

REPUBLIKA NG PILIPINAS  
Republic of the Philippines  
KAGAWARAN NG EDUKASYON  
Department of Education  
MAYNILA  
Manila

TANGGAPAN NG KALIHI  
Office of the Secretary

November 4, 1971

DEPARTMENT ORDER  
No. 22, s. 1971

CREATION OF A DEPARTMENT COMMITTEE  
ON SECURITY

To: The Director of Public Schools  
The Director of Private Schools  
The Director of Vocational Education  
The Administrative Officer, O.S.E.

1. Events during the past few years indicate the imperative need for the improvement of security measures in the main compound of the Department of Education. The loss of valuable equipment and supplies have almost become a common occurrence necessitating the adoption of stringent measures to prevent further losses.

2. Far more important than physical security is the need for upgrading the effectiveness of the security unit in the performance of its duties. Being recruited from the rank and file of employees in the bureau and offices under the Department, the majority of the security guards lack the training and discipline normally required of men charged with the delicate functions of securing property and personnel in the Department compound. The need for improving their efficiency is, therefore, obvious.

3. In view of the foregoing, there is hereby created a Department Committee on Security composed of the following:

Atty. Ant6nio Du6l6o, B.Pr.S. - - - Chairman  
Atty. Teodoro Quinh6, B.P.S. - - - Member  
Mr. Orlando P. Gonzaga, B.V.E. - - - Member  
Mr. Baldomero C. Aromin, O.S.E. - Member and  
Executive Secretary







The Committee shall have the following functions:

- a. To take such steps and adopt such measures as are absolutely necessary to improve the physical security of the Department of Education compound such as the construction, repair, or reinforcement of openings in existing buildings or offices, fences, and of lighting facilities with a view to insuring the safety of valuable properties and equipment therein;
- b. To look after the needs of the Security Unit in terms of needed supplies and equipment and facilities, provide opportunities for further training, improve upon the security measures being undertaken by the officer-in-charge thereof, investigate reports of incidents submitted by the Security Unit and recommend appropriate action thereon, and finally to hear complaints and adopt such disciplinary measures as may be considered necessary to insure proper conduct of each individual member of the Security Unit with the aim in view of insuring their effectiveness as a whole unit. For this purpose, the Committee shall promulgate a Code of Conduct for the Security Unit which shall, in addition to existing rules and regulations governing government personnel, be the basis of determining the charges against erring personnel.
- c. To recommend for appropriate action measures which the Committee deems as necessary for immediate implementation and to submit for review and approval disciplinary action on erring personnel of the Security Unit after due process.

4. Mr. Baldomero C. Aromin, as Executive Secretary of the Committee, shall maintain close liaison with the Security Unit and shall keep the Secretary of Education well-posted on all developments involving matters of security and the actions or decision taken by the Committee.

5. The cooperation of all officials in all Bureaus and offices in the Department of Education, who, by reasons of their functions, can act upon the recommendation of the Committee on Security as approved by this Office, is hereby desired.

6. This Department Order takes effect November 16, 1971.

(SGD.) JUAN L. MANUEL  
Acting Secretary





