



# DE LA SALLE MEDICAL AND HEALTH SCIENCES INSTITUTE

DLSMHSI is a CHED Autonomous HEI and an  
Associate Member of Asean University Network - Quality Assurance

OFFICE OF THE  
VICE CHANCELLOR  
FOR ACADEMICS

Reference No.: OVCA-19-20-065

April 9, 2020

To: **The DLSMHSI Academic Community**

Through: **All Deans, Directors, Vice Deans/Asst. Director, Program Directors,  
and Chairs**

From: **Juanito O. Cabanias, LPT, MAE, PhD**  
*Vice Chancellor*

Subject: **Creative Strategies and Approaches for the Remaining Days of the Second Semester/Term  
of SY 2019-2020**

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Greetings in St. La Salle!

The De La Salle Medical and Health Sciences Institute continues to abide by official directives from the National Government, Local Government Unit of the Province of Cavite, Commission on Higher Education, Association of Philippine Medical Colleges, and the Department of Education.

The past few weeks have been very tough for everyone. The decision of the Institute to implement the Home-based Alternative Learning Modalities (HBALM) has been questioned, some of the reasons given were valid and acceptable, but the Academics has maintained its stand to continue with our initial plans for the following reasons:

1. As I previously articulated to the Academic Community, there is no perfect system, perfect strategy, perfect process, perfect plan for this kind of extraordinary situation brought about by the COVID-19 pandemic. But I do believe there is a right and proper way of handling this situation. We are optimistic but realistic at the same time. We need to positively respond to the issue, learning must continue and students deserve to acquire the necessary knowledge given the available opportunities and platforms. I would rather take the risk and create possibilities and opportunities rather than doing nothing and succumb to the crisis and let this COVID-19 control the situation.
2. We want the DLSMHSI Academic Community to finish the semester/term as scheduled. Consider all learning platforms, come up with a win-win situation, deliver what is expected of the faculty and students, and accept the challenges given this situation and translate these challenges into opportunities.
3. We want our graduating students to finish their education as scheduled, guide them along the way, provide supplemental learning modalities, and prepare them for the licensure examinations. As the students deserve to receive their diplomas and transcript of records as promised to them, their parents and guardians deserve also this kind of recognition. We do not want to delay the process, in fact, if possible, expedite the awarding of these academic documents.





4. We also want our non-graduating students to finish the semester/term as scheduled, comply with all the necessary requirements given the leniency and other considerations and hopefully be promoted to another year level they deserve to get.
5. We can always make some adjustments in the academic calendar, extend the classes and move the succeeding semesters into a different date. But we want to maximize every single opportunity we have right now despite this pandemic. As this cliché says, the “Show must go on”. Life must go on”. We need to still see light in this darkest hour of our lives.

In conjunction with these, please be informed that with the extension of the Enhanced Community Quarantine (ECQ) beginning April 15<sup>th</sup> up to the 30<sup>th</sup>, 2020, the implementation of the Home-Based Alternative Learning Modalities both on-line and non-electronic strategies (i.e. printed guides, hand-outs, modules for self-study, etc.) still continues, given all other special considerations, assistance and modifications as regards compliance with the learning outcomes and competencies.

To further address some of the major concerns of the students and their parents/guardians, the following are hereby implemented across colleges:

### On Presentation of Lectures and Discussions and Laboratory Sessions

1. Preferably, all lectures and discussions should be finished during the extension of the Enhanced Community Quarantine (April 15-30, 2020). There should be no more lectures and discussions beginning May 4, 2020, except for some other subjects to be identified by the professors subject for approval of the Program Directors and Deans concerned. There must be proper arrangement with regard to the schedule for these subjects in case lecture/discussion is still necessary.
2. Only the laboratory sessions shall be conducted beginning May 4, 2020 until the last day of classes. This includes supplemental laboratory sessions in response to the activities missed during the ECQ. However, those colleges and departments which have come up with and implemented creative approaches in the conduct of their laboratory sessions during the suspension of classes should continue with their best practices until they finish the topics covered during the semester/term.
3. This is being implemented because even if the implementation of the ECQ is lifted effective May 2020, we still need to observe physical/social distancing.

### On Clinical Rotations and Internships

1. Whether the implementation of the Enhanced Community Quarantine shall be lifted or not after the April 30, 2020 deadline, we shall no longer require our interns to go back to their assigned affiliating centers and hospitals. All the required remaining hours shall be accomplished in the Institute through simulated learning experiences and other modalities. The remaining days shall also be used to conduct supplemental discussions and activities. Arrangements relative to the aforementioned activities shall be taken care of by the colleges and departments concerned.
2. The home-based alternative learning modalities conducted for the past few weeks shall be credited in lieu of the suspended clinical rotations and classes without the need for a make-up schedule before the semester ends. This shall be communicated to all affiliating hospitals and centers. Therefore, grades for the clinical rotations and internships shall be given by the respective colleges.



3. There shall be no Grand Objective Structured Clinical Examination (OSCE) for the clinical clerks in the College of Medicine. The comprehensive evaluation of Year Level IV shall only focus on written examinations and portfolios.

### **On Assessments, Giving of Grades and Promotion of Students**

1. Each college and the Senior High Department are given the academic freedom as to the conduct of assessments guided by the general rule and directive especially for the students without internet connection or limited/slow connection and/or no laptops or computers to use. The faculty members through their respective Deans, Program Directors, Directors, and Chairs are directed to exercise leniency in the giving of deadlines for the submission of outputs. The students should only be given limited number of tasks to accomplish. This also covers the giving of the final examinations.
2. The computation of the final grades given the current situation shall be determined by each of the colleges and SHS Department. The Office of the Vice Chancellor for Academics is authorizing the colleges and departments to exercise their academic freedom, as they see best, given the circumstances. This includes the adjustments in the computation of final grades, the requirements to include, the application of alternative assessment, if applicable, or if the situation, after the conduct of thorough evaluation and consultation thru proper channels, the situation merits mass promotion. I am giving my full trust and confidence to the Deans and Directors, Program Directors and Chairs to handle this matter.

### **On Submission of Theses and Capstone Projects**

1. The students shall be graded based on the extent of their submission of this requirement. Completion should not be an issue anymore. The students can still complete the requirement based on the agreed date of submission.
2. Submission of the final output (hard bound and soft copies) to the Romeo P. Ariniego, MD Library may be done later (before the first semester/term of SY2020-2021 ends). The clearance of the graduating students shall still be signed.

### **On Celebration of the Recognition and Commencement Ceremonies and Baccalaureate Mass**

1. The Recognition Ceremonies may be scheduled on a later date when the situation normalizes and when the social/physical distancing is no longer necessary, as determined by the government. This shall be on a collegiate/departmental level already, and not institutional.
2. The Baccalaureate Mass and the Commencement Ceremonies may be scheduled this August 2020. The BS Biochemistry is scheduled to have its Commencement Ceremonies this August 30, 2020, other undergraduate colleges and Graduate Studies may join in this schedule. Then a separate program for SHSSHS and College of Medicine.
3. Please be clarified that it is only the celebration or the ceremony which is delayed, the date of graduation which shall be reflected in the Diploma and Transcript of Records shall follow the original date, as reflected in the Academic Calendar.

### **On Release of Final Grades**

1. All grades shall be released as scheduled.



## On Schedule of Licensure Examinations and Conduct of Review Classes

1. Everything is dependent on the Memorandum Order of the Professional Regulation Commission (PRC). We shall wait for their further announcement.
2. As regards the conduct of review classes, all graduating students are enjoined to coordinate very closely with their respective colleges. Each college is given the authority to handle this matter following all the protocols and guidelines of the PRC and the Review Centers.
3. The Institute through the different colleges shall continue to extend its assistance to the Alumni with respect the Licensure Examinations and Review.

