



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2122-003
8 Jun 2021

Memo to : The University Community
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 the suspension of classes and/or work.

A. On Suspension of Classes

1. Automatic Suspension

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 canceled or suspended
Signal #2	classes at the pre-school, <i>elementary, and secondary levels</i> , in the affected area, shall be automatically canceled or suspended
Signal #3 or higher	classes at pre-school, elementary, secondary, and <i>tertiary levels</i> , in the affected area, including graduate school, shall be automatically canceled 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 ***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. 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:

- VP for Basic Education – Basic Education
- VP for the Loyola Schools – Loyola Schools
- Respective Deans – Ateneo Professional Schools

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 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 classes includes the suspension of all student activities.

B. On Suspension of Work

1. The Vice President for Human Resources (VPHR) shall be responsible for suspending work for Staff and Administrators of the Basic Education, 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 Law School, Graduate School of Business, School of Medicine and Public Health and School of Government.
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) 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 the campus.

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

* *Executive Order No. 66, s. 2012* (<https://goo.gl/6KJIVZ4>)