BAG INSPECTION POLICY

In line with recent incidents concerning campus security, and in compliance with DepEd Order No. 006, s. 2026 (“Guidelines on Ensuring a Safe and Motivating Learning Environment”) and CHED Memorandum Order No. 352, s. 2026 (“Implementation of Heightened Security and Safety Protocols”), Bag inspections at the various campuses of the University are being undertaken, in addition to the implementation of other existing security measures, to ensure that the Ateneo campuses are safe and secure places within which to study, do business, and reside.

Scope

Conducting bag inspections at the Ateneo De Manila University campuses is a strict, University-wide policy, covering employees, students, staff, and visitors. It is enforced at the Loyola Heights, Rockwell, Salcedo, and Ortigas campuses. It covers the inspection of bags and packages brought into the University premises and the prohibition and confiscation, or temporary holding, as applicable, of all kinds of firearms, firearm replicas, explosives, illegal drugs/substances, deadly weapons, alcoholic beverages, wine, and other items the possession of which is prohibited under the Revised Penal Code (RPC) and other Special Penal Laws (Special Laws), as well as existing University, campus, and unit manuals, handbooks, policies, and guidelines.

Definition of Terms

Alcoholic Beverages - any drinkable liquid that contains ethanol (ethyl alcohol), a psychoactive substance that produces intoxicating effects, including but not limited to beer, wine, spirits, liquor, liqueurs, cocktails, hard seltzers, and other fermented or distilled alcoholic drinks, regardless of brand, form, or alcohol content. The term does not include non-beverage products or substances containing alcohol that are not intended for consumption, or food, beverages, medicines, or other products in which alcohol is present only as an incidental or functional ingredient and is not intended to produce an intoxicating effect.

Deadly Weapons - any bladed, blunt, or pointed instrument capable of inflicting bodily injury or death when possessed or carried without legitimate purpose or authorization within the University - including knives, fan knives (balisong), daggers, spears, bolos, barongs, kris, bows and arrows (pana), and clubs (chako), ice picks, bread knives, buckle knives, box cutters, and brass knuckles. This shall not include tools, equipment, or other implements reasonably necessary for legitimate academic, employment, maintenance, or other authorized activities.

Firearm - any handheld or portable weapon—whether a small arm or a light weapon—that expels or is designed to expel a bullet, shot, slug, missile, or any projectile.

Firearm Replica - any imitation of a firearm or any device that is substantially similar in coloration and overall appearance to an existing real firearm, such that it could lead a reasonable person to believe it is a genuine weapon.

Prohibited Items under RPC or Special Laws - contraband, substances, or instruments whose unauthorized possession, (apart from importation, manufacturing, sale, and other distribution) is prohibited under the RPC or other special laws.

Staff - contractors/concessionaires and their employees, who are not Ateneo employees.

Visitors - parents/guardians of Ateneo students and other persons (non-students or employees) who frequent or visit the Ateneo campuses.

Wine - alcoholic drinks made from fermented grape juice or from fermented juices of other fruits or plants.

Guidelines

All employees, students, staff, and visitors shall be subjected to bag inspection upon entry at all access points of Loyola Heights campus- based schools (both basic education and higher education) and office complexes (including , residence facilities), and at (the Rockwell, Salcedo, and Ortigas campuses and their complexes).

Bag inspection shall generally be limited to visual inspection of the interior and exterior compartments of bags and other packages/containers as well as the contents of the same. Bag inspection shall also include the consequent confiscation of any and all items the possession of which are illegal or otherwise prohibited, as described in this policy.

Security personnel shall not unnecessarily or inappropriately handle, remove, or examine personal belongings beyond what is reasonably necessary to determine whether illegal or other prohibited items are contained therein. Inspections shall be conducted respectfully and in a manner that reasonably protects the privacy and dignity of the persons whose belongings are being inspected.

