



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-ME02
A.Y. 2024-2025

TO : ALL ACADEMIC AND ADMINISTRATIVE UNIT HEADS

FROM : OFFICE OF THE SECRETARY-GENERAL

RE : 2024 BAR EXAMINATIONS

DATE : 27 August 2024

The University is one of the *Local Testing Centers* (LTC) for the *2024 Bar Examinations* this September 2024. The following dates and activities are crucial in ensuring a level of compliance with the indicative requirements from the Supreme Court, particularly on the *exclusivity clause* on the use of UST Manila Campus as *Testing Area*:

Date	Activity	Remarks
Sept 4-5 (Wed-Thu)	INGRESS: The Facilities Management Office (FMO) facilitates the transfer of tables and chairs <i>from</i> the Laboratory Rooms of the College of Information and Computing Sciences (CICS) <i>to</i> the identified classrooms of the UST Junior High School (USTJHS), the College of Commerce and Business Administration (CCBA), and the Faculty of Arts and Letters (FAL), as <i>testing venues</i> . The Tan Yan Kee Building will be prepared as <i>headquarters</i> of the Supreme Court officials.	AFFECTED UNITS: <ul style="list-style-type: none"><i>Affected units</i> include CICS, USTJHS, CCBA, FAL and student organizations located in the Tan Yan Kee Building.On Sept 4-7, 9-14, 16-17, 2024, the <i>affected academic units</i> are advised to:<ul style="list-style-type: none">a) shift to the <i>Enhanced Virtual Mode of Instruction</i> (EVM) for students and academic staff, or <i>Work from Home</i> (WFH) for Support Staff and officials;b) consider using the other unused rooms for on-site classes (except on Sept 11, 2024), if applicable. OTHER UNITS: <ul style="list-style-type: none">On Sept 4-7, 9-10, 12-14, 16-17, 2024, the <i>other academic and administrative units</i> (including Simbahayan, Varsitarian, Center for Campus Ministry, Office for Student Affairs, and Office for Admissions) shall observe their regular class schedules and office operations.
Sept 6 (Fri)	SIMULATION DAY: This day is intended for the <i>final preparation</i> of the Supreme Court and UST Team.	
Sept 7 (Sat) Sept 10 (Tue) Sept 14 (Sat)	PRE-BAR DAYS: These days are intended for the <i>final inspection</i> of rooms and buildings, leading to the <i>sealing of the buildings</i> .	
Sept 16-17 (Mon-Tue)	EGRESS	





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Date	Activity	Remarks
Sept 8 (Sun) Sept 11 (Wed) Sept 15 (Sun)	ACTUAL BAR EXAM DAYS: The middle section of the UST Manila campus (<i>see attached map</i>), which will be declared as <u>controlled area</u> and will be jointly managed by the security personnel of the Supreme Court and the UST Campus Safety and Security, includes the following: <ol style="list-style-type: none"> Testing Areas <ol style="list-style-type: none"> Benavides Building St. Raymund Peñafort Building Tan Yan Kee Building: The <i>Headquarters</i> of the Supreme Court Officials; UST Main Building; Miguel de Benavides Library Building; and Health Service Building. 	<p>On Sept 8 & 15, 2024 (Sun), only the following units are allowed to proceed with their operations:</p> <ol style="list-style-type: none"> UST Hospital Carpark IPEA with <i>select</i> student athletes whose activities are limited to the Quadri Pavilion Santísimo Rosario Parish Hotel 1611 Domus Mariae
		<p>On Sept 11, 2024 (Wed), ALL academic and administrative units are affected.</p> <p>Teaching and learning shall be shifted to EVM while support services shall be shifted to its corresponding remote operations.</p>

SUMMARY TIMELINE (September 2024)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4* Ingress	5* Ingress	6* Simulation	7* Pre-Bar Day
8* BAR EXAM	9*	10* Pre-Bar Day	11 BAR EXAM All units shift to EVM/WFH	12*	13*	14* Pre-Bar Day
15* BAR EXAM	16* Egress	17* Egress	18	19	20	21

* CICS, USTJHS, CCBA, FAL and student organization located in the Tan Yan Kee Building shall shift to EVM/WFH while the rest of the units shall observe their regular class schedules and office operation.



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SPECIFIC REMINDERS FOR TEACHING AND LEARNING AND SUPPORT SERVICES

In consultation with the Office of the Vice Rector for Academic Affairs and the Human Resource Department, the units are reminded to consider the following provisions:

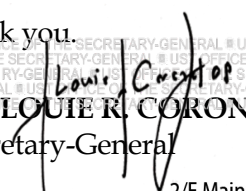
A. TEACHING AND LEARNING

1. **ENRICHED VIRTUAL MODE OF INSTRUCTION:** When shifting to EVM:
 - a. **Learning Outcomes:** Academic staff shall prepare to modify their previously planned onsite class activities to synchronous or asynchronous online activities, whichever would be more suitable to the *intended learning outcomes* or *competencies*.
 - b. **UST Cloud Campus:** Academic unit (AU) officials shall *monitor the engagement* of academic staff and students in the UST Cloud Campus.
 - c. **Services:** *Guidance and Counseling* services as well as *Library* services shall be delivered remotely through the online channels of the concerned offices.
2. **PROPER COORDINATION WITH FMO:** AUs whose facilities and equipment will be utilized for the purposes of the Bar Examinations are advised to *closely* coordinate with the FMO for the exact schedule of *ingress* and *egress*.
3. **OPTIONS FOR ACADEMIC UNITS:** Affected AUs may opt to:
 - a. Instruct only the affected classes to shift to EVM; OR
 - b. Rearrange the class schedules on the affected dates so that students may be able to use the remaining facilities for onsite classes while others shift online.
4. **ACTION PLAN**
 - a. **Communication to Students and Academic Staff:** AUs should clearly communicate the *action plan* to both the students and academic staff, including the General Education (GE) academic staff.
 - b. **Anticipated Challenges:**
 - AUs should note that academic staff may experience challenges with onsite and online combinations of classes within a day due to the changes to be implemented.
 - When this happens, the academic unit is *strongly* advised to provide *in-campus* facilities where teachers may conduct online classes while they are onsite.

B. SUPPORT SERVICES

1. The **concerned** support staff and officials shall observe a **WFH arrangement**.
2. The support staff are reminded to update their work schedule through **USSAP**.
3. When work will be rendered offsite, the accomplished **TDD forms** (Tasks, Deliverables, and Deadlines) are to be submitted to the HRD via email (hrd.office@ust.edu.ph).

Thank you.


FR. LOUIE R. CORONEL, OP
Secretary-General

