

Security Deployment Plan for Benguet State University main campus: (CY 2020)

Post 1. Main Gate

1st Shift (2400H-0800H) & 1 Plantilla guard

2nd Shift (0800H-1600H) & 1 Plantilla guard

3rd Shift (1600H-2400H) & 1 Plantilla guard

6 guards manning this area with 2 guards per shift for the entrance & exit.

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Strictly enforce NO ID, NO GATE PASS NO ENTRY policy. Implement vehicular access control and inspection of materials, objects being brought in/out of AOR.
 - Implement NO TRIP TICKET, NO T.O., NO TRIP POLICY, log-in vehicle/plate No., passengers, destinations, time in/out.
 - Assist visitors to respective area of destination, coordinate to other post for assistance.
 - Shall serve as main channel to all post for any disseminations of information.
 - Switch on/off perimeter lights assigned within AOR.
 - Perform other task as maybe assigned.

Note: The main gate as the show window of the University wherein all Visitors/ Guest pass by & Guards assigned must be smart, well oriented on security measures particularly on vehicle access control and visitors movement control.

Post 2. Elementary Laboratory School (ELS), College of Nursing (CN)

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing.

- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall at all-time implement NO ID, NO ENTRY policy.
 - Observe the closing and opening of ELS gate and shall assist pedestrians specially BSU pupils/students.
 - Conduct building to building inspections, inside and outside buildings and at the back portion and all vicinity buildings of his AOR.
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Strictly prohibit ambulant vendors in gaining access inside the school premises and offices.
 - Switch on/off security lights, and implement other SOP's within AOR.
 - Perform other task as maybe requested by clients.

Post 3. College of Veterinary Medicine & Research and Extension Area

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES;

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing.
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall at all-time implement NO ID, NO ENTRY policy, closely monitor the access gate within Vet. Area.
 - Implement and manage traffic rules & regulations, assist pedestrians specially BSU pupils/students.
 - Conduct building to building inspections, inside and outside buildings and at the back portion and all vicinity buildings of his AOR.
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Strictly prohibit ambulant vendors in gaining access inside the school premises and offices.
 - Switch on/off security lights, and implement other SOP's within AOR.
 - Perform other task as maybe requested by clients.

9

Post 4. MARKETING CENTER AREA

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall at all-time implement NO ID, NO ENTRY policy.
 - Implement security measures to screen, control ambulant vendors coming in the campus.
 - Assist guest, visitors to prospective point of query
 - Assist motorist specially buses and other big trucks coming in to park at designated areas along marketing center.
 - Conduct building to building inspections, inside and outside buildings and at the back portion and all vicinity.
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Serve as channel of police assistance during emergencies.
 - Perform other task as maybe requested by clients.

Post 5: SLS Junction and Vocational Agriculture (VoAg) Boom

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H) 2 Guards on duty, one to monitor for the entrance coming from PCP2

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.



- Strictly enforce NO ID, NO GATE PASS NO ENTRY policy. Observe vehicular access control and strictly implement inspection of materials, objects being brought in or out,
- Implement security measures to screen, control ambulant vendors coming in the campus.
- Assist motorist especially vehicles with parking MOA and other big trucks coming in to park at designated parking areas.
- Monitor from time to time motor vehicles of the BSU executives, Guest and Visitors parked within the vicinity of the building within your AOR.
- Serve as channel of police assistance during emergencies.
- Perform other task as maybe requested by clients (BSU).

Post 6. Museum and Medical Clinic Junction

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Strictly enforce NO ID, NO GATE PASS NO ENTRY policy. Observe vehicular access control and strictly implement inspection of materials, objects being brought in or out.
 - Assist visitors to respective area of destination, coordinate to other post for assistance
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Strictly prohibit ambulant vendors in gaining access inside the school premises and offices.
 - Implement curfew time for outsiders, joggers and other unauthorized activities
 - Assist individuals with parking MOA to designated parking area especially along flood control.
 - Conduct roving inspection within AOR, double check vehicles parked within area and record any irregularities
 - Switch on/off security lights, implement other SOP's within AOR.
 - Perform other task as maybe requested by clients specially the Institute of Human Kinetics

Post 7 Last Gate Area

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall at all-time implement NO ID, NO ENTRY policy
 - Strictly prohibit ambulant vendors in gaining access inside the school premises and offices
 - Implement curfew time for outsiders, joggers and other unauthorized activities
 - Assist individuals with parking MOA to designated parking area
 - Conduct roving inspection within AOR, double check vehicles parked within area and record any irregularities
 - Perform other task as maybe requested by clients specially at the Institute of Human Kinetics
 - Switch on/off security lights, implement other SOP's within AOR

Post 8- PAGASA, Balili Experimental area

3rd Shift (2100H-0500H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall monitor and implement security measures within Balili Experimental area covering all research activities there in to include poultry & piggery projects



- Monitor activities of farmer co-operators if complying with good agricultural practices and report violations.
- Implement curfew time within area specially passers by
- Perform other task as maybe requested by clients.

