



## GUIDELINES ON CLASS SUSPENSIONS WHILE ENSURING LEARNING CONTINUITY Academic Year 2025-2026

### Rationale

The Department of Education (DepEd) released DepEd Order No. 22 s. 2024 (DO 22), entitled Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies, on December 23, 2024. It upholds the principle of promoting the welfare, safety, and security of learners and personnel at all times. At the same time, it acknowledges the importance of uninterrupted learning, even in the face of disasters and emergencies. This policy emphasizes the safety and academic continuity that learners and personnel need.

While DO 22 states that private schools may adopt the DepEd Guidelines, DLSZ supports this national policy and aligns its own with it. To this end, the following Guidelines on Class Suspensions While Ensuring Learning Continuity will continue to be implemented across all clusters in the Alabang and Vermosa campuses this academic year. These guidelines enhance disruption resilience and maintain Lasallian continuity of learning in the face of unavoidable circumstances.

The DLSZ guidelines have specific and standardized protocols to address anticipated and sudden situations that may necessitate class suspensions. These will help teachers adjust accordingly and ensure that students continue to have access to quality Lasallian education.

### Guidelines

1. Classes and work suspension will be based on official announcements from the national government, the local government units of Muntinlupa City (for the Alabang campus), Cavite Province, or Imus City (for the Vermosa campus), and the DLSZ Administration.
2. Per DO 22, the following are possible reasons for the suspension of classes and/or work in schools:
  - a. On Typhoons and Cyclones

The suspension of classes due to typhoons and tropical cyclones will follow PAGASA's Tropical Cyclone Wind Signals (TCWS) and Executive Order No. 66, S. 2012.

PAGASA TCWS	SUSPENSION
TCWS 1	Face-to-face classes for kindergarten in the affected area shall be automatically suspended.
TCWS 2	Face-to-face classes for Kindergarten and Elementary to Junior High School in the affected area shall be automatically suspended; provided that Elementary to JHS will shift to modular distance learning to ensure that learning competencies are met.
TCWS 3 or above	Classes and work at all levels in the affected area shall be automatically suspended.

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DLSZ will base its class and work suspension announcements on PAGASA's 5 PM weather update and/or the LGU's advisory. In the event of sudden weather changes, the latest advisory will be followed the next day.

Pre-Kinder and Kinder levels will shift to online synchronous classes if the class suspension is announced on or before 5 PM the previous day. Otherwise, these levels will observe structured asynchronous learning.

If the TCWS is issued after classes have begun, the school will immediately suspend classes and work and, if safe, send everyone home. The established dismissal protocols will be implemented. However, students and personnel can stay on campus if travelling has become unsafe.

b. Heavy Rainfall and Flood

Suspension of classes for heavy rainfall will depend on the Rainfall Warning by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA).

PAGASA Rainfall or Flooding Warning	Suspension
Yellow Warning (Rainfall) Alarm Water Level (Flooding)	The Local Chief Executive (Provincial Governor, and/or City Mayor) shall decide to suspend face-to-face classes and work, provided schools shift to online synchronous learning to meet learning competencies.
Orange or Red Warning (Rainfall) and Critical Water Level (Flooding) at a time when classes have already begun for the day	The school head shall immediately suspend classes and work from Kindergarten to Grade 12 based on the DOST-PAGASA advisory.
Orange or Red Warning and Critical Water Level (Flooding) at a time when classes have not yet started for the day	Classes and work from Kindergarten to Grade 12 are automatically suspended.

c. Earthquakes

Suspension of classes and work due to earthquakes will depend on the earthquake intensity as reported by the Philippine Institute of Volcanology and Seismology (PHIVOLCS).

PHIVOLCS Intensity	Suspension
V and below	The Local Chief Executive (Provincial Governor, and/or City Mayor) shall decide to suspend face-to-face classes and work, provided schools shift to online synchronous learning to meet learning competencies.
VI and above	Classes and work at all levels are automatically suspended. In cases where an earthquake occurs while learners are in school, safety procedures shall be initially implemented before sending everyone home.

d. Power Outages/ Power Interruptions/ Brownouts

There will be no automatic suspension of classes in the event of power outages, interruptions, or brownouts.

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e. Extreme Heat Condition

There will be no automatic class suspension due to Extreme Heat Conditions. Students can eat and stay inside their air-conditioned classrooms during breaks.

Once the Local Chief Executive (Provincial Governor, and/or City Mayor) decides to suspend face-to-face classes and work, DLSZ will shift to online synchronous learning to meet learning competencies.

f. Low Air Quality / Vog (Volcanic Fog)

The suspension of classes for Low Air Quality and Volcanic Fog will depend on the Particle Matter 2.5 Air Quality Index, as reported by the Environment Management Bureau (EMB) of the Department of Environment and Natural Resources (DENR).

