



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

**Office of the Schools Division
Superintendent**

JUNE 22, 2026

DIVISION MEMORANDUM
No. 474 s.2026

**IMMEDIATE PREVENTIVE AND PRECAUTIONARY MEASURES
ENSURING SAFETY OF ALL LEARNERS**

To: All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office disseminates the incident relative to the shooting incident inside the school in Tacloban City, where three people were killed and five others were wounded at San Jose National High School, Tacloban City this Monday, June 22, 2026.
2. To prevent the occurrence of the same incident to any of our schools and learners the following **Immediate Preventive and Precautionary Measures, following DO 006, s. 2026**, shall be observed, to wit:
 - a. **Routine Entry Inspection.** School heads, with the assistance of the guidance counselor and security personnel shall conduct routine entry inspection using authorized non-contact methods such as full-body electronic scanners, bag scanners, handheld metal detectors or search stick whichever is applicable and available.
 - b. **Bag inspection.** All learners, personnel, and visitors must submit their bags for inspection at the school entrance to maintain a secure environment, following the above-cited authorized non-contact methods.
 - c. **Beyond Routine Inspection.** Beyond routine entry checks, a full bag search maybe executed within the school premises when there is reasonable suspicion that an individual is in possession of prohibited items.
 - d. **Prohibited Items and Confiscation.** Items identified as strictly prohibited include, but are not limited to weapons such as firearms, daggers, brass knuckles, explosives and incendiary devices, hazardous chemicals and illegal substance if found must be confiscated using a formal Confiscation Slip (see Annex F of DO 006, s. 2026)
 - e. **Security Personnel.** School security personnel must be instructed to be vigilant and observant to any school visitors particularly in their demeanors and strange behaviors inside school campus.



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

**Office of the Schools Division
Superintendent**

- f. **Immediate Reporting.** Report to police authorities any suspicious transactions/movements which may engender in the mind of any concerned individual the possibility of committing any felonious acts or violations by a stranger or unidentified individual/s.
 - g. **No Outsiders Allowed.** Never allow outsiders inside school premises without proper identification, authority or valid reason to be allowed entry.
 - h. **Learner must stay at the classroom.** Always situate learners in their respective classrooms or within school premises safely in the entire duration of school hours.
 - i. **Notification to Parents.** Contact or call parents/guardians in cases when a learner is left alone in school after class hours or dismissal.
 - j. **Attendance Check.** Class advisers must check attendance before classes, after recess and before dismissal to ascertain the presence or absence of learners. Possibly inquire the learner's reason/s of absence, if any.
 - k. **Create No Fear.** School heads / teachers must devise an approach not to cause any fear or trouble in the mind of our learners regarding this concern to ensure safety and security.
 - l. Other measures deemed necessary to prevent similar incidents.
3. In case of any suspicious event, please contact **Tagbilaran Police Station** through their **HOTLINE Number 0906 746 4252 or 09126244203.**
 4. Immediate and wide dissemination of this Memorandum is desired.

WILFRERDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



ANNEX F: CONFISCATION SLIP FOR PROHIBITED ITEMS

<<<< insert school letter head >>>>

DOCUMENT NO. _____

CONFISCATION SLIP

NAME OF LEARNER:	DATE:
GRADE & SECTION:	TEACHER-IN-CHARGE:

ITEM/S CONFISCATED:

<input style="width: 30px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Pornographic Materials Pls. specify: _____	<input style="width: 30px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Cigarettes, Vape
<input style="width: 30px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Unnecessary items that may cause harm Pls. specify: _____	<input style="width: 30px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Gambling Paraphernalia Pls. specify: _____
<input style="width: 30px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Flammable & hazardous chemicals Pls. specify: _____	<input style="width: 30px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Others Pls. specify: _____
<input style="width: 30px; height: 20px; margin-bottom: 5px;" type="checkbox"/> Deadly Weapon/s Pls. specify: _____	

Confiscated by:

Noted by:

TEACHER-IN-CHARGE

GUIDANCE TEACHER/DESIGNATE

To be accomplished upon claiming the confiscated item.

DOCUMENT NO. _____

CLAIM SLIP

I, (name of parent/guardian), parent/guardian of (name of learner), acknowledge receipt of the item that was confiscated from my child within the school premises.

I fully understand the reason for its confiscation and commit to providing proper guidance to my child to prevent the recurrence of bringing items that do not contribute to the learning process or to his/her studies.

PARENT'S SIGNATURE OVER PRINTED NAME

DATE OF CLAIM