



**UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY**

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OFFICE OF THE CHANCELLOR

13 January 2023

MEMORANDUM NO. FRN-23-002

TO : Deans, College Secretaries, and Heads of Units,
Students and Student Organizations

SUBJECT : Back-to-Campus Plan and Updates on Preparations
Second Semester AY 2022-2023

The UP Diliman (UPD) campus is fully reopening this Second Semester of the Academic Year 2022-2023. Over the course of the pandemic, the University has done its utmost efforts to maintain operations and pursue the reopening of classes by implementing modified work schedules and retrofitting offices and classrooms to comply with the Inter-Agency Task Force (IATF) and local government unit (LGU) health and safety protocols. Recognizing the improved pandemic conditions and taking its cue from the World Health Organization's assessment that we are nearing the end of the public health crisis, UP Diliman declared on 29 September 2022, its [readiness to return to campus](#). Our position is also in step with the Commission on Higher Education Memorandum No. 16 Series of 2022, which enjoins Higher Education Institutions (HEIs) to transition back to onsite learning.

In line with this, I am reproducing here the Back-to-Campus Plan that was presented to the Special Meeting of the Executive Committee on 27 September 2022, and subsequently approved by the University Council during its 173rd meeting on 10 October 2022. I have since directed all units to prepare for the full reopening of its offices and learning spaces.

To keep all offices, units, and the rest of the community informed on the status of our preparations, please refer to the annexes attached to this memo. Much of the information contained here are practical in nature and will be helpful as we transition back to campus life.

The annexes are as follows:

- Annex 1: Academic Policies for Second Semester AY 2022-2023
- Annex 2: Academic Field Activity Guidelines
- Annex 3: University Library Services

Annex 4: Campus Internet Connectivity
Annex 5: Student Support Services (Housing and others) in OVCSA
Memo LRS 2022- 020
Annex 6: UP Diliman Food Service Providers
Annex 7: Transport-Related Preparations
Annex 8: Health and Psycho-Social Services
Annex 9: Health Protocols and Guidelines on the Conduct of
Face-to-Face Classes

Guided by a shared responsibility to our community, everyone is advised to continue complying with health and safety protocols and adopt helpful practices such as getting vaccinated. UPD faculty, students, and staff are urged to take an active part in the collective effort to prevent a surge in COVID-19 in the implementation of F2F class activities inside and outside the UPD campus.

We are now looking beyond the pandemic. We look forward to rejuvenating campus life that is integral to UP education.


FIDEL R. NEMENZO, D.Sc.
Chancellor



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OFFICE OF THE CHANCELLOR

University of the Philippines Diliman

Back-to-Campus Plan Second Semester AY 2022-2023

Presented at the Special Meeting of the UPD Executive Committee
on 27 September 2022

Approved by the University Council during its 173rd meeting on 10 October 2022

Recent declarations of the World Health Organization point to the nearing end of the pandemic. For universities across the world and in the Philippines, these overtures to endemicity signal our safe return to campus while at the same time emphasizing increased vigilance to prevent resurgence, reduce virus transmission, sustain vaccination efforts, strengthen medical support services, and ensure that we take the best lessons from the pandemic with us moving forward.

In the past few years, the University of the Philippines has made concerted efforts to ensure continuity of education through the shift to remote learning and, as we gradually return to campus, to develop policies and protocols to guide the community toward the safe reopening of our campus and classrooms. In UP Diliman, the UPD COVID-19 Task Force and the UPD Crisis Management Committee have worked hand in hand to provide guidance for the units to implement, minimizing the impact of the pandemic on our community while preparing for the return to normalcy.

As a community, we have ensured the safety of constituents and the continuity of learning throughout the worst of the pandemic; ramped up vaccination efforts against COVID-19 for UPD constituents and the public at large; and developed and updated the UPD Guidelines for Limited Face-to-Face Activities through the changing circumstances of the public health crisis to emphasize values of risk assessment, mitigation, and community solidarity as we resume face-to-face classes.

Through these efforts, we are now reaching a level of confidence at which we can safely and feasibly reopen the campus and our learning spaces fully by the Second Semester of the Academic Year 2022-2023.

As we proactively move toward this goal, we remain guided by the following principles:

- We uphold the mandate of UP as the national university tasked to lead in higher education and development, research and advanced studies, and public service. For this purpose, we must always ensure the quality and continuity of instruction and learning.
- We must recognize, assess, and continue to mitigate the many risks of COVID-19 and other calamities that challenge and disrupt learning and education. In response, we harness scientific and data-driven approaches toward academic improvements and program innovations.
- We must constantly consider equity and democratic access to quality education, and thereby encourage maximization of all learning modes now available to us, whether physical/face-to-face or remote/virtual.

This UPD Back-to-Campus Plan is hence offered to guide and enable units to proactively decide, implement, and operationalize these principles in their offices and classrooms as we fully reactivate the campus in the semesters to follow.

Preparations for Reopening

Physical Infrastructure

1. As we continue to retrofit learning spaces and determine the safest capacity and applicable health protocols for their use, units may refer to risk assessment guides in the following issuances:
 - Memorandum OVPAA No. 2022-128
 - UPD Guidelines for Limited Face-to-Face Activities Version 6.1
 - UPD Risk Assessment Matrix
2. Further improvements to physical infrastructures to ensure effectiveness of the blended learning environment may be determined, planned, and implemented accordingly by academic and non-academic units:
 - Augmentation and improvement of internet connectivity
 - Development of student learning spaces to facilitate smoother shifts across different learning modes in different classes
 - Continuous implementation of engineering controls to enhance ventilation and air quality, including the procurement of ventilating equipment like fixed intake and exhaust fans, stand fans and ventilation subsystems to be integrated with existing air conditioning systems, integrated ventilation and air conditioning systems with

air purification and disinfection for new buildings, air purifiers, UV filters, carbon dioxide monitors, etc. It is highly encouraged that a long-term, permanent ventilation solution is installed in all spaces going forward in order to reduce the risk of transmission of airborne diseases. The ventilation system should be made adjustable to address varying requirements in the prevention of airborne disease transmission that depend on the extent of outbreak or alert level in the community. Empowerment of building administrators in implementing strategies to maintain compliance with ventilation and air quality standards in buildings is essential.

- Continuous enforcement of administrative controls to ensure adherence to minimum health and safety protocols among students, faculty, staff, and REPS;
 - Other efforts to mitigate risk and encourage responsible social behavior in the whole community.
3. To ensure that all colleges and units are able to address necessary improvements to physical infrastructure, it is recommended that UPD provide funds that units can tap. This ensures that no unit is left behind these preparations.

Blended Learning Preparations

4. Academic units may commence with assessments of their curricula to determine the most effective and conducive delivery modes for their classes and programs. Adjustments must be determined in consultation with colleagues and students in the exercise of academic freedom and democratic consultation.

For the next semester, planning must already commence on class offerings, class modes, and class sizes on the assumption of full-scale classroom operations alongside remote learning options.

