

4 '85  
DAD  
7-29-85

Subject: SOP Governing Security of  
Office Equipment and Supplies

I. Policy

The Intelligence and Security Unit (ISU) of the Ministry of Agrarian Reform is charged with the responsibility of safeguarding the interest and security of the Ministry, particularly the protection of office equipment, supplies and materials and documents. To prevent unauthorized individuals from gaining entry into Ministry offices, the following measures are hereby adopted:

1. Nobody is allowed to use any part of the Ministry as a place of domicile. The guard-on-duty, thru the ISU, shall submit to the Chief, Administrative Service, the names of people found violating this policy for investigation.
2. Chiefs of offices shall provide the guard-on-duty a list of personnel authorized to work beyond office hours and during Saturdays, Sundays and holidays.
3. Employees in charge of highly valuable office articles like pocket calculators, cash, checks, cameras, etc. shall be responsible for their safekeeping in locked drawers, cabinets and other receptacles, unless there is evidence of forcible entry in the premises where they are kept.
4. Bodegeros, storekeepers and property custodians in charge of propetties/supplies stored in bodegas and storerooms shall be responsible for their safekeeping unless there is evidence of forcible entry in the premises.
5. The private Security Agency hired by the Ministry to guard the premises shall be supervised by the ISU and be held liable for the loss of office equipment/supplies, etc. as a result of a forcible

\*

(6)

entry.

6. Copies of delivery receipts/authorizations of all incoming deliveries and outgoing issuances shall be furnished the guard-on-duty to ensure that no equipment/property, supplies and materials enter/leave the Ministry premises without due authorizations.

## II. Objectives

1. To protect government equipment and supplies from loss or damage.
2. To develop security consciousness among officials and employees by giving them specific responsibilities on office equipment and supplies.

## III. Procedures

### A. Responsibility of Officers/Employees

1. The Head of Office concerned shall see to it that security measures for equipment and supplies are observed. He shall designate an Office Security Officer from among his trusted employees who shall see to it that doors and windows of his office as well as receptacles containing highly valuable information and/or supplies are properly kept and/or locked. In cases of defective lighting fixture, locks and keys and other similar devices, he shall, in consultation with the Head of Office concerned, coordinate with the Chairman, Building and Maintenance Task Force for immediate repair or replacement of the same.

### B. Detailed Listing of Equipment/Properties to be Accounted for by the Agency

1. The Intelligence and Security Unit shall direct the conduct of initial inventory of equipment at the beginning of each year or upon assumption/renewal of contract of the Security Agency.
2. The Head of Office concerned or his duly designated Security Officer and a Security Agency representative shall conduct the inventory of





properties to be guarded specifying, among others, the serial number, date and cost of purchase, location and state/condition of each item at the time the Agency undertakes responsibility for their safekeeping. The inventory shall include properties which are usually heavy and readily visible to the guard when he enters the office for inspection.

3. Copies of the inventory, duly signed by the representatives concerned, shall be submitted to the ISU Director for future reference.
4. Based on the inventory, the guard-on-duty together with the designated Security Officer, shall conduct a physical count on the logged office items within his guarding area at the start and close of office hours. He shall also see to it that any office equipment/property transferred from one place to another is properly accompanied/supported by an authorization or gate pass issued by the Head of Office concerned or, in cases of supplies, by the Supply Officer issuing the same. Consequently, reduction/addition of office equipment shall be duly reported by the Chief of Office or his Security Officer to the Agency Detachment Commander/guard-on-duty who shall record the same accordingly in the logbook provided for the purpose.

When circumstances so warrant, bags and other handcarried belongings may be inspected to ensure that no office equipment or supplies are carried out from the respective offices without written permission from the Head of Office. Packages and vehicles of incoming and outgoing employees and visitors are subject to spotchecking and inspection. Heads of Offices and ranking officials shall set example towards this end.

5. The Heads of Offices concerned shall entrust the duplicate keys of their offices to the Agency Detachment Commander who shall establish a key depository



under his control and who shall record on the log-book the names of all individuals who have used such keys on certain dates and times.

6. Similarly, the ISU shall conduct a periodic inventory and maintain a masterlist of all lock and key numbers of each office including the original locks and keys, names of keyholders, their positions, dates of issuance and other relevant data.

C. In Case of Loss/Damage to Equipment/Properties and Supplies


1. The guard-on-duty or any employee for that matter, shall report to the ISU any loss/damage to office properties/supplies within twenty four (24) hours from discovery, seeing to it that the scene of the incident is preserved.
2. The Director of Intelligence and Security Unit shall direct a member of his staff to conduct an immediate investigation of the same.
3. The ISU representative and the Security Agency representative shall jointly conduct a formal investigation to determine the facts surrounding the loss/damage and shall submit a report of findings to the Chief, ISU.
4. The Chief, ISU receives a copy of the report for study and appropriate action. He shall cross-examine, if necessary, party/parties involved including the guard-on-duty at the time.
5. Thereafter, the Chief, ISU shall render investigation report to the Chief, Administrative Service copy furnished office/s concerned.
6. The Chief, Administrative Service shall refer the report to the Legal Division.
7. The Chief, Legal Division shall conduct evaluation and/or further investigation and submit his findings and recommendations to the Chief, Administrative Service.



8. The Chief, Administrative Service forwards copies of the findings and recommendations to the Minister.
9. If after thorough investigation, it is found out that the property/supplies in question had been lost or damaged due to guard-on-duty's negligence, omission or fault, the Security Agency shall be wholly liable and held responsible for paying the book value of the lost/damaged property/supplies. However, should the same Security Agency feel that the decision rendered is bias, the Agency Detachment Commander, on behalf of the Security Agency, may file an appeal to the Minister stating therein the reasons why the Agency shall not be held liable.
10. The Minister shall hand down the decision which is final and executory.

All orders, circulars, memoranda which are inconsistent herewith are hereby modified, superseded or revoked as the case may be.

Diliman, Quezon City, June 20, 1985.



CONRADO F. ESTRELLA  
Minister