



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



03 September 2025

OFFICE MEMORANDUM

No. 004, s. 2025

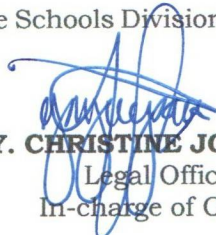
CONDUCT OF SECURITY AWARENESS SEMINAR

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
PSDS/DICs
Section Heads
All Others Concerned
This Division

1. In line with the Schools Division Office's continuing effort to ensure a **safe and secure learning environment** for both learners and personnel, a **series of Security Awareness Seminars** shall be conducted in selected schools within the Division.
2. The seminar aims to strengthen the knowledge, skills, and preparedness of school officials, teachers, and personnel on security and safety measures to ensure a safe, secure, and resilient learning environment.
3. The seminar will be conducted **by cluster/school**, following the schedule indicated in the attached **Enclosure: Schedule of Security Awareness Seminar**.
4. School Heads are directed to ensure that there shall be **no disruption of classes** during the conduct of the seminar. Appropriate arrangements (*e.g., scheduling by session or grouping of participants*) must be observed to guarantee the continuity of teaching and learning.
5. Attached in this memorandum is the schedule on the conduct of Security Awareness Seminar.
6. For information, guidance, and **strict compliance**.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent


ATTY. CHRISTINE JOYCE S. PACO
Legal Officer
In-charge of Office

Enc...: As stated

References: None

To be indicated in the perpetual index under the subject:

L&D SECURITY AWARENESS

ZS-OM-SGOD-HRD-2025-09-219-0
AMG-20250903



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Enclosure. Schedule on the Conduct of Security Awareness Seminar

Date	Time	Station/School	Participants
09 September 2025 (Tuesday)	01:00 pm – 05:00 pm	Zamboanga Sibugay National High School	All School Heads, Department Heads, and Non-teaching Personnel of identified schools and nearby schools (to be determined by the PSDS/DIC)
10 September 2025 (Wednesday)	08:00 am – 12:00 pm	Ipil Central Elementary School	
	01:00 pm – 05:00 pm	Ipil Heights National High School	
11 September 2025 (Thursday)	08:00 am – 12:00 pm	Surabay National High School	
	01:00 pm – 05:00 pm	Surabay Central Elementary School	
12 September 2025 (Friday)	08:00 am – 12:00 pm	Titay National High School	
	01:00 pm – 05:00 pm	Titay Central Elementary School	SDS, ASDS, Chiefs, EPS, Section Heads, Off-duty Security Guards (2)
15 September 2025 (Monday)	08:00 am – 12:00 pm	Zamboanga Sibugay Division Office	
16 September 2025 (Tuesday)	08:00 am – 12:00 pm	Naga National High School	All School Heads, Department Heads, and Non-teaching Personnel of identified schools and nearby schools (to be determined by the PSDS/DIC)
	01:00 pm – 05:00 pm	Naga Central Elementary School	
17 September 2025 (Wednesday)	08:00 am – 12:00 pm	Kabasalan National High School	
	01:00 pm – 05:00 pm	Kabasalan Central Elementary School	
18 September 2025 (Thursday)	08:00 am – 12:00 pm	Francisco Ramos National High School	
	01:00 pm – 05:00 pm	Laih-Batu National High School	
19 September 2025 (Friday)	08:00 am – 12:00 pm	Siay National High School	
	01:00 pm – 05:00 pm	Siay Central Elementary School	
23 September 2025 (Tuesday)	08:00 am – 12:00 pm	Imelda National High School	
	01:00 pm – 05:00 pm	Imelda Central Elementary School	
24 September 2025 (Wednesday)	08:00 am – 12:00 pm	Diplahan National High School	
	01:00 pm – 05:00 pm	Diplahan Central Elementary School	
25 September 2025 (Thursday)	08:00 am – 12:00 pm	Bug National High School	
	01:00 pm – 05:00 pm	Bug Pilot Central School	

Note: *Teachers who are free from class assignments during the scheduled time are likewise encouraged to attend the seminar.



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