5. While harmonization of academic policies is needed to account for the practices arising from various learning modes, drastic changes to policies shall be minimized. At the same time, maximizing efforts that have been put in preparing for blended learning (face-to-face, virtual, remote).
6. Programs, events, and activities as they are gradually revived in different venues and spaces must be planned with due consideration to the health and safety of participants. To gradually and safely increase traffic in unit facilities, the following considerations may be made for activity approvals:

Type of activity

First priority: official UP activities, academic or non-academic (e.g. graduation activities, orientation assemblies, the Lantern Parade and other traditional festivities)

Second priority: UP-endorsed or College-endorsed activities, academic or non-academic (e.g. student organizational activities, class-led events); non-UP academic events

Last priority: non-UP, non-academic events

Nature of activity (background, objectives, general description of conduct)

Duration of activity (program and length, depending on venue)

Number of attendees (if number surpasses ideal venue capacity, additional safety measures must be taken)

Other supporting details (physical layout/arrangements, presentation media, convenience facilities, power, waste handling, security and emergency protocols, public media if applicable, ingress and egress plan, parking, support requests to PSSO, TMO, CMO or DEMO)

7. **The University shall facilitate timely dissemination of updated information with regard to the COVID-19 situation and the return to full-scale operations on campus.** It shall also assist in harmonizing policies and protocols with University guidelines as these are cascaded from pertinent offices, including the National Government, the Department of Health, the Quezon City LGU, and UP System Offices.

Support for Students, Faculty, Staff, and REPS

8. Preparations of faculty and staff toward returning to campus necessarily include administrative, logistical, and mental preparations.
 - a. Units shall determine appropriate and commensurate work arrangements for staff consistent with issuances from the Civil Service Commission, the Department of Labor and Employment, the Office of the Vice President for Administration, and the UPD Office of the Vice Chancellor for Administration. To this end, units will be guided by official memoranda from the UPD OVCA.
 - b. Best practices from the pandemic shall be retained in staffing configurations to ensure sufficient physical and mental preparations for returning to campus, such as the activation of Health Liaison Officers and capacity-building for Building Administrators.
 - c. OAT-OVCAA, LRC-OVCSA, HRDO-OVCA and OVCRD can organize seminars/webinars and workshops on best practices in blended learning environments for faculty, students, staff and REPS, respectively.

Colleges can also organize similar seminars/webinars and workshops

9. UP Diliman and all its offices and units must continue to provide support for students, faculty, staff, and REPS in navigating the transition. Units are enjoined to tap creative means of providing these for students on the college level as well.
 - a. Medical Support
 - i. Facilitate full-scale operations of the newly renovated UP Health Service.
 - ii. Sustain vaccination efforts against COVID-19 and other illnesses.
 - iii. Provide guidance for COVID-related or non-COVID related health emergencies in units and classrooms.
 - iv. Increase support for and visibility of the UP Mental Health Network.
 - b. Learning support
 - i. Reopen library and computer facilities to address students' technological needs for learning in the blended environment.

- ii. Strengthen and disseminate UP's available financial aid programs for students, staff, faculty, and REPS.
- c. Food Support
 - i. Provide food concessionaires and vendors with appropriate guides for safe reopening to ensure availability and accessibility of food on campus.
- d. Housing Support
 - i. Expedite construction and renovation of dorms for students.
 - ii. Plan for housing support for staff and employees as student housing facilities return to full-scale operations.
- e. Mobility Support
 - i. Provide support to public transportation groups to increase public utility vehicles on campus.
 - ii. Provide mobility support in line with environmental sustainability efforts through the provision of bike lanes and bike racks,

BACK-TO-CAMPUS TIME FRAME (For discussion)

FIRST SEMESTER AY 2022-23				
August	September	October	November	December
Continuation of limited face-to-face class activities Sustain reopening of public spaces to UP official events (academic and non-academic)	Discuss Back-to-Campus Plan with UPD community	Finalize and Publish Back-to-Campus Document (1 st week) OFFICIAL ANNOUNCEMENT OF BACK-TO-CAMPUS Planning and academic programming by units. Dissemination of information by units to constituents (students, faculty, others) Evaluation of blended learning	Continue physical infra and support service preparations (classrooms, libraries, dorms, public transpo, UHS, connectivity, etc.) Continue academic program planning by units (curriculum, classes, etc.) Result of evaluation of blended learning	Continue physical infra and support service preparations (classrooms, libraries, dorms, public transpo, UHS, connectivity, etc.) Wrap up of major preparations FINAL ACAD YEAR PLANS ANNOUNCEMENT

		Physical infra and support service preparations (classrooms, libraries, dorms, public transpo, UHS, connectivity, etc.)		
SECOND SEMESTER AY 2022-23				
January	February	March	April	May
Reopening of public spaces to non-UP groups and events	Back to Campus UP FAIR!			



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ANNEX 1

**University of the Philippines
Diliman**

**Academic Policies for
Second Semester AY 2022-2023**

Dear Faculty,

Please find attached OVPAA Memo 2022-171 on Academic Policies for Second Semester AY 2022-2023, for your information and guidance. Note that academic policies for the current semester are retained while our semestral schedule and learning delivery mode has been updated.

A copy of the memo is reproduced below.

Re: ACADEMIC POLICIES FOR THE SECOND SEMESTER AY 2022-2023

As we move to the next normal with the improved COVID-19 pandemic situation, the University will implement the following academic policies for the Second Semester AY 2022-2023. These policies are based on the results of the consultations conducted by the different Constituent Universities of the UP System and the deliberations at the System Academic Affairs Committee (chaired by the Vice-President for Academic Affairs with the Assistant Vice-Presidents for Academic Affairs, Vice-Chancellors for Academic Affairs and Vice-Chancellors for Research and Extension/Development as members) and the President's Advisory Council (chaired by the UP President with the Vice-Presidents, Chancellors and the Directors of the Philippine General Hospital and the Bonifacio Global City (BGC) campus as members).

1. Academic Calendar

For CUs with a semestral schedule, the Second Semester AY 2022-2023 will return to the 16-week format **with a Reading Break**. A modified academic calendar for the Second Semester will be released separately. On the other hand, the Midyear will return to the 5-week format with no Reading Break. The academic calendar for **AY 2023-2024** will be finalized in **January 2023**.

2. Class Size

University policies on class size will be in force. Units are reminded that the class size is subject to the nature of the course and is determined by the optimal utilization of the unit's faculty and infrastructure resources.

3. Learning Delivery Mode

Guided by [OVPA Memomandum No. 2022-88](#) and [OVPA Memomandum No. 2022-128](#), undergraduate courses will follow either Model 2 or 3 of the blended learning delivery models except for clinical rotations, internships, on-the-job training, intensive laboratories, community-based immersion, and similar programs. Graduate courses, on the other hand, may opt to follow Model 1, 2, or 3. The face-to-face component of Models 2 and 3 should be at least 50% and delivered in a learning-centered context, following, for example, the flipped classroom model. The hyflex model may be adopted, provided its infrastructure is in place.

4. Learning Spaces

CUs are encouraged to identify learning spaces in their respective campuses where students can conduct synchronous and/or asynchronous activities related to courses they are registered in.

The following sections of the University Policies specified in [OVPA Memomandum No. 2022-127](#) are retained.

1. a. Academic Policies

- Academic delinquency rules—warning, probation, dismissal, permanent disqualification
- Degree program retention rules
- Maximum Residency Rule (MRR)
- Prerequisites (including the [University policy on waiver of prerequisites](#))
- The grading system
- Deadline for dropping and leave of absence
- Attendance (The faculty may adopt different attendance requirements considering their student's lack of or poor internet access, COVID-19 infection, and other pandemic- or disaster-related concerns).

