

**UP DILIMAN (UPD) GUIDELINES FOR LIMITED FACE-TO-FACE (F2F) CLASS  
ACTIVITIES (F2F Guidelines v.6.1)  
(updated September 7, 2022)**

The UP Diliman (UPD) campus has resumed limited operations since the Enhanced Community Quarantine (ECQ) was lifted in May 2020. We modified work schedules and retrofitted offices to comply with Inter-Agency Task Force (IATF) and local government unit (LGU) health and safety protocols to keep transmission within the workplace at a minimum. The UPD Guidelines for Limited Face-to-Face (F2F) Class Activities have therefore been expanded to comply with the CHED-DOH Joint Memorandum Circular No. 2021-001 and 2021-004, DOH DM 2022-0013, [CHED Memorandum Order 2022-04](#), [JMC 2022-02](#), [Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response \(as of June 4, 2022\)](#) for the eventual resumption of F2F class activities in UPD.

Guided by a shared responsibility to ourselves, our families, and our communities, those who physically report to UPD offices comply with protocols and adopt practices such as getting vaccinated and limiting social interactions. In the same token, all F2F participants are expected to strictly observe the safety protocols at all times. Our compliance with these minimum public health standards will certainly help us protect ourselves, our friends, and our families from COVID-19. UPD faculty, students, and staff are enjoined to observe these guiding principles and take part in our collective effort to prevent the spread of COVID-19 on campus.

**A. GUIDELINES FOR F2F ON-CAMPUS CLASS ACTIVITIES<sup>1</sup> (TO BE PROCESSED AT THE COLLEGE LEVEL)**

1. The venue for the requested F2F class activity must be in areas under Alert Levels 1 to 3.
2. Any F2F class activity of the unit must go through the request and approval processes. The readiness of the facilities will be determined by the UPD Crisis Management Committee (CMC).
3. If a COVID-19 related advisory is implemented during the F2F class activity, all UPD individuals involved must adhere to the relevant restrictions on mobility imposed by the IATF and/or the concerned LGUs, such as localized quarantines and curfew hours.
4. Departments/Institutes requesting permission to conduct F2F class activities may send their letter of request to their respective Deans/Directors at any time during the semester. The letter should be:
  - a. requested by the Department Chairs/ Institute Directors (omnibus application/ batch processing); and
  - b. addressed to the Deans/Directors.

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<sup>1</sup> Class activities are not only limited to lectures and laboratory works. These also include the conduct of examinations, quizzes, oral presentations, recitations, research seminars/meetings, and other required academic activities.

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

5. The Deans/Directors may constitute a technical committee<sup>2</sup> to facilitate processing of F2F requests of their unit. The technical committee must include a student representative. The following documents should be accomplished:
  - a. [Self-assessment Checklist on Readiness of the Academic Unit to Offer Limited Face-to-Face Activities](#);
  - b. [Certification of Consultation with Stakeholders](#). Consultation may be done at the level of the college, department, or class, as deemed fit by the requesting unit;
  - c. [Comprehensive health and safety protocols of the Academic Unit](#)  
Requesting units must ensure that all F2F participants are well-informed regarding relevant COVID-19 protocols and guidelines before the implementation of F2F activities;
  - d. Conformance between the units involved for Inter-unit arrangements; and
  - e. UPD CMC Approval of the Retrofitted Facilities.
6. Units may only implement their F2F class activities after complying with the above-mentioned requirements and securing a Certificate of Authority to Conduct Limited F2F Classes from the Deans/Directors.
7. The Deans/Directors will submit a copy of all issued Certificates of Authority to the Chancellor, through the UP Diliman CMC email: [f2f.upd@up.edu.ph](mailto:f2f.upd@up.edu.ph).
8. Faculty, students, and staff may participate in F2F class activity **regardless of vaccination status**.<sup>3</sup> However, vaccination for those participating in F2F class activities is highly recommended.
9. Students who wish to stay at any UP Diliman dormitories for the duration of their F2F activities may check these links for guidance and instructions:
  - a. [Dorm Applications](#)
  - b. [New-Normal Guidelines for UPD Residence Halls](#)

Students who would opt to live in non-UPD dormitory/lodging areas are encouraged to make a self-assessment on the compliance with the minimum health and safety protocols of the place they are considering staying. Appendix E may serve as guidance on what to inspect and check when doing the self-assessment.

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<sup>2</sup> The College Technical Committee may request assistance from the UPD Crisis Management Committee by sending a request to [f2f.upd@up.edu.ph](mailto:f2f.upd@up.edu.ph).

<sup>3</sup> Per CHED Memorandum Order No.09 series of 2022 (Updated Guidelines on the Implementation of Face-to-Face Classes to Prevent and Mitigate COVID-19 Infections in Higher Education) released on 7 September 2022 by CHED-NCR Regional Director

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10. Units with previously approved facilities with adequate ventilation using the 1.5m-2m minimum physical distancing **may already adjust** the maximum capacity based on the minimum physical distancing of 1m.<sup>4</sup>

On the other hand, units are **advised to seek the guidance** of the CMC Technical Team by sending an email to [f2f.upd@up.edu.ph](mailto:f2f.upd@up.edu.ph) for the adjustment of the approved maximum capacity for closed spaces that cannot be ventilated<sup>4</sup> due to the nature of activities in the spaces.

## **B. GUIDELINES FOR F2F FACILITIES APPROVAL**

1. Proposed facilities will be initially evaluated by the UPD CMC Technical Team through the submitted photos/videos. The requesting unit must submit the following documents via email: [f2f.upd@up.edu.ph](mailto:f2f.upd@up.edu.ph)
  - a. [Facilities to be used for on-campus class activities](#); and
  - b. [Description of Retrofitted Facilities](#)<sup>5</sup>
2. Those who want further guidance on the set-up may request for a scheduled inspection with CMC. The CMC Technical Team may also require physical inspection of the set-up as deemed necessary.
3. After the UPD CMC Technical Team evaluates and finds the requested facilities compliant, the CMC Approval (CMC-A) will be issued to the requesting unit. The CMC-A will be submitted to the Dean/Director to process the Certificate of Authority (refer to section A.5).

## **C. GUIDELINES FOR F2F ACADEMIC FIELD ACTIVITIES (AFAs) (TO BE PROCESSED AT THE UNIVERSITY LEVEL)**

Please refer to the copy of the September 1, 2022 OVCAA Memo No. OVCAA-MTTP-OFA 22-009 and Guidelines for Face-to-Face (F2F) Academic Field Activities through this link: <https://tinyurl.com/F2FAFAs2022>

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<sup>4</sup> Minimum physical distancing of 1m for adequately ventilated spaces; 1.5m for closed spaces that cannot be ventilated. Refer to Section B.1.b for more information.

<sup>5</sup> There is no need to submit this document if the facilities have already been approved. However, the units are reminded to maintain the UPD CMC-approved set-up.

Given the nature of this pandemic, these guidelines will be updated constantly based on the current IATF, DOH, LGU, and UPD directives. Please check the most up-to-date version.

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## LIST OF APPENDICES

- Appendix A:** [Self-assessment Checklist on Readiness of the Academic Unit to Offer Limited Face-to-Face Activities;](#)
- Appendix B:** [Certification of Consultation with Stakeholders](#)
- Appendix C:** [Comprehensive health and safety protocols of the Academic Unit](#)
- Appendix D.** [Facilities to be used for on-campus class activities](#)
- Appendix E:** [Description of Retrofitted Facilities](#)