



ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION

Date : 10 July 2015

Memo to : The University Community

From : (Sgd.) Fr. Nemesio S. Que, SJ
Vice President

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

With the onset of the rainy season, I wish to remind the community of the following protocol to be followed regarding suspension of classes and/or work.

A. On Suspension of Classes

1. Automatic Suspension of Classes

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:

Signal #1	classes at the <i>pre-school level</i> , in the affected area, shall be automatically cancelled or suspended
Signal #2	classes at the <i>pre-school, elementary and secondary levels</i> , in the affected area, shall be automatically cancelled or suspended
Signal #3 or higher	classes at <i>pre-school, elementary, secondary, and tertiary levels</i> , in the affected area, <i>including graduate school</i> , shall be automatically cancelled or suspended
<i>or</i>	
In the event that PAGASA does not raise a PSWS, local chief executives may implement localized cancellation or suspension of classes.	

When Automatic Suspension of Classes applies, parents, students and faculty members need not wait for an official announcement from the University. Nevertheless, the University Communication and Public Relations Office (UCPRO) will post announcements through the University's official channels.

2. 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 units:

- AGS Headmaster - Ateneo Grade School
- AHS Principal - Ateneo High School
- AJHS Officer-in-Charge - Ateneo Junior High School
- VP for the Loyola Schools - Loyola Schools
- Respective Deans - Ateneo Professional Schools

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

3. Official University announcements will only come from the UCPRO.

Official forms of Announcements:

- Pre-recorded announcement in the Ateneo trunk line (activated by the Central-Facilities Management Office in coordination with UCPRO)
- University InfoBoard SMS text message
- Email memo via the Blueboard mailing list
- Message on the LUXID (LED) InfoBoard
- Bulletin on the Ateneo website
- Facebook and Twitter posts via official Ateneo accounts
- Radio and TV advisories

Time of Announcements:

- First Announcement: *10 pm* the previous day; (if no announcement is made by this time – then the)
- Next Announcement: *4:30 am* the day of the intended cancellation of classes.

4. Suspension of classes includes suspension of all student activities.

B. On Suspension of Work

1. The Vice President for Administration and/or the Office of Human Resource Management and Organization Development (OHRMOD) shall be responsible for suspending work for Staff and Administrators of the Basic Education Unit, Loyola Schools and Central Administration.
2. The Vice President for the Professional Schools shall be responsible for suspending work for Staff and Administrators of the School of Law, Graduate School of Business, School of Medicine and Public Health and School of Government.
3. Suspension of work includes suspension of all activities in campus.
4. In all instances that work has been suspended, the Central Facilities Management Office (CFMO) together with unit facilities management offices and the Campus Safety and Mobility Office (CSMO) shall designate a skeleton force to ensure safety, security and orderliness in campus.

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

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 66

PRESCRIBING RULES ON THE CANCELLATION OR SUSPENSION OF CLASSES AND WORK IN GOVERNMENT OFFICES DUE TO TYPHOONS, FLOODING, OTHER WEATHER DISTURBANCES, AND CALAMITIES

WHEREAS, it is a declared policy of the State to uphold the people's constitutional rights to life, health, safety and property and to promote the general welfare of its people at all times, especially during disasters and calamities;

WHEREAS, it is likewise the declared policy of the State to institutionalize the policies, structures, coordination mechanism and programs on disaster risk reduction from national down to local levels; recognize the local risk patterns across the country and strengthen the capacity of Local Government Units (LGUs) for disaster risk reduction and management through decentralized powers, responsibilities, and resources at the regional and local levels;

WHEREAS, the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) is the agency of the government mandated to observe and report the weather of the Philippines and specified adjacent areas, and to issue forecasts and warnings of weather and flood condition affecting national safety, welfare and economy;

WHEREAS, the National Disaster Risk Reduction and Management Council (NDRRMC) is a government entity mandated to establish a national early warning and emergency alert system to provide accurate and timely advice to national or local emergency response organizations and to the general public through diverse mass media; and recommend to the President the declaration of a state of calamity in areas extensively damaged; and

WHEREAS, there is a need to streamline the procedure in the suspension of classes and work in government offices in times of typhoons, floods and other disasters or calamities to spare the pupils, students, government workers and the general public from unnecessary dangers to their lives and limbs.

