



119TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 53

Series of 2025

APPROVING THE SECURITY AND SAFETY PROTOCOLS: STANDARD OPERATING PROCEDURE IN THE VISAYAS STATE UNIVERSITY, THE DETAILS OF WHICH ARE REFLECTED IN THE DOCUMENT HERETO ATTACHED AND MADE PART HEREOF

WHEREAS, under Section 4 (a) of Republic Act No. 8292, otherwise known as the "Higher Education Modernization Act of 1997, empowers the Governing Board to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university;

WHEREAS, the Board of Regents acknowledges the increasing need for robust, responsive, and proactive security measures to protect the university's assets, personnel, data, and operations;

WHEREAS, the development and implementation of a Security and Safety Protocol is essential to safeguard the institution from internal and external security threats, including incident control, construction site control, visitor's control, and communication control;

WHEREAS, the management has presented a proposed interim security policy that outlines immediate protocols, roles, and responsibilities necessary to address current security challenges until a final comprehensive security policy is completed;

WHEREAS, it is the responsibility of the management to implement the policy university-wide, ensure awareness and training of relevant personnel, and enforce compliance across all departments and facilities;

WHEREAS, the Interim Security Policy shall be effective immediately and shall remain in force until a final version is developed, reviewed, and ratified by the Governing Board;

WHEREAS, the Security and Safety Services Office, in partnership with the Incident Command System, is tasked with monitoring adherence, addressing violations, and reporting security incidents to the University Management and the Board as necessary;

WHEREAS, the proposal has been thoroughly reviewed and evaluated by the University Administrative Council (UADCO) at the February 14, 2025, meeting and obtained favorable endorsement;


WHEREAS, finding the recommendation in order, the Governing Board agreed to approve the proposal;

NOW, THEREFORE, on motion, duly seconded, and unanimously approved, be it;

RESOLVED, as it is hereby resolved, that the Board of Regents of Visayas State University approves the Security and Safety Protocol: Standard Operating Procedures In The Visayas State University, the details of which are reflected in the Annex "DD" hereto attached and made part of this resolution.

IN WITNESS of our approval thereof, we affix our signatures this 29th day of April 2025
at VSU, Baybay City, Philippines.

VSU BOARD OF REGENTS


HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson
VSU-Board of Regents


HON. PROSE IVY G. YEPES
VSU President, Vice Chairperson
VSU-Board of Regents


(Absent)

HON. BERNADETTE REMALLA-MAYBITUIN
Representing Hon. **ALLAN PETER S. CAYETANO**
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR


HON. CARL NICOLAS C. CARI
Representing Hon. **MARK O. GO**
Chairperson, Committee on Higher & Technical
Education, House of Representatives
Member, VSU BOR


HON. MEYLENE C. ROSALES
Regional Director, Department of Economy,
Planning and Development, RO VIII
Member, VSU BOR


HON. ANDREW RODOLFO T. ORAIS
Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR


HON. ERNESTO F. BULAYOG
Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS
President, VSU Federated Alumni Association
Member, VSU BOR


HON. RYAN C. ILAIDA
Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:


HON. ALAIN CHARLES J. VELOSO
Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APARRI, III
Member, VSU BOR
Tacloban City, Leyte



VISAYAS
STATE UNIVERSITY



**SECURITY & SAFETY
SERVICES OFFICE**

February 6, 2025

DR. PROSE IVY G. YEPES
University President
Visayas State University
Baybay City, Leyte



Thru: DR. MOISES NEIL V. SERIÑO
VP for Admin and Finance

Subject: Endorsement of Security and Safety Protocols (SOP)

Dear President Yepes,

I hope this message finds you well. As the Security Manager, I am writing to officially endorse the Standard Operating Procedures (SOP) for Safety and Security Services Office at Visayas State University.

