Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
Office of the Schools Division Superintendent

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SDO TABUK CITY
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10 November 2026

DIVISION MEMORANDUM
No. 512, s. 2026

CONDUCT OF ORIENTATION FOR THE SEF-FUNDED SCHOOL SECURITY GUARDS

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In support of the Department of Education's continuing commitment to ensuring safe, secure, and conducive learning environments, the Schools Division Office of Tabuk City shall conduct an **Orientation for Security Guards Funded Through the Special Education Fund (SEF)** on November 11, 2026; 1:00PM at the SDO Multipurpose Gym, Purok 2, Bulanao Norte, Tabuk City

2. The activity aims to strengthen the knowledge, skills, and responsibilities of security guards in maintaining peace and order, safeguarding learners and school personnel, protecting school properties, and implementing appropriate security measures within school premises. Specifically, the orientation intends to:
   a. Orient security guards on their duties and responsibilities in maintaining school safety and security;
   c. Strengthen the implementation of school security measures and protocols; and
   d. Promote professionalism, accountability, and proper coordination with school heads in safeguarding learners, personnel, and school properties.

3. All concerned school heads are directed to ensure the attendance and participation of their respective security guards whose compensation is funded through the Special Education Fund.

4. Expenses incurred by the participants relative to the conduct of this activity shall be charged to available school MOOE, subject to the usual budgeting, accounting, and auditing rules and regulations.

5. For more information, you may contact the Division DRRM Coordinator, Menchie P. Gamongan, through CP # 09971069575 or email at menchie.gamongan@deped.gov.ph.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Office of the Schools Division Superintendent