



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

20 JUL 2026

DIVISION MEMORANDUM

No. **309** s. 2026

**ESTABLISHMENT OF THE SCHOOL SECURITY TEAM**

To: Assistant Schools Division Superintendent  
OIC-Office of the Chief Education Supervisors  
Public Schools District Supervisors/OIC of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
District DRRM Coordinators  
All Others Concerned

5. To strengthen the school's capacity to prevent, prepare for and respond to security-related incidents, all schools are directed to establish School Safety and Security Team (SSST). The SSST shall provide a provide a coordinated and systematic approach to managing security risks, ensuring continuity of education and upholding the rights, safety, protection, and well-being of learners at all times.
6. The SSST shall be composed of the School Head as the Incident Commander, Security Team (Guard/Member) as the security lead, Assigned Teachers (Floor/Wing Captains), Non-Teaching/Admin personnel (Communication Liason and a Child Protection Committee representative. Terms of Reference is attached as Annex **A** for guidance and reference.
7. Schools are requested to upload its respective SSST composition thru <https://tinyurl.com/SDOCapizSSST> not later than July 20, 2026.
8. Immediate dissemination of this memorandum is desired.

  
**ROEL F. BERMEJO**

Schools Division Superintendent 

To be indicated in the Perpetual Index  
under the following subjects:  
SAFETY AND SECURITY



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**SCHOOL SAFETY AND SECURITY TEAM**

| ROLE                                           | RESPONSIBILITY                                                                                                                                                                                                                                                    | PERSON IN-CHARGE |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Incident Commander (School Head)               | Provide overall leadership, direction and oversight of the school's safety and security measures                                                                                                                                                                  |                  |
| Security Lead (Security Guards/Team)           | Lead and coordinate in the implementation of school security measures to ensure safety and protection                                                                                                                                                             |                  |
| Floor/Wing Captains (Assigned Teachers)        | Monitor, lead, coordinate and oversee the implementation of safety and security measures within their assigned floor, classroom or designated area ensuring the orderly movement, protection and accountability before, during and after activities and incidents |                  |
| Communication Liason                           | Manages emergency channels (911/PNP) logs incidents, files Incident Management Reports                                                                                                                                                                            |                  |
| Child Protection Committee/LRPO representative | Ensure all safety and security measures and incident responses upholds the rights, welfare, protection and best interest of learners and handles child protection concerns arising from security-related incidents.                                               |                  |