The most important is the safety and security of our students, faculty, and staff. The SOP outlines comprehensive protocols designed to ensure a safe learning environment and prompt responses to any incidents that may arise. Key elements of the SOP include:

SECURITY AND SAFETY PROTOCOLS: Standard Operating Procedures

THE MAIN GOAL OF SECURITY AND SAFETY SERVICES

The goal of **VSU security management** is to create and preserve an environment where all employees/staff and university officials, students, visitors, and properties are safe and well-protected at all times.

The CORE Functions:

1. Access Control
2. Incident Response
3. Surveillance
4. Patrol and Inspections
5. Compliance and Risk Management
6. Communication and Coordination
7. Training and Awareness
8. Investigations
9. Emergency Preparedness
10. Reporting and Analytics

BOR ACTION: APPROVAL

HAZELLE V. ASALDO
BOR & University Secretary
2025-119

PHYSICAL SECURITY

A. ACCESS CONTROL: (Upper and Lower Campuses)

1. All duty guards must check the proper identification of Students, Staff, Employees, and Visitors. No identification card, no entry to VSU Campuses.
2. All duty guards must strictly Inspect the personal belongings of all persons/visitors entering the VSU Campuses, demand identification cards, and then issue pass cards/visitor's ID before allowing them to proceed inside the university.
3. All duty guards must conduct physical Inspections of all vehicles entering and exiting the VSU campuses.
4. All duty guards must conduct patrols and check all buildings under their respective areas of assignment.
5. All duty guards must strictly implement the Curfew Hours from 9:00 p.m. for students and 10:00 p.m. for other stakeholders, except for an important activity related to their course.
6. Duty guards of Ilang-Ilang post must ensure to close the gate at exactly 9:00 pm to avoid entry of intruders.
7. All duty guards must strictly observe the advisory being implemented in the beach area for the safety of the students and visitors.
8. All duty guards must maintain the data recording of all persons entering the VSU campuses in the duty Log Book. They must also record all significant incidents that transpired during their tour of duty in the Blotter Logbook. Take note of the status and the actions taken.

B. TRAFFIC CONTROL

1. All duty guards must maintain traffic supervision and control within the VSU premises.
2. All duty guards must strictly adhere to the traffic policies and regulations being implemented within the university.
3. All duty guards must oversee the proper parking of all vehicles and observe no parking areas within the VSU premises.
4. All duty guards must implement the 20-30 Kph speed limit of all vehicles that enter the campuses.
5. All duty guards must advise all students to use the pedestrian lane in crossing and sidewalks in walking.

BOR ACTION: APPROVAL

C. COMMUNICATION CONTROL

1. All duty guards must maintain the proper use of handheld Radio as a means of communication.
2. All duty guards must strictly observe the Chain of Command or the Chain of Communication at all times.

Vision: A global green university providing progressive leadership in agriculture, science and technology, education, and allied fields for societal transformation.
Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high-quality instruction, innovative research, and impactful community engagements.


HAZELLE V. ASALDO
BOR & University Secretary
2025-119

Page 2 of 5
FM-VSU-03
V2 05-09-2023

No. SSS-25-29

3. All duty guards must strictly observe the confidentiality of all official communications or information about the operations of VSU.

4. The Security Manager, Chief Security and Safety Services, and the VSU President must be informed at all times of all information and observations that might compromise the safety and security of all VSU stakeholders.

D. BEACH AREA CONTROL

1. All duty guards must strictly implement the following policies in the beach area:

2. Drinking of intoxicating liquor is only allowed at the Beach Garden Resort;

3. Grilling of any food is only allowed at the Beach Garden Resort;

4. No smoking inside the VSU campus;

5. No Littering anywhere inside the campus;

6. No swimming at the beach beyond 7:00 PM, since no lifeguard on duty at the beach area;

7. Strictly no swimming during inclement weather conditions;

8. Refrain from staying at the beach area during night time; Be responsible for the safety of yourself and the security of your personal belongings anytime and anywhere;

9. Visitors are required to bring home their own garbage/trash to reduce the volume of VSU garbage collections.

10. All duty guards of Post 1 must give or provide a copy of VSU beach area reminders to all visitors.

E. VISITOR'S CONTROL

1. The Security Manager must inspect or visit the Hostel, Apartelle, Balay Alumni, and other billeting facilities inside the campuses for proper coordination regarding their previous/present activity bookings for the proper security preparations.

