



UNIVERSITY OF SANTO TOMAS

OFFICE OF THE SECRETARY-GENERAL

**UST:S006-00-ME14
AY 2021-2022**

TO : ADMINISTRATIVE OFFICIALS, TEACHING AND NON-TEACHING ACADEMIC STAFF, RESEARCH STAFF, SUPPORT STAFF, AND STUDENTS

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : EXPANSION OF LIMITED FACE-TO-FACE CLASSES TO PROGRAMS OTHER THAN MEDICINE AND ALLIED HEALTH

Date : 24 NOVEMBER 2021

The Commission on Higher Education (CHED) announced the expansion of limited face-to-face (LF2F) classes to all programs in areas under Alert Level 2. Similarly, the Department of Education (DepEd) is currently conducting a pilot-testing of in-person classes for basic education. In line with these mandates, we would like to inform the University staff and students of our institutional approach and preparations for the gradual transition to hybrid instruction.

1. The following **guiding principles** shall govern decisions to offer LF2F classes:
 - a. **Enriched Virtual Mode of instruction (EVM)** shall continue to be the primary mode of instructional delivery for all programs. LF2F shall only be considered for learning competencies or learning outcomes that cannot be effectively achieved using EVM.
 - b. The University shall strictly implement all **health and safety protocols**, including full vaccination of all participants for LF2F. All stakeholders shall commit to the shared responsibility of observing all necessary precautionary measures before, during, and after LF2F to protect themselves and others.
 - c. **Expansion of LF2F to more programs** in the University shall be done slowly and progressively to manage the number of University staff and students who will utilize campus facilities and ensure effective implementation of public health standards and protocols.
 - d. Proposals for LF2F for **additional programs, year levels, and courses** shall require the evaluation and endorsement of the University Crisis Management Committee (UCMC), and subsequent approval of the local government unit (LGU), CHED or DepEd as appropriate, prior to implementation.
2. **Tertiary programs with authority to conduct LF2F classes** (Medicine, Medical Technology, Physical Therapy, and Nursing) shall continue to implement the same for the courses and year levels that have been given authority by CHED. The expansion of implementation to other year levels, courses, and/or facilities, shall be subject to evaluation and approval.



3. Additional programs that intend to offer LF2F in the **2nd Term, AY 2021-2022** onwards shall:
 - a. **Determine the need to conduct LF2F** to achieve learning competencies or outcomes, as well as the priority year levels and courses that will be covered;
 - b. **Prepare their proposals** following OVRAA Memo 19, AY 2021-2022: “Preparation of Limited Face-to-Face Classes Across Programs” and submit the same to the Office of the Vice-Rector for Academic Affairs for preliminary evaluation;
 - c. **Coordinate with the Facilities Management Office (FMO)** for retrofitting of facilities to be used for LF2F;
 - d. **Coordinate with the Health Service** for orientation on institutional health protocols for their stakeholders, as well as preparation of health requirements prior to starting LF2F;
 - e. **Engage in consultative meetings** with their Local Crisis Management Committees (LCMC), academic staff, and concerned students to discuss plans for LF2F;
 - f. **Present their proposals to the UCMC;** and
 - g. **Submit all documentary requirements,** in coordination with OVRAA, for application of authority to reopen campus to LF2F to concerned regulatory government agencies.
4. All University staff and students are encouraged to familiarize themselves with institutional health protocols that are available in the **Thomasian Medical Support and Services (ThoMedSS)** portal, for their guidance. Likewise, University staff and students are strongly encouraged to be vaccinated against COVID-19 and to update their vaccination records in ThoMedSS as soon as possible. Offices may request the Health Service for an orientation on these protocols as deemed necessary.
5. **Support services and office transactions** shall continue to be rendered **online**.
6. **All off-campus activities and extra-curricular activities** (even in-campus) shall remain suspended until further notice.

We hope that this will help prepare our stakeholders for the gradual transition to hybrid instruction in the University, appropriate to the needs and nature of each program.

Thank you.


FR. LOUIE R. CORONEL, O.P., EHL
Secretary-General