

**University of Negros Occidental-Recoletos**  
**Learning Continuity Plan**  
**Blended Learning Implementation Guidelines**  
**S.Y. 2022-2023**

**1. Rationale**

The transition into the new normal brings with it the approach of instructional modality that is resilient, flexible, and engaging in the role of promoting learning activities that are responsive to the needs of the students. The University of Negros Occidental-Recoletos, with due coordination with the Commission on Higher Education and with due cognizance of the policies stipulated by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases, has designed the guidelines that would be responsive to the alert level systems that are in place nationwide.

The following guidelines are designed to promote continuity in learning through approaches that would be sensitive to the alert level of the locality, which would then promote continuous learning initiatives that are optimized accordingly.

The University of Negros Occidental-Recoletos (UNO-R) thus adopts the following guidelines in the charism of engaging evangelization through excellence, upholding quality education vis-à-vis the educating of hearts and minds in the call for continuing the enhanced Augustinian pedagogy and responsive 21<sup>st</sup> century skills engagement.

**2. Learning Design Framework**

The learning design framework is essential in promoting effective teaching strategies that would engage the students. In light of the new normal mindset, the approach that is best suited for the learners would be the blended learning approach. According to Smith and Hill (2019), blended learning applies a combination of traditional and online methodologies of instruction, with the goal of promoting multiple means of developing competencies.

Of the various learning design frameworks, UNO-R adopts a multimodal design, wherein the delivery of course content and the assessments will be done through multiple modes. The framework of instruction is to be done using the following scheme:

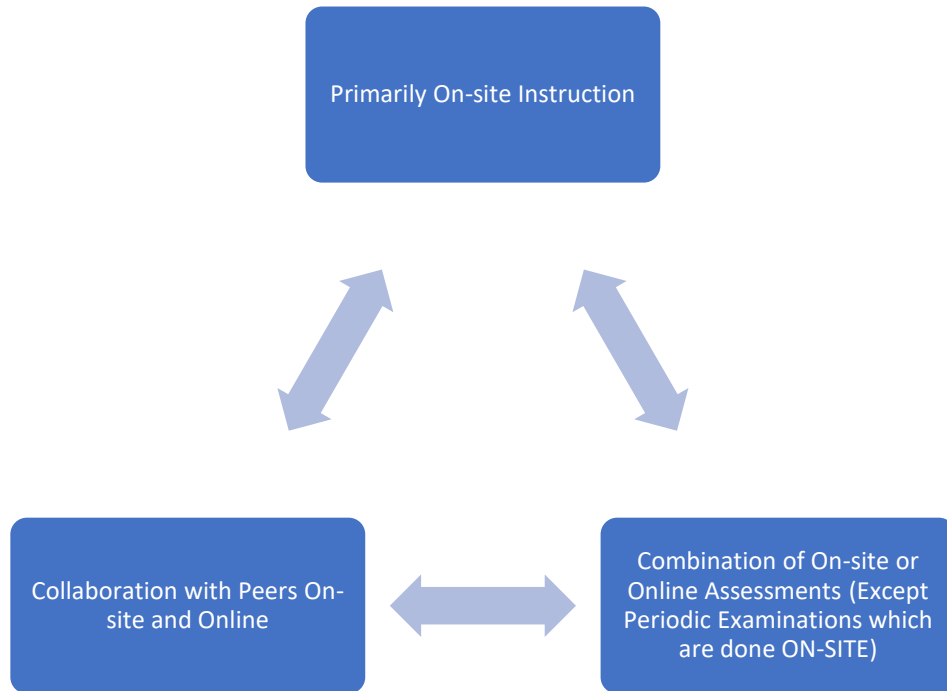


Figure 1. Multimodal Design applying both On-site and Online Methodologies

**Blended Learning** shall thus be defined as the use of online methodologies to supplement the on-site instruction approach.

**Instruction and Laboratory Work:** Primarily, as permitted by CHED and the IATF, instruction is to be done on-site, where the instructor will be provided technological tools to support the teaching-learning engagement.

**Assessments:** The assessments of learning may be done through a blend of on-site and online strategies, depending on the competencies that are measures and the approach that is designed by the instructor. The utilization of LMS will be the main channel of online assessments. However, for periodic examinations (prelim, midterm, and finals), these will be conducted on-site.

