SURIGAO STATE COLLEGE OF TECHNOLOGY



S.1.2. schedule of classes;





July 27, 2020

DR. LEONIDA S. CALAGUI Regional Director CHED Caraga Ampayon, Butuan City

Madam:

Greetings of SSCTian Peace!

Surigao State College of Technology have already complied and submitted to your office the requirements needed before the opening of classes for 1st Semester, AY 2020-2021.

Relative to this, we would like to inform you that we will officially open the 1st Semester AY-2020-2021 on August 17, 2020. We will be implementing the flexible learning modality, limited number of students for face to face interaction and modified class schedule. Attached herewith is the BOT approved Operational Academic Plan for AY 2020-2021 for your reference.

Thank you very much.

Sincerely,

GREGORIO Z. GAMBOA, Jr., EdD

SUC President III

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EXCERPT FROM THE MINUTES OF THE 85TH REGULAR BOARD OF TRUSTEES TELECONFERENCE ON JULY 17, 2020

After the discussion, the Board passed:

Resolution No. 50 S. 2020

Approving the Proposed Operational Academic Plan for AY 2020-2021 Subject to Integration of Comments

APPROVED

Certified true and correct:

ROWENA A. PYANDO, PhD Board Secretary V

Attested:

GREGORIO Z. GAMBOA, JR. EdD

Vice Chair, SSCT-BOT College President

Tel Nos (086) 826-0135 (085) 231-7798

Email as no selected expedituation point URL and experience





OPERATIONAL ACADEMIC PLAN FOR A.Y. 2020-2021

A. RATIONALE

The coronavirus pandemic that appallingly affects the world has impacted the operations of the schools prompting administrators to redefine ways and means for institutional resilience and academic continuity. Considering the serious and huge repercussions of COVID-19, it is the life of every individual that is of prime without however compromising educational quality.

To address the challenge of the time, SSCT lays out measures and protocols to ensure the safety and well-being of its faculty, staff, and students. Heads of the different campuses- City, Del Carmen, Mainit, Malimono and Claver Extension College have crafted strategies and guidelines, from enrollment to conduct of classes with the adoption and implementation of flexible learning modality.

Navigating to the 'New Normal', this primer serves as a guide on how the College will continue to conduct its educational mission for AY 2020-2021.

B. ACADEMIC PREPARATION

1st Semester A.Y. 2020-2021

Students Admission and Examination

- The incoming freshmen students who want to enroll in SCCT shall submit their application for admission online not later than May 15, 2020.
- 2. The admission test for freshmen students in all campuses of the College shall be conducted through Mobile Examination. The Guidance Office staff shall proceed to the identified examination centers in the municipalities of Surigao del Norte and barangays in Surigao City to conduct the same, subject to the approval of IATF and LGU. Only the general admission test and interview shall be conducted and there shall be no more Program Qualifying Exam (PQE).

The proposed testing venues are the following: Dapa, Dinagat, Libjo, Cagdanao, Sison, Claver and the 4 SSCT campuses namely, City, Del Carmen, Mainit and Malimono.

Procedure in the Conduct of Interview of Freshmen Students

- After the student passed the admission test, he/she shall submit soft copy of his/her report card and contact number to the College Dean.
- Interview shall be conducted by the program chair through landline phone/cellphone.
- If the student passed the interview, he/she can now proceed for enrolment in his/her chosen program

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Enrolment Process

- Online enrolment shall be implemented in the Undergraduate and Graduate Programs.
- 2. The Block Sectioning scheme will be implemented during enrolment. The freshmen students will be given the orientation on the school's policies, rules and regulations as the part of the 1st step in the enrolment process. The original copy of academic credentials for freshmen students shall be submitted to the College Registrar during the first day of classes.
- 3. In cases, wherein students incurred financial obligations, such as those in the higher years, this, will be paid and settled during the first day of classes.

For campuses with junior and senior high schools such as Del Carmen and Malimono, the following are the guidelines:

Admission Test /Enrolment

- The enrollment for Junior and Senior High School Students will not be done online due to limited internet connectivity in these campuses. Interview shall be conducted by the Program Head of JHS/SHS, then Reading Comprehension and Entrance Examination be done for new enrollees.
- 2. Academic advisers shall be responsible for the clearance and enrolment of old students provided that the old students are already cleared from all the accountabilities. However, if the old students have pending accountabilities, the Academic advisers shall then call the concerned old students through cellular phone for follow-up for them to be forwarded once settled. Nonetheless, the Academic advisers shall start forwarding the legible old students to the next academic advisers; subsequently, the Academic advisers shall then endorse the enrollees to the Program Head of JHS/SHS.
- There shall be a set schedule for the enrolment of each year level.

