



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM

No. 05 s. 2024

FROM : OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

TO : Division Chiefs
 All Unit Heads
 All Others Concerned

SUBJECT : **SDO Bataan Gate Protocols**

DATE : May 06, 2024

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As an additional measure in ensuring the safety of the workforce of SDO Bataan, as well as its clients and stakeholders, this Office gives reminders regarding the gate protocols in SDO Bataan.

The following are given emphasis:

- The small gate at the back of SDO Bataan, near the parking lot, shall only be opened and accessible from 6:00am to 8:00am and 5:00pm to 7:00pm.
- When leaving on official business, SDO personnel must inform the guard-on-duty regarding their destination and purpose before leaving the Office premises, and pass through the main exit door of the building.

Further, all personnel with vehicles must comply with the proper parking guidelines, especially in guaranteeing obstacle-free exits. This is to ensure that all exits are responsive to the safety procedures that should be met in case of emergencies.

Also, all vehicles, except those authorized to park inside the Office premises, must utilize the parking space at the back of SDO Bataan.

For information and compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

SOI/jmn



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 CSC Resolution No. 7081102



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 2022