

ENHANCED UNIVERSITY ACADEMIC PROTOCOL FOR 1ST SEMESTER, SY 2020-2021

I. RATIONALE

The COVID-19 pandemic has greatly and globally affected the education sector. Transitioning to the new normal is challenging as there is no best template to combat the present crisis but moving ahead as one cohesive community has made things happen for the Eastern Visayas State University and made possible the University Academic Protocol for SY 2020-2021 by virtue of Board Resolution No. 42 s. 2020.

Maintaining safe school protocols for the 1st Semester, SY 2020-2021, it requires many considerations that can reduce the spread of the virus, promote public health and support the overall efforts of the government to flatten the curve. The University greatly believes that in the interest of public health, everyone is duty-bound to exercise due diligence and take precautionary measures to minimize exposure to risks associated with the COVID-19 and contain the spread of this deadly virus.

In conjunction with existing laws, policies and guidelines in the management of the present crisis, revision of the University Academic Protocol is imperative to ensure safety of our officials, faculty, students, and other stakeholders.

II. DEFINITION OF TERMS

Asynchronous Learning is a student-centered teaching method and is widely used in online-learning. Its basic premise is that learning can occur in different times and locations particular to each learner. Here, instructors usually set up a learning path which students engage with at their own pace (<https://brynmawr.edu/blendedlearning/asynchronous-vs-synchronous-learning-quick-overview> /accessed last September 4, 2020). This type of learning is used for students categorized as Type B, Type C and Type D.

Blended Learning is an approach to learning that combines face-to-face and online learning experiences. Ideally, each (online and offline) will complement the other by using particular strengths (<https://teachthought.com/learning/the-definition-of-blended-learning/> accessed last September 4, 2020). This type of learning is used for students categorized as Type B.

Distance Learning or Modular Approach features individualized instruction that allows learners to use self-learning modules in print or digital format/electronic copy, whichever is applicable to the learner (<https://whatalife.ph/modular-distance-learning-heres-what-you-need-to-know/> accessed last September 4, 2020). This type of learning is applicable to Type B, Type C and Type D students.

Flexible Learning is a pedagogical approach allowing flexibility of time, place, and audience including, but not solely focused on the use of technology (Cassidy, Fu, et al as cited in CMO No. 04, series of 2020). In the university, faculty members may use Online learning, blended or modular approach.

Learning Management System is a software application or web-based technology used to plan, implement, and assess a specific learning process. It is used for e-Learning practices and in its most common form consists of two elements, a server that performs the base functionality and a user interface that is operated by instructors, students and administrators (https://searchcio.techtarget.com/definition/learning_management_system/ accessed last September 4, 2020) In the university, MOODLE platform will be used by the faculty members and students. Moodle is applicable to students categorized as Type A and Type B.

Netiquette is essentially rules and norms for interacting with others on the internet in a considerate, respectful way. (<https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/> last September 7, 2020)

Synchronous Learning refers to all types of learning in which learner(s) and instructor(s) are in the same place, at the same time, in order for learning to take place (<https://brynmawr.edu/blendedlearning/asynchronous-vs-synchronous-learning-quick-overview/> /accessed last September 4, 2020). In the university, this type of learning will be used for Type A students.

Technology-Driven Teaching Modality/Open Distance Learning is also called **e-Learning** or **Online Learning**, in which the main element is the physical separation of teachers and students during instruction and the use of various technologies to facilitate student-teacher and student-student communication (<https://britannica.com/topic/distance-learning/> accessed last September 4, 2020). In the university, faculty members may use Google meet, Google classroom, etc., and this type of learning is applicable to Type A students.

III. GENERAL GUIDELINES

A. Flexible Learning Modalities

The university adheres to CMO No. 04, Series of 2020 re Guidelines on the Implementation of Flexible Learning. Below are the different flexible learning modalities that the faculty members may implement in the delivery of instruction to their students.

1. **Technology-Driven Teaching Modality/Open Distance Learning/Online Learning.** This learning modality is applicable to Type A Students.

For a successful flexible learning delivery, the following shall be made available and/or adopted:

- Digital learning contents (such as articles in the web, e-books, video-on-demand, and others)
- MOODLE Learning Management System
- Web application that: provide access to the digital content and any shared resources anywhere, anytime (i.e. google classroom, google meet, youtube.com, facebook, messenger, etc.)

- Synchronous e-Learning (google meet, facebook messenger, emails and others)

Note: Submission of students' assignments, exercises and other requirements can be done online or directly to the instructor. Printed requirements may be submitted by the students to the nearest LGU Academic Kiosk with the assistance of the LGU Focal Person.

- Asynchronous e-Learning (MOODLE, online forum, streaming video comment sections and others)

Examples are as follows:

- Videos – Turn in-class lectures into videos by recording. For best results, combine videos with documents, text, photos, and slides for a full presentation.
- Demonstration – Sometimes students need to see something in action. Post an existing video that shows a skill, or make own video and publish it on Youtube.
- Class Discussion – Discussion boards are a great way to get students interact while not requiring them to be online at the same time. Social media can be used to make the conversation feel natural.

2. **Distance Learning or Modular Approach.** This learning modality is applicable to Type D students. Use of this Flexible Learning Modality requires the following:

- Learning resources that can be accessed by the students in any or combination of the following forms: printed learning materials such as Modules, Learning Packets, workbooks, worksheets, course syllabi, correspondence feedback and other print forms.
- Open line of communication (text message or call) between the instructor and student
- Assessment of learning outcomes

3. **Blended Learning.** This learning modality is applicable to Type B and Type C students

Use of this Flexible Learning Modality, the following shall be made available:

- Digital learning contents (such as articles in the web, e-books, video-on-demand, and others)
- Web application that: provide access to the digital content and any shared resources anywhere, anytime (i.e. google classroom, google meet, youtube.com, facebook, messenger, etc.)