First Day of Classes

- 1. During the first day of classes all syllabi and learning modules will already be available online for the students to read and answer.
- All modules have passed content validation and contain the expected learning outcome for the students. The modules for laboratory courses contain selfpaced activities for students to comply.
- 3. There will be an orientation for students on how to use the Google classroom.

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Conduct of Regular Classes

City Campus

- The College shall adopt the Flexible Learning delivery via online and offline mode, engaging combination of face to face interaction, webinar, modular approach, simulation and other methodologies depending on the available capabilities and resources of students and faculty.
- 2. There shall be a weekly alternate scheduling for face to face interaction and alternative learning mode. The faculty and students will have face to face contact for two weeks in a month and the remaining weeks will be allotted for alternative learning mode. The 1st week of the month will be the schedule for face to face interaction for CEIT and CTE students while the CAS and COT will be in the alternative mode of instruction. The 2nd week will be the schedule for face to face interaction for CAS and COT students while the CEIT and CTE will be in the alternative mode of instruction. (Please refer to hereto attached documents) Thus, a maximum only of 1,200 students per day will be inside the school's city campus. This alternate scheduling shall be followed throughout the 1st Semester of AY 2020-2021.
- 3. The faculty whose class is scheduled to be delivered through face to face interaction shall be required to report physically to the school campus. During the scheduled week for alternative mode of instruction, the faculty shall be allowed to stay and work at home and will not be required to report physically to the school in order to limit and minimize the number of people present in the school campus each day and prevent the transmission of COVID 19. However, they are required to submit their deliverables based on their approved PAPs during their work at home schedule. Further, the faculty assigned in the laboratory/shop shall report to school based on their stipulated schedule to conduct laboratory activities or shopworks.
- 4. The class size is reduced to a maximum of 20 students to ensure physical distancing. Aside from the wearing of complete uniform, the students are strictly required to wear face mask and face shield. No face mask and face shield, No entry policy shall be imposed. They will also be provided with clinical gloves. Further, they will also be provided with school pass to ensure that only those who are scheduled for that week can enter the school campus. The body temperature of the students will be determined thru the thermal scan in the school's entrance gate. Those with body temperature more the 37°C shall not be allowed to enter. The faculty will also follow the same protocol of wearing PPEs while inside the school campus. The classes for residential learning will start at 7 AM and end at 4 PM.
- The College gymnasium shall be used as Dining area for students. The number of students who will stay in the areas of the school campus such as Library, student centers, comfort rooms shall be closely monitored to ensure

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that physical distancing is strictly observed at all times. A school personnel shall be assigned to monitor the implementation of social distancing in the aforementioned areas. There will also be a school personnel who will keep watch in every floor of the buildings to ensure social distancing.

- The College shall establish more washing areas provided with soap and hand sanitizer/alcohol.
- ROTC and NSTP courses shall be offered in the next academic year A.Y. 2021-2022.

Claver Extension College

1. There shall be a weekly alternate scheduling for face-to-face interaction and alternative learning mode. The faculty and students will have face to face contact for two weeks in a month and the remaining weeks will be allotted for alternative learning mode. The 1st week of the month will be the schedule for face to face interaction for CTE students while the CEIT and COT will be in the alternative mode of instruction. The 2nd week will be the schedule for face to face interaction for CEIT and COT students while CTE will be in the alternative mode of instruction. (Please refer to hereto attached documents) Thus, a maximum only of 300 students per day will be inside the school's Extension College. This alternate scheduling shall be followed throughout the 1st Semester and 2nd Semester of AY 2020-2021.

Del Carmen Campus

- 1. Flexible learning modality shall be utilized. Classes per program per year level shall be divided into two (2) sets with a maximum of 20 students per class. There shall be a one week face-to-face encounter for every set; that is, every first week of the month shall be the face-to-face encounter schedule for Set A and the remaining 3 weeks shall be the alternative mode of instruction. Every second week of the month shall be the schedule for Set B and the 3rd, 4th and 1st week of the month for the alternative mode. (see attached monthly schedule).
- 2. Within one week duration of the face-to-face interaction schedule, inputs shall be given; only formative assessments like objective type of tests shall be given to the students within this duration for evaluation. For the remaining weeks, other forms of assessments that need rubrics for scoring shall be given to the students during the alternative mode. Faculty shall attach rubrics upon submission of syllabus. Likewise, faculty shall avoid giving assessments/activities to students that need to be searched online (e.g. facebook survey, online research, etc.) due to the difficulty or less of opportunity to access internet connectivity

