



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

16 December 2020

MEMORANDUM NO. 199
Series of 2020

TO : **All Deans, Directors, Department Chairs, Unit Heads, and Faculty Members**

SUBJECT : **Guidelines providing Limited Campus Access to Graduate Students for Written Comprehensive and General Examinations**

While in-person assessment activities are still discouraged in light of the continuing health risks brought about by the COVID-19 pandemic, the University recognizes the urgent need to allow graduate students to take written comprehensive or general examinations on campus. These Guidelines outline the procedures to ensure the safety and security of all UPLB constituents in line with the conduct of written comprehensive and general examinations.

- 1) The administering unit should submit a request to the Dean of the Graduate School (GS), signed by the Department Chair/Director of the administering unit and the College Dean.
- 2) The request should indicate the following information:
 - a. Date/s and time/s of the proposed examination,
 - b. Venue for the proposed examination, including a confirmation that all health and safety protocols have been prepared for the conduct of the exam, and
 - c. List of the students with approved permits for the examination and the following information for each student: place of origin, contact number,

email address, and planned dates of arrival and departure on campus for the examination.

- 3) The administering units should ensure that the following general health measures are in place for the safe conduct of examinations:
 - a. The use of venues with at least two door openings is highly encouraged to allow unidirectional entry and exit flow,
 - b. The examination table and/or chair of each individual examinee must be at least two (2) meters away from any other examinee in all directions,
 - c. All examinees must wear a face mask and face shield upon entry into/exit from the examination room and keep the face mask on throughout the examination,
 - d. Signages reminding all individuals of the minimum health protocols and directional flows should be posted throughout the venue,
 - e. Use of air conditioning units is discouraged while the use of fans in or near windows (to increase the effectiveness of open windows) is encouraged, and
 - f. Restrooms made available to examinees must have exhaust fans operating at full capacity.
- 4) To secure clearance prior to taking the examination, all examinees must submit a signed UPLB Student Commitment to Disclose Health Status of Public Health Concern form and a copy of the appropriate additional health form (as indicated below) to the GS College Secretary:

For Residents of Los Baños and nearby municipalities of Laguna:

Certificate of Non-Inclusion in the List of COVID-19 Suspects, Probable, or Contacts (issued by the respective Municipal Health Office of residence)

For Examinees coming from other municipalities and outside Laguna:

Medical Clearance (to be secured off-site for clearance from underlying disease conditions)

- 5) For examinees requiring accommodations for the duration of the examination, they should be advised to make their request to the Office of Student Housing at the Office of the Vice Chancellor for Student Affairs (OSH-OVCSA) through its Director, Prof. John Mervin L. Embate, at osh.uplb@up.edu.ph.
 - a. Examinees will be allowed accommodation in university dormitories only from one day prior to the first day of the examination to one day after the last day of the examination. For examinees who will need to take flights, they may request to stay in the university dormitories for a duration covering the days coinciding with the available flights closest to the first and last days of examination, for which a copy of the return ticket or ticket quotation should be submitted along with their request for accommodation.
 - b. Those availing themselves of university accommodation will also be required to accomplish a Psychoemotional Questionnaire (that can be requested via email from OSH), to be submitted along with their request.
 - c. Those approved to stay at university accommodations will need to submit to the OSH their RT-PCR Test Result (not more than 7 days from the day of swabbing) upon arrival at the university.

For your information and strict compliance.


JOSE V. CAMACHO, JR.
Chancellor