- Learning resources that can be accessed by the students in any or combination of the following forms: printed learning materials such as Modules, Learning Packets, workbooks, worksheets, course syllabi, correspondence feedback and other print forms.
- Open line of communication (text message or call) between the instructor and student and Assessment of learning outcomes

Note: Learning Materials or IMs can be accessed by the students through the LGU Academic Kiosk with the help of the LGU Focal Person.

B. LEARNING CLASSIFICATION OF STUDENTS AND DELIVERY OF INSTRUCTION

Based on EVSU survey, **students may be classified as follows:**

- Type A - Students with good access to internet, with gadgets such as mobile phones, laptop and/or tablet.
- Type B - Students with limited access to internet or online connectivity, with gadgets such as mobile phones, laptop and/or tablet.
- Type C - Students with no internet or online connectivity but with gadgets such as mobile phones, laptop and/or tablet.
- Type D - Students with no internet or online connectivity, no gadgets such as mobile phones, laptop and/or tablet.

B.1 Delivery of Instruction/Management of Classes as to Learning Classification of Students:

- 1. Type A** - Students with good access to internet, with gadgets such as mobile phones, laptop and/or tablet.
 - 1.1 Faculty members may use the EVSU MOODLE Platform
 - 1.2 Synchronous or asynchronous conduct of classes may be used.
 - 1.3 Faculty members shall use an interactive way of communicating with the students by either delivering the lesson live, where students can “electronically” participate and interact with the teacher in real time.
 - 1.4 Faculty members may use a pre-recorded lecture that can be accessed by the students online such as but not limited to: youtube live and facebook live.
 - 1.5 Faculty member shall provide website access or online resources where students will be working on a requirement or on assigned cases or problems.

Note: Submission of students’ requirements may be done online, emails, or printed copy at the LGU Academic Kiosk to be received by the LGU Focal Persons. Same will be picked-up by the EVSU IMs Team (every other week - Monday and

Tuesday) and forward it to the IMDO ready for retrieval by the faculty at the Learning Commons every Wednesday to Friday only.

2. **Type B** - Students with limited access to internet or online connectivity, with gadgets such as smart phones, laptop and/or tablet.

- 2.1 Faculty members may use the EVSU MOODLE Platform.

- 2.2 Synchronous or Asynchronous conduct of classes is advised.

- 2.3 Faculty members may use a pre-recorded lecture that can be accessed by the students online such as but not limited to: youtube live and facebook live.

- 2.4 Faculty member may also provide website access or online resources where students will be working on a requirement or on assigned cases or problems.

Note: Submission of students' requirements may be done online, emails, or printed copy at the LGU Academic Kiosk to be received by the LGU Focal Persons. Same will be picked-up by the EVSU IMs Team (every other week - Monday and Tuesday) and forward it to the IMDO ready for retrieval by the faculty at the Learning Commons every Wednesday to Friday only.

3. **Type C** - Students with no internet or online connectivity but with gadgets such as mobile phones, laptop and/or tablet.

- 3.1 Faculty members may use the EVSU MOODLE Platform.

- 3.2 Asynchronous conduct of classes may be used.

- 3.3 Learning resources can be accessed by the students at the LGU Academic Kiosk in any or combination of the following forms: printed learning materials such as Modules, Learning Packets, workbooks, worksheets, course syllabi, correspondence feedback and other print forms.

- 3.4 Faculty members may use a pre-recorded lecture that can be downloaded at the LGU Academic Kiosk.

Note: Students shall submit their requirements (in printed format) at the LGU Academic Kiosk to be received by the LGU Focal Persons. Same will be picked-up by the EVSU IMs Team (every Monday and Tuesday) and forward it to the IMDO ready for retrieval by the faculty at the Learning Commons every Wednesday to Friday only.

4. **Type D** - Students with no internet or online connectivity, no gadgets such as mobile phones, laptop and/or tablet.

4.1 Learning resources can be accessed by the students at the LGU Academic Kiosk in any or combination of the following forms: printed learning materials such as Modules, Learning Packets, workbooks, worksheets, course syllabi, correspondence feedback and other printed forms.

Note: Students shall submit their requirements (in printed format) at the LGU Academic Kiosk to be received by the LGU Focal Persons. Same will be picked-up by the EVSU IMs Team (every other week - Monday and Tuesday) and forward it to the IMDO ready for retrieval by the faculty at the Learning Commons every Wednesday to Friday only.

USB shall be provided to all students regardless of type.

C. EVSU e-LEARNING/LMS PROCEDURES AND GUIDELINES

EVSU recognizes that LMS facilitates and augments the process of teaching and learning. Just like its other educational resources, it seeks to promote its efficient and effective use in a manner that supports the University's Vision and Mission.

Accordingly, access to EVSU LMS courses shall only be by *authenticated, approved Users* who require access to specific classes according to the role and responsibility of each User and only for a reasonable period. All requests for course creation and integration of external applications shall comply with prescribed forms and processes. Additionally, all users of the portal shall comply with applicable University policy, but not limited to Copyright, Acceptable Use of Information Technology, and Data Privacy.

C.1 Applicability

The EVSU e-Learning/LMS Protocol shall apply to all users of the LMS.

C.2 LMS Management and Administration

1. The University Information and Communication Technology (ICT) Center is responsible for the administration of the official EVSU e-Learning Portal/LMS. The Official Learning Management System that will be used by EVSU is Moodle, a free and open-source learning management system (LMS) written in PHP and distributed under the GNU General Public License.
2. The EVSU ICT or the EVSU LMS Administrator, is responsible for the management and administration of all aspects of the LMS, including but not limited to:
 - a. User interface components and design, navigation links, and tool configuration, and availability;

- b. Course components, including site design and structure, course codes, and term designations; and
 - c. External Learning Tools, Moodle Plug-ins, and other services integration.
3. LMS Administrator will assess all requests for changes to standard templates and configurations within the LMS and will employ standard web design practices and principles for usability and accessibility.

