



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

APR 21 2026

MEMORANDUM

**IMPLEMENTATION OF PROJECT SAFE: PREVENTIVE MEASURES AGAINST SCHOOL VIOLENCE AND OTHER THREATS TO LEARNER SAFETY AND SECURITY**

To: 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. Pursuant to DepEd Order No. 40, s. 2012 – DepEd Child Protection Policy, DepEd Order No. 55, s.2013 – Implementing Rules and Regulations of Republic Act No. 10627, Otherwise Known as The Anti-Bullying Act of 2013, DepEd Order No. 33, s. 2021 – School-Based Disaster Preparedness and Response Measures, DepEd Order No. 007, s. 2024 – Revised School-Based Management System, and DILG Memorandum Circular No. 2025-072 – Deployment of Barangay Tanods in DepEd Schools, and in the light of incidents involving school-based violence, this Office hereby launches and implements PROJECT: S.A.F.E. (Safety Awareness For Education). These initiatives serve as the Division's harmonized framework for school safety, integrating national policies, community partnerships, and preventive measures to ensure the protection and welfare of the learners, both teaching and non-teaching personnel.
2. **Project S.A.F.E.** (Safety Awareness for Education) aims to:
  - a. Establish a culture of safety and security in all schools under the Department of Education by promoting physical and psychological protection, increasing awareness of risks and preventive actions, serving the entire school community, and integrating safety measures into teaching, learning, and school management practices.
  - b. Reinforce collaborative efforts among schools, parents, barangays, LGU, and Law enforcement agencies to promote safe learning environments.
  - c. Ensure readiness in instances security threats, natural hazards, and emergencies through preventive and responsive measures.
3. To achieve these objectives, all schools shall strictly implement the following:
  - a. Encourage all learners to participate in the implementation of an efficient inspection.
  - b. Conduct inspections at designated entry points using metal detectors and wooden sticks; bare-hand frisking is prohibited.

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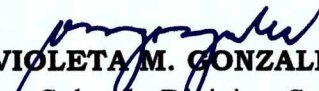
- c. Coordinate with barangay officials in accordance with DILG MC No. 2025-072 for traffic management flow, perimeter patrols, and security assistance.
  - d. Post visible permanent signage, banning firearms, bladed weapons, dangerous drugs, alcohol, tobacco/vaping products, and pornographic materials.
  - e. Controlled entry and exit points – regulate access for visitors through logbooks, ID verification, and visitors' passes.
  - f. Ensure guards or designated staff are visibly stationed during school hours, especially during arrival and dismissal time.
  - g. Implement zero-tolerance policies for bullying, discrimination, gang-related activities, and any form of violence.
  - h. Maintain and regularly update school contingency plans for hazards and emergencies.
  - i. Conduct regular fire, earthquake, and lockdown drills with the School DRRM Team and community partners.
  - j. Provide psychosocial support services such as psychological first aid and implement learners' well-being programs.
4. All schools are directed to conduct Parents' Orientation on Project SAFE together with Barangay Officials during card giving. The Orientation must cover the following:
- a. Project SAFE overview and objectives
  - b. School security protocols and prohibited items
  - c. Roles of parents and community in maintaining safety
  - d. Reporting channels for incidents and threats.
5. In line with this, and to ensure uniform documentation and monitoring, all Schools are required to submit the following compliance documents, as outlined in Annex B and Annex C, compiled in a folder (Red Tag), to the School Division Office – Office of the Social Mobilization and Networking Unit after the orientation during the Brigada Eskwela and first quarter grading period assembly.
6. This initiative is part of the Schools Division Office's broader efforts under the DRRM framework to ensure that schools are safe, secure, and resilient on campus and beyond.
7. Expenses incurred in the conduct of this activity may be charged to the school. MOOE allocations for DRRM PPAs, subject to the usual accounting and auditing rules and regulations.
8. In recognition of the additional efforts required for the implementation of this directive, teaching and non-teaching personnel who conduct orientation activities on weekends shall be entitled to service credits and compensatory time-off (CTO), in accordance with the existing Civil Service Commission (CSC) and DepEd policies. Schools must ensure that these entitlements are properly documented and has compiled the necessary procedures.