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Malimono Campus

- 1. Flexible learning modality shall be utilized. Classes per program per year level shall be divided into four (4) sets with a maximum class size of 20 students. There shall be a one week face-to-face encounter for every set; that is, every first week of the month shall be the face-to-face interaction for Set A, for all freshmen in all programs, second week is Set B, for second year in all programs, 3rd week is Set C for all third year in all programs and fourth week is Set D, for all fourth year in all programs. (see attached monthly schedule)
- 2. Within one week duration of the face-to-face interaction, inputs shall be given; only formative assessments like objective type of tests shall be given to the students within this duration for evaluation. For the remaining weeks, other forms of assessments that need rubrics for scoring shall be given to the students during their alternative learning schedule. Faculty shall attach rubrics upon submission of syllabus. Likewise, faculty shall avoid giving assessments/activities to students that need to be searched online (e.g. facebook survey, online research, etc.) due to the difficulty or less of opportunity to access internet connectivity.

Mainit Campus

- 1. Flexible learning modality shall be utilized. Classes in every subject shall be by batch with 20 students per batch divided into two (2) sets. There shall be a one week face-to-face encounter in all year levels for all programs; that is, every first week of the month shall be the face-to-face schedule for Set A and the same as with set B and the remaining 3 weeks shall be for alternative learning mode.
- 2. Within 5 days duration of the face-to-face schedule by batch, inputs shall be given; only formative assessments like objective type of tests shall be given to the students within this duration for evaluation. For the remaining weeks, other forms of assessments that need rubrics for scoring shall be given to the students during their alternative mode. Faculty shall attach rubrics

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CERTIFICATE NUMBER; AJA19 0225

C. MODIFIED CLASS SCHEDULE

Surigao State College of Technology City Campus

MODIFIED CLASS SCHEDULE FOR THE FOUR (4) COLLEGES

(CEIT, CTE, CAS & COT)

	2020								
Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
			-		-		1		
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
1	16	17	18	19	20	21	22	Face-to-Face Interaction	CEIT & CT
					20		22	Alternative	CAS & CO
2	23	24	25	26	27	28	29	Face-to-Face Interaction	CAS & CO
								Alternative	CEIT & CTI
3	30	31						Face-to-Face Interaction	CAS & CO
PTEMBER	2020 Sun	Mon	Tue	Wed	Thu	Fri		Mode of Instruction	
	24111			00000	* * * * * * *	LII	Sat	wode of instruction	College
	Sull						en alle		
3	Sun		1	2	3	4	5at	Face-to-Face Interaction	CEIT & CT
3	Sur						en alle	Face-to-Face Interaction Atternative	CEIT & CT
3	8	7					en alle	Face-to-Face Interaction	CAS & CO
4	6	7	1 8	9	3	11	5	Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative	CEIT & CT CAS & CO CAS & CO CEIT & CT
			1	2	3	4	5	Face-to-Face Interaction Alternative Face-to-Face Interaction	CEIT & CTI CAS & CO CAS & CO CEIT & CTI CEIT & CTI
<i>4 5</i>	6 13	7 14	1 8 15	9 16	3 10 17	4 11 18	5 12 19	Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative Face-to-Face Interaction	CEIT & CTI CAS & CO CAS & CO GEIT & CTI CEIT & CTI CAS & CO
4	6	7	1 8	9	3	11	5	Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative	CEIT & CTI CAS & CO CAS & CO GEIT & CTI CEIT & CTI CAS & CO CAS & CO
<i>4 5 6</i>	6 13 20	7 14 21	1 8 15 22	9 16 23	3 10 17	4 11 18	5 12 19	Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative Face-to-Face Interaction	CEIT & CTI CAS & CO CAS & CO GEIT & CTI CAS & CO CAS & CO CAS & CO CAS & CO
<i>4 5</i>	6 13	7 14	1 8 15	9 16	3 10 17	4 11 18	5 12 19	Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative Face-to-Face Interaction Alternative	CEIT & CTI CAS & CO CAS & CO GEIT & CTI CAS & CO CEIT & CTI CEIT & CTI
<i>4 5 6</i>	6 13 20	7 14 21	1 8 15 22	9 16 23	3 10 17	4 11 18	5 12 19	Face-to-Face Interaction Alternative Face-to-Face Interaction	COILEGE CEIT & CTI CAS & COI CEIT & CTI CEIT & CTI CAS & COI