C.3 User Management and Access

1. All Users must be authenticated with unique credentials, and use the LMS for University-affiliated purposes only.
2. All Users must access the system through an assigned University account or credentials with the following format:

Username : *firstname.familyname* (e.g raymond.daylo)

Password : (e.g. Evsu_2k20)

(The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #)

3. All Users need to supply the following minimum personal information:
 - a. First Name
 - b. Family Name
 - c. Functional e-mail address (preferably his/her EVSU E-mail Account for EVSU faculty and employees and Gmail Account for students)
 - d. Campus connected
 - e. Department
 - f. Contact Number
 - g. Picture
 4. Access to courses in the LMS is regulated to ensure privacy, protection of intellectual property and the integrity of materials.
 5. Employees or Guest requests to access courses as requested by the Course Creators (Department Head)/Faculty for pedagogical and advisory purposes must be forwarded in writing to the LMS Administrator.
 6. In certain circumstances, a person, group, or organization, other than Users or Employees of the University may request access to the LMS for approved University purposes. When deemed appropriate, the LMS Administrator may authorize the creation of a Guest Account with a defined LMS user role.
 7. Employees other than the LMS Administrator are responsible for obtaining written permission from the course creator or faculty of record to receive access to another Course Creator's LMS course.

8. A User's account is deemed "inactive" and be recommended for deletion if they have not logged into the LMS at least once for two years.
9. All Users are required to comply with the University's "Acceptable Use of IT Policy."

C.4 Confidentiality and Privacy of Information

1. Confidentiality and privacy of information within the LMS are maintained via authentication using an assigned or authorized University account/credentials.
2. All Users are required to comply with the University's "Data Privacy Policy."

C.5 Course Creation Process

1. LMS Administrator will create/assign the Course Creator Role to all EVSU Academic Department Head.
2. Course Creators or the Academic department Head will create the course sites for all his/her faculty under his/her supervision based on the teaching load of the faculty with the following minimum information using the following format:
 - a. **Course full name:** Campus Initials – Course Title (e.g., OC – College Algebra)
 - b. **Course short name:** Campus Initials – Course Code (e.g., OC – Math 111)
 - c. **Course category:** Name of College and Program (e.g., Engineering/BSCE)

Note: The faculty will provide other data in his first login to the course site such as but not limited to:

- Course start date
 - Course end date
 - Course ID number (same with Course Short Name but with the Year created; e.g., OC – Math 111 2020)
 - Course summary (Concise description of the subject)
 - Course Image in either jpg, png, gif format
 - Files and Uploads (set Site Upload Limit to 2MB)
3. Faculty using the Moodle LMS must use the 4A's Approach in the presentation of the Course Activities.

C.6 Use of Copyrighted Materials in the Learning Management System

1. Course Creators/Faculty may post copyrighted materials to the LMS only in compliance with the University's "Copyright Policy." These apply to all copyrighted materials, link to materials, including materials used in the University.
2. The Office of the Director of Curriculum and Instruction may periodically review copyrighted materials posted to the LMS.

C.7 User Course Content, Backup and Download Responsibilities

1. All Users of the EVSU LMS are responsible for their course content, assignments, and any other related materials.
2. Course Creators (Department Heads)/Faculty are strongly encouraged to follow standard file management practices and are responsible for maintaining backup copies of the content of their course site.
3. Course Materials, including slides, notes, outlines, presentations, handouts, exams, and other course and lecture Materials, shall not be copied to another MOODLE course without the written consent of the Course Creator/Faculty.

C.8 Backup and Deletion of Learning Management System Courses

1. Course Creators/Faculty/Users of LMS are responsible for creating and maintaining backups of their own LMS courses.
2. The LMS Administrator will, on request, provide instruction to Course Creator/Faculty/Users of LMS regarding how to create backups of LMS course content.
3. All courses stored in the LMS will be deleted by the University two years after the course Inactivity Date.
4. Course Creators may request their course deletions provided the requested date is at least one year after the course Inactivity Date and all appeal deadlines have passed.
5. A written request for course deletions to the LMS administrator is needed.
6. Retrieval of course materials will not be possible for Deleted courses and course content.

C.9 Integration of External Learning Tools (ELT)

1. Course Creators/Faculty may request the integration of External Learning Tools (e.g. Turnitin) into their LMS course to augment the functionality and scope of their course content. All integration requests sent to the LMS Administrator will be reviewed to ensure the ELT owner's or licensor's policies comply with applicable copyright and privacy legislation, specifically as it relates to the security and privacy of any student information, data, marks, student-created content, etc. Requests for ELT integration must be re-submitted and re-reviewed yearly.
2. Upon approval of the request, the LMS Administrator will communicate with the ELT owner or licensor to receive the proper credentials for the integration of the tool. The LMS Administrator will then set up the Learning Tool Interoperability (LTI) for the third party tool in the LMS.

3. The LMS Administrator will add the ELT link to the selected course for access within the specific LMS course site.
4. In cases where the ELT requires a separate or distinct authentication/login to access the third-party tool, the instructor shall notify students of the secondary authentication procedure.
5. The University does not offer support for ELTs that integrate with LMS. Any issues other than the proper integration with the University's LMS (e.g., access, use, functionality, etc.) are the responsibility of the ELT owner or licensor.