Air Quality Index Levels	Suspension
Acutely Unhealthy (Purple) PM 2.5 between 55.1 - 90	The Local Chief Executive (Provincial Governor, and/or City Mayor) shall decide to suspend face-to-face classes and work, provided schools shift to online synchronous learning to meet learning competencies.
Emergency (Maroon) PM 2.5 > 91	Classes and work shall be automatically suspended.

g. Other Emergencies and Hazards

In cases of other calamities, emergencies, and hazards not enumerated above that may threaten the welfare and safety of learners and school personnel, school heads may suspend classes and work as necessary.

h. Localized/Granular Suspensions

In case there is no automatic suspension of classes and in the absence of a declaration from the LGU, the DLSZ Administration may suspend classes and work in the cases listed below, provided that DLSZ shifts to structured asynchronous learning to ensure that learning competencies are met:

- i. In case of torrential rain, flooding, and risk of landslides and storm surges;
  - ii. In case of localized and specific flooding in the area of the school premises, or when flooding affects a large part of the student and personnel population of the school;
  - iii. In case power outages or interruptions last more than half a school day, making classrooms uncomfortable or unsafe for students and teachers; and
  - iv. If other calamities, emergencies, and hazards not enumerated above threaten the safety of students and school personnel.
3. If the suspension announcement occurs in the morning, while most administrators, faculty, and students are en route to the campus, DLSZ will start the online synchronous classes at 9:30 AM. This will provide ample time for the faculty and students to travel back home and prepare for synchronous classes.

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4. If the agencies issue suspension advisories while classes are ongoing, DLSZ will follow the indicated time. Announcements on the fetching procedures will be posted in the Family Portal and Canvas. Given the teachers' special parental authority over students, their official time-out will be two hours after student dismissal. This will enable teachers to ensure that students are safely handed over to their designated fetchers.

Teachers and administrators will make the necessary arrangements to ensure that students continue to achieve learning competencies. Missed topics or lessons from that cycle day will be covered on the next scheduled meeting day, maintaining the original cycle schedule. Students should check their Canvas courses for any specific instructions.

5. DLSZ will observe the following non-working holidays with no onsite or online synchronous classes: March 1 in Alabang (Muntinlupa City Day), June 30 in Vermosa (Imus City Day), and March 22 in Vermosa (Cavite Day). Regular classes will continue on the other campus on these dates.
6. If classes are suspended on one of the two campuses, the affected campus will automatically shift to online synchronous learning modality. The other campus will observe regular onsite classes.
7. If face-to-face and online classes are suspended on both campuses, the affected cycle day will move to the next school day. The Learning Management Department will update the Cycle Calendar immediately.
8. Should the government suspend classes only for public schools and leave the decision to private school officials, DLSZ will implement half-day online synchronous classes for Grade School and whole-day online synchronous classes for High School. Additionally, structured asynchronous tasks will be available in Canvas for Grade School students in the afternoon.
9. To maintain disruption resilience, teachers will ensure that lessons, tasks, and assessments are flexible to accommodate a potential shift to online synchronous classes and/or asynchronous learning.

They are expected to conduct synchronous classes and prepare asynchronous tasks.

Additional asynchronous days (e.g., Saturdays) may be scheduled as make-up classes to ensure that all lessons and unit topics are adequately covered and all essential competencies are achieved.

10. If classes are suspended, activities or classes conducted by the Lasallian Formation and Mission Department (LFMD) and the Academic Services Department (AcSD) units will be rescheduled.
11. Students and teachers will not be permitted to attend or hold academic or athletic training sessions, rehearsals, or activities on campus when classes are suspended. Requests for exemptions due to exceptional circumstances must be endorsed by the APLS, AcSD Director, or LFMD Director and submitted to the School Principal for approval.
12. These guidelines will take effect upon approval by the School Principal and the School President.

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## Definitions

1. **Online Synchronous Learning** - In DLSZ's Synchronous Learning setup, students engage with the teacher in real time via videoconferencing and live chats. They are expected to be attentive, respectful, and responsible during online classes. They should actively participate in discussions, complete learning activities, and remain engaged in the lesson. Students must come prepared, use technology appropriately, develop a sense of accountability, and submit tasks on time or within the class period.
2. **Structured Asynchronous Learning** - In DLSZ's Structured Asynchronous Learning, students are expected to manage their time effectively and work independently during scheduled sessions. They can access the learning playlist of lessons prepared by the teachers through Canvas, the School's Learning Management System (LMS). Students must stay on schedule, avoid distractions, and submit high-quality work within the given timeframe, demonstrating responsibility and respect for the learning process.

## Reference:

- DepEd Order No. 22, s. 2024: Revised Guidelines on Class and Work Suspension in Schools during Disasters and Emergencies

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Approved by:

**Dr. Ruby P. Ramos (SGD.)**  
School Principal

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President

ILLUSTRATION

Arrangements for Class Suspensions (e.g., inclement weather, airborne pollution (vog/ashfall), high heat index, health emergencies, transportation strikes, LGU activities)							
SCENARIOS	Learning Modalities		Time Allotment for Online Synchronous Sessions		Checking of Students Attendance	Campus Access	
	Alabang	Vermosa	Alabang	Vermosa		Alabang	Vermosa
Both Muntinlupa and Imus LGUs/Cavite Province declared no classes, but DLSZ has the discretion to conduct online synchronous classes	Online Synchronous Classes		Total Class Time (in minutes) ECE: 90-120 GS: 30/period HS: 60/period		Yes	Restricted	Restricted
Muntinlupa LGU declared no classes but gave DLSZ the discretion to conduct online synchronous classes	Online Synchronous Classes	Onsite Classes	Total Class Time ECE: 90-120 GS: 30/period (AM) and Structured Asynchronous (PM) HS: 60/period	Regular Face-to-Face Class Hours	Yes	Restricted	Open
Cavite Province/Imus LGU declared no classes but gave DLSZ the discretion to conduct ODL classes	Onsite Classes	Online Synchronous Classes	Regular Face-to-Face Class Hours	Total Class Time ECE: 90-120 GS: 30/period (AM) and Structured Asynchronous (PM) HS: 60/period	Yes	Open	Restricted