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
_								Face-to-Face Interaction	CEIT & CTE
,						2	3	Alternative	CAS & COT
		5	-	-	8		1.0	Face-to-Face Interaction	CAS & COT
8	4	5	6	1	8	9	10	Alternative	CEIT & CTE
9		40	13	14	15	4.0	4.00	Face-to-Face Interaction	CEIT & CTE
9	11	12	13	14	15	16	17	Alternative	CAS & COT
40	1.0	40	20	24	00		-	Face-to-Face Interaction	CAS & COT
10	15	19	20	21	22	23	24	Alternative	CEIT & CTE
	0.5	200	07	00	00	20		Face-to-Face Interaction	CEIT & CTE
77	25	26	27	28	29	30	31	Alternative	CAS & COT

NOVEMBER	2020								
Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
40		-	3		-	-		Face-to-Face Interaction	CAS & COT
12		2	3	4	5	6	1	Alternative	CEIT & CTE
13	8	9	40	11	40	40		Face-to-Face Interaction	CEIT & CTE
		9	10	11	12	13	14	Alternative	CAS & COT
14	15	40	17	40	4.0	20	0.4	Face-to-Face Interaction	CAS & COT
		16	11	18	19	20	21	Alternative	CEIT & CTE
45	22	-	0.4	-	00			Face-to-Face Interaction	CEIT & CTE
15		23	24	25	26	27	28	Alternative	CAS & COT
16	29	00						Face-to-Face Interaction	CAS & COT
		30						Atternative	CEIT & CTE

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
16			-1	2			-	Face-to-Face Interaction	CAS & COT
70				4	3	4	5	Alternative	CEIT & CTE
17	6	7	0	9	10	44	12	Face-to-Face Interaction	CEIT & CTE
"	0	0 /	0	3	10	11	12	Alternative	CAS & COT
40			4.5	40				Face-to-Face Interaction	CAS & COT
18	13	14	15	16	17	18	19	Alternative	CEIT & CTE
	20	21	22	23	24	25	26	and a second control of the second of the second control of the se	THE RESIDENCE AND THE PARTY OF
	27	28	29	30	31	-	-		

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Surigao State College of Technology

City Campus

MODIFIED CLASS SCHEDULE FOR THE FOUR (4) COLLEGES (CEIT, CTE, CAS & COT)

2nd Semester, AY 2020 - 2021

Class Size- 15 Students Per Session

JANUARY 2021

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
THE REST OF THE PERSON NAMED IN THE	-					1	2	CONTRACTOR CONTRACTOR AND	
Photo market and a contract of the contract of	3	4	5	6	7	8	9		
-1	10	11	12	13	14	15	16	Face to Face Interaction	CEIT & CTE
,	7 10	11	12	10	1.40	15	10	Alternative	CAS & COT
2	4.7	40	40	20	24	00	20	Face to Face Interaction	CAS & COT
2	11	18	19	20	21	22	23	Alternative	CEIT & CTE
	24	25	200	27	20	-	20	Face to Face Interaction	CEIT & CTE
3	44	25	26	27	28	29	30	Alternative	CAS & COT
4	31								

FEBRUARY 2021

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
4		4	2	3	4	5	-	Face to Face Interaction	CAS & COT
~			-	3	-4	D	6	Alternative	CEIT & CTE
er.	""	8	0	40	44	40	40	Face to Face Interaction	CEIT & CTE
5	1	8	9	10	11	12	13	Alternativo	CAS & COT
0	14	15	40	17	40	40	00	Face to Face Interaction	CAS & COT
ь	14	15	16	17	18	19	20	Alternative	CEIT & CTE
7	-	20	22	24	25	0.0	07	Face to Face Interaction	CEIT & CTE
,	21	22	23	24	25	26	27	Alternative	CAS & COT
8	28								

MARCH 2021

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
	1		0	-				Face to Face Interaction	CAS & COT
8		1	2	3	4	5	6	Alternative	CEIT & CTE
0		P	0	4.0	44	40	4.0	Face to Face Interaction	CEIT & CTE
9	1	8	9	10	11	12	13	Alternative	CAS & COT
40	4.4		40		4.0	4.0		Face to Face Interaction	CAS & COT
10	14	15	16	17	18	19	20	Alternative	CEIT & CTE
	-		50	-				Face to Face Interaction	CEIT & CTE
77	21	22	23	24	25	26	27	Alternative	CASACOT
40								Face to Face Interaction	CAS & COT
12	28	29	30	31				Alternative	CEIT & CTE

