

April 13, 2015

TO : All Employees

FROM : Jane Manalo
Building and Facility Administrator

RE : SAFETY AND SECURITY

A safe and secure environment is necessary for effective teaching and learning. While catastrophic events and human tragedies cannot be eliminated entirely, we can prevent this to happen. In view of this, we would like to remind employees and students the following:

1. Visitor's acceptance is allowed provided that valid identification is presented. Security guards should issue Visitor's Pass and contact the person to visit before entry.
2. Staying in the school premises beyond class and office hours is strictly prohibited. **Offices should close not later than 6PM while Department Offices should close not later than 10PM.** Employees who have intention to extend should ask permission to the department head or the Administration.

During summer, offices should close by 5PM and Department Offices should close not later than 8PM.

3. During Sundays and holidays, employees shall secure **Official Business Form (For IN-CAMPUS)** at least **two (2) days** before the intended date. Form is available at the Admin Office. Approval of such will be coming from the administration through Ms. Bibeth Zaraga. This will serve as a gate pass to enter the school premises. Effective immediately, we will implement the "No OB, No Entry" policy during the said days.

Students must be accompanied by their Adviser/Teacher with duly accomplished Waiver Form.

To those departments with Review Classes during Sundays and holidays, kindly submit the lists of names of students signed by the department head at the General Services Office.

4. Students are not allowed to loiter and stay in vacant classrooms. Classrooms without class schedule shall be closed.
5. Student's entrance is only at the main gate of the Main, Annex and Silvercrest Building.

It is the responsibility of the institution to protect the students, employees and school premises. However, everyone is encouraged to take their part in maintaining a safe and secure environment.


Ms. Mary Jane Manalo
Building and Facility Administrator

Approved by:


Dr. Joe Vincent J. Abiera
VP for Administration and Corporate Affairs