




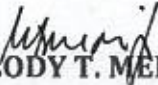
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Ref. No. 2024- 19A  
19 September 2024

## MEMORANDUM FROM THE DIRECTOR

TO : **ALL BAR OFFICIALS AND STAFF**

THROUGH :   
**JUDE RAY P. LAGUNA**  
OIC-Head, Administrative and Finance Division

:   
**MELODY T. MEMITA**  
Head-BMSGUSU

SUBJECT : **AMENDING MEMORANDUM 120, SERIES OF 2023  
ENTITLED "ENHANCED SECURITY POLICIES AND  
PROTOCOLS AT THE DA-BAR"**

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We remain concerned about the potential safety threats within the BAR premises and its employees. In this regard, Memorandum 120, series of 2023 on the Building Entry and Exit Access Protocols is hereby amended as follows to incorporate additional safety measures:

### A. Access Control

1. All gates, including the pedestrian gate at the back of the building shall be opened at 6:00AM and shall be closed at 6:00PM.

### B. Vehicle Access

1. Maintain a dedicated vehicle entry lane with proper signage and markings.
2. Record details of incoming and outgoing visitors' vehicles, including plate numbers, driver information and purpose of visit.

### C. Pedestrian Entry

1. Establish a separate lane for pedestrians and vehicles at the back gate.



2. Conduct visual inspections and bag checks for individuals when necessary.
3. Issue visitor's ID and ensure that they are visibly displayed.

**D. Emergency Response**

1. Develop an emergency response plan in coordination with the city law enforcement agencies (NDRRMC, Quezon City Hall)
2. Establish a communication protocol to alert staff during emergencies or suspicious activities.
3. Conduct regular drills to ensure that all security personnel and employees are familiar with emergency procedures and protocols.
4. Display emergency contact numbers prominently at the main gate and communicate them to all staff.

**E. Regular Safety Reviews**

1. Conduct periodic reviews of the entry and exit procedures to ensure compliance and effectiveness.
2. Review and update security protocols based on changing threats, organizational requirements, and best practices.
3. Seek feedback from employees and visitors to identify areas for improvement.

For your guidance and strict compliance.

  
**JUNEL B. SORIANO, PhD**  
Director