

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

February 1, 1985

MECS O R D E R
No. 11, s. 1985

POLICIES AND STANDARDS FOR SECURITY GUARD TRAINING COURSE

To: Bureau Directors
Regional Directors
Heads, Security Training Centers

1. The inclosed set of policies and standards (Inclosure No. 1) including the curricular guidelines for the Basic Security Guard Course and Pre-Licensing Training Course (Inclosure No. 2) and the list of equipment, facilities and supplies for Security Guard Training Centers (Inclosure No. 3) approved by this Office upon the recommendation of the Integrated Security Training Centers of the Philippines (ISICP) and the Bureau of Higher Education (BHE), embodies the general principles and guidelines for the establishment and operation of security training centers as well as the program of instruction for the security training course.
2. The standards have been set after a series of consultative meetings, seminars and workshops participated in by the heads of security training centers and representatives from both the government and private sectors representing the academe, industry, constabulary and integrated police forces, and other concerned regulating agencies and organizations.
3. As defined in the standards, each security training center, as an institution of learning, should have the following objectives:
 - a. To provide the trainees with the basic knowledge, skills, competence and attitudes necessary in the efficient performance of their duties;
 - b. To inculcate in the minds of the trainees the higher concepts of citizenry and leadership, together with an understanding of their moral and legal responsibilities to their fellowmen, community and country;
 - c. To instill discipline among the trainees based on knowledge and respect for law and order; and
 - d. To promote among the trainees a sense of service professionalism, spirit of nationalism, moral integrity and spiritual vigor.
4. Each security training center is required to prepare and make the necessary adjustments of its programs and supportive facilities based on the inclosed guidelines and standards.
5. This Order supersedes all existing rules and standards related to basic security guard training courses, and it shall take effect beginning the school year 1985-1986.

6. Compliance with this Order by all concerned is enjoined.

(SGD.) JAIME C. LAYA
Minister

Incls.:
As stated

Reference:

N o n e

Allotment: 1--(D.O. 1-76)

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

BUREAUS & OFFICES
CHANGE
Course of Study, COLLEGIATE
POLICY

POLICIES AND STANDARDS FOR SECURITY GUARD
TRAINING COURSE

The following policies and standards shall govern the operation of security training centers in the Philippines.

ARTICLE I
Mission Statement

Section 1. Education in the Security Guard Training Course is geared towards the preparation of security guards for responsible law enforcement, leadership, service professionalism and for useful membership in society.

Section 2. For prospective security guards, the general objectives of the training course are:

- 2.1 to acquire the basic knowledge, skills, competence and mental attitudes necessary in:
 - a. the efficient performance of their duties;
 - b. the internalization of the value of training as an inherent attribute to their chosen profession; and
 - c. the development of their own ideals, attitudes, and habits desirable for their improvement as human beings and as law enforcers.

Section 3. At the end of the 120-hour training course, the prospective security guard should have:

- 3.1 learned the organization, mission and functions of the the Philippine Constabulary (PC) Supervisory Unit for Security and Investigation Agencies (SUSIA) and Integrated National Police (INP);
- 3.2 familiarized with their roles vis-a-vis the Philippine Criminal Justice System;
- 3.3 attained knowledge of the salient provisions of RA 5487, otherwise known as the Private Security Law and an overview of the security business;

- 3.4 instilled disciplines based on knowledge of and respect for law and order;
- 3.5 acquired the ability to investigate and analyze cases, incidences, and problems carefully and to present his findings and conclusions clearly on the basis of solid data and study;
- 3.6 developed the ability to think critically;
- 3.7 acquired the essential foundation for his development into a productive and well-rounded citizen; and
- 3.8 the appreciation for human values, service professionalism and sense of nationalism.

ARTICLE II
Authorization

Section 1. Only security training centers duly authorized by the Minister of Education, Culture and Sports shall operate the Security Guard Training Course.

Section 2. The following procedures shall be followed in the opening of a security training course:

2.1 A letter of request should be submitted to the MECS regional office concerned in accordance with existing regulations at least one (1) year preceding school year when such course will start to operate. The request should be accompanied with a notarized feasibility study comprehensively covering the following factors and supported with pertinent evidences:

2.1.1 Rationale and mission statement of proposed security training course.

2.1.2 Goals, purposes, and objectives of proposed school course.

2.1.3 Resources in relation to -

(a) School site and buildings;

- (b) Floor plans showing allocation of classrooms and other quarters for instructional purposes for existing and new programs;
- (c) Financial statement certified by a CPA showing annual and itemized expenditure for existing programs;
- (d) Financial statement certified by the administrator showing itemized pre-operational and proposed annual operational expenditures for new courses;
- (e) Facilities available, including a program for acquisition of additional resources; and
- (f) Proposed faculty line up and administrative and supervisory staff, together with their respective bio-data, transcripts of records and agreements to serve the school.

