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OFFICE MEMORANDUM No. 04-06-2024

TO: ALL CAMPUS DIRECTORS, COLLEGE DEANS, DEPARTMENT CHAIRS, PROGRAM COORDINATORS, AND FACULTY

FROM: Office of the Vice President for Academic Affairs

SUBJECT: CELEBRATION OF ARAW NG KAGITINGAN AND EID-AL-FITR HOLIDAYS

DATE: April 7, 2024

As we approach the observance of Araw ng Kagitingan on April 9 and Eid-al-Fitr on April 10, both declared as National Non-Working Holidays, it is imperative to ensure a smooth transition in our academic activities. In line with this, the following guidelines are to be observed:

1. **Asynchronous/Distance Learning on April 8:** April 8 shall be designated for Asynchronous/Distance Learning activities. Faculty members are requested to prepare suitable online materials and assignments to engage students effectively during this day.
2. **Faculty Reporting:** Despite the declared holidays on the succeeding days, faculty members are required to report to their respective stations on April 8 to carry out their academic, research, extension, and other office functions. This includes any necessary preparations for upcoming classes or academic responsibilities.
3. **Student Engagement:** Faculty members are encouraged to maintain communication with their students regarding the schedule adjustments for the Araw ng Kagitingan and Eid-al-Fitr holidays. Clear instructions regarding asynchronous learning activities should be provided to ensure continuity in the learning process.
4. **Flexibility:** In consideration of the holiday observance, flexibility should be exercised regarding deadlines for assignments or assessments due around this time. Faculty members are advised to communicate any adjustments to their respective classes in advance.

We appreciate everyone's cooperation in implementing these guidelines to ensure the seamless continuation of academic activities during the holiday period.

For guidance and compliance.


MARIA LADY SOL A. SUAZO, Ph.D.
Vice President for Academic Affairs

Concurred by:

NEMESIO G. LOAYON, Ph.D.
SUC President III

CC: Office of the University President