

Policy No:	ADM-POL-PAO-0014
Policy Title:	Guidelines in the Suspension of Classes
Implementation Procedure:	ADM-POL-PAO-00
Date of Issuance:	S.Y. 2012 to 2013
Effectivity:	S.Y. 2012 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Public Affairs Office
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to establish the terms and conditions in the usage of bulletin boards.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The Rector and President has the sole authority to suspend classes in the Colegio. In his absence, the Vice President for Academic Affairs makes the decision.</li> <li>• Letran automatically follows the class suspension issued by the government agencies like Malacanan, DEPED, CHED, and/ or Manila City Hall, unless otherwise stated (i.e. for public schools only). In the absence or delay in the announcement on the suspension of classes, academic heads may recommend suspension as they deem necessary.</li> <li>• Ordinarily, announcement on the suspension of classes shall be made before 4:30 a.m. for morning classes and before 11:00 a.m. for afternoon classes of the day when it shall take effect.</li> <li>• For mid-day suspension, classes in the basic education shall be suspended/ cancelled not later than 1:00 p.m. while 2:30 p.m. for collegiate/ graduate school.</li> <li>• Employees shall no longer report to work if the suspension is for all levels. In instances of selective suspension, only the employees of the affected department shall not go to work. For mid-day suspension, faculty must stay at least one and a half hours longer to ensure that students have "safely" left the campus.</li> <li>• Parents and students are requested to monitor weather bulletins of the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA). They are advised to exercise proper judgment in cases of weather disturbances in their vicinity. Safety of the children/ students should be of prime importance.</li> <li>• If classes are suspended, a corresponding make-up class is set to offset the day/s when classes are suspended. Schedule shall be determined and announced by the academic heads.</li> </ul>
Applicability:	All employees
Policy Approval Authority:	Director of the Public Affairs and Media Development
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	_____ Ms. Jhennie Villar
Date of Approval	