2.2 The above request in quadruplicate copies shall be acted on by the MECS Regional Director. A copy of the action and/or decision shall be furnished the Philippine Constabulary Supervisory Unit for Security and Investigation Agencies, Camp Crame, Quezon City, Metro Manila.

Section 3. Upon receipt of the requirement provided for under Section 2 hereof, the MECS regional office concerned with the assistance of the Philippine Constabulary Supervisory Unit for Security and Investigation Agencies, shall inspect, check and report on the resources and facilities of the applicant training center to determine the merits of each application as stated in Section 2. Periodic audits of existing courses shall likewise be undertaken to insure compliance with the provisions of an authority or recognition already extended.

Section 4. No announcement or advertisement shall be made of any Security Training Center until its permit to operate is given by the MECS.

ARTICLE III
Administration

Section 1. The Security Training Center is composed of administrators, faculties and students working together for effective education, that will result in the efficient performance of security guards' duties and responsibilities.

Section 2. Every security training center shall be administered by a full time Administrator with the following qualifications:

- 2.1 A holder of at least a baccalaureate degree or its equivalent with orientation in Criminology/Public Safety, or Industrial Security Fields;
- 2.2 Teaching experience of at least three (3) years and three (3) years experience in public safety work, industrial security, or administration.

Section 3. The general functions and responsibilities of the Security Training Center Administrator are:

- 3.1 To oversee all matters affecting general academic and administrative policies of the training center;
- 3.2 To be responsible for the preparation of the schedule of classes and for keeping the program updated with current trends and developments in security management education;
- 3.3 To exercise educational leadership among the faculty;
- 3.4 To assign faculty to direct and advise students on their program of study and approve their subject loads;
- 3.5 To institute a definite program of supervision to keep the efficiency of instruction at the highest possible level; and
- 3.6 To perform such other functions as may be assigned to him.

ARTICLE IV

Faculty

Section 1. Every faculty member must be accredited by the Philippine Constabulary (c/o: CO, PC - Training Command thru: CO, PC SUSIA), to teach largely on their major field and/or allied subject(s). Credentials of trainers/instructors should be on file and made available when need demands.

Section 2. When vacancies occur in the teaching force of the Training Center, replacements with similar or higher qualifications should be employed.

Section 3. The following conditions of employment should be observed:

3.1 The remuneration paid of instructor(s) as a general rule, shall at least be equal to current minimum salary rates for corresponding ranks in government training centers/schools in the locality. Salaries must be paid in full or regular basis and on time. No salary shall be paid on the basis of class enrollment or in the form of shares of stock.

3.2 A probationary period of not more than three (3) years shall be required of full-time faculty. Faculty members who have successfully passed this probationary period shall be considered permanent.

3.3 It is highly desirable that schools employ full-time faculty member(s). A full-time teacher is one whose working day is devoted totally to the school, with permanent/regular remunerative employment and is paid on a regular, monthly basis or its equivalent relative to the institutional policies.

Section 4. Every faculty member must possess the following qualifications:

4.1 He must at least be a baccalaureate degree holder, preferably in criminology, industrial security or allied fields, or a Commissioned Officer of the AFP (Ret. or Inact.), or a retired/separated INP Officer, with equal experience as an instructor for one (1) year;

- 4.2 When a Non-AFP-INP Officer, he must be at least a baccalaureate degree holder and must have actual experience in industrial security in business or government for at least three (3) years;
- 4.3 When the faculty member is an Armed Force of the Philippines (AFP) Officer, he must at least have six (6) months of actual experience as an instructor and must have rendered at least three (3) years service; and
- 4.4 He must have undergone an instructor's Job Training Course at the PC Training Command, the Philippine National Police Academy, or at any of the INP Training Centers, if he has no teaching experience.

Section 5. The teaching load of the training center instructors should be as follows:

- 5.1 As a general rule, regular full-time faculty members may carry a maximum load of 24 unit hours per week.
- 5.2 A part time faculty member employed by the government or elsewhere may carry a load of not more than 12 units in all the school in which he/she teaches.
- 5.3 Faculty members teaching in more than one school may teach an aggregate of 24 units per week and must give formal notice of their teaching assignments to all schools/centers concerned.

