



KOLEHIYO NG SUBIC
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COVID-19 RESPONSE PLAN
(CONTINUITY CONTINGENCY AND TRANSITION PLAN FOR LIMITED FACE TO FACE CLASSES)
1ST SEMESTER, ACADEMIC YEAR 2022 - 2023

I. INTRODUCTION

In relation to the preparation of our College for limited face-to-face classes, the College has conducted an initial consultation meeting with the faculty, staff, parents and students informing them the intent of the institution to conduct limited face-to-face classes. Consequently, the College conducted an online survey for the said proposal. Below are the survey results with 2,139 respondents:

- For the participation in the face-to-face classes:
 - 68.9% are willing to participate.
 - 31.1% are not willing to participate.

- Whether their children are beneficiary of member of Philhealth and other private insurance(which is a requirements for limited f2f based from JMC), it can be concluded that:
 - 33.3% are members
 - 32.6% are 20 and below beneficiaries
 - 1.4% are private medical insurance
 - 66.2% are non-members
 - 66.7% are non- beneficiaries

Also, part of our preparation was a dialogue or consultation with the LGU, the Municipal Health Office and the IATF representatives of our local government.

In this view, the College will strictly adhere to the provisions stipulated in the Joint Memorandum Circular No. 2021-004 and will provide proper coordination and channeling to all stakeholders and community partners to make sure that effective and efficient execution of this plan will be fully realized. Internal and external consultations, capacity and capability building will be the strategies of the College to foster shared responsibility and shared governance in the implementation.

II. LEGAL/REGULATORY BASES:

- BOT Reso No. 42 Series of 2021 - A Resolution Approving and Endorsing the Kolehiyo ng Subic Action Plan after April, 2020
- BOT Reso No. 15 Series of 2021 - A Resolution Approving and Endorsing the Learning Continuity Plan of Kolehiyo Ng Subic
- BOT Reso No. 43 Series of 2021 - A Resolution Approving and Endorsing the Modified Academic Policies for A.Y 2020-2021
- JMC No. 2021-001
- CMO No. 01, Series 2022
- CMO No. 4, Series 2020
- CSC Memorandum Circular No.18. s.2020
- BOT Reso No. 39 Series of 2021- A Resolution creating the Crisis Management Committee of Kolehiyo Ng Subic
- BOT Reso No. 32 Series of 2021- A Resolution Approving the Re-Opening of Kolehiyo Ng Subic for Limited Face-to-Face Classes Starting AY 2022-2023
- JMC No. 2021-004



KOLEHIYO NG SUBIC
Zambales
WFI Compound, Wawandue, Subic, Zambales



III. IMPLEMENTING POLICIES AND GUIDELINES FOR LIMITED FACE TO FACE CLASSES

A. Health and Safety Guidelines in the School Premises

1. Requirements for Attendance

1.1. Personal Hygiene Kits

All students must bring their own personal hygiene kits which contains at least the following:

- 70% isopropyl alcohol in a spray container and/or hand sanitizer
- Extra face mask
- Wipes and/or tissue

All instructors should bring alcohol in a spray container.

1.2. Stay Home When Not Feeling Well

Students shall stay home if they experience any signs and symptoms such as fever, cough, shortness of breath or any other respiratory symptoms. They are also responsible for reporting their health conditions to their instructor and informing of their absence.

2. Screening at the Entry Point

2.1. All students and School Personnel (Teaching and Non-teaching Staff) shall:

- 2.1.1. Present a vaccination card and school I.D.
- 2.1.2. Wear face masks at all times, and other personal protective equipment (PPE) as may be required by the IATF; face shields (optional)
- 2.1.3. Accomplish a health declaration form;
- 2.1.4. Have their temperatures checked and recorded in the health declaration form;
- 2.1.5. Not be allowed to enter the premises if they have a temperature of 37.5 degrees and above, even after five-minute rest. This individual may temporarily be placed in the isolation room until he/she is transported to his/her home or health facility;
- 2.1.6. Observe the proper entrance and exit gates set by the institution;
- 2.1.7. Strictly observe physical distancing during entry and exit;
- 2.1.8. Wash or sanitize their hands before or immediately after entry;
- 2.1.9. Observe the proper use of foot bath. Step on the wet mat with disinfecting agent for 20 seconds, then step on the drying mat to adequately remove excess fluids prior to entering the premises.

