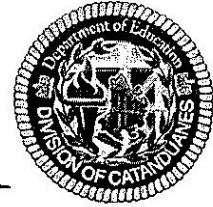




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



October 23, 2013

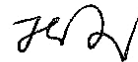
DIVISION MEMORANDUM
NO. 103, S. 2013

**GUIDELINES ON THE USE OF SPORTS AND OTHER FACILITIES,
ACCESS TO AND/OR FROM THE DIVISION CAMPUS OF VISITORS/NON-
DIVISION OFFICE PERSONNEL**

TO: Education Program Supervisors and Division Coordinators
Public Schools District supervisors
Public Elementary and Secondary School Heads
Division Section Chiefs
General Public

- I.** To ensure efficiency in the utilization of government resources and promote order and safety in the Division Office, the following guidelines are hereby issued:
 - a. The gate of the **Division Campus** is open for official transactions of non-Division Office **Personnel** starting eight o'clock in the morning and will be closed at five o'clock in the afternoon during regular working days;
 - b. The main gate(at J. Gianan St.) shall be the official gate for entrance and exit of all persons with transactions at the Division Office, the other gate(near **BSP Bldg.**) will be permanently padlocked and may be opened only during **special occasion**, subject to the approval of the Schools Division Superintendent;
 - c. Transactions during **Saturdays, Sundays, Holidays**, and periods outside of the official **working hours** shall be subject to the written approval of the Schools Division Superintendent;
 - d. Only visitors with **lawful and legitimate** transactions will be entertained by Division Office **Personnel**;
 - e. Insurance agents, **other business agents** and merchandisers are not allowed to transact **business** with any Division Office staff, unless prior written approval of the Schools Division Superintendent is obtained;
 - f. Nearby residents who regularly avail of the **Track and Field Oval** may be allowed to enter the campus outside of the working hours-in the morning, at 5:00-8:00 and in the afternoon, 5:00-6:30;
 - g. Utilization by non-DepED Personnel of **other Sports and Division facilities** shall be subject to the written approval of the Schools Division Superintendent;
 - h. Visitors will be required by the Security Guard-on-duty at the Entrance gate to write on the Log Book basic information about the nature of their transaction, person/office to be visited, date, time, name and signature;

- i. When the situation warrants, the guard may require identification card of the visitors to be shown and/or deposited and , subsequently, may issue Visitor's Pass;
 - j. Visitors' cars shall be parked properly at designated areas; and
 - k. Visitors are required to observe the Division Policy on Waste Management, particularly on Waste Segregation.
2. CSC and COA Personnel, though non-DepED Personnel, due to the location of their offices in the campus, shall not be covered by the implementation of these guidelines.
3. These guidelines will start to take effect on October 28, 2013.
4. For the information, guidance and compliance of all concerned.



JOSE L. DONCILLO, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge

To be indicated in the Perpetual Index
Under the following subjects:

Policy

Facilities

Security