



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF ANGELES CITY



10 Dec 2024


**DIVISION MEMORANDUM**

No. **475**, s. 2024

To: Assistant Schools Division Superintendent  
Division Chiefs  
Heads of Public Elementary and Secondary Schools

**SCHOOL'S SAFETY AND SECURITY OVER THE HOLIDAYS**

1. The holidays are an opportune time for robbers, burglars, or perpetrators to target empty school buildings. The way in which schools are often left empty for extended periods over the holidays makes them unfortunately subject to theft, vandalism, and arson attacks.
2. The best way of minimizing such risks and attacks is to have appropriate planning, safety, and security measures in place to ensure all empty buildings are kept safe and secured, such as:
  - All windows and doors of classrooms and offices should have appropriate locks that are in good working condition for enhanced safety and security;
  - All schools' external doors and gates should be fitted with tested high security locks;
  - High-value CCTV should be visible from the outside to alarm the robbers, burglars, or perpetrators of the safety and security of the school;
  - Valuable school items should be safely stored in a room with enhanced padlocks, providing improved safety, security, and convenience;
  - All fences around the school site should be inspected to ensure that they're fully intact with no damage and no potential access points for robbers, burglars, or perpetrators;
  - Large or overgrown trees and shrubbery should be trimmed or cut to clear the blind spots on your CCTV coverage and visibly see the robbers, burglars, or perpetrators.
  - School security guards should conduct round-the-clock monitoring and guarantee rapid response to any attempts by robbers, burglars, or perpetrators.
  - Partnerships with the community and public security officials should be strengthened to keep the school safe and secured over the holidays.
3. For information and guidance.

  
**ENGR. EDGARD C. DOMINGO PhD, CESO V**  
Schools Division Superintendent

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