

FLEXIBLE LEARNING APPROACH PRIMER_{v4}

for HIGHER EDUCATION

INTRODUCTION

In pursuit of perfection, the University of Baguio (UB) is committed to providing balanced quality education by nurturing academic excellence, relevant social skills and ethical values in a fun learning environment. Dedicated to its mission of educating individuals to be empowered professionals in the global community, UB ensures the continuity of learning as it remains to be keen in continuously improving its transition plans. It commits itself to upholding the values of competence, integrity, and service as it works to keep abreast to the new normal in education which involves the shift to flexible learning modalities while being responsive to the needs and demands of the Fourth Industrial Revolution (FIRE).

UB recognizes the challenges brought about by the COVID-19 pandemic, one of which is the continuity of learning. The UB academic council and management have been regularly meeting and coordinating in the past months, building out scenarios for what campus life could look like over the next several months and how the campus can reopen as safely as possible. The plans cover a range of possible schemes, from a slightly modified traditional semester, to a blend of smaller classes and continued online-based learning, and gatherings that are limited in size.

Bearing in mind the safety and welfare of its students and employees, including visitors, the University of Baguio will carry out opportunities for students and instructors to engage in a new way of learning and teaching this upcoming academic year. With such opportunities, the greater use of online options is anticipated. Specifically, UB is employing the Flexible Learning Approach, which seeks to maximize safety while ensuring that quality learning and education continue to take place.

Flexible Learning System which focused on a combination of online learning and modular approach has been adopted by UB in the last two years which involved coursework through modules delivered through the Web, e-mail and message boards posted on online fora and utilized available learning packets for students. However, as the education system transitions into the new normal, so does the mode of learning and teaching delivery. Thus, in the previous school year, some programs, particularly allied health, criminology and hospitality and tourism management programs were offered adopting the limited face to face classes, particularly in the laboratory courses.

In the conduct of online-based classes, UB will continue using Canvas LMS while the other platforms such as Zoom and Google Workspace will also be utilized for other academic and non-academic activities to aid online classes.

With the Flexible Learning System, all courses which are identified to be taken online shall be attended to by the students online. Schedules for limited face-to-face classes are likewise specified for the identified courses. With the limited face-to-face classes, students are expected to be physically present in the UB campus for whatever identified task provided by the respective course/subject teachers. Schedules are announced during the class orientation to give ample time for the students to prepare should they be attending their face-to-face classes. Schedules are set considering strict compliance to safety protocols.

UB's goal is to strengthen and remain adherent to safety standards considering the return of a greater number of students on campus as limited face-to-face classes are conducted.

Ultimately, UB is committed to ensuring that—however it is delivered—the proud tradition of a quality UB education continues.

DEFINITION OF TERMS

The following terms are defined according to how they are referred to in this primer.

COMPETENCY

A general term that describes the desired knowledge, skills, and behaviors of a student completing a course. Competencies commonly define the applied skills and knowledge that enable people to successfully perform in professional, educational, and other life contexts. *(Gosselin, n.d.)*

CONSULTATION TIME

It is the time allotted for students to accomplish and submit class activities and other requirements, consult their respective subject teacher for concerns regarding the course, lectures, and other academic matters and for teachers to respond to student concerns and queries.

CURRICULUM REVIEW

It is a critical examination of academic programs for the purpose of optimizing student learning experience led collaboratively by academic staff who teach within the program. It is a process used to ensure the alignment of standards and competencies within the grade level (horizontal articulation) and next grade level (vertical articulation).

(University of Calgary, n.d.)

DISTANCE EDUCATION

A mode of educational delivery whereby teacher and learner are geographically separated and instruction is delivered through materials and methods using communication technologies, and supported by organization and administrative structures and arrangements. The delivery medium is typically online but can be by print-based modules or by mobile phone. *(<https://ched.gov.ph/wp-content/uploads/2017/10/PSG.pdf>)*

FACE-TO-FACE CLASSES

Students meet with the instructor at regularly scheduled times (synchronous learning), primarily in a classroom. Students in face-to-face courses will be expected to be physically present for all or part of the term/semester (will have classroom and day/times). *(<https://www.suu.edu/registrar/onlinehybrid.html>)*

SCHEDULED FACE-TO-FACE CLASSES

Students meet with the instructor on a specific scheduled time (synchronous learning), primarily in a classroom, depending on the course, program, and year level. Schedules are set considering safety protocols and guidelines

DEFINITION OF TERMS

LIMITED FACE TO FACE CLASSES

Pertains to restricting the number of students who will attend face-to-face classes in-campus on any given day based on the cyclical student shifting/rotating schedule, observance of physical distancing, and other health and safety protocols. *(CHED & DOH Joint Memorandum Circular No. 2021-004)*

FLEXIBLE LEARNING

A term that describes a learning design perspective deeply rooted in the needs of students, with the main objective being to provide them with the most flexibility about the learning content, schedules, access, and learning styles as possible. A flexible learning design customizes learning environments to meet the needs of learners, using both technological and non-technological tools. *(Thomas, 2009)*

Flexible provision of higher education refers here to a mode of provision that provides learners with guided choice, in a number of domains, achieved through employment of various strategies including the use of learning and teaching techniques and technologies and the adoption of policies affecting choices for learners.' ('The Effectiveness of Models of Flexible Provision of Higher Education' (2001), DEST, Australian Government) *(Department of Education Employment and Workplace Relations, 2008)*

GOOGLE CLASSROOM

A free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments. This classroom is specifically created for the offline or modular students.

GROOMING STANDARDS

The combination of style and discipline. It is to project an image of organization's culture and ethics to our esteemed costumers which is our guests. It also enhances the personality of employee, character of an organization and value of the company. *(<https://hotel-management.binus.ac.id/>)*

GROOMING PROTOCOLS

The formal system of rules in grooming to be followed during synchronous classes

DEFINITION OF TERMS

HOME-BASED LEARNING

It provides an opportunity to leverage the use of information-communication technology to enable students to experience an alternative form of teaching and learning. Lesson packages are prepared by faculty members and uploaded online for the students to access from home. (<http://www.hci.edu.sg/advantage/a-global-academy/home-based-learning>)

HORIZONTAL ARTICULATION

It is the scope and integration of curricular contents from different knowledge domains within a particular grade level (horizontal articulation or balance to develop integration between subjects, disciplines or knowledge domains). (*"Vertical and Horizontal Articulation," n.d.*)

HYFLEX

Short for Hybrid-Flexible, is a course design method and teaching approach that was designed to better accommodate student needs by combining online and classroom-based components. (<https://citt.ufl.edu/resources/teaching-in-a-classroom-with-hyflex/>)

LEARNING MANAGEMENT SYSTEM

It refers to a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology courses or training. (*"What is Learning Management System (LMS)," n.d.*)

LEARNING MODULE

It is a tool that provides course materials in a logical, sequential order, guiding students through the content and assessments in the order specified by the instructor. (*"Learning Modules," 2013*)

A learning module may be designed for online and offline distant learning.

ONLINE LEARNING

It is a form of distance education in which a course or program is intentionally designed in advance to be delivered fully online. Faculty use pedagogical strategies for instruction, student engagement, and assessment that are specific to learning in a virtual environment. (*"Online Learning for Beginners," 2016*)

DEFINITION OF TERMS

ONLINE LEARNING PLATFORM

It refers to an integrated set of interactive online services that provides the teachers, learners, parents and others involved in education with information, tools and resources to support and enhance educational delivery and management. ("E-learning Platform Definition," n.d.)

Canvas is the official online learning platform used by the University of Baguio. This is accessible via the students' Gmail accounts (@s.ubaguio.edu)

SINGLE SIGN-ON (SSO)

It is an authentication method that enables users to securely authenticate with multiple applications and websites by using just one set of credentials.

SIS IMPORT

It is a feature that allows admin users to upload and integrate data from various Student Information Systems (SIS), complex databases, and even simple spreadsheets as comma separated value (CSV) files. Admins can use this feature to create users, accounts, courses, enrollments, logins, and more.

SUB-ACCOUNTS

Organizational units within Canvas. Every instance of Canvas has the potential to contain a hierarchy of accounts and sub-accounts but starts out with just one account (referred to as the root account). Accounts include subaccounts, courses, and sections, all of which can be added manually in Canvas, via the API, or via SIS imports.

SYNCHRONOUS & ASYNCHRONOUS LEARNING

These are modes of online learning. Synchronous learning is the kind of learning that happens in real time, usually via video conferencing. Asynchronous learning happens on the student's schedule. ("Synchronous Learning vs. Asynchronous Learning in Online Education," 2018)

Synchronous learning involves online learning activities which students can do on their own and at their own pace, within a reasonable time frame. Asynchronous learning activities require minimal real-time interaction between the teacher and the students but provide students opportunities to communicate or consult with their teachers as needed.

VERTICAL ARTICULATION

It is an organization of contents according to the sequence and continuity of learning within a given knowledge domain or subject over time (Vertical articulation to improve coherence) ("Vertical and Horizontal Articulation," n.d.)