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9. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SAFETY EDUCATION

COMMUNICATIONS

SCHOOL SAFETY

CHILD PROTECTION

ELK/DM/IMPLEMENTATION OF PROJECT SAFE: PREVENTIVE MEASURES AGAINST SCHOOL VIOLENCE AND OTHER THREATS TO LEARNER SAFETY AND SECURITY

172 /April 20, 2026

UN-2026-172



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**Annex A**

**SAFETY AND SECURITY PLAN IN SCHOOLS  
(Project S.A.F.E.: Safety Awareness for Education)**

**I. PURPOSE**

This document outlines the detailed safety and security protocols to be implemented in all public schools, including elementary and secondary schools, under the Schools Division Office of Muntinlupa. It serves as the operational framework of Project S.A.F.E., ensuring the creation of safe, secure, inclusive, and learner-centered school environments by preventing, mitigating, and responding effectively to threats, hazards, and other emergencies.

**II. LEGAL BASES**

The implementation of these protocols is anchored on the following laws, orders, and issuances:

- Republic Act No. 7610 (Special Protection of Children Against Abuse, Exploitation, and Discrimination)
- Republic Act No. 9344 (Juvenile Justice and Welfare Act)
- Republic Act No. 9165 (Comprehensive Dangerous Drugs Act of 2002)
- Republic Act No. 10591 (Comprehensive Firearms and Ammunition Regulation Act)
- Republic Act No. 9516 (An Act Further Amending the Provisions of Presidential Decree No. 1866 or Codifying the Laws on Illegal/Unlawful Possession, Manufacture, Dealing in, Acquisition or Disposition, of Firearms, Ammunition or Explosives or Instruments Used in the Manufacture of Firearms, Ammunition or Explosives, and Imposing Stiffer Penalties For Certain Violations Thereof and for Relevant Purposes)
- Republic Act No. 10173 (Data Privacy Act of 2012)
- DepEd Order No. 49, s. 2006 (Revised Rules of Procedure of the Department of Education in Administrative Cases)
- DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy)
- DepEd Order No. 55, s. 2013 (Implementing Rules and Regulations of R.A. No. 10627 otherwise known as the Anti-Bullying Act of 2013)
- DepEd Order No. 18, s. 2015 (DepEd Guidelines and Procedures on the Management of Children-at-Risk (CAR) and Children in Conflict with the Law (CICL))
- DepEd Order No. 32, s. 2019, (National Policy Framework on Learners and Schools as Zones of Peace)
- DepEd Memorandum No. 39, s. 2023
- Regional Memorandum No. 238, s. 2020 (“Regional Safeguarding Standards During Online Interaction with Learners”) and Regional Memorandum 159, s. 2020 (“Reiterative Guide on the Utilization of Social Media and Social Network Accounts for all DepEd NCR Employees”)



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### III. **GENERAL SAFETY AND SECURITY MEASURES**

#### 1. **Bag Inspection Protocol**

##### A. **Bag Inspection in Schools**

##### 1. **Procedure for Bag Inspection**

Bag inspection shall be conducted using any of the following:

###### 1.1 **Use of full body and/or bag scanner**

1.1.1 Learners, school personnel, parents/ guardians, and visitors are required to present their bags and other items to the full body and/or bag scanner, for inspection of the designated security personnel by the School Head.

###### 1.2 **Use of handheld metal detectors**

1.2.1 Learners, school personnel, parents/guardians, and visitors are required to present their bags and other items for inspection to the designated security personnel using a handheld metal detector.

1.2.2 Schools shall observe separate line/s for male and female for bag inspection and body scan (male personnel for male learners & female personnel for female learners).

1.2.3 Schools with insufficient space for queuing outside/waiting area can conduct entry inspection per building or in the quadrangle before entering the classroom. Inspection can be done by designated teachers, grade leaders, and/or head teachers (preferably those with no 1<sup>st</sup> subject classes). If necessary, the assistance of the SPTA Officers/Board Members can be requested.

###### 1.3 **Using search stick**

1.3.1 Schools may conduct their bag inspection using search sticks wherein learners, school personnel, parents/guardians, and visitors are required to present their bags and other items for inspection to the designated security personnel.

1.3.2 Schools shall observe separate line/s for male and female for bag inspection and body scan (male personnel for male learners & female personnel for female learners).

1.3.3 Schools with insufficient space for queuing outside/waiting area can conduct entry inspection per building or in the quadrangle before entering the classroom. Inspection can be done by designated teachers, grade leaders, and/or head teachers (preferably those with



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no 1<sup>st</sup> subject classes). If necessary, the assistance of the SPTA Officers/Board Members can be requested.

