



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

April 20, 2020

**UNIVERSITY MEMORANDUM**

No. 82  
Series of 2020

**TO: The PNU Community**

**SUBJECT: Updates on academic and administrative matters**

Upon the recommendation of the PNU Executive Committee (ExeCom) in its meeting on April 16, 2020 and in anticipation of the possible extension of the enhanced community quarantine (ECQ) or implementation of modified community quarantine after April 30, 2020, the following agreements and ways forward on matters relating to academics and administration are hereby released to the PNU Community for information and guidance:

1. The Office of the Vice President for Finance and Administration (OVPFA) is tasked to recommend alternative work arrangements of University officials and staff (regular/casual/COS) for the month of May. This is without prejudice to the guidelines that will be issued by the Civil Service Commission (CSC) on work arrangements. A separate memorandum on this will be released soon.
2. The ExeCom agreed to process, in advance, the May PVP/Salary of faculty members and administrative employees, including the salary of COS employees (April 11 to 25). A separate memo will be issued regarding the details and schedule of release.
3. The ExeCom recommends to officially end **Term 3 AY 2019-2020** for all levels, including ITL. Considerations to end the term include:
  - Challenges on connectivity of students and faculty to hold online make-up classes
  - Face to face make-up classes after ECQ is lifted may pose grave health dangers for both faculty and students

In order to finalize grades of students, the Office of the Vice President for Academics (OVPA) is tasked to submit to the Academic Council, for referendum, the following options:

Option No.	Proposed Actions	Other remarks
Option 1	Compute grades of students covering the period before the ECQ was implemented (Note: Approximately 3 weeks of Term 3 were affected because of ECQ)	Term 3 AY 2019-2020 is NOT to be included in the computation of grades for honor students

Option 2	Compute grades of students covering the period before the ECQ was implemented (Note: Approximately 3 weeks of Term 3 were affected because of ECQ)	Term 3 AY 2019-2020 is included in the computation of grades for honor students
Option 3	Give non-numerical grades PASS-FAIL-INC	
Option 4	Mass promotion	As recommended by the Student Body through the University Student Council

The ExeCom is resolved to give to our students utmost consideration in these trying times. For options 1-3, the students will be given up to December 2020 to complete any requirements or do additional work to earn a grade for any subject. Once approved, a separate memorandum will be issued directing the faculty members on how to encode the grades of students.

4. The OVPA is also tasked to finalize recommendations to the Academic Council on matters relating to Term 3 Graduation 2020:
  - List of graduating students, both graduate and undergraduate levels
  - List of honor graduates
  - List of co-curricular awardees
5. The ExeCom, through the OVPA, will recommend to the Academic Council the waiving of interview as entry requirement for PNUAT passers this year.
6. Summer classes for AY 2019-2020 are cancelled.
7. Special term (June-July 2020) for Graduate students is cancelled.
8. The OVPA, in coordination with other domains, is further tasked to prepare a comprehensive proposal on flexible learning modalities for Term 1 AY 2020-2021. For succeeding terms, separate proposals will be submitted later.

Any additional information relating to any of the above information will be issued separately. For urgent inquiries, please send an email to [vpacad@pnu.edu.ph](mailto:vpacad@pnu.edu.ph) for academic-related concerns and [vpfa@pnu.edu.ph](mailto:vpfa@pnu.edu.ph) for administrative-related concerns.

I would like to take this opportunity to launch the **PNU Crisis Helpline** to assist PNU students, faculty members, administrative employees, and our front liners who may need confidential assistance from our trained guidance counselors and crisis responders. Information and materials on this will be made available via our website and official FB page.

Let us continue to work together to ensure the safety of everyone in the community.

  
**BERT JAZMIN TUGA, PhD**  
*President*