



University of the Philippines Manila  
The Health Sciences Center


Office of the Vice Chancellor for Academic Affairs  
8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines  
Tel. (632)353-3508 • (632) 353-0331 | Email: upm-ovcaa@up.edu.ph

2 November 2021

## OVCAA MEMORANDUM

TO : All Faculty Members

THROUGH : Deans  
Department Chairs

FROM :   
**NYMIA P. SIMBULAN, Dr PH**  
Vice Chancellor for Academic Affairs

RE : **Setting deadlines for course requirements and/or scheduling exams the week students return from the Reading/Wellness Break**

---

It has come to our attention that there are complaints from students received by the University Student Council (USC) regarding faculty members setting deadlines for submission of class requirements and/or scheduling exams the week students return from the Reading/Wellness Break, i.e. 9-13 November 2021.

To allow students to maximize the Reading/Wellness Break as a respite from the heavy demands of their courses and the high level of Covid-19 induced anxiety, **all faculty members are enjoined to refrain from setting deadlines for course requirements and/or scheduling exams immediately after the Reading/Wellness Break or on the aforementioned dates.**

For your information, guidance, and compliance.