

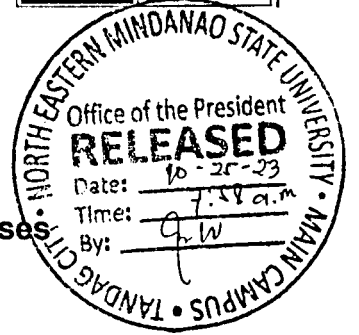


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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**

No. 10 - 038, s. 2023



TO: **All Faculty Members of the University across Campuses**

FROM: SUC President III

SUBJECT: **TEACHING MODALITY ON OCTOBER 31 AND NOVEMBER 3, 2023**

DATE : October 24, 2023


In light of the upcoming Barangay Election and subsequent regular and special (non-working) holidays as per Proclamation No. 90, the teaching modality for all the **teaching personnel of the NEMSU Campuses** shall be through **Online Distance Learning (ODL)** on **October 31 and November 3, 2023**. Faculty members may employ either synchronous or asynchronous learning in their respective classes.

To this end, each campus will be responsible for implementing and overseeing this online framework, particularly in the **online DTR**, allowing for flexibility and adaptability in carrying out the teaching duties. Furthermore, this online platform should be equipped to track and generate accomplishment reports, ensuring that all faculty members remain accountable for their work during this period, such as the use of Google Form or Google Sheet.

By adopting this approach, we aim to provide an effective solution that not only maintains the academic functions of the University but also enables our students to pay their respects to their deceased loved ones by traveling to their respective hometowns during the All Saints and All Souls' day.

Attached is the **Individual Daily Log and Accomplishment Report** to be adopted as template for the Google Form or Google sheet, or any other platform, as Daily Time Record (DTR) and Accomplishment Report.

Please be guided accordingly.

  
**NEMESIO G. LOAYON, PhD**  
 SUC President III

- Cc: Campus Directors  
 ICT Heads of the Campuses  
 Vice President for Academic Affairs  
 Vice President for Administration and Finance  
 ICT Director  
 HRMO III  
 HRMO of the Campuses

*[Handwritten initials]*

Enclosure No. 1 to Memorandum from the Office of the President No. \_\_\_\_-\_\_\_\_, s. 2023

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT**

Name of Personnel:

Unit/Office:

Date and Actual Time logs	Actual Accomplishments
October 31, 2023 MORNING In: Out: AFTERNOON In: Out	
November 3, 2023 MORNING In: Out: AFTERNOON In: Out	

Submitted by:

Approved by:

(Name & Signature of Personnel)

Date:

(Name & Signature of Head of Office)

Date: