Republic of the Philippines

Pangasinan State University

Office of the University President

Lingayen, Pangasinan

**Memorandum Order No. 034**

**Series 2024**

**April 04, 2024**

To: **VICE PRESIDENTS**

**CAMPUS EXECUTIVE DIRECTORS and**

**OUS AND SAS EXECUTIVE DIRECTORS**

**UNIVERSITY OFFICIALS**

**PSU EMPLOYEES**

**PSU STUDENTS**

Subject: **IMPLEMENTATION OF HOME-BASED SYNCHRONOUS ONLINE CLASSES ON APRIL 8 and 11 to 13, 2024**

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To minimize health risks and considering the detrimental effects brought about by the prevailing high heat index ranging from 36°C to 42°C based on the forecast in the Province of Pangasinan, PSU shall implement home-based synchronous online classes on April 8 and 11 to 13, 2024.

The following are the guidelines for the implementation of the short-term shift to synchronous online modality:

1. The short-term shift shall be implemented from April 8 and 11 to 13, 2024 only. April 9 and 10 are declared as national non-working holidays.

2. All subjects shall be delivered using the synchronous online modality. All laboratory activities and research activities shall be done after the mentioned week; however, the faculty members shall provide synchronous or asynchronous activities aligned to the intended course and learning outcomes mentioned in the course syllabus.

3. Related learning experiences, student internship, and practice teaching are NOT covered in the short-term shift since they will be completing the required hours for the subject. However, in cases where the partner Host Training Establishments (HTEs) have integrated remote work modalities including synchronous/asynchronous options in the internship program, the equivalent hours shall be included in reckoning the total number of hours.

4. Faculty shall work on a work-from-home arrangement. However, in exigency of service, faculty may be required to report onsite to work on accreditation or assessment-related responsibilities.

5. All faculty with designations shall report onsite during the implementation of the short-term shift to synchronous online classes.

6. The department chairperson and college dean shall monitor their respective faculty. The college dean shall submit the monitoring reports to the office of the Campus Executive Director every day.

7. Non-teaching personnel shall report onsite during the synchronous online classes.

8. The CEDs and EDs shall inform all relevant stakeholders that might be affected by this implementation.

For information and guidance.

Digitally signed by

**ELBERT MANANGAN GALAS**

04/02/2024 17:23

**ELBERT M. GALAS, DIT**

University President