**Collaboration:** Collaboration with peers will also be facilitated on-site and online through the many channels of communication that can be used to enhance interaction among students.

### 3. Learning Delivery Modalities and Instructional Approaches

#### 3.1. Use of Learning Management System in Blended Learning

Microsoft Teams is the official Learning Management System to be used at the tertiary level, so that consolidation of resources and the streamlining of activities may be done accordingly. The LMS will be now designed as an adjunct to the learning process, since on-site instruction is the primary mode that will be applied, provided that conditions are favorable (i.e. Alert Level 1).

#### 3.2. Protocol System on Instruction

The Protocol System is a designated marker as to the kind of instruction modality to be delivered. This is sensitive to the Alert Level of the City of Bacolod, wherein UNO-R is located. The following matrix illustrates the different protocols based on the Alert Level.

Table 1  
University Instruction Protocol System (Tertiary Level)

Condition	Alert Level 0-1	Alert Level 2-3	Alert Level 4-5
<b>Protocol</b>	Protocol A	Protocol B	Protocol C
<b>Lecture</b>	ON-SITE <sup>1</sup>	ONLINE	ONLINE
<b>Assessments</b>	ON-SITE and/or ONLINE <sup>2</sup>	ONLINE	ONLINE
<b>Laboratory and Fieldwork</b>	ON-SITE	ON-SITE <sup>3</sup>	ONLINE/DEFERRED <sup>4</sup>

<sup>1</sup>For the Recoletos de Bacolod Graduate School and the Expanded Tertiary Education, Equivalency and Accreditation Program, instruction will be conducted primarily online, with a pre-determined set of on-site interaction.

<sup>2</sup> For periodic examinations, these will be conducted strictly on-site.

<sup>3</sup> For Alert Level 3, arrangements will be made for on-site conduct since the capacity is reduced to 30%.

<sup>4</sup> Deferred laboratory activities would mean that these activities will be conducted at a later date, provided that the University practices Protocol A or B.

The above matrix will be the guide in determining the instructional approach to be conducted at the tertiary level. For the basic education level, the guidelines of the Department of Education will prevail; however, the protocols may also be similar in nature to that applied at the tertiary level, since it is expected that the basic education will enact an on-site approach at full capacity by November 2<sup>nd</sup>, 2022.

### **3.2.1. Protocol System Description**

The following are the descriptions of the Protocols to be applied.

#### **3.2.1.1. Protocol A**

Protocol A is activated in Alert Levels 0-1. Protocol A applies a 100% on-site lecture delivery, which will be done on-campus. Assessments are also to be done on-site, but the instructor has the discretion to assign some assessments to be done online. Periodic examinations will be conducted strictly on-site. Laboratory and fieldwork are also expected to be done on-site.

#### **3.2.1.2. Protocol B**

Protocol B is activated in Alert Levels 2-3. While the Alert Levels would indicate a possibility of 50% capacity for indoor venues for Alert Level 2 and 30% capacity for indoor venues for Alert Level 3, it is most efficient to design the approach that accommodates both instructor and the student. Hence, Protocol B applies a 100% online lecture delivery, with assessments to be delivered online, including periodic examinations. Laboratory and fieldwork will be done on-site, but proper scheduling will be arranged for Alert Level 3, since the capacity is reduced to 30%.

#### **3.2.1.3. Protocol C**

Protocol C is activated in Alert Levels 4-5. All lecture and assessments will be done online. Laboratory and fieldwork will be either done online through alternative schemes or will be deferred. The deferred approach involves the instructor scheduling the laboratory activities to be implemented when Protocols A or B will be reactivated once the Alert Levels become 0-1 or 2-3, respectively.

### **3.3. Continued Online Learning System**

As stipulated by CHED memos, the on-site or in-person instruction is limited, at this time, to students and faculty who have been fully vaccinated (at least 14 days after the second dose for two-dose vaccines or at least 14 days after the only dose for one-dose vaccines). The University may offer an online learning system for the students who are not vaccinated, provided the following conditions are achieved:

- 1) The student must have stable Internet connectivity of at least 5 Mbps to ensure seamless synchronous learning as well as a laptop to be able to engage in such learning;
- 2) The student must be able to provide multiple camera setups during assessments which will be monitored by the instructor;
- 3) The student must prepare a contingency plan for loss of internet or power due to whatever circumstance there may be, such as announced or unannounced power interruptions, problems in Internet connectivity due to physical problems at the location of the student or by the telecommunication company; and
- 4) The student must be aware of attendance guidelines as well as excused absences as stipulated by the Student Manual.