Section 6. It is recommended that every training centers have a faculty manual containing information and policies on all matters pertaining to faculty.

ARTICLE V Curriculum

Section 1. The curriculum for Security Guard Training Course should reflect the aforementioned mission statement of Security Guards training.

Section 2. A total of 120 hours of training is required for pre-licensing, categorized into the following subject areas:

CURRICULAR REQUIREMENTS FOR BASIC SECURITY
GUARD TRAINING COURSE *
(Pre-Licensing Training Course)

1. GENERAL SUBJECTS		HOURS
<u>Language</u>		14
Writing Report	8	
Community Relations	6	
<u>Orientation</u>		
Private Security Agency Law - RA 5487		14
2. MAJOR AREA OF TRAINING		85
Introduction to Legal Aspects of Security	4	
Physical Security and Safety Systems	16	
Disciplinary Training	27	
Weapons Training	13	
Unarmed Defense	21	
Examination	4	
3. OTHERS		
Consultation Hour (Director's Time)		<u>7</u>
	TOTAL	<u>120</u>

Section 3. No security training center offering the Basic Security Guard Training Course shall deviate from its approved Program of Instruction. Any proposed revision in the approved Program of Instruction needs the prior approval of MECS and the PC/INP.

*See Inclosure No. 2, p. 12.

ARTICLE VI
Library

Section 1. A security training center should have a library with resources relevant to Security Guard Training/Industrial Security Services, adequate in quality and quantity, helpful in serving the needs of the same, as well as progressively developing and growing in accordance with training center development and expansion plans.

- 1.1** Quality refers to such factors as breadth and depth of coverage and representativeness of authority in the various subjects.
- 1.2** Quantity refers to the number of holdings and reference materials which could be proportionate to the total number of enrollment, and be responsive to the needs of the security guards.

Section 2. The following are the minimum staff requirements:

- 2.1** Any training center should have a full-time librarian who is a holder of BSE, major in Library Science degree or its equivalent.
- 2.2** In terms of enrollment, there should be at least one full-time librarian for the first 500 trainees.

Section 3. A Library collection should consist of the following:

- 3.1** A basic collection of 1,000 titles should be deemed adequate to support the curricular needs of a training center with an enrollment of not more than 100 trainees.
- 3.2** At least five (5%) percent of the book collection should be Filipiniana.
- 3.3** At least forty-five (45%) of the book collection should be on the major subjects.
- 3.4** The curriculum must have appropriate and adequate library support. Every subject should be provided with enough books in proportion to the required number of volumes.

- 3.5 It is required that at least twenty (20%) percent of the total book collection should be of recent edition (published during the last five years).

Section 4. The following are the minimum requirements for library quarters:

- 4.1 There should be adequate reading space for the trainee population.
- 4.2 The reading room should be able to accommodate at one seating a minimum of 15 to 20 percent of the enrollment. The reading room should provide at least 2.79 sq. m. per reader, a space that includes allowance for furniture and equipment.

Section 5. The open shelf system should be encouraged.

ARTICLE VI Physical Facilities

Section 1. Each Training Center should provide for adequate laboratories and lecture rooms (See Annex B).

- 1.1 To be complete in its operations, the training center should have the minimum equipment, supplies and facilities for its use in a security program which should be similar to other academic programs (See Annex B).
- 1.2 The various training programs should be conducted in the training center designed for such classes.

Section 2. The following are required of security training laboratories:

- 2.1 A training center should have a full time qualified facilities custodian.
- 2.2 Training rooms should provide adequate working space/training space for the convenience of the students.

2.3 Rooms should be well-lighted, well ventilated and be provided with easily accessible safety devices as well as first aid facilities.

Section 3. There should be enough supplies, equipment, apparatuses, and facilities for each training course, based on the types of training and the number of students (See Annex B).

3.1 Equipment and facilities should be in good working order at all times (See Annex B).

ARTICLE VIII

Admission and other Requirements

Section 1. As a general rule, no applicant shall be enrolled in any approved training course unless he is a high school graduate and has satisfied all respective internal requirements of the training center.

Section 2. Each training center should publish its requirements for admission.

Section 3. As a general rule, no applicant shall be enrolled in any approved training course unless he presents the credentials required by the training center before the end of the enrollment period.

Section 4. Every student enjoys the right to enroll in any training center upon meeting specific requirements and regulations as expressed in the training center's printed publication and/or written materials for admission which should be made available to interested parties for the benefits of the applicants.

