



Memo 2020-05-001  
May 5, 2020

TO : ALL GCM FACULTY & STUDENTS  
ALL SUPPORT STAFF

THROUGH : ACADEMIC DEPARTMENT CHAIRS/SECTION HEADS  
ADMINISTRATIVE UNIT HEADS

SUBJECT : END OF THE SEMESTER ADVISORY AMIDST COVID-19

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In light of the extension of the Enhanced Community Quarantine (ECQ) as part of our government's effort to contain the spread of the COVID-19 disease, we invite the attention of our faculty, staff and students to the following details for information and proper guidance:

**1. ACADEMIC CONCERNS :**

**1.1. School Calendar**

The 2<sup>nd</sup> Semester, AY 2019-2020 shall officially end as follows:

| Year Level | End of Semester |               |
|------------|-----------------|---------------|
|            | Local           | International |
| Level 1    | May 15, 2020    |               |
| Level 2    |                 |               |
| Level 3    |                 |               |
| Level 4    | April 30, 2020  | May 30, 2020  |

**1.2 Instruction, Assessment of Learning & Grading System**

- 1.2A The conduct of face to face classroom instruction will continue to be suspended even after the lifting of the ECQ. Flexible learning delivery modes, such as electronic and non-electronic learning methods, modules, self-directed learning activities, simulations, case-based scenarios, among others will be adopted.
- 1.2B Faculty members are encouraged to explore avenues, be creative and resourceful to ensure students are given equal access to the lessons and learning materials, as well as a chance to submit requirements with reasonable leniency taking into consideration the limitation in the access of Internet connection and availability of the relevant learning resources.
- 1.2C Additional activities and assignments was discontinued after April 24, 2020 to give the students quality time to self-evaluate, do self-study and work on the completion of the expected outputs as required in the activities/assignments given by the faculty in each course.
- 1.2D Department chairs and Faculty will be available for consultation and will continue to monitor the academic progress of their students through the use of accessible communication technology until the end of the current semester.
- 1.2E Tentative grades are to be submitted on April 30, 2020. This will be computed based on the latest student's performance on records before the implementation of the ECQ to reasonably assess the class standing of the students.

A self-directed academic intervention will be given to students who are likely to fail in reference to #1.2E. To facilitate a focused learning and maximize students' time, the department chair will provide the students with a must know, must Learn study guide. Examination will be administered online within June 22-27, 2020.

1.2F Students shall be given thirty (30) days after the end of the current semester to submit the expected activity outputs and other curricular requirements given during the ECQ period. All academic activities complied and submitted will carry a weight in determining the final grade for the course/subject.

1.2G A mark of **DROPPED** will be given to students who have not attended a single class meeting for a particular course before the implementation of ECQ & suspension of the face to face classes; however, if the said student has reached out to the faculty during ECQ with justifiable reason and participated in the flexible learning activities conducted by the faculty, a grade of INC. may be given after a careful evaluation.

A grade of INC shall be given to students who by reason of limited access to internet connection, instructional materials, health and other quarantine related concerns, are unable to submit the learning outputs within the set deadline.

Student with an INC grade is given one (1) year from the close of the semester within which to comply with the academic deficiencies.

No FAILED mark shall be given for the current semester. Final numerical grades shall be given to the students who have complied with the minimum requirements for the course.

Submission of the final grades in all levels shall be on June 30, 2020.

### 1.3 Pre-requisite course

Students shall be allowed to enroll a course in the succeeding semester even if the required pre-requisite course taken in the 2<sup>nd</sup> Semester, AY 2019-2020 was given an INC grade.

### 1.4 Internship/Clerkship

Students under the clerkship program will have until July 15 for their completion and adjustment of procedural requirements, catch up activities, serving of extensions and deficiencies. The school will exercise maximum consideration and leniency in the conduct of make-up classes/clinical duties and modification of curricular requirements without compromising the attainment of learning outcomes (ref: CHED Advisory #6, April 13, 2020)

If after the lifting of the ECQ, the resumption of the Medical Internship Program cannot continue due to safety concerns, a flexible alternative learning modalities will be adopted and shall be credited in lieu of the missed clinical rotation (ref: APMC Advisory, April 16, 2020).

***The school shall make an official announcement of its actions in case of any development or future advisories received from CHED & APMC pertaining Internship.***

### 1.5 Post Graduate Internship Program (PGI)

The new Post Graduate Internship Program for 2020-2021 will tentatively start on August 1, 2020. (APMC Advisory, April 16, 2020).

### 1.6 Submission of degree completion requirements

Graduating students are deemed graduate in the current academic year, provided academic requirements are fully complied and financial obligations are settled.

In-person graduation ceremonies are discouraged given the continuing need for physical distancing and the restrictions on mass gathering.

Candidates for graduation for the 2<sup>nd</sup> Semester, AY 2019-2020 shall submit all degree completion and other requirements on or before May 30, 2020.

Release of school credentials (TOR, Diploma, Certificates, etc.) for graduates will be facilitated once the Special Order (SO) becomes available and released to the school by the Commission on Higher Education (CHED).

## **2. Tuition and Other Fees**

Students are encouraged to settle their outstanding balance.

The school, in consideration of the challenges and circumstances brought about by this COVID-19 pandemic, came up with the following payment scheme below:

40% of the outstanding payable on or before the close of the semester.  
60% payable in three equal monthly installments, to wit :

- ✓ 1<sup>st</sup> installment, upon enrolment
- ✓ 2<sup>nd</sup> installment, following month after the 1<sup>st</sup> installment
- ✓ 3<sup>rd</sup> installment, following month after the 2<sup>nd</sup> installment

For International students, settlement of your balances should be made on or before **May 11, 2020** for MD and **May 15, 2020** for BS.

International Student is advised to consult with Dr. Mila Maruya should there be a constraint in complying with the payment requirement.

## **3. Intention to Return to Country of Residence**

Students who would opt to go back to their respective home/country may do so, provided:

- 3.1 They are aware of their academic status;
- 3.2 Ensure that all academic and other end-of the semester requirements asked from each subject enrolled are fully complied or can be complied/submitted through online within the set deadline;
- 3.3 Get clearance from their respective agent/consultant (international students);
- 3.4 The receiving LGU and/or Embassy are willing to accept them when they return back. Mandatory requirement for quarantine upon their return to Cebu, Phils. must be strictly observed.

## **4. Enrolment for the 1<sup>st</sup> Semester, AY 2020-2021 follows:**

| Year Level |                  |   |
|------------|------------------|---|
|            | Enrolment Period | Start of Classes  |
| Level 1    | June 1-August 15 | August 17   |
| Level 2    |                  |   |
| Level 3    | July 6-August 1  | August 3  |
| Level 4    | June 15-July 11  | <i>July 13-17</i><br>(Bridging & Program Assessment)<br><br><i>August 1</i><br>(Start of Clerkship) |

## 5. **Academic and Financial Issues/Concerns** :

Issues and concerns pertaining to the academic compliance and/or settlement of financial obligations may arise due to the unfavorable circumstances and effect of COVID 19 pandemic. As such, we encourage our students to direct their concerns and issues to the chairperson of the concerned department or to your Associate Dean as the case maybe.

Concerns about Finance should be directed to :

- Local students - Ms. Anicar Gomez, mobile number 0919-069-4325
- International students - Dr. Mila Maruya, mobile number 0916-523-2840

## 6. **Work Arrangements & Outputs**

1. Administrative officials shall continue to observe the "work from home" arrangement.

All support staff shall observe the "work from home" arrangement as maybe applicable, and as directed by their unit heads, in order to maintain productivity. As such, all support staff are expected to submit online their deliverables as maybe required from them.

As soon as the ECQ is lifted, work in the Gullas College of Medicine shall resume.

The maintenance team shall start with the cleaning and disinfection of the work and learning premises, and make these ready for the resumption of work.

Accordingly, announcement as regards the revised work arrangement plan to be implemented after the lifting of the ECQ will be released by the HR Department.

2. Academic officials (Dean, Assoc. Dean, Chairs/Section Heads) as part of the Institution Continuity Plan has to submit a concrete plan on how to adopt to the new normal in education and lay down actions to seamlessly implement a flexible learning or other learning modalities applicable under the new education landscape for lecture/laboratory courses, including that of the Internship program.
3. In preparation for the incoming semester, Department chairs/sections heads/ faculty shall modify their course syllabi and course plan, specifically in the area of Teaching-Learning Activities (TLA) with the consideration of the Flexible Mode of Instruction. Instructional materials that conforms to online and self-directed learning modalities should be prepared and be made available for the 1<sup>st</sup> semester.

## 7. **Safety Precaution**

Safety measures shall be undertaken once school operations resume. In compliance with the Physical Distancing Policy, wearing of masks, frequent washing of hands with soap and water.

STAY HEALTHY AND SAFE.

  
**JASMIN FRIBERG, M.D**  
Associate Dean

  
**NINO PASTOR, M.D.**  
Dean

  
**ROSEMARIE CRUZ-ESPANOL, CPA, DM**  
VP for Finance and Administration