



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

OFFICE MEMORANDUM

JUL 04 2025

No. 031, s. 2025

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

To : All SDO Personnel

Subject : SDO Building Security Protocols

Date : July 2, 2025

1. Please be informed that starting **July 7, 2025 (Monday)**, the left-wing door of SDO Building will be strictly for emergency exit only. It must always remain closed. For all regular daily access, employees and visitors are required to use the main lobby door for both entry and exit.
2. All parcel deliveries must be accepted in the main lobby only. Delivery personnel will no longer be permitted to access other areas of the building to drop-offs.
3. Employees expecting deliveries should make arrangements to receive their parcels in the lobby. Front desk staff will assist in coordinating handovers as needed.

This policy is being enforced to support building security protocols and ensure compliance with fire safety regulations. Your full cooperation is expected and appreciated.


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


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July 2, 2025