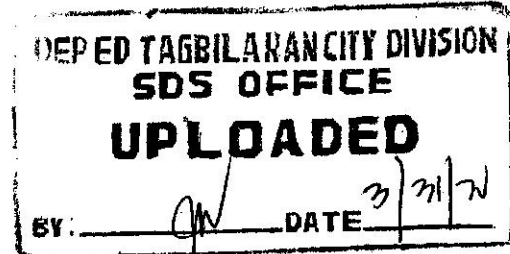




Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY



**Office of the Schools Division  
Superintendent**

MEMORANDUM  
No. 100 s. 2020

TO : **ALL ELEMENTARY AND SECONDARY SCHOOL HEADS**

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **TERMINATION OF SECURITY SERVICES**

DATE : March 31, 2020

1. Today is the last day of our contract with our security service agency. However due to the emergence of the threat on Coronavirus Disease 2019, our City Government BAC has to prioritize other emergency procurement. In connection with this, the procurement/bidding process for security services will be delayed.
2. School heads are given the following options:
  - a. Hire all or some of their existing security guards chargeable against MOOE or other Local Funds.
  - b. Terminate all security services provided that school heads implement precautionary measures to secure the assets of the schools.
3. For those school heads who will choose option "a" you need to execute contract between the school and the security guards. Should the wages of the security guards be charged against the school MOOE, Daily Time Record (DTR) and contract will be used in the liquidation.
4. For your guidance and strict compliance.

JIAL/BUDGET&FINANCE/MKP/mts



**Accounting Section**

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