



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

June 25, 2026

DIVISION MEMORANDUM
No. 235 s. 2026

REITERATION OF POLICIES TO ENSURE LEARNERS' SAFETY AND PROTECTION IN THE SCHOOLS

- To: Assistant Schools Division Superintendents
Chief, Schools Governance and Operations Division
Division Learner Rights and Protection Office
Administrative Officers of Schools
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Visitors and guests
All other concerned
1. This Memorandum is issued pursuant to DepEd Order No. 006, s. 2026, *Guidelines on Ensuring a Safe and Motivating Learning Environment (ESMLE)* and DepEd Order No. 40, s. 2012 or the *DepEd Child Protection Policy*, and which mandates that schools have the duty to maintain a safe, secure, orderly, child-friendly, and protective learning environment for learners and personnel. Accordingly, School Heads are directed to immediately review and strengthen school-level security, child protection, and emergency preparedness arrangements.
 2. At a minimum, each school through its respective School Heads, School Guidance Counselor or School Guidance Counselor Designate and Administrative Officers must:
 - a. Update and ensure that school emergency contacts with proper authorities are active i.e., *Barangay Tanod, Philippine National Police, Philippine Army, Bureau of Fire Protection, Local Disaster Risk Reduction Management Units, Barangay Electrician and/or NORSAMELCO, etc.*, pursuant to Sec. 13 of DepEd Order 40, s. 2012.
 - b. Ensure the compulsory wearing of Office/School IDs during official or class hours, and/or implementation of the "*No ID, No Entry Policy*" for Teaching and Non-Teaching Personnel as well as learners, visitors and guests.
 - c. Assess the need to hire and deploy watchmen and/or security personnel, pursuant to Section 2, 8 and 9 of DepEd Order 40, s. 2012, to:
 - i. supervise school gates during arrival, class hours, dismissal, and school activities,
 - ii. regulate entry to school premises, maintain visitor logbooks, visitor identification procedures, and
 - iii. when bag checks are deemed necessary as school safety measure, these shall be conducted only by authorized personnel (e.g., designated school officials or trained security personnel) *the same must be conducted in a respectful, transparent, non-invasive, and child-sensitive manner, consistent with privacy, dignity, and learner rights. in accordance with DepEd Order No. 006, s. 2026.*



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3. All schools shall submit their Child Protection Committees (CPCs) to include as member Barangay official for the protection of children, pursuant to Sec. 6 of DepEd Order 40, s. 2012.
4. As a rule, these directives enumerated above which are administrative in nature, *shall not be performed by teaching personnel so as not to hamper the conduct of regular classes as per DepEd Order No. 002, s. 2024*, except, if such teacher is the designated LRP or CPC Coordinator, School Guidance Counselor or Guidance Counselor Designate or a member of the School CPC who shall prepare, sign and submit regular reports. If, however, the teacher is the designated school head, then he shall have the duty to perform and implement all the above directives.

The SLEG Officers, CAT Cadets or Girl Scouts and Boy Scouts who are *learners, shall not be authorized to implement, enforce, or carry out any of the above directives*, except for supervised information dissemination campaign under the guidance of their adviser-teachers.

5. Immediate dissemination of and strict compliance with this Memorandum is directed.


GAUDENCIO C. ALJIBE, JR., CESO V
Schools Division Superintendent