NOW, THEREFORE, I BENIGNO S. AQUINO III, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

Section 1. Automatic Cancellation or Suspension of Classes and Work in Government Offices. The following guidelines shall be followed for the automatic cancellation or suspension of classes in all public and private

elementary, secondary and tertiary schools, as well as work in all government offices:

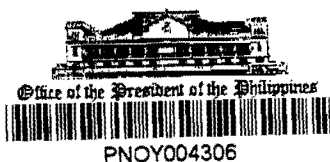
- a. When **Signal No. 1** is raised by PAGASA, classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended.
- b. When **Signal No. 2** is raised by PAGASA, classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically cancelled or suspended.
- c. When **Signal No. 3 or higher** is raised by PAGASA, classes at pre-school, elementary, secondary, and tertiary levels, in the affected area, including graduate school, as well as work in all government offices, shall be automatically cancelled or suspended.

The PAGASA shall issue weather forecasts through various media outlets (radio and television), and the NDRRMC, not later than 10:00 PM of the previous day and 4:30 AM of the day of the intended cancellation of classes and work. In cases where there are classes and work in the morning and suspension of classes and work is only effective in the afternoon, PAGASA should issue the forecast not later than 11:00 AM of the said day.

Section 2. Localized Cancellation or Suspension of Classes and Work in Government Offices. In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes and work in government offices may be implemented by local chief executives, as chairmen of the *Local Disaster Risk Reduction and Management Council (LDRRMC)* concerned, in coordination with PAGASA and the NDRRMC, specifically in flood-prone or high risk areas.

Announcements will be made not later than 4:30 AM of the day of the intended cancellation of classes and work, or not later than 11:00 AM for suspension of work and classes in the afternoon session, through diverse mass media, particularly radio and television, landline communications and other technologies for communication within the community or locality.

Section 3. Cancellation or Suspension of Classes and Work in the Government During Other Calamities. Classes in all levels in both public and private schools as well as work in the government offices may be cancelled or suspended in areas affected by disasters or calamities other than typhoons, such as but not limited to floods, earthquakes, tsunami and conflagration, upon the declaration by the President of a State of Calamity based on the recommendation of the NDRRMC.



The concerned Local Disaster Risk Reduction and Management Office (LDRRMO) headed by the local chief executive shall be responsible for announcing the suspension of classes and work in the government offices in the affected areas in coordination with the NDRRMC, through all forms of mass media available under the circumstances.

Section 4. Maintenance of Work Force. In the event of cancellation or suspension of work in government offices due to any of the foregoing circumstances, the following government agencies, particularly those directly involved in disaster risk reduction and management, shall maintain the operations of their respective offices to ensure the continuity of the delivery of services to the public:

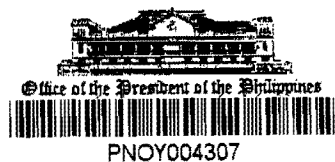
- a. Office of the Executive Secretary
- b. Department of National Defense
- c. Department of the Interior and Local Government
- d. Department of Social Welfare and Development
- e. Department of Science and Technology
- f. Department of Health
- g. Department of Public Works and Highways
- h. Department of Education
- i. Other agencies whose operations the President or the NDRRMC may deem necessary.

The Heads of Offices of the foregoing agencies shall determine which of their respective divisions or units, particularly those related to disaster risk reduction and management, shall maintain its operations.

Section 5. Report to the President. The NDRRMC chaired by the Secretary of National Defense shall immediately inform the Office of the President, through the Executive Secretary, of the cancellation or suspension of classes and work in government offices in the affected areas.

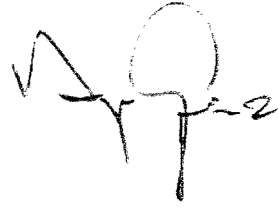
Section 6. Concurrent Authority. The Office of the President, through the Executive Secretary, shall have concurrent authority with the NDRRMC to cancel or suspend classes and work in government offices in the affected areas.

Section 7. Repeal. All issuances, orders, rules and regulations or parts thereof, inconsistent with this Executive Order are hereby repealed, amended or modified accordingly.




Section 8. Effectivity. This Executive Order shall take effect immediately.

DONE, in the City of Manila, this 9th day of **January** in the year of our Lord, Two Thousand and Twelve



By the President:



PAQUITO N. OCHOA, JR.
Executive Secretary

