GUIDELINES TO THE SUSPENSION OF CLASSES

To: OIC-Chief Curriculum Implementation Division
    OIC-Chief School Governance and Operations Division
    Public Schools District Supervisors
    Education Program Supervisors
    Division Unit Heads
    Public and Private Elementary and Secondary School Heads
    School DRRM Coordinators
    All Others Concerned

1. Relative to Executive Order No. 66 or PPREScribing rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities and DepEd Order No. 43, S. 2012 otherwise known as guidelines in the Implementation of EO No. 66, which was issued to streamline the procedure on the suspension of classes and work in government offices in times of typhoons, floods and other calamities to spare the pupils, students, teachers and government workers and the general public from unnecessary danger to their limbs and lives.

2. The Office of the City Mayor has also issued a Memorandum last June 6, 2018 reiterating the process on how the cancellation of classes is being administered.

3. Attached herewith are the City Mayor’s Memorandum, Executive Order No. 66, DepEd Order No. 43 S. 2012, Emergency Contact List and the DepEd Automatic Class Suspension Guidelines.

4. For more

5. Immediate dissemination of this Memorandum is desired,
Hunyó 6, 2018

MEMORANDUM

PARA SA : Tanggapan ng Schools Division Superintendent
Department of Education, Lungsod ng Antipolo

Mga Punongguro/Presidente ng Pamahalaang Lungsod ng Antipolo
Paaralan sa Lungsod ng Antipolo mula Elementarya hanggang Kolehiyo

Mga Guro at Mag-aaral sa Lungsod

PAKSA : PANUNTUNAN NA SUSPENSYON NG KLASÉ

Upang maging malinaw sa lahat kung paano nagdedesisyon ang Pamahalaang Lokal ukol sa pagkakansela ng klase tuwing masama ang layag ng panahon, narito ang mga hakbang na isinasagawa:

1. Ang mga Disaster Risk Reduction Management Officer (DRRMO) ng Barangay at ng paaralan ay regular na nakikipag-uugnayan sa City DRRM Office (CDRRMO) tungkol sa layag ng panahon at mga daan na sa lugar na kanilang nasasakupan o sinusubaybayan. Samantala, naka-monitor din ang CDRRMO sa mga update na inibigay ng PAG-ASA.

2. Kung may recomendasyon ang Barangay o School DRRM ukol sa kancelasyon ng klase, manapal na maipalada ito sa CDRRMO bago mag-3:30 umaga, o bago mag-10:00 umaga (para sa panghapong klase).

3. Ang pasya o anunynyo sa suspension, kung mayroon, ay initabas na official and verified social media channel ng Pamahalaang Lungsod (facebook.com/antipolocitygovernment o Antipolo City Gov) bukod sa mga estasyon ng radio at telebisyong bago ang ikaw-4:30 ng umaga o bago ang ikaw-11:00 ng umaga (para sa panghapong klase).

Kaugnay nito ay narito ang ilang mahalagang tagubilin:

a. I-check na mabuti ang Status Updates ng Antipolo City Gov Page; ilaan ang page inbox o Messenger sa mga katunungan maliban sa nauukol sa suspension ng klase. Samantala, ang mga mag-aaral na masusumpang magpapadala ng mahahayag na mensahe sa Page ay maaring makatanggap ng katampatan disciplinary action mula sa paaralan.

b. Sumangguni rin sa official webpage o social media channel ng PAG-ASA at/o ng media organizations. Huwag magtiwala sa mga screenshot ng diumano'y kancelasyon ng klase. Tumutok sa mga balita sa radyo at TV.

c. Sa mga pagkakataong masama ang panahon subalit walang anunynyo ng kancelasyon, inibigay sa mga magulang ang pagpapasya tungkol sa pagpapapasok sa kani-kanilang anak (ayon sa DepEd Order No. 43, s. 2012). Hindi maaring gipiliin ng mga guro ang mga mag-aaral dahil sa hindi pinapasaok ng magulang, sa halip ay hingian ng sulat-kamay na patuloyang ang magulang o guardian ng bata.

d. Agad na talakayin sa mga mag-aaral ang nilalaman ng Memorandum na ito kasama ang attachments sa panahon ng pagtuturo ng ESP, Social Studies, o sa iba pang aplikable meng pagkakataon.

e. Inirekomendang ipaskil sa silid-aralan ang Memorandum na ito.


g. Sanggunin din ang kalakip na Emergency Contacts List, DepEd Automatic Class Suspension Guidelines, Executive Order No. 66, s. 2012, at DepEd Order No. 43, s. 2012.

