




City of Tagaytay
CITY COLLEGE OF TAGAYTAY
Akle St., Kaybagal South, Tagaytay City 4120
Tel. Nos. (046) 483-0470 / (046) 483-0672

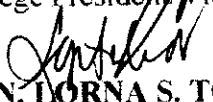


BOARD OF TRUSTEES RESOLUTION NO. 2020 -02

"A RESOLUTION ON THE IMPLEMENTATION OF SEAMLESS-BLENDED DIGITAL LEARNING (SBD) PROGRAM DURING THE SECOND SEMESTER AND SUMMER OF SY 2019 – 2020 AS A RESPONSE TO THE ENHANCED COMMUNITY QUARANTINE PERIOD DUE TO COVID 19 PANDEMIC."

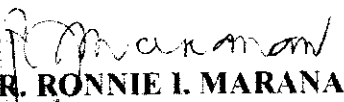

HON. AGNES D. TOLENTINO, DMD
City Mayor/Chairman, Board of Trustees


MS. PACITA ROSARIO Z. AQUINO
College President/Vice Chairman, Board of Trustees


HON. LORNA S. TOLEDO
City Councilor/ Member


DR. RAYMUNDO P. ARCEGA
ALCU Representative


MR. ANGELITO M. CARAAN
Faculty President/Member


MR. RONNIE I. MARANAN
Alumni Assoc President/Member


MS. MARICRIZ C. TAGLE
Supreme Student Council President/Member


ATTY. AVELINO SUMAGUI
NGO Representative

WHEREAS, the City College of Tagaytay is placed under indefinite suspension of classes beginning March 10, 2020, as announced by City Mayor Agnes D. Tolentino in response to the Commission on Higher Education Chairman Prospero De Vera statement in its CHED Advisory 1 to 6, in accordance to the directive of President Rodrigo Roa Duterte through Proclamation No.922 series of 2020 which directs all government agencies to render assistance and cooperation and to mobilize the necessary resources to undertake critical, urgent and appropriate responses and measures in a timely manner to curtail and eliminate the COVID-19 threat.

WHEREAS, All HEIs are directed to establish protocols based on the guidelines and advisories of the Commission on Higher Education, ensuring the safety and health of all students, faculty, staff and administrators, above all.

WHEREAS, the ALCU and ALCUCOA National Board and General Membership in their virtual joint session held on April 15 and 20, 2020, with 75% Philippine LCUs in attendance furnished City College of Tagaytay a copy of the joint ALCU and ALCUCOA advisories, recommending to the Board of Trustees/Regents of all local colleges and universities the implementation of SEAMLESS-BLENDED DIGITAL LEARNING (SBD) PROGRAM during the second semester and summer of SY 2019 – 2020 as a response to the Enhanced Community Quarantine period due to COVID 19 pandemic.

WHEREAS, the Administration shall fund training of faculty members on on-line instruction, blended learning and other available flexible alternative teaching and learning modalities. Compensate participating faculty members who are consciously utilizing online instructions, blended learning and other available flexible teaching and learning modes.

WHEREAS, the City College of Tagaytay shall establish a Technical Working Group (TWG) in charge of formulating the guidelines, program implementation and monitoring with the following composition:

Chairman	:	Vice President for Academic Affairs (OIC)
Vice Chairman	:	Dean, College of Computer Studies and MIS Head
Secretariat	:	College Registrar
Members	:	All College Deans and Directors

WHEREAS, the Academic Council of the City College of Tagaytay, proposed an Academic Policies and Guidelines in light of COVID- 19 pandemic, as stated below:

ACADEMIC POLICIES AND GUIDELINES IN LIGHT OF COVID- 19 PANDEMIC

Classes in all levels from March 10 until April 14, 2020 were suspended, and now extended until May 15, 2020 the administration opted to do online learning activities, with the understanding that there are few students who cannot access internet but are provided with alternative methods to do their school activities at home. Likewise, with the lockdown and quarantine restrictions, access to basic and other needs became challenging.

CHED released Advisory No. 6 on April 13, 2020. In the said guidelines, CHED advises HEIs to “exercise their judgment in the deployment of available flexible learning and other alternative modes of delivery in lieu of in-campus learning if they have the resources to do so. The exercise of discretion by the HEIs and their faculty must be reasonable, transparent and outcomes-based validated.” Further, “HEIs that are using the new academic calendar are authorized to extend their semester for a maximum of one (1) month after the lifting of the ECQ.”

The implementation of the enhanced community quarantine in the country revealed number of concerns and challenges that both faculty and students had to cope with. Among these were inadequate access to basic needs given that some family members lost their jobs amidst this pandemic on top of travel restrictions; minimal, limited, or totally no access to a reliable internet connection to participate in online classes or activities; the need to take care of family members and help them cope with this crisis; and the physical and psychological effects of being asked to stay at home, to practice physical/social distancing, and to make sure that none in the family contracts the dreaded disease.

Despite the anticipated lifting of ECQ on May 15, 2020, the scenario still looks uncertain and risky for everyone. No one knows who is carrying the virus or not because of the current limitations on mass

testing. In addition, both faculty and students alike were reported to feel anxious and stressed because of the uncertainties caused by this pandemic.

For and in consideration of all the above-mentioned circumstances, City College of Tagaytay hereby proposes the Policies and Guidelines in Light of the COVID-19 Pandemic.

I. SCHEDULE AND CONDUCT OF CLASSES FOR THE REMAINDER OF THE SECOND SEMESTER, AY 2019 - 2020

1. All classes and online learning activities remain suspended for the period of Enhanced Community Quarantine (ECQ).
2. Students shall not be required to go the college unless the Inter-Agency Task Force (IATF) or by the local government unit (LGU) declares that it is safe to do so.
3. Second Semester, AY 2019 – 2020 officially ends on June 8, 2020, and may be extended for a period of one month depending on the lifting of ECQ.

II. GRADING SYSTEM AND DROPPING OF COURSE

1. The same grading system shall be implemented this semester. Faculty are authorized to determine how to best meet the contact hour requirements for the completion of a subject or degree program.
2. Students who lack requirements prior and during the ECQ, shall be given one month after the lifting of ECQ to complete the necessary requirements to earn a grade. If it is not possible for the students to comply with the requirements within the given period, their grades shall be INC, shall appear in the grading sheet. Students with deferred grades (obtained during this COVID-19 pandemic, 2nd Semester, AY 2019-2020) may complete the requirements within one year after the lifting of ECQ.
3. No student shall be given a failing grade.
4. Students who have incurred more than twenty percent (20%) absences of the total number of hours required by the course prior to the ECQ will be marked Dropped.

III. COMPLETION AND SUBMISSION OF REQUIREMENTS

1. Course/class requirements assigned to the students (prior to the ECQ) shall be complied. Faculty members must communicate with their students about their deficiencies/ requirements using all possible modes. Likewise, they are encouraged to extend utmost consideration in giving completion requirements to students. Completion requirements should be reasonable and doable given current societal conditions and these could be submitted through any available means.
2. Graduating students are given a one-month extension (after the lifting of the ECQ) to submit graduation requirements like theses, projects, OJT/ narrative reports, case studies, student teaching portfolios, capstone / special research projects/problems, and other requirements. They are required to submit detailed accomplishment reports along with their duly approved proposals/outlines (if applicable) either in soft or hard copies, whichever is most feasible for them. Evaluators/ advisory committees are encouraged to be understanding of students who were not able to complete these projects due to ECQ.
3. Graduating students who need to comply existing deficiencies are also given a one-month extension (after the lifting of the ECQ) to settle these deficiencies. Faculty members must come up with alternative modes or other possible means for graduating students to fulfill these requirements. Faculty members shall submit to their respective schools and Registrar the list of students and their corresponding completion grades.

IV. QUALIFYING EXAMINATIONS

1. The schedule of qualifying examinations for BSE students will be moved at the end of the First Semester, AY 2020-2021.

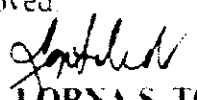
WHEREAS, HEIs are advised to regularly inform and update the CHED Regional Office (CHEDRO) in their area on activities and developments in their campuses to ensure that the CHEDRO and CHED Central Office can give any necessary support as needed.

NOW THEREFORE, upon the motion of Hon. Lorna S. Toledo, Chairperson, Committee for Education, Member – Board of Trustees, duly seconded by Ms. Pacita Rozario Z. Aquino, CCT College President /

BOT Vice- President. approved the proposed Policies and Guidelines on the implementation of SEAMLESS-BLENDED DIGITAL LEARNING (SBD) PROGRAM during the second semester and summer of SY 2019 – 2020 as a response to the Enhanced Community Quarantine period due to COVID 19 pandemic.

Enacted _____


Approved:


HON. LORNA S. TOLEDO
City Councilor Member

DR. RAYMUNDO P. ARCEGA
ALCU Representative

ATTY. AVELINO SUMAGUI
NGO Representative


MR. ANGELITO M. CARAAN
Faculty President/Member


MR. RONNIE I. MARANAN
Alumni Assoc. President/Member


MS. MARICRIZ C. TAGLE
Supreme Student Council President/Member


CERTIFIED CORRECT:


MS. JENNIFER M. ABELLANA, PhD.
BOT Secretary

ATTESTED:


MS. PACITA ROSARIO Z. AQUINO
College President/Vice Chairman, Board of Trustees

APPROVED:


HON. AGNES D. TOLENTINO, DMD
City Mayor/Chairman, Board of Trustees _____