



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

DepEd-SDO of Bulacan Office of the SDS

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CECILIA E. VALDERAMA, PhD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
SCHOOLS DIVISION SUPERINTENDENT

REGIONAL MEMORANDUM
No. 330 s. 2025

ADHERENCE TO BOMB THREAT MEASURES FOR DEPED OFFICES AND SCHOOLS

To : Schools Division Superintendents
Division DRRM Coordinators
School Heads
School DRRM Coordinators
All others concerned

1. The Department of Education (DepEd) upholds the principle of promoting the welfare, safety, security, and overall well-being of learners and personnel at all times. Recently, a series of bomb threats have been reported in several schools across the region. These threats, motivated by terrorism, extortion, harassment, or malicious pranks, have been communicated through various means, including letters, phone calls, social media, and other online platforms.

2. In light of recent bomb threats that have caused significant disruption to classes and widespread panic among students, personnel, and the community, this Office strongly advises all schools and offices to strictly adhere to the **attached (Annex A) Bomb Threat Measures, (Annex B) Bomb Threat Procedures and (Annex C) Signs of a Suspicious Package.**

3. For information and compliance.


RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated.

References: DECS Order 96 s.1990

To be indicated in the Perpetual Index
under the following subjects:

BOMB
THREAT

SCHOOL
OFFICE

ESSD1/Spp2
October 21, 2025




Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@depd.gov.ph
Website: <https://region3.depd.gov.ph>





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Annex A

BOMB THREAT MEASURES

1. There must be a tight security for all persons entering the building;
2. Strict procedure for control and inspection of packages and materials entering critical areas of the building should be established;
3. Any luggage or items from clientele for safe custody should not be accepted at anytime or under any circumstances, to prevent infiltration of the system by apparently innocent means;
4. There must be a means of identifying and controlling personnel who are authorized access to critical areas of the building;
5. All security and maintenance personnel should be instructed to make periodic checks of all rest rooms, stairwells, and other areas of the building to assure that unauthorized personnel are not hiding or surveilling the area;
6. All personnel, especially those at the telephone switchboard should be instructed on what to do if a bomb threat is received, like being trained to respond calmly because a calm response could result in getting additional information;
7. The police, fire or other local governmental agencies must be contacted to determine whether any has a bomb disposal unit to assist in the physical search of the building, areas where explosives are likely to be concealed, and to remove explosives;
8. Every establishment must have an efficient plan for searching the building in the event of a bomb threat. No matter from where the threat originates or what type of threat it is, if it requires searching for bomb, the plan must be simple and effective;
9. Once it is reasonably certain that a device has been located, it is necessary to evacuate in a safe place.



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Annex B

BOMB THREAT PROCEDURES

a.) If a bomb threat is received by phone:

1. Keep the caller on the line for as long as possible.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn as much information as you can.

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.):
 - When it will go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will make it explode?
 - What is your name?
4. If possible, write a note to a colleague to call the authorities while you are still on the line with the caller.
 5. If your phone has a display or caller identification, copy the caller's number.
 6. Upon termination of the call, DO NOT HANG UP, as the call may be traceable. From a different phone, call the Police immediately.
 7. Write down as much detail as you can remember.

b.) If a bomb threat is received by handwritten note:

1. Do not handle the note unless absolutely necessary.

c.) If a bomb threat is received by e-mail:

1. Do not delete the message.



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Annex C

SIGNS OF A SUSPICIOUS PACKAGE

1. Unexpected delivery
2. No return address
3. Excessive postage
4. Poorly handwritten
5. Misspelled words
6. Stains
7. Incorrect titles
8. Strange sounds and odor
9. Foreign postage
10. Restrictive notes



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