FLEXIBLE LEARNING FEATURES

A. TEACHER - LEARNING DELIVERY MODES

Table 1 presents a comparison of the three learning delivery modes – online, scheduled face-to-face classes, and face-to-face classes – in terms of the teaching and learning delivery and assessment.

TABLE 1: Learning Delivery Modes

LEARNING DELIVERY MODE	TEACHING & LEARNING	ASSESSMENT
1. Online	Synchronous & Asynchronous Online	Synchronous & Asynchronous online and/or face-to-face
2. Scheduled Face-to-Face Class/Hyflex	Synchronous and asynchronous online & simultaneous face-to-face class on a specified schedule	Synchronous and asynchronous online & face-to-face on a specified schedule
3. Face-to-Face Class	Simultaneous face-to-face class	Face-to-Face
a. Limited Face-to-Face Class	Simultaneous face-to-face class on a limited capacity depending on Alert Level System	Face-to-Face
- Level 1	Simultaneous face to face on full classroom capacity for fully vaccinated students & synchronous online for students unable to attend face to face	Face-to-Face
- Level 2	Simultaneous face to face on a maximum of 50% classroom capacity for fully vaccinated students & synchronous online for students unable to attend face to face	Face to face / synchronous / asynchronous online
- Level 3	Simultaneous face to face on a maximum of 30% classroom capacity for fully vaccinated students & synchronous online for students unable to attend face to face	Face to face / synchronous / asynchronous online

FLEXIBLE LEARNING FEATURES

ONLINE TEACHING DELIVERY

1.1

Student should have access to at least average to strong internet connection and a laptop or desktop computer to do online classes

1.2

They can access the Learning Management System (LMS) for the uploaded modules, instructions, requirements, consultation, and submission of outputs, as well as download or open learning materials and take assessments.

1.3

Students are responsible in printing the respective modules should they deem necessary.

1.4

Students who missed the synchronous class schedule due to valid reason/s must submit an excuse letter addressed to the concerned teacher with attached supporting documents. Depending on the reason/s declared, supporting documents may include but not limited to medical certificate from doctors or mental health professionals. These documents will be validated by the concerned teacher. If valid, student shall be granted access to the video recording of lectures, if available. Submission of missed activities shall also be accommodated by the concerned teacher to be graded in accordance to the policies stated in the UB Student Handbook.

GUIDELINES FOR SYNCHRONOUS VIDEOCONFERENCE

(Adopted from the Fordham Preparatory School Distance Learning Plan)

Students should follow these guidelines to ensure productive, respectful class time through the Canvas virtual/distance learning platform.

BE PUNCTUAL

If teachers choose to hold a synchronous videoconference for class, it will take place during the class period time designated. Students should log in to the platform during the class period. They should be prepared with any needed materials and ready to learn. Attendance will be checked during the videoconference.

MUTE YOUR MICROPHONE IMMEDIATELY

As soon as you log in to the platform, mute your microphone. This will avoid any excess background noise. Release the mute button when it is your turn to speak in the virtual class or once instructed by your teacher.

MAINTAIN PROFESSIONALISM

All participants should wear appropriate clothing. You should set your laptop in a common space in your home (e.g., kitchen, living room, etc.), and not in your bedroom, bathroom, or other inappropriate areas. Names in the conference should be the same names in the class list. Unidentified names like nicknames, phone models, etc. will not be allowed in the videoconference. These accounts will be removed by the teacher.

FOCUS & ENGAGE

It is easy to get distracted on your computer or your mobile phone. Remember that you are attending a class. Keep your video conference platform open and do not navigate other tabs or web pages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can pin the teacher to be the main focal point to ensure that you do not get distracted by your peers.

PRACTICE COURTESY

Do not interrupt the teacher or a classmate who is speaking. You may type your question in the Chat area, or use the "raise hand" feature if available, and wait until you are allowed to speak. Your teacher will orient the class regarding the guidelines for discussions, recitations, and asking questions during online meetings.

RESPECT

Seeing yourself on a screen can bring up vulnerabilities. Do not take a screenshot, picture, Snapchat, etc. of your teacher or fellow students. Do not make any unnecessary audio or video recordings.

SUPPORT ONE ANOTHER

Students should not interfere with their teacher's instruction and/or their classmates' learning. Please do all you can to support this process. Remember that each student and the teacher are responsible for effective learning just as you would be if we were together in school.

LEARNING MANAGEMENT SYSTEM

1. *Canvas will be the official platform to be used in conducting online classes.*
2. *In cases of limited internet connectivity due to certain factors such as weather conditions on students' respective places, the use of Messenger through Facebook (FB) will be used. Telecommunications companies made Facebook Messenger as a free application when subscribing for cellphone load. Faculty members must create Group Chats (GC) or Group Pages (GP).*
3. *Announcements can be done through the GC or the GP.*
4. *Students are given an email address in the s.ubaguio.edu domain to facilitate communication with them. Email addresses will be generated by MIS and students will be given a default password. The student's email address facilitates populating canvas classes. The email addresses are active for as long as the student is enrolled in the university. Deactivation of email addresses will be done when a student graduates, transfers, or no longer enrolled in the university.*

FIRST-TIME CREATION OF STUDENT'S E-MAIL ACCOUNT

- a. The creation of student e-mail accounts will be part of the enrollment process. While the ID is being processed at the MIS Department, the creation of the e-mail address will also take place.
- b. Every officially enrolled student will be given an e-mail address in the s.ubaguio.edu domain. This e-mail address will be used to communicate with the student. The MIS Department will create the said e-mail address and sets the default password.
- c. The e-mail address will be taken from the ID number of the student.

ID NUMBER	EMAIL ADDRESS
20081234	20081234@s.ubaguio.edu
20192312	20192312@s.ubaguio.edu
20171234	20171234@s.ubaguio.edu

LEARNING MANAGEMENT SYSTEM

TERMINATION OF STUDENT'S E-MAIL ACCOUNT

The student's email account will be deactivated once the student graduates or transfers to other universities. Also, the e-mail accounts of students who will not enroll in the following term will be deactivated.

- a. The creation of student e-mail accounts will be part of the enrollment process. While the ID is being processed at the MIS Department, the creation of the e-mail address will also take place.
- b. Every officially enrolled student will be given an e-mail address in the s.ubaguio.edu domain. This e-mail address will be used to communicate with the student. The MIS Department will create the said e-mail address and sets the default password.
- c. The e-mail address will be taken from the ID number of the student.

5. Faculty members will be using their e.ubaguio.edu email accounts as log-in details in the use of the Canvas LMS.

FIRST-TIME SUBSCRIPTION BY FACULTY MEMBER TO THE E.UBAGUIO.EDU DOMAIN

- a. The school secretary collects the preferred usernames from the faculty members and submits the list to MIS during the week before the start of the term.
- b. MIS creates the faculty members' e-mail addresses and returns the list with the default passwords to the school secretary.
- c. The secretary informs the concerned faculty members.
- d. Faculty members are advised to log in to the account with the default password and change it with the preferred password.

TERMINATION OF FACULTY MEMBER'S E-MAIL ACCOUNT

A faculty member's e-mail account in the e.ubaguio.edu is terminated once the faculty member resigns or retires from the University.

6. Assigning of faculty members handling subjects will be based on the Confirmation of Teaching Loads as well as using the AMS portal.

LEARNING MANAGEMENT SYSTEM

7. CANVAS Users:

CANVAS USER CREATION - STUDENTS

- a. Accounts for student users are uploaded to the Canvas server once they are officially enrolled using their s.ubaguio.edu log-in details. This is done two days before the opening of classes for second semester. Another uploading shall take place after one week from the start of classes to accommodate late enrollees.
- b. The Management Information System (MIS) personnel will make use of the Single Sign On Authentication (SSO) to update the student user details. Once the details are uploaded in the server, Canvas will automatically email the said student of the log-in details to access the student dashboard

CANVAS USER CREATION - FACULTY

- a. Accounts for faculty members have already been done through their enrollment in the Growing with Canvas Module.
- b. In cases where a new faculty is hired, the School Secretary communicates this to MIS for the creation of the e.ubaguio.edu email account. Once the email account is created, the School Secretary informs the faculty member. The same log-in details will be used to create a Canvas account for the new faculty member.

ADDING USERS TO A COURSE

Faculty members will access the enrolled students in their classes through the faculty portal (portal.ubaguio.edu). Using Add People button in the People page, the faculty member adds the students to his/her class.

DELETING USERS FROM A COURSE

- a. Students who are OFFICIALLY DROPPED or WITHDRAWN from a certain course will be removed from the class roster by the faculty in-charge. This will prevent the “officially dropped” or “withdrawal with permission” student from accessing the course content.
- b. After two weeks from the start of classes, the faculty member checks again the class roster to ensure that all students are in the virtual class. In cases where there are students that does not belong to the class, the faculty member should remove such students from the class roster.

LEARNING MANAGEMENT SYSTEM

8. CANVAS Courses

UPLOADING OF COURSES TO CANVAS

1. The UB Canvas has sub-accounts. Sub-accounts were created per school of the university (*e.g. School of Dentistry*). Courses that are offered and have enough students to proceed for the second semester in each school will be uploaded in each of these sub-accounts. Courses will be uploaded using SIS import by the MIS two days before the school opening.
2. Additional courses may be uploaded during the first week of classes. The Dean/Secretary should inform MIS about these courses as well as the faculty members handling them.

