

Office of the Chancellor

**Cagayan de Oro**

Memorandum No. 047, series of 2020

To : All USTP-CDO Campus University Officials, Faculty and Staff  
Subject : Transition to Online Instruction and Alternative Mode of Delivery Of Teaching on All On-Campus Classes

In view of the current global health pandemic, effective 5:00 pm, 13<sup>th</sup> of March 2020 and until further notice, the University will be transitioning to online instruction and remote mode of delivery of instruction to all on-campus graduate and undergraduate classes. To this effect, classroom instruction by faculty is allowed only under exceptional circumstances and when absolutely necessary, with coordination by their respective College Deans.

Please follow this campus restriction guidelines for the implementation of this memorandum:

1. **For Undergraduate and Graduate Students:** As the university remains open during this transition and in order to comply their online submissions, undergraduate students who do not have internet access at home are encouraged to use the internet On-Campus provided that the students shall follow the guidelines on campus restrictions imposed. The university shall ensure that our internet resources are adequate enough to respond to this transition to online instruction. So as to eliminate unnecessary exposure, undergraduate students are highly discouraged to use public internet access. Likewise, since most of our graduate students are not from this City, graduate students are discouraged to visit the campus during the transition and shall comply their requirements on-line.
2. **For Regular Faculty and Part-time Faculty:** Regular faculty and part-time faculty may not report to their official work stations in their delivery of their online instruction and alternate mode of delivery on all on-campus classes during the transition. Please coordinate with your respective College Deans on the deliverables necessary during the transition. In support of the online instruction, the Center for Innovate Teaching and Learning (CITL) shall issue separate instructions and activities relative to this effect.



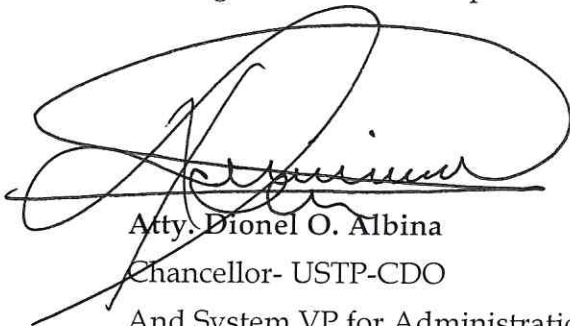
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3. **For Regular Administrative Staff and Job-order Personnel:** Regular and Administrative Staff and JO shall in the meantime continue to report to their official work stations regularly so as not to disrupt the essential and necessary functions of the University during this transition.
  
4. **Campus Security and Campus Restrictions:** Campus security personnel are instructed to strictly implement social distancing in all campus activities incident to or as a necessary consequence of this transition.

This memorandum shall be reviewed weekly and shall cover the major campus of Cagayan de Oro, and the satellite campuses of Jasaan and Panaon.

For urgent and strict compliance.



Atty. Dionel O. Albina  
Chancellor- USTP-CDO  
And System VP for Administration and Legal Affairs