



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026- 304

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
SGOD Personnel
Public Elementary and Secondary School Heads
All others concerned

Subject : **FORMULATION OF THE DIVISION COMPREHENSIVE SCHOOL SECURITY PLAN OF ACTION AND MANUAL**

Date : June 26, 2026

Pursuant to DepEd Order No. 006, s. 2026, titled "Guidelines on Ensuring a Safe and Motivating Learning Environment," and in line with the commitment of the Department of Education to ensure safe, secure, and supportive learning spaces for all learners, this Office hereby directs the School Governance and Operations Division the formulation of the Division Comprehensive School Security Plan of Action and Manual.

This initiative aims to establish a comprehensive, responsive, and institutionalized security framework for all schools in the Schools Division of Digos City. The plan/manual shall provide standardized security protocols, preventive measures, and emergency response procedures to strengthen school safety and security and support the effective implementation of existing DepEd policies on learner protection, school safety, and security.

Further, this initiative seeks to develop a security framework that can be harmonized with the Local Government Unit (LGU) and institutionalized across all schools in the Division upon completion, ensuring a unified, coordinated, and sustainable approach to school safety and security.

To ensure the efficient and systematic development of the said plan/manual, a series of preparatory and coordination activities shall be undertaken by concerned offices and stakeholders.

The timeline of activities is attached as Annex A of this Memorandum.



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All concerned are hereby directed to actively participate and provide necessary inputs toward the successful formulation and eventual institutionalization of the Division Comprehensive School Security Plan/Manual.

Immediate dissemination of and compliance with this Memorandum are desired.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

June 26, 2026
 06-26-2026

DepEd Schools Division of Digos City
 RECORDS SECTION
RELEASED
 DATE: 29 JUN 2026 TIME: 8:00 AM
 BY: *[Signature]*

Enclosed: As stated.
 SGOD/cab



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Annex A. Timeline of Activities

Activity	Date	Persons Involved	Expected Output
Preparatory Coordination Meeting	June 29, 2026 @ 8:30 a.m.	SDS, ASDS, CID Chief, SGOD Chief, PSDS, SGOD EPS, Attorney III, AO V	Initial framework, scope, and task assignments
Coordination Meeting with Key Stakeholders	June 30, 2026 @ 1:30 p.m.	SDS, ASDS, School Heads, PTA Representatives, SGLG, CID, SGOD, 2 Guidance Counselors	Stakeholder inputs and recommendations
Consolidation and Initial Drafting	July 2-10, 2026	Technical Working Group	Initial draft of the Security Plan of Action and Manual
Review and Validation	July 13-15, 2026	ASDS, CID, SGOD, Attorney III, AO V	Reviewed and validated draft
Presentation to SDS	July 16, 2026	TWG SGOD ASDS SDS	Final draft submitted to SDS
Finalization and Approval	July 24, 2026	TWG SDS	Approved Division Comprehensive School Security Plan of Action and Manual



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