




UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

2 February 2022

MEMORANDUM NO. CCDP-2022-022

TO : All the Faculty

THROUGH : Deans
Associate/Assistant Deans for Academic Affairs
Department Chairpersons

FROM :  **Carmencita D. Padilla, MD, MAHPS**
Professor and Chancellor

RE : **Guidelines for the Second Semester, AY 2021-2022**

The University constituents -- students, faculty, administrators, REPS, and staff -- have continuously faced numerous challenges and difficulties emanating from natural and human-made disasters. The most recent of which are the destruction of Typhoon Odette on lives and property, particularly in the Visayas and Mindanao, and the pandemic surge caused by the Omicron variant of COVID-19. Cognizant that these challenges have affected the physical, emotional, and mental state of the University constituents, we acknowledge the obligation to address the needs, concerns, and conditions of the constituents and promote the health and well-being of everyone. In doing so, we will steadfastly pursue our mandate as the national university and our commitment to the Filipino people.

It is in this spirit that the following guidelines and reminders are put forward as we prepare for the opening of the Second Semester on 7 February 2022:

1. The faculty are enjoined to continuously practice utmost flexibility, compassion, and understanding towards students, especially those affected by Typhoon Odette and COVID-19;
2. The faculty are given the prerogative to decide how the first week or first few weeks after the opening on February 7 is/are spent. They may choose to slow down and suspend both synchronous and asynchronous classes, postpone the submission of requirements and giving of quizzes and exams, provided the necessary adjustments in their course syllabi are made;
3. Department Chairpersons and/or Committee Heads are asked to avoid sending emails, scheduling department and/or committee meetings, giving assignments, etc. during the first week after the opening of classes to give the faculty time to rest and/or recover;
4. Students are asked to spend the period to rest in preparation for their courses during the second semester; and
5. Registration and payment of fees will be extended until 21 February 2022.

For your information, guidance, and compliance.