Para sa ating kaalaman.

CASIMIRO A. YNARES III, M.D.
City Mayor

(6)

(6)
## Antipolo City Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rescue (CDRRMO)</td>
<td>234-2676</td>
</tr>
<tr>
<td>Hotline</td>
<td>696-9911</td>
</tr>
<tr>
<td>Traffic (OPSS)</td>
<td>734-2470</td>
</tr>
<tr>
<td>Police Hotline</td>
<td></td>
</tr>
<tr>
<td>PNP Antipolo</td>
<td>697-2409/234-5145</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>570-5850</td>
</tr>
<tr>
<td>PCP-1 Masinag</td>
<td>647-9218</td>
</tr>
<tr>
<td>PCP-2 Cogeo</td>
<td>477-3519</td>
</tr>
<tr>
<td>Ambulance/Hospital</td>
<td></td>
</tr>
<tr>
<td>RPHS - Annex I (Brgy. Dela Paz)</td>
<td>639-8453</td>
</tr>
<tr>
<td>RPHS - Annex II (Brgy. Dalig)</td>
<td>997-9401/941-8518</td>
</tr>
<tr>
<td>Antipolo City Hospital System (Sitio Cabading)</td>
<td>475-1876</td>
</tr>
<tr>
<td>Fire Hotline</td>
<td></td>
</tr>
<tr>
<td>Central Fire Station</td>
<td>661-5930</td>
</tr>
<tr>
<td>Dela Paz Sub-Station</td>
<td>571-4648</td>
</tr>
<tr>
<td>Mayamot Sub-Station</td>
<td>250-0497</td>
</tr>
</tbody>
</table>

Tayo Na! Ant1Polo! City Hall Trunkline: 689-4500
AUTOMATIC SUSPENSION GUIDELINES

SIGNAL #1  No classes in Kindergarten

SIGNAL #2  No classes in Kindergarten, Elementary, and High School

SIGNAL #3 or HIGHER  No classes in Kindergarten, Elementary, High School, and College (including Graduate School)

REMINDER: The local government unit (LGU) has the authority to declare local suspensions in areas where there is no storm signal.

Check Executive Order No. 66, s. 2012 for complete rules on cancellation or suspension of classes.
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 (LDRMO) 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

CERTIFIED COPY

MAHANITO M. DIMAANDAL
DIRECTOR IV
MALACAÑANG RECORDS OFFICE
GUIDELINES ON THE IMPLEMENTATION OF 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)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. The Guidelines on the Implementation of Executive Order (EO) No. 66 dated January 9, 2012, entitled "Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances and Calamities," is issued to streamline the procedure on the suspension of classes and work in government offices in times of typhoons, floods, and other disasters or calamities to spare the pupils, students, teachers and government workers and the general public from unnecessary dangers to their lives and limbs.

2. In compliance thereof, the following guidelines shall be observed by all concerned regional, division, and school officials of both public and private schools:

a. Automatic Cancellation/Suspension of Classes

All concerned DepEd officials and personnel are directed to observe the weather bulletins of the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA) announced through various media outlets (radio, television, and internet).

When Signal No. 1 is raised by PAGASA, public and private preschool and kindergarten classes in the affected areas shall be automatically cancelled or suspended.

When Signal No. 2 is raised by PAGASA, public and private preschool, kindergarten, elementary and secondary classes in the affected areas shall be automatically cancelled or suspended.

When Signal No. 3 is raised by PAGASA, work in all DepEd offices in the affected areas shall be automatically cancelled or suspended.

Depending on signal numbers declared at 10:00 p.m. and 4:30 a.m. of the following day, classes in appropriate levels for the whole day are deemed automatically cancelled/suspended.
Afternoon classes in areas with signal numbers declared at 11:00 a.m. that day are likewise automatically cancelled/suspended.

