


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 3.3
	DOCUMENT NAME HANDLING OF CLASSES IN CASE OF TEACHER'S ABSENCE	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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1.0 OBJECTIVES

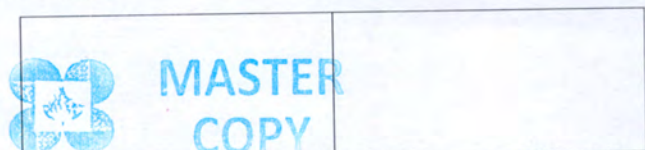
- 1.1 To manage classes of faculty member/s who are absent.
- 1.2 To set guidelines and procedures for the conduct of make-up classes to meet the minimum required contact hours of the faculty members with their students.


2.0 SCOPE

This procedure covers the measures taken in managing the classes of faculty member/s due to planned and unplanned absences.

3.0 POLICIES

- 3.1 The CID Chief and/or Academic Unit Head concerned shall be notified on any planned and unplanned absences of faculty members to determine actions needed in managing the class of the affected faculty member. Planned absences shall be informed through application of leaves, while unplanned absences may be informed through phone call or messages, as appropriate. For planned absences, the faculty member shall find a substitute in his/her absence and leave a learning activity (e.g., seatwork, problem set, worksheet) to be done in the classroom.
- 3.2 The Academic Unit Head shall assign a substitute faculty member, if available, for unplanned absences of the faculty member. The substitute faculty member shall facilitate the learning activity provided by the faculty member concerned. If no learning activity was provided due to unplanned absences, the substitute faculty member may provide a learning activity for the students to accomplish.
- 3.3 Make-up classes may be conducted under the following circumstances:
 - 3.3.1 If a faculty member missed his/her class for valid reasons such as official business, being sent to a conference, trainings and workshop and official leaves;



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3.3.2 If there is no substitute faculty member assigned during the time that the faculty member is not present.

3.4 A faculty member may be replaced in a class during the school year under any of the following circumstances:

3.4.1 Prolonged leave of absence due to medical reasons or temporary re-assignment;

3.4.2 Permanent re-assignment of the faculty member;


3.4.3 Dropped from the rolls due to Absence Without Official Leave (AWOL).

4.0 PROCEDURES

4.1 Substitution Due to Faculty Planned Absence

Responsibility	Activity
Faculty Member	1. Informs Academic Unit Head of his or her absence and leaves a substitution plan detailing the substitute teacher, if any, and the learning activity (seatwork, problem set, worksheet) to be done in the classroom prior to actual day of absence.
Academic Unit Head	2. Approves the substitution plan and monitors the implementation of the plan. If no one is available, advises the faculty member to conduct a make-up class (proceed Procedure 4.3 Make-Up Classes).
Substitute Faculty Member	3. Facilitates/Gives learning activity to the students and submits the outputs to the Academic Unit Head.
Academic Unit Head	4. Turns-over the outputs to the faculty member concerned once he or she reports back to the school.



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4.2 Substitution Due to Faculty Unplanned Absence

Responsibility	Activity
Faculty Member	1. Informs Academic Unit Head of his or her absence thru text or phone calls.
Academic Unit Head	2. Looks for a substitute teacher who will take charge of the class for unplanned absence of a teacher. If no one is available, advises the faculty member to conduct a make-up class (proceed Procedure 4.3 Make-Up Classes).
Substitute Faculty Member	3. Conducts classroom learning activity to the students and submit replacement plan to the Academic Unit Head.
Academic Unit Head	4. Provides the copy of the replacement plan to the faculty on leave upon resumption of duty.

4.3 Make-Up Classes

Responsibility	Activity
Faculty Member	1. Submits a letter/request for the conduct of make-up class to the CID Chief and Academic Unit Head.
Academic Unit Head and CID Chief	2. Reviews and approves the veracity of the request.
Faculty Member	3. Conducts the make-up class in coordination with the students once approved.
Academic Unit Head	4. Monitors the conduct of the make-up class and files the approved letter/request.

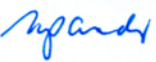

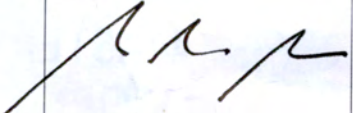



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5.0 LIST OF FORMS AND REPORTS

5.1 Forms
None

5.2 Reports
None

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