3. Classrooms/Laboratories

3.1. All students shall:

- 3.1.1. Follow the visual cues upon entry to the school premises, ensuring physical distancing;
- 3.1.2. Immediately go straight to their assigned rooms upon entering the campus. They shall not be allowed to loiter;
- 3.1.3. Follow seating plans indicating their assigned seats. Students shall not be allowed to sit anywhere and shall stay in the assigned seat throughout the semester;
- 3.1.4. The physical distance for students undergoing limited face to face classes shall be 1.5 meters without prejudice to College's increasing the prescribed physical distance.



KOLEHIYO NG SUBIC

Zambales

WFI Compound, Wawandue, Subic, Zambales



- 3.1.5. Always wear their face mask inside the classroom, unless the government, through the IATF or LGU concerned relaxes this requirement. Students are prohibited to remove their face masks for any reason while inside the classroom;
- 3.1.6. Limit their movements inside the campus. Students are prohibited to move from one area to another without proper authority or reason;
- 3.1.7. In the event that the student leaves their assigned seats for any activity, or during breaks, the student must sanitize their seats and other seats they may utilize, using their personal hygiene kits;
- 3.1.8. Students attending face-to-face learning shall be limited to 20 students per session.

4. Library Services

- 4.1 All students, faculty and staff shall wash or sanitize their hands before entering the library facilities;
- 4.2 For purposes of facilitating contact tracing, the names, time-in, and time-out of students, faculty and staff shall be recorded;
- 4.3 Tables and chairs shall be marked to inform the students, faculty and staff where to sit and not to sit;
- 4.4 Physical distancing of at least 1.5m shall strictly be observed inside the library;
- 4.5 Silence or "No Talking Policy" shall strictly be observed inside the library;
- 4.6 A student, faculty and staff can stay inside the library for a maximum time limit of 2 hours, twice per day;
- 4.7 If books/journals/library materials are borrowed and brought home or taken outside the library facilities, there shall be a dedicated drop box for their return. These books shall be properly cleaned/sanitized/disinfected before they are again be included for circulation;
- 4.8 Commonly shared computer units shall be cleaned and disinfected before and after use.
- 4.9 The College shall encourage its students, faculty and staff to use online library services instead of physically going to the library. The College shall also promote the PHL CHED CONNECT for free access to instructional and learning resources or materials.

5. Break time Period

- 5.1 In case that the school canteen or cafeteria will not open, as much as possible, students shall not be allowed to leave the campus between classes to take a break or buy food. Students are *MANDATED* to bring their own food or snacks with them.
- 5.2 Only packed foods and drinks shall be allowed for selling in the canteen.
- 5.3 Personnel of the school canteen must secure health sanitary card and must be fully vaccinated against Covid-19 and must wear PPE and hairnet to ensure food safety. The school canteen must follow DTI-DOT JMC for the health and safety guidelines on the operation of food establishment.
- 5.4 Food deliveries are not allowed.
- 5.5 Smoking and vaping are prohibited inside the school premises.



KOLEHIYO NG SUBIC
Zambales
WFI Compound, Wawandue, Subic, Zambales



- 5.6 There shall be staggered break time to lessen the number of occupants in the communal areas. Only two (2) students are allowed to go on break time with permission from assigned instructor. Said break time shall only for 15 minutes.
- 5.7 Physical distancing shall be strictly observed in eating or communal areas.
- 5.8 Students shall be reminded to observe proper WASH protocols.
- 5.9 Students shall observe proper disposal of waste according to type.

6. Leaving the Campus

- 6.1 Students, faculty, and staff shall leave the campus immediately after their classes or work.
- 6.2 Students, faculty and staff must follow the designated exit gate or point. They can only pass through this gate to leave the campus.
- 6.3 Students are advised to observe IATF guidelines during travel from the HEI going home. The school and its employees are not held responsible for any untoward incident that will occur outside the school premises and/or beyond the designated schedule of the face-to-face class.

IV. Miscellaneous Provisions for Sanitation, Proper Hygiene and Safety Protocol

1. Proper sanitation and strict observance of 1.5 meter physical and social distancing measures shall be imposed in the college premises.
2. Faculty, staff and students who are sick shall not be allowed to report to school. All other course subjects will be delivered on a flexible learning mode or alternative learning modality to limit the number of students on undergoing face to face learning in the school.
3. Each classroom shall continuously be equipped with disinfectants (alcohol dispensers and foot mats) and will be available for both faculty and students' use in each entry/exit point.
4. As part of the normal routine, cleaning and disinfection practice of all classrooms including admin building offices will be conducted. A 30-minute dwell time or contact time will be implemented for disinfected area. Dwell time, or contact time, is the amount of time disinfectants need to remain wet on surfaces to properly disinfect.
5. During face-to-face instructions, both faculty and students are advised to wear face masks and maintain appropriate physical distancing, each teacher's table with division/barrier and classroom set up is in accordance with the CHED, DOH and IATF protocols

V. MEDICAL INSURANCE

Students who prefer and are allowed to attend limited face-to-face classes under the Joint Memorandum Circular and subsequent guidelines to be issued by CHED should have PhilHealth medical insurance/student's insurance that covers medical expenses related to Covid 19.



KOLEHIYO NG SUBIC
Zambales
WFI Compound, Wawandue, Subic, Zambales



VI. CONTINGENCY PLAN FOR COVID-19 CASES

1. Kolehiyo ng Subic will implement the protocols and contingency plan for students, faculty, and staff who will develop COVID-19 symptoms while inside the campus.
2. The contingency plan must be in coordination with the LGU, the Kolehiyo ng Subic Administration, the Municipality Health Office, and the local disaster risk reduction and management office.
3. The contingency plan must include the following minimum measures:
 - 3.1 The individual shall be transferred immediately to an isolation room inside the campus while waiting to be transported to a health facility or back to their home.
 - 3.2 The college shall notify at once the individual's family member who shall be requested to transport to a health facility or back to their home. The College shall provide the necessary assistance to ensure safe transport of the individual.
 - 3.3 If the student, faculty, or staff lives in a dormitory/boarding house and does not have a family member/guardian living nearby, they shall not be allowed to return to the dormitory/boarding house. The College shall transport the individual to a health facility, monitor the health condition, and regularly update the family if possible.
 - 3.4 The individual shall be evaluated by the appointed medical or health and safety officer who is knowledgeable on:
 - 3.4.1 How disease spreads;
 - 3.4.1.1 How to identify disease symptoms;
 - 3.4.1.2 How to protect themselves;
 - 3.4.1.3 Environmental cleaning and disinfection procedures; and
 - 3.4.1.4 When to contact health officials or occupational health services.
 - 3.5 The College Crisis Management Committee shall conduct risk assessment of the situation and implement the appropriate health and safety protocols such as, but not limited to, contact tracing, cleaning and disinfection of facilities, or suspension of classes and operations.

VII. KOLEHIYO NG SUBIC SCHOOL-BASED ISOLATION ROOM FOR PERSONS WITH COVID-19 SYMPTOMS

1. As part of our commitment to ensure the safety and security of our stakeholders, the College establishes the School-Based Isolation Room for Persons with COVID-19 Symptoms. Thus, when students, faculty, and staff develop COVID-19 symptoms while in school premises, they shall immediately be transferred to an isolation room while waiting to be transported to a health facility or to home. This isolation room shall have the following features:
 - 1.1 The isolation room is a two medical bed with adequate ventilation and a self-closing door, if possible.



KOLEHIYO NG SUBIC

Zambales

WFI Compound, Wawandue, Subic, Zambales



- 1.2 There are two medical beds for the individual to rest while waiting to be transported. The College shall select a bed that is easy to clean and disinfect. The type of bed shall be selected in consultation with the LGU/DOH.
- 1.3 The isolation room has easy access to the exit gate to efficiently facilitate the immediate transport of the symptomatic student, faculty or staff to limit their exposure to others and to avoid contaminating additional school areas.
- 1.4 There is also a portable “hand wash” basin or hands-free sanitizer or alcohol dispenser.
- 1.5 There are designated trash bin and cleaning and disinfection materials for the isolation room.

2. Covid-19 Symptoms

(Source: DOH Department Memorandum Order No. 2020-030, Omnibus Interim Guidelines on Prevention, Detection, Isolation Treatment, and Reintegration Strategies for COVID-19, issued on 06 October 2020)

Below are the clinical criteria for Suspect, Probable, and Confirmed COVID-19 Cases:

	Clinical Criteria
Suspect COVID-19 Case	<ol style="list-style-type: none"> i. Acute onset of fever AND cough OR ii. Acute onset of any three or more of the following signs or symptoms: fever, cough, general weakness, fatigue, headache, myalgia, sore throat, coria, dyspnea, anorexia/nausea/vomiting, diarrhea, altered mental status
Probable COVID-19 Case	<ol style="list-style-type: none"> A.) A patient who meets clinical criteria above AND is a contact of a probable or confirmed case, or epidemiologically linked to a cluster of cases which has had at least one confirmed case identified within that cluster; B.) A suspected case with chest imaging showing findings suggestive of COVID-19 disease. “Typical chest imaging findings suggestive of COVID-19 include the following: <ul style="list-style-type: none"> • Chest radiography: hazy opacities, often rounded in morphology with peripheral and lower lung distribution • Chest CT: multiple bilateral ground glass opacities, often rounded in morphology, with peripheral and lower lung distribution • Lung ultrasound: thickened pleural lines, B lines (multifocal, discrete, or confluent), consolidative patterns with or without air Broncho gram C.) A person with recent onset of anosmia (loss of smell) or ageusia (loss of taste) in the absence of any other identified cause D.) Death, not otherwise explained, in an adult with respiratory distress preceding death AND who was a contact of a probable or confirmed case or epidemiologically linked to a cluster which has had at least one confirmed case identified within that cluster.



