



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

NOV 06 2023

MEMORANDUM

CLARIFICATION ON THE SUSPENSION OF WORK  
WHEN CLASSES ARE SUSPENDED

To: OIC – Assistant Schools Division Superintendent /  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public and Private Elementary and Secondary School Heads / OICs  
All Others Concerned

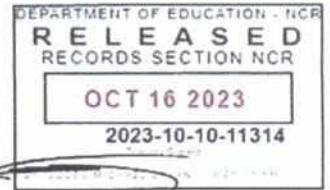
1. Attached is Regional Memorandum ORD. No. 2023 - 1064, dated October 12, 2023, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

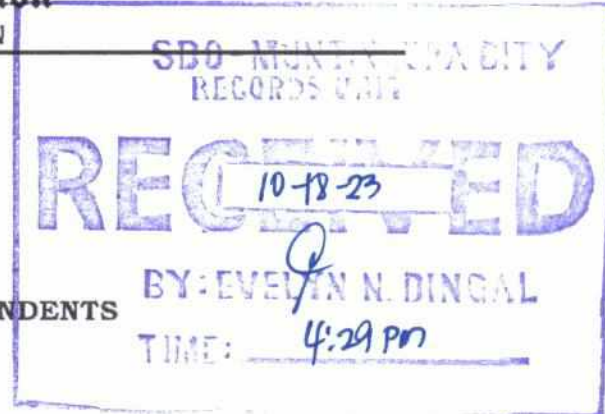
Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

SAFETY EDUCATION      COMMUNICATIONS

ELK/DM/Clarification on the suspension of Work when classes are Suspended.  
366 /October 27, 2023



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD No. 2023-1064

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **WILFREDO E. CABRAL, CESO III**  
 Regional Director

SUBJECT : **CLARIFICATION ON THE SUSPENSION OF WORK  
 WHEN CLASSES ARE SUSPENDED**

DATE : October 12, 2023

1. Enclosed is a copy of the Memorandum No. DRRMS 9-13-2023-005 dated September 22, 2023 of Atty. Christian E. Rivero, Ed.D. , Director IV, Disaster Risks Reduction and Management Services (DRRMS), reiterating the provisions in Deped Order No. 37, s. 2022 entitled "Guidelines on the Cancellation or Suspension of Classes or Work in Schools in the Event of Natural (Disasters) Hazards, Power Outages/Power Interruptions, and Other Calamities", for information and guidance of all concerned.

2. For immediate dissemination.



Address: Misamis St., Bago Bantay, Quezon City  
 Email address: ncr@deped.gov.ph  
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**DISASTER RISK REDUCTION AND MANAGEMENT SERVICE**

Room 201, Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City  
Telephone Nos. : (632) 635 3764 • (632) 637 4933  
Email Address : drrms@deped.gov.ph



**MEMORANDUM**

No.: DRRMS-09-13-2023-005

**FOR** : **WILFREDO E. CABRAL**  
Regional Director, National Capital Region

**CECILLE G. CARANDANG**  
Schools Division Superintendent, Division of Malabon

**FROM** : **ATTY. CHRISTIAN E. RIVERO, EdD**  
Director IV, Disaster Risk Reduction & Management Service (DRRMS)

**SUBJECT** : **Clarification on the Suspension of Work when Classes Are Suspended**

**DATE** : 12 September 2023

This is in relation to an e-mail received by the Presidential Action Center dated August 4, 2023, which was endorsed to the DepEd Central Office on September 14, 2023, and forwarded to the Disaster Risk Reduction and Management Service (DRRMS) on September 21, 2023, regarding the query of non-teaching personnel in the Division of Malabon City on the suspension of work when classes are suspended due to tropical cyclones and inclement weather conditions.

The DRRMS would like to reiterate the provisions in DepEd Order No. 37, s. 2022 or the *Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural (Disasters) Hazards, Power Outages/ Power Interruptions, and Other Calamities*. Section IV.1 of the policy states that:

*"In-person, online classes, and work from Kindergarten to Grade 12 and Alternative Learning System (ALS) are automatically canceled in schools situated in Local Government Units (LGU) issued with Tropical Cyclone Wind Signal (TCWS) 1, 2, 3, 4, or 5 by the Philippine Atmospheric, Geophysical, Astronomical Services Administration (PAGASA)..."*

*Local Chief Executives shall decide on the cancellation or suspension of classes in cases where there are strong winds in specific or all areas of the LGU but is not issued with a TCWS."*

In addition, Section IV.7 of the policy indicates that:

*"Teaching school personnel, including ALS teachers, and non-teaching personnel in schools shall not be required to report to work, except those who are mandated to render security, safety, finance, engineering, sanitation, health, and disaster response duties."*



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***Schools, on the other hand, must always be ready to implement remote work with measured output.***

***Central, Regional, and Schools Division Offices, and schools shall activate their DRRM Teams to prepare, monitor, and respond to the situation..."***

For further information, the DRRMS hereby advises that the Regional Office and all division offices and schools within your Area of Responsibility (AOR) be (re) oriented on the said policy to avoid any confusion to our personnel, parents, and other stakeholders. The Regional and Division DRRM Coordinators can give light to any queries regarding this matter.

Finally, the DRRMS requests to observe the proper channeling of all concerns related to DRRM - concerns from the community or school must be coursed through to their respective district or division DRRM Coordinator. If the concern is not resolved within their levels, the concerned personnel shall elevate the matter to the regional DRRM Coordinator, and so on. In this way, the right personnel stationed in the field can address all program operations-related concerns immediately.

For questions and clarifications, please contact the assigned AOR Leads/DRRMS Staff in your region through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) or through telephone number (02) 8635-3764.

For your appropriate action.