Students Who Shall Undergo Clinical Rotations**

UNP shall pattern the health and safety protocols for students after the **PGH** guidelines on the resumption of clinical rotation. The policies take into consideration the present health crisis brought about by COVID-19. To ensure a safe environment for the students and the staff of the clinical areas, the following minimum measures shall be followed:

- Once clearance has been sanctioned by CHED, the medical/nursing students shall be allowed to rotate in the non-COVID wards.
- All medical clerks/ nursing students must be free of any COVID-19 related symptoms for at least 14 days before starting their clinical rotations.
- The appropriate use of PPE shall be instituted for all personnel including the medical/nursing students. The recommended PPE in the wards is level 2 PPE; i.e., surgical mask plus face shield or eye goggles. The use of N95 or KN95 masks is optional.
- Adherence to infection control measures by medical clerks/ nursing students shall be strictly enforced. When the ward rotations are allowed, physical distancing, frequent hand washing, and wearing of the appropriate PPE shall be complied with by the students at all times.
- Conversations especially during mealtime when people are not wearing masks are discouraged.
- In the event that a clerk or nursing student contracts mild infections, he/ she may avail of the services of the University Hospital / Medical Services Office.
- For those with mild infections and those who are considered close contacts of a COVID -19 individual for more than 15 minutes or in contact with infectious secretions without proper PPE) , home isolation or quarantine with monitoring by the local health units/ Medical Services Office shall be instituted during the period of observation.
- For moderate, severe, or critical COVID -19 infections, admission to an accredited COVID-19 hospital shall be recommended.
- If testing for COVID-19 and hospitalization are recommended, the costs may be waived in accordance with the provisions of Phil Health.

### **Mechanisms for the Provision of Care Among UNP Students and Working Personnel**

In view of the implementation of the limited face-to-face classes in areas under Alert Levels 1-3, the university shall develop mechanisms on the provision of care among UNP students and working personnel ensuring that the individuals in the university are protected and are given physical and psychosocial care to promote health and aid in the full recovery of individuals affected by the disease.

The following mechanisms shall be followed to guarantee holistic care of individuals in the university who contracted the COVID-19:

1. UNP shall set up of quarantine facilities inside the university for close contacts in coordination with the local government unit.
2. In the event that students or UNP personnel contract the infection, they may avail of the services of the University Hospital / Medical Services Office which include monitoring, consultation, testing, and provision of medicines and hygiene kits.
3. Voluntary food and financial assistance may be given to individuals and their families who are affected by the disease especially those who are on isolation/ quarantine.
4. Referral to the local government unit for various kinds of assistance related to COVID-19 shall also be done. For moderate, severe, or critical COVID -19 infections,

needing admission to an accredited COVID-19 hospital, the costs may be waived in accordance with the provisions of Phil Health as well.

5. Counselling and mental health support shall be provided in coordination with the Guidance Office.

## **L. MECHANISMS FOR CONTINUOUS QUALITY IMPROVEMENT**

Though the global pandemic is a threat in the delivery of instruction, the University shall always be devoted to perform its tasks and responsibilities towards the attainment of excellent education. The students are encouraged to send their feedbacks, comments, and suggestions on the learning strategies, tasks, materials, and assessment tools through the University website or Official Facebook Page. The Website Administrator shall furnish a copy of the reports to the academic unit heads who, in turn, shall address these issues and concerns, and shall be forwarded then to the VPAA, and the President, if left unresolved in the unit level.

At the end of the term, surveys shall be administered to the faculty and students to get their feedbacks on how to improve the implementation of the Learning Continuity Plan for the succeeding terms.

The following measures could also be undertaken:

- Aside from constantly reviewing and giving suggestions for the enhancement of the modules, the head of the unit may include collaboration time and provide feedback with the subject instructor. The dean may “walk” through the virtual classroom (just as they would observe the class in a face to face normal situation) and provide feedback. These will not only support continuous improvement for the instructor but will also provide data for more targeted professional development.
- Continue accreditation for university programs through virtual meetings, live and video presentations, scanned documents, and photographs. A computer program checklist for specific areas, where documents, videos could be uploaded shall be designed by IT experts;
- continue with CHED compliance certifications of university programs;
- review of OPCR/IPCR to ensure improvement and or upgrading of standards set by the university;
- continuous assessment and evaluation of limited face-to-face, blended and modular teaching strategies for efficient and effective delivery, for simplicity and provide direct input for outcomes-based education policy. COVID-19 pandemic is very fluid and it is an evolving situation, thus, facts decisions, recommendations and policy shall be flexible enough to be modified as deemed necessary;
- internal evaluations and self-assessment reports by the colleges of the current situation or need shall be considered to adapt and modify strategies.

## **M. Monitoring and Evaluation of the UNP Learning Continuity Plan**

The Office of the Vice President for Academic Affairs, in collaboration with the Director for Instruction and Faculty Development, the academic deans, shall be tasked to monitor the

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implementation of the Learning Continuity Plan (LCP). The VPAA, Director for Instruction and the Dean may “walk” through the virtual classroom or observe the classes and provide feedback, as necessary. These will provide inputs for the continuous improvement of instruction as well as inputs for planning programs and activities towards the professional development of all faculty.

Formative evaluation per term/semester by the Project Team shall also be conducted to review the progress of the plan and to identify issues and concerns regarding its implementation. Recommendation may then be made to improve the LCP.

#### **N. Effectivity**

This LCP shall take effect immediately after its approval by the Board of Regents.