NAMING CONVENTION FOR COURSES

1. Courses will make use of the following naming convention: CourseName_Section.

Example: PROG1T1_JAA1

2. For courses with a lecture and laboratory component but are using only one course name, the naming convention will be: CourseNameL_Section for the laboratory class and CourseName_Section for the lectureclass.

Example: HISMLS1_LBB; Laboratory Class will have HISMLS1L_LBB and the Lecture Class will have HISMLS1_LBB as course names.

COURSE INVITATION

When an enrollment is manually added to the course, Canvas generates a course invitation once the course is published. The user must accept the course invitation to participate in the course. Not until the user accepts the course invitation, the user's status will display as pending. Note that when a user receives an enrollment invitation for a custom role, the invitation displays the name of the base role.

9. Changing of Faculty-in-charge

In cases where a particular course is transferred from one faculty member to another, the reassignment of such course should be communicated by the Dean/Secretary to MIS for proper reconfiguration in Canvas.

LEARNING MANAGEMENT SYSTEM

10. Dissolved Classes

In cases where a course is dissolved due to insufficient number of students, such course will be removed from Canvas by MIS.

RECOMMENDED SOFTWARE AND HARDWARE FOR ONLINE LEARNING

The software necessary for delivering online courses is reasonably basic.

SOFTWARE	
Audio and video plug-ins	Media players are needed in order to listen and watch provided audio and video materials. E.g., Windows Media Player, VLC, etc.
Productivity software	Students need to be accustomed with some basic productivity applications for: a. word processing (e.g., Microsoft Word), b. reading text documents (e.g., Adobe Acrobat reader), c. developing/reading presentations (e.g., Microsoft PowerPoint), and video/sound recording (e.g., built-in camera)
Video conferencing software	E.g., Google Meet, Zoom, etc.
Web browser	A software for accessing the world wide web is needed, e.g., Google Chrome

Hardware requirements include the following:

HARDWARE	
Laptop or desktop computers	These devices are instrumental in online learning. Though tablets and smartphones may be used for viewing content and video conferencing, these devices are somehow limited in terms of productivity software.

CONDUCT OF CLASSES

a. Classes will be conducted following the prescribed schedule.

i. Synchronous classes will be scheduled at least once a week. However, depending on the nature of the course, synchronous classes may be scheduled more than once in a week if needed. The rest of the schedules will be allotted for consultation time. Teachers are online to attend to queries or concerns of students in the particular course.

ii. To synchronize the schedules to avoid students and faculty members getting late in joining meeting rooms and to break the screen time for health purposes, the following must be the schedule for synchronous classes. For classes with unique schedules, schools will devise their own synchronous schedules to be communicated to students and to be reflected in the modules:

MWF SCHEDULES			
CLASS TIME	MONDAY	WEDNESDAY	FRIDAY
08:00AM - 09:00AM	SYNCHRONOUS CLASS	CONSULTATION TIME	CONSULTATION TIME
09:00AM - 10:00AM	CONSULTATION TIME	SYNCHRONOUS CLASS	CONSULTATION TIME
10:00AM - 11:00AM	CONSULTATION TIME	CONSULTATION TIME	SYNCHRONOUS CLASS
11:00AM - 12:00NN	SYNCHRONOUS CLASS	CONSULTATION TIME	CONSULTATION TIME
12:00NN - 01:00PM	CONSULTATION TIME	SYNCHRONOUS CLASS	CONSULTATION TIME
01:00PM - 02:00PM	CONSULTATION TIME	CONSULTATION TIME	SYNCHRONOUS CLASS
02:00PM - 03:00PM	SYNCHRONOUS CLASS	CONSULTATION TIME	CONSULTATION TIME
03:00PM - 04:00PM	CONSULTATION TIME	SYNCHRONOUS CLASS	CONSULTATION TIME
04:00PM - 05:00PM	CONSULTATION TIME	CONSULTATION TIME	SYNCHRONOUS CLASS
05:00PM - 06:00PM	SYNCHRONOUS CLASS	CONSULTATION TIME	CONSULTATION TIME
06:00PM - 07:00PM	CONSULTATION TIME	SYNCHRONOUS CLASS	CONSULTATION TIME
07:00PM - 08:00PM	CONSULTATION TIME	CONSULTATION TIME	SYNCHRONOUS CLASS

TTH SCHEDULES		
CLASS TIME	TUESDAY	THURSDAY
08:00AM - 09:30AM	SYNCHRONOUS CLASS	CONSULTATION TIME
09:30AM - 11:00AM	CONSULTATION TIME	SYNCHRONOUS CLASS
11:00AM - 12:30NN	SYNCHRONOUS CLASS	CONSULTATION TIME
12:30NN - 02:00PM	CONSULTATION TIME	SYNCHRONOUS CLASS
02:00PM - 03:30PM	SYNCHRONOUS CLASS	CONSULTATION TIME
03:30PM - 05:00PM	CONSULTATION TIME	SYNCHRONOUS CLASS
05:00PM - 06:30PM	SYNCHRONOUS CLASS	CONSULTATION TIME
06:30PM - 08:00PM	CONSULTATION TIME	SYNCHRONOUS CLASS

e.g. Subject: ENGLIS1

Schedule: MWF 08:00 - 09:00

CONDUCT OF CLASSES

MONDAY	WEDNESDAY	FRIDAY
08:00 - 09:00 SYNCHRONOUS CLASS ***conduct of online lecture ***presentation of activities and other requirements to be submitted through uploading in the LMS	08:00 - 09:00 CONSULTATION TIME ***accomplishment and submission of course activities and other requirements ***students may consult their respective subject teacher for concerns regarding the course, lectures, and other academic matters. ***teacher responds to student concerns and queries	08:00 - 09:00 CONSULTATION TIME ***accomplishment and submission of course activities and other requirements ***students may consult their respective subject teacher for concerns regarding the course, lectures, and other academic matters. ***teacher responds to student concerns and queries

Sample Schedule for Unique Class Schedules:

CATERING MANAGEMENT (HMELC104) (5 HOURS) WEDNESDAYS / 8AM-1PM	
8:00 – 9:30AM	LECTURE PART
9:30AM – 1:00PM	HANDS ON ACTIVITY
***all outputs must be submitted within the subject schedule.	

iii. Synchronous classes will be conducted by the teacher. Recorded lectures may be uploaded in the Canvas LMS for students' reference but not to cover up the conduct of synchronous classes. This is to be able to address concerns and queries of students regarding the topics being discussed.

- b. Faculty members should strictly follow the class schedule.
- c. The deans and/or program chairs are required to monitor the classes through the means specified in the school's PPG.
- d. Online classes should include uploading of resources to virtual classrooms, class discussions with student participation through Google Meet or any chat room, recorded video lectures for additional reference, and assessments and feedback. Online classes should also follow what is specified in the learning module.

VIRTUAL CLASSROOM DRESS CODE/GROOMING

- a. Faculty Members will check the grooming of the students during synchronous classes
- b. Proper attire must strictly be followed.
 - b.1. Clothing that is appropriate for the virtual classroom:
 - School uniform (if prescribed)
 - Collared shirts, button down shirts, modest blouses, t-shirts, sweatshirts
 - b.2. Clothing that is inappropriate for the virtual classroom:
 - Tank tops, Halter tops, Spaghetti strapped tops
 - Hats, shirts with offensive logos or messages, ripped or torn clothing, pajamas.

While the dress code for the virtual classroom is much more relaxed than the traditional classroom set up, students are expected to dress and be groomed in a respectful and appropriate manner.

SCHEDULED FACE-TO-FACE CLASSES

UB will conduct scheduled face-to-face classes in selected courses and year levels pursuant to CHED Memorandum Order No. 1 Series of 2022 on Supplemental Guidelines to CHED-DOH Joint Memorandum Circular (JMC) No. 2021-004, on the Additional Guidelines for the Operations of Limited Face-to-Face Classes of Higher Education Institutions (HEIs) in Areas Under Alert Level 1 and CHED Memorandum Order No. 5 Series of 2022 on Amendment to Article IV.H. of CHED-DOH Joint Memorandum Circular (JMC) No. 2021-004 Otherwise Known as the Guidelines on the Implementation of Limited Face-to-face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for COVID-19 Response and Amendment of Article III.B., Item 12 of CHED Memorandum Order (CMO) No. 01, Series of 2022.

The University observes compliance to the guidelines in the conduct of the scheduled face-to-face classes. Courses for scheduled face-to-face classes are identified before the term starts and scheduled according to prescribed venue (classroom) capacity based on IATF Guidelines in Areas Under the Alert Level System.

FACE-TO-FACE CLASSES

LIMITED FACE-TO-FACE CLASSES

Limited face-to-face classes will be conducted pursuant to the CHED Memorandum Order previously stated.

Moreover, the following guidelines will govern the students' conduct under the Flexible Learning Approach.