C.10 System Maintenance, Outages, and Upgrades

1. The LMS Administrator will notify all Users in advance of any LMS outages for regularly scheduled maintenance or upgrades. Scheduled outages will be during specific periods such that the impact (or inconvenience) on Users is minimal.
2. It is the responsibility of Users to read all notifications posted by the LMS Administrator.
3. Faculty should consider planned outages when scheduling assignments and tests.

C.11 Support and Troubleshooting

1. All requests for support or assistance should be sent to the EVSU Moodle support e-mail address: lms.support@evsu.edu.ph

D. NETIQUETTE GUIDELINES FOR ONLINE CLASSES

Reference: Brooks, Ashley (2014). 10 Netiquette Guidelines Online Students Need to Know, Rasmussen College. Accessed from <https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/> last September 7, 2020.

The following are some guidelines to make sure that a student's online manners are up to par and portray his/her best behavior in an online classroom.

1. *No yelling, please.* There's a time and a place for everything—but in most situations typing in all caps is inappropriate. Most readers tend to perceive it as shouting and will have a hard time taking what you say seriously, no matter how intelligent your response may be. If you have vision issues, there are ways to adjust how text displays so you can still see without coming across as angry.
2. *Sarcasm can (and will) backfire.* Sarcasm has been the source of plenty of misguided arguments online, as it can be incredibly difficult to understand the commenter's intent. What may seem like an obvious joke to you could come across as off-putting or rude to those who don't know you personally. As a rule of thumb, it's best to avoid sarcasm altogether in an online classroom. Instead,

lean toward being polite and direct in the way you communicate to avoid these issues.

3. *Don't abuse the chat box.* Chat boxes are incorporated into many online classes as a place for students to share ideas and ask questions related to the lesson. It can be a helpful resource or a major distraction—it all depends on how well students know their classroom netiquette. The class chat box isn't an instant messenger like you'd use with friends. Treat it like the learning tool it's meant to be, and try not to distract your classmates with off-topic discussions.
4. *Attempt to find your own answer.* If you're confused or stuck on an assignment, your first instinct may be to immediately ask a question. But before you ask, take the time to try to figure it out on your own. For questions related to class structure, such as due dates or policies, refer to your syllabus and course Frequently Asked Questions. Attempt to find the answers to any other questions on your own using a search engine. If your questions remain unanswered after a bit of effort, feel free to bring them up with your instructor.
5. *Stop ... grammar time!* Always make an effort to use proper punctuation, spelling and grammar. Trying to decipher a string of misspelled words with erratic punctuation frustrates the reader and distracts from the point of your message. On the other hand, it's important to be reasonable about others' grammar mistakes. Nobody likes the grammar police, and scolding a classmate because he or she used "your" instead of "you're" isn't practicing proper netiquette.
6. *Set a respectful tone.* Every day may feel like casual Friday in an online classroom where you don't see anyone in person, but a certain level of formality is still expected in your communication with instructors. In addition to proper punctuation and spelling, it's good netiquette to use respectful greetings and signatures, full sentences and even the same old "please" and "thank you" you use in real life.
7. *Submit files the right way.* You won't be printing assignments and handing to them to your teacher in person, so knowing how to properly submit your work online is key to your success as an online student. Online course instructors often establish ground rules for file assignment submissions, like naming conventions that help them keep things organized or acceptable file formats. Ignoring these instructions is a common example of bad netiquette. If you don't follow instructions, you're taking the risk that your instructor won't be able to find or open your assignment. Save yourself and your instructor a headache and read their instructions carefully before submitting.
8. *Read first.* Take some time to read through each of the previous discussion post responses before writing your own response. If the original post asked a specific question, there's a good chance someone has already answered it. Submitting an answer that is eerily similar to a classmate's indicates to the instructor that you haven't paid attention to the conversation thus far. Remember, discussions can move fairly quickly so it's important to absorb all of the information before crafting your reply. Building upon a classmate's thought or attempting to add something new to the conversation will show your instructor you've been paying attention.

9. *Think before you type.* A passing comment spoken in class can be forgotten a few minutes later, but what you share in an online classroom is part of a permanent digital record. Not only is it good practice to be guarded when it comes to personal information, you always want to be just as respectful toward others as you would be if you were sitting in the same room together.
10. *Be kind and professional.* Online communication comes with a level of anonymity that doesn't exist when you're talking to someone face-to-face. Sometimes this leads people to behave rudely when they disagree with one another. Online students probably don't have the complete anonymity that comes with using a screen name, but you could still fall prey to treating someone poorly because of the distance between screens. Make a point to be kind and respectful in your comments—even if you disagree with someone. Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom.

IV. SPECIFIC GUIDELINES

A. Faculty Members

1. As evidence of services rendered under the Work-From-Home scheme, a simplified Faculty Monthly Accomplishment Report (see attached template) shall be submitted together with their CSR and DTR (for overload subjects) every end of each month. Documents to support the accomplished report be submitted to the Academic Unit Heads only for monitoring purposes only.
2. Faculty shall submit Faculty Monthly Accomplishment Report with supporting documents as attachment to the CSR and DTR (for overload subjects) every end of each month.
3. No face-to-face classes shall be conducted this 1st Semester, SY 2020-2021. However, faculty members are directed to continue their classes through Flexible Learning Modalities
4. Synchronous or Asynchronous conduct of classes shall be observed by the Faculty Members for students classified as Type A and Type B. This can be done as follows:
 - 4.1 For a three (3) units/hours Lecture Class per week, 1 hour shall be done synchronously and the remaining 2 hours shall be done asynchronously per week.
 - 4.2 For a five (5) units/hours Lecture and Laboratory Class per week, 1 ½ hours shall be done synchronously and the remaining 3 ½ hours shall be done asynchronously.
5. Faculty members shall ensure that the Modules (Full or Partial) to be uploaded in the Moodle Platform has passed the evaluation process prescribed by the IMD Office (see attached Process Flow for Module Approval).
6. Faculty Members shall identify the Learning Classification of their Students in their respective classes. This is to ensure on the number of IMs to be printed at the Printing Press. In addition, the Faculty handling the subject will take

charge of submitting the IMs to the Printing Press for printing with the assistance of the IMs Committee of the college.

