



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-779

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
SGOD Personnel
Concerned Elementary School Heads
All others concerned

Subject : **CREATION OF THE TEAM FOR THE FINALIZATION OF THE
DIVISION COMPREHENSIVE SCHOOL SECURITY PLAN OF
ACTION AND MANUAL**

Date : July 8, 2026

In reference to Division SGOD-2026-306, re: Formulation of the Division Comprehensive School Security Plan of Action and Manual, this Office creates the Team, with the following personnel as its composition:

- | | |
|------------------------------|------------------------|
| 1. Cherrie Anne B. Bohol | 7. Reyzen Monserate |
| 2. April Rose A. Salomeo | 8. Janice Alquizar |
| 3. Peter-Jason C. Senarillos | 9. Brynel Espina |
| 4. Jayzon Cardines | 10. Ma. Regina Robante |
| 5. Marjun Rebosquillo | 11. Jaymark Alocelja |
| 6. Dr. Micah Fuentes | |

The team shall consolidate and synthesize the inputs provided by key stakeholders last June 30, 2026. They will finalize the Security Manual on July 11, 2026, at the SGOD Office.

Upon completion of the revised draft, Jaymark Alocelja will be responsible for the formatting and layout of the Security Plan of Action and Manual.

Concerned personnel who will render services beyond regular working hours during weekends relative to the finalization of the security manual shall be granted service credits or compensatory overtime credits in accordance with DepEd order No. 13, s. 2024.



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Immediate dissemination of and compliance with this Memorandum are desired.

For and in the absence of the
Schools Division Superintendent

PETER-JASON C. SENARILLOS
SEPS-SGOD
Officer-In-Charge

JedEd Schools Division of Digos City

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Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



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

Melanie P. Estacio
06-26-2026

Enclosed: As stated.
SGOD/cab

DepEd Schools Division of Digos City
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