- a. **Attending the Course Orientation.** Students must attend the course orientation, whether it is in the traditional set-up (if allowed) or online, to be familiarized with the nature of the learning environment for the course.
 - b. **Reading Course Documents.** The students must take time to read all the necessary documents such as course syllabus, modules, assessment tasks, etc. to become familiar with the course outcomes and expectations. This is vital in allowing the students to plan their schedule in the course activities.
 - c. **Attending Classes.** Just like in the face-to-face set-up, students must attend online classes regularly. In an online course, student attendance is defined as logging in to the Learning Management System regularly and participating in all academic activities required by the instructor.
 - d. **Organizing and Managing Time.** Courses that have a significant online component may not provide students with as many reminders of course expectations regarding time as do traditional face-to-face courses.
- Therefore, the students must be responsible in paying attention to course schedules, requirements and deadlines.
- e. **Student Conduct.** All standards of student conduct outlined in the University of Baguio Student Handbook remain in full effect during the time of distance learning. All students are required to maintain appropriate school behavior at all times in both asynchronous and synchronous distance learning.
 - f. **Staying in contact.** Interactive communication in online courses must be established, just like how it is in the traditional classroom. Students must utilize and take advantage of the platforms available in the course to communicate, help facilitate learning, and accomplish tasks.

FACE-TO-FACE CLASSES

REQUIREMENTS FACE-TO-FACE CLASSES

In accordance with the CHED Memorandum Order, the following requirements are needed for students' compliance prior to students' face-to-face class:

1. Vaccination Certificate (fully vaccinated with booster dose/s)
2. Voluntary PhilHealth Registration or with equivalent medical insurance which covers medical expenses related to COVID-19, as either direct or indirect contributor.
 - Students who are twenty-one (21) years old or above but suffering from congenital disabilities, either physical or mental, or any disability acquired that renders them totally dependent on the member for support, as determined by the Corporation, may enjoy PhilHealth coverage without additional premiums. However qualified dependents must be declared by the principal member and their names must be listed under the principal member's Member Data Record (MDR) to ensure hassle-free benefits availment.

Note:

- *(CHED Memorandum Order No. 5 Series of 2022, issued May 30, 2022 repealed the compliance of a medical insurance, however, if it is required by the Host Training Establishment (HTE), students must comply.*
- *If the student opted not to avail of a medical insurance, student must submit an affidavit of undertaking. Please see Annex A for the affidavit of undertaking template.*

FACE-TO-FACE CLASSES

DRESS CODE/GROOMING

Faculty Members will check the grooming of the students during face-to-face classes according to the policies specified on the UB Student Handbook and grooming standards set specifically by the School/Program.

B. GUIDELINES FOR FACULTY MEMBERS

UB's faculty members are flexible learning and teaching – ready. They have been issued training and attendance certifications from G-Suite on online courses and webinars relevant to conducting classes in flexible modes. Further, they likewise participated in the Training with Growing through Canvas to prepare them in the utilization of the Canvas LMS.

- a. The faculty member will conduct an orientation for the students on the nature of the learning environment under the online course. The faculty member will also properly introduce the courses within the Learning Management System, including the learning objectives, expectations, and outcomes.
- b. Since efficient and effective communication is essential, assessments and feedback must be promptly given by the faculty member to the students. The faculty member must also identify when and how the students will interact with and contact the instructor.
- c. The faculty member must strive to adopt and design relevant materials, class activities and other suitable resources that will assist in establishing a supportive online learning community.
- d. Clear and well-constructed criteria must be provided by the faculty member to the students, since instruction will be done in an asynchronous format for better participation of the students.
- e. The faculty member should intervene in student discussions to keep dialogues from stalling or being unnecessarily interrupted.
- f. Different pedagogical approaches must be utilized by the faculty member in order to identify the learners' identity. Possible methods include virtual class meetings using video display, reviewing student writing samples from written assignments, routine interaction with the students (through e-mail, phone or video communication), and group assignments among others.
- g. The faculty member is responsible for performing necessary actions that will prompt students to show proper conduct and behavior throughout the duration of the course.
- h. Continuous review and enrichment of the learning modules must be undertaken by the faculty members.

FACE-TO-FACE CLASSES

The following requirements should be complied with by the faculty members:

- a. Faculty members who will be teaching should have the capability to do online teaching. Appropriate gadgets and strong Internet connectivity are required. However, s/he may be allowed to work from UB during his/her class schedule/s to deliver online teaching in case s/he has Internet connectivity problems.
- b. Each faculty member teaching during this term should have an e.ubaguio.edu account in order to access the Canvas LMS. The Management Information System (MIS) Department has provided a cloud storage for all learning resources that the faculty member will be creating and using.
- c. Instructors are required to invite their respective deans and/or program chairs as co-teachers in their online classes (e.g., Canvas, Google Classroom, Messenger group chats) for monitoring purposes.
- d. Instructors are required to submit a monitoring sheet as prescribed in the School's PPG.
- e. At the end of the term, instructors are required to submit pertinent documents incorporated in their end-term reports (e.g., sample student activities, assessments, portfolios) to the dean.
- f. Instead of the usual in-house training, faculty members will be undergoing online-based systematic and intensive training to enhance their aptitude and capability in facilitating effective flexible/online/distance learning. Learning sites will be recommended for certification purposes.

ACADEMIC CONSULTATION

(based on the Policy, Procedures, and Guidelines (PPG) for Student Tutorials in the Tertiary and Graduate School Levels written July 2021)

1. Apart from the asynchronous schedule, students may also seek consultation from their respective subject teachers during the identified consultation schedule.
2. The Consultation schedule will be announced by the teacher during their synchronous / face to face class and shall likewise be posted at the faculty room or school's respective pages.
3. Teachers will be available either at the consultation room or virtually to attend to queries or concerns of students in the particular time and schedule for each subject.

FACE-TO-FACE CLASSES

4. Consultation forms/reports shall be accomplished and submitted as part of the end of semester clearance for all faculty members. Sample screen shots of online consultations done must be annexed.

a. It is the responsibility of the teacher to document their consultations with their students using the prescribed consultation form and take sample screen shots of consultations done online.

b. Deadline for the submission of accomplished consultation forms shall be set by the respective deans' offices.

c. These accomplished academic consultation forms/reports with screenshots must be submitted by the teachers to their respective program chairs, copy furnished their deans on or before the set deadline. The program chairs, in turn shall utilize these reports, to prepare the narrative report on academic counselling every end of the semester.

5. The program chairs and the dean's office monitor from time to time the faculty members in their stated consultation hours. This is one of the bases of the evaluation of the faculty by the program chairs and the dean (New Evaluation Tool of the Faculty by the Program Chair/Dean, part III, number 8) and part of every semester report of the faculty. Moreover, it is part of the New Evaluation Tool of the Faculty by the Students (Part III, number 5).

REMEDIAL CLASSES

(based on the Policy, Procedures, and Guidelines (PPG) for Student Tutorials in the Tertiary and Graduate School Levels written July 2021)

1. Remedial classes are frequently used to stress the fundamentals in a subject. They are valuable in helping students who are having problems with theories/concepts to completely understand the basics of a subject.

2. These may be determined by the teacher or a program (example, Business Administration) after ascertaining the need through various means like diagnostic tests or results of a periodic examination/ assessment. The request may also come from the students.

3. It must be stressed that enrichment/remedial class/es are different from the make-up classes held because the teacher must finish the syllabus for whatever reasons.

4. The teacher, program chair or the students through their teacher concerned request for remedial class/es subject to the endorsement of the program chair and approval of the dean. The request should be done at least three (3) working days prior to the date of requested remedial.

FACE-TO-FACE CLASSES

5. To ensure that the approved remedial classes are well attended, the expected class attendance should be checked vis-à-vis the actual number of students. The reason/s for non-attendance of the expected students should also be looked into for consideration in future remedial classes.
6. The teacher should not be giving graded activities during the remedial class/es.
7. The prescribed forms must be used, filled up and submitted at least seven (7) working days to the dean's office after the remedial has been done.

D. CLASS MONITORING

This aims to assess the learners' progress and compliance in their given learning activities, whether online, scheduled face to face / hyflex or face to face classes, and to check whether activities are going as planned and that they are "on task". Also, it provides an indication of what instruction or delivery method should be re-evaluated for improvement to guarantee that students can complete the tasks given to them.

Through this, teachers can identify students who are at risk and can thereby provide intervention and additional support and instruction on a regular basis, making sure that no student "slips through the gap."

a. STUDENT MONITORING

- Student attendance and tardiness will be checked and monitored by the subject teacher based on the university policy as stipulated in the UB Student handbook.
- Student attendance is required during online, scheduled face to face / hyflex or face to face classes
- A student is dropped by the subject teacher after missing the required number of hours as indicated in the UB Student Handbook.
- Dropped student (whether online, scheduled face to face / hyflex or face to face class) will be required to process their readmission online.