7. Faculty members shall submit their IMs (modules, learning packets, powerpoint, etc.) to their Academic Unit Heads every Friday of each week. The said IMs shall be packed and labelled (by Subject) at the College level for it not be mixed with the other IMs submitted by other colleges using the following template, e.g. EVSU_LLD_ELS 253. All these IMs in the department level shall be forwarded to the College IMs Coordinator/Committee and shall be consolidated for:

- 7.1 Uploading of IMs (soft copy) every Monday and Tuesday of each week at the ICT Office.

- 7.2 Printing of IMs will be the responsibility of the Department/College and of the faculty concerned. Printing of IMs may be done at the Department/College and/or at the University Printing Press for bulk printing.

- 7.3 Printed materials shall be forwarded to the Instructional Materials and Development Office (IMDO) for consolidation with the assistance of the College IMs Committee (IMs can be placed at the Learning Commons) and ready for pick-up and distribution by the EVSU IMs Team (Non-Teaching Personnel) to the different LGU Academic Kiosks.

Note: 1. Distribution of printed IMs to the LGU Academic Kiosks shall be done every Monday and Tuesday of each week by the EVSU IMs Team to be received by the LGU Focal Person.

2. To get rid of the virus, all printed learning materials shall be placed in a room that passes through Ultra Violet Lights. Hence, EVSU Learning Commons and LGU Academic Kiosks shall be provided with the said UV gadget.

8. Faculty member whose students cannot submit their requirements online may get the submitted requirements at the Learning Commons every Wednesday to Friday of each week.

9. Faculty members shall use the numerical grades or the grading system of the university as indicated in the University Code.

10. Faculty members shall submit the grades of their students one week after the end of the 1st Semester, SY 2020-2021.

11. After the end of the 1st Semester, SY 2020-2021, faculty members (both Regular and Part-Time Lecturers) shall have their Clearance as requirement for payment of overload for the last month (semestral ending).

12. Faculty members whose physical presence is needed at their respective departments/college because of accreditation and other tasks may avail of the shuttle services of the university.

13. Every time the faculty comes to the University, the following shall be observed:

- 13.1 The University conforms and adheres to the *Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in Schools and Higher Education Institutions* issued by the Department of Health (DOH) last February 3, 2020.
- 13.2 Present to the Medical Personnel on duty a Medical Health Certificate issued by their Rural Health Unit (RHU) and the Health Declaration Form. Said form shall provide information if the faculty is physically fit and have never been contacted with COVID-19 and/or any contagious disease.
- 13.3 The Medical Personnel or Emergency Response Team shall record properly in a designated Log Book the Medical Certificate (reference number and other details) as well as the Time of Entry and Exit of the faculty for future references.
- 13.4 Wear face mask even if alone inside the campus premises/office plus face shield if with a companion or in a group.
- 13.5 Wash Hands at the designated lavatory.
- 13.6 Step on and stay for a minute at the Disinfection Mat provided at the entrance.
- 13.7 Subject himself/herself to Thermal Scanning for temperature verification.
- 13.8 Observe social distancing of at least six (6) feet or about 1.0 meters from anyone at all times.

Note: For more specific guidelines, refer to the University Presidents' Memorandum Circular No. 002, series 2020 re Revised Guidelines on the Prevention of COVID-19 Transmission and Control

B. Conduct of Laboratory Classes

1. Faculty members handling laboratory subjects may provide videos and online instructional materials to support students' learning from laboratory experiences. In addition, conduct of actual work experiments in the laboratory may be done once classes will be back to normal.
2. Laboratory experiments that require students to be in the campus may be deferred to the next semester. Since other laboratory experiments may be conducted at home, as long as safety is considered, faculty may deliver laboratory courses remotely.
3. Laboratory courses with experiments that can only be performed in school may adapt the following class arrangements:

- 3.1 For laboratory courses offered in series, those courses offered in the first and second semester, the faculty may present the theoretical aspects of both courses during the first semester and perform experiments on the second semester.
- 3.2 For courses with experiments that *cannot* be done at home and are not continued on the following semester, the faculty may opt to discuss only the lecture part of the course during the first semester.
- 3.3. The faculty is anticipated to finish the lecture in a shorter time (3 months). On the succeeding semester, the faculty should devote at least one month worth of classes for experiments.
- 3.4 For laboratory courses for which experiments can be done remotely, as long as the safety of students are well addressed, the faculty may deliver the course in a purely online manner.

C. Guidelines on the Conduct of Internship and On-The-Job Training

Faculty members handling Internship and On-The-Job Training may provide videos and online instructional materials to support students' learning from the actual Office/Industry experiences/immersion. However, a small number (5–10) of students may be deployed in-campus provided that Tacloban City is in GCQ and MGCQ status (CHED Advisory dated May 2020).

D. LGU Academic Kiosk Protocol

D1. For the Students

1. EVSU Students are scheduled to visit the LGU Academic Kiosks in their respective Municipality from 8:00am-12:00nn, Mondays to Fridays. Students from other universities are schedule to visit the LGU Academic Kiosks from 1:00pm-5:00pm, Mondays to Fridays.
2. All students who will use the LGU Academic Kiosks shall follow the Health Protocol below:
 - 2.1 Fill-in the Health Declaration Form before entering the LGU Academic Kiosk, using his/her own pen in doing so.
 - 2.2 Present to the LGU Focal Person a Medical Certificate issued by their respective Rural Health Unit (RHU). Said certificate shall provide information if the student is physically fit and have never been contracted with COVID-19 and/or any contagious disease.
 - 2.3 The LGU Focal Person shall record properly in a designated Log Book the Health Declaration Form as well as the time of entry and exit of the student for future references.