KOLEHIYO NG SUBIC
Zambales
WFI Compound, Wawandue, Subic, Zambales



Confirmed COVID-19 Case	A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms
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VIII. SUSPENSION AND REOPENING PROTOCOLS

Scenario	Suspension Protocol	Reclassified Protocol
1. The locality of the HEI is reclassified to Alert Level 4 or 3.	Automatic suspension for the entire HEI	Reclassified to Alert level 3 or better
2. The locality of the HEI is under granular lockdown	Automatic suspension for the entire HEI.	Granular lockdown is lifted.
3. School/building/classroom lockdown for case clustering	The suspension will be based on the assessment and decision of the Crisis Management Committee (CMC) of the HEI and upon consultation with the Local Task Force against COVID-19.	Continue limited face to face classes after completing contact tracing and disinfection activities and quarantine period for the confirmed and suspected cases.

IX. GUIDELINES AND TRANSITION PLAN FOR THE FOLLOWING:

1. Cyclical Student Shifting Model

Students shall be on campus to attend face-to-face classes for 2-3 days per week and off-campus for the remaining days for flexible learning. Subjects/courses to be held/conducted face-to-face shall be identified by the College depending on the nature of the subject/course, however, priority shall be given to subjects /courses with laboratories and major subjects. This cyclical student shifting model shall be implemented without prejudice to further adjustments whenever necessary.

2. Alternative Work Arrangement for Employees

The College shall implement a work-from-home and a skeletal workforce scheme. Employees below 21 years old and 60 years old and above, as well as those with immunodeficiency, comorbidity, other health risk, and pregnant women, and those who live in areas under Alert Level 3 and 4 shall be under work-from-home arrangement, except when their services are indispensable under the circumstances or when office work is permitted.

3. Physical Education (PE) classes

Contact and non-contact sports activities for PE classes shall be allowed with 100% capacity in areas under Alert Level 1 and in areas under Alert Level 2 with 50% indoor and 70%



KOLEHIYO NG SUBIC Zambales

WFI Compound, Wawandue, Subic, Zambales



outdoor capacity. Only non- contact sports activities for PE classes shall be allowed in areas under Alert Level 3. The College shall decide on a reduced capacity, based on its capability to comply with the minimum health and safety protocols.

4. Off – Campus Activities

Off campus activities for the completion of course requirements (i.e. National Service Training Program (NSTP), internship/practicum/training, fieldwork, etc.) may be allowed subject to the approval of concerned Local Government Unit (LGU).

5. Co – curricular and Extracurricular Activities

In person and group-based co-curricular and extracurricular activities such as sports, events, musical events, competitions, in person graduation rites, ceremonies may be allowed subject to the approval of the concerned LGU, compliance with the applicable health protocols, and to the conditions laid down under IATF resolutions.

- a. For areas under Alert Level 3, a maximum of 30% indoor venue capacity and 50% outdoor venue capacity for fully vaccinated individuals.
- b. For areas under Alert Level 2, a maximum of 50% indoor venue capacity and 70% outdoor venue capacity for fully vaccinated individuals; and,
- c. For areas under Alert Level 1, full indoor and outdoor venue capacity for fully vaccinated individuals.

X. COVID-19 COMMUNICATION PLAN

This Communication Plan will be utilized by Kolehiyo Ng Subic when communicating various activities and responses related to COVID-19 responses.

KNS is notified of a positive COVID-19 case within its premises

The Health Office will implement necessary protocols and will coordinate with the Municipal Health Office

KNS will communicate the COVID-19 situation through a Public Notice for the students, their families, faculty members, administrators and staffs