Post 9. Mushroom, College of Forestry, Fishery and Perimeter areas

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Strictly prohibit ambulant vendors in gaining access inside the school premises and offices
 - Assist visitors, guest coming in AOR, monitor any training activities of Mushroom production
 - Switch on/off security lights, implement other SOP's within AOR
 - Perform other task as maybe requested by clients.

Post 10- NPRCRTC (Root crops area)

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.

- Strictly prohibit ambulant vendors in gaining access inside the school premises and offices
- Assist visitors, guest coming in AOR, monitor any training activities within Training Hall necessary reports for proper actions of the Land Reservation Office (LRO)
- Switch on/off security lights, implement other SOP's within AOR
- Perform other task as maybe requested by clients.

Post 11. Strawberry Backfield area, Betag Filtration Satellite Market

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Strictly prohibit ambulant vendors in gaining access inside the school premises and offices.
 - Assist visitors, guest coming in AOR, monitor any training activities within ATBI training hall
 - Conduct roving inspection within boundaries along strawberry field area and provide necessary reports for proper actions of the Land Reservation Office (LRO)
 - Switch on/off security lights, implement other SOP's within AOR
 - Perform other task as maybe requested by clients.

Post 12. Presidential Cottage, Betag Housing area

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing

- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover
 - Shall monitor activities, movement of vehicles within the area
 - Shall familiarize himself/herself all employees, tenants within area
 - Assist the President on his arrival/departure
 - Switch on/off security lights, implement other SOP's within AOR
 - Perform other task as maybe requested by clients

Post 13. IPA /Floriculture Area, Cabanao Housing Gate

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall at all-time implement NO ID, NO ENTRY policy.
 - Assist visitors to respective area of destination, coordinate to other post for assistance
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Strictly prohibit ambulant vendors in gaining access inside the school premises and offices.
 - Switch on/off security lights, implement other SOP's within AOR.
 - Perform other task as maybe requested by clients
 - Act as the relay information officer to the BFP during emergencies.

POST 14. GLADIOLA CENTER

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall at all-time implement NO ID, NO ENTRY policy.
 - Implement security measures to screen, control ambulant vendors coming inside the center
 - Assist students, guest or visitors to prospective point of query
 - Conduct building to building inspections, inside and outside buildings and at the back portion and all vicinity buildings of his AOR.
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Serve as channel of police assistance during emergencies.
 - Perform other task as maybe requested by clients.

Post 15. New R & E Building

1st Shift (2400H-0800H)

2nd Shift (0800H-1600H)

3rd Shift (1600H-2400H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall at all-time implement NO ID, NO ENTRY policy.
 - Implement security measures to screen, control ambulant vendors coming inside the center
 - Assist students, guest or visitors to prospective point of query
 - Conduct building to building inspections, inside and outside buildings and at the back portion and all vicinity buildings of his AOR.
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Serve as channel of police assistance during emergencies.
 - Perform other task as maybe requested by clients.



Post 16. Rocky Hill Forest Reserved Area & Balili Experimental area

2nd Shift (0900H-1700H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming guard must report to security office at least 10 minutes before deployment for proper relay of important messages.
 - Close monitor illegal cutting of pine trees, bamboo and other forest project and arrest violators;
 - Monitor /suppress forest fire and prepare necessary report.
 - Monitor, report and or arrest violators of excavation, encroachment squatter's extension for gardening of area by legitimate farmers;
 - Prevent Civilian/outside to standby inside the compound without official business.
 - Report farmer cooperators violating University policies.

Post 17. Office of Student Services Building & compound

2nd Shift (1000H-1800H)

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform, maintain proper hygiene and with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming Guard must be on his assigned post at least 15 minutes before the time and outgoing guard leave his post to ensure proper turnover.
 - Shall at all-time implement NO ID, NO ENTRY policy.
 - Implement security measures to screen, control ambulant vendors coming inside the center
 - Log in/out all incoming /outgoing clients
 - Assist students, guest or visitors to prospective point of query
 - Conduct roving inspection within AOR, double check doors, windows to ensure proper safety and security.
 - Implement curfew time for students within the area.

Post 18. GAYASI/ALNO/LOWER WANGAL Land Reservation Areas
2nd Shift (0800H-1600H) 2 Guards

GUARD RESPONSIBILITIES AND DUTIES:

- Guard must always observe proper courtesy and discipline.
- At all time, guard must be in proper uniform with smart bearing
- As front-line of defense, always observe proper decorum and must familiarizes himself with the policies, buildings, training halls, and employees of the University.
- Incoming guard must report to security office at least 10 minutes before deployment for proper relay of important messages.
 - Arrest violators of illegal cutting of pine trees, bamboo and other forest project and submit necessary report;
 - Suppress forest fire, arrest culprits and prepare necessary report.
 - Arrest violators of excavation, encroachment squatting, extension of gardens within identified AOR;
 - Prevent Civilian/outsideers to standby inside the compound without official business.

ADMINISTRATION BUILDING – PLANTILLA GUARDS

Prepared by:


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