



ATENEIO DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT FOR MISSION INTEGRATION

30 October 2025

TO	The Higher Education and Mission Integration Community
FROM	(Sgd.) Benjamin Gerardo T. Tolosa, Jr., PhD <i>Vice President for Mission Integration</i>
SUBJECT	Guidelines on the Suspension or Change of Modality of Co-Curricular and Extracurricular Programs and Activities During Disruptions

In line with the memo of the Vice President for Higher Education on [Ensuring Continuous Teaching and Learning Amid Disruptions](#), we provide additional guidelines covering undergraduate co-curricular and extracurricular programs and activities in the Higher Education community.

Below are the guidelines on the modality of formation activities whenever disruptions such as inclement weather conditions and non-weather-related disruptions occur:

1. Co-curricular and extracurricular programs and activities will follow the response of the Higher Education Cluster in the automatic cancellation of onsite and online classes when:
 - a. The PAGASA raises the typhoon signal to number 3 or beyond and
 - b. The National Government, DILG, or LGU suspends both onsite and online classes.
2. The following guidelines will be followed when an online (asynchronous or synchronous) modality is declared due to the localized suspension of classes:
 - a. Co-curriculum Programs
 - i. On-campus spiritual and social formation activities such as recollections and in-classroom sessions automatically shift to the online mode.
 - ii. Off-campus spiritual formation activities e.g., retreats will automatically be cancelled if the suspension is declared prior to the activity. If the activity has started prior to the declaration, the campus minister-in-charge, in consultation with the Office of Campus Ministry Director, will assess if it is safer to continue and remain in the venue or to end the program altogether and send the students home.
 - iii. The modality of off-campus social engagement activities will be decided on a case-to-case basis. Some considerations include the design of the activity and availability of partner institutions in an



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online mode. The formator-in-charge, with the approval of the OSCI Director, should inform their affected students on the mode of class for the day.

b. Extracurricular Programs: Student Activities

- i. All student activities shall shift to online mode, as applicable.
- ii. Off-campus, onsite student activities will be suspended. Organizers may opt to postpone their activity to a later date when conditions are more favorable for the organizers and attendees.
- iii. When classes are suspended, access to the MVP-CSL organization rooms will be suspended. Should the suspension be declared in the middle of the day, students currently using their organization room must vacate their rooms by 5:00 PM.
- iv. When work for employees is suspended, regardless of the time of suspension, all organization rooms must be vacated immediately.
- v. Although classes are usually suspended during University events and activities (e.g., Faculty Day, Traditional University Awards, University Service Awards, etc.), as long as facilities remain available and support personnel (i.e. maintenance, security, technicians, etc.) are also available, then onsite/face-to-face student activities on campus may proceed.

c. Extracurricular Programs: Athletic Trainings for HE Athletic Teams

- i. Onsite athletic trainings may continue as long as safety and accountability measures are observed.
 1. Teams must follow their approved training schedules, and they must ensure that these do not conflict with the student-athletes' class schedules. Student-athletes are expected to attend all required synchronous classes and participate in asynchronous class activities.
 2. The continuation of trainings will be determined by the University Athletics Office (UAO), in coordination with the University Physician, coaches, CFMO, and CSMO, ensuring that safety and accountability measures are in place.
 3. No student-athlete shall be required to report for training if weather or transport conditions in their area remain unsafe, even if trainings resume.



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4. Alternative training modalities e.g., online or individual conditioning may be implemented when onsite sessions are not feasible.
 - ii. All university sports facilities e.g., gyms, fields, swimming pools, etc. will remain closed whenever classes and work are suspended, unless a specific announcement is made authorizing their use.
 - iii. Coaches are encouraged to check in with their players regarding their condition and needs when disruptions occur.
 - iv. Only one communication channel will be used to avoid confusion. Announcements from the UAO will be the sole valid source of information regarding training suspensions or resumptions.
3. Below are the offices that facilitate the above-mentioned activities. These offices are expected to orient the students on the communication protocol and official communication channel at the start of the program to avoid confusion when disruptions occur.
 - a. Co-curriculum Programs:
 - i. Spiritual Formation Programs: Office of Campus Ministry (OCM-HE Loyola)
 - ii. Social Formation Programs: Office for Social Concern and Involvement (OSCI)
 - b. Extracurricular Programs:
 - i. Programs for Student Athletes: University Athletics Office (UAO)
 - ii. Programs for Student Activities: Office of Student Activities (OSA)
4. We also borrow from the Higher Education Cluster that, as a rule, the timing of announcements on the modalities of co-curricular and extracurricular programs and activities should be:
 - a. Not later than 4:30am of the day in which the decision is to take effect.
 - b. Not later than 11:00am for decisions affecting afternoon and evening sessions.
5. All decisions on modalities should take into consideration the specific contexts of all those involved. Students, formators, and coaches are reminded to prioritize safety and wellbeing during these times.