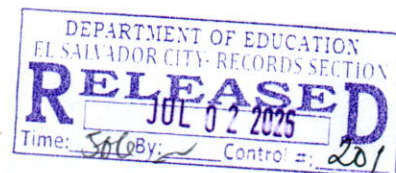




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



July 1, 2026

DIVISION MEMORANDUM
NO. 202, s. 2026

PROCUREMENT OF SCHOOL IDENTIFICATION CARDS, METAL DETECTORS,
AND CCTV CHARGEABLE AGAINST SCHOOL MOOE

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Elementary and Secondary School Heads
School Administrative Officers/Assistants
All Others Concerned

1. In support of the Department of Education's continuing efforts to strengthen school safety, security, monitoring, and proper identification within school premises, all public elementary and secondary schools are hereby directed to prioritize the procurement of the following:

- a. School Identification Cards/ID for learners;
- b. Metal Detector/s for security screening at designated school entry points;
and
- c. Closed-Circuit Television (CCTV).

2. The procurement of the above-mentioned items shall be included in the school's Annual Procurement Plan (APP). Schools with existing approved APPs that do not include these items shall undertake the necessary APP realignment or amendment before proceeding with any procurement activity.

3. The funding requirement for the procurement of School IDs, Metal Detectors, and CCTV shall be charged against the School Maintenance and Other Operating Expenses (MOOE), subject to existing budgeting, accounting, procurement, and auditing rules and regulations.

4. School Heads shall ensure that the procurement is based on the actual needs of the school, taking into consideration the number of learners and personnel, school population, number of entry and exit points, size of the campus, and existing security requirements.

7. For the School Identification Cards, schools shall ensure that the IDs contain the necessary learner information and shall be used for proper identification, access monitoring, and school security purposes.

8. For Metal Detectors, schools shall deploy the equipment in appropriate entry points or areas where security screening is necessary. The use of metal detectors shall be properly supervised by authorized school personnel.



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9. For CCTV, schools shall ensure that cameras are installed in strategic common areas such as gates, entrances, and corridors.
10. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
11. For information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

References: DepEd Order No 006. s. 2026
To be indicated in the Perpetual Index
Under the following subjects:

APP CCTV IDENTIFICATION CARD METAL DETECTOR MOOE PROCUREMENT

Acctg/mbj