



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

May 4, 2021


DIVISION MEMORANDUM

No. 107, s. 2021

**GUIDELINES ON THE CANCELLATION OR SUSPENSION OF CLASSES AND WORK
IN GOVERNMENT OFFICES DUE TO TYPHOON, FLOODING,
OTHER WEATHER DISTURBANCES, AND CALAMITIES**

**To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary/Integrated/Secondary Schools
District and School DRRM Coordinators
All others concerned**

1. Please find attached DepEd Order No. 014, s. 2021 dated April 22, 2021 titled "Guidelines on the Cancellation or Suspension of Classes and Work in Government Offices due to Typhoon, Flooding, other Weather Disturbances, and Calamities", the contents of which are self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.:
As stated

References:
DepEd Order Nos.: (43, s. 2012; 011 and 012, s. 2020)

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

CALAMITY	CLASSES	EMPLOYEES	LEARNERS
POLICY	SCHOOLS	TEACHERS	

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Republic of the Philippines
Department of Education

22 APR 2021

DepEd ORDER
No. **014**, s. 2021

**GUIDELINES 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
Minister, Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The cancellation or suspension of classes and work in the Department of Education (DepEd) due to typhoons, flooding, other weather disturbances and calamities is governed by Executive Order (EO) No. 66, s. 2021 titled *Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, Calamities* as operationalized by DepEd Order (DO) No. 43, s. 2012 titled *Guidelines on the Implementation of Executive Order No. 66*. By safeguarding learners and personnel from unnecessary physical dangers that they may be exposed to, these policies protect the constitutional rights to life, health, safety, and property in times of calamities.
2. In its commitment to ensure teaching and learning continuity while looking after the health, safety, and well-being of its learners, teachers, and personnel, DepEd issued DO 012, s. 2020 titled *Adoption of the Basic Education Learning Continuity Plan (BE-LCP) for School Year (SY) 2020-2021 in Light of the COVID-19 Pandemic*. DepEd has also issued DO 011, s. 2020 titled the *Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic*. Through these policies, the Department has adopted distance learning modalities and alternative work arrangements, which minimize the health and safety risks brought about not only by the pandemic, but also by typhoons, flooding, and other weather disturbances that learners and teachers might be exposed to.
3. In addition to these policies, the Department recognizes that the suspension of classes and work during emergencies remain to be necessary in upholding physical and mental well-being. Thus, the application of DO 43, s. 2012 is suspended until further notice; and in its place, the enclosed **Guidelines on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities** are adopted.
4. For more information, please contact the **Disaster Risk Reduction and Management Service**, 2nd Floor, Mabini Building, Department of Education, Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at drmo@deped.gov.ph or at telefax number (02) 8637-4933.

5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated



References:

DepEd Order Nos.: (43, s. 2012; 011 and 012, s. 2020)

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

CALAMITY
CLASSES
EMPLOYEES
LEARNERS
POLICY
SCHOOLS
TEACHERS

MCR/SMMA/APA/MPC, DO-Guidelines on the Cancellation or Suspension of Classes or Work...
0091 - March 18, 2021

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

I. RATIONALE

1. The cancellation or suspension of classes and work in the Department of Education (DepEd) due to typhoons, flooding, other weather disturbances and calamities is governed by Executive Order (EO) No. 66, s. 2012 titled *Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities* as operationalized by DepEd Order (DO) No. 43, s. 2012 titled *Guidelines on the Implementation of Executive Order No. 66*. By safeguarding learners and personnel from unnecessary physical dangers that they may be exposed to, these policies protect their constitutional rights to life, health, safety, and property in times of calamities.
2. In its commitment to ensure teaching and learning continuity while looking after the health, safety, and well-being of its learners, teachers, and personnel, the Department of Education (DepEd) issued DO No. 012, s. 2020 titled *Adoption of the Basic Education Learning Continuity Plan (BE-LCP) for School Year (SY) 2020–2021 in light of the COVID-19 Pandemic*. DepEd has also issued DO No. 011, s. 2020 entitled the *Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic*. Through these policies, the Department has adopted distance learning modalities and alternative work arrangements, which minimize the health and safety risks brought about not only by the pandemic, but also by typhoons, flooding, and other weather disturbances that learners and teachers might be exposed to.
3. In addition to these policies, the Department recognizes that the suspension of classes and work during emergencies remain to be necessary in upholding physical and mental well-being. Thus, the application of DO 43, s. 2012 is suspended until further notice; and in its place, these **Guidelines on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities** are adopted.