## On Enrollment during the Third Term for BS Biochemistry, Mid-Year Term (June-July) and First Semester/Term of SY 2020-2021

1. Advising, Registration and Enrollment shall be done on-line in coordination with the colleges and departments. The Registrar shall update everyone as to the On-line Enrollment Procedure.
2. Payment of fees shall be done through banks. Hereunder is the list of DLSMHSI accredited banks:

BANKS	TYPE OF ACCOUNT	ACCOUNT NAME	ACCOUNT NUMBER
Asia United Bank (AUB)	Current Account	Hermano	117010000426
Banco De Oro (BDO)	Savings Account	(San)	004300-2441-65
Bank of the Philippine Islands (BPI)	Savings Account	Miguel	0963-0908-89
China Banking Corporation (CBC)	Checking Account	Febres Cordero	265-054741-6
Development Bank of the Philippines (DBP)	Checking Account	Medical Education Foundation, Inc.	0650013883030
Metropolitan Bank and Trust Company (MBTC)	Savings Account		235-3-23553477-1
Rizal Commercial Banking Corporation (RCBC)	Current Account		0374002163
Union Bank of the Philippines (UBP)	Checking Account		00-271-000150-6

Per Finance and Controllershship Department, Debit card payments can only be done in DLSMHSI. Payment thru Bayad Centers and Credit Cards are not yet available this time, but shall be processed the soonest.

3. Students with outstanding balances shall be allowed to enroll for the mid-year term, but are required to settle the remaining balances before the end of the mid-year term period. Then the rest of the students may be allowed to enroll during the succeeding term but must settle the remaining balances before the given term ends.
4. However, in the case of the graduating students, they can only request for the release of their Diploma, Transcript of Records (TOR) and other important documents upon settlement of payment. Should they decide also to join the Commencement Ceremonies tentatively scheduled this August 2020, they must also settle all their accountabilities first.
5. All application for Clearance shall also be done on-line thru the School Automate. The Registrar shall release guidelines on this matter. For further inquiries, please e-mail [joaustria@dlshsi.edu.ph](mailto:joaustria@dlshsi.edu.ph).
6. All payment concerns shall be coordinated with the Cash Services and the Finance and Controllershship Department thru the following numbers: Office of the Director for Finance and Controllershship (481-8000





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local 6003; Office of the Head for Cash Services (481-8000 local 1439) or email them @  
[aclacorte@dlshsi.edu.ph](mailto:aclacorte@dlshsi.edu.ph)/[ejparas@dlshsi.edu.ph](mailto:ejparas@dlshsi.edu.ph).

## On Refund of Fees

1. All queries/concerns relative to possible refund on tuition fees, miscellaneous and other fees due to the suspension of classes brought about by the COVID-19 pandemic shall be discussed further by the Administration since we are still assessing the impact of COVID-19 to our operations in general. The Academic Community shall be updated on this matter the soonest possible time.

## On Application for Admission and Scholarship for SY 2020-2021

1. All application for admission and scholarship this coming SY 2020-2021 shall be done on-line. Please visit the FB page of the Admission and Scholarships for updates.
2. All entrance examinations for SY 2020-2021 are waived. Interview and copy of grades shall be used as the bases for admission of undergraduate and Senior High School students.
3. The College of Medicine and Graduate Studies in Medical and Health Sciences application still follow their latest policies until further notice. For further inquiries, please e-mail [@admission@dlshsi.edu.ph](mailto:@admission@dlshsi.edu.ph).

## On Moving Forward

No one has ever anticipated this. Definitely no one wants to be in this situation. We are doing our very best to be able to address the concerns of everyone. We want a normal situation where teaching and learning process follows the ideal and acceptable set up. But part of our existence is to accept the realities before us. Make the most out of the situation given to us. In fact, per faculty also, it is more difficult to prepare materials and lessons in a different platform. This becomes a challenge to our students also. But we need to be true to our mission of teaching minds, touching hearts and transforming lives of the students entrusted to our care. The road may be tougher in the next few months, but I always see things on a positive perspective. Please bear with us, understand us more as we understand your situation as students of this Institute. Learning should not stop. That is why all our administrators, faculty members, academic service faculty, and non-teaching personnel continue to work from home, meet regularly on-line and devise possible strategies to address the concerns of each and every member of this wonderful community of learning.

**“Man’s individual existence, precedes his essence”.** -Jean Paul Sartre

Together and by association, let us always pray for the safety of all DLSMHSI students, academic teaching faculty, academic service faculty, non-teaching personnel, and administrators. Together we shall prevail.

Live Jesus in our hearts. Forever.

Thank you very much.

