



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 19 2023

MEMORANDUM

No. 113, s. 2023

GUIDELINES ON THE USE OF CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEM IN SCHOOL

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals / OICs
All Others Concerned

1. This Office announces the Guidelines on the use of Closed-Circuit Television (CCTV) system in school
2. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl.: As stated

References: As stated

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

SAFETY EDUCATION COMMUNICATIONS

ELK/DM/Guidelines on the Use of Closed-Circuit Television (CCTV) System in School
113 /May 17, 2023

NUM-2023-113



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SCHOOLS DIVISION OFFICE – MUNTINLUPA GUIDELINES ON THE USE OF CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEMS IN SCHOOL

OBJECTIVE

Establish guidelines on the utilization of the CCTVs in the Schools Division Office and the twenty-eight (28) public schools in Muntinlupa, in ensuring the security of the school facilities with due regard to the privacy and individual rights of all students and personnel, promoting security, crime prevention and upholding public safety.

RATIONALE

This outlines the requirements relating to the design, installation and responsible management and use of closed-circuit television (CCTV) systems in Division of Muntinlupa Schools. Schools must implement and operate CCTV systems in accordance with this policy.

The installation and use of CCTV systems within schools will support and enhance a school's ability to provide a safe and secure school environment for students, personnel, and visitors. Nevertheless, schools must ensure that privacy is of paramount importance in the installation and use of CCTV systems.

Installation of CCTV systems on school grounds can support schools and the Department by:

1. Acting as deterrent and reducing the likelihood of vandalism and theft.
2. Deterring misconduct and inappropriate behavior.
3. Helping to verify incidents on school grounds to support an evidence-based response.
4. Reassuring students, personnel and visitors that they are protected when on school grounds.

INSTALLATION AND USAGE

1. The installation of CCTV in schools must be approved by the Schools Division Superintendent and School Head.
2. The School Head shall identify the location of the camera and its viewing coverage and subsequently inform the installation team subject to the approval of the Schools Division Superintendent.



3. The School Head and CCTV focal person (preferably ICT Coordinator) shall maintain and secure all the CCTV equipment (camera, VCR and other CCTV equipment).
4. Requests for CCTV viewing may only be allowed upon approval of the Schools Division Superintendent.
5. The principal is responsible in ensuring that the CCTV system is managed and operated in accordance with this policy.
6. The number of days for system retention of footage is Twenty-eight (28) days.

PROHIBITED ACTS

1. Schools are not permitted to change the location of the Camera or use the equipment in any other purpose without written approval from the Schools Division Superintendent.
2. CCTVs are not allowed to be installed in the following areas: inside toilet area, change rooms, dressing rooms, showers and other areas where individual privacy may be violated.
3. Footage viewing without prior written authorization from the Schools Division Superintendent except in urgent circumstances.

RULES FOR VIEWING CCTV FOOTAGE (3RD PARTY REQUEST)

1. Requests for viewing must be in writing, addressed to the Schools Division Superintendent and officially endorsed by the school concerned.
2. Once approved, only the operator in charge at the Command Center may access the requested footage. Once available, notice of viewing schedule will be given to the requestor. Actual viewing shall be made at the Command Center.
3. During viewing, taking of still photos, audio or video recording or any other modes of recording shall not be allowed.
4. Administrative investigations. Use of CCTV footage for purposes of an administrative investigation may be allowed. The requesting party must provide sufficient proof of the investigation being conducted or the pending complaint before an administrative body.
5. Requests for recorded footage/clips may only be disclosed to law enforcement agencies by virtue of a court order (subpoena, writs, etc.) where required or permitted by law and when required by court.

Schools may contact the Command Center or Legal Office for further advice on when it may be appropriate and lawful to show students, parents or staff a CCTV footage.



RESPONSE AND RETENTION

Once the Command Center is notified in writing that a request for access is or will be made, the pertinent CCTV footage shall be taken out of the coverage of the usual retention period to enable the same to be saved and accessed.

If the CCTV footage has not been accessed or used in the ways set out on page 2 above and there has been no request to view or otherwise access the footage, the footage may be deleted after 28 days

MAINTENANCE AND REPORTING

Principals, through their CCTV focal, are tasked to monitor the management of their CCTV System for possible issues. Where system issues are discovered, schools are encouraged to engage an approved contactor which is UPLINK to rectify these issues and inform the Division Command Center through the incharge Mr. Eduardo L. Kondo, PDO II, DRRM and Ms. May Borjal L. IT Officer I.

Please be guided accordingly.

Prepared by:


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MAY L. BORJAL
IT Officer I


ERNESS FAITH J. REGACHO
Attorney III

Approved:


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Reference:

- 1. National Privacy Commission (NPC) NO. 2020-04," GUIDELINES ON THE USE OF CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEMS".