

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

25 November 1999

MEMORANDUM NO. 121

Series of 1999

T O: All Directors, Department/Office Heads


R E: Guidelines in Suspension of Classes when Typhoons and Other Calamities Occur

In view of the reclassification of typhoons by PAG-ASA especially with the addition to new Signal No. 4 the guidelines on the suspension of classes in cases of typhoons and other calamities are revised as follows:

1. Classes at the elementary and secondary levels shall be automatically suspended when **new Signal No. 3** is raised. The appropriate announcement on whether to suspend classes under new Signal No. 3 shall be made at least 12 hours before the expected arrival of the typhoon. Previously, elementary classes were automatically suspended under the old Signal No. 2, and secondary classes under the old Signal No. 3.
2. Only elementary and secondary levels shall be automatically suspended. No automatic suspension of tertiary level classes will henceforth be made, except in cases where all government offices are closed as well, as may happen under the new Signal No. 4.
3. Regardless of typhoon signals classes may be suspended at any or all levels at the discretion of the individual school head, whether public or private, especially when (a) prolonged flooding occurs in the school area; or (b) other calamities such as volcanic eruptions and earthquakes have occurred.
4. The automatic suspension of classes does not apply to school personnel, including teachers. They are required to report to their respective schools except when the Office of the President of the Philippines or its authorized counterpart in a region has declared that all government offices have been closed.

In general, the Regional Director concerned shall announce the suspension/cancellation and/or postponement of classes in a particular region not later than 4:30 AM for morning sessions and 10:00 AM for afternoon sessions, such announcements to be done through the appropriate media, especially radio.

The individual school heads shall make the announcement when there is an existence of localized conditions that endanger the health and safety of students in the school, such as severe, and prolonged flooding of the school vicinity, as well as other developments warranting such decisions. School heads are enjoined to use their best judgment in this regard.


PACIENCIA P. MILAN
President