## 2. Response Mechanisms for Bag Inspection

### 2.1 For Learners

#### 2.1.1 Unnecessary articles and substance (e.g. screwdriver, solvent, pornographic materials, gambling paraphernalia, vape, cigarette, liquor, lighter, brass knuckles, and the like)

2.1.1.1 The designated security personnel shall confiscate the item/s found upon entry and issue a confiscation slip to the learner.

2.1.1.2 The designated security personnel shall report the incident and surrender the confiscated item to the School Discipline Officer, using the Confiscation Slip.

2.1.1.3 The School Discipline Officer shall inform the class adviser to invite the parent for conference and claiming of the item/s depending on its nature.

2.1.1.4 Disciplinary action/proceeding shall commence, if applicable.

#### 2.1.2 Illegal Drugs, Firearms, Ammunitions, Explosives, and Bladed/Pointed/Blunt Weapons

2.1.2.1 The procedure laid down under DepEd Order No. 18, s. 2015 as regards CICL shall be observed for minor learners caught in possession of the above articles.

2.1.2.2 For learners who are above 18 years old, the incident shall be reported directly to law enforcement authorities.

### 2.2 For School Personnel

2.2.1 School personnel are strictly prohibited to bring unnecessary articles and substances, (e.g., screwdriver, solvent, pornographic materials, gambling paraphernalia, vape, cigarette, liquor, lighter, brass knuckles, and the like) otherwise, they shall be denied entry.

2.2.2 School personnel found in possession of illegal drugs, firearms, ammunitions and explosives shall be denied of entry and shall be reported to police authority by the school head.

### 2.3 For Visitors

2.3.1 The designated security personnel shall record the incident and the unnecessary articles and substance (e.g., screwdriver, solvent, pornographic materials, gambling paraphernalia, vape, cigarette, liquor, lighter, brass knuckles, and the like) found.



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- 2.3.2 Visitors shall surrender the unnecessary tools and substances found to the designated security personnel before allowing entry. Refusal to surrender items, the said visitor shall be denied entry.
- 2.3.3 Visitors found in possession of illegal drugs, firearms, ammunitions and explosives shall be denied of entry and shall be reported to police authority by the school head.

### **3. Bag Search Within the School Premises**

- 3.1 A full bag search shall be conducted for a learner or group of learners inside the school premises upon reasonable suspicion that they may be in possession of prohibited items.
- 3.2 In cases where there is reasonable suspicion that personnel or visitors may be carrying prohibited items, security officers will escort them back to the guard house at the point of entry. A thorough inspection of their bags and belongings will be conducted. Should they refuse the search, they will not be permitted to re-enter the school premises.

#### **3.3 Protocol for Full Bag Search**

- 3.3.1 The School Discipline Officer/teacher/ school personnel shall discreetly inform and escort the learner to carry his/her bag and other personal effects to the Office of the Principal.
- 3.3.2 Upon arrival in the Office of the Principal, the learner shall be informed that a bag search needs to be conducted. The Guidance Counselor/guidance teacher/ guidance designate shall be present during the search.
- 3.3.3 The learner shall open his/her bag in front of authorized personnel for checking. Authorized personnel shall only visually scan the contents of the bag (avoid touching or rummaging through the learner's personal belongings).
- 3.3.4 If items are stacked in a way that obstructs the view, the learner may be asked to move or take out items to allow full visual inspection.
- 3.3.5 If prohibited items are found, the case shall be treated in accordance with the disciplinary measures stated in these Guidelines.



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**4. Random Routine Bag Search**

- 4.1 Random routine bag search shall be conducted inside the classroom to all grade levels within the school year.
- 1.2 School Heads are directed to submit a Random Routine Bag Search School Plan indicating the schedule, frequency, and the grade levels to the Office of the Schools Division Superintendent (SDS) through the School Governance and Operations Division (SGOD) – Disaster Risk Reduction Management Office (DRRMO).

**2. Deployment of Barangay Tanods**

- a. Coordinate with barangay officials for daily or event-based deployment of Barangay Tanods in the school perimeter.
- b. Ensure their duties include traffic management flow and control, monitoring of entrance and exit points, and assistance during emergencies.

**3. Prohibited Items Signages**

- a. Install visible permanent signage in English and Filipino listing prohibited items (e.g., firearms, knives (modified knife belt, ballpens, and others), dangerous drugs, alcohol, and vaping devices, pornographic materials).
- b. Position signage at all entry points and strategic locations in the school perimeter.

**4. Controlled Entry / Exit Points**

- a. Maintain a single main gate for entry and exit during class hours; other gates must remain locked and monitored
- b. All visitors must log in, present a valid ID, and wear a visitor pass.

