



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 053, s. 2019

TO: Assistant Schools Division Superintendent
Division Chiefs
School Governance and Operations Division
Curriculum and Implementation Division
Section Heads
Public Elementary and Secondary Schools
All Others Concerned

FROM: **JESNAR DENIS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent

SUBJECT: Security Measures in the Offices and Schools

DATE: February 27, 2019

1. Pursuant to the Regional Memorandum No. 93, s. 2019, this Office directs all schools to impose strict security measures effective immediately.
2. All personnel shall submit to the security guards / school watch officers for inspection. Bags and other items brought into the offices and schools shall be subjected to visual inspection by the security guard/s or school watch officer/s on duty
3. The security guard/s or school watch officers on duty shall conduct visual inspection of bags and other items carried by employees, guests, or visitors.
4. The plate numbers of vehicles entering the vicinities of offices and schools, names of the drivers, passengers, purpose of visit/business shall be recorded in the logbook at the guard house. Schools without perimeter fence shall designate an area as guard house to apprehend incoming guests / persons who wish to enter school premises.
5. The visitors shall be accommodated in the designated visitors' waiting area before they will be allowed to transact business inside the school premises.



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6. The official/personnel to be visited shall be informed before the visitors are allowed to enter the office/school.
7. Employees who have endangered their lives due to personal quarrels/or for work-related reasons should inform their immediate chief/head/school principal and security personnel or school watch officers on duty.
8. For information and compliance.



DepEd X
Cagayan de Oro City

February 6, 2019

REGIONAL MEMORANDUM
No. 93, s. 2019

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RELEASED

SECURITY MEASURES IN THE OFFICES AND SCHOOLS

To : **Schools Division Superintendents**
This Region

1. With the recent incident of bombings and killings, this Office directs all schools division offices (SDOs) to impose strict security measures in all DepEd offices and schools in the region.
2. All personnel shall submit to the security guards/school watch officers for inspection. Bags and other items brought into the offices and schools shall be subjected to visual inspection by the security guard/s or school watch officers on duty.
3. The security guard/s or school watch officers on duty shall conduct visual inspection of bags and other items carried by employees, guests, or visitors.
4. The plate numbers of vehicles entering the vicinities of offices and schools, names of the drivers, passengers, purpose of visit/business shall be recorded in the logbook at the guard house. Schools without perimeter fences shall designate an area as guard house to apprehend incoming guests/persons who wish to enter school premises.
5. The visitors shall be accommodated in the designated visitors' waiting area before they will be allowed to transact business inside the office/school premises.
6. The official/personnel to be visited shall be informed before the visitors are allowed to enter the office/school.
7. Employees who have endangered their lives due to personal quarrels/ or for work-related reasons should inform their immediate chief/head/ school principal and security personnel or school watch officers on duty.
8. For information and compliance.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director

The LEARNER: The heart of DepEd Region X



To be indicated in the Perpetual Index
 under the following subjects:
 EMPLOYEES OFFICIALS TEACHERS
 SCHOOL PROGRAMS ACTIVITIES

- Security Measures in the Offices and Schools

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