2. Course Implementation Feedback

3. Academic Requirements

4. Cross Registration



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- e. Faculty and Student Load
- 2. Suggested Notices and Statements
- 3. Course Packs
- 4. Basic Education
- 5. Others
 - a. Suspension of the cap on the number of units taught by lecturers
 - b. AY 2022-2023 University policy on Up-or-Out or In-or-Out
 - c. Payment of the corresponding hourly rate for lecturers equivalent to a 16-week semestral load
 - d. Suspension of the cap on the number of faculty members in an academic unit who can go on study leave.

Thank you.

Truly yours,

Ma. Theresa T. Payongayong, PhD
Vice Chancellor for Academic Affairs
Professor, Department of Philosophy
University of the Philippines
Diliman, Quezon City



**University of the Philippines
Diliman**

**Face-to-Face Academic Field Activity
Guidelines
(UPD F2F AFA Guidelines)
Second Semester AY 2022-2023**

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

These guidelines and the documents attached are for F2F internship/practicum/OJT and other F2F on-campus and off-campus AFAs including the National Service Training Program (NSTP) AFAs. These only apply to the duration of the required or optional AFAs that are in the academic unit's program curriculum. Voluntary field and extracurricular activities are not covered by these guidelines. The F2F AFA component of the course must be clearly indicated in the approved course syllabus and must be linked to the learning objectives of the course.

OFA Diliman shall implement different processes for Internship/OJT/Practicum, on-campus, off-campus, National Service Training Program (NSTP), and special F2F AFA requests. The safety of the AFA venues, coordination with and approval of the concerned LGU, compliance with minimum health and safety protocols, medical clearance (if applicable), and insurance requirements of AFA participants shall be ensured by the College before a request and other usual documents related to AFA implementation are forwarded to OFA Diliman via email at ofadiliman@up.edu.ph. *Note: The Certificate of Authority for F2F AFAs signed by the Chancellor will no longer be required starting 2nd semester of A.Y. 2022-2023.*

Below are the details of the guidelines:

1. The academic unit may constitute a **technical committee** to facilitate the evaluation of the requirements for the safe F2F implementation of the unit's AFAs. It shall ensure that the following are in order:
 - a. safety and compliance of AFA venues with the COVID-19 minimum public health standards
 - b. proper consultation with the students and stakeholders



- c. Any document indicating LGU approval¹
There must be proper coordination with the LGU that holds jurisdiction over the AFA venue/s.
- d. unit's comprehensive health and safety protocols
- e. adherence of F2F AFA participants to the minimum health and safety protocols

2. The academic unit, through the FIC/IC, must ensure the following:

- a. Dissemination of relevant information and consultation with students and stakeholders.

Enlistment. Academic units shall indicate the following under the CRS remarks section of the course:

"WITH F2F [AFAs or INTERNSHIP]; *Please note that requirements will include medical clearance for students with medical condition/s, comorbidities, or maintenance medication, and medical insurance for students who are not eligible for the [RA 10931 Free Tuition Act](#)."

Consultation. Requesting units are expected to consult with students, parents or guardians, faculty, staff, and concerned LGUs as part of their request for F2F classes with AFA component. Consultation may be done at the level of the college, department, or class, as deemed fit by the requesting unit.

- b. Compliance with medical clearance requirement, if applicable

Students with medical condition/s, comorbidities, or with maintenance medication must consult with UP Health Service and secure medical clearance before joining any AFA. This is in compliance with [CHED Memo 63 s.2017](#) and [CHED Memo 104 s. 2017](#). Copies of the medical clearance, if applicable, must be submitted to OFA Diliman via email prior to the conduct of the F2F AFA/s;

- c. Compliance with insurance requirements of AFA participants

Students who are NOT eligible for [RA 10931 Free Tuition Act](#) must secure medical insurance that includes health, accident, and medical and surgical emergencies related to their involvement in academic and similar experiential learning activities outside the regularly assigned UPD or UPD constituent unit's classrooms. The medical insurance should be valid for the scheduled F2F AFA. This is in compliance with [CHED Memo 63 s. 2017](#), [CHED Memo 104 s. 2017](#), and [Section 8 of RA 9163](#). A list of the

¹ The **LGU approval** is still required by CHED and IATF, consistent with [CHED Memo 9 s. 2022](#) (item IV-E, page 8). OFA Diliman has sent a letter to CHED requesting the removal of LGU approval as a requirement to conduct F2F AFAs. The Office will update the units as soon as CHED releases its decision on the matter.



students who are not eligible for [RA 10931](#) and their corresponding insurance policy numbers must be submitted to OFA Diliman via email prior to the conduct of the F2F AFA/s;

***Note:** In addition to the students' existing insurance, any untoward incident in the field is covered by the "[Financial Assistance for Student Contingencies Program](#)" (FASCP) to all qualified students. For details of the FASCP, the FIC may coordinate with the UP Diliman Office of Scholarships and Grants (OSG).*

- d. Updated contact information of AFA participants and emergency contact person

The Faculty-in-Charge/Internship Coordinator (FIC/IC) shall keep on file the contact details of the parent/legal guardian and emergency contact person of every student. The communication lines with the Department Head/Institute Director must always be open during the entire conduct of AFA.

- e. Adherence to approved AFA schedule

The FIC/IC shall ensure that the approved schedule of activity/ies is strictly followed during the conduct of AFA. In case of any change in schedule, the faculty should properly coordinate the change with the parties involved and the head of her/his unit as soon as possible.

- f. With due diligence by all parties, especially the FIC/IC, every AFA is expected to achieve the learning objectives without any untoward incident that harms the safety or security of a person or results in damage or loss of property. In the event of any untoward incident during the conduct of internship/OJT/practicum or other AFAs, the FIC/IC shall be guided by the Field Incident Reporting Guidelines ([Memorandum No. OVCAA-BMP 15-095](#)). OFA Diliman must also be informed of the incident immediately via email.

3. The academic unit must ensure that **all requirements are in order before the start date of the F2F AFAs.**

4. **F2F On-campus AFAs.**² The academic unit shall fully process and act on all requests for F2F on-campus academic field activities of the unit, with the exception of on-campus internships/OJT/practicum. The unit shall only be forwarding the following documents to OFA Diliman via email: (a) [Summary Report](#) (Appendix A) of the approved on-campus F2F AFAs during the semester, which is to be submitted at the beginning of the semester, and (b)

² **On-campus AFAs** are academic and similar experiential learning activities done outside the regularly assigned classrooms but within the premises of the UP Diliman Campus or its constituent unit. Examples include field surveys of engineering students at the academic oval, Vargas Museum tour, bird watching in UP Arboretum, and others.



5. FIC-accomplished [AFA Evaluation Form](#) (Appendix J) for the conducted AFA which is to be submitted before the semester ends.
6. ***NSTP F2F Community Engagement Projects and Other NSTP F2F AFAs.*** NSTP classes shall adhere to the rules and requirements prescribed by the NSTP Diliman Office for the

safe conduct of NSTP F2F AFAs, as supervised by the NSTP College Coordinator, in close coordination with the unit. In addition, the College-approved [Summary List of NSTP Academic Field Activities](#) (Appendix B) must be submitted by the College NSTP Coordinator through the NSTP Diliman Office to OFA Diliman at the beginning of the semester before the earliest date of AFA implementation.

Moreover, the FIC must accomplish and submit the [AFA Evaluation Form](#) (Appendix J) for the conducted NSTP AFA/s before the semester ends.