- 2.4 The health certificate shall be accompanied by the student's School ID, and in case of freshmen and new students, a copy of the Certificate of Registration to verify the identity of the student.
 - 2.5 Wash hands at the designated basin.
 - 2.6 Step on and stay for a minute at the Disinfection Mat provided at the entrance.
 - 2.7 Subject himself/herself to thermal scanning for temperature verification.
 - 2.8 Wear a face mask even if alone inside the campus premises plus a face shield if with a companion or in a group.
 - 2.9 Observe social distancing of at least six (6) feet or about 1.0 meter from anyone at all times.
3. All students visiting the LGU Academic Kiosks are required to present their Students' School ID and Certificate of Registration (COR) for the current Semester to the LGU Focal Person for verification. For Transferees and New Students, only Certificate of Registration (COR) will be required.
 4. Students shall be required to sign a waiver on the disclosure of their personal information. The data collected shall form part of the list needed by the concerned SUC in identifying users of the LGU Academic Kiosk.
 5. Students who are Type D can get their Modules at the LGU Academic Kiosks. LGU Focal Person shall issue the Module/IMs to the student concerned provided that his/her name is listed in the forwarded Module/IMs package.
 6. Students shall sign a Confirmation Slip stating that he/she received the Module/IMs. The Confirmation Slip shall be forwarded to the Faculty concerned by the EVSU Staff.
 7. Students shall submit their Activity Sheets and other Requirements from Monday to Friday, 8:00am-12:00nn for the LGU Focal Person to consolidate and pack ready for pick-up every Monday or Tuesday.
 8. For students who are categorized as Type B and Type C, can access/copy/download their Modules/IMs sent by their respective professors/instructors through the LGU Academic Kiosks from 8:00am-12:00nn, Mondays to Fridays.
 9. Students categorized as Type A can also access/copy/download their Modules/IMs at the LGU Academic Kiosks if in case their internet connectivity had encountered problem.
 10. All external devices (e.g. flash drives, external hard drives), however, shall be SCANNED first by the LGU Focal Person before use.
 11. Students shall not alter or attempt to alter the setup or software configurations of the kiosk. Any software or hardware owned by external parties shall not be

installed or used, nor should shortcuts for personal programs or folders be created.

12. Access to websites not related to the assigned academic work shall be prohibited.
13. All students shall help maintain the cleanliness and orderliness of the LGU Academic Kiosks.

D2. For the LGU Focal Person

1. They shall report to the LGU Academic Kiosks from 8:00am-5:00pm, Mondays through Fridays except Holidays and Local Holidays. Submits the DTR to the HRMO of the Main Campus.
2. Monitoring of attendance will be done by the LGU Personnel In-Charge (to be assigned by the Mayor). The LGU Personnel In-Charge will counter-sign in the DTR of the LGU Focal Person and to be approved by the Vice-President for Administration, Finance and External Affairs.
3. Ask from the SUCs (10 SUCs in Region 8) the complete list of students who will be using the LGU Academic Kiosk in their municipality and that includes student's course and year level, address and contact number. The details collected shall be subject to rules and regulations of the Data Privacy Act of 2012.
4. Inform all the students on the availability of Modules/IMs for release as well as the schedule of submission of worksheets and/or requirements.
5. Notify the SUC In-Charge (Staff) as to the delivery and retrieval of Modules/IMs.
6. Schedule the use/visit of the LGU Academic Kiosk in coordination/consultation with the SUC In-Charge (Staff).
7. Shall ensure the minimum standard health protocols such as but not limited to, social distancing, wearing of face masks and face shields and availability of sanitizers/alcohols are strictly monitored and imposed.
8. Shall maintain the usability of the computer units, equipment, furniture and fixtures found in the LGU Academic Kiosk.
9. Maintenance of the computer as well as calibration and/or updating of installed facilities and equipment shall be undertaken by the SUC In-Charge (ICT Personnel) and LGU Focal Person.
10. Shall maintain the cleanliness and orderliness of the LGU Academic Kiosks.

E. Graduate School Protocol

1. The Graduate School strictly adheres to the University's Academic Protocol for the First Semester 2020-2021. First Day of classes in the Graduate School is October 10, 2020 (Saturday) and ends on January 31, 2021.
2. The Graduate School still follows the regular weekend schedule of classes (Saturday and Sunday). The faculty will have to complete 54-hours class for the whole semester. Make-up classes may be conducted to complete the required number of hours. However, the number of hours of the actual conduct of the class every session will depend on the professor's own professional judgement.
3. The faculty shall conduct classes using Online Platform. This will be a mix of video recordings or live lectures supplemented with readings and assessments that students can complete on their own time. This can be done using Google classroom, Google Meet, Facebook Messenger, video calls, Zoom or other means that would not require face to face interactions.
4. The professor shall provide syllabus to the students at the beginning of classes and monitor their progress on lessons. The syllabus shall specify the course materials to be used and where to access them (references).
5. The Online classes will have asynchronous and synchronous components. For the asynchronous or self-paced portion, students shall complete coursework on their own time but still have to meet the weekly deadlines (if required). For the synchronous component, students will attend live lectures online and participate in discussions through videoconferencing platforms such as Zoom, Google Meet, Facebook Messenger, video call, etc.
6. Students should expect assignments, such as research papers (Meta Analysis), case studies and other online-specific assignments from their professors.
7. The professor shall submit the Certificate of Service Rendered (CSR) for regular GS faculty, and DTR for Overloads and Part-Time Lecturers together with the list of weekly or monthly requirements of the students using the Template of the Faculty Accomplishment Report (See Attached).