II. SCOPE

The application of DO No. 43, s. 2012 is suspended until further notice. In its place, the following guidelines shall be observed by **all concerned central, regional, division, and school officials and personnel, and parents and guardians for both public and private schools, as well as Community Learning Centers.**

III. POLICY STATEMENT

1. The Department upholds the principle of promoting the welfare, safety, and security of learners and personnel at all times, which remains the paramount consideration.
2. This policy aims to protect the physical and psychosocial welfare of learners, personnel, and their families by providing guidance on the following:
 - a. suspension of classes and work in times of disasters and emergencies,
 - b. interventions needed to address the impacts of disasters, and
 - c. the roles and responsibilities of all concerned.

IV. GUIDELINES ON THE SUSPENSION OF WORK AND CLASSES

1. Automatic Cancellation/Suspension of Classes and Work

Cancellation and suspension of classes shall be based on the weather bulletins issued by the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA), particularly the Tropical Cyclone Wind Signals (TCWS) as follows:

- a. When **TCWS No. 1** (i.e. weather disturbance is expected in 36 hours) is raised by PAGASA, **public and private kindergarten classes, regardless of learning delivery modality** in the affected areas, shall be automatically cancelled or suspended.

Teaching school personnel, including ALS teachers, solely handling cancelled or suspended classes are not required to report to work, regardless of working arrangement adopted by the school, in consideration of the work/service that they have to render during make-up classes.

Non-teaching school personnel and Schools Division, Regional, and Central Office personnel shall be required to report to work under applicable working arrangements as determined by the concerned Head of Office¹, consistent with the relevant provisions of DO No. 011, s. 2020 (*Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic*).

Central, Regional, Schools Division Office, and teaching and/or non-teaching school personnel who are members of DRRM Teams shall continue to render the necessary services, guided by the succeeding provisions on the activation of DRRM Teams.

¹ For these guidelines, "Head of Office" refers to the highest officials in each governance level. For the Central Office, this refers to the Secretary or his/her designated Undersecretary/Assistant Secretary/Bureau or Service Director supervising a specific strand/bureau/service/office/unit. For Regional Offices, this refers to Regional Directors, while for Schools Division Offices, this refers to Schools Division Superintendents.

Heads of private schools, who may adopt the foregoing provisions, shall exercise discretion on the appropriate work arrangement for their teaching and non-teaching personnel.

- b. When **TCWS No. 2** (i.e. weather disturbance is expected in 24 hours) is raised by PAGASA, **public and private kindergarten, elementary and secondary (i.e. Junior and Senior High School) classes, regardless of learning delivery modality** in the affected areas, shall be automatically cancelled or suspended.

Teaching school personnel, including ALS teachers, solely handling cancelled or suspended classes are not required to report to work, regardless of working arrangement adopted by the school, in consideration of the work/service that they have to render during make-up classes.

Non-teaching school personnel and Schools Division, Regional, and Central Office personnel shall be required to report to work under applicable working arrangements as determined by the concerned Head of Office, consistent with the relevant provisions of DO No. 011, s. 2020.

Central, Regional, Schools Division Office, and teaching and/or non-teaching school personnel who are members of DRRM Teams shall continue to render the necessary services, guided by the succeeding provisions on the activation of DRRM Teams.

Heads of private schools, who may adopt the foregoing provisions, shall exercise discretion on the appropriate work arrangement for their teaching and non-teaching personnel.

- c. When **TCWS No. 3 or higher** (i.e. weather disturbance is expected 18 hours or less) is raised by PAGASA, **classes in all levels, regardless of learning delivery modalities used by elementary and secondary schools; and work in all DepEd offices, regardless of work arrangement**, in the affected areas shall be automatically cancelled or suspended.

Central, Regional, Schools Division Office, and teaching and/or non-teaching school personnel who are members of DRRM Teams shall continue to render the necessary services, guided by the succeeding provisions on the activation of DRRM Teams.

Heads of private schools shall exercise discretion relative to the work arrangement of their DRRM personnel.

2. Localized Cancellation/Suspension of Classes and Work for Natural and/or Human-Induced Calamities

Localized cancellation/suspension of classes and work due to natural and/or human-induced calamities, in both public and private schools, regardless of learning delivery modality, and work in government offices shall be at the discretion of local chief executives in their capacity as

chairpersons of the Local Disaster Risk Reduction and Management Council (LDRRMC).

In cases where only classes are suspended, non-teaching and teaching school personnel, including ALS teachers, solely handling cancelled or suspended classes are not required to report to their work, regardless of working arrangement adopted by the school. For private schools, the school heads shall exercise discretion relative to the reporting of their teaching and non-teaching personnel. Regional and Schools Division Office personnel may be required to report to work under applicable working arrangements as determined by the Regional Director or Schools Division Superintendent, respectively.

However, regional, schools division, and teaching and/or non-teaching school personnel who are members of DRRM Teams shall continue to render the necessary services, guided by the succeeding provisions on the activation of DRRM Teams.

In the event that face-to-face classes are already allowed, heads of schools, both public and private, and Community Learning Centers, may likewise cancel or suspend classes done through face-to-face learning and on-site work when urgent action is needed to prevent loss of life or bodily harm. In such cases, they shall immediately inform the concerned Schools Division Office and Local Government Unit through the City or Municipal DRRMC.

The **resumption of classes** for LGU-declared localized cancellation/suspension shall be decided by the Local Chief Executive. Such resumption shall be made in coordination between the Local Chief Executive and the Schools Division Superintendent. Prior arrangements or agreements may be made between the Schools Division Superintendent and the Local Chief Executive to establish mechanisms and parameters on the resumption of classes, consistent with governing law, rules, and health and safety protocols. Varying contexts, challenges, and readiness, and safety of communities and offices shall be considered in the determination of the resumption of classes, which may differ for each learning delivery modality or school.

The resumption of classes cancelled or suspended by heads of schools shall be decided by the Schools Division Superintendent, upon the recommendation of the concerned school head in coordination with the Local Government Unit.

3. Adjustments to Learning Delivery Due to Suspensions

With reference to DO No. 012, 2020 or the *Adoption of the Basic Education Learning Continuity Plan for SY 2020-21 in Light of the COVID-19 Public Health Emergency*, DepEd Memorandum No. 392, s. 2010 or the *Guidelines in Giving Homework or Assignments*, and OUCI Memorandum 307, s. 2020 or the *Suggested Measures to Foster Academic Ease During the COVID-19 Pandemic*, it is suggested that learners may not be asked to engage in any school-related activities during class suspensions, unless by and through their own initiative.

However, to ensure conveyance of the most essential learning competencies, the following are suggested adjustment options to be done by teachers with the assistance of learning support aides (LSAs) and facilitators in the implementation of classes across delivery modalities:

- a. Designing flexible assessment tools that respond to shortened time allotment in adherence to DO No. 31, s. 2020 or the Interim Policy in Assessing and Grading in the light of BE-LCP;
- b. Updating the weekly home learning plan that emphasizes the essential activities that must be prioritized due to class suspension;
- c. Planning for remediation strategies based on the Individual Learner's Monitoring Plan (ILMP) results;
- d. Planning for enhancement activities for learners who are struggling, coping, needing special care/attention, or any valid situation where considerations may be applied;
- e. Communicating learners' progress to parents; and
- f. Extending additional psycho-social support whenever possible.

DO No. 43, s. 2012 states that make-up classes shall be held on Saturdays or on weekdays beyond the originally set school calendar in both public and private schools to offset the days when classes are cancelled/suspended. However, for School Year 2020-2021, Saturdays have already been considered as part of the 205 total class days due to the deferral of the opening of classes. Hence, in the exigencies of the current learning set-up and the class suspensions brought about by various disruptions, **those who missed distance learning classes shall be accorded due consideration in the accomplishment of their learning tasks by extending the timeframe for their completion and submission, within the duration of the current quarter.** In addition, they shall be provided with additional reading materials, other supplementary learning resources, and appropriate assessment to check whether they have met the targeted learning competencies.

4. Maintenance of Workforce and Activation of DRRM Teams

Central, Regional, and Schools Division Offices, and schools shall activate their DRRM Teams to prepare, monitor, and respond to the situation, while strictly abiding by existing COVID-19 required health standards.

DRRM Team members, particularly DRRM Coordinator and Engineers, shall be required to report to work in the aftermath of the disaster to continue undertaking response, early recovery, and reporting based on established DRRM protocols (e.g., conduct of Post Disaster Needs Assessment and inspection of school facilities to vet damages as reported by School DRRM Coordinators, and detailed assessment of damaged facilities for purposes of developing the Program of Works for infrastructure costing in rehabilitation and recovery plans; participation in coordination meetings with LDRRMCs). Other DRRM Team members may likewise be required to report to work as needed.

In view of the emergency response services rendered during the period of work cancellation/suspension, concerned personnel shall be entitled to

service credits and/or overtime payment pursuant to DO No. 53, s. 2003 (*Updated Guidelines on Grant of Vacation Service Credits to Teachers*) which grants teaching personnel credits for services rendered during calamity and rehabilitation when schools are used as evacuation centers; DO No. 30, s. 2016 (*Guidelines on the Rendition and Payment of Overtime Services for DepEd Non-Teaching Personnel*) which allows for the rendition of overtime services for relief, rehabilitation, reconstruction, and other related work or services during calamities and disasters by non-teaching personnel; and other relevant policies, subject to guidelines set by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM).

Heads of private schools shall exercise discretion relative to the work arrangement of their DRRM personnel.

5. Conduct of Psychological First Aid

As the maintenance of a conducive learning environment requires addressing the immediate needs of affected learners and personnel in the aftermath of disasters, all Schools Division Offices shall conduct an assessment and determine the need for appropriate Psychological First Aid (PFA) activities, and lead its implementation when deemed necessary. This shall include the mobilization of trained PFA providers, and if needed, referral pathways for learners and personnel identified for further specialized psychological support services. Required health standards shall be applied at all times.

6. Responsibility of Parents and Guardians

The DepEd still maintains that parents and guardians have the ultimate responsibility for determining whether their children should proceed with their studies through any learning delivery modality in consideration of their physical and/or mental health. This applies even if no order for cancellation/suspension of classes has been issued.

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

V. MONITORING AND EVALUATION

1. The Disaster Risk Reduction and Management Service shall continue leading the implementation of existing mechanisms for monitoring, reporting, and responding to the impacts of disasters on DepEd offices and schools. This includes the suspension of classes and work, the activation of DRRM Teams, and the delivery of PFA.
2. The Curriculum and Instruction Strand shall continue leading the monitoring, reporting, and response to needed adjustments to learning delivery strategies due to suspensions.

VI. References

1. Executive Order No. 66 s. 2012 (Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities);
2. DepEd Order No. 12, 2020 (Adoption of the Basic Education Learning Continuity Plan for SY 2020-21 in Light of the COVID-19 Public Health Emergency);
3. DepEd Order No. 11, s. 2020 (Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic);
4. DepEd Order No. 30, s. 2016 (Guidelines on the Rendition and Payment of Overtime Services for DepEd Non-Teaching Personnel)
5. DepEd Order No. 43, s. 2012 (Guidelines on the Implementation of Executive Order No. 66);
6. DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers);
7. DepEd Memorandum No. 392, s. 2010 (Guidelines in Giving Homework or Assignments); and
8. OUCI Memorandum 307, s. 2020 (Suggested Measures to Foster Academic Ease During the COVID-19 Pandemic).

VII. Effectivity/Transitory Provision

1. The application of DO No. 43, s. 2012 is suspended until further notice. In its place, this Order shall take effect upon approval.