

GUIDELINES FOR 4th QUARTER AY 2021-2022

Learning Mode: Fully Online

All courses for 4th Quarter AY 2021-2022 will be delivered in fully online mode. However, the following courses will have limited face-to-face delivery option:

PROGRAMS	LECTURE	LABORATORY
EE	EEA101 (B6) – Electrical Circuits 1	EEA101L (B6) – Electrical Circuits 1 Laboratory
	EEA102 (E06) - Electrical Circuits 2	EEA102L (E06) – Electrical Circuits 2 Laboratory
		EE198L CORRELATION COURSE 1
		EE198-1L CORRELATION COURSE 2

ECE	ECEA101 (E04) – Electronics 1	ECEA101L (E04) – Electronics 1 Laboratory
	ECEA102 (E04) – Electronics 2	ECEA102L (E04) – Electronics 2 Laboratory
		ECEA198-1L ECE CORRELATION 1
		ECEA198-2L ECE CORRELATION 2

CpE	CPE112 (E01) - Fundamentals of Mix Signals and Sensors	CPE107L (E01) - Logic Circuits and Design Lab
	CPE108 (B1) - Microprocessors	CPE108L (B1) - Microprocessors Lab

ME	ME141-2 Refrigeration System (REF)	ME152L-2 Mechanical Engineering Laboratory 3 (ME Lab3)
	ME131-2 Thermodynamics 1 (Thermo 1)	ME137L-2 Mechanical Processes 2 (Machine Shop 2)
		ME198D-2 APPLIED MECHANICAL ENGINEERING

MFGE	MFGE131 Thermodynamics for Manufacturing Eng'g	ME137L-2 Mechanical Processes - Machine Shop 2
	MFGE101 Manufacturing Safety Engineering	

BMMA (Batch 2021)	MEDIA102 Media and Society	MMA120-2P Advance Photography
		MMA106 Elements and Principles of Design
		MMA112L Vector Art Composition
BMMA (Batch 2020)	MEDIA105 Media Research	MMA113L Web Design and Usability
		MMA114L 3D Compositing and Rendering
		MMA128P Post Production Techniques

		MMA146P Animation Production Process
		MMA156P Video Production Process
		MMA166P Package and Installation Design
BMMA (Batch 2019)	MMA199R OJT	MMA200-2L Thesis 3

DF (Batch 2021)		DF104 Directing
DF (Batch 2020)	DF196 Gender and Cinema	DF123P Documentary Film Production
DF (Batch 2019)		DF200-2L Thesis 3

ADA (Batch 2021)	AD103 Advertising Concepts, Theories, and Principles	AD104P Digital Desktop Publishing
		AD105L Persuasive Typography
		MA112L Vector Art Composition
ADA (Batch 2020)	MEDIA105 Media Research	AD113P Sound Production for Radio
		AD114P Television Commercial Production
		AD115P Motion Graphics & Visual Effects
		AD166P Experience Design & Technology

BMA (Batch 2019)	BM105 Writing for Non-Dramatic Material for Broadcasting	BM170P Special Project
	DJ106 Broadcast Journalism	

BSA	FINMAN 101 Financial Management	ACCCOR1-2 CORRELATION 1 AND 2
	BAC111 Strategic Management and Business Policy	

BSBA	BAC111 1Corporate Planning and Business Policy	
	BAC110 Managerial Economics	

DAL Courses	GED108 Art Appreciation	
	GED117 Great Books	
	GED106 Purposive Communication	

Physics	PHYS116 General Physics 3	PHYS115L General Physics 2
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	PHYS125 Theoretical Mechanics 2	PHYS116L General Physics 3
CE	CE120-02 Fundamentals of Surveying (E01)	CE120-02F Fundamentals of Surveying (E01)
	CE152P-2 Construction Materials and Testing (E01)	CE152P-2 Construction Materials and Testing (E01)
	CE50P-2 Numerical Solution to Engineering Problems (B2)	CE50P-2 Numerical Solution to Engineering Problems (B2)
		CE199L-1 Correlation 1
	CE199L- 2 Correlation 2	
ESE		ESE199L-1 ENSE CORRELATION COURSE 1
		ESE199L-2 ENSE CORRELATION COURSE 2
CESE		CE199L-1 Correlation 1
		CE199L-2 Correlation 2
		ESE199L-1 ENSE CORRELATION COURSE 1
		ESE199L-2 ENSE CORRELATION COURSE 2
GEO	GEO140-1 Field Geology (A1)	GEO140-1F A1 Field Geology (A1)
		GEO125-1L Petrography (C1)
		GEO198-01L CORRELATION LABORATORY 1
		GEO198-02L CORRELATION LABORATORY 2
GSE		GEO198-01L CORRELATION LABORATORY 1
		GEO198-02L CORRELATION LABORATORY 2
CS	CS171 Data Science 1	IT186-8L Advanced Computer Network 1
	CS144-8P Modelling and Simulation Theory	CS144-8P Modelling and Simulation Theory
IT	IT154-8 Operating System	IT184-8L Fundamentals of Networking 1
	IT181 Cybersecurity 1	IT154-8L Operating System Laboratory
IS	IT131-8 Information Management	IT131-8L Information Management Laboratory
	IS180 Technopreneurship	
EMC	IT131-8 Information Management	IT131-8L Information Management Laboratory

	EMC170-1 Mobile Application Development in IOS	IT184-8L Fundamentals of Networking 1
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DS	DS164 Big Data	DS164L Big Data Laboratory
	DS190 Methods of Research	

PSY	PSY126-1 Psychological Assessment	PSY126-1L Psychological Assessment
	PSY182-1 Human Anatomy and Physiology	PSY182-1L Human Anatomy and Physiology
		PSY131-1L CORRELATION COURSE 1
		PSY132-1L CORRELATION COURSE 2

AR	AR144-1 ARCHITECTURAL DESIGN 4 – VERNACULAR ARCHITECTURE AND ECOLOGICAL DESIGN	AR144-1S ARCHITECTURAL DESIGN 4 - VERNACULAR ARCHITECTURE AND ECOLOGICAL DESIGN
	AR162-1P BUILDING TECHNOLOGY 2 - CONSTRUCTION DRAWINGS IN WOOD, MASONRY, STEEL AND CONCRETE	AR162-1P BUILDING TECHNOLOGY 2 - CONSTRUCTION DRAWINGS IN WOOD, MASONRY, STEEL AND CONCRETE
	AR148-1 ARCHITECTURAL DESIGN 8 - DESIGN OF COMPLEX STRUCTURES	AR148-1S ARCHITECTURAL DESIGN 8 - DESIGN OF COMPLEX STRUCTURES
		AR114S-1 ARCHITECTURAL VISUAL COMMUNICATIONS 4
		AR119-3L BUILDING INFORMATION MODELLING 2
		AR200-02S ARCHITECTURAL DESIGN 11 - THESIS RESEARCH APPLICATION 2

ID	ID200-03 THESIS 3	ID105-0L COMPUTER AIDED DRAFTING 02
	ID133P FORM DEVELOPMENT 03	ID133P FORM DEVELOPMENT 03
		ID135-0P DESIGN FUNDAMENTALS 02
	ID135-0P DESIGN FUNDAMENTALS 02	ID200-03S THESIS 3 STUDIO

INT	INT152-1P HISTORY OF INTERIOR DESIGN 1	INT152-1P HISTORY OF INTERIOR DESIGN 1
	INT123-1P CADD2. COMPUTER-AIDED DESIGN AND DRAFTING IN 3D	INT123-1P CADD2. COMPUTER-AIDED DESIGN AND DRAFTING IN 3D
		INT147-1S INTERIOR DESIGN STUDIO 7
	INT147-1 INTERIOR DESIGN 7	INT200-02S INTERIOR DESIGN STUDIO 9 (THESIS)

BE	BE168P BIOPROCESS ENGINEERING	BE121L CHEMICAL ANALYSIS IN BIOLOGICAL ENGINEERING LABORATORY
	BE181-1P BIOLOGICAL ENGINEERING MECHANICS	BE14L BIOLOGICAL TECHNIQUES LABORATORY
	BE195P PHYSICAL BIOLOGY OF THE CELL	BE145L APPLIED ORGANIC CHEMISTRY LABORATORY
	BE156P MATHEMATICAL METHODS IN BIOLOGICAL ENGINEERING	BE167L BIOCHEMISTRY LABORATORY
	BE158P BIOMETRIALS AND INTERFACE TISSUE ENGINEERING	

