



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI09  
A.Y. 2022-2023

TO : THE THOMASIAN COMMUNITY  
FROM : OFFICE OF THE SECRETARY-GENERAL  
RE : GUIDELINES FOR THE SUSPENSION OF CLASSES  
DURING INCLEMENT WEATHER  
DATE : 31 AUGUST 2022

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The University, through the Office of the Secretary-General, in consultation with the Vice-Rector for Academic Affairs, announces the following guiding principles, and guidelines on the suspension of classes during inclement weather:

**A. Guiding Principles**

1. The University follows the announcements of the national and/or local government regarding class suspensions during inclement weather.
2. In the absence of any announcement on class suspension, classes shall proceed as scheduled, guided by the **principles of dialogue, flexibility, and accessibility**:
  - a. The decisions on class suspensions are based on the status of the weather in the National Capital Region (NCR), where the University is located. However, there may be students or academic staff who are located in other areas and may be affected differently, therefore necessitating evaluation of individual contexts.
  - b. Students and academic staff are expected to communicate with their academic officials if they are placed in extraordinary situations that prevent them from participating in classes whether online or face-to-face. (*Dialogue*)
  - c. Academic officials shall evaluate the requests of students and academic staff to determine valid reasons that may be granted consideration and flexibility given individual contexts and concerns. (*Flexibility*)
  - d. Online synchronous sessions and hy-flex sessions shall be recorded and uploaded in the UST Cloud Campus; thus, providing the students an access to the recordings as supplemental material for study. (*Accessibility*)

**B. Guidelines on the Suspension of Classes**

- Please refer to the next page for the guidelines in tabular format.



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**GUIDELINES ON THE SUSPENSION OF CLASSES**

Mode of Instructional Delivery	Tropical Cyclone and Wind Signal (TCWS)			
	TCWS No. 1	TCWS No. 2		TCWS No. 3
	Presence of strong rains even if no typhoon signal (e.g., monsoon rains)			
	Typhoon aftermath			
	ALL LEVELS	BASIC EDUCATION	TERTIARY EDUCATION	ALL LEVELS
Online Synchronous Classes	Proceed as scheduled	Suspended	Shift to asynchronous session	Suspended
Online Asynchronous Classes	Proceed as scheduled	Suspended	Proceed as scheduled	Suspended
Online Assessments / Examinations	Proceed as scheduled	Suspended	Suspended	Suspended
Face-to-Face Classes	Proceed as scheduled	Suspended	Suspension is discretionary on the part of the University  (The mode of delivery may shift to online asynchronous sessions)	Suspended

Proactively, let us ensure the observance of the aforementioned guidelines as we collectively ensure the continuity of academic engagements and productivity despite impending threats of changing weather conditions. Thank you.

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