Teaching personnel handling cancelled or suspended classes are likewise allowed to leave their stations in consideration of the work they will need to undertake during make-up classes.

Heads of private schools shall exercise discretion on their teaching personnel handling cancelled or suspended classes.

b. Localized Cancellation/Suspension of Classes and Work

In the absence of typhoon signal warnings from PAGASA, localized cancellation/suspension of classes in both public and private schools and work in government offices may be implemented by local chief executives in their capacity as chairpersons of the Local Disaster Risk Reduction and Management (LDRRM). 

Concerned local DepEd and private school officials are directed to establish effective lines of communications with their respective local government units (LGUs).

Any decision to cancel or suspend classes must come from the local government. A school head (SH) may only cancel or suspend classes in cases where urgent action is needed to prevent loss of life or bodily harm.

As stated in Section 2 of EO No. 66, LGU officials are expected to announce cancellation or suspension not later than 4:30 a.m. for whole day cancellation or suspension, or not later than 11:00 a.m. for afternoon cancellation or suspension.

For this purpose, regional, division and school officials are hereby directed to communicate local situation with their respective counterpart local chief executive.

c. Cancellation/Suspension of Classes and Work During Other Calamities

Decisions on and subsequent announcement of cancellation/suspension of classes in public and private schools and work in government offices in areas affected by disasters or calamities other than typhoons, such as but not limited to floods, earthquakes, tsunamis and conflagration, shall be made by the local government executive as chairperson of the LDRRM, in coordination with the National Disaster Risk Reduction Management Council (NDRRMC), through all forms of mass media available under the circumstances.

d. Maintenance of Work Force

Regional and Division Offices shall activate their Regional or Division Disaster Risk Reduction Offices (DRRMO) to monitor the situation and keep lines of communications open.
e. Reporting

Standard reporting procedures between Regional and Division DRRMOs with the Central Office DRRMO applies.

Standard procedures in communicating with the LDRRMC and Regional Disaster Risk Reduction Management Council (RDRRMC) shall likewise apply.

f. Announcements

The DepEd spokesperson, regional directors (RDs), schools division/city superintendents (SDSs), central, regional and division communication officers, in interviews, should only confirm or re-echo automatic cancellation/suspension of classes after it is officially published by PAGASA. No announcement should originate from the Department. If interviewed by media, announcement should always be made in reference to what PAGASA has already announced in areas under a typhoon signal, and to local chief executives in the absence of a typhoon signal.

Based on Section 3 of EO No. 66, announcement of local cancellation/suspension of classes shall be made by the local chief executives. In cases where urgent action is needed to prevent loss of life or bodily harm, the school head is expected to make the announcement and subsequently inform the local executive.

g. Absences of Tropical Cyclones/Storm Signal Warning

In cases where PAGASA has not raised any storm signal warning or declared the presence of a tropical cyclone, Regional and Division DRRMOs are directed to communicate with their counterpart RDRRMC and LDRRMC for any decision to cancel or suspend classes in their respective locality.

h. Responsibility of Parents

The DepEd still maintains that parents have the ultimate responsibility for determining whether their children should go to school, even if no order for cancellation/suspension of classes has been issued, if they feel that traveling to or from school will place their children at risks.

Parents are advised to check for media advisories coming from PAGASA, NDRRMC, RDRRMCs, LDRRMCs or the Office of the President itself.

3. Parents and teachers are reminded that the required number of school days for the school year shall be considered especially in holding make-up classes to offset the days when classes are cancelled/suspended. These make-up classes shall be held on Saturdays or on weekdays beyond the originally set school calendar in both public and private schools.

4. School officials, members of the DRRMCs in schools designated as evacuation centers are requested to render service even when classes are suspended. They shall coordinate with the local government official on rules, orders, and guidelines prescribed for evacuation centers.
5. All previous orders and regulations relevant to the cancellation/suspension of classes due to any weather disturbance or calamities are rescinded.

6. Immediate dissemination of and compliance with this Order is directed.

Reference: DepEd Order: No. 81, s. 2010

To be indicated in the Perpetual Index under the following subjects:

CALAMITY
CLASSES
POLICY
SCHOOLS

APA/DD: Guidelines of EO No. 66
May 17, 2012