



ATENEUM DE MANILA UNIVERSITY  
OFFICE OF THE PRESIDENT

Memo # U2324-045

16 Sept 2023

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TO The University Community

SUBJECT Updated Protocol on Suspension of Classes and/or Work Due to Inclement Weather Conditions and Other Weather Disturbances

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With the onset of the rainy season and the release of Department of Education ([DepEd Order No. 037 s. 2022](#)), we are updating the Protocol on Suspension of Classes and/or Work due to Inclement Weather and Other Weather Disturbances as announced in Memo [# U2122-003](#) dated 8 June 2021.

**A. On Suspension of Classes**

1. Automatic Suspension

Basic Education

As prescribed by the Vice President of the Philippines through DepEd Order No. 037 s. 2022, the following shall take effect depending on the Tropical Cyclone Wind Signals (TCWS), rainfall and flood warnings from PAGASA, and earthquake intensity scale from PHIVOLCS in schools situated in Local Government Units where these indicators are issued:

TCWS Signal # 1 Orange & Red Rainfall Warning Flood Warning Earthquake Intensity V or above	In-person and online classes from Kindergarten to Grade 12 and Alternative Learning System (ALS) shall be automatically canceled or suspended
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Higher Education

As prescribed by the President of the Philippines through [Executive Order No. 66, s. 2012](#) the following shall take effect depending on the Public Storm Warning Signal (PSWS) raised by PAGASA:

PSWS Signal #3 or higher	Classes at the <i>tertiary level</i> , in the affected area, including graduate school, shall be automatically canceled or suspended
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# ATENEUM DE MANILA UNIVERSITY

In the event that PAGASA or PHIVOLCS does not raise any of the abovementioned warnings, the local government chief executive may implement localized cancellation or suspension of classes.

When Automatic Suspension of Classes applies, parents, students, and faculty *need not* wait for an official announcement from the University. Nevertheless, the University Marketing and Communications Office (UMCO) will post announcements through the University's official channels.

## 2. Non-Automatic Suspension of Classes

During inclement weather conditions and other weather disturbances (e.g., intense rain, serious flooding, etc.) when Automatic Suspension of Classes does not apply, the following shall be responsible for suspending classes for their respective schools:

- VP for Basic Education — Basic Education
- VP for Higher Education — SOH, SOSS, SOSE, JGSOM, GBSEALD
- Respective Deans — AGSB, ALS, ASMPH, ASOG

For non-automatic suspension of classes, the UMCO will get in touch with unit heads for the decision to suspend classes.

## 3. Official University Announcements

Official University announcements will only come from the UMCO. Official forms of Announcements:

- Pre-recorded announcement in the Ateneo trunk line (activated by UMCO)
- Atenista Ka App (text message)
- Facebook and Twitter posts via official Ateneo accounts
- Bulletin on the Ateneo website
- Email memo via the Blueboard mailing list
- Message on the LUXID (LED) InfoBoard
- Radio and TV advisories

Time of Announcements:

- 10 pm the day prior to the intended cancellation of classes; If no announcement is made by this time, then the next announcement will be made at:
- 4:30 am the day of the intended cancellation of classes.

## 4. Suspension of Student Activities

Suspension of classes includes the suspension of all student activities.



## ATENEIO DE MANILA UNIVERSITY

### **B. On Suspension of Work**

1. The Vice President for Human Resources (VPHR) shall be responsible for suspending work for Staff and Administrators whose offices are located in the Loyola Heights campus, except for ASOG and those deployed to other campuses who will need to follow the declaration of the respective Deans where they are deployed.
2. The respective deans shall be responsible for suspending work for Staff and Administrators of AGSB, ALS, ASMPH, and ASOG.
3. Suspension of work includes the suspension of all activities on campus.
4. In all instances that work has been suspended, the Central Facilities Management Office (CFMO) and the Campus Safety and Mobility Office (CSMO) shall designate a skeleton force to ensure safety, security, and orderliness in all our campuses.

Again, I pray that everyone stays safe in times when classes and work are suspended. Everyone's safety and welfare is the University's utmost concern.

(Sgd) Roberto C Yap SJ  
President

\* Department of Education Order No. 037, s. 2022 (<https://bit.ly/3UCB8xy>)

\*\* Executive Order No. 66, s. 2012 (<https://bit.ly/2YaH6wl>)