



MEMORANDUM CIRCULAR NO. 3
Series of 2025

**FOR : SCHOOLS DIVISION OFFICE - QUEZON CITY
PUBLIC AND PRIVATE EDUCATION INSTITUTIONS
ALL OTHER CONCERNED**

SUBJECT : CLASS SUSPENSION GUIDELINES 2025

The city enacts these guidelines to safeguard learners, teachers, and personnel's health, safety, and well-being during weather disturbances, flooding, and other calamities. These policies are formulated considering relevant DepEd orders, national directives, and recommendations from key local government departments and offices, including the Disaster Risk Reduction and Management Office (DRRMO) and the Local School Board.

By aligning with established protocols and best practices in disaster preparedness and response, these guidelines aim to provide clear and effective measures to ensure the continuity of learning and the protection of the school community. *Unless otherwise specified*, higher education institutions, private Alternative Learning System (ALS) providers, and private basic education institutions may choose to integrate these guidelines into their emergency response frameworks.

I. Typhoons, Tropical Cyclones, Heavy Rainfall and Flood

A. Classes are automatically suspended when any of the following weather alerts or warnings are issued:

PAGASA TROPICAL CYCLONE WIND SIGNALS (TCWS)	AUTOMATIC SUSPENSION
Signal No. 1	Public Child Development and Kindergarten Classes
Signal No. 2	Public Child Development Centers, Kindergarten and Grades 1 - 10 Classes
Signal No. 3	Public and private Classes across all levels
Orange and Red Rainfall Warning	Public Child Development Centers, Kindergarten and Grades 1 - 12, and ALS Classes

B. In the absence of PAGASA warnings or weather alerts, and following a Pre-Disaster Risk Assessment (PDRA), the QCDRRMC may declare the suspension of classes for specific public schools, as deemed appropriate.

II. Extreme Heat Condition

A. Classes in public Child Development Centers, Kindergarten, Grades 1-12, and the Alternative Learning System (ALS) will be adjusted based on the iRISE UP heat index. A preliminary announcement on class arrangements will be made by 5:30 PM on the day before the affected school day, based on the projected maximum heat index.

- If the heat index reaches 40°C or 41°C, classes will shift to limited face-to-face and other alternative delivery modes.
- If the heat index reaches 42°C or higher, all face-to-face classes will be fully suspended, and learners will transition to other alternative delivery modes.
- If the actual observed heat index differs from the forecast, adjustments to class arrangements may be announced as necessary.

B. The suspension of classes in higher education and private basic education institutions due to extreme heat shall be at the school's discretion

III. Earthquakes

A. Following DepEd Order No. 022, s. 2024, classes at all levels in public schools, including ALS, are automatically suspended when PHIVOLCS declares an earthquake of Intensity VI or higher.

B. For intensity V and below, the QC DRRMC or public schools may declare localized school suspensions of face-to-face classes following an inspection of school facilities led by their School DRRM Coordinators, as deemed necessary.

III. Poor Air Quality

Classes are automatically suspended when any of the following air quality alerts or warnings are issued, based on the Air Quality Index (AQI) data and alert levels provided by the Climate Change and Environmental Sustainability Department (CCESD), and the Department of Environment and Natural Resources - Environmental Management Bureau (DENR-EMB):

AIR QUALITY INDEX LEVELS	SUSPENSION
QC Air Quality Monitoring Network is on Alert Level 3 (when 50% or more of all valid monitoring sites register an AQI at Very Unhealthy, Acutely Unhealthy, or Emergency Levels)	Public Child Development Centers, Kindergarten and Grades 1 - 12, and ALS Classes Discretion of Private Schools and Higher Education Institutions
QC Air Quality Monitoring Network is on Alert Level 4 (25% or more of all valid monitoring sites register an AQI at Emergency Levels)	Public Child Development Centers, Kindergarten and Grades 1 - 12, and ALS Classes Discretion of Private Schools and Higher Education Institutions
The AQI report for Quezon City from the DENR-EMB reaches the Emergency Level when PM _{2.5} exceeds 91µg/m ³ .	Public and private Classes across all levels

IV. Learning Continuity

During face-to-face class suspensions, schools shall adopt any applicable alternative learning modality – online, modular, limited face-to-face classes, or blended, or any combination thereof as may be appropriate – to ensure learning continuity. In addition, make-up classes may be scheduled as necessary to address any missed instructional time.

V. Announcements

Announcements may be issued at any time based on updates from national government agencies. Generally, however, class suspension notices shall be released no later than 4:00 AM on the day of the intended suspension. In cases of extreme weather changes during the day, suspension announcements shall be made no later than 10:00 AM. Exceptions to these time frames may be made under extreme weather disturbances.

The foregoing guidelines are implemented by the City Government of Quezon based on its protocols on localized suspension of classes until revoked or amended.

Issued, 12 MARCH 2025, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor