




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-ADMIN-3/6/2024

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elem. And Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

FROM : 
SOCORRO V. DELA ROSA
Schools Division Superintendent

DATE : March 6, 2024

SUBJECT : SAFETY MEASURES IN THE SCHOOLS DIVISION OFFICE

1. As we continue to work together in our respective offices, it is crucial to prioritize the safety and well-being of all our employees. To ensure the efficient use of our parking facilities and to maintain a safe and organized working environment in the Division, this office will implement the following policies and safety protocols:
 - a. Cars and motorcycles owned by SDO Personnel should be parked at the designated areas, in front of the CID and SGOD Office facing the fence/wall in slanting position to avoid crowding of vehicles. No vehicles be placed near the entrance of main building and in the entrance doors of CID, SGOD and Supply Office.
 - b. Private vehicles of clients are allowed to park in the designated area of SDO premises or outside the entrance gate. In some cases, visitors from other agencies (VIP) will be allowed to enter/park in front of the main building.
 - c. Security Guards on duty are required to record the plate number of the vehicle upon entering the office premises.



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- d. Likewise, the office facilities used as playing grounds like basketball court, tennis court, soccer football, etc. by outsiders will be available on Saturdays and Sundays only starting 5:00 AM to 8:00 AM and 4:00 to 6:00 PM only.
- e. The schools who want to use the facilities may ask permission from the Schools Division Superintendent. They may be allowed to use it the whole day of the weekend. They are required to bring garbage bag where to put their trash.

For information and compliance of all concerned is directed.



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