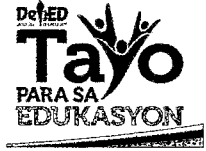





Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100



Division Memorandum No. 256 s. 2016

To: All PSDS
School Heads of DCP Recipient Schools
District and School ICT Coordinators
District and School Property Custodians

DEP-ED-NUEVA ECIJA
RELEASED
SEP 27 2016
RECORDS SECTION

From: 
RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

Subject: Alarming Incidences of Theft of Computer Equipment

Date: September 26, 2016

1. One of the shared responsibilities of every School Head, Property Custodian, ICT Coordinator and all teachers is to safeguard the computer equipment provided by the Department of Education through DCP.
2. With the recent alarming incidences of theft of computer equipment in different schools in our division, you are hereby directed to do the following measures:
 - a. PSDSs must inform school heads about recent cases of theft and discuss measures and strategies to avoid theft.
 - b. School heads must meet with their teachers and PTA officers on how to safeguard their computer equipment from theft.
 - c. Always make sure that e-classroom is well secured by having grills on doors and windows of the e-classroom. If possible, use additional durable padlocks.
 - d. Have/Hire someone to guard the computer equipment especially during lunch break, at night and on Saturday and Sunday and during holidays when there are no teachers in the school compound.
 - e. Ask for security assistance from your barangay officials to deploy Barangay Tanod to conduct regular rounds in your school.
 - f. You can also request from your municipal government for CCTV cameras to be installed in strategic areas of your e-classroom. You can also post a notice that your area is protected by a CCTV to discourage theft.
 - g. Always be vigilant. If suspicious individuals are roaming around your school premises, approach them and ask for their identity.

Thank you very much.



DEPED NUEVA ECIJA
GREATER HEIGHTS
To God be the glory

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