FACE-TO-FACE CLASSES

ONLINE READMISSION SYSTEM

(based on the Policy, Procedures, Guidelines (PPG) on Online Readmission System effective August 2020)

Procedures:

REPORTING OF STUDENTS' ABSENCES			
STEPS	RESPONSIBILITY	REFERENCE	FORM/TEMPLATE/RECORD
1. Teacher fills out the Google Form for reporting of absences	Teacher/ Instructor	Article VI: Attendance, Student Handbook 2014 Edition P. 68	https://tinyurl.com/UBAttendanceMonitoring
2. OSA notifies parent/ guardian about their child's/ ward's absences	OSA personnel		Notice to Parents
STUDENT READMISSION			
3. Student fills out the Google Form for readmission	Student		https://tinyurl.com/UBStudentReadmission
4. OSA sends email to student to assists with his/her difficulties in attendance, reprimands if needed, and ask student to seek counseling from the CCSD if applicable.	OSA and CCSD personnel		OSA Readmission Letter CCSD Referral Form
5. OSA sends email of readmission to student and teacher.	OSA personnel		Notice of Readmission

b. FACULTY MONITORING

- Respective Dean's Offices will monitor the attendance of the faculty members in their scheduled synchronous classes. Payroll Office randomly checks attendance of teachers in their virtual classes.
- For teachers attending face to face classes and reporting to the university, use of the biometrics is required.
- Faculty members who cannot attend to their scheduled synchronous and face to face classes must file a leave of absence and request for a substitute. Rescheduling is strictly prohibited.
- In cases of limited or no internet connectivity due to certain factors such as weather conditions or scheduled power interruption, faculty members are required to conduct their online classes in the university premises. However, if UB is affected by the power interruption schedule, teacher reschedules his/her synchronous classes or shift to asynchronous mode if possible subject to the approval of the dean.
- In case classes are officially suspended, face to face, synchronous and asynchronous classes are likewise suspended

FACE-TO-FACE CLASSES

E. LEARNING PLANS

Power competencies per subject will be identified by the instructors in coordination with their respective program chairs and deans/subject heads/principals.

Instructors must identify power competencies in the subjects they are teaching. They should concentrate on achieving the identified competency/ies. Other details about this can be found in the School's PPG.

F. LEARNING ACTIVITY SCHEDULE

The learning activity schedule is a weekly plan which includes the methods on how the activities prepared for the week will be delivered. This should be consistent with the approved syllabus.

The learning activity schedule covers the lessons, the learning delivery mode, assessment tasks, and other class activities.

G. CLASS SIZE

To make a class sustainable, a minimum number of 35 students in both professional and GE courses is required.

For petitioned courses, provisions indicated in the VPAA PPG No. 06 s. 2020 on the Policy and Guidelines for Scheduling and Loading shall apply.

H. ASSESSMENT OF COMPETENCY/IES

a. All learning outcomes described in the course should be documented through exams/quizzes, journals, papers, projects, and/or portfolios.

b. Assessments should be done using rubrics which are made known to students prior to the start of the activity.

c. Learning objectives and instructional and assessment activities should be closely aligned with the course topics.

d. Multiple assessment strategies should be used to measure knowledge, attitudes and skills (e.g., use of Quizziz, Kahoot, Quizlet, formative, Pear Deck, Canvas, Google forms).

e. Regular feedback about student performance should be provided in a timely manner throughout the course term. Feedback such as grades should be easily accessible to students.

FACE-TO-FACE CLASSES

I. COMPLAINTS PROCEDURE

a. Complaints refer to statements that a situation is unsatisfactory or unacceptable, which includes the quality of a service provided, conduct of faculty and staff as well as academic matters which may include computation of grades, classroom management, etc. These may come from students, parents, alumni and other stakeholders.

b. Complaints made to the University are considered with courtesy, with due regard to confidentiality and without fear of prejudicial treatment.

c. All complaints will be addressed in an equitable, objective and unbiased manner.

d. In order for complaints to be processed, the following information must be disclosed. All data generated will be handled in accordance to the provisions indicated in the UB Privacy Manual:

1. Complete name of the complainant
2. Complete details of the complaint (e.g. subject, section, schedule, complete name of the university personnel, office, etc)
3. Contact information which includes email address and contact number.

***While anonymous complaints are treated seriously, however proper investigation may not be conducted if the complainant is unknown.

e. Depending on the area/nature of the complaint, the complainant must strictly follow the identified steps in order for the complaints to be properly handled/processed. Complaints may be sent to the proper personnel or office using the official email address, official office social media accounts such as FB page or office phone numbers.

Step 1: Complaints to be directed to concerned personnel / office.

Step 2: If complaints were not addressed, intervention from direct supervising head is needed.

Step 3/4: Complaints will be referred to the management or EXECOM if needed.

FACE-TO-FACE CLASSES

Responsible office/personnel in handling complaints:

AREA/ NATURE OF COMPLAINT	STEP 1	STEP 2	STEP 3	STEP 4
ACADEMIC CONCERN				
Computation of grades	concerned subject teacher	If concerns were not addressed, elevate the concern to the concerned program chair of the complainant	Program chair will refer the concern to the dean if needed	Dean will refer the concern to the VPAA if needed.
All concerns regarding class standing (scores, assessment tasks, all graded activities)				
Crediting of grades	Concerned dean's office	Dean's office staff will coordinate with the registrar's office		
Enrollment	Concerned dean's office	Dean's office staff will coordinate with concerned office		
Program, course and teaching quality	Respective program chair of the complainant	Program chair will refer the concern to the dean, if needed	Dean will refer the concern to the VPAA if needed.	VPAA will refer the concern to the EXECOM if needed
STUDENT SERVICE				
General information services	Concerned dean's office	Dean's office personnel will refer the concern to respective office in charge		
Library and other learning resources	University library head or Respective program chair of the complainant			
Counseling services, student equity and welfare	CCSD Director	CCSD Director may refer to the concern to the VPAA if needed		
Scholarships and school fees	Student accounts office (SAO)	Head of SAO may refer the concern to the VP for Finance if needed		
CONDUCT OF FACULTY/STAFF				
Conduct of Faculty	Concerned Program Chair or Dean of the complaineer/ respondent	Dean may refer the concern to the HRMC or VPAA if needed		
Conduct of Staff	Direct supervising head of the complaineer/ respondent	Head of office may refer the concern to the HRMC or supervising VP if needed		

ACADEMIC PROGRAMS

A. LEARNING MODULES

A learning module contains course materials in an organized manner aimed at guiding the students toward the achievement of the intended learning outcomes.

The faculty member is required to utilize the learning module throughout the term. The module should be designed for online and offline distant learning. The contents of a module are specified in Annex A.

B. DELIVERY

Classes in UB will be delivered through the hyflex learning approach, which consists of face to face classes (scheduled & limited), online learning system (synchronous and asynchronous), and online student support.

C. TEACHING-LEARNING ACTIVITIES (TLA):

a. All teaching-learning modes of delivery should be maximized by the teachers,

All teaching-learning modes of delivery should be maximized by the teachers.

b. All learners/students should be accounted for in case they are not active in group chats, do not respond as to doing a required activity, or do not report to class (if scheduled). Teachers must exhaust all student/learner contacting measures so that no learner is left uninformed.

c. All activities should be doable in the normal class schedule to avoid backlogs. Teachers should not demand unknowns from the students. Teachers should also concentrate on identified power competencies.

d. Teachers should avoid group activities especially outside class hours and should encourage independent studying (if feasible) where competencies for the courses shall be met.

e. Teachers must make sure that instructions are very clear to students.

D. GRADING, INCLUDING MEASUREMENT AND EVALUATION

The UB official grading system will be adopted and used in both online and face-to-face classes. For regular semester, First Grading, Midterms and Final Grading periods will be considered. Class records will be checked by the dean which is submitted online by the faculty members.

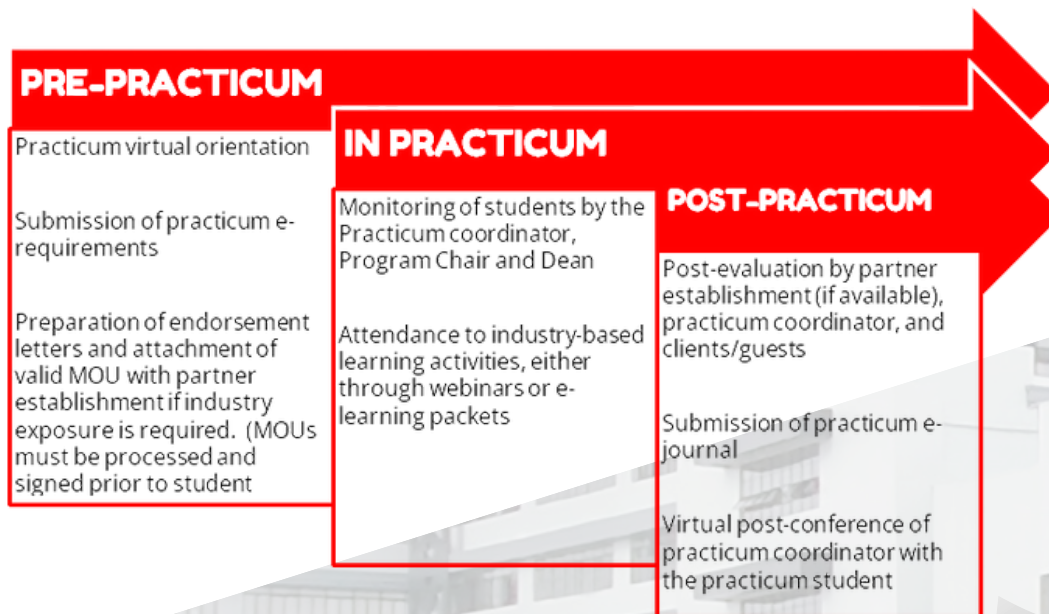
ACADEMIC PROGRAMS

E. INTERNSHIP/PRACTICUM/RELATED LEARNING EXPERIENCE

As a result of the suspension of hands-on exposure duty of the interns or practicum students, policies, procedures, and guidelines (PPG) of the Internship Program have been crafted and are continuously revised as deemed necessary by the schools and widely disseminated to the practicum/student interns. The PPG includes guidelines on how the students can acquire the needed competencies embedded in the course. The guidelines include virtual internship in partnership with local or international companies, requirements to be accomplished by the students to compensate for their duty hours, and virtual industry exposures and trainings, among others. This move was grounded on the goal of the school to help the student interns, especially the graduating students, to finish the course in time but without sacrificing the quality of education they need and deserve.