All illegal or otherwise prohibited items may be confiscated, or temporarily held, as applicable. An official receipt of item(s) confiscated (Confiscation Slip) will be provided as proof of confiscation. (Annex A – HE Student, Employee, Staff, and Visitor, while Annex B – Basic Education Student/Learner)

If firearms, explosives, illegal drugs/substances, deadly weapons, or other prohibited items under the (RPC) and Special Laws are confiscated, the possessor shall be referred to the Security Section of the CSMO for appropriate investigation and handling in accordance with applicable law and University policy. If the evidence warrants, the possessor may be properly turned over to the local police for proper disposition, together with the confiscated items.

If the violator is an Ateneo student, coordination with the student's home unit is necessary for information and assistance as may be required by existing University policy.

If a firearm replica is confiscated, it shall be turned over to the Security Section, of the CSMO, for further investigation prior to release to the possessor, with the condition that it must not be brought back into any of the campuses unless necessary or required for academic purposes.

If illegal or otherwise prohibited items are found in the possession of Ateneo employees or students in violation of existing University, campus, or unit manuals, handbooks, policies, and guidelines, an Official Report shall be forwarded to the concerned unit for proper disposition under the pertinent manual, handbook, policy or guideline.

If illegal or otherwise prohibited items are found in the possession of staff (contractors/ concessionaires and/or their employees) or visitors, an Official Report will be issued to the staff's or visitor's pertinent principal or employer as a reference for the latter to render to undertake pertinent action, without prejudice to appropriate sanctions - (verbal warning, escort outside the campus, or a campus ban) being imposed by the University, if warranted.

If the possessor of illegal or otherwise prohibited item/s is a student (learner) of a Basic Education school unit of the University, the learner must be discreetly escorted to the Principal's Office, in the presence of a Guidance Counselor or designated school staff. The learner shall be subjected to the procedure provided thereat.

Confiscated items that are not illegal to possess shall be handled and, when appropriate, returned in accordance with the applicable University procedure. Items that are illegal to possess shall be handled and disposed of in accordance with applicable law.

Any person who refuses to submit to the required bag inspection shall be denied entry to University premises. No physical force shall be used solely to compel compliance with the bag inspection.

ANNEX A *(HE Student, Employee, Staff, and Visitor)*

CONFISCATION SLIP

Name of violator: _____ Date: _____

Student/ Employee No. (If Applicable): _____ Time: _____

Confiscated Item/s: _____ Location: _____

- ☐ Firearm
- ☐ Firearm Replica
- ☐ Deadly Weapon
- ☐ Alcoholic Beverages
- ☐ Prohibited substance
- ☐ Others: _____

Confiscated by: Noted by:

_____ _____

To be accomplished upon claiming the confiscated item *(if not illegal to possess under existing law)*

CLAIM SLIP

I, _____, acknowledge receipt of the item that was confiscated from me within the school premises.

I fully understand the reason for its confiscation and commit to prevent the recurrence of bringing items that do not contribute to the learning process or studies.

_____ _____

Signature over printed name Date of claim

ANNEX B (*Basic Education Student/Learner)*

DOCUMENT NO. _____

CONFISCATION SLIP

NAME OF LEARNER:	DATE:
GRADE & SECTION:	TEACHER-IN-CHARGE:

ITEM/S CONFISCATED:

- ☐ **Pornographic Materials** Pls. specify: _____
- ☐ **Unnecessary items that may cause harm** Pls. specify: _____
- ☐ **Flammable & hazardous chemicals** Pls. specify: _____
- ☐ **Deadly Weapon/s** Pls. specify: _____
- ☐ **Cigarettes, Vape**
- ☐ **Gambling Paraphernalia** Pls. specify: _____
- ☐ **Others** Pls. specify: _____

Confiscated by:

_____
TEACHER-IN-CHARGE

Noted by:

_____
GUIDANCE TEACHER/DESIGNATE

To be accomplished upon claiming the confiscated item. **DOCUMENT NO.** _____

CLAIM SLIP

I, (name of parent/guardian), parent/guardian of (name of learner), acknowledge receipt of the item that was confiscated from my child within the school premises.

I fully understand the reason for its confiscation and commit to providing proper guidance to my child to prevent the recurrence of bringing items that do not contribute to the learning process or to his/her studies.

_____
PARENT'S SIGNATURE OVER PRINTED NAME

_____
DATE OF CLAIM