



March 13, 2020

To : USC Community
From : Vice Presidents
Subject : Suspension of Classes and Work on March 16 to 28, 2020

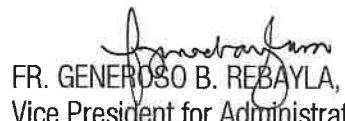
In the light of the threat of the COVID-19, the Office of the Mayor has suspended the classes from March 16 to 28, 2020 in all levels. In the University, in-campus classes are cancelled during the period, and the following measures are implemented:

1. Teachers shall implement alternative modes of delivery. They may avail of the online learning management systems that suit their preferences and needs, implementing the blended learning. Instructions will be in a separate memo.
 - The Office of the Information Resource Management shall ensure that the system will run during the suspension. Those who do not have an online access at home may come to their respective departments for internet connection.
2. Tertiary teachers may administer their midterm examinations online without compromising the integrity of the examinations. Examinations that cannot be administered online ,e.g., laboratory examinations, are scheduled on March 30 to April 2, 2020.
3. Deadline of the submission of grades of the tertiary will be on April 14, 2020.
4. The third quarter examinations for Basic Education (except for SHS) are moved to April 1 to 3, 2020.
5. All activities scheduled inside the campus for the period are cancelled, including the University Research Conference.
6. Administrative employees and agency-hired staff shall report on Monday, Wednesday and Friday only during the period, except for the security guards who are required to report on a daily basis to secure the campuses and other staff of critical offices who will be required by the VP Admin to report.
7. Students may pay their dues in any of the different payment centers/partners: BPI, Unionbank, Metrobank, BDO, PNB, ASPAC, Cebuana Lhuillier, and Prince Retail. They should indicate their ID numbers.
8. All faculty and staff entering the campus are required to submit themselves to the established protocol upon entry to the campus.

The above measures are subject to change based on the development of the situation. Keep updated of any announcement in the website and ISMIS.

Let us stay healthy and help in implementing measures to avoid the spread of the virus.


FR. ALEKSANDER GAUT, SVD
Vice President for Academic Affairs


FR. GENEROSO B. REBAYLA, JR., SVD
Vice President for Administration