### **4. Roster of Essential Learning Resources Employed**

The essential learning resources employed would be:

- 1) The LMS, which is MS Teams
- 2) LED TVs for technologically supported instruction that are installed per classroom
- 3) Enhanced Wi-Fi Coverage to promote integrated LMS in the on-site classroom
- 4) Writing Tablets are available to enhance delivery of calculations-driven instruction

## 5. Academic and Non-Academic Activities Continuity Plan

Activities within the institution will follow the Protocol System as to their implementation. Please be guided by the following matrix.

Table 2  
Academic and Non-Academic Activities Continuity Plan

Activity		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
<b>Academic-Related Activities</b>					
1	Internship/ Onsite Training/ On The Training (OJT)	ALLOWED	ALLOWED (Subject for approval)  Signed memorandum of Agreement (MOA) shall be required.	NOT ALLOWED	NOT ALLOWED
2	Laboratory Activities/ Stimulation	ALLOWED	ALLOWED (Subject for approval)  Limit the participants to 50% of the venue capacity	ALLOWED (Subject for approval)  Limit the participants to 30% of the venue capacity	NOT ALLOWED
3	Moving Up Activities / Commencement Exercises	ALLOWED	ALLOWED (Subject for approval) Limit the participants to 50% of the venue capacity.	ALLOWED (Subject for approval) Limit the participants to 30% of the venue capacity Online/ Virtual graduation is recommended	NOT ALLOWED

Activity		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
4	Physical Education	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for approval)  May limit the participants to 70% of the venue capacity but flexible online learning will still be highly recommended.	<b>ALLOWED</b> (Subject for approval)  May limit the participants to 50% of the venue capacity, but flexible online learning will be highly recommended	<b>NOT ALLOWED</b>
5	Thesis/ Dissertation Defense	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for approval)  May establish strategic schedule to limit the number of participants per day.	<b>ALLOWED</b> (Subject for approval)  Online Thesis/ Dissertation defense is encourage.	<b>NOT ALLOWED</b>
<b>Non-Academic Related Activities</b>					
1	Awarding Ceremonies	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for approval)  Limit the participants to 50% of the venue capacity.	<b>ALLOWED</b> (Subject for approval)  Limit the participants to 30% of the venue capacity.  Online awarding ceremonies are recommended.	<b>NOT ALLOWED</b>

Activity		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
2	Conference/Seminar	ALLOWED	<p>ALLOWED (Subject for approval)</p> <p>Limit the participants to 50% of the venue capacity.</p> <p>Webinar will still be encouraged</p>	<p>ALLOWED (Subject for approval)</p> <p>Limit the participants to 30% of the venue capacity.</p> <p>Webinar will still be encouraged</p>	NOT ALLOWED
3	Cultural/Arts Activities	ALLOWED	<p>(Subject for approval)</p> <p>Limit the participants to:</p> <p>50% of the venue capacity for the indoor activities.</p> <p>70% of the venue capacity for the outdoor activities</p>	<p>ALLOWED (Subject for approval)</p> <p>Limit the participants to:</p> <p>30% of the venue capacity for the indoor activities.</p> <p>50% of the venue capacity for the outdoor activities</p>	NOT ALLOWED
4	Meeting	ALLOWED	<p>ALLOWED (Subject for Approval)</p> <ul style="list-style-type: none"> <li>○ Limit the participants to 50% the venue of the capacity.</li> <li>○ Online meeting still be encouraged.</li> </ul>	<p>ALLOWED (Subject for Approval)</p> <ul style="list-style-type: none"> <li>○ Limit the participants to 30% the venue of the capacity.</li> <li>○ Online meeting still be encouraged.</li> </ul>	NOT ALLOWED