All the requirements shall be designed to challenge student interns to apply learned theories and concepts in preparation for a professional life after graduation – this being the same with the main objective of the internship program. Monitoring per school will be done through either weekly reports, real-time monitoring through Google sheets, or general narrative reports.

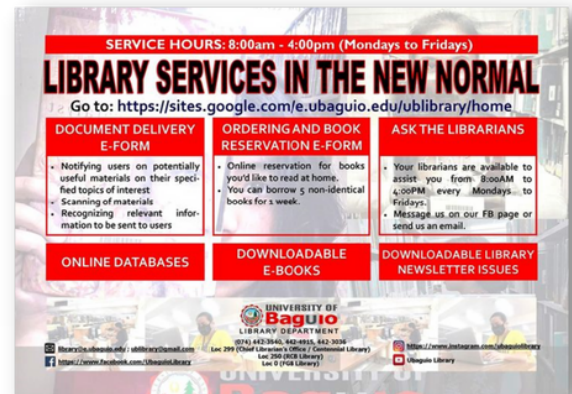
The practicum process is outlined below:



NON-ACADEMIC PROGRAMS

A. LIBRARY SERVICES

Library Services are made available online. Students are advised to visit the library's official site to request for document delivery, order and reserve a book or consult with the school librarians.



SERVICE HOURS: 8:00am - 4:00pm (Mondays to Fridays)

LIBRARY SERVICES IN THE NEW NORMAL

Go to: <https://sites.google.com/e.ubaguio.edu/ublibrary/home>

DOCUMENT DELIVERY E-FORM <ul style="list-style-type: none">Notifying users on potentially useful materials on their specified topics of interestScanning of materialsRecognizing relevant information to be sent to users	ORDERING AND BOOK RESERVATION E-FORM <ul style="list-style-type: none">Online reservation for books you'd like to read at home.You can borrow 5 non-identical books for 1 week.	ASK THE LIBRARIANS <ul style="list-style-type: none">Your librarians are available to assist you from 8:00AM to 4:00PM every Mondays to Fridays.Message us on our FB page or send us an email.
ONLINE DATABASES	DOWNLOADABLE E-BOOKS	DOWNLOADABLE LIBRARY NEWSLETTER ISSUES

UNIVERSITY OF Baguio LIBRARY DEPARTMENT
(074) 442-3645, 442-4915, 442-3038
Fax: 299 (Chief Librarian's Office / Computer Library) / 298 (Book Library) / 298 (FUG Library)
Library Services: library@ubaguio.edu.ph / library@ubaguio.edu.ph
Facebook: <https://www.facebook.com/ublibrary> / <https://www.facebook.com/ublibrary>

B. MEDICAL CLINIC

The UB Medical and Dental Clinic through its TeleHealth Services aims to deliver and facilitate health and health – related services including medical care, patient education, health information services and self-care via remote technologies.



MEDICAL-DENTAL Clinic

The main goal of the Medical-Dental Clinic Tele Health Services is to deliver and facilitate health-related services including medical care, patient education, health information services, and self-care via remote technologies.

We offer free consultation on

- Management of non-Covid cases
- Referral of cases to appropriate health agencies/sectors

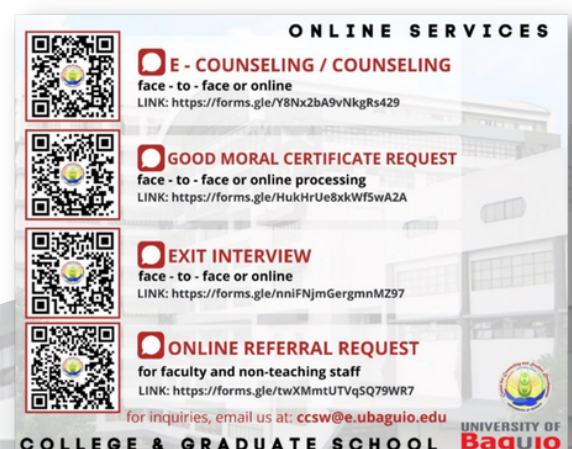
@UBMedicalClinicOfficial
(074) 442-4915 local 267
Smart: 0961-6928-407
Smart TNT: 0930-7825-123
Globe: 0927-2652-923
0927-2653-047

C. GUIDANCE SERVICES





The Center for Counseling and Student Development (CCSD) will maintain a schedule of online availability and have individual meetings with students by appointment if necessary. Students should be in communication with their counselor(s) if they find themselves struggling with academic work or anything else. Online consultation and counseling are offered.

To avail of these services, students are required to register online and give their consent in compliance with Data Privacy Act.

Certificate for Good Moral may likewise be requested online through e-mail. Upon receipt of the request, the CCSD Office will request necessary clearance from the concerned dean. When the requesting student has been cleared, the certificate will be released electronically through e-mail.



ONLINE SERVICES

	E - COUNSELING / COUNSELING face - to - face or online LINK: https://forms.gle/Y8Nx2bA9vNkgRs429
	GOOD MORAL CERTIFICATE REQUEST face - to - face or online processing LINK: https://forms.gle/HukHrUe8xkWF5wA2A
	EXIT INTERVIEW face - to - face or online LINK: https://forms.gle/nniFNjmGergmnMZ97
	ONLINE REFERRAL REQUEST for faculty and non-teaching staff LINK: https://forms.gle/twXMMtUTVqSQ79WR7

for inquiries, email us at: ccsw@e.ubaguio.edu

COLLEGE & GRADUATE SCHOOL UNIVERSITY OF Baguio

NON-ACADEMIC PROGRAMS

PROCEDURES & GUIDELINES

B.1. ONLINE GMC PROCESSING

1. The student must fully accomplish the online form sent to them in Link form (Some requests are done via ARC, in these instances, reflect the turnover of the requested document to the ARC)

College - <https://forms.gle/j2oBdoP8b3bMbj6eAor> https://bit.ly/ccsd-college_gmc

2. Payment can be made through any of the following:

- Bank Transfer: the student is to keep a receipt or proof of completed transaction
- Payment through University Cashier: the student is to keep the receipt as a proof of transaction

3. Claiming can be through any of the following:

- Through Email Address: Students can request it to be sent through their email address indicated in the accomplished form. Claiming of certificate will still be after 2 working days.
- Through Personal Transaction: Students can claim their Certificate of Good Moral Character at the CCSD main office when there is regular class and work.
- For Authentication, the student/requesting individual can photocopy the Certificate of Good Moral Character and let the SDF sign it for authentication.

4. The link to the form can be found on the following:

- Center for Counseling and Student Development Facebook Page and Instagram
- University of Baguio Colleges Official Facebook Pages (e.g. UB School of Nursing Facebook Page, UB School of Natural Sciences Facebook Page)

B.2. ONLINE SERVICES

Lifted from the American Counseling Association (ACA), 2014 Code of Ethics

1. Online Informed Consent (as reflected in the online counseling service request form via Google forms)

The online informed consent will reflect the following information:

- Gives the credentials, physical location and contact information of CCSD;
- Identifies the risks and benefits of engaging in the use of the online service (implication to confidentiality);
- Displays the responsibilities of the client who availed of the online service;

NON-ACADEMIC PROGRAMS

2. Conduct of CCSD online services, the counselor's responsibilities:

- a. Identification of the different electronic links or online platform to be used in the delivery of service: email, messenger, etc.
 - Options are indicated in the Google form to be filled out.
- b. Maintenance of confidentiality
 - Acknowledges the limitations of maintaining the confidentiality of electronic records and transmissions.
 - Informs the clients that individuals might have authorized or unauthorized access to collected records or transmissions (e.g., colleagues, supervisors, employees, information technologists).
- c. Security
 - Uses technology-based communications that meet applicable legal requirements;
 - Takes reasonable precautions to ensure the confidentiality of information transmitted through any electronic means.
- d. Client Verification
 - Take steps to verify the client's identity prior or during the delivery of the online service.
- e. Records and Web Maintenance
 - maintains electronic records in accordance with relevant laws and the ethics of confidentiality and the data privacy law;
- f. Professional Accountability
 - Gives appropriate update regarding the online services delivered to the immediate supervisor;
 - Creates a summary of the online services rendered through the CCSD monthly report.
 - Renders the service within the prescribed or identified time of delivery.