F. Students' Protocol

F.1 Non-Graduating Students

1. Except for duly approved amendments/modifications of certain provisions to conform with the guidelines, rules and regulations of the government due to the COVID-19 pandemic or any similar cause, all relevant mandates of the 2017 Revised Students' Handbook of Eastern Visayas State University shall govern the academic and non-academic requirements as well as discipline and conduct of all students enrolled in EVSU.
2. Students shall attend classes throughout the semester through Flexible Learning Modalities, i.e, e-Learning Portal/Moodle and/or LGU Academic Kiosks, synchronous platforms and the likes. He/she must have a "*Satisfactory Performance*" to be given a *Numerical Passing Grade* for a particular subject.

3. For students with unsatisfactory performances, they will be given additional requirement/s to be complied with within one (1) semester. These students will be given a remark on the eSMS as “*In Progress*” pending the compliance of the requirement/s.
4. For pre-requisite subjects with grades “In Progress” (InP), students will be allowed to enrol in the requisite subject on the next semester on condition that the grade for the enrolled subject will be given only if the grade for the pre-requisite subject has been changed to passing grade as reflected in the eSMS.
5. For students who were affected by the non-offering of their regular Mid-Year Classes for SY 2019-2020, they have to make a *catch-up* for behind subjects and enrol those subjects during the 1st Semester, SY 2020-2021 in a higher than normal subject load.

F.2 Graduating Students

1. Graduating students at the start of the semester shall attend classes in similar fashion and modalities with other non-graduating students. He/she will be considered a candidate for graduation for that term. Provided, however, that he/she has complied with other requirements in the previous semesters. All academic requirements shall be complied with at least one (1) month before the expected graduation for the current semester.
2. A student with *Unsatisfactory Performance* will be given a remedial class and examination by the concerned faculty member not later than one (1) week after the end of classes. Depending on pertinent directives of higher authorities on health protocols, such class and examination will be conducted through online or home-based. Once completed and a passing grade is reflected in the eSMS, the student will be considered a candidate for graduation provided all other requirements in the previous semesters are met.
3. A graduating student with research subject, i.e., thesis, feasibility study, business implementation, capstone project, and the likes, wherein the pandemic situation does not warrant mobility or exposure, and/or who cannot work with research partners, will be allowed to conduct a virtual research and home-based field work/experimentation, if necessary, on his/her problem utilizing existing platform and available scientific method of study.
4. The final defense of any research output as required for graduation shall be done through a *revalida*/virtual defense via video-conferencing system. A final passing grade will be given for the student to be considered a candidate for graduation, provided, that all other requirements in the previous semesters are met. Duly approved hard-bound copies of the research output will be required only during the signing of Student Clearance.
5. For a program with PRC Board Examination, remedial classes and/or pre-Board examinations shall be conducted by the concerned academic department or faculty member handling the subject to let the students have a higher chance of passing the board examination of their field of discipline.

6. All graduating students (with or without Thesis/Feasibility Final Defense) will be submitted to the Academic Council for endorsement to the Board of Regents with a caveat that they have to fulfill all requirements before they are declared graduates.
7. Any student who intends to secure their Transcript of Records (TOR) before the scheduled graduation ceremony must make sure that all subject requirements including research requirements have been complied with and will be verified by the University Registrar.

F.3 Health Protocols for Students

1. The University conforms and adheres to the *Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) Response in Schools and Higher Education Institutions* issued by the Department of Health (DOH) last February 3, 2020.
2. In case a student will visit the campus, he/she shall be required to:
 - 2.1 Fill-in the Health Declaration Form at the main gate before entering the campus, using his/her own pen in doing so.
 - 2.2 Present to the medical personnel on duty a Medical Certificate issued by their respective Rural Health Unit (RHU). Said certificate shall provide information if student is physically fit and have never been contracted with COVID-19 and/or any contagious disease.
 - 2.3 The Medical Personnel shall record properly in a designated Log Book the Health Declaration Form as well as the time of entry and exit of the student for future references.
 - 2.4 The health certificate shall be accompanied by the student's School ID, and in case of freshmen or transferees, a copy of the Certificate of Registration to verify the identity of the student.
 - 2.5 Wash hands at the designated basin.
 - 2.6 Step on and stay for a minute at the Disinfection Mat provided at the entrance.
 - 2.7 Subject himself/herself to thermal scanning for temperature verification.
 - 2.8 Wear a face mask even if alone inside the campus premises plus a face shield if with a companion or in a group.
 - 2.9 Observe social distancing of at least three (3) feet or about 1.0 meter from anyone at all times.
 - 2.10 Never loiter to any area or office. He/she will be entertained only at the designated office of his/her transaction/purpose in coming to school.

G. Laboratory School Department Protocol

The Laboratory School Department will adopt the Anti COVID-19 Protocols in the conduct of classes. The protocol comes on two parts, the Protocol for the NO face-face classes and Protocol for face-to-face classes should it be allowed by authorized government bodies and agencies.

Part 1: Online and Offline (Modular) conduct of Classes Protocol

a.1. Learning Modalities

Since no face-to-face classes will be done come October 5, 2020 class opening, the following learning modalities will be used by the Laboratory School Department namely the Modular learning, and Online Distance Learning.

- **Modular Learning**

Modules will be made by teacher using the Most Essential Learning Competencies (MELCs) issued by the DepEd. These modules will be available to students in e-copy prior to class opening.

- **Online Distance Learning**

Connectivity

The university has existing internet connectivity to every office and selected classrooms. Teachers can connect to the internet using their own gadgets. Furthermore, majority of the teachers in the Laboratory School (high school) have their own prepaid mobile wifi which they can use to connect at home and in school. Students' internet connection is in their respective homes.

