



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 23, 2026

**OFFICE MEMORANDUM**  
AD-2026- **302**

**STRENGTHENING OF OFFICE SECURITY AND SAFETY MEASURES**

To: Functional Division Chiefs  
Section and Unit Heads  
All Others Concerned

1. To ensure the safety, security, and protection of all employees, clients, visitors, and government properties within the Regional Office premises, this Office hereby directs the strict implementation of the following security and access control measures effective immediately:

- **Mandatory Security Screening**  
All employees, visitors, clients, service providers, and other individuals entering the office premises shall undergo security inspection using handheld metal detectors. Refusal to undergo inspection shall be a ground for denial of entry. All types of deadly weapons are strictly prohibited at the office.
- **Vehicle Inspection and Passenger Verification**  
All vehicles entering the office premises shall be subjected to inspection by the security personnel using appropriate security measures, including the use of metal detectors as necessary. Security Guards shall verify passengers and conduct visual inspection of vehicles prior to entry.
- **Strict Implementation of “No Sticker, No Entry” Policy**  
Only vehicles with authorized and valid office-issued vehicle stickers shall be allowed entry into the office premises, subject to existing office policies and visitor procedures.
- **Mandatory Wearing of Identification Cards (IDs)**  
All employees shall always wear their official office identification cards visibly while inside the office premises. Visitors and clients shall be issued visitor’s passes and shall wear the same throughout the duration of their visit.
- **Strict Visitor Recording and Registration**  
Security personnel shall ensure that proper recording and registration of visitors are always observed. All visitors shall register in the official visitor’s logbook or designated electronic system indicating their name, office/person to visit, purpose of visit, time-in, and time-out prior to entry.

- **Inspection of Bags and Packages**

Security personnel are authorized to conduct inspection of bags, parcels, and other items entering and exiting the premises whenever necessary.

- **Regular Security Roving and Monitoring**

Security Guards shall conduct regular and continuous roving throughout all areas of the DepEd Regional Office VIII compound to maintain visibility and promptly identify potential security concerns. Attention shall be given to the back portion of the compound and other less visible areas to prevent unauthorized access and ensure continuous monitoring.

- **Monitoring of Restricted Areas**

Access to sensitive and restricted areas such as records rooms, storage facilities, and other controlled areas shall be limited to authorized personnel only.

- **Enhanced CCTV Monitoring and Incident Reporting**

Continuous monitoring of CCTV systems shall be observed. Any suspicious activity, unattended items, lost and found items, unauthorized presence, or security concern shall be documented and reported to the Administrative Division immediately.

- **Emergency Preparedness and Response**

All offices shall remain prepared for emergency situations and support the conduct of security and emergency response activities as may be required.

2. For immediate and strict compliance.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Regional Director 



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