



DATE: April 2, 2020

TO: MPCF Legaspi Students (College Level)

FROM: VP for Academic Affairs

RE: **Student Guidelines On The Implementation Of The Alternative Learning Flexible Academic Scheme (ALFAS)**

MPCF Legazpi City supports the government through the Inter-Agency Task Force (IATF) in its efforts to ensure the safety and protection of the community against the 2019 Corona Virus (CoVid-19). As a Higher Education Institution (HEI), we are one with the Commission on Higher Education (CHED) and other academic organizations in adopting the Alternative Learning Flexible Academic Scheme (ALFAS) which is learner-centered and responsive to the guidelines of the national and local governments on the Enhanced Community Quarantine (ECQ).

The said scheme shall be adopted to provide the students with options in the continuity of their academic learning during the implementation of the ECQ.

ALFAS was formulated while taking into primary consideration the safety and well-being of our students and the exercise of our noble duty as an HEI.

Under ALFAS, the students were classified into two (2) groups:

Group 1: Students with limited connectivity – these are students who have inadequate resources which limits their capability to successfully participate in all of the activities or lessons provided by the instructors. Included in this group are students who have access to Facebook Messenger or Short Message Service (SMS) but have no reliable internet access at home.

Group 2: Students with sufficient connectivity – these are students who have sufficient resources or access to technology that enables them to fully participate in all the activities or lessons provided by the instructors. This group includes students who have internet access at home.

Taking into consideration these two (2) groups of students, the following guidelines are hereby established:

1. **Institutional Implementation of ALFAS.** Students, faculty, staff and the rest of the MPCF community are enjoined to adopt and render full support in the implementation of ALFAS.
2. **Availability of Participation Options for Students.** Under ALFAS, students are provided with the following participation options:

Option A. Full participation in all the alternative learning activities provided by their instructors or;

Option B. One-Time Delivery of Lessons (OTDL) as set-up by their instructors on the ground that they belong to Group 1, and on the condition that upon resumption of



classes they will comply with the necessary learning activities and academic requirements.

Under this option, students will be given one-time take-home lessons that they can study for the duration of the ECQ.

Students are given the freedom to select from the above options without prejudice to their academic standing.

3. **Consultation with Students.** Upon the effectivity of these guidelines, instructors shall consult the students with regards to their selected participation option under ALFAS. Using the template provided by the Academic Affairs Department, instructors shall create a list of students who opted to fully participate and those who have selected OTDL. They shall submit this list to the Academic Affairs Department.
4. **Open Lines of Communication.** Instructors are directed to open their communication lines for all students and be available for consultation during regular office hours, from 8:00 AM-5:00 PM on Monday to Friday, and 8:00 AM-12:00 PM on Saturday.
5. **Examinations.** No quiz or examinations shall be given to the students for the duration of the ECQ.
6. **Grades.** Students who are participating under ALFAS and those under OTDL shall be evaluated based on the quality of their submitted output or academic requirements. Students under OTDL shall be graded upon resumption of classes and upon compliance with the requirements provided by the instructors.

All students will be given sufficient time to comply with their requirements.

7. **Delivery of Courses.** The Academic Affairs Department shall identify, after consultation with the Department Heads, the courses or subjects that can be delivered successfully and those that cannot be delivered under ALFAS.

Subjects or courses that cannot be implemented under ALFAS shall be delivered upon resumption of classes, subject to extension as approved by the Academic Affairs Department.

Courses that require skills development through hands-on exercises in laboratories shall be delivered upon resumption of classes as determined by the Academic Affairs Department.

Instructors are given the prerogative to use appropriate platforms in the delivery of their lessons under ALFAS. Platforms such as email, Facebook Messenger, Short Message Service (SMS) among others may be used.

8. **Practicum.** Students enrolled in practicum shall be assigned to accredited industry partners upon resumption of classes.
9. **Research.** Students enrolled in Research subjects are advised to refer to the approved guidelines provided by the Office for Research and Extension Services.



10. **Extension of the Academic Calendar, Schedule of Examinations, Graduation and Graduation-related activities.** The Academic Affairs Department shall issue separate guidelines with regards to the extension of the Academic Calendar, the schedule of examinations and the conduct of graduation and graduation-related activities. These succeeding guidelines shall be formulated based on the official advisories of the IATF, CHED, the Department of Health and the national and local governments relative to the ECQ.
11. **Student Activities.** All curricular and non-curricular student activities are suspended until lifted.
12. **Feedback Channels.** All other relevant concerns not covered by these guidelines shall be coursed through the designated course coordinators, focal person, Department Heads and Dean assigned by the VP for Academic Affairs.

The following are the designated focal persons who may be contacted for any ALFAS or Academic-related concerns:

Course Coordinators

Name	Course
Ms. Nenita Baldon	Languages
Mr. Roberto Banda	Computer
Dr. Maria Daisy Bonagua	Math
Ms. Angelina Briones	Social Science
Ms. Estrella Gaton	Science
Ms. Agnes Nacion	PE


Department Heads:

Name	Program
CE Rolando Tero	BSMarE
Engr. Antonio Lomitao	BSMechE
Ms. Maria Jane Chan	BSHM
Mr. Webster Toledo	BSHRM
Ms. Rocel Laynesa	BSCA

Designated Personnel:

Name	Program
CM Aries Emergene Damian	BSMT
Ms. Norma Villanueva	

Please be guided accordingly.


MILAGROS S. ESPARRAGO
VP for Academic Affairs