



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

04 August 2025

DIVISION MEMORANDUM

No. **392** s. 2025

**TIMELY SUBMISSION OF CLASS SUSPENSION REPORTS AND
STRENGTHENED INFORMATION COORDINATION**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors (PSDS) / Principals In-Charge of the District
(PIDs) / Head Teacher In-Charge of the District (HTID)
Senior / Education Program Specialists
School Heads (SHs) of Public and Private Elementary, Secondary and Integrated
Schools
All Others Concerned

1. Attached is Regional Memorandum No. 695, s. 2025 titled **Timely Submission of Class Suspension Reports and Strengthened Information Coordination**, which is self-explanatory.
2. To ensure the accuracy of information being communicated to the public and media, please send real-time updates on class suspensions to the District and Division Information Officers Facebook Group Chat (DSMNCs + DIOs SY 2025-26) as soon as the advisory is available.
3. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ
Chief Education Supervisor
School Governance and Operations Division
In-charge of the Division

Enclosure: as stated
Reference: as stated
To be indicate in the Perpetual Index under
the following subjects:

**CALAMITY
CLASSES**

**LEARNERS
REPORTS**

SCHOOLS

/mbggp



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM
No. **695**, s. 2025

JUL 30 2025

**TIMELY SUBMISSION OF CLASS SUSPENSION REPORTS AND
STRENGTHENED INFORMATION COORDINATION**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OASPAEP-2025-037 from **Hon. Cillette Loboro Co, Assistant Secretary, Office of the Public Affairs and External Partnerships** dated July 16, 2025 regarding the Timely Submission of Class Suspension Reports and Strengthened Information Coordination, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: As stated

Reference: Memorandum OASPAEP-2025-037 from Hon. Cillette Loboro Co
To be indicated in the Perpetual Index
under the following subjects:

CALAMITY
CLASSES
LEARNERS
REPORTS
SCHOOLS

WMV/ESSD-RM/Timely Submission of Class Suspension Reports and Strengthened Information Coordination
132/July 21, 2025




Republic of the Philippines
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS AND EXTERNAL PARTNERSHIPS

MEMORANDUM
OASPAEP-2025-037

TO : **Regional Directors**
Schools Division Superintendents

ATTENTION : **Regional Information Officers**
Division Information Officers

FROM : 
CILETTE LIBORO CO
Assistant Secretary
Public Affairs and External Partnerships

SUBJECT : **TIMELY SUBMISSION OF CLASS SUSPENSION REPORTS AND
STRENGTHENED INFORMATION COORDINATION**

DATE : July 16, 2025

In view of the continuing weather disturbances and other incidents affecting school operations, the Public Affairs Service (PAS) is requesting the support of all Regional and Division Information Officers (RIOs and DIOs) in providing timely and complete updates on class suspension announcements within your respective areas.

To ensure the accuracy of information being communicated to the public and media, please send real-time updates on class suspensions to the PAS-RIOs and DIOs Facebook Group Chat as soon as the advisory is available. These updates must include the following information:

- Reason for suspension (e.g., LPA, flooding, power interruption, local holiday)
- Alternative modality adopted, if applicable (e.g., modular, online)
- Name of the city/municipality/province
- Specific schools or levels affected (e.g., Pre-school to SHS, ALS, or all levels)

Kindly coordinate closely with your respective Local Government Units and Disaster Risk Reduction and Management Officers to verify and validate suspension announcements before dissemination.

We emphasize the importance of accurate and consistent communication with the public, especially during emergency situations. The support of the RIOs and DIOs is crucial in helping DepEd manage public expectations and ensure learner safety.

For your guidance and immediate compliance.

Thank you.



2nd Flr. Rizal Bldg., DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 8631-8493



DepEd Philippines



@depdphilippines



@DepEd_PH



www.dep.gov.ph