Activity		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
5	Sports Fest/ Intramurals	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for Approval)  <ul style="list-style-type: none"> <li>Limit the participants to 70% the venue of the capacity.</li> </ul>	<b>ALLOWED</b> (Subject for Approval)  <ul style="list-style-type: none"> <li>Limit the participants to 50% the venue of the capacity.</li> <li>Outdoor activities are not recommended.</li> </ul>	<b>NOT ALLOWED</b>
6	Training/Workshops	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for Approval)  <ul style="list-style-type: none"> <li>Limit the participants to 50% the venue of the capacity.</li> <li>Webinar still be encouraged.</li> </ul>	<b>ALLOWED</b> (Subject for Approval)  <ul style="list-style-type: none"> <li>Limit the participants to 30% the venue of the capacity.</li> <li>Webinar still be highly recommended</li> </ul>	<b>NOT ALLOWED</b>
7	University Week	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for Approval)  Limit the participants to: <ul style="list-style-type: none"> <li>50% of the venue capacity for indoor activities</li> <li>70% of the venue capacity for the outdoor activities</li> </ul>	<b>ALLOWED</b> (Subject for Approval)  Limit the participants to: <ul style="list-style-type: none"> <li>30% of the venue capacity for indoor activities</li> <li>50% of the venue capacity for the outdoor activities</li> </ul>	<b>NOT ALLOWED</b>
8	Other Gatherings/ Assembles	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>ALLOWED</b>	<b>NOT ALLOWED</b>

Activity	ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
	Protocol A	Protocol B	Protocol B	Protocol C
		(Subject for Approval) Limit the participants to: <ul style="list-style-type: none"> <li>○ 50% of the venue capacity for indoor activities</li> <li>○ 70% of the venue capacity for the outdoor activities</li> </ul>	(Subject for Approval) Limit the participants to: <ul style="list-style-type: none"> <li>○ 30% of the venue capacity for indoor activities</li> <li>○ 50% of the venue capacity for the outdoor activities</li> </ul>	
<b>Research and Extension Activities</b>	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for Approval)	<b>NOT ALLOWED</b>	<b>NOT ALLOWED</b>
<b>Work Related Travels</b>	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for Approval)	<b>NOT ALLOWED</b>	<b>NOT ALLOWED</b>
<b>Onsite/ Face-to-Face Flag Raising</b>	<b>ALLOWED</b>	<b>ALLOWED</b> (Subject for Approval) <ul style="list-style-type: none"> <li>○ May limit the participants to 70% of the venue capacity.</li> </ul>	<b>ALLOWED</b> (Subject for Approval) <ul style="list-style-type: none"> <li>○ May limit the participants to 70% of the venue capacity.</li> </ul>	<b>NOT ALLOWED</b>

## 6. Student Affairs and Services Continuity Plan

Table 3  
Student Affairs and Services Continuity Plan

Services		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
<b>Student Welfare Services</b>					
1	Information and Orientation Services	Student Handbook available for pick-up		<ul style="list-style-type: none"> <li>MS Teams Platform (DSA Office) loaded with pertinent information of the student handbook accessible to students</li> <li>Downloadable contents and materials</li> <li>Orientation through media platforms such as MS Teams, Zoom, etc.</li> </ul>	
2	Guidance and Counseling Services	<ul style="list-style-type: none"> <li>Remote psychological support, tele-counseling, and/or tele-mental health through mobile or landline.</li> <li>Walk-in counselling if the need arises, and as compliant with health protocols and guidelines</li> </ul>		<ul style="list-style-type: none"> <li>Remote psychological support, tele-counseling, and/or tele-mental health through online platforms (e.g. online/web counselling).</li> <li>Series of webinars for mental health and wellness using secured digital platforms</li> <li>Active Online Page and MS Teams for updates and other relevant activities for student wellness (mental health poll, group session, online kamustahan, online quote of the day, birthday greetings, etc)</li> </ul>	
3	Career and Job Placement Services	<ul style="list-style-type: none"> <li>Job Placement Bulletins</li> <li>Career Coaching</li> </ul>		<ul style="list-style-type: none"> <li>Tele-career assistance, job placement support, online labor market information, psycho-social support</li> </ul>	
4	Economic Enterprise Development			<ul style="list-style-type: none"> <li>Provision for allowing fundraising activities as done in the online platform</li> </ul>	