KOLEHIYO NG SUBIC
Zambales
WFI Compound, Wawandue, Subic, Zambales



Communication Course of Actions Based on Scenario

Scenario	Objective/s of Communication	Mechanism/s
A member of the KNS Community tested positive for COVID-19	<p>Notify students and families of confirmed case</p> <p>Reassure that Municipal Health Office is collaborating with the school to identify any students or staff that were in close contact</p> <p>Reassure that individuals who were at risk of exposure will be contacted with 1-2 days</p> <p>Provide instructions on learning from home to students going into quarantine and isolation.</p>	<p>Releasing an Official Statement from the Crisis Management Committee of the College that will be posted inside the College and in the Official Pages of the College</p> <p>Messaging thru Group Chats of those in close contact with the student/ teacher/ staff that tested positive in the COVID-19 test</p> <p>Phone Calls/ Text Messaging for positive cases and for close contact</p> <p>Letter/ E-mail for positive case</p>
First exposure in the school regardless of risk level	<p>Notify students and families of confirmed case</p> <p>Reassure that Municipal Health Office is collaborating with the school to identify any students or staff that were in close contact</p> <p>Reassure that individuals who were at risk of exposure will be contacted with 1-2 Days</p> <p>Provide instructions on learning from home to students going into quarantine and isolation.</p>	<p>Releasing an Official Statement from the Crisis Management Committee of the College that will be posted inside the College and in the Official Pages of the College</p> <p>Messaging thru Group Chats of those in close contact with the student/ teacher/ staff that tested positive in the COVID-19 test</p> <p>Phone Calls/ Text Messaging for close contact</p> <p>Letter/ E-mail for close contact</p>
Ongoing exposure/outbreak – close contacts not identifiable and risk of spread is unknown or high	<p>Notify students and families of confirmed case</p> <p>Reassure that Municipal Health Office is collaborating with the school to identify any students or staff that were in close contact</p> <p>Reassure that individuals</p>	<p>Releasing an Official Statement from the Crisis Management Committee of the College that will be posted inside the College and in the Official Pages of the College</p> <p>Messaging thru Group Chats of those in close contact with the student/ teacher/ staff</p>



KOLEHIYO NG SUBIC

Zambales

WFI Compound, Wawandue, Subic, Zambales



	<p>who were at risk of exposure will be contacted with 1-2 Days</p> <p>Provide instructions on learning from home to students going into quarantine and isolation.</p>	<p>was exposed to COVID-19</p> <p>Phone Calls/ Text Messaging for positive cases and for close contact</p> <p>Letter/E-mail for positive cases and for close contact</p>
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XI. LEARNING CONTINUITY PLAN

Background

On March 15, 2020, President Rodrigo Roa Duterte declared that the whole of Luzon be placed under Enhanced Community Quarantine (ECQ) to prevent the spread of COVID 19 pandemic. New health and safety protocols required everyone to stay home. Classes were suspended and schools were closed. This prompted schools, including Kolehiyo Ng Subic, to shift to flexible learning just to ensure that learning would continue. Currently, the province of Zambales remains under Modified General Community Quarantine (MGCQ) and the threat of COVID 19 virus and its new variants still remain and there is a huge possibility that schools may remain closed for the succeeding academic year. Despite the threat of COVID 19 pandemic, Kolehiyo Ng Subic remains true to its commitment of providing quality education and continuity of learning to its students. "Edukasyon Tungo sa Kaunlaran" still remains the clarion call of our institution amidst this pandemic. Hence, the institution carefully came up with a Learning Continuity Plan to ensure our students and all our stakeholders that learning and school operation continue despite all odds.

Difficult and challenging as it may seem, KNS adapted to the "new normal" form of learning using home-based online distance learning. During the Academic Year 2020-2021, KNS used Online Distance Learning or remote learning as its Learning Modality. This means that classes meet via online learning platforms such as zoom, google meet, and facebook messenger based on identified schedules. The types of distance learning we adapted are :

Synchronous learning which is a type of distance learning where classes are conducted in real-time. In a synchronous class, the teacher and students log in to a single online platform and carry out tasks throughout the allotted time through Google Meet, Zoom and Facebook Messenger for synchronous meetings.

Asynchronous Learning is a remote learning where students are provided with content and tasks that they need to accomplish within a time frame. There is no real-time interaction between the teachers and students. Also, there is no face to face online class. Students work at their own pace within a specified timeframe. According to Concordia International School in Shanghai, asynchronous instructions worked effectively for deep learning, while synchronous instruction was important for maintaining relationships.

ACADEMIC POLICIES FOR ONLINE CLASSES EFFECTIVE ACADEMIC YEAR 2020-2021

Subject unit

As KNS shifts from face-to-face delivery of classes to online learning modality, course designs also shift from contact hours to learning hours. This means that a three-unit course in a face-to-face class is equivalent to 54 learning hours.

Learning hours refer to the estimated time a student is engaged in learning experiences (attending online classes or doing his/her tasks independently).



