



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:S006-00-ME33  
AY 2020-2021

**TO: THE THOMASIAN COMMUNITY**

**FROM: THE OFFICE OF THE SECRETARY-GENERAL**

**SUBJECT: GUIDELINES ON SUSPENSION OF CLASSES AND WORK DUE TO NATURAL CALAMITIES**

**DATE: 23 JULY 2021**

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The Academic Senate in its meeting on December 14, 2020 resolved that the University, **shall issue the official announcement on suspension of classes and work due to natural calamities (i.e., typhoon, earthquake, volcanic eruption, etc.) and their aftermath through the Office of the Secretary-General.**

The suspension of classes shall cover both **a) enriched virtual mode of instruction (EVM) and b) limited face-to-face sessions.** Medical clerks and interns of other health programs who are assigned in the UST Hospital shall comply, however, with hospital guidelines.

In view of this, please be informed of the following guidelines:

1. The University shall adhere to the announcements made by the City of Manila government and/or by the national government in view of natural calamities;
2. During typhoon seasons, flexibility in the conduct of EVM or the eventual suspension of classes and work shall be guided by tropical cyclone wind signals (TCWS), as follows:
  - a. **When TCWS No. 1 is announced over Metro Manila, or in the presence of rainy weather without TCWS, including the aftermath of a typhoon:**
    - 1). For EVM, all synchronous and asynchronous classes may proceed as scheduled, but low bandwidth, low immediacy strategies and activities are preferred.
    - 2). Also, all synchronous sessions shall be recorded and secured in our *Panopto system*, with links made available in the UST Cloud Campus to allow access to those who may encounter connectivity issues during the synchronous sessions.

- 3). Flexibility shall be rendered in requiring submission of graded outputs. Synchronous graded assessments may proceed based on the academic unit's decision, in consultation with the concerned academic staff and in consideration of the status of the students.
- 4). Limited face-to-face classes shall continue unless announced otherwise.

**b. When TCWS No. 2 is announced over Metro Manila:**

- 1). Asynchronous sessions, which are low bandwidth and low immediacy strategies and activities, are preferred to accommodate internet connectivity issues.
- 2). Limited face-to-face classes shall continue unless announced otherwise.
- 3). All assessments are suspended, and deadlines for submission of requirements shall be rescheduled.

**c. When TCWS No. 3 or higher is announced over Metro Manila:**

- 1). All synchronous, asynchronous, and limited face-to-face classes are suspended for all levels.
  - 2). All assessments are suspended, and deadlines for submission of requirements shall be rescheduled.
3. The Academic Units shall also render flexibility on the mode of instructional delivery, including compliance with requirements by concerned students affected by natural calamities **outside Metro Manila.**

As a guiding principle, the Academic Units, together with their academic staff, are enjoined to exercise prudent decision and careful consideration, continuously dialogue with their students, and extend reasonable flexibility to maintain access to quality education.

Thank you.

  
**FR. LOUIE R. CORONEL, O.P., EHL**  
*Secretary-General*