CHEM	CM163 BIOCHEMISTRY LECTURE 2	CM163L BIOCHEMISTRY LABORATORY 2
	CM176 ADVANCED INORGANIC CHEMISTRY LECTURE 1	CM123L ANALYTICAL CHEMISTRY LABORATORY 1
	CM177 ADVANCED INORGANIC CHEMISTRY LECTURE 2	CM177L ADVANCED INORGANIC CHEMISTRY LABORATORY 2
		CM134L ORGANIC CHEMISTRY LABORATORY 2
		CHM198D COMPREHENSIVE EXAMINATION (CHM)

CHE	CH125P CHEMICAL ENGINEERING CALCULATIONS	CH140-1L CHEMICAL PROCESS LABORATORY
	CH128P INTRODUCTION TO TRANSPORT PHENOMENA	CH169-1L THESIS 1
	CH136 PARTICLE SCIENCE AND TECHNOLOGY	CH169-2L THESIS 2
	CH137P PROCESS HEAT AND MASS TRANSFER	CH196R CHEMICAL ENGINEERING IMMERSION
	CH129P FLUID FLOW	CH195D COMPREHENSIVE EXAMINATION ON CHEMICAL ENGINEERING FUNDAMENTALS

MSE	MSE133 DESIGN AND ANALYSIS OF EXPERIMENTS IN MSE	MSE140-1L THESIS 1
	MSE128P MECHANICAL PROPERTIES OF MATERIALS	MSE125L THERMODYNAMICS AND KINETICS LABORATORY
		MSE139L COMPUTER APPLICATIONS IN MSE
		MSE129L MATERIALS SELECTION AND PLANT DESIGN (LABORATORY)
		MSE145R ON-THE-JOB TRAINING

PHEC		ECEA198-1L ECE CORRELATION 1
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		ECEA198-2L ECE CORRELATION 2
IE	IE129 STATISTICAL ANALYSIS FOR INDUSTRIAL ENGINEERS 2	IE133-1P WORK STUDY AND MEASUREMENT
	IE71 PROFESSIONAL GOVERNANCE AND ETHICS	IE151-4P OPERATIONS MANAGEMENT

Limited face-to-face classes will be conducted every week from Mondays to Saturdays. Schedules shall be detailed in the course syllabus. All other classes will be implemented in fully online mode.

All Mock Board Exams in Correlation Courses are onsite. All those who cannot participate onsite in all Mock Board Exams should not enroll Correlation courses this term. No Mock Board Exams will be given online.

All exit exams will be given onsite. No online exit exams will be given this term. All those who cannot join onsite and must waive prerequisites related to exit exams in the 1st quarter of AY 2022-2023 must submit a duly notarized affidavit stating their reasons. However, the respective Deans and Department Chairs shall have the final decision in waiving prerequisites related to exit exams.

According to the CHED-DOH Joint Memorandum Circular (JMC) 2021-004, students who will participate in limited face-to-face classes must be fully vaccinated and must be registered in PhilHealth, either as a direct or indirect contributor (dependent of a direct contributor), or holder of a medical insurance that covers medical expenses related to COVID-19. Information on PhilHealth and Malayan's Vital Cover were released separately.

CHED-DOH JMC 2021-004 defines a fully vaccinated individual as someone who is at least 2 weeks past having received the second dose of a two-dose vaccine or the first dose of a single-dose vaccine, or someone who received the recommended booster dose at least two weeks after.

Copy of vaccination cards and proof of PhilHealth registration/medical insurance must be submitted to f2f_documents@mapua.edu.ph on or before the start of the face-to-face sessions.

Except for Mock Board Exams in Correlation Courses and Exit Exams, which will be given only in onsite mode, those who will enroll in any of the courses listed above but do not like to participate in limited face-to-face classes or have not satisfied the requirements set by CHED-DOH JMC 2021-004 will join the courses via online mode.

