



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

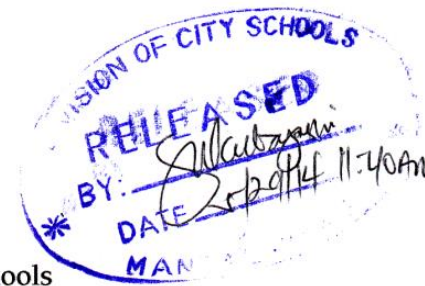


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RUSH
May 29, 2014

MEMORANDUM TO:

Assistant Schools Division Superintendent
Education / District Supervisors
Principals, Public Elementary and Secondary Schools



This has reference to the attached Regional Memorandum dated May 20, 2014 on the briefing up of School Security Administration on the opening of classes on June 2, 2014 to ensure the security and safety of our children.

You are hereby informed that all security guards/personnel whether they are casual, temporary, job order nationally/locally hired are instructed to report to the **Highway Hills Integrated School Gymnasium on May 30, 2014 at 8:00 a.m.** for the first (1st) batch and **1:00 p.m.** for the second (2nd) batch for half-day seminar orientation. Attached herewith are the numbers of participants in each schools in two (2) batches. Principals are likewise advised to see to it that participants in the morning session are those guards on duty in the afternoon / evening and vice-versa.

All Principals are advised to provide free snacks to their participants/security guards. Other incidental expenses relative to the conduct of this seminar/orientation will be shouldered by Maintenance and Other Operating Expenses (MOOE) of the Division Office.

For your information and compliance.


EVANGELINER LADINES, CESO VI
Schools Division Superintendent

SCHOOL GUARD DETAILED IN DIFFERENT SCHOOLS

SCHOOL	1 st Batch	2 nd Batch	TOTAL
	8:00 – 12:00 a.m.	1:00 – 5:00 p.m.	
DIVISION OFFICE	0	1	1
ABIS	5	5	10
ATRES	1	1	2
AHIS	5	5	10
BJNHS	4	4	8
CMSHS	4	4	8
DBYES	2	1	3
DPCGES	4	4	8
ERIS	9	8	17
FPJES	2	3	5
JFMS	1	0	1
HES	3	3	6
HHIS	4	3	7
IBIS	5	4	9
ILIS	5	5	10
MES	6	5	11
MHS	4	4	8
MPNAG	8	7	15
NDFES	7	5	12
PES	4	4	8
PPCES	5	5	10
RLES	2	2	4
PHES	3	3	6




Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

Department of Education
National Capital Region
RECORDS AND PUBLICATION UNIT

RELEASED

By: _____
Date: MAY 26 Time: 16:00
2014

MEMORANDUM

FROM : 
LUZ S. ALMEDA
Director IV

TO : SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT : ONE DAY ORIENTATION SEMINAR ON SCHOOL SECURITY ADMINISTRATION

DATE : MAY 20, 2014

1. As part of the preparations for the school opening on June 2, 2014, the Schools Divisions are advised to conduct a One Day Orientation Seminar on School Security Administration of all Nationally Paid Security Guards and Other Assigned Security Personnel in all public elementary and secondary schools preferably before the start of classes to ensure the security and safety of the children.
2. The activity aims to:
 - a. provide deeper understanding/knowledge on proper security management and decorum in the workplace
 - b. improve basic communication skills of security personnel
 - c. orient them on localized/ school security policies
3. A report on the conduct of the said activity shall be submitted to this Office (Attn.: Administrative Division) on or before June 6, 2014.
4. Expenses incident to this seminar shall be charged to local funds subject to existing accounting and auditing rules and regulations.
5. For compliance.

