



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

April 22, 2024

REGION MEMORANDUM
FTAD-2024-005

**REITERATION ON SAFETY AND SECURITY MEASURES
DURING THE CONDUCT OF THE 2024 SRAA MEET**

To: Schools Division Superintendents

1. In line with the conduct of the **2024 SOCCSKSARGEN Regional Athletic Association (SRAA) Meet** on May 13-17, 2024 and pursuant to DepEd Order 66, series 2017 titled **Implementing Guidelines on the Conduct of Off-Campus Activities**, this office reiterates strict adherence to **Safety and Security Measures on the conduct of the 2024 SRAA Meet**. Ultimately, this guideline aims to abide with the child protection principles and safeguard the lives and properties of the delegations during the said event.
2. All SDOs are encouraged to activate their Incident Command System (ICS) to augment the security and safety plan provided by General Santos City-Local Government Unit through their Philippine National Police (PNP) and other security sectors.
3. Enclosed are the Safety and Security Guidelines for your reference.
4. For more information and clarifications, contact Agney C. Taruc, EPS/Regional Coordinator for Safety and Security through mobile number 09173126515 or Jan Earl Wendel J. Lope, PDO II-DRRM and Regional Incident Commander at 09985111168.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: DepEd Order 66, 2017

Allotment: None

To be indicated in the Perpetual Index under the following subjects:

SECURITY SPORTS EDUCATION COMPETITION

ACT/FTAD/RM/ REITERATION ON SAFETY AND SECURITY MEASURES DURING THE CONDUCT OF THE 2024 SOCCSKSARGEN REGIONAL ATHLETIC ASSOCIATION (SRAA) MEET/005/April 22, 2024



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Enclosure to Region Memorandum FTAD-2024-005

SAFETY AND SECURITY GUIDELINES ON THE CONDUCT OF THE 2024 SRAA

I. Rationale

The implementation of the K to 12 Curriculum by the Department of Education (DepEd) is geared toward the holistic development of the learner. Recognizing the importance of an inclusive education, the Sports Program being implemented in all schools envisions to equip graduates for employment or higher learning in the field of sports and related areas.

To ensure that the 2024 SRAA objectives shall be achieved, the Department of Education - SOCCSKSARGEN Region considered the necessity of providing the safety and security standards to prevent and protect all athletes, coaches, officiating officials, visitors, guests, and spectators from any untoward incident that may happen; hence, strict observance of this policy is hereby enjoined.

II. Scope

This issuance covers the implementation and management of 2024 SRAA safety and security before, during and after the activity.

III. Policy Statement

This office establishes the guidelines on safety and security protocols and standards for all SDOs participating in the event.

It shall adhere to the following:

1. ensure relevance and alignment with the education competencies of the K to 12 Curriculum and sports development of learners;
2. uphold child protection principles and that no learner shall be in the disadvantaged position in any form; and
3. observe the safety and security protocols before, during and after the activity.

IV. Roles and Responsibilities

The overall management and supervision of the 2024 SRAA shall be the responsibility of the Regional Office, specifically, a Regional Coordinator for Safety and Security shall be designated by the Regional Director and shall be responsible in performing the following tasks:

1. Spearhead and oversee the compliance of the implementation of the policy;



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2. Ensure that the activities comply with the safety and security procedures and protocols;
3. Coordinate with the PNP, AFP, BFP, Provincial/Municipality/Barangay Local Government Units to maintain the safety of the delegates;
4. Release the day to day Weather Updates particularly details of the Heat Index of General Santos City with reference to the PAGASA advisory;
5. Conduct security coordination meetings with the Division Safety and Security Team and concerned agencies;
6. Orient all committee members on the safety and security measures;
7. Resolve emerging issues and challenges in collaboration with the government agencies involved;
8. Monitor the situation in all billeting quarters and playing venues; and
9. Report untoward incidents to the PNP for referral and appropriate action.

To complement the region, all SDOs shall likewise activate their Incident Command System (ICS) and assign a Division Safety and Security Officer or SDO Incidence Commander who shall be accountable of the following:

1. Facilitate the smooth implementation of the safety and security procedures and protocols at their level, as appropriate and conduct regular debriefing and reporting;
2. Organize the safety and security team/Incident Management Team identified by the SDS to secure lives and property;
3. Report and coordinate regularly with the regional safety and security coordinator;
4. Closely coordinate with security sectors in the locality of any security issues and concerns.

V. Preparing for the 2024 SRAA

Before the Activity

The subsequent safety and security measures shall be observed by all Schools' Division Offices (SDOs) during the said event:

1. **Buddy-Buddy System** – grouped the participants by buddy (pair) to ensure that someone is looking after one another and that no one gets left behind.
2. **Medical Kit/Supplies** – ensure that there is sufficient and accessible medical kit throughout the duration of the activity. Delegates shall be made aware of how to access the medical kit whenever necessary.



