



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION  
Regional Office III

**RELEASED**  
OCT 21 2020  
CHEDRO III

**CHEDRO-III MEMORANDUM**

No. 94, series of 2020

For : **THE PRESIDENTS/HEADS OF ALL HIGHER EDUCATION INSTITUTIONS (HEIS) IN REGION III**

Subject : **SUBMISSION OF LEARNING CONTINUITY PLANS IN COMPLIANCE TO THE CHED MEMORANDUM ORDER (CMO) NO. 04, SERIES OF 2020**

Date : 20 October 2020

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As part of the monitoring process being conducted by the Commission on Higher Education (CHED), regarding the implementation of CMO No. 4, series of 2020, "Guidelines on the Implementation of Flexible Learning", **all HEIs are required to submit soft copies of the institution's Learning Continuity Plan (LCP) on or before 15 November 2020.**

Further, please be advised that the following components of the LCP should be included:

- Executive Summary;
- Systems and procedures adopted for the transition to flexible learning;
- Policies on enrollment, attendance, reporting and updating of student-teacher engagement, grading system, teacher complement, intellectual property rights (IPR), open educational resources (OERs), plagiarism, among others;
- Actions taken on partnerships / collaborations with the Local Government Units (LGUs), regional Inter-Agency Task Force (IATF) and other relevant stakeholders;
- Health and safety protocols;
- Overview and orientation guide for students, teachers and other school administrative and support service staff; and
- Mechanisms for continuous quality improvement.

Should there be any queries, the institution's designated staff may coordinate directly with Dr. Maria Teresa S. Salta, Education Supervisor II at telephone number (045)-455-16-62 or email at [mtsalta@ched.gov.ph](mailto:mtsalta@ched.gov.ph).

For the HEIs information and compliance, please.

  
**MARIA TERESITA MACANAS-SEMANA, PhD, CESO IV**  
Officer-In-Charge, Office of the Director IV