



Miriam College

To : The Miriam College Community
From : The President
Re : Updated Guidelines on Cancellation of Work and Classes Due to Inclement Weather
Date : 28 June 2016

We would like to inform the community that Miriam College will follow the guidelines on the cancellation of classes due to inclement weather issued by the Department of Education (DepEd Order No. 43, series of 2012) for the Basic Education Units, and the Commission on Higher Education (CHED M.O. 15, series of 2012) for the Higher Education Unit (undergraduate and graduate programs).

I. Automatic Cancellation of Work and Classes

The automatic suspension of work and classes due to inclement weather will be based on the following public storm warning signals from the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA):

Signal No. 1 Cancellation of classes in the **Child Study Center and MC-SAID Pre-School**

Signal No. 2 Cancellation of classes in the **Lower School, Middle School, High School, MC SAID Grade School and High School, and the Miriam Adult Education**

Signal No. 3 and higher - Cancellation of **work and classes at all levels**

When classes are suspended due to storm signal number 1 or 2, the academic teaching staff members (faculty) of the levels concerned are not required to report for work. However, the Administrative Services Group, Professional Group, Academic Non-teaching Staff and Administration employees are expected to report for work.

II. Localized Cancellation of Work and Classes (DepEd Order No. 43 s. 2012)

A. As stated in the most recent guidelines issued by the DepEd, “in the absence of typhoon signal warnings from PAGASA, localized cancellation/suspension of classes in both public and private schools... may be implemented by the local chief executives in their capacity as chairpersons of the Local Disaster Risk Reduction and Management Council.”



“Any decision to cancel or suspend classes must come from the local government. A school head may only cancel or suspend classes in cases where urgent action is needed to prevent loss of life or bodily harm.”

Parents are advised to monitor media advisories coming from government agencies such as the PAGASA, Local Government Unit/Local Disaster Risk Reduction and Management (DRRM) Council, Regional or National DRRM Councils, and the Office of the President (Malacañang).

Students who are not able to report for school will be required to present an excuse letter upon return to class. This will alert the teachers regarding the reason for their absence. Be assured that the school will be very considerate to students who are absent on these days. No tests, examinations, graded recitations or oral reports, etc. will be held in these cases.

B. Consistent with the DepEd guidelines, the school will also rely on the discretion of parents to decide if their child/ren will attend class.

“The DepEd still maintains that parents have the ultimate responsibility of determining whether their children should go to school, even if no order for cancellation/suspension of classes has been issued, if they feel that traveling to or from school will place their children at risk.”

C. For employees affected by floods or strong winds, the policy on *force majeure leave* will apply.

D. Schedule of Mid-day Suspension of Classes

The dismissal time for mid-day suspension of classes will be as follows:

Child Study Center	First	10:15 a.m.	
	Nursery	10:30 a.m.	
	Kindergarten	10:30 a.m.	
Lower School	Grade 1	11:50 a.m.	
	Grade 2	11:15 a.m.	
	Grade 3, 4 & 5	11:30 a.m.	(M, T, F)
		11:20 a.m.	(W, Th)
Middle School	Grades 6 to 8	11:55 a.m.	



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MC-SAID	Grade School	11:30 a.m.
	High School	12:00 n.n.
	High School	11:00 a.m.
	Higher Education and MAE	as announced

In case of mid-day cancellation of classes, students from the Basic Education Units (BEU) will be allowed to leave the campus only when their fetchers arrive. Faculty members of these units will be required to stay until advised by the Principal to leave.

Cancellation of classes will apply for the entire day, even when the storm signal warning is lifted.

E. Out-of-classroom activities

In the event of class and work cancellation due to inclement weather or an emergency, all unit activities scheduled on the same day shall be automatically cancelled. Parents and students will be informed of the new schedules on Facebook, Twitter and the Miriam College website as soon as work and classes resume.

For weekend (Saturday and Sunday) activities, announcements will be posted via Facebook, Twitter and the website not later than 5:00 p.m. the day before.

F. Announcements

Announcements will be made through the following channels:

- School trunk lines: 580-5400 to 28 and 435-9240 to 46
- MC website homepage
- MC Facebook and Twitter accounts
- Text messaging (only for emergency cases e.g. independent cancellation of classes/work by Miriam College)

The school will make announcements through major radio and television networks, particularly ABS-CBN and GMA 7, only in cases when it decides to cancel classes/work independently.

As a general guideline, it should be presumed that the **absence of any announcement on**



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cancellation of classes/work by government agencies or by the school means there will be classes/work.

Please be guided accordingly.

(Signed)

ROSARIO O. LAPUS, Ph.D.

President