



ECONOMY AND SECURITY MEASURES (Student Handbook – Revised in 2022)

A. Economy Measures

1. Water
 - a. Close faucets tightly when not in use.
 - b. Check/report leaking pipes, water tanks, faucets, and other water outlets.
 - c. Check/report private persons using faucets in washing cars/vehicles.
 - d. Flush the toilets properly. Use the garbage bin for tissues and disposable materials.

B. Security Measures

1. Entry to the School Premises
 - a. Students
 1. No ID, No Entry.
 2. Students should always wear their IDs while within the school premises.
 3. Students with vehicles shall secure car stickers for easy identification of vehicles entering the school premises.
 4. Visitors shall be required to log in at the visitor's logbook and secure a visitor's entry permit before they are allowed to enter the school premises.
 5. All incoming vehicles shall be subject to inspection by the security personnel.
 6. Students reporting to school on weekends should secure a permit to enter the campus from the Student Services Division and consent from their parents.
 7. "Park at your own Risk" policy shall be adopted and implemented. All personal and valuable belongings should be secured by the concerned employee and or student.
 - b. Visitors/Parents
 1. Entry of parents/visitors is strictly for official business only.
 2. Support Organizations conducting activities/meetings on weekends should secure an activity permit duly approved by school officials.
 3. Visitors shall be required to deposit identification cards with the guard on duty who shall issue the corresponding Visitor's ID, which must be worn visibly while inside the campus.
 4. Visitors shall be required to log in at the visitor's logbook and secure a visitor's entry permit before they are allowed to enter the school premises.
 5. All incoming vehicles shall be subject to inspection by the security personnel.
 6. Employees must inform the guard on duty of their expected visitors.
 7. Visitors of Residence Hall interns during regular school days are only allowed after class hours (3:30 PM, 3:00 PM— 5:00 PM on Fridays). They are required to register at the guard on duty at the entrance gate.
 8. Vehicles dropping off and picking up students shall observe the following schedule:



Drop Off	Schedule	Area
Externs	Monday—Friday * with service and with car stickers * commuters 6:00—7:00 A.M.	Academic Building 1
Interns	Sunday Monday 4:00—8:00 P.M. 5:30—6:30 A.M.	Residence Halls
Pick Up		
Externs	Monday—Friday 3:30—6:00 P.M.	Academic Building 1
Interns	Friday 3:30—7:00 P.M.	Residence Halls

9. Walk-in vendors shall not be allowed to enter the campus without the proper approval by the management. Promotional materials, product endorsements, and samples shall be scrutinized properly by the school authorities.

2. Leaving the School Premises

a. Students

1. Interns leaving the school must surrender their approved gate pass and present their IDs to the guard on duty. The drivers of vehicles with the interns must stop and surrender the student's gate pass to the guard on duty.
2. Students' vehicles shall be subject to inspection before leaving the school premises.

b. Visitors/Parents

1. Visitors shall log out at the visitor's logbook and return the visitor's ID and form to the guard on duty before leaving the school premises.
2. All vehicles shall be subject to inspection before leaving the school premises.

3. Inspection of Vehicles/Bags/Baggage

a. Students

1. All equipment/materials to be brought into the campus shall be registered upon entry with the guard on duty. This shall serve as the basis for the guards when the materials will be brought out of the premises. If the equipment/materials will be left in the campus for more than one day, they shall be registered at the Discipline Office and an authority to bring out the equipment shall be secured when the materials will be brought out of the premises.
2. Bags/baggage and vehicles of the students shall be subject for inspection by the guard on duty upon leaving the campus.

b. Visitors/Parents

1. All bags/baggage and incoming vehicles shall be subject for inspection by the guard on duty.
2. All equipment/materials to be brought into the campus shall be registered upon entry as a basis for the security guards when they will be brought out of the premises.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

4. Buildings

- a. For security reasons, Academic Buildings will be closed at 5:30 PM every day. No activities will be authorized for PSHS students after 5:30 PM unless with approval from the proper authorities.
- b. Entering the school buildings during weekends is strictly prohibited without authority.
- c. Use of school facilities by outsiders in June and July require approval by the Director. Approved request shall be guided by the existing guidelines on the use of PSHS CBZRC facilities.

5. Implementation by PSHS Security Force

- a. The campus security force is authorized to implement the guidelines to ensure the safety of our entire community.

NOTE:

Bringing of firearms, dangerous drugs, and chemicals in the school premises are strictly prohibited.

The PSHS CAMPUS is a non-smoking, non-drinking (liquor), and non-gambling area. Campus speed limit is 10 KPH.