Students who intend to participate in limited face-to-face classes must accomplish the online survey on limited F2F courses for 4Q AY2021-2022 <https://forms.office.com/r/WkqxiCT7sZ> on or before **May 10, 2022**, by 5:00 PM.

All participants in limited face-to-face classes must wear mask all the time.

Enrollment

Online enrollment and academic advising for the 4th Quarter of AY 2021-2022 is from May 17-20, 2022. The schedule is as follows:

May 13, 2022 (12:00 NN)	FRIDAY	DEADLINE OF FINAL GRADE ENCODING (FACULTY)
May 14, 2022 (12:00 NN)	SATURDAY	ONLINE VIEWING OF GRADES (STUDENTS)

ONLINE ENROLLMENT				
May 17, 2022	Starting 8:00 AM	TUESDAY	BATCH 2021	ALL PROGRAMS
May 18, 2022	Starting 8:00 AM	WEDNESDAY	BATCH 2020	ALL PROGRAMS
May 19, 2022	Starting 8:00 AM	THURSDAY	BATCH 2019	ALL PROGRAMS
May 20, 2022	Starting 8:00 AM	FRIDAY	BATCH 2018 & prior	ALL PROGRAMS

ACADEMIC ADVISING/ENROLLMENT					
May 17, 2022	8:00 AM - 12:00 PM	A - I	TUESDAY	BATCH 2021	ALL PROGRAMS
	1:00 PM - 5:00 PM	J - Z			
May 18, 2022	8:00 AM - 12:00 PM	A - J	WEDNESDAY	BATCH 2020	ALL PROGRAMS
	1:00 PM - 5:00 PM	K - Z			
May 19, 2022	8:00 AM - 12:00 PM	A - J	THURSDAY	BATCH 2019	ALL PROGRAMS
	1:00 PM - 5:00 PM	K - Z			
May 20, 2022	8:00 AM - 12:00 PM	A - J	FRIDAY	BATCH 2018 & prior	ALL PROGRAMS
	1:00 PM - 5:00 PM	K - Z			

POINTERS:
LAST DAY OF ENROLLMENT is on May 20, 2022
SECTION CLEARING is on May 30, 2022 at 12:01 AM and Daily thereafter
ALL SCHOLARSHIPS must be validated on or before June 3, 2022
LAST DAY OF CONVERSION from installment to full payment mode is on June 4, 2022
LOAD CLEARING is on June 5, 2022 at 12:01 AM

Enrollment schedule is on a per BATCH basis. Batch is defined as the ADMISSION YEAR of the student to Mapua as a college student (ex. Batch 2018 are students who enrolled as a college student during A.Y. 2018-2019 regardless of their student number)

Implementation of Modular System

Modular system will continue to be implemented in all courses starting Batch 2018 to present. All students who passed at least one module in a course will be given one quarter to convert their IP grades into a grade of 3.00 for free through Completion Module in BB. Please contact your instructors. Students who failed to convert modular grades of IP to a passing mark after one quarter will be enrolled in a Remedial Module. The released guidelines for Remedial Modules will continue to be implemented.

Student who gets a modular grade of I, will be given one (1) quarter to complete the module. If the completion grade is 5.00 or F, the student must repeat the whole course. If the completion grade is IP, student will be given one quarter to convert their IP grades into a grade of 3.00 for free through Completion Module in BB. Students who failed to convert modular grades of IP to a passing mark after one quarter will be enrolled in a Remedial Module.

Academic Integrity Policy

It is the student's responsibility to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any of the following sanctions may be imposed to any student who is found guilty of committing online academic dishonesty:

- a. Failed mark in the course.
- b. Suspension for a period of less than one term, with or without community service.
- c. Suspension for a period of one term or more, with or without community service.
- d. Non-readmission to the University.
- e. Dismissal from the University.
- f. Expulsion.

The following are considered academic dishonesty:

1. Using another MyMapua email address to login to any platform (such as BlackBoard and Coursera) with or without permission.
2. Asking or hiring someone else to do their exams, homework, Coursera course, papers, projects or other academic requirements.
3. Recording and saving copies of exam questions or answers, or answer keys for distribution.
4. Receiving copies of exam questions or answers, or answer keys to an exam from someone who has already taken it.