**5. Security Personnel Visibly**

- a. Deploy school guards or assigned staff in visible areas during arrival, recess, and dismissal.
- b. Ensure communication devices, such as two-way radios, are available for rapid coordination.
- c. Ensure that the guard on duty will regularly check the school ground perimeter.

**6. Policy Enforcement**

- a. Full implementation of zero-tolerance against bullying, hazing, gang activity, discrimination, and violence.
- b. Activate the Child Protection Committee immediately upon receipt of any related complaint

**7. Localized Safety Plans**

- a. Each school must have a School Safety and Security Plan, including
- b. Risk Mapping of the school perimeter and sounding area.
- c. Evacuation routes and assembly points



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- d. Emergency contact list
- e. Review and update these plans annually.

**8. Emergency Drill**

- a. Conduct an emergency drill on fire, earthquake, and lockdown drill at least once per quarter.
- b. Document the date, time, and participation rate, with photos for records. Provide a copy of the document to the SDO DRRM focal.

**9. Mental Health and Psychosocial Support**

- a. Provide access to guidance counselors or designated mental health focal persons.
- b. Implement with adult supervision, peer-support program awareness campaigns on mental wellness.

**10. Coordination with Law Enforcement and LGUs**

- a. Maintain active communication lines with PNP, BFP, LGUs, and barangay councils.

**IV. REPORTING CHANNELS FOR INCIDENTS AND THREATS**

**1. Immediate In-School Reporting**

- Any student, teaching or non-teaching personnel or staff who observe suspicious activity must report it directly to the School Head or a Designated Safety Officer.

**2. Barangay Coordination**

- Urgent threats must be reported to Barangay Tanods or Peace and Order Committees for immediate intervention.

**3. PNP Assistance**

- Contact the nearest PNP station for situations involving imminent danger or criminal acts.

**4. Schools Division Office Escalation**

- Major safety and security incidents must be reported to the Division DRRM, for infrastructure to the Division Engineer, and Legal Office (Child Protection Committee) within 24 hours using the prescribed Incident Report Form.

**5. Anonymous Reporting Mechanism**

- Schools must maintain at least one anonymous channel (e.g., drop box, hotline, email form) for reporting sensitive incidents.

**6. Emergency Communication Tree**

- Maintain an updated list of all emergency contacts, reviewed quarterly, to ensure quick dissemination of critical information.



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**V. PARENT'S ORIENTATION REQUIREMENT**

All schools must conduct a Parents' Orientation on **Project SAFE** in collaboration with Barangay Officials and other stakeholders as part of the school's initiative to promote a culture of safety and security within the school.

The orientation must cover the following topics for discussion:

- Project SAFE overview and objectives
- School safety and security protocols
- Roles of the parents and community in ensuring safety and security.
- Reporting channels for incidents and threats.

**VI. DOCUMENTARY REQUIREMENTS**

Within (10) ten working days after the orientation, the school must submit:

- a. Narrative Report with date and time, photo documentation.
- b. PTA resolution of support
- c. The attendance sheet was signed by parents and barangay officials present

**VII. FUNDING**

Implementation expenses may be charged to:

- School MOOE
- Canteen funds
- Other Local funds

All subjects to the usual accounting and auditing rules and regulations.



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**ANNEX B**

**SAFETY AND SECURITY PROTOCOL COMPLIANCE CHECKLIST  
PROJECT S.A.F.E. (Safety Awareness for Education)**

**Name of the School:** \_\_\_\_\_  
**School ID:** \_\_\_\_\_  
**District:** \_\_\_\_\_  
**Barangay:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

No.	Safety and Security Measures	Evident	Not Evident	Remarks
1	Bag inspection conducted using metal detectors or wooden sticks (no bare-hand frisking)			
2	Barangay Tanod deployed and log maintained.			
3	Visible prohibited items signage is posted at gates.			
4	Controlled entry/exit points enforced visitors' logs and passes (ID system)			
5	School security personnel are visible during school hours			
6	Parents' Orientation on Project SAFE was conducted during the card giving			
7	Narrative report with date and time, including photos as part of the documentation			
8	SPTA resolution secured and attached			
9	Memorandum of agreement between the school and the barangay			
10	The school safety/security contingency plan is updated			
11	Conducted school drills on earthquakes, fire, lockdown, and others.			
12	Mental Health programs or psychosocial support services are implemented			

**Prepared by:** \_\_\_\_\_ **Approved for Submission:** \_\_\_\_\_ **Vetted by:** \_\_\_\_\_  
School DRRM School Head Public School District Supervisor



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## **Annex C: School Safety and Security Plan**

### **School Safety and Security Plan**

#### **I. Introduction**

The School Safety and Security Plan outlines the policies, protocols, and operational procedures designed to protect all learners, teaching and non-teaching personnel, parents, visitors, stakeholders, and school property. This Plan serves as a reference for implementing safety, order, and security measures within school premises in alignment with the Department of Education (DepEd) policies, national laws, and local government directives.