3. Availment of CCSD online services, the client's responsibilities (student/parent/guardian/etc.)

- a. Informed consent and disclosure
 - Thoroughly goes over the conditions and information reflected in the e-informed consent form;
 - Provides authentic information for the efficient facilitation of the requested service;

NON-ACADEMIC PROGRAMS

b. Maintenance of Confidentiality

- Acknowledges the limitations of maintaining the confidentiality of electronic records and transmissions.

c. Accountability

- Appropriately accomplishes the link of the chosen online service;
- Follows the procedure reflected in the electronic link (payment of fees, date of document release, etc.);
- Presents required identification card (when applicable).
- Uses the document for the purpose identified

B.3. ONLINE REFERRAL

Lifted from the American Counseling Association (ACA), 2014 Code of Ethics

1. Online Referral form (as reflected in the online referral service form via Google forms)

The online referral form will reflect the following information:

- Gives the credentials, physical location and contact information of CCSD;
- Identifies the risks and benefits of engaging in the use of online referral service (implication to confidentiality);
- Discusses the possibility of technology failure and alternate methods of service delivery;
- Displays the responsibilities of the stakeholder as the person who refers;
- Identifies anticipated response time;

The online referral form will ask for the following information:

- Full name of the person doing the referral;
- Full name of the student/pupil referred;
- Relationship to the student/pupil referred;
- Department, year level/grade level, section/course of the student/pupil referred;
- Contact information of the student/pupil referred;
- Reason/s for the referral.

1. Conduct of online referral service, the Guidance Counselor or Student Development Facilitators' responsibilities:

a. Maintenance of confidentiality

- Acknowledges the limitations of maintaining the confidentiality of electronic records and transmissions.
- Informs the stakeholder (person who referred) options of receiving feedback (when applicable)

NON-ACADEMIC PROGRAMS

b. Security

- Uses technology-based communications that meet applicable legal requirements;
- Takes reasonable precautions to ensure the confidentiality of information transmitted through any electronic means.

c. Client Verification

- take steps to verify the stakeholders' identity at the onset of the referral process.

d. Records and Web Maintenance

- maintains electronic records in accordance with relevant laws and the ethics of confidentiality and the data privacy law;

e. Professional Accountability

- Gives appropriate feedback to the stakeholder who gave the referral (when applicable);
- Reflects the referrals handled in the monthly accomplishment report.

3. Availment of Online Referral Service, the stakeholders' responsibilities

a. Informed consent and disclosure

- Thoroughly goes over the conditions and information reflected in the informed consent form;
- Provides authentic information for the efficient facilitation of the service requested;

b. Maintenance of Confidentiality

- Acknowledges the limitations of maintaining the confidentiality of electronic records and transmissions.
- Takes precautions to avoid disclosing confidential information (feedback received) through public social media threads, other electronic links or conversations with interested or uninterested individuals.

D. STUDENT SERVICES

The University of Baguio recognizes that not all students have devices and have access to the Internet. Hence, aside from the printed learning modules that will be made available for pick-up at the Security Office, students who are interested to acquire the needed learning devices can avail of the e-learning device loan being offered by the University of Baguio. This scheme is in partnership with PLDT, Smart Communications and TSS Corporation (Tiong San Harrison). Guidelines on how to avail of the loan are specified below:

NON-ACADEMIC PROGRAMS

E-LEARNING DEVICE LOAN FOR STUDENTS

For a student to qualify for the loan, he/she must be officially enrolled in the University of Baguio for First Semester, SY 2021-2022. Incoming freshmen students will qualify for the loan after finishing one semester with the University.

PROCEDURE

1. To register, go to www.ubaguio.edu and click the e-Learning Device Loan Online Application link.
2. Choose your preferred loan amount and terms:
 - Php 9,999.00 and below – one semester to pay (in three equal payments)
 - Php 10,000.00 to Php 25,000.00 – two semesters to pay (in six equal payments)

Note: Payment for the loan will be included in your school fees.

3. Send scanned copy of the following documents to studentaccounts@e.ubaguio.edu
 - Official Receipt or Deposit Slip of tuition fee down payment for First Semester, SY 2021-2022
 - Valid School ID for First Semester, SY 2021-2022
 - Parent's/Guardian's Valid ID (any government-issued ID)
 - Parent's Written Consent
4. The Student Accounts office will notify you through e-mail on the result of your application after five (5) working days. The Student Accounts Office (SAO) and Admission and Records Center (ARC) will prepare the Contract of Agreement (COA) for signatures of all concerned parties.
5. The signed COA between you, and your parent/guardian, and UB should be e-mailed to studentaccounts@e.ubaguio.edu or you may submit the original copy of the contract at the UB Student Accounts Office which opens from Mondays to Fridays, except Wednesday, at 9:00 am and 12:00 pm and 1:00 pm to 3:00 pm.
6. Once approved, the UB Procurement Office will prepare the Purchase Agreement and Authority to Deliver (PAAD). This form is valid for five (5) calendar days from the date of issuance. Tiong San shall not accept any PAAD form received beyond the validity date.
7. Upon issuance of the PAAD, the student/parent/guardian shall bring the PAAD to Tiong San Harrison or Pines Multi, depending on the store identified by the student. The PAAD must be in original signatures, its date must be updated or current, and it must be presented to Tiong San in two printed copies, together with the valid identification card (ID) of the student issued by the University of Baguio, and the parent's/guardian's government-issued ID. Application with incomplete documents will not be processed.
8. Tiong San or Pines Multi will validate your documents.
9. The student and/or parent shall choose from among the available stock at Tiong San Harrison or Pines Multi.
10. Tiong San or Pines Multi will release the device/gadget to the student/parent/guardian.

COMMUNICATION

For inquiries and other concerns, students, parents or guardians may directly contact the following management personnel through the contact details provided below:

OFFICE	ADMIN	LOCAL NO.	OFFICE EMAIL ADDRESS
Trunk Line Numbers: (074) 442-4915, 442-3540, 442-4730			
President	Engr. Javier Herminio D. Bautista	200 (442-3071)	
Vice President for Academic Affairs	Dr. Janice Kaylyn K. Lonogan	264 (446-9434)	vpaa@e.ubaguio.edu
Vice President for Administration	Atty. Rommel P. Ayson	256	vpadmin@e.ubaguio.edu
Vice President for Finance	Mr. Johann Ben A. Bautista	205 (442-8749)	disbursing@e.ubaguio.edu
School of Business Administration & Accountancy	Dr. Kareen B. Leon	209	sbaa@e.ubaguio.edu carlosbaa@e.ubaguio.edu
School of Criminal Justice & Public Safety	Dr. Charesma Grace K. Lud-ayen	317	scjps@e.ubaguio.edu
School of Dentistry	Dr. Ian Steve C. Bandaay	213	dentistry@e.ubaguio.edu
School of Engineering & Architecture	Engr. Jeferd E. Saong	204	sea@e.ubaguio.edu
School of Information Technology	Engr. Elisabeth D. Calub	319	sit@e.ubaguio.edu
School of International Hospitality & Tourism Management	Ms. Jenelyn M. Magpatoc	314 (442-2362)	sihtm@e.ubaguio.edu
School of Law		318	sol@e.ubaguio.edu
School of Natural Sciences	Ms. Teresa N. Villanueva	218	sns@e.ubaguio.edu
School of Nursing	Ms. Helen D. Alalag	219	son@e.ubaguio.edu
School of Teacher Education & Liberal Arts	Dr. Aida A. Dapiawen	274	stela@e.ubaguio.edu
Graduate School	Secretary: Ms. Jessa Mae Bustillo	211	ubgradschool@e.ubaguio.edu
UB Laboratory Elementary School	Dr. Julius T. Gat-eb	423-9416 442-4632	ubles@e.ubaguio.edu
UB High School	Dr. Marivic B. Mutong	221 (423-0243)	seniorhigh@e.ubaguio.edu highschool@e.ubaguio.edu
UB Senior High School		244 (423-0243)	

