



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

21 July 2025

DIVISION MEMORANDUM

No. 432-2025

**PROTOCOL ON THE SUBMISSION OF INFORMATION FOR THE
DECLARATION OF GRANULAR OR LOCALIZED
CLASS SUSPENSION**

To: Chief Education Supervisors
Public Schools District Supervisors
All Public School Heads
All School DRRM Coordinators
All Others Concerned

1. In line with DO 22, s. 2024, titled "Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies," the following protocol shall be observed by the Schools Division of Baguio City:

- In the absence of an automatic suspension or an official declaration from the Local Government Unit (LGU), school heads and district or division Alternative Learning System (ALS) coordinators may exercise discretion to suspend classes and work, guided by the criteria set forth in Policy No. 5, Section (h) of DO 22, s. 2024, and supported by relevant weather forecast data.
- Before declaring any class suspension, school heads are required to notify the Schools Division Superintendent by completing the official form via the following link: <https://tinyurl.com/ClassSuspendMonitor>. This must be accomplished on or before 5:00 PM of the day prior to the proposed localized or granular suspension. Failure to submit details using the link shall be interpreted as no suspension of classes.
- Following the implementation of any class suspension—whether automatic, localized, or declared by the Local Chief Executive—all schools are mandated to accomplish the daily ADM Monitoring form through this link: <https://tinyurl.com/ADMBaguio2025>.

2. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, Division DRRM Coordinator, through cliftone.bangseil@deped.gov.ph.

3. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

SGOD/SMN/DRRM/ckb