KOLEHIYO NG SUBIC

Zambales

WFI Compound, Wawandue, Subic, Zambales



Official Registration

1. Only officially enrolled students may participate in online classes (i.e., submit requirements, join group activities take quizzes and examination and join Google meet or zoom sessions.)
2. Proof of official enrolment is the student's enrolment form. Students must send their enrolment form to their respective instructors before they can be admitted to the official chat group assigned for each subject.
3. Online classes will be through Google meet, zoom, FB Messenger, FB page, etc.
4. Only one (1) FB account per student will be acknowledged by the instructor throughout the semester.

In case a student needs to create a second account for whatever valid reason, student must express in writing the reason for creating a second account.
This must be duly acknowledged by the instructor before the student can use it for online classes.

Course Syllabus

1. Instructors are required to submit a course syllabus for each subject he/she is teaching.
2. All course syllabi are expected to be submitted one week after the official opening of the semester.
3. Instructors are advised to discuss the syllabus during the first synchronous class session.
4. Once the semester has started, no revision to the syllabus must be made.

Course Requirements and Deadlines

1. Deadline of submission for major requirements (i.e., final exam, research) should be announced at least two (2) weeks prior, while deadline for activities, quizzes, assignments, etc. must be announced one (1) week before.
2. Deadline for course requirements may not be set on a Sunday or Holiday. If extension to a previously announced deadline is provided, such extension should also fall on the same class schedule (Tuesday or Friday for T/F Classes, Monday or Thursday for M/TH Classes and Saturday for Saturday classes)
3. With regards to issues relating to internet access and connectivity, instructors are advised to give a considerable period of time for asynchronous session, during which an exam, quiz, recitation, etc. may be completed. Therefore, a class activity for one (1) hour and 30 minutes must be made available for at least four (4) hours.
4. Attendance of students shall be on synchronous and asynchronous sessions. This means, 50% of the attendance comes from joining Google meet, zoom or other online platforms. Another 50% comes from asynchronous session (i.e., based on student's output).
5. Graded recitation that requires the presence of an entire class is not allowed due to internet and connectivity issues. Instead, instructors are advised to conduct small group activities or recitations.
6. Graded recitations, and other graded activities during synchronous class sessions are allowed. However, instructors should provide make-up work for students who may not be able to attend synchronous sessions.
7. A recording and/or transcript of synchronous classes should be made available for students who are unable to attend a synchronous class session.

Class Monitor

1. Each class will have a beadle/monitor appointed by the instructor.
2. The class monitor/beadle has the following functions:
 - a.) serve as liaison between the class and the instructor;
 - b.) remind the instructor to provide transcript of synchronous class sessions;
 - c.) report class concerns to the College Dean (e.g., difficulty contacting the instructor)

Working Hours

1. Instructors are advised to establish **CLEAR WORKING HOURS** during which students can expect responses to their questions, discussion posts, and other matters concerning the course.
2. Instructors are also encouraged to set guidelines on receiving messages from students.



KOLEHIYO NG SUBIC

Zambales

WFI Compound, Wawandue, Subic, Zambales



3. Instructors are advised to avoid posting or sending announcements of class related activities after their specified official working hours.

Class Size

On average, the class size may range from 25-30 students. The kind of online platform to be used for online distance learning such as Google Meet, Facebook Messenger and Zoom are taken into consideration in determining the number of students per class.

Policy on Plagiarism

Kolehiyo Ng Subic instills among its students the values of honesty, integrity and respect for each member of the academic community. All KNSians carry with them a sense of responsibility to adhere to moral and ethical behavior worthy of an educated and well – mannered person. Every KNSian is expected to display utmost respect for themselves and others.

Therefore throughout their college life, they must learn to properly acknowledge one's own right to ownership and privacy for both physical and intellectual property.

Guided by these principles, KNS penalizes any and all forms of cheating, lying / dishonesty, and plagiarism defined as follows:

*Cheating is defined as giving or receiving any unauthorized assistance on any schoolwork such as assignments, quizzes or test regardless of intent. Allowing a fellow student to copy your work is a form of cheating

*Lying / dishonestly is any form of misrepresentation of the truth or failure to tell the truth with the intent to deceive.

*Plagiarism is any presentation of the ideas, thoughts, or words of another as one's own regardless of intent.

Cheating and Plagiarism are both punishable by suspension based on the existing policies on student discipline.

Grading System for Online Distance Learning

The Final Grade of students will be a combination of :

continuous assessment -----60%

final examination -----40%

Components of Continuous Assessment:

- Quizzes
- Recitation
- Story analysis
- Essays
- Research paper
- Reaction paper
- Other enrichment activities that do not require students to meet face-to-face

Continuous Assessment is a form of educational examination that evaluates a student's progress throughout a prescribed course.