COMMUNICATION

OFFICE	ADMIN	LOCAL NO.	OFFICE EMAIL ADDRESS
Trunk Line Numbers: (074) 442-4915, 442-3540, 442-4730			
UB Science High School	Dr. Antonio D. Mangaliag	296 423-0278	sciencehigh@e.ubaguio.edu
Accountant's Office	Mr. Eduardo C. Zuñiga	206	accounting@e.ubaguio.edu
Admissions & Records Center	Mr. Medardo Abarientos	259 (619-0003) (423-0259) ext: 231	registrar@e.ubaguio.edu
Athletics Office	Mr. Henry B. Batocong	223	athletics@e.ubaguio.edu
Campus Planning & Development	Engr. Bernard Z. Abaya	238 / 222 (443-8356)	campusplanning@e.ubaguio.edu
Center for Counseling & Student Development	Ms. Leny O. Estacio	226	ccsw@e.ubaguio.edu
Human Resource Management Center	Ms. Gepsy Rose A. Ammogawen	207 (619-0002)	hrmc@e.ubaguio.edu
Library Extension (RCB Bldg.)	Mr. John Nigel Millare	299 / 250	library@e.ubaguio.edu
Linkages Office	Ms. Melanie R. Saro	217	linkages@e.ubaguio.edu
Management Information System	Mr. Anthony Y. Galutan	229 / ext: 241	mis@e.ubaguio.edu
Medical/Dental Clinic	Dr. Esmeralda M. Gatchallan	267	mdc@e.ubaguio.edu
Office of Student Affairs	Dr. Froilan C. Aspa	235 (442-4915) ext: 295	osa@e.ubaguio.edu
Payroll	Mr. Jonald S. Aglosolos	208	payroll@e.ubaguio.edu
Procurement	Ms. Ma. Milagros T. Flores	255 (446-0966)	procurement@e.ubaguio.edu
Quality Assurance Office	Dr. Ellen M. Halover	276	qao@e.ubaguio.edu
Research & Development Center	Dr. Isagani Paddit	232	rdc@e.ubaguio.edu
Extension & Community Outreach Services		230	nstp@e.ubaguio.edu ecos@e.ubaguio.edu
Security Office	Mr. Jayton M. Anaen	234	securityoffice@e.ubaguio.edu
Student Accounts Office	Ms. Rowena P. Sungduan	313 (442-2867)	studentaccounts@e.ubaguio.edu

POLICY ON DATA PRIVACY, INTELLECTUAL PROPERTY RIGHTS AND PLAGIARISM

a. DATA PRIVACY

University of Baguio respects one's right to privacy and commits itself to comply in good faith with the mandates of Republic Act Number 10173 or the Data Privacy Act of 2012 (DPA), its implementing Rules and Regulations, and the pertinent circular of the National Privacy Commission (NPC).

- All personnel data collected from students, employees, scholars will be processed in accordance to the provisions indicated in the UB Privacy Manual.*
- Consent must be sought from all concerned individuals prior to the video recording of virtual activities, both academic (synchronous classes, demo lectures, etc.) and non-academic (webinars).*
- Posting of screenshots taken during virtual classes, video lectures of teachers, virtual presentations, etc in social media is strictly prohibited unless consent from concerned party/ies have been granted.*

b. INTELLECTUAL PROPERTY

Intellectual property refers to anything created by someone, including but not limited to, inventions, literary works, items created by artists (e.g., artwork, musical pieces), symbols, designs, images, pictures and even names that are used for commercial purposes.

With this, unauthorized distribution of all learning resources prepared by the faculty members like modules, presentations, recorded demo and virtual lectures, etc shall be dealt in accordance to the sanctions stipulated in the UB Manuals for Teaching and Non-Teaching Personnel.

c. PLAGIARISM

Plagiarism is defined as using or copying words or ideas from someone else's work and claiming as one's own. Plagiarism also includes implicit or explicit failure to cite sources of a quotation and paraphrasing most of the words or ideas of a source without giving credit to the author. Any form of act that constitutes plagiarism must be avoided by students, teaching and nonteaching personnel.

Cheating in one's work constitutes unethical and deceitful practice and must never be committed. Academic honesty is encouraged at all times. Violators shall be dealt with in accordance with the stipulations in the appropriate student, teaching or non-teaching manual.

FREQUENTLY ASKED QUESTIONS

1. Will Attendance be checked?

- Yes. Attendance will be regularly checked by the instructor since classes will be held based on the class schedules.

2. Will there be a first grading, midterm and final exam? How will they be administered?

- Yes. For regular semesters, there will be examinations, as they are included in the UB grading system. However, teachers may opt to require requirements in lieu of examinations if need be and if applicable to the course.

3. How are the teachers being prepared for the changes in the mode of learning and teaching?

- The University's teachers are prepared for the Flexible Learning Approach. They have been issued training and attendance certifications from G-Suite as regards online courses and webinars relevant to conducting classes in flexible modes. Further, they likewise participated in the Training with Growing through Canvas to prepare them in the utilization of the Canvas LMS.
- Faculty development program is in place for continuous update and training of faculty members aligned to the new normal.

4. Where can we find updates about the University and the upcoming school year?

- All updates and announcements are posted on the University's official website (www.ubaguio.edu) and Facebook page (www.facebook.com/ubaguioofficialpage). Each school likewise maintains a Facebook page where updates and information are posted.

5. How can we complete our INCs/NFE?

- To complete an INC or NFE grade, the student must communicate with the concerned teacher to request for the completion activity. Once complied, the teacher will process the completion form electronically in coordination with the respective dean's office secretary. Upon approval by the dean, the signed completion form should be submitted to the Admissions and Records Center. Grade can be viewed on the student portal three to five working days after the same has been submitted to the Admissions and Records Center.

6. How can we get our Registrar Records?

- Over-the-counter requests at the Admissions and Records Center are accommodated provided health protocols are strictly followed. Requests for records may also be sent to registrar@e.ubaguio.edu.

7. What platform will be used in the conduct of online-based classes?

- UB will be using Canvas and G-Suite (@e.ubaguio.edu) in the conduct of its online-based classes. Other platforms may be utilized for synchronous classes such as Google Meet or Zoom.

FREQUENTLY ASKED QUESTIONS

8. How can we pay our school fees?

- Payment can be made through the following options for your convenience:
 - A. Paygate (The link can be accessed on the student portal. With the Paygate, posting could be real time or up to 1 business day.)
 - Payment channels include the following: Bancnet Debit Cards, GCash, BDO Online Payment, BDO Over the Counter, UCPB Online Payment, UCPB Over the Counter, PNB Online Payment, PNB Over the Counter, Security Bank Online Payment, Union Bank Online Payment, Cebuana Over the Counter Payment, MLhuillier Over the Counter Payment, SM Payment, ECPay Over the Counter Payment, TrueMoney Over the Counter Payment, ExpressPay Over the Counter Payment
 - B. UB Cashier's Office

9. What will be the schedule for face-to-face classes? How will I know what subjects will be attended face-to-face and online?

- Announcements are regularly posted on the University of Baguio Facebook page. For schedules specific to a program or school, visit the school's Facebook page to get further updates and information.

10. What if we are scheduled to take our classes face-to-face in a particular week and we have classes online, are we going to be excused on the online class?

- All instructors are informed in advance on the scheduled face-to-face classes thus strategies such as scheduling asynchronous class for that week/s will apply.

11. Are we required to go for face-to-face classes? Can we take the subject fully online?

- Policies and guidelines based on the joint CHED & DOH memorandum is observed thus should you be unable to attend classes on a face-to-face mode due to the following reasons, attending classes online will be an alternative:

- i. Not fully vaccinated due to religious beliefs/ medical condition*
- ii. With comorbidities (Medical certificate shall be presented)*
- iii. Changes on IATF Guidelines which may curtail attendance to the face-to-face class*

Note however that there are specific programs or year level that online mode is not an option. Thus, attendance to face-to-face class is mandatory. Verify this with your respective schools.

12. What if I am on another country at present, will I be required to go for face-to-face classes?

- For the subjects offered online, classes shall be attended to online following strictly the class schedule based on Philippine Standard Time while subjects offered to be delivered face-to-face shall be attended on a face-to-face mode.

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ANNEX A:

AFFIDAVIT OF UNDERTAKING

Republic of the Philippines)
_____. . . .) S.c.
x - - - - - x

AFFIDAVIT UNDERTAKING

I, _____, of legal age, Filipino and a resident of _____, after having been duly sworn to in accordance with law, do hereby declare and say that:

1. That I am the (mother/father) of _____;
2. That my child, _____, is a (criminology/forensic) student of the University of Baguio;
3. That the University has offered the option for my child to attend the LIMITED FACE-TO-FACE CLASSES which will begin on _____ until _____;
4. That I am allowing my child to attend the said LIMITED FACE-TO-FACE CLASSES;
5. That the University is offering a medical insurance as a contingency fund in cases of COVID-19 infections of the students;
6. That I as the parent/guardian of _____ will not avail of the abovementioned medical insurance and I hereby undertake to shoulder the costs of hospitalization, medication and other expenses related to the recovery of my child/ward in the event that he or she is infected by the virus;
7. That I am exonerating the University of Baguio, the Members of the Board, and its Employees from any liability since I decided not to avail of the said medical insurance;
8. That I have read and understood the guidelines of the University for the conduct of the said activity and I hereby undertake to follow the procedures necessary for my child to be admitted to the LIMITED FACE-TO-FACE CLASSES;
9. That I am executing this affidavit in order to attest to the veracity of the foregoing circumstances for all legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, in the _____, Philippines.

AFFIANT

SUBSCRIBED AND SWORN to before me this _____ day of _____, in the _____, Philippines, by the above-named Affiant who is identified by me through a competent evidence of (his/her) identity. I further certify that the foregoing document was signed in my presence and that I have personally examined the Affiant and I am convinced that (he/she) understood (his/her) statements as (his/her) free act and voluntary deed.

Doc. No.: ____;
Page No.: ____;
Book No.: ____;
Series of 2022.