



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
NATIONAL CAPITAL REGION



**MEMORANDUM FROM THE OFFICE OF THE REGIONAL DIRECTOR**  
No: 26 series 2022

For : PRESIDENTS/ HEADS OF HIGHER EDUCATION INSTITUTIONS (HEIs)

Subject : **SUPPLEMENTAL GUIDELINES TO CHED-DOH JOINT MEMORANDUM CIRCULAR (JMC) NO. 2021-004, ON THE ADDITIONAL GUIDELINES FOR THE OPERATIONS OF LIMITED FACE-TO-FACE CLASSES OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN AREAS UNDER ALERT LEVEL 1**

Date : March 22, 2022

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Attached is a copy of CHED Memorandum Order (CMO) No. 1, series 2022 as reference for HEIs with intent to operate limited face-to-face classes in areas under Alert Level 1.

Wide dissemination of this memorandum is desired.

**JULIETA M. PARAS**  
Director IV

vemc/22



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER**

No. 01

Series of 2022

**SUBJECT : SUPPLEMENTAL GUIDELINES TO CHED-DOH JOINT MEMORANDUM CIRCULAR (JMC) NO. 2021-004, ON THE ADDITIONAL GUIDELINES FOR THE OPERATIONS OF LIMITED FACE-TO-FACE CLASSES OF HIGHER EDUCATION INSTITUTIONS (HEIs) IN AREAS UNDER ALERT LEVEL 1**

**I. RATIONALE**

Pursuant to Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Resolution No. 163-A, series of 2022, wherein provinces, highly urbanized cities (HUCs), and independent component cities (ICCs) are placed under Level 1, and IATF Resolution No. 164, series of 2022, in which the recommendations of the Commission on the conduct of limited face-to-face classes for higher educational institutions operating in areas under Alert Level 1 are approved, the following supplementary guidelines to Commission on Higher Education (CHED) – Department of Health (DOH) Joint Memorandum Circular (JMC) No. 2021-004, or the *Guidelines on the Implementation of Limited Face-to-face Classes for All Programs of Higher Education Institutions (HEIs) in Areas Under Alert Levels System for COVID-19 Response* are as follows.

**II. SCOPE AND COVERAGE**

**A. Higher Education Institutions (HEIs)**

All State Universities and Colleges (SUCs), Local Universities and Colleges (LUCs) and Private HEIs, including all their campuses/branches, may conduct limited face-to-face classes for all programs.

**B. Students/Teaching and Non-teaching Personnel**

HEIs shall continue to observe the applicable guidelines for areas under Alert Level 2 in the *Guidelines for Nationwide Implementation of Alert Level System for COVID-19 Response*, as amended, wherein only fully vaccinated teaching, non-teaching personnel, and students shall be allowed in the premises, while unvaccinated or partially vaccinated students shall continue under flexible learning modalities.

### III. GENERAL GUIDELINES

#### A. Flexible Learning

Flexible learning in this context is defined as face-to-face learning, online learning, offline learning, or any combination of these three learning modalities. It is in the discretion of the HEIs to choose which learning modalities should they operationalize, as long as there will be continuity of learning under any flexible learning modality subject to the condition that the HEIs may require.

However, HEIs are reminded that student admission should be based on teacher-student ratio capacity, regular class sizes, and holding or seating capacities of facilities and venues.

#### B. Minimum Public Health Standards

##### 1. Classroom Capacity

The allowable seating capacity in classrooms of HEIs in areas under Alert Level 1 is at a maximum of 100% capacity. The HEI may, however, decide on a reduced capacity, based on its capability to comply with the minimum health and safety protocols.

##### 2. Physical Distance in HEIs

There is no restriction as to the physical distance among students and teaching and non-teaching personnel attending limited face-to-face classes. HEIs may, however, provide physical distancing protocols they deem appropriate.

##### 3. Engineering Controls

Ensure adequate air quality and ventilation, to wit<sup>1</sup>:

- a. If possible, windows shall be open. Ensure, however, that spaces of open windows are free from toxic gases and pollutants. Whether windows may or may not be opened, supply only ventilation fans (i.e. floor, table, top, pedestal fans, are provided) and should be placed where airflow from these fans shall not be from person to person.
- b. Exhaust fans should be continuously operating while there are occupants in the area.
- c. Additional exhaust fans may be added to improve air exchange to achieve at least 6 air changes per hour; increasing the number of exhaust fans can increase the number of air changes per hour.
- d. If possible, HEIs are highly encouraged to conduct the following air quality measurements: Air Change per hour - recommend at least 6 air changes per hour; and/or

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<sup>1</sup> IATF Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response as of February 27, 2022



- e. Carbon dioxide (CO<sub>2</sub>) Levels recommend less than 1,000 parts per million or ppm.

The Commission will provide the necessary technical assistance to the HEIs in determining their compliance with the aforementioned standards.

#### **4. Hand Hygiene and Sanitation Facilities**

Install/maintain hand hygiene and sanitation facilities with the following

- a. Adequate water supply.
- b. Hand washing station or sink.
- c. Soap and water or 70% Isopropyl (or Ethyl) Alcohol
- d. Hands-free trash receptacles.

#### **5. Visual Cues, Reminders, and Guides**

Install visual cues or signages on mask-wearing, hand hygiene, DOH hotlines, and other health and safety reminders.

#### **6. Wearing of Face Masks**

At all times, well-fitted masks shall be worn properly, except for the following instances:

- a. Eating and drinking in designated areas,
- b. Participating in team and individual sports in venues where ventilation standards can be maintained, and
- c. Practicing outdoor activities where physical distancing can be maintained.

HEIs shall ensure the implementation of national protocols on the proper use, handling, and disposing of appropriate personal protective equipment.

#### **7. Retrofitting and Disinfection of Facilities, Classrooms, and Laboratories**

Use of plastic or acrylic barriers/dividers are optional in areas under Alert Level 1. However, disinfection of facilities, classrooms, laboratories, and other high-risk areas such as but not limited to canteens, lavatories, gymnasiums, libraries, and other highly touched surfaces and frequently visited areas shall be regularly scheduled for disinfection using Food and Drug Administration (FDA)-approved disinfectants.

#### **8. Cyclical Shifting Model / Regular Class Schedule**

Given the maximum indoor capacity of 100%, the adoption of a cyclical student shifting system is optional.

#### **9. Safety Seal Certification Program**

HEIs are encouraged to apply and maintain their Safety Seal Certification to ensure their compliance with minimum public health standards.



## **10. Student Dormitories**

No restriction as to operations, however, should coordinate with the Local Government Unit (LGU) concerned before opening.

## **11. Physical Education (PE) Classes**

Contact and non-contact sports activities for PE classes are allowed, with 100% capacity. HEIs may, however, decide on a reduced capacity, based on its capability to comply with the minimum health and safety protocols.

## **12. Medical Insurance Coverage for Students**

Relative to Section IV, Item H of CHED-DOH JMC No. 2021-004, HEIs shall ensure that students who will participate in the conduct of limited face-to-face classes are registered with PhilHealth, or with equivalent medical insurance which covers medical expenses related to COVID-19, as either direct or indirect contributor. Students who are twenty-one (21) years old or above but suffering from congenital disabilities, either physical or mental, or any disability acquired that renders them totally dependent on the member for support, as determined by the Corporation, may enjoy Philhealth coverage without additional premiums.<sup>2</sup>

However, qualified dependents must be declared by the principal member and their names must be listed under the principal member's Member Data Record (MDR) to ensure hassle-free benefits availment.<sup>2</sup>

## **13. Mechanisms for Provision of Care**

Set up a mechanism for the provision of care and referral for patients with symptoms or other emergency health conditions.

# **IV. SPECIFIC GUIDELINES**

On the requirement for HEIs before operations in areas under Alert Level 1, they shall take the self-assessment checklist as per CHED-DOH Joint Memorandum Circular No. 004-2021, and operate under self re-opening. However, they can continue to get technical assistance from their respective Local Government Units, the local IATF, CHED Regional Offices, and/or CHED Experts Group.

### **1. Safety and Health Officer**

Designate a Safety and Health Officer/s who shall ensure, monitor, and evaluate the proper implementation and strict observance of the minimum public health standards.

### **2. Contingency Plan**

Prepare a contingency plan for the establishment which shall include coordination with the local government and health care provider networks, management of

<sup>2</sup> Qualified Dependents for Sponsored Members. PhilHealth Website.  
<https://www.philhealth.gov.ph/members/sponsored/dependent.html>



staff and visitors with COVID-19 symptoms, processes for establishment lockdown and disinfection and alternative processes in case of escalation of Alert Level status.

**V. SEPARABILITY CLAUSE**

Should any provision of these Guidelines or any part thereof be held unconstitutional or invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

**VI. EFFECTIVITY**

These Guidelines shall take effect immediately.

Quezon City, Philippines, March 18, 2022.



A handwritten signature in black ink, appearing to read "J. Prospero E. de Vera III".

**J. PROSPERO E. DE VERA III, DPA**  
Chairman  
Commission on Higher Education

