



Office of the President

April 27, 2020

MEMORANDUM TO ALL STUDENTS

RE: GUIDELINES FOR THE REMAINDER OF SECOND (2ND) SEMESTER OF AY 2019-2020 IN LIGHT OF THE ENHANCED COMMUNITY QUARANTINE IN THE NATIONAL CAPITAL REGION

In view of the further extension of the Enhanced Community Quarantine (ECQ) in the National Capital Region, the School, in consultation with the Discipline Heads, Faculty and CPA Review School of the Philippines (for Integrated Review Students), shall implement the following guidelines for the remainder of the Second (2nd) Semester of Academic Year 2019 – 2020:

A. Extension of Second (2nd) Semester

1. The second (2nd) semester shall be extended for a period of **thirty (30) days** from April 25, 2020, or until May 25, 2020.
2. Despite such extension, however, there will be no face-to-face classes in school premises or at CPAR. Instead, the Discipline Heads of the BSBA, BSA and GSB are directed to implement available flexible and alternative learning options and outcome-based activities and projects including but not limited to online classes (if available), learning modules, and research and writing output.
3. The details of such available flexible and alternative learning options and outcome-based activities and projects shall be left to the discretion of the respective Discipline Heads and faculty.

B. Final Grading

1. The final grades for the Second (2nd) Semester for AY 2019-2020 shall be based on the students' current class standing (midterm departmental examinations, quizzes, recitation, etc...) plus the points to be earned based on the outcome-based activities and projects mentioned above.
2. Given the challenges of physically submitting the aforesaid outcome-based activities and projects to their professors, students will be given sufficient time and consideration to submit the same via available modes like electronic mail, online messaging applications, and other similar modes.

C. Graduation Rites for Graduating Students

1. The Graduation Rites shall be rescheduled to another date, if not cancelled entirely depending on the prevailing situation at that time, upon completion of all requirements related thereto.
2. Nevertheless, the School shall ensure that the transcripts and diplomas of all students eligible for graduation shall be released early for their use in job applications and for other purposes.

The foregoing notwithstanding and considering that the current COVID situation is very fluid, the School shall continue to monitor national and local government advisories on the matter and will provide you of new directives or guidelines if necessary.

Looking forward, the School and its faculty shall endeavor to study and implement a blended learning environment to address the ever-changing times and to face

head-on the challenges of the so-called “new normal” in relation to the education industry.

In the meantime, the School reminds everyone to keep safe and be strong during these times.

Thank you and may God bless us all!

Very truly yours,



JOSE F. PERALTA

*President and Dean of Undergraduate Studies
and Graduate School of Business*

**cc. Discipline and Department Heads
Associate Dean- Graduate School of Business
Faculty – Undergraduate Studies
Faculty - Graduate School of Business**