Continuous assessment enables the instructors to monitor the progress of students and there is a better chance that the teacher can support, provide guidance, and conduct follow - up lectures in order to help the students improve throughout the semester.



KOLEHIYO NG SUBIC

Zambales

WFI Compound, Wawandue, Subic, Zambales



Procedure :

1. Instructors are advised to give a monthly assessment of 50-100 items throughout the semester.
2. Final Examination will be conducted before the end of the semester.

Sample Computation

Total Continuous Assessment (from September-December)	Raw Score (100 items) 85	Equivalent Grade 92	60% Percentage 55.2
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Final Exam	Raw Score (100 items) 85	Equivalent Grade 92	40% Percentage 36.8
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$$\begin{aligned}
 60\% \text{ Assessment} &= 55.2 \\
 40\% \text{ Final Exam} &= 36.8 \\
 \\
 \text{Final Grade} &= 92.0 \\
 \text{Grade Equivalent} &= 1.3
 \end{aligned}$$

*Note:

Should the Commission on Higher Education allow the conduct of face – to- face classes next Academic Year, the old grading system will be applied.

Distribution of Final Grades

Final grades are sent by the instructors through the student's Facebook Messenger account. All officially enrolled KNS students are informed of the following:

1. Final Grade for each subject will be sent by the instructor thru the student's personal Facebook Messenger account .
2. The personal Facebook Messenger account that will be used will be the Messenger Account used by the student for online classes with KNS logo in the student's profile picture.
3. Students are advised to send thru messenger the following details to their respective instructors for record purposes:
 - a. Student's name (Family Name, First Name, Middle Name)
 - b. Student Number
 - c. Degree Program/Major/Year Level
 - d. Class Schedule (Day/Time)
 - e. Course Number (Subject Code)
 - f. Course Title (Course Description/Number of Units)
 - g. Instructor's full name

KNS- Subic LGU Collaboration

KNS and the Local Government of Subic headed by Mayor Jonathan John Khonghun will continue to conduct various programs for the professional development and advancement of administrators, faculty and non-teaching staff.

Series of seminars have already been attended by the faculty, administration and staff since KNS shifted to online distance learning. With the continuous support and assistance of our LGU, KNS will continue to help our faculty and staff cope with the shift in learning modality from face -to-face to online distance learning.



KOLEHIYO NG SUBIC
Zambales
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KNS will continue to provide scholarships & webinars for the professional growth of both the teachers and staff. Funding for this purpose will come from the five per cent (5%) subsidy of the Subic Municipal Government to KNS as stated in the charter of Kolehiyo Ng Subic.

XII. Flexible Delivery of Student Affairs and Services Plan

Part I. FLEXIBLE DELIVERY STRATEGIC ACTIONS

A. Student Welfare and Services

SERVICES	OFFLINE	ONLINE
Information and Orientation Services	<ul style="list-style-type: none"> ✓ Make printed information and orientation materials available 	<ul style="list-style-type: none"> ✓ Create and publish a facebook page where students could easily access needed information and important announcements ✓ Conduct virtual student orientation ✓ Upload videos and documents that could be downloaded by the students
Guidance and Counselling Services	<ul style="list-style-type: none"> ✓ Conduct remote psychological counselling through mobile phones 	<ul style="list-style-type: none"> ✓ Conduct online counselling ✓ Conduct webinars for mental health and wellness ✓ Require students to attend webinars about mental health and wellness
Career and Job Placement Services	<ul style="list-style-type: none"> ✓ Cascade information about career fairs through mobile phones 	<ul style="list-style-type: none"> ✓ Cascade information about virtual career fairs through the College's social media platforms
Economic Enterprise Development	<ul style="list-style-type: none"> ✓ Make printed materials about the different opportunities for loans and educational assistance for students available 	<ul style="list-style-type: none"> ✓ Conduct webinars about financial literacy ✓ Make information about student loan programs and educational assistance available through online platforms
Student Handbook Development	<ul style="list-style-type: none"> ✓ Make printed copies of the student handbook available 	<ul style="list-style-type: none"> ✓ Make available online version (e-handbook) of the student manual ✓ Post reminders to emphasize observance of proper discipline and online etiquettes



KOLEHIYO NG SUBIC
Zambales
 WFI Compound, Wawandue, Subic, Zambales



B. Student Development Services

SERVICES	OFFLINE	ONLINE
Student Organizations and Activities	<ul style="list-style-type: none"> ✓ Allow submission of recognition and other documents at the drop off points in the schools 	<ul style="list-style-type: none"> ✓ Virtual submission of Student Organizations' Applications, Requests for Online Activities, Accomplishment Reports ✓ Student Organizations are allowed to conduct online activities with proper monitoring by the Student Affairs Office
Leadership Training	<ul style="list-style-type: none"> ✓ Send printed materials on leadership training modules 	<ul style="list-style-type: none"> ✓ Organize webinars and leadership trainings ✓ Provide online resources or links to leadership trainings ✓ Send student representatives to online webinars and trainings sponsored by CHED and other HEI's
Student Council/Government	<ul style="list-style-type: none"> ✓ To be determined by the student council/government as long as they abide by the health and safety protocols of DOH and local IATF 	<ul style="list-style-type: none"> ✓ The student council shall publish its own facebook page that they will use as their online platform ✓ The student council will be allowed to have virtual meetings
Student Discipline	<ul style="list-style-type: none"> ✓ Students may file their grievances or complaints face to face, with proper safety protocols followed 	<ul style="list-style-type: none"> ✓ Student discipline and online etiquette policies are included in the Virtual Student Orientation ✓ Provide an online discipline process and online grievance mechanism managed by the Student Affairs Office that will handle complaints
Student Publication/Year Book	<ul style="list-style-type: none"> ✓ Student yearbook will be available for pick up 	<ul style="list-style-type: none"> ✓ Provide online platforms for student publications



KOLEHIYO NG SUBIC Zambales

WFI Compound, Wawandue, Subic, Zambales



C. Institutional Student Programs and Services

SERVICES	OFFLINE	ONLINE
Admission Services	<ul style="list-style-type: none"> ✓ Applicants may submit their credentials face to face with proper safety protocols followed 	<ul style="list-style-type: none"> ✓ Applicants are allowed to pre-register and take the Kolehiyo Ng Subic Admission Test online ✓ Online Enrolment
Scholarship and Financial Assistance	<ul style="list-style-type: none"> ✓ Applicants may submit their application through the drop off points in the campus 	<ul style="list-style-type: none"> ✓ There is online submission of requirements ✓ Application documents are readily available online
Food Services	<ul style="list-style-type: none"> ✓ No food services during pandemic 	<ul style="list-style-type: none"> ✓ Not Applicable
Health Services	<ul style="list-style-type: none"> ✓ Printed materials and primer on health and safety protocols are available 	<ul style="list-style-type: none"> ✓ Provide online medical consultations ✓ Conduct webinars on health and wellness
Safety and Security Services	<ul style="list-style-type: none"> ✓ Activate the school DRRM to be ready to respond in case of disasters 	<ul style="list-style-type: none"> ✓ Conduct webinars on safety and security during disasters
Student Housing and Residential Services	<ul style="list-style-type: none"> ✓ Not applicable 	<ul style="list-style-type: none"> ✓ Not applicable
Multi Faith Services	<ul style="list-style-type: none"> ✓ Worship and multi faith printed materials are readily available 	<ul style="list-style-type: none"> ✓ Recognized student organizations may conduct online multi faith/ worship activities
Foreign/International Students Services	<ul style="list-style-type: none"> ✓ Not applicable 	<ul style="list-style-type: none"> ✓ Not applicable
Services for Specific Students	<ul style="list-style-type: none"> ✓ Same services shall be provided in consideration with their specific needs 	<ul style="list-style-type: none"> ✓ Same services shall be provided in consideration with their specific needs
Cultural and Arts Programs	<ul style="list-style-type: none"> ✓ Make printed culture and arts training materials available 	<ul style="list-style-type: none"> ✓ Conduct virtual cultural and artistic performances ✓ Conduct Virtual Celebration of Foundation Day and other Culture and Arts Activities ✓ Conduct online artistic competitions
Sports Development Programs	<ul style="list-style-type: none"> ✓ Send illustrative materials showing exercises to still encourage physical movement while studying at home 	<ul style="list-style-type: none"> ✓ Conduct or host physical fitness program online
Social and Community Involvement Programs	<ul style="list-style-type: none"> ✓ Send information materials on how students can safely volunteer during pandemic 	<ul style="list-style-type: none"> ✓ Host virtual meetings with LGU's and NGO's to discuss how students can help their communities



KOLEHIYO NG SUBIC
Zambales
WFI Compound, Wawandue, Subic, Zambales



REFERENCES:

- Gordon College Continuity Contingency Plan for Limited Face-to face
- Joint Memorandum Circular No. 2021-001 Guidelines on the Campuses of Higher Education Institutions for Limited Face-to-face classes during Covid-19 Pandemic.
- JMC No. 2021-004
- CHED Memorandum No. 01-2022