



UNIVERSITY OF SANTO TOMAS  
OFFICE OF THE SECRETARY-GENERAL

UST:SO06-00-CI87  
A.Y. 2023-2024

**TO :** THE THOMASIAN COMMUNITY

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

**RE :** UPDATED GUIDELINES FOR THE SUSPENSION OF CLASSES  
DURING INCLEMENT WEATHER

**DATE :** 18 July 2024

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The University, through the Office of the Secretary-General, in consultation with the Vice Rector for Academic Affairs, reiterates 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), and more specifically in the City of Manila, 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 onsite. (*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. When circumstances allow, the conduct of Enriched Virtual Mode (EVM) of instruction, online synchronous sessions and hy-flex sessions shall be recorded and uploaded in the UST Cloud Campus; thus, providing the students access to the recordings as supplemental material for study. (*Accessibility*)





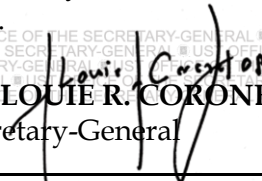
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**B. Guidelines on the Suspension of Classes**

Mode of Instructional Delivery	Tropical Cyclone and Wind Signal (TCWS)					
	Presence of strong rains even if no typhoon signal (e.g., monsoon rains)	TCWS No. 1		TCWS No. 2		TCWS No. 3
		Typhoon aftermath				
	ALL LEVELS	BASIC EDUCATION (DO_s2022_037)	TERTIARY EDUCATION	BASIC EDUCATION (DO_s2022_037)	TERTIARY EDUCATION	ALL LEVELS
Online Synchronous Classes	Proceed as scheduled	Suspended	Proceed as scheduled	Suspended	Shift to asynchronous session	Suspended
Online Asynchronous Classes	Proceed as scheduled	Suspended	Proceed as scheduled	Suspended	Proceed as scheduled	Suspended
Onsite Classes	Proceed as scheduled	Suspended	Proceed as scheduled	Suspended	Suspension is discretionary on the part of the University <sup>1</sup>	Suspended

As a general rule, if classes and office work are suspended after they have started, Thomasians are allowed in the campus for a maximum of three (3) hours in anticipation of heavy vehicular and foot traffic. Furthermore, announcements of office work suspension will be issued by the Office of the Secretary-General in consultation with the Office of the Vice Rector and the Human Resource Department.

We urge the community to observe these guidelines while we take proactive steps to ensure the continuity of academic engagements and productivity despite anticipated interruptions. Thank you.

  
**FR. LOUIE R. CORONEL, OP**  
 Secretary-General

<sup>1</sup> The mode of delivery may shift to online asynchronous sessions

