



APPROVED
PRESIDENT'S COUNCIL
22 August 2014

GUIDELINES ON SUSPENSION OF CLASSES AND OFFICE WORK AND RESTRICTION OF CAMPUS ACCESS

Rationale

The University values the safety of the members of the Lasallian community.

In promoting this, the University heeds advisories made by the government and adheres to its decisions. In some instances, the University, after careful consideration of relevant factors, makes decisions on suspension of classes, office work and campus access.

These guidelines are promulgated to communicate policies and procedures and, in the process, temper individual expectations and preferences, preserve order and reduce arbitrariness.

Suspension of classes

1. As a general rule, unless there is an announcement to the contrary, classes will proceed as usual.
2. Classes are automatically suspended, without need for any announcement from the University, under the following conditions:
 - 2.1 All levels (pre-school to doctoral)
 - 2.1.1 During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in the case of local holidays, by the local government of the Province/City/Municipality having political jurisdiction over the campus.
 - 2.1.2 When specifically declared as "all levels" and for private schools by national government agencies, such as the Office of the President or the National Disaster Risk Reduction and Management Council (NDRRMC); or
 - 2.1.3 When specifically declared as "all levels" and for private schools by the local government for classes held in campuses covered by its jurisdiction; or
 - 2.1.4 When Typhoon Signal No. 3 or above is raised.
 - 2.2 College, master's and doctoral levels
 - 2.2.1 When declared by the Commission on Higher Education for private schools.
 - 2.3 Elementary and high school levels
 - 2.3.1 When declared by the Department of Education for "elementary (grade school) and high school levels" in private schools; or



- 2.3.2 When Typhoon Signal No. 2 or above is raised.
- 2.4 Pre-school (nursery and kinder) levels
 - 2.4.1 When declared by the Department of Education for “pre-school levels” in private schools;
or
 - 2.4.2 When Typhoon Signal No. 1 or above is raised.
- 3. The President and Chancellor makes the decision for the suspension of classes under the following conditions:
 - 3.1 In cases when the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;
 - 3.1 In all other cases when the school, on its own, intends to suspend classes.
- 4. In cases when an announcement of suspension of classes by the government is made, when classes for the day have already begun, the President and Chancellor shall, only for purposes of standardizing the cut-off time for the suspension of classes, determine the effectivity time of the suspension.
- 5. When left to the University, the decision to suspend classes takes into account many factors, such as safety of the members of the Lasallian community, academic calendar, government regulations on class contact hours, and many others. The University shall exert all efforts to decide on suspension of classes at the earliest practicable time.
- 6. The decision of the President and Chancellor will be communicated to the Office of the Vice President for Administration for dissemination. The official announcement of the suspension of classes will be made through the following Official Facebook/Twitter pages

De La Salle University

<http://www.facebook.com/DLSU.Manila.100>
<http://twitter.com/#!/DLSUManila>

De La Salle University – Admin

<http://www.facebook.com/dlsu.administration>
http://twitter.com/dlsu_adm1n

De La Salle University – STC

<http://www.facebook.com/DLSUScienceTechnologyComplex>

De La Salle University – IS

<http://www.facebook.com/DLSUIntegratedSchool>



Suspension of office work

7. When classes are suspended due to regular holidays, or when declared as a special non-working holiday either by the national or the local government, office work is deemed suspended, without need for any announcement from the University.
8. When classes are suspended due to emergencies, calamities, force majeure, or civil disturbances, the President and Chancellor shall consider the suspension of office work on a case-to-case basis, taking into account the welfare of the University employees. Office work shall be suspended if the health and safety of employees are also endangered.
9. In cases when work has already started, based on official schedules, the personnel may leave fifteen (15) minutes after the suspension takes effect.
10. Once office work is suspended, all authority to render overtime for the day is deemed cancelled.
11. Personnel from executive and critical offices may be required to work, despite the suspension of office work and/or beyond the one-hour period after the suspension, for highly meritorious reasons. They may be allowed to do so only upon the approval of the Vice President for Administration or the Vice President for STC (in the case of STC), provided that the concerned Unit Head will be physically present for the duration of the work.
 - 11.1 For Co-Academic Personnel, such work may be counted as overtime, provided that a valid authority to render overtime, counter-signed by the Vice President for Administration, is submitted to the Office of Personnel Management within three (3) working days.

Restriction of campus access

12. Campus access status, to be declared by the President and Chancellor or the Vice President for Administration, may be classified as follows:
 - 12.1 Open

When this campus access status is in effect, the campus maintains normal operating hours – 0600 to 2200 – and activities.
 - 12.2 Restricted
 - 12.2.1 When this campus access status is in effect, all scheduled activities for the day within the campus are cancelled and the entry to and the stay in campus is limited to those covered by a valid Special Permit for Campus Access approved and issued AFTER the declaration of the campus access status. Those approved and issued BEFORE the declaration of the campus access status are deemed cancelled.



- 12.2.2 During severe weather conditions, when classes and office work are suspended, the campus is deemed on restricted campus access status one (1) hour after the suspension.
- 12.2.3 The campus is on restricted campus access status automatically from 10:00pm to 06:00am the following day, Mondays to Saturdays, and on Sundays and holidays.
- 12.2.4 When office work is suspended before classes for the day begin, personnel will still be allowed to enter the campus until 9:30am to allow them to secure important materials from their offices. However, all personnel must exit by 10:00am. Entry and exit during this period will be logged and strictly monitored. Only personnel authorized to stay inside the campus will be allowed to do so.

12.3 Shelter-in-Place

- 12.3.1 This campus access status may be declared only when classes have begun for the day.
- 12.3.2 During suspension of classes and office work, everyone is expected to exit the campus within one (1) hour after the suspension. However, when this campus access status is in effect, those waiting to be fetched or for weather conditions to improve may stay in areas designated by authorities. The following specific areas are automatically designated as such:

Manila campus

- The covered walk from Gate 2 (North Gate) to Gate 3 (Velasco)
- The waiting areas of Gate 1 (South Gate)
- The front entrances of the Br. Andrew Gonzalez Hall
- The front entrances of the Gokongwei Hall

Science and Technology Complex

- The East Canopy and East entrance of the Milagros Del Rosario Building
- The front entrances of LC 1 and LC 2 buildings

- 12.3.3 During situations when students and personnel are stranded in campus, the University shall designate controlled holding areas for overnight stay.
- 12.3.4 While the status is in effect, loitering inside the campus and/or staying inside the office or work area are strictly prohibited.

12.4 Closed (Extremely Restricted)

When this campus access status is in effect, the campus shall strictly be off-limits to all members of the Lasallian community. Special Permits for Campus Access approved and issued prior to this status taking effect are deemed revoked.



13. The restrictions on campus access do not apply to the following:
 - 13.1 The President and Chancellor
 - 13.2 Vice Presidents and Vice Chancellors
 - 13.3 Associate Vice Presidents and Associate Vice Chancellors
 - 13.4 University Fellows
 - 13.5 Deans and Vice Deans
 - 13.6 Principal and Associate Principals
 - 13.7 Director, Office of Personnel Management
 - 13.8 La Salle Brothers, their special guest(s) and others who reside at the Brothers' Community
 - 13.9 Contracted workers scheduled to work on campus
 - 13.10 Technical workers from utility companies
14. The Special Permit for Campus Access is granted by the Office of the Vice President for Administration, through the Security and Safety Office or, in the case of the Science and Technology Complex, through the Office of the Vice President for STC.

These Guidelines on the Suspension of Classes, Office Work and Restriction of Campus Access shall take effect on 01 September 2014.