7. ***Special F2F AFAs.***³ Request for the conduct of Special F2F AFA/s is subject to the approval of the Dean/Head of the academic unit. The FIC must, however, inform OFA Diliman and submit the approved [Special F2F AFA Request Form](#) (Appendix C) via email at least two (2) days before the activity date. The [evaluation form](#) (Appendix J) must also be accomplished and submitted by the FIC to OFA Diliman before the semester ends. It is incumbent upon the offering unit to take precautionary measures to ensure the authenticity of the event/activity, the safety of the participating students, and the compliance of the Special AFA venue/s with the minimum COVID-19 public health standards.

8. ***Other F2F Off-campus AFAs.***⁴

- a. After the unit has found the requirements for the safe F2F implementation of its requested AFA in order (e.g. safety of F2F AFA venue/s, etc) and consistent with the relevant University and CHED Guidelines, the implementing unit shall submit its accomplished [Face-to-Face \(F2F\) Academic Field Activity \(AFA\) Request Form](#) (Appendix D) to OFA Diliman via email. The request form indicates the nature and other pertinent information regarding the requested F2F off-campus AFA. This must be duly signed by the FIC, the Department Chair, and the head of the academic unit. This must be submitted along with copies of accomplished [Student Participation Agreements](#) (SPA) to OFA Diliman at least seven (7) days prior to the activity date. Accomplished SPAs shall be collected by the FIC from her/his students.

³ ***Special F2F AFAs*** include time-sensitive invitations to attend or participate in culture and arts events or programs outside the University (e.g. performance viewing at the CCP).

⁴ ***Off-campus AFAs*** are authorized academic and similar experiential learning activities undertaken outside the premises of UP Diliman, or outside the premises of its constituent unit. Examples include plant industry visits, field trips, fieldwork, field school, and others.



The **SPA** (Appendix E) is a document of acknowledgment that the student understands the benefits, relevance of the AFA/s to the course and/or degree program, and the risks associated with the conduct of F2F off-campus AFA. Accomplished SPAs shall be collected by the FIC from her/his students. This document also contains provisions on the responsibilities of the student and teacher during the implementation of AFAs. It serves as a declaration that the student is physically and mentally fit and has valid insurance coverage during

her/his F2F AFA participation. The agreement is therefore an assurance that proper protocols are being followed and risk assessments have been completed prior to the conduct of AFA.

- b. In addition to the responsibilities enumerated under item 2, the FIC is reminded to do the following during the conduct of the F2F off-campus AFA:
 - i. inform the head of her/his department of the exact time of departure from and arrival at the campus. As much as possible, the point of assembly/departure must be inside the University campus.
 - ii. exercise due diligence in ensuring the safe mobility of students by getting transportation vehicles with updated/valid documents pertaining to registration, insurance coverage, driver's license, and assurance of roadworthiness among others.
 - iii. make proper arrangements such as endorsement of the students to the field partner, among others, in cases when the FIC cannot physically accompany the students. The communication line between the FIC and the identified person-in-charge must always be open.
- c. The FIC must also accomplish the [AFA Evaluation Form](#) (Appendix J) before the semester ends.

9. *F2F Local Internship, Practicum, and On-the-Job Training*⁵

OFA Diliman shall implement a two-step process for Internships/practicum/OJT. The first step involves the MOA/MOU processing initiated at least a semester before the conduct of the AFA/s. After acquiring a copy of the valid MOA/MOU, units can proceed to the second step which requires coordination with the College Technical Committee (CTC) for the safe conduct of the F2F internship/practicum/OJT (e.g. safety of F2F AFA venue/s, etc), and submission to OFA Diliman of F2F AFA requirements duly endorsed by the Dean/Head of

⁵ ***F2F Local Internships, Practicum, and On-the-Job Training*** are AFAs that involve the long-term deployment of student intern/s to a host training establishment (HTE) as coordinated by the students' respective academic unit.



Unit during the semester of the requested F2F internship/practicum/OJT. Units must take note of the following before conducting F2F internship/practicum/OJT:

- a. There should be a formal agreement through a **Memorandum of Agreement (MOA)** or **Memorandum of Understanding (MOU)** with the **Host Training Establishments (HTEs)** where the students are to be assigned. Clear protocols for monitoring and feedback, such as workload, duration of work, intellectual property rights, allowance, and compensation scheme (if any), shall be put in place. MOAs and MOUs are signed by the University Chancellor and a qualified representative of the HTE. See **Appendix F: [Memorandum of Agreement Template](#)**, and **Appendix G** for the **[MOA/MOU Process for Local Internships](#)**. Academic units are highly encouraged to start processing their MOA or MOU with an HTE **at least a semester** before the conduct of the F2F practicum, OJT, or internship.
- b. The academic unit shall only deploy students to **reputable HTEs**. Reputable HTEs are “duly authorized and registered entities, institutions, or establishments in the Philippines by the Security Exchange Commission (SEC) or the Department of Trade and Industry (DTI) and with an established system of training.”
- c. The duration of the practicum, OJT, or internship program shall be up to a **maximum of five (5) months** in accordance with the approved curriculum, except for highly technical programs that require longer internship hours. If the practicum, OJT, or internship program will last for more than 5 months, the FIC/IC shall seek the approval of the Office of the Chancellor (OC) through the Office of the Vice Chancellor for Academic Affairs (OVCAA) – OFA Diliman.⁶
- d. Students who are participating in the F2F Practicum, OJT, or Internship must have the following minimum qualifications:
 - i. They must be enrolled in a required or elective practicum, OJT, or internship course.
 - ii. They must be mentally and physically fit.
 - iii. Those who are NOT eligible for the [RA 10931 Free Tuition Act](#) must secure **appropriate insurance coverage**.⁷ The medical insurance should be valid for the scheduled F2F Internship/OJT/Practicum.
- e. The academic unit shall properly inform the students of the F2F Internship/Practicum/OJT. Information dissemination shall be done through the following:

⁶ Ibid.

⁷ This is in compliance with [CHED Memo 104 s. 2017](#).



- i. **Enlistment.** Academic units shall indicate the phrase “*WITH F2F PRACTICUM/OJT/INTERNSHIP*; *Please note that requirements will include medical clearance for students with medical condition/s, comorbidities, or maintenance medication, and medical insurance for students who are not eligible for the [RA 10931 Free Tuition Act](#).”
 - ii. **Orientation.** Orientation about the internship course shall be conducted by the IC/IC to ensure that all students are well-informed about the practicum, OJT, or internship. Protocols and important matters must be clearly discussed during the orientation.
 - iii. **Pre-internship Seminar.** Training expectations, guidelines, work ethics, and rules and regulations shall be discussed during the pre-internship seminar. Speakers from HTEs may be invited to share their relevant insights, expectations, and experiences. The unit may also conduct pre-internship training seminars on appropriate practices and laws against sexual harassment by offering Gender Sensitivity Training (GST) for their interns.
- f. The academic unit shall assign a qualified FIC/IC who will be responsible for all aspects of the internship program, including program planning, implementation, monitoring, and evaluation, in close coordination with the partner HTE. The FIC/IC must be adept with the CHED and University policies and guidelines on internship. In addition to the responsibilities enumerated under item 2, the FIC/IC shall also:
- i. submit requirements that will ensure the safe F2F implementation of the Internship/Practicum/OJT for evaluation by the College Technical Committee.
 - ii. inform the Dean or the Head of the Unit and OFA Diliman of the specific details of the internship program prior to the placement of the students by accomplishing the [F2F AFA Request Form](#) (see Appendix D). The request form indicates the type and other pertinent information regarding the requested F2F Internship/OJT/Practicum. This must be duly signed by the FIC, the Department Chair, and the head of the academic unit. The conduct of the F2F internship program shall be endorsed by the Department Chair and recommended for approval by the Dean or Head of Unit to OFA Diliman.
 - iii. coordinate the crafting of the [Internship Contract](#) (Appendix H) that includes an internship plan that shall be prepared and approved both by the academic unit and its partner HTE. The contract contains the outlined goals and objectives, knowledge, skills, and competencies that the student intern should acquire in each training area, assignment, schedule of activities, and signatures of parties involved, among others.



- g. After the unit, through the College Technical Team, has found the requirements for the safe F2F implementation of the requested Internship/Practicum/OJT in order (e.g. safety of F2F AFA venue/s, etc), the conduct of the F2F internship program shall be endorsed by the Department Chair and recommended for approval by the Dean or Head of Unit to OFA Diliman. The requesting unit shall submit the following requirements to OFA Diliman via email:
 - i. College-endorsed [F2F AFA Request Form](#)
 - ii. Valid MOA/MOU
 - iii. Internship Contract
- h. Once all the submitted documents are found in order, OFA Diliman will send back to the requesting unit its submitted AFA Request form bearing OFA Diliman's approval stamp.
- i. To ensure the safety of students during the course of the internship/OJT/practicum, the FIC/IC is reminded to:
 - i. see to it that the students are properly endorsed to their HTEs
 - ii. maintain regular communication with the student and the HTE supervisor
 - iii. conduct periodic monitoring of the students' performance and progress in the practicum, OJT, or internship.
- j. Upon completion of the practicum, OJT, or internship, the FIC/IC shall accomplish and submit [AFA Evaluation Form](#) (Appendix J) on the implementation of this AFA.

9. F2F AFAs with Valid CoAs

As mentioned, the *Certificate of Authority (CoA) to Conduct F2F Academic Field Activities* **will no longer be issued and required** starting second semester of the Academic Year 2022-2023. Units previously issued with a CoA that remains to be valid based on the indicated period of validity, and will be offering the same course again with exactly the same AFA/s, venue, facility set-up, and comprehensive health and safety protocols will be exempted from the College's documentary requirements upon the submission of the valid CoA to the College Technical Committee. The conduct of their AFA/s with a valid CoA is considered pre-approved.

However, for the purposes of updating the data on AFA participants and other pertinent information (e.g. date of AFA Implementation), [the updated form](#) (Appendix I), with the valid CoA attached, must be submitted to OFA Diliman via email, with the subject line **[Updating of OFA Request Form_Course Number]** before the conduct of the said AFA/s.



10. Renewal of Previously-Approved AFA

a. On-campus AFAs

In the succeeding semesters, on-campus AFA applications that have already been approved using these guidelines by the academic unit will only be renewed by the College, provided that it is exactly the same AFA, venue, facility set-up, comprehensive health and safety protocols, and the usual safety measures are in place. The unit will only have to include the AFA in the [Summary Report](#) (Appendix A) of the approved on-campus F2F AFAs during the semester, which is to be submitted to OFA Diliman via email at the beginning of the semester.

b. Off-campus AFAs

In the same token, off-campus AFA applications that have already been approved at the university level using these guidelines will only be renewed by OFA Diliman, provided that it is exactly the same AFA, venue, facility set-up, and comprehensive health and safety protocols. The unit will only have to submit the duly accomplished [AFA Renewal Form](#) (Appendix K) and corresponding [SPAs](#) to OFA Diliman via email. The unit can opt to consolidate all their AFAs for renewal in the prescribed AFA Renewal Form with the required attachments.

The FICs of these courses will also have to accomplish and submit the [Evaluation Form](#) for these conducted AFAs before the semester ends. Medical (if applicable) and insurance requirements for the renewed F2F AFAs still apply.

Effectivity

This version of the UPD F2F AFA Guidelines shall govern all F2F AFA applications starting the second semester of the Academic Year 2022-2023, and shall remain in effect until revoked or amended.



List of Appendices

- Appendix A.** [Summary Report of F2F On-campus AFAs](#)
- Appendix B.** [Summary List of NSTP Academic Field Activities](#)
- Appendix C.** [Special F2F AFA Request Form](#)
- Appendix D.** [Face-to-Face Academic Field Activity Request Form](#)
- Appendix E.** [Student Participation Agreement](#)
- Appendix F.** [Memorandum of Agreement Template](#)
- Appendix G.** [MOA/MOU Process for Local Internships](#)
- Appendix H.** [Internship Contract](#)
- Appendix I.** [Updating of the AFA Request Form](#)
- Appendix J.** [AFA Evaluation Form](#)
- Appendix K.** [AFA Renewal Form](#)



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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ANNEX 3

**University of the Philippines
Diliman**

**UNIVERSITY LIBRARY SERVICES
Second Semester AY 2022-2023**

As the students go back to campus in the Second Semester, the University Library is open and always there to accommodate students who need a place to study in-between their F2F classes. Depending on the progress of renovation of the Gonzalez Hall, we may be able to offer Saturday services as well as the return of the long-awaited Midnight service.

We invite everyone to follow @UPDLibrary in social media for Main Library announcements. For updates on new acquisitions and electronic databases relevant to your respective programs and courses, please visit individual College/Unit Libraries and their respective websites.

Stay tuned as we have much in store for the rest of the year as the University Library rolls out more resources and activities to support the academic pursuits of the UP Diliman community.

Keywords:

- back to campus
- accommodating students
- promote communication channels
- main library and unit library



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ANNEX 4

**University of the Philippines
Diliman**

**Campus Internet Connectivity
Second Semester AY 2022-2023**

UP Diliman campus wifi upgrade was completed in November 2022. In the meantime, fiber upgrade is ongoing, with the Office of the Campus Architect working on infrastructure plans.


The UP Computer Center is also in discussion with Converge ISP to increase campus bandwidth for the second semester in case the allowable cap is reached. UPCC assures the community that even with the pending fiber upgrade, the newly deployed wifi in campus buildings should be sufficient.



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Telefax: (632) 8928-2886

Memorandum No. LRS-2022-020

TO : DEANS, COLLEGE SECRETARIES, AND HEADS OF UNITS
STUDENTS and STUDENT ORGANIZATIONS
UP Diliman

FROM :  LOUISE JASHIL R. SONIDO
Vice Chancellor For Student Affairs

SUBJECT : Preparations for the 2nd Semester, AY 2022 – 2023

DATE : 14 December 2022

In relation to [OVCAA Memorandum No. 2022-171](#), students may be guided by this memorandum in the course of their preparations for housing, financial assistance, and other concerns for the Second Semester of the Academic Year 2022-2023.

1. Blended Learning Environment

In reference to [OVCAA Memorandum No. 2022-88](#), the Blended Learning Models as prescribed in OVCAA Memorandum No. 2022-171 are as follows:

Blended Learning Model 1 (Blended Online Learning) <i>*for graduate students only</i>	BLM1 is “fully online, combining asynchronous online learning using a learning management system (LMS) and synchronous online learning using web conferencing applications.” (OVCAA Memo No. 2022-88).
Blended Learning Model 2 (Blended Block Learning) <i>*for graduate and undergraduate students</i>	BLM2 “combines blocks of independent online study and intensive f2f sessions based on pedagogical and practical considerations” (OVCAA Memo No. 2022-88). The face-to-face component should be at least 50% of the course (OVCAA Memo No. 2022-171). Fully face-to-face classes may be conducted in this model.
Blended Learning Model 3 (Classic Blended Learning) <i>*for graduate and undergraduate students</i>	BLM2 “alternates or rotates f2f sessions and asynchronous online learning” (OVCAA Memo No. 2022-88). The face-to-face component should be at least 50% of the course (OVCAA Memo No. 2022-171). Fully face-to-face classes may be conducted in this model.

As stated in OVCAA Memorandum No. 2022-171: “Undergraduate courses will follow either Model 2 or 3 of the blended learning delivery models except for clinical rotations, internships, on-the-job training, intensive laboratories, community-based immersion,

and similar programs. Graduate courses, on the other hand, may opt to follow Model 1, 2, or 3.”

2. Campus Reopening for the Second Semester, Academic Year 2022-23

In relation to the above cited memoranda, undergraduate students are generally expected to spend more than half of their time on campus next semester while graduate students may consult with their professors and home departments on applicable class modes of courses they intend to take.

Undergraduate students are advised to prepare for regular reporting to campus and to maximize university resources and services toward enriching their education and university life. Student support facilities such as libraries, internet hotspots, laboratories and workshops, alternative learning venues, exhibition spaces, and others, will be open to all. In line with Chancellor Fidel R. Nemenzo’s statement “[Our Line of March: Full Reopening of the UP Diliman Campus](#)” (29 Sept 2022), UP Diliman remains “ready to return to campus in full force by the Second Semester of the Academic Year 2022-2023.”

3. Basic Student Support Services

In compliance with the directive “to prepare for the full reopening of our campus, offices, and learning spaces” (“Our Line of March,” 29 Sept 2022), offices under the UP Diliman Office of the Vice Chancellor for Student Affairs have commenced preparations to reinstate full capacity of all our support services for students.

- A. *Housing.* The Office of Student Housing (OSH) is reinstating the full capacity of available dormitories for students. [Dorm applications](#) for the Second Semester, through the Office of Student Housing, runs from 12 Dec 2022 to 16 Dec 2022.
- B. *Food.* The University Food Service (UFS), which never ceased operations through the pandemic, is working to increase their operational capacity to cater to a bigger population in the coming semester. Beyond UFS, other food concessionaires have also reopened around the campus for students’ nutritional needs.

The UFS currently operates in the Kalayaan Residence Hall. The operationalization of their new location in the Student Union Building will be announced in a separate memorandum.

- C. *Academic Support.* The Diliman Learning Resource Center (DLRC), in collaboration with the University Student Council, will continue to implement the semestral *Kapihan sa Diliman* face-to-face and on-campus during the weeks of the mid-semester and final exams. Online channels for group learning and workshops will remain available.
- D. *Extra-Curricular Activities.* The Office of Student Projects and Activities (OSPA) will continue to allow student organization face-to-face activities subject to prevailing health protocols. Extracurricular activities shall continue to follow guidelines in [OVPA Memorandum No. 2022-123](#) until they are superseded by subsequent memo. Thereafter, OSPA shall comply with health protocols to be set forth by higher offices in the University.

- E. *Student Discipline, Wellness, and Financial Assistance.* The Office for Student Ethics (OSE), Office of Counseling and Guidance (OCG), and Office of Scholarships and Grants (OSG) will continue to implement their programs and services on-ground and online in accordance with best practices determined for the dispensation of student discipline, student financial assistance, and counseling.

Announcements relating to transportation and mobility shall be in coordination with the Office of the Vice Chancellor for Community Affairs. These shall be made through the email blast system and through our social media channels.

Please refer to the AskUPD Student Help Desk (ask.upd@up.edu.ph) for other inquiries and concerns.

ANNEX 6

UP DILIMAN FOOD SERVICE PROVIDERS

Partial list as of 13 January 2023

Food Service Provider	Location
University Food Service	Kalayaan Residence Hall
Khas Food Hauz	School of Urban and Regional Planning
Heart Angela	National Institute of Geological Sciences (NIGS)
Erlinda Food Service	Institute of Mathematics
	National Institute for Science and Mathematics Education Development
Steph and Cheska	College of Science Library
Samahan ng Manininda sa UP Campus	Vinzons Hall
	College of Architecture
	College of Law
	Palma Hall Pavillion
	College of Human Kinetics
	Ilang-ilang Residence Hall
	Ylanan Road
	IE/ME
	UP Computer Center
Food Nook	Centennial Residence Hall
Khaleb	Acacia Residence Hall
Joe Mag's	UP Vanguard

Other Food Hubs	Location
Area 2, UP Diliman	J.P. Laurel St. and adjacent roads
Gyud Food: UP Diliman Food Hub	E. Jacinto St.



ANNEX 7

**University of the Philippines
Diliman**

**Transport-Related Preparations
Second Semester AY 2022-2023**

1. PUJs

Currently 89 PUJs for the five UPD campus routes are active. For the second semester, the target is to have at least 120 PUJs for the five routes. In a meeting with the PUJ Operators, issues were raised like long routes and non-updated franchises/registration. The issue regarding campus routes can be addressed by the expected increase in the population that will be on campus next semester and will reflect an increase in the market. The franchise issue is being acted upon with representation scheduled with the LTFRB and the LTO.

2. Bikes

As part of the Department of Transportation's (DOTr) project, End-of-Trip (EOT) Cycling Facilities (DOTr-EOT), UPD has been requested to submit the number of bike sheds it plans to station in various campus locations. The number for the first set of bike sheds has already been submitted and another set is being planned.

Independently, the UP Bike Share has posted on its Facebook page a survey in preparation for the next semester (bit.ly/UPBikeShareAY22-23).

In addition, the Campus Maintenance Office (CMO) has surveyed the existing bike racks in the vicinity of the Academic Oval, including the dormitories. Refurbishment of old bike racks is ongoing. For new and additional bike racks, budget will be requested.

The Committee on Non-motorized Mobility has been reconstituted to propose policies and measures in the improvement of the campus for bikes, scooters, etc.

3. Private vehicles

The parking lot in front of Palma Hall will be open for private vehicles starting next semester. Access to the parking lot will be only thru Magsaysay and Roces Streets.



4. Shuttle Service

A private company is proposing an e-vehicle shuttle service to ply the UPD-SM Fairview and SM Novaliches routes. The final proposal is to be submitted and will be further discussed.

Under this proposal, eight shuttle buses will operate daily (Monday to Friday) with scheduled stops and pick-ups along University Avenue. Information regarding fares and routes will be provided later. Target start date is second semester AY 2022-23.

In coordination with UPLB, the UPD-UPLB shuttle will be revived. Details are being finalized.

5. Related Items

With the ongoing issuance of the UPD vehicle stickers, the campus will enforce the No-Sticker, No-Entry Policy in time for the next semester. The stickers will also be used in monitoring the parking of vehicles. Another related item is the update of the list of abandoned vehicles inside the campus. UPD has available policies and the corresponding steps to take regarding abandoned vehicles including contact with an LGU towing service.



