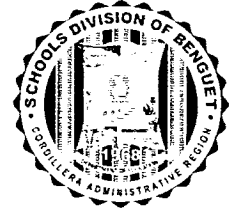




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**  
Wangal, La Trinidad, Benguet 2601



Office of the SDS: (074) 422-6570 (telefax); Administrative Office: (074) 422-3790;  
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of the Day: (074) 422-2001

**DIVISION MEMORANDUM**

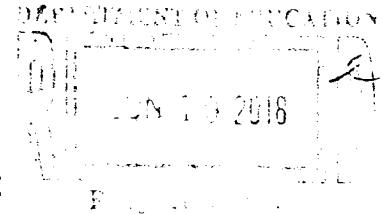
No. 134 S-2018

**TO :** ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS,  
ALL SCHOOL HEADS,  
ALL HEAD TEACHERS, TEACHERS-IN-CHARGE,  
PUBLIC AND PRIVATE SCHOOLS  
AND ALL CONCERNED

**FROM :**   
MARIE CAROLYN B. VERANO, CESO VI  
Schools Division Superintendent

**SUBJECT :** GUIDELINES ON SUSPENSION OF CLASSES

**DATE :** June 14, 2018



1. With the release of the DepEd Order No. 025, s. 2018 or the School Calendar for School Year 2018-2019, strict compliance on the **208 school days** and **200 class days** is hereby enjoined. Also, the **187 days contact time** for teachers and learners is non-negotiable.<sup>1</sup>
2. There shall be no deviations from the SY 2018-2019 Calendar of Activities. Will there be any national or local celebrations/activities and holidays other than those included in the school calendar, prior notification should be given to the Regional Office so that the latter may issue a regional school calendar to announce and reflect the events.
3. There shall be no suspension of classes other than the recognized celebrations and holidays as well as natural and man-made calamities. In this instance, mechanism for the conduct of make-up classes in lieu of the cancellations must be agreed upon by school heads and the Parent-Teacher Association.
4. Pursuant to DepEd Order No.28, series of 2005, the guidelines for the suspension of classes in cases of typhoons and other calamities in all public and private elementary schools <sup>2</sup>shall be the following:

**A. Automatic Suspension of Classes**

When signal no. 1 is raised by PAG-ASA, classes at the pre-school level shall be automatically suspended in all public and private elementary schools.

When signal no.2 is raised by PAG-ASA, classes at the preschool, elementary and secondary levels shall be automatically suspended in all public and private schools.

<sup>1</sup> DepEd Order No. 025, series of 2018, School Calendar for School Year 2018-2019 and its enclosures

<sup>2</sup> DepEd Order No. 28, series of 2005, Guidelines of the Suspension of Classes when Typhoons and other Calamities Occur



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The automatic suspension of classes also applies to public school teachers since they shall be required to hold make-up classes in lieu of the suspended classes. In case of private schools, the suspension of work by school personnel shall be the discretion of the school heads/directors/principals.

### **B. Localized Suspension of Classes**

In the absence of typhoon signal warnings form PAG-ASA, localized suspension of classes in both public and private elementary and/or secondary schools in specific divisions may be implemented.

The Superintendent shall decide on the suspension of classes if such covers the entire division. If the suspension is for specific schools only, the school principal/head shall decide on the matter.

Coordination with the local chief executives shall be undertaken at all times since they chair the local Disaster Coordinating Council and can mobilize local government personnel to evaluate the threats to public safety such as heavy rains, earthquakes, floods, high tide and transport strikes.

5. Local activities and observances that involve student participation such as competitions, festivities, press conferences, culminating activities and field demonstrations must be regulated so as not to cause disruption of classes and to ensure that the required contact time is met.

6. Under the school calendar, a General Assembly shall be conducted at least a week before the school opening to orient stakeholders on the curriculum, co-curricular programs and ancillary services to support learner development and the continuous improvement of school outcomes. If it was not carried before the start of classes, it shall be conducted back-to-back with Parent-Teacher conferences which is scheduled every second **Saturday** or after Quarterly examinations in order not to disrupt the conduct of classes.

7. Please reiterate to parents that they have the ultimate responsibility in determining whether their children should go to school, even if no order of suspension of classes has been issued<sup>3</sup>. During the rainy season, they are the first to assess whether or not to send their children to school and if they feel that traveling to or from school will place their children at risk.

Please advise further that children should use protective measures such as raincoats, rainboots and umbrellas. Bringing of extra clothes for the comfort of children in school should also be recommended.

8. Widest and immediate dissemination of this memo is desired.

MTM/sgod/061818

<sup>3</sup> DepEd Order No. 28, series of 2005, Guidelines of the Suspension of Classes when Typhoons and other Calamities Occur

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