



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

DIVISION MEMORANDUM

No. **311** s. 2026

20 JUL 2026

SCHOOL SECURITY WATCHING, INSPECTION AND ACCESS MANAGEMENT

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

1. 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 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.
2. 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.
3. Schools are requested to upload its respective SSST composition thru <https://tinyurl.com/SDOCapizSSST> not later than July 20, 2026.
4. 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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