5. Plagiarizing or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as own work.
6. Massive, pre-meditated, organized online cheating using instant messaging/email during a quiz or exam.
7. Any form of dishonesty in peer-reviewed assignments/submissions (e.g. Coursera peer-graded submissions).
8. Engaging in any activities that will dishonestly improve results, or dishonestly improve or damage the results of others.
9. Any other form of dishonesty or cheating in any assessment or course requirement.

Thesis

Students in any program who would like to do onsite thesis work will be allowed entry in Intramuros campus. These students must apply for reservation based on the guidelines released separately. These students must also be fully vaccinated and registered in PhilHealth or holder of a medical insurance that covers medical expenses related to COVID-19. Onsite thesis work in the Intramuros campus will be allowed every week from Mondays to Fridays only.

A. General Guidelines

1. All laboratory rooms shall be occupied in accordance with the 1.5-m distance seating capacity.
2. There shall be a separate entrance and exit door in the laboratory room so there will be a one-way traffic when entering and leaving the laboratory. Alcohol dispensers shall be provided at these doors.
3. Entrance and exit of students to the laboratory room shall be one at a time. Foot markers along the hallways shall be provided for reference.
4. Students shall only be allowed to enter the laboratory room in the presence of the faculty.
5. All students, faculty, and personnel must wear face masks, face shields, and other appropriate Personal Protective Equipment (PPE) at all times while inside the laboratory room.
6. There shall be designated areas as students' work areas in the laboratory. Seats marked X must not be occupied to ensure proper physical distancing.
7. Students shall stay in their assigned work area at all times and shall inform the faculty of their intention to leave the area for any reason.
8. Performance of laboratory experiments whether by group or by class shall be upon the discretion of the faculty.
9. Before the start of the laboratory activity, ILMO personnel shall open all doors and inspect the laboratory room in terms of proper lighting, adequate ventilation and complete first aid and safety equipment.

10. Submission of all reportorial requirements for laboratory courses (e.g., Data Sheet, Final Report, etc.) shall be done online.
11. Use of open laboratory rooms and other laboratory rooms (for thesis, investigatory/special projects, etc.) shall be coordinated with ILMO for scheduling and the reservation shall be processed online.
12. Submission of accomplished ILMO forms shall be done online to facilitate reservation of ILMO facilities and equipment and other requests. However, due to limited number of equipment, only fully accomplished reservation forms shall be accommodated on a **first-come, first-served basis**.
13. Charging of breakages/losses shall be done online.
14. ILMO personnel shall disinfect all equipment/tools after each use.
15. CDMO personnel shall disinfect the laboratory rooms and hallways at twelve noon (12:00NN) and at the end of the last laboratory period on a daily basis.
16. Students shall be required to bring their safety kit like alcohol, tissue paper, etc. They should spray alcohol to their seats and working tables prior to their use.

Students who do not want to do thesis work on campus are advised to study topics in the areas of computational research, data analysis, meta-analysis or correlation research, and similar endeavors.

All grades of C in Thesis can be converted to a passing mark in four (4) quarters except in BSAR and BSINT programs which require only two (2) quarters to obtain a passing grade.

Prerequisite Requirement

Except for those programs that allowed waiving of prerequisites related to exit exams, no waiving of prerequisites will be allowed this quarter. Under the modular system, a student must pass all the modules in the prerequisite course before being allowed to take the advanced course. If in case the Dean or Department Chair allows a graduating student to waive prerequisites, all the rules prior to 3rd Quarter of AY 2019-2020 on waiving of prerequisites will be applied.

