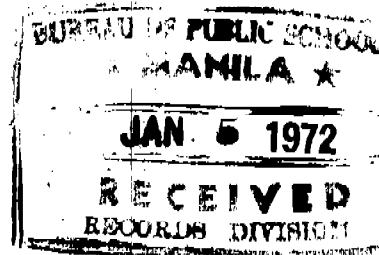


REPUBLIKA NG FILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education
Manila



TANGGAPAN NG KALIHIM
Office of the Secretary

December 10, 1971

Department Order
No. 25, s. 1971

GUIDELINES ON SECURITY MATTERS
WITHIN THE DEPARTMENT OF EDUCATION COMPOUND

To All Bureau Directors
And Heads of Offices

1. The need to standardize procedures relative to security matters within the Department of Education Compound has dramatically been demonstrated on several occasions involving not only security guards but also chiefs of division or units concerning losses of equipment due to robbery or theft.

2. The following steps herein enumerated are intended to serve as guidelines in the event of loss of any government equipment or other valuable items and the like. It is the duty of the division or unit chief and the personnel under him to see to it that the area of the loss be secured and undisturbed before police investigators shall have looked into the matter. The purpose of this precautionary measure is to preserve whatever clues might be lying around for the police investigator to gather.

a) Upon discovery of the loss, the Chief of Division or Unit shall report the matter to the Manila Police Department; the same report should immediately be made to any of the officers indicated in Guideline No. 2 (b) hereof

b) The following officers are designated by the Secretary of Education to take charge of security matters within the compound:

Atty. Antonio G. Dumlao, Chairman, Department Committee on Security, Chief Legal Officer of the Bureau of Private Schools, Bldg. 11; Tel. No.: 49-28-62, PLDT



Atty. Teodoro C. Quinio, Member, Department Committee on Security, Chief Legal Officer of the Bureau of Public Schools, Bldg. 8; Tels.: PLDT 49-28-69 & GTS 22-24-97

Mr. Orlando P. Gonzaga, Member, Department Committee on Security, Administrative Officer of the Bureau of Vocational Education, 2nd Flr., Bldg. B; Tel.: PLDT 47-59-39

Mr. Baldomero C. Aromin, Member, Department Committee on Security, Officer-in-Charge of the Security Unit, Personnel Officer I of the Office of the Secretary of Education, 2nd Flr., Bldg. 10; Tels.: GTS 22-30-70 and PLDT 48-11-46

Mr. Benedicto Arando, Acting Chief Security Officer, Office of the Security Unit, main lobby;

Mr. Antonio Jusayan, Acting Assistant Chief Security Officer, Office of the Security Unit, main lobby

c) It shall be the duty of these officers to determine the loss immediately and to coordinate with the representatives of the Manila Police Department in pinpointing responsibility for the loss. The above-named officers, particularly the Acting Chief Security Officer and/or his Assistant, shall conduct separate administrative investigation on the reported theft or robbery and may, if necessary, request the attendance of any witness who may have knowledge of the incident.

d) The Chief Security Officer or his Assistant shall complete the investigation and submit a report thereon within one week from the date of receipt of the report of loss to the Department Committee on Security. The Committee will evaluate the report together with whatever evidence available preparatory to taking any appropriate action.

e) All division and unit chiefs are strongly urged to take precautionary measures to secure their respective offices against possible theft or robbery. In this connection, any employee who desires to work on official matters after office hours shall be given permission by his immediate chief for the purpose. The security guards are authorized to enter the offices to inquire on the authority of the employees staying in the room after office hours. Employees who are authorized to render overtime service should have a copy of such authority at all times.

In the event that any employee is found within the compound after office hours without authority to stay, he shall be asked by the Officer and/or Security Guards to leave the premises. The Guards shall ask for the Identification Card of the employee, make a note of it, and report the matter to the Department Committee on Security.

3. Vehicle Gate Pass, shall, upon application, be issued to officials and employees of the Department. Application forms may be secured from the above-named officers.

The Pass shall entitle the holder thereof the privilege to park his vehicle within the Department of Education Compound subject to certain rules and regulations.

All vehicles, public or private, parked or left inside the compound during the night should be made known to the Chief Security Officer so that proper precautionary measures could be taken to avoid any untoward incident.

4. Identification Cards shall be issued to every employee at the division level and below. The ID Card shall be signed by the Director or Assistant Director of the Agency concerned. When warranted by circumstances, the Security Guards will request the employee to show his ID Card.

5. The foregoing measures are intended to minimize, if not eradicate, incidents involving the loss of equipment and other valuable items. They are also measures to safeguard our personnel from physical harm and to protect government properties from fire and other disasters.

This Order shall take effect immediately.

ORIGINAL SIGNED
JUAN L. MANUEL
Acting Secretary