APRIL 2021

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
12					4		-	Face to Face Interaction	CAS & COT
12					,	2	3	Alternative	CEIT & CTE
13		5		wy	0		10	Face to Face Interaction	CEIT & CTE
	4	5	6	'	8	9	10	Alternative	CAS & COT
14		40	40		45	40		Face to Face Interaction	CAS & COT
	11	12	13	14	15	16	17	Alternative	CEIT & CTE
	40	40	a.c.	-				Face to Face Interaction	CEIT & CTE
15	18	19	20	21	22	23	24	Alternative	CAS & COT
16		-	40 mg	F3.63				Face to Face Interaction	CAS & COT
	25	26	27	28	29	30		Alternative	CEIT & CTE

MAY 2021

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
16								Face to Face Interaction	CAS & COT
10							1	Alternative	CEIT & CTE
17	2	2	4	5	6	~		Face to Face Interaction	CEIT & CTE
"		3	**	Б	0	1	8	Alternative	CAS & COT
18	9	10	11	12	13	44	45	Face to Face Interaction	CAS & COT
		10	11	12	10	14	15	Atternative	CEIT & CTE
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29	,	
	30	31					-		

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SURIGAO STATE COLLEGE OF TECHNOLOGY CLAVER EXTENSION COLLEGE MODIFIED CLASS SCHEDULE FOR THE THREE (3) COLLEGES (CTE, COT & CEIT)

First Semester, AY 2020 - 2021 Class Size- 15 Students Per Session

AI	101	IST	2020

Wante	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
				-			1		· · · · · · · · · · · · · · · · · · ·
	2	3	4	5	6	7	8		
	-	40	4 4	40	40		4.5	Face-to-Face Interaction	
	5	10	11	12	13	14	15	Alternative	
							-00	Face-to-Face interaction	CTE
7	16	17	18	19	20	21	22	Alternative	CEIT & COT
a transmission for a time	AND PUBLISHED AND ADDRESS	-			AND DESCRIPTION OF THE PERSON NAMED IN COLUMN 1			Face to Face Interaction	CEIT & COT
2	23	24	25	26	27	28	29	Alternative	CTE
		-	Chromos du minoritor o Nels		-			Face to Face Interaction	CTE
3	30	31				THE REAL PROPERTY.		Alternative	CEIT & COT

SEPTEMBER 2020

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
			7	2	3	4	- 5	Face-to-Face Interaction	CTE
3								Atternative	CEIT & COT
			-	45		and the second	and the contract	Face-to-Face Interaction	CEIT & COT
4	6	7	8	9	10	11	12	Alternative	CTE
								Face-to-Face Interaction	CTE
5	13	14	15	16	17	18	19	Alternative	CEIT & COT
			-		-	-		Face to Face Interaction	CELL & COT
6	20	21	22	23	24	25	26	Alternative	CTE
							100 mm	Face to Face Interaction	CTE
7	27	27 28	29	30				Alternative	CEIT & COT

OCTOBER 2020

Work	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
					1	2	3	Face-to-Face Interaction	сте
7								Alternative	CEIT & COT
AND RESIDENCE AND ADDRESS OF SHALL MADERNEY.	annumber of the	-	6	7	8	9	10	Face-to-Face interaction	CEIT & COT
В	4	4 5						Alternative	CTE
	9 11 1	1 12	13	14	15	16	17	Face-to-Face Interaction	CEIT & COT
9								Alternative	CTE
	18 19			21	22	23	24	Face-to-Face interaction	CTE
10		19	20					Alternative	CEIT & COT
	25	25 26	27	28	29	30	31	Face to Face Interaction	CEIT & COT
11								Alternative	CTE

NOVEMBER 2020

VV ero k	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
								Face-to-Face Interaction	CTE
12	1	2	3	4	5	6	7	Alternative	CEIT & COT
13	8	9	10	11	12	13	14	Face-to-Face Interaction	CEIT & COT
								Alternative	CTE
14	18	16	6 17	18	19	20	21	Face to Face interaction	GTE
								Alternative	CEIT & COT
	22	22 23 3		1 25	20	27	28	Face to-Face Interaction	CEIT & COT
75	15		24					Atternative	ere
16	29	30	ลก	Decama		anaman.		Face to Face Interaction	6 tr
								Alternative	CEIT & COT

DECEMBER 2020

Work	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Mode of Instruction	College
16			1	2	3	4	5	Face to Face Interaction	CTE
								Alternative	CEIT & COT
	6	7	8	9	10	11	12	Face-to-Face Interaction	CEIT & COT
17								Alternative	CTE
18	13	14	15	16	17	18	19	Face-to-Face Interaction	CTE
								Alternative	CEIT & COT
	20	21	22	23	24	25	26		
	27	28	29	30	31				

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