Services		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
5	Student Handbook Development	Hard copy as available		<ul style="list-style-type: none"> <li>• online version (e-handbook) of the guidebook/ handbook in MS Teams that are downloadable</li> <li>• online FAQs – related to the different services and policies;</li> <li>• observance of proper discipline even on online classes and interactions (online etiquette), access to resources on e-citizenship, digital well-being, digital safety, etc.</li> </ul>	
<b>Student Development Services</b>					
1	Student Organizations and Activities	<ul style="list-style-type: none"> <li>• Submission of recognition/ accreditation documents drop-off points in the schools.;</li> <li>• Campus organizations to pass list of activities observing health protocols or LGU / CHED memos</li> </ul>		<ul style="list-style-type: none"> <li>• Online submission of application for accreditation and re-accreditation of student organizations.</li> <li>• Online activities through Student Affairs and Services days</li> <li>• Online platforms or virtual meeting rooms to student organizations for their student activities.</li> </ul>	
2	Leadership Training	<ul style="list-style-type: none"> <li>• Possibility onsite as per higher agencies memorandum in view of the pandemic</li> </ul>		<ul style="list-style-type: none"> <li>• Webinars on leadership integrated with Augustinian Recollect Integral Formation</li> <li>• Online resources on or links to leadership.</li> <li>• Allowing students to participate as official representative in online seminars-workshops, conferences, etc.</li> </ul>	
3	Student Council/Government	<ul style="list-style-type: none"> <li>• Possibility onsite as per higher agencies memorandum in view of the pandemic</li> </ul>		<ul style="list-style-type: none"> <li>• Provision of Student Council/Government online platforms, virtual meeting rooms, etc.</li> <li>• Provision of online platform as part of virtual place where documents, files, and other</li> </ul>	

Services		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
				related matters are uploaded and maintain a less distracted line of communication	<ul style="list-style-type: none"> <li>Online activities through Student Affairs and Services Days</li> </ul>
4	Student Discipline	<ul style="list-style-type: none"> <li>Onsite deliberation as allowed by health protocol guidelines</li> </ul>		<ul style="list-style-type: none"> <li>Virtual orientations highlighting positive reinforcement of behaviors producing resilient and well-mannered individuals.</li> <li>Availability of code of discipline information in MS Teams</li> <li>Online student discipline process managed by a committee that will handle student complaints (grievances) following standard protocols.</li> </ul>	
5	Student Publication/Year Book	<ul style="list-style-type: none"> <li>Possibility onsite as per higher agencies memorandum in view of the pandemic</li> </ul>		<ul style="list-style-type: none"> <li>Webinars on online campus journalism.</li> <li>Software for students to convert print campus journals to e-publication.</li> <li>Online platforms for student publications.</li> <li>Online Page as subscribed by thousands of student within the organization</li> </ul>	
<b>Institutional Student Programs and Services</b>					
1	Admission Services	<ul style="list-style-type: none"> <li>Submission of academic credentials as allowed by health protocol guidelines</li> </ul>		<ul style="list-style-type: none"> <li>Online enrollment together with the in-house Management Information System</li> <li>Submission of 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</li> </ul>	

Services		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
2	Scholarships and Financial Assistance	<ul style="list-style-type: none"> <li>Submission of documents as per health guidelines</li> </ul>		<ul style="list-style-type: none"> <li>Online application and submission of documents</li> <li>Documents and information available online through MS Teams</li> </ul>	
3	Food Services	<ul style="list-style-type: none"> <li>Canteen and other supplemental food services available following strict health protocols</li> </ul>		<ul style="list-style-type: none"> <li>Limited or rotational services for food through the canteen dependent on alert level</li> </ul>	
4	Health Services	<ul style="list-style-type: none"> <li>primer on health and safety protocols</li> <li>Presence of health personnel on site</li> </ul>		<ul style="list-style-type: none"> <li>tele- and online medical consultations, digital format of forms and prescriptions.</li> <li>webinars on health and wellness</li> <li>MS Teams for information and services on health and safety</li> </ul>	
5	Safety and Security Services	<ul style="list-style-type: none"> <li>Printed materials on safety and security</li> </ul>		<ul style="list-style-type: none"> <li>Online materials on the safety and security during disaster through MS Teams</li> <li>Webinars/Videos on safety and security during disaster</li> </ul>	
6	Student Housing and Residential Services	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>		<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	
7	Multi-faith Services	<ul style="list-style-type: none"> <li>Masses, in line with Diocesan Guidelines, to provide Sunday Masses on other days</li> </ul>		<ul style="list-style-type: none"> <li>Online services in terms of worship, recollections, prayers, etc</li> </ul>	
8	Foreign/International Students Services	<ul style="list-style-type: none"> <li>Possibility onsite as per higher agencies memorandum in view of the pandemic</li> </ul>		<ul style="list-style-type: none"> <li>Online orientations for foreign students on visa requirements, etc</li> <li>Appropriate services offered to Filipino students through online platforms.</li> </ul>	
9	Services for Specific Students	<ul style="list-style-type: none"> <li>Possibility onsite as per higher agencies memorandum in view of the pandemic</li> </ul>		<ul style="list-style-type: none"> <li>Same services provided in consideration with their specific needs. If with disabilities, provide services in consultation with the National Council on Disability Affairs.</li> </ul>	

Services		ALERT LEVEL 1	ALERT LEVEL 2	ALERT LEVEL 3	ALERT LEVEL 4
		Protocol A	Protocol B	Protocol B	Protocol C
10	Cultural and Arts Programs	<ul style="list-style-type: none"> <li>• Possibility onsite as per higher agencies memorandum in view of the pandemic</li> </ul>		<ul style="list-style-type: none"> <li>• Provision of student activities through organizations related to cultural and arts programs</li> <li>• Assistance in staging online institutional events, local and national cultural/historical celebrations</li> </ul>	
11	Sports Development Programs	<ul style="list-style-type: none"> <li>• Possibility onsite as per higher agencies memorandum in view of the pandemic</li> </ul>		<ul style="list-style-type: none"> <li>• Host individualized physical fitness program through online platforms</li> <li>• Information provided through Sport Office MS Teams Account</li> </ul>	
12	Social and Community Involvement Programs	<ul style="list-style-type: none"> <li>• On-site outreach as allowed by government issuances related to health and outreach activities</li> </ul>		<ul style="list-style-type: none"> <li>• Virtual meetings and activities related to outreach programs and volunteerism</li> <li>• MS Teams to provide relevant information related to outreach</li> <li>• Partnership with LGU/NOG in pursuing humanitarian causes</li> </ul>	

## 7. Classroom Management

### 7.1. Class Schedule Illustration

The week starts on Monday and will end on Saturday, from 7:30 am to 8:30 p.m. Wednesday (from 9:00 am to 5:00 pm) is designated as the Augustinian Recollect Integral Formation (ARIF) Day or Activity Day. ARIF is a formation program spearheaded by the Recoletos Educational Apostolate in the Philippines (REAP), which would focus on different formation initiatives in the spirit of the Evangelical mission of the University. All activities on ARIF will be scheduled in the given timeslot. Additionally, it is encouraged that all student-driven activities be designated on Wednesdays.

The class schedule is to be distributed during the week, wherein a 3-unit class will be scheduled in one of the three primary sessions: 9:00 am – 12:00 nn, 1:00 pm – 4:00 pm, and 5:30 pm – 8:30 pm. For 1-unit subjects, there is a 7:30-9:00 AM slot available, as well as a 4:00 pm-5:30 pm slot that may be utilized. The design of the three-hour session is to ensure that, at any given time, the campus will have 50% fewer students than the usual 1h30 session of

9:00-10:30 and 10:30-12:00, for instance. For classes with more than 3 units, the distribution of the class schedules is done strategically.

The implementation of the class schedule will be based on the Protocol System illustrated in Table 1.

## **7.2. Class Size Description for Lecture and Laboratory Classes**

To ensure adequate spacing between students, each class size will have a maximum of 40-42 students for lecture, and a maximum of 40-42 for laboratory. For the College of Allied Medical Health Sciences, as guided by their CMOs, the maximum capacity of the laboratory is 20 students.

## **8. Grading System**

Since the courses will be delivered using the on-site lecture and a combination of online and on-site assessments, for the tertiary level, the old grading system will be applied.

One semester is divided into three terms: prelim, midterm, and finals. Each term consists of class standing (assessments) and periodic examinations. For the term grade, it is calculated as follows:

Term Grade = 40% Class Standing + 60% Periodic Examination

Additionally, the semestral grade is calculated based on the following:

Semestral Grade = 30% Prelims + 30% Midterms + 40% Finals\*

This is usually applied to GE courses and as determined by the College. For professional courses, a different calculation may be used, such as:

Semestral Grade = 20% Prelims + 30% Midterms + 50% Finals\*

Other grading systems may be utilized based on the discretion of the College as long as such are approved by their respective deans.

\*Finals is usually comprehensive



## References

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