LMS Platform

The university uses Moodle as its LMS platform. Activities in the modules made by the teachers will be uploaded to the platform to be available to students.

a. 2. Schedule of Online Link-up of Subject Teachers and Students

To manage queries of students regarding the module content and activities, the online link-up schedule was made to ensure that both the teachers and students are guided when to connect to their teacher online preferably Google Meet. The teacher and students can also communicate using other modes such as messenger or text message should there be any concerns that needed immediate attention.

Junior High School – Grade 7 and Grade 8 Link-up Schedule

1 st and 2 nd week of the Month	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:30	Math 7	Science 7	English 7	TLE 7	Free day or Special Consultation Session
9:30 – 10:30	Math 8	Science 8	English 8	TLE 8	
10:30 – 12:00	ICT 7		ICT 8		
1:00 – 2:30	AP 7	MAPEH 7	Filipino 7	ESP 7	
2:30 – 4:00	AP 8	MAPEH 8	Filipino 8	ESP 8	

Junior High School – Grade 9 and Grade 10 Link-up Schedule

2 nd and 4 th week of the Month	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:30	Math 9	Science 9	English 9	TLE 9	Free day or Special Consultation Session
9:30 – 10:30	Math 10	Science 10	English 10	TLE 10	
10:30 – 12:00	ICT 9	Research 1 (G9)	ICT 10	Research 2 (G10)	
1:00 – 2:30	AP 9	MAPEH 9	Filipino 9	ESP 9	
2:30 – 4:00	AP 10	MAPEH 10	Filipino 10	ESP 10	

Senior High School – Grade 11 and Grade 12 Link-up Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:30	Gen. Math – G11	Oral Comm. – G11	Earth Science – G11	21 st Century Literature – G11	Free day or Special Consultation Session
9:30 – 10:30	Gen. Biology2 - G12	Gen. Physics 1 – G12	Gen. Chemistry 1 – G12	English for Academic Purposes	
10:30 – 12:00	Empowerment Tech. – G11	Personality Development – G11	Komunikasyon at Pananaliksik – G11	PE & Health – G11	
1:00 – 2:30	Introduction to Philosophy – G12	Practical Research 2 – G12	Filipino sa Piling Larangan – G12	Major/Specialized Subjects – G12	
2:30 – 4:00	PE & Health – G12			Major/Specialized Subjects – G12	

a.3 Schedule of Online and Offline (Modular) Learning Activities and Module Output Submission

Activities in the Modules can be submitted by the student by sending it Online (thru email or messenger of the subject teacher) or Drop the Answered Module at the Box of the LSD located at the Guard House on the specified schedule of submission.

Note: Week 1 & 3 – Grade 11 Online Link-up Schedule

TimeLine	Grade 7, 8, & 11	Grade 9, 10, & 12
1 st week and 3 rd week of the Month	Online Link-up	Modular learning (offline) <ul style="list-style-type: none"> Submission of Module Activities every Friday
2 nd week and 4 th week of the month	Modular learning (offline) <ul style="list-style-type: none"> Submission of Module Activities every Friday 	Online Link-up

Week 2 & 4 – Grade 12 Online Link-up Schedule

a. 4. Assessment of Student Performance

- Summative Tests and Quarter Assessments are to be given to students online via Moodle. This is to ensure that students answer the graded activities independently since quizzes/test in Moodle can be timed.
- The teacher can conduct a one on one discussion/consultation to validate the student's output/answers in the module.
- In cases that students has no internet connection to answer the online tests, the subject teachers and/or adviser must be aware of this problem and may ask the student to report to school to answer the activities online provided that proper health protocols were followed and the student is accompanied by a guardian.

Part 2. Should Face-to-Face Classes be Allowed

Should face to face classes will be allowed, the preventive health measures of the school shall be aligned with the University's protocol. Along with this are the following practical measures that should be followed if face-to-face classes will be allowed by IATF:

1. Holding classes in shifts to reduce class size.
2. Staggering the start and close of the school day.
3. Use of face mask and face shield is mandatory.
4. Physical distancing inside and outside the classroom shall be strictly followed. Chairs and desks should be placed at least 3 feet or 1 meter apart whenever feasible.
5. Students shall remain in classrooms for the entire duration to limit cross-overs but shall use intermittent breaks in between sessions.
6. Health etiquette and protocols shall be discussed by the adviser at the outset. Mental health as an important factor shall be taken into consideration.
7. Hand washing facilities within the school shall be installed. Classrooms shall have alcohol and sanitizers for disinfection.

H. Important Dates

On-Boarding Program for All EVSU Students: **September 28-30, 2020**
(Students and Parents)

University Students Welcome And
Gathering (USWAG) for New Students: **October 7-9, 2020**

Start of Classes for 1st Semester, SY 2020-21: **October 5, 2020**

End of Classes for 1st Semester, SY 2020-21: **January 30, 2021**

Last Day of Adding/Dropping of Subjects: **October 16, 2021**

Midterm Examination Schedule: **November 25-28, 2020**

Final Examination Schedule:

Undergraduate Students:	January 27-30, 2021
Graduate Students:	January 30-31, 2021
Christmas Break:	December 21, 2020 – January 3, 2021
Resume of Classes after Christmas Break:	January 4, 2021



EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

Title of Form: **Faculty Monthly
Accomplishment Report**

Control No.	EVSU-ACA-F-045
Revision No.	0
Date	August 17, 2020

ACTIVITY	TIMELINE/ DURATION	OUTPUT	COMMENTS

Note: You may add more rows.

Prepared by:

Faculty

Recommending Approval:

Head

Approved:

Dean

Process Flow for Module Approval