Section 5. As a general rule, no pre-licensing certificate should be granted to a trainee unless he has completed the 120-hour training requirement of the course in the training center which is to grant the license.

ARTICLE IX
Effectivity

Section 1. These policies and standards shall take effect School Year 1984-1985.

Section 2. This Order supersedes Memorandum No. 18, s. 1976 (Region IV, Quezon City).

(Inclosure No. 2 to MEOS ORDER No. _____, s. 1984)

BASIC SECURITY GUARD COURSE
(Pre-Licensing Training Course)

A. GENERAL SUBJECTS (14 hours)	<u>NO. OF HOURS</u>
Language	8
1. Report Writing and Note-Taking (8 Hours)	
1.1 Report Writing	
Reasons for Writing Reports; Definition of Reporting; Prerequisites of Good Reports; Tools for Reporting; Basic Characteristics of Reports; the difference between Reporting and Interpretation; the Organization and Expression of Reports taken in Investigative work.	
1.2 Community Relations (6 hours)	
1.2.1 Professional Conduct	1
Code of Conduct and Code of Ethics of security guards; reiteration of 11 General Orders of the Guard as guidelines to be followed in the proper conduct and behavior of a guard on post.	
1.2.2 Personal Appearance, Care of Uniform and Equipment	1
The types of guards/officer's uniforms, authorized paraphernalias, importance of good appearance in the community; proper handling and care of equipment/tools used by security guards.	

1.2.3 Human Relation and Psychology 2

Principles of human relations and concepts on social interaction in a social group; general knowledge of theories of human behavior and the various influences of the environment on individual and group actions, beliefs, aspirations, and values.

1.2.4 Responsibility Towards Community and Crime Prevention 1

Determining the role of the security guards in the community as protector of lives and properties; duty to assist and cooperate with police officers in the performance of their duties. Linkages of business establishments with the community will be included.

1.2.5 Political Science 1

Basic principles of political structure and also the Constitution and Philippine Government.

1.3 Orientation and Class Organization

Explanation of the Training Objectives and Policies; Class Rules and Regulations; Organization of the Class Members into working groups in order to identify and develop leadership potentials and qualities.

1.3.1 History and Philosophy of the Security Profession: Overview of Security 1

Explanation of the origin of the security profession in the country; development from the days of turbaned and bearded watchmen to the present day security guards; reasons and causes for lack of standardization; supervision prior to enactment of RA 5487; detailed

explanation on the needs of security not only within the government but also in private industries.

1.3.2 Philippine Criminal Justice System 2

Explanation of the Criminal Justice System in the Philippines, determining the relationship of the components to one another; determining the coordination process in order to serve its purpose in the protection of citizen's rights to secure lives and properties; maintenance of public order; rehabilitation of anti-social behavior; determining the roles of the guards and how the guards exercise such roles.

1.3.3 Organization, Mission and Functions of the PC/INP 2

Explanation of the organization, mission and functions of the PC/INP; of the basic duties and responsibilities of each agency, how these agencies relate with one another within the framework of the criminal justice system; and how the security guard functions relate with the functions of those agencies.

1.3.4 First Aid Techniques, Rescue and Evaluation, with PE 2

Detailed explanation of the latest techniques in the proper application of first aid; simple techniques for common accidents; wounds; shocks; fractures, etc.; reviving a victim, control of bleeding, transporting a patient.

**1.3.5 Private Security Agency Law - RA 5487
and its Implementing Rules and Regu-
lations** **4**

- Detailed explanation of the salient provisions of RA 5487; the Rationale of the Law; discussion of the PC Implementing Rules and Regulations and Its Amendments; Organization, Administration and Operation of Security Agencies as set forth by the law.

**1.3.6 Observation, Description and Identifica-
tion** **2**

Definitions; Types of Observation; Sense Involved in Observation; Psychological Elements of Observation; Analysis of Attention; Factors that Influence Attention; Factors Involved in Perception; Descriptive Forms; General Information; General Characteristics; Specific Characteristics; Portrait Parle.

2. Major Area of Training (85 hours)

2.1 Introduction to Legal Aspects of Security (4 hours)

**2.1.1 Legal Authority, Responsibility and
Jurisdiction of Guards** **2**

Authority, responsibility and jurisdiction when on guard duty.

**2.1.2 Principles for Search and Seizure of
Persons, Objectives and Premises** **2**

Authority for apprehension, search and restraint of persons.