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3. **Emergency and Evacuation Procedures** – implement the School Disaster Risk Reduction and Management Manual. ***This shall be part of the pre-departure and upon arrival.***
4. **Food** – All personnel shall continue to promote the consumption of healthy food and beverages during the duration of the event. And enforce the policy as stipulated in the Food Safety Act or D.O. 13. s. 2017.
5. **Emergency Contact Details** – Safety and Security Coordinator shall secure and post in conspicuous areas in the billeting quarters the emergency contact details for any assistance.
6. **SRAA Delegation IDs:** For easy distinction, all participants and committee members must wear the official SRAA ID during the entire duration of the activity.
7. **Traffic Rules and Convoy** – vehicles shall strictly follow the traffic rules and regulations as set by the law such as speed limit, use of seatbelt, capacity per vehicle, etc. In cases where multiple vehicles are used during the activity, said vehicles shall always be in convoy.
8. **Transportation Providers** – Vehicles should not be more than 10 years old during the event. Transportation providers shall submit a list of the accredited vehicles and assigned drivers. ***Only cleared vehicle/s and driver/s shall be permitted during the event.***
9. **Drivers** – Schools Divisions shall ensure that drivers must have renewed licenses and are in good medical condition.
10. **Pre-Departure Briefing** – all delegates must conduct pre-departure briefing to discuss the security and safety standards.

VI. Activity Proper;

1. **Emergency Drills** - SDOs are enjoined to conduct a fire, earthquake and other emergency drills upon arrival of their Billeting Quarter. Emergency Drill Manual/Standards shall be strictly followed.
2. **School Rules** – School Rules of the identified Billeting Quarter of the delegation shall be observed at all time.
3. **Curfew Hours** – All billeting quarters shall observe the 9:00PM LIGHTS-OFF and 4:00 AM LIGHTS-ON Policy. Occupants shall be inside the billeting quarter before 9:00PM, the safety and security coordinator shall do the inspection routine starting 9:00 in the evening.



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4. **Police Assistance Desk** – Police Assistance Desk shall be installed inside the billeting quarter. Delegates shall assign members of the Incidence Management Team to augment the PNP
5. **Rescuers Deployment** - Rescuers or skilled/trained emergency responders shall be deployed to events that entail considerable risk (I.e. body contact games, swimming, running, etc). Likewise, standby Medics and ambulance/rescue vehicles shall be readily available in cases of emergencies.
6. **Vehicle Inspection** – During the duration of the event before the delegates board the vehicle, the safety and security coordinator in collaboration with the transportation committee shall inspect and ensure that the vehicle is in good condition and crosscheck both the vehicle and the driver with those pre-identified for the activity.
7. **Tracking** – Headcount shall be conducted by the coach per event before leaving the billeting quarter and upon arrival at the playing venues. Daily tracking report shall be submitted to the safety and security coordinator
8. **Briefing Upon Arrival** – Upon arrival at the billeting quarter, the safety and security coordinator shall brief the delegation on the safety and security measures, emergency and evacuation procedures, day to day heat index report/notice, as well as rules and regulations to be observed in the billeting quarter and playing venues.
9. **DOs and DONTs in the Billeting Quarters and Playing Venues**
 1. **NO ID, NO ENTRY;**
 2. **NO Bag Pack in all VENUES and EVENTS** except for the athletes, coaches and officials;
 3. No **SMOKING** within public places especially venues of events
 4. Report suspicious persons and unattended bags or boxes to the authorities
10. **Supervision of Athletes** - Event coaches must supervise their respective athletes during the entire event. Athletes shall not be permitted to wander off on their own.
11. **Drop-off** - Delegation shall be dropped off at the designated waiting area. Athletes shall not be allowed to leave the premises without their fetchers.
12. **Post-Activity Vehicle Check** - Transportation committee shall inspect the vehicle for any items that might have been left behind by the delegates. They shall collect any found items and facilitate the claiming of the said items.



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VII. Post Activity

1. **Pre-departure Briefing** - all delegates must attend a pre-departure briefing.
2. **Delegation Audit** – Safety and Security Coordinator shall conduct an inventory of delegates and current conditions. If all are accounted for, he/she shall coordinate with the Transportation Committee for the vehicle assignment per participant.
3. **Activity Evaluation** – Region and Division Safety and Security Coordinators shall conduct an Activity Evaluation particularly on the compliance of the Safety and Security Measures for feedback and continuous improvement. Below is the M&E template for documentation.

Facilitating Factor/s	Hindering Factor/s	Areas to be Improved	Next Steps

Monitoring and Evaluation Committee

1. Agney C. Taruc : EPS, Security and Transportation
Reg'l. Asst. Incident Commander
2. Jan Earl Wendel J. Lope: PDO II, Regional Incident Commander
3. Julius L. Urbano : PDO II, SDO General Santos City
4. Renato A. Corre : PSDS – SDO Cotabato
5. Laumer P. Abantes : HT-3 - Documentation
6. Rexiel Mae G. Alvarez : TIC- Documentation
7. Annalyn May D. Batilong: TIC - Documentation