

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
Manila

April 4, 1990

DECS O R D E R  
No. 32, s. 1990

REVISED GUIDELINES ON THE SUSPENSION OF CLASSES  
WHEN TYPHOONS AND OTHER CALAMITIES OCCUR

To: Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational School Superintendents/Administrators

1. The revised guidelines on the suspension of classes in cases of typhoons and other calamities are hereby issued for the information of all concerned.

a. Automatic Suspension of Classes

The automatic suspension of classes shall apply only to the following situations:

- (1) Where typhoon signal No. 3 is raised by PAGASA, classes in all levels (elementary, secondary, and collegiate levels) shall be automatically suspended.
- (2) Where typhoon signal No. 2 is raised by PAGASA, classes at the elementary and secondary levels shall be automatically suspended.
- (3) Where the rains are heavy causing floods in the community and in the area of the school, classes in the schools affected are automatically suspended.
- (4) Where other calamities such as volcanic eruptions, and earthquakes have occurred and have seriously damaged the homes of families in the community and probable recurrence of such calamities is declared by proper authorities, classes are automatically suspended.

b. Suspension of Classes by School Officials

- (1) Announcement by the Regional Director - As a matter of policy, the suspension, cancellation and/or postponement of classes in a particular region, division or district shall be announced by the Regional Director.
- (2) Announcement by the School Heads - In cases where there is an existence of conditions that endanger the lives and safety of pupils, students, teachers and other school personnel such as transportation strikes, military armed action, or invasion by rebels or armed groups and other forms of emergencies, school heads in affected areas may use their discretion in suspending classes. School heads are enjoined to use their best judgment in this regard.

c. Lifting of Suspension of Classes shall be made by the following:

- (1) Secretary of Education, Culture and Sports where suspension of classes is nationwide;
- (2) Regional Director where the suspension of classes is in some schools or divisions in the Region or the entire Region; and,
- (3) School heads where suspension of classes is in a particular school or schools.

Lifting of suspension of classes should be made on or before but not later than 6:00 a.m. on the day when regular classes are to be resumed. All media and other ways of communicating the resumption of classes to the public will be utilized.

2. The organization of the DECS Disaster Coordinating Committee (DECS-DCC) in the Central Office as well as in the regional offices will be made as soon as possible but not later than April 30, 1990. For this purpose, the school officials and staff to compose the DECS-DCC in the Central Office and in the regional offices are indicated in Inclosure No. 1.

3. Procedures for declaring suspension of classes which shall be followed by the DCCs are indicated in Inclosure No. 2.

4. All previous orders and regulations including MECS Order No. 43, s. 1986 and DECS Order No. 53, s. 1988 are superseded by this Order.

5. Widest dissemination of this Order is enjoined.

(SGD.) ISIDRO D. CARINO  
Secretary

Incls.:  
As stated

References:  
MECS Order: (No. 43, s. 1986)  
DECS Order: (No. 53, s. 1988)

Allotment: 1-2-3-4--(M.O. 1-87)

To be indicated in the Perpetual Index  
under the following subjects:

CALAMITY  
CLASSES  
OFFICIALS  
POLICY  
PUPILS

RULES & REGULATIONS  
SCHOOLS  
STUDENTS  
TEACHERS

(Inclosure No. 1 to DECS Order No. 32, s. 1990)

COMPOSITION OF DECS DISASTER COORDINATING COMMITTEE

I. Central Office

A. Chairman - Undersecretary

B. Vice-Chairman - Dr. Orlando B. Cleaveria  
Director, Technical Service  
Res. Tel. No. 90-53-87  
Office Tel. Nos. 40-24-36; 48-22-11 to 15  
Locals 241, 242, 292.

C. Members:

With Residence Telephone

1. Miss Elena Q. Tanodra - Chief, Educational Information Division  
(Manila) Tel. No. 48-22-11 loc. 242
2. Mrs. Norma E. Bernardo - Assistant Chief, EID
3. Miss Rufina Garalza - Technical Service Staff  
(Quezon City)
4. Mrs. Lolita R. Tansengco - - do -  
(Kalookan City)
5. Mrs. Laura A. Mella - - do -  
(Makati-Pasay City Area)

Without Residence Telephone

6. Mr. Paterno S. Valdezco - - do -  
(Manila)
7. Mr. Edilberto A. Calumpit - - do -  
(Quezon City)
8. Mrs. Maribel P. Cabasal - - do -
9. Mr. Virgilio H. Mojica - - do -  
(Pasig-Mandaluyong)
10. Mr. Fedelito Dela Cruz - - do -  
(Malabon)
11. Mrs. Edwina V. Pabunan - - do -  
(Novaliches)
12. Mr. Subas Semilla, Jr. - Chief, Radio Unit

Responsibilities: Off/During Office Hours

1. Coordinate with PAGASA to know the nature of the typhoon and its track.
2. To get regular bulletins.

3. To get information from proper agencies about conditions within the district or affected area.
4. To monitor conditions and activities in affected areas outside Metro Manila.
5. To disseminate instructions (if needed) to affected areas.

