



ATENEIO DE MANILA UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR BASIC EDUCATION

REVISED GUIDELINES ON CANCELLATION OR SUSPENSION OF CLASSES AT THE ATENEIO DE MANILA UNIVERSITY BASIC EDUCATION

In view of Department of Education Order No. 022 s. 2024 (DO 22 s 2024) which provides that private basic education schools may opt to come up with their guidelines on class and work suspensions during disasters and emergencies or adopt the guidelines contained in DO 22 s 2024, Ateneo de Manila University Basic Education issues the following such guidelines, revising the erstwhile ones:

A. On Cancellation or Suspension of Classes

1. Automatic Cancellation or Suspension

In-person and online classes at the Ateneo de Manila Grade School (GS), Junior High School (JHS) and Senior High School (SHS) shall be **automatically cancelled or suspended** should any of the following be declared or raised by the pertinent government agency. This means that the cancellations or suspensions will not need to be confirmed by the Local Government of Quezon City (QCLGU) or by school or University administrators to be effective. Nonetheless, declarations of cancellation or suspension will be posted on the University's official media channels by the University Marketing and Communications Office (UMCO).

Type of Pronouncement	Issuing Government Agency	Affected school levels
Tropical Cyclone Wind Signal (TCWS) # 1	PAGASA	Kindergarten
TCWS # 2 or higher	PAGASA	Kindergarten, Elementary (Grades 1 to 6), JHS (Grades 7 to 10), and SHS (Grades 11 and 12)
Orange and Red Rainfall Warning	PAGASA	Kindergarten, Elementary, JHS, and SHS
Flood Warning	PAGASA	Kindergarten, Elementary, JHS, and SHS



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Earthquake Intensity VI or higher	PHIVOLCS	Kindergarten, Elementary, JHS, and SHS
Emergency Air Quality Index levels (from PM 2.5>91)	EMB-DENR	Kindergarten, Elementary, JHS, and SHS

2. Non-Automatic Cancellation or Suspension of Classes

During inclement weather conditions, other weather disturbances (e.g., intense rain, intense heat, serious flooding, etc.) and other environmental conditions not covered above, and for any other reason which might call for the cancellation or suspension of classes (even though LGUs or the National Government did not themselves cancel or suspend classes locally, regionally or nationally), the Vice President for Basic Education (VPBE) shall be responsible for cancelling or suspending classes at GS, JHS, and SHS.

Following its consultation with the VPBE, UMCO will post such non-automatic declarations of cancellation or suspension of classes on the University's official media channels.

3. Official University Announcements

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

- Pre-recorded announcement in the Ateneo trunk line (activated by UMCO)
- Facebook and X (formerly 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:

UMCO shall endeavor to make such announcements by 10 pm the day prior to the day of intended cancellation or suspension of classes. If no announcements are made by such time or in the hours that follow, announcements should be made by no later than 4:30 am on the day of the intended cancellation or suspension of classes.

4. Suspension of Student Activities

Cancellations or suspensions of classes in the GS, JHS and SHS include the suspension of all student activities therein, in whatever modality (in-person or online).



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B. On Cancellation or Suspension of Work

1. The Basic Education School Heads (Principals and Headmaster) will be responsible for suspending work for employees of their respective schools.
2. For employees deployed to the Basic Education Schools belonging to the Mission Integration (MI) Cluster, the following rules apply:
 - 2.1. Campus Ministry Offices shall **follow the arrangements for classes** (shifted online, cancelled or suspended) in case of inclement weather, other weather disturbances and other environmental conditions; in cases of cancellation/suspension declared by LGUs or the National Government; or in cases of cancellations or suspensions declared by the VPBE.
 - 2.2. School Clinics **shall follow the instructions of the Assistant Vice President for Health, Care and Well-being** in instances when classes are shifted online, cancelled or suspended in case of inclement weather, other weather disturbances and other environmental conditions; in cases of cancellation/suspension declared by LGUs or the National Government; or in cases of cancellations or suspensions declared by the VPBE.
3. Suspension of onsite work includes the suspension of all activities on the GS, JHS and SHS campuses. Continuation of online activities is left to the discretion of the GS, JHS and SHS School Heads.
4. In all instances of work cancellation or suspension, the Central Facilities Management Office (CFMO) and the Campus Safety and Mobility Office (CSMO) shall designate a skeleton workforce to ensure safety, security, and orderliness in the GS, JHS and SHS campuses.

Endorsed by:

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