Preventive Suspension and Reopening Protocols of Limited F2F Classes

According to the CHED-DOH Joint Memorandum Circular (JMC) 2021-004, the implementation of limited face-to-face classes can be suspended or reopened based on the following scenarios:

Scenario	Preventive Suspension Protocol	Reopening Protocol
The locality of the HEI is reclassified to Alert Level 4 or 5.	Automatic preventive suspension for the entire HEI.**	Reclassified to Alert Level 3 or better.
The locality of the HEI is under granular lockdown.	Automatic preventive suspension for the entire HEI.	Granular lockdown is lifted.
School / building / classroom lockdown for case clustering.*	The preventive suspension will be based on the assessment and decision of the Crisis Management Committee (CMC) of the HEI and upon consultation with the Local Task Force against COVID-19.	Continue limited face-to-face classes after completing contact tracing and disinfection activities and quarantine period for the confirmed and suspected cases.

**As stated in DOH AO No. 2021-0043, cluster refers to an unusual aggregation, real or perceived, of health events that are grouped together as to time and space and that is reported to a public health department. There are two or more confirmed cases from the same area over a period of fourteen (14) days. Building lockdowns should be done when clustering is reported in two (2) or more rooms of the building.*

***For medical education programs, CHED DOH JMC No. 2021-002³ will apply.*

Class Suspension

All classes, fully online or limited face-to-face, are automatically suspended during regular and special holidays, and during class suspensions announced by the government. Class suspensions announced by the local government is only applicable in the affected campus. Example, if only the Manila local government announces suspension, then there will be classes in all the programs in Makati campus, and vice-versa.

On-the-Job Training (OJT)

The acceptable modes of internship are as follows:

- a. Face-to-face OJT (actual company immersion)
 - b. Virtual Internship Program (VIP)
 - c. Virtual Internship of Students by Mentorship or Apprenticeship (VISMA)
 - d. Alternative Learning Activity (ALA)
1. ICEP shall seek confirmation from existing partner companies to implement either the face-to-face OJT or the VIP.
 2. For non-partner companies, ICEP shall proceed with the usual process of company accreditation for OJT and MOA processing. A student who wishes to render his internship in a non-partner company shall make sure to coordinate with ICEP for the MOA processing. Send your inquiries regarding MOA processing to ojt@mapua.edu.ph.
 3. For face-to-face OJT, ICEP shall assess the readiness of both the partner and non-partner companies in its capacity to conduct safe face-to-face OJT activities within

its premises and other places the OJT student may be deployed. Hence, the company shall be required to submit the following documents:

- a. Health and safety protocols implemented in the company and other places the OJT student may be deployed (e.g., construction site).
 - b. Proof that all employees are fully vaccinated or at least for those who are reporting in the workplace.
 - c. Pictures of the possible workplace/s students will be assigned to.
 - d. COVID-19 Support programs for employees reporting in the workplace if any.
4. Upon careful assessment, should ICEP deem the company to be a safe workplace for OJT, the company shall be included in the list of partner companies for face-to-face OJT. The same list shall be provided to the schools for dissemination. Only companies with finalized MOA (i.e. signed by both parties) shall be included in the list. Moreover, the list of partner companies for VIP shall also be provided to the schools for dissemination.

The complete OJT guidelines shall be released by ICEP at the start of the term.

Shifting of Modality: UOx to Blended and Blended to UOx

Students can shift from UOx to blended mode, or from blended to UOx mode. The policies and procedures for shifting from UOx to blended mode, or vice versa, are enumerated in the 2021-2022 Academic Handbook

(<https://www.mapua.edu.ph/Academics/Undergraduate/Assets/MU%20Academic%20Handbook%202021.pdf>).

Students who want to shift from one modality to another must accomplish the Request to Shift Form (FM-RO-11-05) that can be downloaded from [https://www.mapua.edu.ph/Downloads/Assets/RO/FM-RO-11-05 - REQUEST TO SHIFT FORM.pdf](https://www.mapua.edu.ph/Downloads/Assets/RO/FM-RO-11-05_-_REQUEST_TO_SHIFT_FORM.pdf).

Submit the completed form to the Registrar's Office at erneri@mapua.edu.ph.

CONTACT INFORMATION

For other concerns and more information, students may get in touch directly with their respective dean or department chair.

School	Email
ARIDBE	gbteodoro@mapua.edu.ph
CBMES	arcaparanga@mapua.edu.ph
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NSTP	jmqagas@mapua.edu.ph
Registrar's Office	registrar@mapua.edu.ph