2.2 Physical Security and Safety Systems (16 hours)

2.2.1 Protection of Assets **8**

Types of security and safety systems, control measures to protect commercial and industrial installations against security hazards; recognizing security risks, taking corrective actions; actual demonstration and practical exercise on the system application.

2.2.2 Communication and Protective Alarm System 2

The types and operation of communications equipment, explanation of the different protective alarm systems; the need of the system and its adaptability in the country.

2.2.3 Duties in the Events of Emergencies, Alerts and Disasters 6

2.2.3.1 Fire Prevention and Control (2)

Fire prevention through the recognition of fire hazards; different classes of fires and methods of extinguishing each; different kinds of fire protection and fire fighting equipment of guard will encounter; actual demonstration, P.E.

2.2.3.2 Strikes/Lockouts/Civil Disturbances (4)

Definitions of strikes/lockouts and civil disturbances; role of security guards during strikes/lockouts; characteristics of crowds and mobs; mob and riot control; prevention of panic; anti-looting measures; role of security guards in times of calamities and disasters; powers of Chief PC and/or the

Mayor to deputize the security agencies in times of calamities or disasters; geographical and/or individual deputization; limitation of the duties and functions of a security guard during the deputization period; defining location and area of responsibility.

2.3 Disciplinary Training (27 hours)

2.3.1 Courtesy and Discipline with PE 6

Courtesy and Discipline defined; determining the relation of the guard with his social environment; his behavior and conduct towards his profession, his fellow guards, his superior officers and to the public as a whole; ethics and protocol. Ranks and insignias in the AFP; when and whom to salute.

2.3.2 Dismounted Drills and Inspection (1 hour a day) 21

Close order drills; Inspection in Ranks; Inspection as an effective tool in instilling loyalty and discipline; encouraging of organized rank; facings, marchings, salute.

2.4 Weapons Training (13 hours)

2.4.1 Familiarization, Care and Safe Handling of Weapons 4

Types of authorized firearms and ammunition used by guards; firearms nomenclature; justification and restrictions in carrying of firearm; care and safety of firearms.

2.4.2 Marksmanship Training 8

Positions of firing; sight alignment and adjustment; steady hold factors; BRASS; range safety regulations; familiarization firing of various types of firearms.

2.4.3 Enemy Agaw-Armas Program 1

Guidelines on reduction/prevention of casualties and firearm losses.

2.5 Unarmed Defense (21 hours)

2.5.1 Physical Conditioning 10.5

2.5.2 Self-Defense Techniques 10.5

Principles of self-defense, its application and techniques; different kinds of unarmed defense, use of nightstick and chemical weapons; come-along holds, actual demonstration and practical exercises.

2.6 Examination (4 hours)

3. Others (7 hours)

Training Director's Time (7 hours)

3.1 Guidance and counselling of students; motivating students; checking and training performance; evaluating students and instructors.

S U M M A R Y

A. GENERAL SUBJECTS	14
B. INTRODUCTION TO LEGAL ASPECTS OF SECURITY	4
C. PHYSICAL SECURITY AND SAFETY SYSTEMS	16
D. REPORT WRITING AND NOTE TAKING	8
E. COMMUNITY RELATIONS	6
F. DISCIPLINARY TRAINING	27
G. WEAPONS TRAINING	13
H. UNARMED DEFENSE	21
I. EXAMINATION	4
J. DIRECTOR'S TIME	<u>7</u>
TOTAL	<u><u>120</u></u>

6 hours per day x 5 = 30 hours weekly

30 hours x 4 = 120 hours total

(Inclosure No. 3 to MECS ORDER NO. _____, s. 1984)

To be complete in its operations, the Training Center must have the minimum equipments and supplies for its use in a security program which will be similar to those in other academic programs within the training center.

1. Philippine Flag
2. One Typewriter
3. One Secretarial Desk and Chair
4. Two Five-Drawer Letter-Size Filing Cabinets
5. One Desk and Chair for the Program Director
6. Three Reception Area Chairs
7. One Megaphone Equipment
8. Bell
9. Wall Clock

In Addition, all miscellaneous office supplies, such as:

1. Staplers
2. File Basket
3. Book Cases
4. Puncher/Perforator

Class Room Supplies:

1. Black/White Board
2. Eraser
3. Chalk
4. Pointer
5. Chart Stand
6. Bulletin Board
7. Lectern
8. Platform
9. Chairs with Writing Tablets

Martial Arts Facilities:

1. Judo Mat
2. Night Stick and Riot Batons
3. Punching Bag and Sped Ball
4. Punching Gloves