2. All managers of the said facilities must strictly follow the security and safety policies being implemented inside the VSU campuses.

BOR ACTION: APPROVAL

F. BOMB THREAT CONTROL

1. All duty guards must strictly implement the inspection procedures of all bags, knapsacks, boxes, merchandise, etc., that will enter the premises.

2. All duty guards must consider that a suspicious-looking package, paper bag, etc., left alone should be cautiously scrutinized as a possible bomb.

3. All duty guards when suspected bombs are noted or being reported, must advise the security manager and the Chief Security and Safety immediately for their appropriate actions and coordination with the proper authorities.


HAZELLE V. ASALDO
BOR & University Secretary
2025-119

4. All duty guards must be observant of people roaming around the area doing nothing. Vendors with tricycles/knapsacks/bags should be driven out, as they may be couriers of bombs.
5. All duty guards must advise all stakeholders to always observe people leaving behind bags/packages/boxes in the garbage cans/bins within the premises.
6. All duty guards must be observant of cars/motorcycles riding individuals who are suspiciously observing constantly VSU premises.
7. All duty guards must be cautious in opening envelopes and packages sent by unknown individuals or packages with no return address.
8. All duty guards must take note that the greatest safeguard against the effects of bomb threats is to *prevent entry* of unauthorized persons into certain areas, whenever possible.
9. All duty guards must take note that the restricted entry and identification of the staff and visitors can be significant factors in assessing the seriousness of any given threat.

G. INCIDENT CONTROL

1. Upon receipt of the incident report, all duty guards must immediately respond to validate the report.
2. Once validated, the duty guards who responded must isolate the scene by cordoning off the area and prohibiting all students from access to the incident scene.
3. All duty guards must redirect the safe access or passage of all students affected by the incident.
4. All students are prohibited from taking any photographs of the incident scene.
5. All students are prohibited from making any false and unverified publication to any social media platform.

H. CONSTRUCTION SITE CONTROL

1. All duty guards must ensure that the construction site is isolated and with visible signages that it is a Danger Zone.
2. All duty guards must regularly inspect the construction site and ensure that all the safety protocols are being observed and practiced such as:
3. No construction of barracks for resting/sleeping purposes;
4. All construction workers must have their proper identification cards when entering the campus;
5. All construction workers are not allowed to roam around the university campuses;

BOR ACTION: APPROVAL


HAZELLE V. ASALDO
 BOR & University Secretary
 2025-119

6. All construction workers must wear the proper PPEs before engaging;
7. The concerned contractors must employ their own Safety Officer and Watchman for a safe and secured construction site;

ADDITIONAL INSTRUCTIONS

1. All duty guards must be in proper uniform while rendering their tour of duty.
2. They must observe the buddy-buddy system at all times.
3. Sleeping on a post is strictly prohibited and considered as a grave offense.
4. All duty guards must religiously observe and follow the 11 General Orders at all times while on duty.
5. They must stay alert, and watchful and be ready to respond to any call of duty or emergencies.

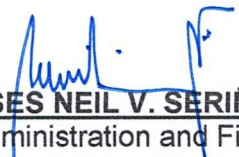
For guidance and strict compliance.

Prepared by:


PMAJ. EDGAR T. OCTAVIANO(Ret.)
Security Manager

Noted: 
JULIUS V. ABELA
Chief, SSSO

Recommending Approval:


MOISES NEIL V. SERINO
VP for Administration and Finance

Approved:


PROSE IVY G. YEPES
President

BOR ACTION: APPROVAL


HAZELLE V. ASALDO
BOR & University Secretary
2025-119

Vision: A global green university providing progressive leadership in agriculture, science and technology, education, and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high-quality instruction, innovative research, and impactful community engagements.

Page 5 of 5
FM-VSU-03
V2 05-09-2023

No. **SSS-25-29**