ANNEX 8

University of the Philippines Diliman

HEALTH AND PSYCHO-SOCIAL SERVICES

Second Semester AY 2022-2023

The **University Health Service** is fully capable of handling simple, uncomplicated, and stable medical conditions. It engages in preventive, promotive activities such as physical - medical examinations, immunizations; consultants on such fields as internal medicine, general surgery, neurology, OB-gynecology, psychiatry, ophthalmology, ENT, and urology, dermatology are available on specific days.

Health care services available are:

- **Outpatient Medical Consultation**

This service refers to non-emergency consultations for minor illnesses that can be handled at the outpatient clinic. It also includes check-ups for the issuance of medical clearances or certificates for returning to classes or duty.

- **Emergency Medical Consultation**

The UPHS provides emergency medical services 24 hours a day, from Monday to Sunday.

- **Dental Consultation through Phone Call (Teledentistry)**

Teledentistry is a contingency action of the Dental Section to be able to provide dental consultation to clients during COVID-19 pandemic. Cases handled through.

Teledentistry are non-emergency and minor.

- **Dental Services (In-Person Consultation)**

A Dental Clinic provides basic to secondary dental procedures as well as routine dental check-ups for elementary students, college entrants, for pre-employment purposes, and APE (annual physical examination).

During the COVID-19 pandemic and up to present, face-to-face dental consultation is limited to emergency cases and for patients who cannot be managed through Teledentistry.

The UPHS Dental Clinic is undergoing renovation to become better equipped to control transmission of infection among patients and UPHS staff during dental procedures.

- **Public Health Unit**

Provides Lectures, Training, Orientation on Disease Prevention (Dengue, Leptospirosis, HFMD, Food & Water Borne), Waste Management and other Health Education Topics
In-House Children's Immunization every Wednesdays 1p to 4 pm

Adult Immunization (Flu & Pneumonia, DT & Hepatitis B)

TB/HIV counseling & referral to partner clinics

Reproductive Health Counseling & Family Planning Services

Smoking Cessation Counseling & Referral

Inspection of Food & Non-Food Establishments (Including Dorms) in the campus

Contact Tracing & Monitoring & Reporting of Notifiable Diseases (COVID -19, HFMD, Leptospirosis, Dengue, Measles, Monkey pox etc.)

- **Nutrition Counseling (Online)**

Online and in-person consultations are by appointment and can be made through <https://uphs.appointlet.com>, Monday to Friday, 8 to 5 PM. For the steps on making an appointment as well as other important reminders, please see Annex A.

- **Laboratory Diagnostic Examinations**

UPHS Medical Laboratory provides diagnostic examinations relevant to a primary care setting. Discounted rates apply for those who are currently enrolled.
Starting January 16, services will start from 7:00 - 5:30 pm

- **X-ray Services**

UPHS provides imaging services relevant to a primary care setting (e.g., routine Chest X-rays for enrollment and pre-employment purposes, X-ray of extremities to rule out fractures); makes use of a computed radiography system which captures X-ray images on photo-luminescent screens instead of the traditional X-ray film.

- **Pharmaceutical Services**

This service pertains to the presence of a pharmacy, duly licensed by the Department of Health to dispense medicines and medical supplies used in a primary care setting. The medicines are usually procured from UP-PGH, and a Therapeutics Committee has evaluated their efficacy.

Pharmacy Hours – Monday to Sunday - 7:00 am to 9:00 pm,
Holidays - 7:30 am to 4:00 pm

- **Specialty Medical Consultation (Teleconsultation)**

This refers to the assessment and diagnosis of non-urgent consultations with medical specialists (e.g., Cardiologist, ENT, Pulmonologist, etc.) using telecommunication technologies.

In person consultations will resume soon once the newly renovated clinic rooms are ready for occupancy. Students will be charged at a discounted rate.

- **Specialty Medical Consultation (In-Person)**

Provide a wide array of medical specialty outpatient services, with emphasis on accessibility and affordability. The Specialty Clinic is manned by highly qualified visiting consultants who charge discounted professional fees for mandated or UP connected clients. During the COVID-19 pandemic, this service is limited to patients who cannot be assessed and diagnosed through online consultation, to minimize contact and possible transmission of infection.

- **Ambulatory Surgery**

Provide minor surgical services on an out-patient basis. The facility provides for the conduct of minor surgeries that do not necessitate any hospital admission. Examples are excision biopsy of a small superficial mass and debridement of infected wounds.

- **Ambulance Services**

Provides emergency transport services for UP clients, students included, living within UP Diliman who need to be brought to UP Health Service or a nearby hospital due to a medical emergency.

- **For mental health and psychosocial support of UP Diliman Students, Faculty and Staff, UPHS refer to the following:**

UP Diliman Office of Counseling and Guidance

E-mail: ocg.updiliman@up.edu.ph

Phone: (02) 981 8500

<https://www.facebook.com/ocg.upd/>

UP Diliman PsycServ

(Psychotherapy and counseling)

E-mail: psycserve.upd@up.edu.ph

Phone: 09167573157; 09063743466

<https://www.facebook.com/updpsycserv/>

For more information and education materials and services on mental health and psychosocial support within and outside UP, please visit *Ugnayan ng Pahinungod Committee on Psychosocial Emergency Services* at <https://www.facebook.com/UPCoPES/>

YOUR QUICK GUIDE TO **UPHS NUTRITION CLINIC** **IN-PERSON (FACE-TO-FACE) CONSULTS**

**STEP
1**

SET AN APPOINTMENT THROUGH [UPHS.APPOINTLET.COM](https://uphs.appointlet.com)

**STEP
2**

**CHECK YOUR EMAIL FOR YOUR APPOINTMENT'S
CONFIRMATION AND READ THE ACCOMPANYING DETAILS**

**STEP
3**

**PROVIDE THE REQUESTED INFORMATION THROUGH THE
QUESTIONNAIRE PROVIDED AND/OR THROUGH EMAIL,
AT LEAST AN HOUR BEFORE YOUR APPOINTMENT**

**STEP
4**

**ON THE DATE AND TIME OF YOUR APPOINTMENT,
PROCEED TO THE UPHS NUTRITION CLINIC**

IMPORTANT REMINDERS

- Wear a mask and observe minimum standard protocol.
- NO COVID-19 SYMPTOMS at least a day before your appointment; if you end up developing COVID-19 symptoms after setting an appointment, you may contact the UPHS Nutrition Clinic for rescheduling.
- Late or non-submission of the requested information may cause delays or rescheduling of your appointment to another time or date, depending on slot availability.
- The UPHS Nutrition Clinic is implementing its Cancellation and/or Rescheduling Policy for latecomers (more than 15 minutes), to avoid delays in all succeeding patients' appointments scheduled on a given day.
- Consultations at the UPHS Nutrition Clinic will for now be limited to UP Diliman clients (i.e., UP students, employees, faculty, dependents of UP employees and faculty, and retired UP faculty and employees)
- Patients who are ambulatory are requested to come alone; one watcher/guardian may be permitted to come with the patient if the patient is a minor, with disability (PWD), or unable to walk alone (e.g., on wheelchair).