## II. Regional Office

- A. Chairman - Assistant Regional Director
- B. Vice-Chairman - Administrative Officer
- C. Co-Vice-Chairman - Regional Information Officer
- D. Members - Six (6) Regional Supervisors (GES II)

(Inclosure No. 2 to DECS Order No. 32, s. 1990)

I. Suspension of Classes When Typhoon Occurs

A. Central Office

When typhoon occurs outside office hours, i.e., at night:

4:00 a.m. - Technical Service personnel with residence telephone, call PAGASA, which is also a committed NDCC member in order to know the nature and track of the typhoon.

4:40 a.m. - Technical Service personnel designated weather watchers report to Dr. Claveria.

4:45 a.m. - Dr. Claveria reports and recommends announcements to the Secretary and then calls regional directors concerned to alert them.

5:00 a.m. - Media releases and announcements. Authorized Spokespersons: Secretary of Education, Undersecretary P.O. Sanvicente, Technical Service Director O. B. Claveria and regional directors whose areas are affected.

7:00 a.m. - Radio messages (DECS-based radio unit) to affected regions to alert local action groups.

B. Regional Offices

When typhoon occurs, the DCC Regional Office shall:

1. monitor the PAGASA typhoon signals from the radio, TV or call up the PAGASA Office tel. nos. 922-84-01; 922-77-44; and 922-72-82 or the DECS DCC Central Office with tel. nos. 40-24-36; 48-22-11 locals 241 and 242;
2. inform schools, districts or divisions in the typhoon path areas of the PAGASA typhoon signals in order for schools to be prepared and for classes to be suspended. Automatic suspension of classes as provided in this Order should be followed; and
3. request radio and television stations to announce the hour-by-hour typhoon situation.

## II. Phases of Conditions in Emergencies

Phase I - Pre-emergency - period prior to the occurrence of a disaster wherein disaster preparedness activities, programs, and systems are undertaken to enhance response to disasters.

Phase II - Emergency - period wherein disaster preparedness plans and programs are addressed to the immediate effects of the calamity to reduce casualties and minimize damages.

Phase III - Post-emergency - period wherein short and long-term recovery measures are undertaken to restore vital life support systems to normal.

N.B. : Definitions provided by National Disaster Coordinating Council wherein DECS is a member.

## III. Inventory

1. Disaster preparedness concepts/lessons are integrated in the elementary and high school curricula.
2. Field Action Group (regional) are existing.
3. DECS Central Action Group handled by the following:

### Technical Service & Planning Service

Anchor Persons: Mrs. Susan Geronimo (Phase I)  
Mrs. Norma B. Bernardo (Phase II)  
Mr. Gilbert Trinidad (Phase III)

### Responsibilities of Anchor Persons:

Phase I - Mrs. Susan Geronimo

- a. Prepare documents relative to disaster preparedness activities such as memorandums and pamphlets obtained from NDCC Action Group where she represents DECS.
- b. Represents DECS during NDCC Action Group meetings and activities.
- c. Liaison work.

Phase II - Mrs. Norma B. Bernardo

- a. Alternate representative during NDCC meetings.
- b. Submit report to NDCC pertaining to DECS activities on disaster.
- c. Liaison work.

Phase III - Mr. Gilbert Trinidad

- a. Consolidate calamity reports from affected areas.
- b. Prepare consolidated reports for submission to proper authorities.

Mrs. Bernardo, Mrs. Geronimo and Mr. Trinidad should compose a group to visit affected areas whenever necessary.

4. Representation at the National Disaster Coordinating Council, the Secretariat of which is based at Camp Aguinaldo.

Chairman: Sec. Fidel V. Ramos

NDCC monthly meetings:

Secretary or his representative  
(USEC P.O. Sanvicente, Dr. O.B. Claveria, Mrs. N. Bernardo, Mr. G. Trinidad, at present)

NDCC Action Group, recommendatory body which supports the functions of the Council:

Chairman: Col. Pagulayan;

DECS Representative: Mrs. Susan Geronimo