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STATEMENT OF POLICY

It is the policy of the Academy to encourage wider participation in the formulation and implementation of security and safety policies, plans, programs, rules and regulations, taking-off from the commonly accepted paradigm that "*security is everybody's concern,*" and not an exclusive concern and responsibility of the security officers and guards of the external security service provider/agency.

OBJECTIVES OF THE POLICY

The following are the objectives of the policy:

1. To promote the spirit of collective responsibility in the formulation and implementation of security and safety policies, plans, programs, rules and regulations for the protection of the Academy's human resources, participants, students, tenants, and guests; knowledge information, technology and intellectual property; as well as physical properties and facilities from internal and external man-made and natural threats;
2. To maximize the utilization (**on a concurrent capacity**) of existing in-house Academy manpower (whether plantilla-based and/or non-plantilla based personnel) in the formulation and implementation of security and safety policies, plans, programs, projects, pertinent rules and regulations **without** having to create new/specific unit and/or plantilla positions specifically on this matter; and
3. To establish and institutionalize a more focused, unified, inclusive, collaborative and coordinated **mechanism** through which effective and efficient security and safety concerns are addressed.

POLICY GUIDELINES:

1. In line with Section 8.c of the DAP Charter (Presidential Decree No. 205), the Academy President shall designate the following via Special Order:
 - a. **Chief Executive Security Officer (CESO)** who shall serve, on a concurrent capacity, as the highest Academy officer in-charge of the formulation, development, implementation, and enforcement of security and safety policies, plans, programs, projects, rules and regulations, systems and mechanisms primarily designed and made to protect Academy personnel and other people inside DAP premises, as well as intellectual



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and physical properties and facilities of the Academy from internal and external threats;

- b. **Chief Operating Security Officer (COSO)** is the second highest full-time Academy officer who shall assist the CESO in the performance of his duties and responsibilities, as well as take-charge of the day-to-day implementation and enforcement of security and safety policies, plans, programs, projects, rules and regulations, and systems with the assistance of other duly-designated security and safety personnel and Security Guards (SGs) externally engaged for the purpose;
 - c. **Civil Security and Safety Officers (CSSOs)** are duly-designated security and safety personnel who shall assist the CESO and the COSO in the performance of his duties and responsibilities at the Academy/Institutional-level;
 - d. **Civil Deputy Security and Safety Officers (CDSSOs)** are duly-designated security and safety personnel who shall assist the COSO and the CSSOs in the performance of their duties and responsibilities at the level of the Group/Center or specified areas of responsibility (AOR).
2. Those duly designated to the above positions may be authorized by the President, the CESO, or the COSO, (as the case may be), through the issuance of Mission Orders (MOs) or Memoranda to undertake, conduct, and/or do any of the following security and/or safety activities, **subject to legal and security protocols, guidelines, and standard operating procedures:**
- a. Personnel Background Investigations (PBI) or Personnel Background Check (PBC), like National Agency Checks (NAC), Local Agency Checks (LAC);
 - b. Security surveys/audits which would identify and analyze vulnerabilities in areas and systems which should result to the recommendation of appropriate policies, plans, programs, projects, rules, regulations, systems, and corrective actions/preventive actions (CAPA), as well as other relevant security and safety measures;
 - c. Investigation(s) of breaches of security in their respective areas of responsibilities or coverage (Academy, Group, Center, Floor, or Area);

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- d. Duly authorized Security Activities;
 - e. Writing and Submission of Incident Reports, Investigation Reports, and/or Summary of Information (SI), as the case may be;
 - f. Provide oversight supervision to security guards in the conduct of inspections of bulky materials and bags brought in and/or out of Academy premises;
 - g. Emergency/Disaster (Fire, Earthquake, Typhoon, Bomb Threat, Hostage, and other threat situations) Education, Preparedness, Drills, and Simulation Exercises;
 - h. Coordination and establishment and maintenance of linkages and network with external security, police, military, and other law enforcement agencies/officials/personnel; and
 - i. Such other activities as may be determined and authorized in order to meet the objectives of this policy.
3. The CESO and/or COSO shall serve as the principal and alternate end user during bidding activities for security services.

EFFECTIVITY

This Office Order shall take effect immediately and shall remain in force unless otherwise superseded or repealed by an appropriate policy issuance. All previous issuances inconsistent with this shall be deemed amended or revoked as the case may be.



ANTONIO D. KALAW, JR.
President