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REPUBLIKA NG PILIPINAS
Republic of the Philippines
PAMANTASANG NORMAL NG PILIPINAS
Philippine Normal University
ANG PAMBANSANG SENTRO SA EDUKASYONG PANGGURO
The National Center for Teacher Education
Maynila
Manila

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UNIVERSITY MEMORANDUM

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TO: PNU Manila Faculty Members and Students

SUBJECT: Advisory to all Graduating Students (Undergraduate, Post-Baccalaureate, and Graduate Levels) of PNU Manila

In light of the most recent developments relative to the threat of COVID-19 that forced government to place Metro Manila under Community Quarantine effective March 15 to April 14, 2020, PNU hereby issues this advisory to all graduating students both in the undergraduate and graduate levels.

For Bachelor's (Undergraduate) and CTP (Post-Baccalaureate) graduating students:

1. Grades for Term 3, especially for PT 02, should have been submitted on March 9, 2020; however, because of class suspension and work cancellation from March 9 to 14, online submission of grades is extended until March 16-20.
2. Grades for the Finishing School should be submitted online to the Office of the University Registrar (OUR) on March 25-26, 2020. The last day of the online conduct of the Finishing School is on March 24.
3. The grades of the graduating students of CTP are all in as per advice of the OUR. Their names will be included in the final list of candidates for graduation for approval by the Academic Council.
4. The Academic Awards Committee and the Co-Curricular Awards Committee will submit the final list of honor graduates and co-curricular awardees, respectively, to the OUR and the Office of the Vice President for Academics (OVPA). The list will be posted online by the OUR after the approval by the Academic Council.
5. Since all commencement-related activities are suspended, the diploma, medals, awards certificates, and cash incentives, if any, will be handed to the awardees by the University President in a simple ceremony on a date and time to be announced later and if the situation allows it.
6. The OUR will announce later the date of release of the transcript of records (TOR), diploma, and other documents of the graduating students of Term 3, SY 2019-2020.

For MA and PhD graduating students:

1. Only graduate students who were able to defend their thesis/dissertation on or before March 9, 2020 qualify as candidates for graduation for Term 3 SY 2019-2020, subject to the submission of bound copies on April 20-22.
2. Graduate theses/dissertations that were scheduled for defense on March 10-14, 2020 will be rescheduled to April 20-25 and April 27-30. Those who are able to do their oral defense during the said period qualify as candidates for graduation for the Summer Term 2020, subject to submission of approved bound copies on May 18-20.
3. Thesis/dissertation advisers can review the post-defense revisions with their advisee/s online or in any platform available or convenient to both parties. Face-to-face advising/consultation is strongly discouraged. Faculty and advisee/s are encouraged to communicate via email or other online communication modes or platforms.
4. Since all commencement-related activities are suspended, the diploma, awards certificates, and cash incentives for the Best Thesis and Best Dissertation will be handed to the awardees by the University President in a simple ceremony on a date and time to be announced later and if the situation allows it.

For all graduating students:

1. The schedule of the Academic Council meeting for Term 3 is tentatively set on April 24, Friday, if the situation allows for a face to face meeting. If not, the approval of the candidates for graduation will be done via online referendum by the members of the Academic Council on April 24-27 to give the members more time to vote online. The OUR will facilitate the referendum with technical support from the MIS.
2. The proposed new date of graduation for Term 3 is April 28, 2020.
3. For prospective graduates of Summer Term 2020, the Academic Council will approve their graduation via online referendum on May 22-25.
4. The proposed date of graduation for Summer Term 2020 is May 28, 2020 or later as indicated in the University Calendar 2019-2020.

This set of guidelines is for PNU Manila only. However, if the Hubs/Campuses have also suspended classes and work due to COVID-19, they may consider the guidelines when appropriate or they may develop their own guidelines that will suit their context for as long as the graduation dates are consistent with PNU Manila.


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Cc: PNU Manila Faculty
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