



Pasig Catholic College

We Are Persons of Character and Competence

Justice Ramon Jabson St., Malinao, Pasig City 1600
Philippines



Office of the President

April 24, 2020

Dear Parents and Guardians:

Praised be Jesus Christ, now and forever!

Pasig Catholic College continues to support the direction of President Rodrigo Duterte as regards the extension of the Enhanced Community Quarantine (ECQ) in Luzon until May 15 and its possible re-extension depending his assessment of the current situation to curb the spread of the coronavirus disease 2019 (COVID-19). It abides by the necessary restrictions that go with the quarantine which have generally affected the movement of people such as the operations in schools, workplaces and the community as a whole. Amidst these difficulties, Pasig Catholic College continues to perform its responsibilities to the internal and external communities it serves. At this point, we would like to share to you all our humble efforts in responding to the challenges brought about by the present crisis as well as the plans for the coming school year.

Pastoral Movement

Pasig Catholic College being the right arm of the church remains steadfast in its commitment to quality Catholic education that promotes a culture of excellence and the task of social transformation. The philosophy, then, of the school is to build and strengthen its students' sense of duty and purpose and sense of personal, civic and moral responsibility. It demands that charity and justice permeate in all its activities. All members of the school community are expected to develop a human concern for another human. It is in this regard that the school puts all its efforts to extend a helping hand to our brothers and sisters during this difficult time. Please allow us to share to you these movements of the school.

- a. The school has a number of personnel who are greatly affected by the situation. They are those who are considered contractual, those who are under an agency. They are employed under the "no-work-no-pay" scheme or daily wage arrangement. They include some of the canteen staff, janitors, security guards and other office personnel. The selfless acts of the Parents Coordinating Body (PCB), alumni and other employees of the school help materialize efforts to extend assistance to school personnel in need. These personnel are regularly receiving food packs (weekly basis), a one-time cash gift and daily meal allowance.
- b. The Caniogan campus that house the College department is now a shelter to some frontliners particularly from Eastern Police District headquarters. To date, the campus is catering to 20 policemen.
- c. The rest of the employees received a gift certificate amounting to P 1,000. 00 from Caritas.

Academics Movement

1. Responses
 - a. When the community quarantine was enforced in March 17, 2020, the school decided to continue some of its classes particularly in the tertiary level (College and SGS) through online platform. In the case of the Basic Education, assessments were facilitated online for Senior High School and the modified grading system was used for Grade School and Junior High School. With the extension of the quarantine period, the school management decided to make adjustments on some of its programs. The Summer Remedial program is being conducted "home-based" for Grade School (GS) and via online classes for Senior High School (SHS) and Junior High School (JHS).
 - b. Enrolment procedure will be done online. Procedure for enrolment is now being polished for implementation according to the set schedule.

- c. There is an ongoing survey to determine the readiness and capacity of all students for online learning or virtual classes. Please accomplish the survey.

2. Graduation/ Completion Programs

Graduation and Completion ceremonies have been cancelled based on the direction of DepEd Sec. Leonora Briones and CHED Chairman Dr. Prospero De Vera III. However, graduating students and completers who have finished all their requirements and have no accountabilities in school shall be given their respective credentials such as diploma, transcripts of record, Form 138/ Report Card, etc. Please wait for the schedule of release of such documents.

The giving of Certificates of Recognition and other awards for the undergraduate (all departments) will be coursed through the next class adviser of the student for GS, JHS and SHS and program head for College.

3. Social Night and Graduation Ball

The school decided to cancel the Social Night (JHS) and Graduation Ball (SHS). Guidelines for the refund of fees paid for these two events shall be released before the start of the regular enrolment in May.

4. Scholarship Application

Application for scholarship is still being studied based on the existing budget and capacity of the school. Please wait for the announcement as regards approval of your application.

5. Plans for School Year 2020-2021

- a. The school has a ready plan on the opening of classes. However, the exact schedule will depend on the direction of the Department of Education (DepEd) and Commission on Higher Education (CHED).
- b. Classes will be conducted through:

Actual Classroom Instruction. This is the usual classroom instruction where students will be attending classes and will receive direct instruction from teachers/ professors. However, the plan is to limit the number of class days in a week, e.g. 3 days actual classroom instruction and the remaining 2 days will be for other modes of instruction. For the classes in College, a modified class schedule per program and course will be used. The SGS, on the other hand, will continue to conduct regular classes on Saturdays.

Asynchronous online mode. This mode of learning is conducted through online channels without real-time instruction. As per usual practice, this will be facilitated through the use of *Class Dojo* for GS (ECE, Gr. 1-3), *Edmodo* for grades 4-6 and grade 12 and *Genyo e-learning Program (Learning Management System)* for JHS (all levels) and SHS (grade 11 only). The faculty will upload in the abovementioned platforms all learning materials to be read and viewed (slides, video lectures, articles, chapters in books), assignments, activity sheets, some quizzes and examinations to be answered.

Synchronous online mode. This involves online channels with real-time instruction. The following platforms will be used: Zoom, Google classroom, DepEd Commons and Edmodo. This will be conducted during those days when the students are doing home schooling.

c. Instructional and Course Materials

Teachers/ Professors will undergo refresher course/ training to prepare them for the identified mode of instruction. They will prepare highly engaging activities by using interactive tools such as discussion board, game-based tools and google drive. All the

materials aim to lead the students to attain the desired and expected learning competencies per quarter/ semester.

- d. Class size will be adjusted to facilitate the observance of social distancing.
- e. There will be no assemblies or gatherings especially during the first quarter.
- f. Co-curricular and extra-curricular activities will be *minimized* but not totally removed in order to still develop leadership, social and interpersonal skills of the students.
- g. Admission is ongoing. Please be informed that the schedule of early enrollment for the basic education levels (ECE, GS, JHS, and SHS) is on the first week of May (May 4-8, 2020).

Faith and Spiritual Dimension Plan

As a Catholic school, we will and will always be the source and fountain of hope for the community amidst this pandemic. Religion as core of the curriculum remains to be our strong commitment and shall be continuously concretized in the school's programs and activities in whatever is the new normal for our school's operation.

Support Systems and Help Desks

We understand the difficulty of the students to relate and share their concerns because of the limitation on mobility and access. This prevents them from meeting their friends, teachers and other support group.

1. Faculty. At present, students may reach them through their previous class group chat or GC. Advisers are requested to check on the status of their students once in a while so that they can talk and share how they feel and what they are experiencing during the COVID-19 crisis and the former can provide psycho-emotional support whenever necessary.
2. Guidance and Counseling Center. The Guidance Facilitators of each department find ways on how to be of help to each student by conducting the Online "Kamustahan." They are reaching out to the students by being accessible to them online. Students openly chat with and share to their facilitators their thoughts and feelings on the present situation.

Let us be one in storming the heavens with prayers of hope and healing for this pandemic to end the soonest possible time and above all, may we learn to fully entrust ourselves to our Lord of the universe who has the perfect timing for everything. We also enjoin everyone to strictly follow the measures that will prevent the spread of this disease. This is our humble share to the selfless service of the frontliners who are continuously battling the deadly virus for the welfare of humanity.

May the Holy Triune God live in our hearts,
And in the hearts of all.

That in all things, God may be glorified!

Yours in Christ,


Rev. Fr. Orlando F. Ordoña
College President