




Republic of the Philippines
Department of Education
REGION I

JEPED REGIONAL OFFICE I

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BY:  03434

Office of the Regional Director

REGIONAL MEMORANDUM
No. **183**, s. 2020

**SECURITY OF VITAL FACILITIES/STRUCTURES IN THE SCHOOLS AND
DIVISION OFFICES**

To: Schools Division Superintendents
Schools Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With extension of the Enhanced Community Quarantine (ECQ) and in view of reports of theft in some schools, these guidelines on Security of Vital Facilities/Structures in the Schools and Division Offices are hereby instructed for information and compliance of all concerned.

2. The human infrastructure (teachers, learners and employees) have been secured and movements have been limited and that school/office facilities and structures are left unattended for longer time. The vital structures require special protection and security, that should be considered as physical threats such as but not limited to:

- Environmental conditions (e.g., extreme temperatures, high humidity, heavy rains, and lightning.)
- Intentional acts of destruction (e.g., theft, vandalism, and arson).
- Unintentionally destructive acts (e.g., spilled stocks of liquid, leakage of water system and unplugged appliances).

3. As applicable to the context of SDOs and schools, the following measures should be implemented:

- a) Fencing and gates: Fencing is the first layer of security of all schools and offices. Access points/gates are secured through manually opened with a heavy-duty padlock and key is kept by the utility personnel, the principal and the DRR coordinator.
- b) Exterior lighting: Exterior lighting should be strategically placed throughout the facility and to emphasize the gate/guard post. This may deter as well as aid in the monitoring of the CCTV system (if there's any).

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- c) CCTV: It is not overemphasized the importance of the device as a deterrent and recorder of events and persons in case there is intrusion. If it is possible to connect and sync with any of the three key persons with the keys, it must be considered for regular monitoring of the facility.
- d) Security Guards: Security guards should be deployed and or activated especially during nighttime if it is not possible for a 24/7 active service. The security guards shall manage the control of the lighting facility (on/off switching).
- e) Community/stakeholder support: In securing vital facility, the community support is important most especially those living around the perimeter of the school. They should be tap and or oriented on their possible role to secure the school/office facility.
- f) Law enforcement support: With a strong partnership with local law enforcement groups such as Barangay officials/tanods and police officers for foot patrols and proactive dispatch of the school/office facility is very important.

4. All concerned officials shall adopt and implement a security plan or system to secure all important vital facilities/structures, materials, equipment and documents in their respective schools and offices. With the special arrangement of having the work from home and maintaining the skeletal force, this concern shall be taken into consideration.

5. All school officials are also enjoined to adhere to DILG Memorandum Circular No. 2020 – 062, par. 5, sec. 5.1.10 titled, “SUPPLEMENTARY LGU GUIDELINES ON THE IMPLEMENTATION OF ENHANCED COMMUNITY QUARANTINE IN LUZON AND STATE OF PUBLIC HEALTH EMERGENCY IN OTHER PARTS OF THE COUNTRY TO THE COVID-19 THREAT.”

6. A Compliance Report shall be submitted/posted online through the different group chats of the Regional Office: RO1 MANCOM, viber or RO1 MANCOM on messenger or at R1 SGOD Chiefs messenger accounts.

7. For widest dissemination and compliance.


TOLENTINO G. AQUINO
Director III
Officer-In-Charge
Office of the Regional Director

To be indicated in the Perpetual Index
under the following subjects:

FACILITIES
SAFETY EDUCATION
SCHOOLS