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Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

No.: 089 s. 2025

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TO Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Education Program Supervisors  
All Public Elementary and Secondary School Heads

FROM **SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent

SUBJECT **GUIDELINES ON THE BANTAY PAARALAN: LIGTAS KABATAAN PROGRAM**

DATE February 12, 2025

**Particulars**

1. This Office issues this memorandum to provide an overview on the guidelines for the implementation of *Project Bantay Paaralan: Ligtas Kabataan Program*. This program aims to ensure the safety and security of schoolchildren and educational institutions, fostering a safe learning environment and promoting the well-being of learners and other school goers.
2. The **BANTAY PAARALAN: LIGTAS KABATAAN PROGRAM** focuses on the following key objectives:
  - **Ensure Safety and Security**

Establish mechanisms to safeguard schools against risks such as accidents, natural disasters, and criminal activities. These measures will provide a secure environment where learners and staff can engage in learning without concerns for their safety.
  - **Promote Awareness**

Educate the entire school community about safety protocols and emergency procedures. This will involve training, awareness campaigns, and ensuring that every member of the school community understands their role in maintaining safety.
  - **Emergency Response Readiness**

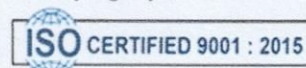
Implement and regularly practice comprehensive evacuation and disaster response plans. Schools will be well-prepared for any emergency through regular drills and training for both staff and learners, ensuring swift, efficient action during any crisis.



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

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• **Foster Partnerships**

Strengthen collaboration with local authorities, parents, and other stakeholders to build a united approach to maintaining safety in school environments. Effective partnerships will be key to creating a more secure and supportive school community.

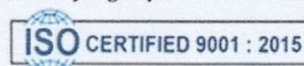
3. The following are the School Implementation Guidelines:

• **School Safety and Security Measures**

- Schools should secure fencing, gates, and shall control entrances which will limit access to authorized individuals only to enhance campus security.
- Schools are encouraged to make necessary widening of their school gates to facilitate a smoother entrance and exit of school goers.
- Surveillance cameras and lighting systems should be installed across school grounds, laboratory rooms, corridors and conspicuous areas to monitor activity of learners and other school goers.
- Regular security checks and patrols should be conducted to maintain a vigilant presence on campus.
- Schools should repaint their pedestrian lanes to ensure safe movement outside the school vicinity. For schools with no existing pedestrian lanes, concerned School Heads should coordinate with the SDO DRRM Coordinator for the guidelines and for possible assistance from DPWH.
- Schools should partner with the Barangay for the deployment of Barangay Tanod, Peace Officer or even Police Officers on school premises, providing additional protection.
- Select schools will observe adjusted class schedules to help reduce traffic congestion around school zones, improving safety for learners.
- Schools should consider installations of School Zone signages.

• **Emergency Response Protocols**

- Schools should have their clearly marked evacuation routes and assembly points to ensure that everyone knows where to go in case of an emergency.
- Every school should designate an evacuation area to facilitate orderly exits during a crisis.
- Schools should create and regularly update Contingency Plans and School Learning Continuity Plans to ensure the continuation of education during emergencies.
- Regular drills, such as fire and earthquake drills, will be conducted to prepare learners and staff for emergencies.
- Emergency hotlines should be posted in all classrooms, instructional rooms, and other conspicuous areas. All learners, teaching staff, and non-teaching personnel should be properly informed about these hotlines.
- Training on first aid and basic emergency procedures should be provided to both staff and learners, ensuring that they are equipped to handle medical emergencies and provide assistance if needed.

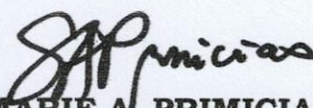


• **Stakeholder Engagement**

- Schools should collaborate with local government units (LGUs), law enforcement, and emergency services to build a coordinated safety response network, ensuring that schools have the support they need in times of crisis.
- Parent-Teacher Associations (PTAs) and School Governance Councils should be actively involved in monitoring and supporting the safety measures, fostering a strong partnership between the school and the community.
- Clear communication channels should be established to provide immediate updates on emergencies, keeping stakeholders informed and ensuring swift action when needed.

**4. Monitoring and Evaluation**

- a. Regular assessments of safety and security infrastructure shall be conducted with the assistance of the SDO monitoring personnel and DRRM Coordinator to ensure that safety measures are effectively implemented and maintained.
  - b. Feedback from learners, staff, and parents will be gathered to identify areas for improvement and ensure that safety measures are adapted to changing needs.
  - c. Safety protocols and guidelines should be reviewed and updated periodically to ensure they remain relevant and effective.
5. The program launch is scheduled on **February 26, 2025**. A separate memorandum will be released containing information about the venue and other relevant details.
6. For your information, guidance, and compliance.

  
**SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent

