

The suspension of classes and offices at LST follows these guidelines:

1. Under Executive Order No. 66 issued by President Benigno Aquino in 2012, classes in all levels, including college and graduate school, are automatically suspended in areas under storm signal 3. In all other cases, classes will be automatically suspended when directed by a government agency with appropriate jurisdiction over the School. Local Government Units, that is, the Quezon City government for us, will take the primary responsibility.

2. Classes will be automatically suspended when the Ateneo de Manila University suspends graduate school classes through its Vice-President for the Loyola Schools.

3. In the absence of an official announcement regarding graduate classes from the government or the Ateneo, the LST President or his representative can suspend classes when warranted. This announcement will be posted on the LST website as well as other means of communication.

4. The suspension of work in LST offices requires an announcement by the LST President or the Personnel Officer.

5. When class suspension is announced when the students are already in School, the guidelines will be as follows: all courses with more than 10 students: suspend classes; for courses with less than 10 students: the suspension of classes will depend on the agreement between the professor and the students. This agreement should be made at the beginning of the semester, and will take into consideration the proximity of the residences of the students. The over-all consideration for these guidelines is the safety and well-being of the students and faculty.

Issued by the Office of the President July 3, 2012