Its purpose is to ensure a **safe, secure, orderly, and learner-centered environment** that supports the smooth operation of the school and protects lives and property.

#### **II. Legal and Policy Foundations**

This manual is anchored on key DepEd Orders, Memoranda, and national laws, including:

- Republic Act No. 7610 (Special Protection of Children Against Abuse, Exploitation, and Discrimination)
- Republic Act No. 9344 (Juvenile Justice and Welfare Act)
- Republic Act No. 9165 (Comprehensive Dangerous Drugs Act of 2002)
- Republic Act No. 10591 (Comprehensive Firearms and Ammunition Regulation Act)
- Republic Act No. 9516 (An Act Further Amending the Provisions of Presidential Decree No. 1866 or Codifying the Laws on Illegal/Unlawful Possession, Manufacture, Dealing in, Acquisition or Disposition, of Firearms, Ammunition or Explosives or Instruments Used in the Manufacture of Firearms, Ammunition or Explosives, and Imposing Stiffer Penalties For Certain Violations Thereof and for Relevant Purposes)
- Republic Act No. 10173 (Data Privacy Act of 2012)
- DepEd Order No. 49, s. 2006 (Revised Rules of Procedure of the Department of Education in Administrative Cases)
- DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy)
- DepEd Order No. 55, s. 2013 (Implementing Rules and Regulations of R.A. No. 10627 otherwise known as the Anti-Bullying Act of 2013)
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### III. General Principles

1. **Child-Centered Protection** – All safety and security measures prioritize the well-being of learners.
2. **Zero Harm and Zero Tolerance** – The school enforces a zero-tolerance stance against violence, bullying, abuse, and threats.
3. **Collaboration** – Safety is shared among school personnel, students, parents, community members, LGUs, PNP, and emergency responders.
4. **Preparedness and Responsiveness** – The school shall maintain readiness for emergencies via drills, training, and crisis protocols.
5. **Accountability** – All school personnel must uphold safety standards and report violations immediately.

### IV. School Access Control and Visitor Management

#### A. Gate and Perimeter Security

- School gates must remain secure and guarded during class hours.
- Only authorized people may open or close gates.
- Perimeter fences must be regularly inspected for damage or intrusion points.

#### B. Visitor Protocol

- All visitors must:
  - Register in the **visitor logbook**.
  - Present a valid ID.
  - Wear a **visitor's pass**.
  - State the purpose of the visit and contact people.
- Unauthorized people loitering around or inside school premises must be reported immediately.

#### C. Vendor and Outsider Regulation

- Only accredited vendors with school or LGU clearance are permitted.
- Selling structures must be positioned outside school gates unless otherwise approved.

### V. Protection of Learners and Personnel

#### A. Anti-Bullying and Child Protection Measures

- Implement the Child Protection Policy (DO 40, s. 2012) and Anti-Bullying Act IRR (DO 55, s. 2013).
- Maintain a **Child Protection Committee (CPC)** to manage reports, interventions, and case documentation.
- Conduct regular awareness programs for students, parents, and teachers.



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**B. Safe Classroom and School Environment**

- Classrooms must be free of hazards, with clear aisles and properly secure furniture. All Corridors must be free from obstructions.
- Laboratories and workshops must follow safety standards.
- CCTV should be placed in strategic but non-intrusive areas.

**C. Health and Safety Protocols**

- Maintain a fully stocked **school clinic**.
- Ensure the presence of trained first-aiders or safety officers.
- Review safety protocols for communicable diseases, emergencies, and school-wide events.

**VI. Disaster Risk Reduction and Emergency Protocols**

**A. DRRM Structures**

- The School Disaster Risk Reduction Management Team (SDRRMT) must update:
  - School hazard maps
  - Evacuation plans
  - Early warning systems
  - Risk reduction action plans

**B. Mandatory Drills**

- Earthquake drills
- Fire drills
- Lockdown/active threat drills
- Evacuation simulations

**C. Emergency Equipment**

- Fire extinguishers
- First-aid kits
- Emergency lighting
- Two-way radios

**D. Incident Management Response**

1. Immediate reporting
2. Activation of SDRRMT (**School Disaster Resilience Response Management Team**)
3. Evacuation or lockdown
4. Coordination with PNP/BFP/Health authorities and other LGUs' Offices.
5. Incident documentation (logbook)
6. Post-incident review



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## **VII. School Property and Asset Protection**

### **A. Inventory and Asset Management**

- Annual inventory following DO 29, s. 2019.
- Strict issuance and return protocols for equipment.
- Storage areas must remain locked and monitored.

### **B. Theft and Vandalism Prevention**

- Night security guards or barangay patrol coordination (DILG joint Memorandum)
- Proper lighting around the school perimeter.
- CCTV monitoring is available.

### **C. Documentation of Loss or Damage**

- Immediate reporting to the School Head.
- Completion of property loss forms.
- Coordination with DepEd and the barangay for investigation.

## **VIII. Conduct of School Activities**

### **A. On-Campus Activities**

- Activities should undergo risk assessment.
- Crowd control measures must be planned for large gatherings.
- First-aid personnel must be on standby.

### **B. Off-Campus Activities**

Follow the Off-Campus Activities Manual (DO 52, s. 2016):

- Parent consent
- Itinerary approval
- Safety briefings
- Adequate supervision ratio (**2 teachers per classroom size**)

## **IX. Coordination with Stakeholders**

### **A. Barangay and LGU Coordination**

- Involvement in conflict mediation, traffic management, and crowd control.

### **B. PNP Coordination**

- Police visibility during entry/exit hours.
- Campus patrol assistance. (Boy Scouts / ROTC Cadets)



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- Quick response to threats or incidents.

### C. PTA and Community Participation

- Partnerships must align with DO 54, s. 2009.
- PTA is not allowed to interfere in school operations or safety decisions.

## X. Reporting, Documentation, and Accountability

### A. Incident Reporting System

- All incidents must be documented using standard forms.
- Reports must be submitted to the School Head and relevant DepEd offices.

### B. Confidentiality and Data Protection

- Sensitive reports involving minors must be handled confidentially.
- Information sharing shall comply with RA 10173 (Data Privacy Act).

### C. Review and Compliance Monitoring

- Safety and security policies must be reviewed twice a year.
- Audit findings must be addressed within 30 days.

## XI. Standard Operating Procedures (SOPs)

### A. Fire Emergency SOP

1. Activate the fire alarm immediately. (BFP alarm standard)
2. Teachers instruct learners to leave their belongings and line up calmly.
3. Evacuate using designated fire exit routes.
4. SDRRMT Fire Response Team checks rooms (without risking life).
5. Proceed to the designated evacuation area.
6. Conduct headcount and report missing persons to Incident Commander.
7. Coordinate with BFP for clearing operations. (**Note: BFP is the only agency that declares the fires out**)

### B. Earthquake Emergency SOP

1. At the first sign of shaking, perform **Duck, Cover, and Hold**.
2. Teachers ensure students stay away from windows, shelves, and heavy objects.
3. After shaking stops, evacuate in an orderly manner.
4. Avoid passing near electrical posts, trees, or unstable structures.
5. Conduct a headcount at the assembly area.
6. Await clearance from authorities before re-entering buildings.



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**C. Intruder/Active Threat SOP**

1. Initiate lockdown signal (three long bells or public announcement).
2. Teachers lock classroom doors, turn off lights, and keep students quiet and hidden.
3. Stay away from windows and doors.
4. Report on the situation to the Incident Commander if safe.
5. Wait for PNP or security personnel to clear the room.
6. Follow controlled evacuation procedures once the threat is neutralized.

**D. Medical Emergency SOP**

1. Assess the situation and ensure the area is safe.
2. Apply first aid if trained; do not move the injured unnecessarily.
3. Notify School Clinic or Designated First Aider.
4. Call emergency hotlines **I-Response-137-175**, if needed.
5. Inform the School Head and parents/guardians.
6. Document the incident and submit a medical report.

**XII. Annexes**

1. Visitor Log sheet/book
2. Emergency Contact Directory (**Posted**)
3. School Evacuation Map (**Posted**)
4. Incident Report Form Templates
5. Inventory and Property Acknowledgment Receipts

**XII. Conclusion**

This manual provides a comprehensive framework for maintaining a **safe, secure, peaceful, and orderly school environment**. Through shared responsibility and adherence to established policies, the school community ensures that every learner and stakeholder is protected and that school operations remain smooth and uninterrupted.