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Unit in their locality. The Campus Director shall submit a report on the incident prompting the suspension of classes a day immediately following said incident. Any other proposal for suspension of classes for reasons other than emergencies shall be submitted to the President for appropriate action at least one week prior to the planned date.

CHAPTER 4. MAKE-UP AND SUBSTITUTION OF CLASSES

ARTICLE 199. Make-up Classes. Make-up classes may be allowed by the Dean to allow a faculty member who has incurred an excusable and allowable absence to catch up with the lessons on his course. The make-up class shall be scheduled on the date and time most convenient to all of his students in the affected class. Remuneration for make-up classes shall be in accordance with University rules and regulations.

ARTICLE 200. Class Substitution. A faculty member who has been allowed to attend a seminar, webinar, training, or other similar activities, shall be substituted in his classes by other faculty members who teach the same subjects. The assignment of substitution shall be prepared before the faculty member attends his approved activity but shall not exceed four class meetings. The substitute faculty members shall be paid as overload in the subjects to which they substituted. No faculty member shall handle more than two (2) substitution subjects.

CHAPTER 5. MODALITIES IN THE CONDUCT OF CLASSES

ARTICLE 201. General Rule on the Modalities. As a general rule, the different modalities shall be discussed and acted upon by the Board of Regents upon the recommendation of the President, taking into consideration the situation obtaining in the educational, economic, environmental, and other factors affecting the delivery of education in the University. Until otherwise provided, the University shall use the face-to-face, on-line, asynchronous, synchronous, blended, and flexible or hybrid modalities in delivering education in accordance with relevant rules and regulations issued by CHED and other concerned government agencies.

ARTICLE 202. Face-to-face Classes (f2f). F2f classes are classes using the traditional method with the students physically attending the class with the teacher in front of, or physically present in, the class. In accordance with University rules and regulations, or with government pronouncements, the f2f class may be held in full attendance of the students or may be limited to a certain number during times when full attendance is not allowed in response to emergency situations or to prevent the spread of a disease.


ARTICLE 203. Online and Synchronous Classes. Classes in real time may be held using the web conferencing tools such as instant messaging, live chat, video conferencing, telephone conversations, voice chat, and other online tools, in accordance with

September 05, 2019

DR. MYRNA M TEPORA
Executive Director
TUP Cavite



ATTN: **DR ALEXANDER E. MAG-ISA**
Assistant Director for Academic Affairs

endorsed. 

Not: provide catch-up
plan for affected classes.

Ma'am,

Good day!

I would like to ask permission to please allow me to take leave of absences on October 31, 2019 to November 03, 2019 because my family request a family tour in Osaka, Japan and also an anniversary gift to my parents. This is a self-expense or own expense for the travel and accommodation. I know I have duties and responsibility to our University, but rest assure I will provide advance research and activities to my students that is inline to our course syllabus.

I hope for your favorable response upon my request.

Thank you very much and God bless

Respectfully yours,




REGINALD GREGENOR E. LACEDA
Faculty, Industrial Technology Department
TUP – Cavite

Noted by,



PROF. NARCISO C. ABARCA
Head, Industrial Technology Department

Recommending Approval,



DR ALEXANDER E. MAG-ISA
Assistant Director for Academic Affairs



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ISO 9001:2015
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ID 97055218



OFFICE OF THE CAMPUS DIRECTOR

September 24, 2019.

DR. JESUS RODRIGO F. TORRES
President, TUP System
Ayala Blvd., Ermita, Manila

Sir:

This is in connection to Mr. Reginald Gregienor Laceda's request for an authority to travel for his trip to Osaka, Japan, from October 31 to November 3, 2019. He has one affected laboratory class upon his absence on October 31. He has ensured with me that he will provide advance research activities in line with the course syllabus to his students.

Subsequently, November 1, Friday, is a holiday in lieu of All Saints' Day, while November 2 and 3 are a weekend. We are expecting him to be back and resume his duties by November 4, 2019.

Thank you very much.

Very truly yours,


MYRNA M. TEPORA, Ph.D.
Campus Director

TUPC-F-OQA-DCG-14 00 (11.19.18)



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OCD

ROUTING SLIP

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DATE: 9/6/19

TO: R. Lucida

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> For your approval | <input type="checkbox"/> For your signature | <input type="checkbox"/> For your information | <input type="checkbox"/> For your comments |
| <input type="checkbox"/> For your suggestion | <input type="checkbox"/> For clarification | <input type="checkbox"/> For price validation | <input type="checkbox"/> For BAC Resolution |
| <input type="checkbox"/> For shopping mode | <input type="checkbox"/> For small value mode | <input type="checkbox"/> For public bidding | <input type="checkbox"/> For canvass |
| <input type="checkbox"/> Please attach PPMP/
Supplemental | <input type="checkbox"/> For negotiation | <input type="checkbox"/> Please RUSH | <input type="checkbox"/> Please assist |
| <input type="checkbox"/> Please see me | <input type="checkbox"/> Please attend | <input type="checkbox"/> Please note and return | <input type="checkbox"/> Please file |

Please attach approved line of absence


 Signature