IF YOU NEED TO GET IN TOUCH WITH US, YOU MAY USE THE FOLLOWING:

-  **8981-8500 LOCAL 2718**
-  **[FB.COM/UPHSNUTRITIONCLINIC](https://fb.com/uphsnutritionclinic)**
-  **UPHSNUTRITIONCLINIC.UPD@UP.EDU.PH**





ANNEX 9

University of the Philippines Diliman

Health Protocols and Guidelines on the Conduct of Face-to-Face Classes Second Semester AY 2022-2023

For the forthcoming second semester and beyond, units and colleges must always take into consideration the health and safety of all students, faculty and staff participating in face-to-face classes and activities. Daily monitoring of public health protocols must be observed throughout the semester.

Several factors can contribute to the likelihood of involved parties getting and spreading COVID-19 during face-to-face interactions. In combination, the following factors may create higher or lower amounts of risk depending on existing conditions:

1. Number of students enrolled in the class
2. Exposure during travel to and from the class
3. Setting of the classroom/venue
4. Length of the daily encounter
5. Number and crowding of students
6. Behavior of students during classes
7. Ventilation condition

These guidelines will serve as an additional safety measure to the existing Interagency Task Force/ UP-IATF, LGU, CHED and other related government guidelines.

A. Health Standards in the Classroom

1. Students, faculty, and staff must conduct a self-assessment of their health condition prior to going to the campus. Any individual experiencing symptoms of COVID-19 (dry cough, fever, malaise) is advised to not attend class or work.
2. If a student, faculty, or staff becomes ill with symptoms of COVID-19 (dry cough, fever, malaise) during their stay on campus, he/she should go or be brought to the UP Health Service (UPHS) or the nearest health care facility for assessment.
3. Display dispensers of alcohol-based hand rub prominently in classrooms.
4. Infographic materials on different protocols against COVID-19 must be displayed inside the classrooms, at key locations and enclosed spaces in the building. Audio-video materials may also be played at strategic locations.

5. It is highly encouraged to separate the seats in enclosed rooms at least one meter apart. If this is not possible to observe, the reduced physical distancing must be compensated by ensuring better ventilation and/or air purification.
6. Entrance Point
 - a. A temperature scan will be mandatory:
 - i. All delegates/participants will be screened prior to entry into the venue.
 - ii. Only delegates, organizers, and personnel with a temperature of less than or equal to 37.4°C will be allowed entry to the venue.
 - iii. Anybody who is found to have a body temperature of more than or equal to 37.5°C will be referred to the UP Health Service.
 - b. Physical distance of at least one meter is highly encouraged at the queuing area prior to entering the venue.
7. The following ventilation guidelines shall be followed:
 - a. Airflow should not be directed to people, as much as possible.
 - b. There should be an adequate supply of fresh air from outside.
 - c. For facilities that have a centralized ventilation and air conditioning (VAC) system or have air conditioners that provide ventilation in addition to the usual cooled air recirculation, check if the system/unit can adequately ventilate the space being served. Adequate ventilation means cleaning the air in the room six times an hour; indoor air should be exchanged with outdoor fresh air. This may be done by opening doors and/or windows for a few minutes six times for every hour.
 - d. For spaces where the installed air conditioner/s (AC/s) can only provide cooled air recirculation and are not designed to provide ventilation, the following strategies are recommended:
 - i. Doors, windows, gaps and other openings that can be opened during office hours must be identified. Opening these will allow the intake of fresh air and the exhaust of “used” air (assumed to be used/contaminated) to a level that will approximately provide adequate ventilation.
 - ii. Whenever possible, designated intake and exhaust points should be far apart in a specific indoor space. (Example: opening a door and a window on the opposite sides of a room.)
 - iii. Electric fans at the fresh air intakes should be directed upwards at the maximum possible adjustment angle and not swiveled. Exhaust fans should be as close as possible to the exhaust points.
 - e. Keep all toilet exhaust fans always turned on during operating hours to facilitate removal of aerosols, ventilate the toilets and general spaces where the toilets are located.
 - f. In addition to the required ventilation, air filters and purifiers (including disinfection systems) may be used to help in cleaning and disinfecting air in enclosed spaces. While air purification may be added, this does not replace proper ventilation of enclosed spaces. Ensuring ample oxygen level and minimum carbon dioxide removal from spaces is still primary in order to create a safe, healthy and comfortable indoor environment.
8. Provision of hand washing stations and hand sanitizers (70% isopropyl alcohol or ethyl alcohol) in strategic areas such as high traffic areas, entrance/exit points, busy corridors and such should be ensured.
9. Periodic sanitation and disinfection of the venue, tables, chairs and other frequently touched surfaces should be done.
10. Tissue paper and sanitizing hand rub in communal areas should be provided.

11. All toilet facilities should have adequate soap and water for frequent hand washing. Everyone is advised to follow the recommendation to close the toilet seat lid when flushing to minimize the release of droplets into the air after flushing. Tissue paper or paper towel should be used for hand drying; air hand dryers should not be used to minimize release of droplets into the air.
12. Appropriate measures should be implemented to limit the number of persons using toilet facilities, allowing the minimum one-meter physical distancing.

B. Health Standards: Vaccination, Face Masks, Physical Distancing

1. It is highly encouraged that everyone is up to date with their vaccination.
2. All attendees, participants, technical support staff and the venue personnel are advised to wear the recommended facemask consistently and correctly.
3. Avoid crowding especially in enclosed spaces.

C. Recommendation for Unidirectional Flow (One Entrance – One Exit)

1. Signages indicating “entrance” and “exit” and traffic flow should be put up. Floor markers can be installed to facilitate unidirectional foot traffic in the venue.

D. Policy on Detection and Isolation of Symptomatic Individuals

1. An area shall be designated for use to isolate any attendee, participant, technical support staff who become ill during the class while waiting to be fetched by UPHS.
2. The medical assessment shall be made by the UPHS or health care facility where the individual is brought as a basis for immediately isolating symptomatic individuals and/or close contacts.
3. Symptomatic individuals detected at the entrance shall be brought immediately to UPHS or any health care facility of choice.

E. Monitoring

1. If a student, faculty, or staff underwent isolation as a suspected COVID-19 case, they must inform the UPHS-PHU if they were seen by another health care facility. This is to monitor the status of the individual and enable the UPHS to issue them a clearance prior to going back to class or work.
2. If any individual develops even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more), he/she should stay at home, self-isolate, and inform the UPHS.

F. Cleaning and Disinfection Protocols

1. Frequent disinfection of high contact areas like door knobs, keyboards, elevator buttons, handrails, and others must be done.
2. Daily cleaning and disinfection (soap and water is sufficient) of the building facility must be done.
3. Cleaners must wear appropriate PPEs.

4. If using, cleaners must prepare disinfectants based on the protocols prescribed by the UPHS.

References

1. Center for Disease Control and Prevention: Guidance for Gathering Larger and Small Events , May 20, 2021. (<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>)
2. PMA Health Protocols and Guidelines for Face to Face Specialty Certifying Examinations (Written, Oral and Practical), 2021. (<https://www.philippinemedicalassociation.org/wp-content/uploads/2021/01/Approved-Health-Protocols-and-Guidelines.pdf>)
3. Berana, M., Clemente, E., Muñoz, A., et al. 'Proposal for Research Recovery, Continuity of Graduate Students in the Time of Covid-19.' UPD COE Graduate Student Research Protocol Committee of the UPD COE Graduate Faculty Council. 03 August 2021.
4. Department of Labor and Employment: Guidelines for Ventilation for Workplaces and Public Transport To Prevent and Control the Spread of Covid-19, Department Order 224, Series of 2021.