

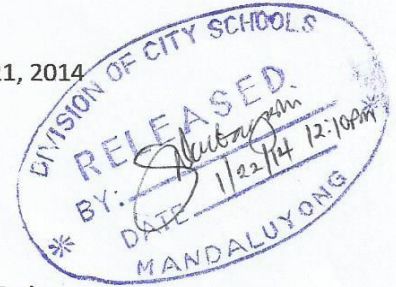


Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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January 21, 2014




Memorandum To : Principals, Elementary and Secondary Schools
Administrative Officer-V
Human Resource Management Officer-I
Personnel In-charge of City-Paid Employees/ Job Order

Attached herewith is the copy of the minutes of the meeting of the School Principals and Administrative Officer-V of this Division with Mr. Robert G. Gatchalian, Chief of Public Order and Safety Division of City Government of Mandaluyong held at the Mayor's Office Conference Room on January 20, 2014 which is self-explanatory and for your reference and guidance.

Particular attention is invited to item number 3 which states that the Principals retain the administrative control of the schools being the authorized signatories of the Daily Time Records of the security personnel.

Please be guided accordingly.


EVANGELINE P. LADINES
OIC-Schools Division Superintendent

memos



Republic of the Philippines
CITY OF MANDALUYONG

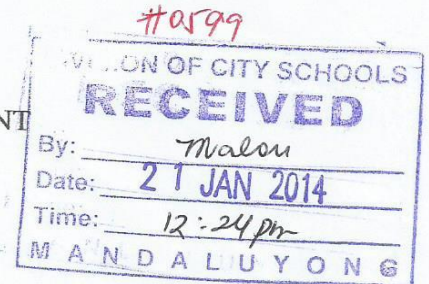
**DEPARTMENT OF PUBLIC ORDER & SAFETY
MAYOR'S ACTION COMMAND**

FOR: DR. EVANGELINE P. LADINES
SCHOOLS DIVISION SUPERINTENDENT
CITY OF MANDALUYONG

SUBJECT: MINUTES OF THE MEETING

FROM: CHIEF, POSD-MAC

DATE: 20 JANUARY 2014



1. As scheduled this morning, the meeting with the School Principals was held, and the following concerns regarding the school guards were specifically discussed.
 - a.) Generally, all the school heads have expressed almost the same concern of their guards to include:
 - abandoning of posts by school sentinels
 - leaving without permission
 - sleeping, drinking & gambling inside the premises
 - not in proper decorum, no-discipline, & lackadaisical
 - non-availability of guards during weekends & holidays
 - lack of orientation, training & knowledge to the job.
 - inactive, passive, & non-commitment to duty.
 - character, attitudinal & behavioural traits of guards
 - b.) Suggestions/recommendations of principals include the following:
 - CCTV cameras be conspicuously placed in schools.
 - school guards be provided with uniforms.
 - trainings, seminars & orientation be conducted for the guards.
 - inspections, visitations be coordinated always with the principal's office.
 - c.) Other matters discussed were:
 - pupils/students caught wandering around during school hours & days by school inspectors will be properly invited by our inspectors, their parents contacted & will be escorted accordingly to the school where they are supposed to be in class.
 - internet cafes where pupils are seen during class hours will be admonished accordingly for allowing youngsters in their uniforms inside their shops.
 - likewise, illegal vendors near schools will be properly advised to locate elsewhere, with the help of Task Force Ordinance.

2. In effect, the foregoing are the matters taken-up during the meeting. While we could not address them soonest because of several factors to be considered, somehow, the Dep-Ed and POS have a common area to work on, with regards to the various concerns affecting the school guards.
3. Finally, HRMD have clarified that School Principals retains the administrative control of the school guards, by means of them being the authorized signatories of the DTR's.
4. For information and reference.

ROBERT G. GATCHALIAN
CHIEF DPOS-MAC