Republic of the Philippines

Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

28 Oct 2026

SCHOOL MEMORANDUM
No. **308**, s. 2026

STRICT OBSERVANCE OF THE GATE PASS SYSTEM DURING BREAK TIME

To: OIC-Assistant Principals for Academics
All Teaching Personnel
All Non-Teaching Personnel
All Others Concerned

1. Consistent with DepEd Order No. 046, s. 2022, amending DepEd Order No. 043, s. 2022, and relevant Civil Service Commission (CSC) issuances on attendance, accountability, observance of official working hours, and documentation of personnel movements during official time, this Memorandum prescribes procedures governing personnel who leave the school premises during official working hours.

2. To ensure the safety, security, and accountability of all personnel within the school premises, all teaching and non-teaching personnel are hereby directed to strictly observe the Gate Pass System whenever leaving the school campus during recess, lunch break, or other authorized break periods.

3. Starting November 2026, the following guidelines shall be strictly observed:

A. No employee shall leave the school premises during break time without a duly approved Gate Pass.

B. Gate Pass forms shall be secured from the respective Grade Level Chairpersons prior to leaving the campus.

C. The following approving authorities shall be observed:

- Junior High School Teachers – Mr. Freddie S. Bueno
- Senior High School Teachers – Mrs. Ruby Ann V. Sarono
- Non-Teaching Personnel – Mr. Jeffrey D. Penales

D. The approved Gate Pass shall be presented to the school security personnel upon exit from the campus.

E. Personnel who are leaving the school premises for official business shall present their duly accomplished Locator Slip to the security personnel before leaving the campus.

F. Personnel shall return to the school premises before the end of the authorized break period or immediately upon completion of the official business indicated in the Locator Slip.

G. Failure to comply with this Memorandum may be subject to appropriate administrative action consistent with existing DepEd, CSC, and other applicable laws, rules, and regulations.

4. This measure is issued pursuant to the authority of the School Head to enforce reasonable administrative and security procedures that promote the efficient management, safety, security, accountability, and orderly operation of the school.

5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

JEFFREY D. PENALES
School Principal I