



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

April 1, 2022

DIVISION MEMORANDUM
No. ///, s. 2022

**GUIDELINES ON THE USE OF PUBLIC SCHOOL GROUNDS, BUILDINGS
AND FACILITIES**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Section and Unit Heads
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the guidelines on the Use of Public School Buildings and Facilities in compliance with the provision in Section 15, Chapter 2, Unit VIII of the DECS Service Manual 2000 and Item C, Chapter 5 of the Educational Facilities Manual.
2. The use of government facilities other than the school activities must be subject to the approval of the Schools Division Superintendent (SDS) upon the endorsement/recommendation by the School Head. A copy of the endorsement template is attached as Enclosure "A".
3. Upon approval by the SDS, the school principal must enter into a Usage Agreement with the requesting party. Sample template containing the minimum provisions is attached as Enclosure "B". School Heads may add provisions as deemed necessary for the best interest of the school.
4. The following activities and utilization of the school grounds, buildings and facilities may be permitted by the SDS through the School Head/Principal.
 - a. **Civil Service Examinations.** Holding of the Civil Service Examinations shall be allowed in the classroom including the use of the furnishings and lighting facilities.
 - b. **Literacy Classes.** Instruction of illiterates and other literacy activities may be held in the school.
 - c. **Polling Places.** The use of the school for the meetings of election inspectors and as polling place for the election of national, provincial, city, municipal and barangay officials may be authorized.
 - d. **Religious Services/Instructions.** Holding of religious activities for the benefit of pupils/students and barangay council and other sectoral groups and conduct of religious instructions may be allowed, provided such activity does not interfere with the regular school activities.



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- e. **Community Program.** Sectoral groups and barangay council may be allowed to use the school for civic and educational activities.
- f. **Evacuation Center.** Schools may be utilized as an evacuation center if there is no other safer place that the community can take refuge.

5. Pursuant to Republic Act No. 10821 or the Children's Emergency Relief and Protection Act, when a school is used as an evacuation center, the gymnasiums, learning and activity centers, auditoriums and other open spaces shall be utilized first. The **classrooms shall only be used as a last resort.** The use of the school premises shall be as brief as possible. If the use is predicted to exceed fifteen (15) days, the affected LGU shall provide written documentation to the Schools Division Office (SDO) on the following:

- a. The name and location of the school;
- b. All alternative sites and proposal for final site selection;
- c. Measures being implemented to prevent interference or disruption to the school and educational activities of children; and
- d. Other particulars to be provided in the implementing rules and regulations of this Act.

If the use exceeds six (6) months after the declaration of a state of calamity, the DepEd Regional Office will conduct regular site inspections and certify that such spaces are in good physical condition and sufficient to ensure the safety of the children and their environment.

6. The following shall be considered **illegal utilization** of school grounds, buildings and facilities:

- a. Use for personal convenience of an employee as his/her residence and not in connection with his/her official duties;
- b. Use of the school property for the furtherance of private interests of individuals and groups;
- c. Presence of squatters or informal settlers; and
- d. Conduct of **political mass meetings** or for other politics-related activities.

7. The utilization of school property is and should be under the strict authority of the School Head/Principal. Any illegal act or activity resulting from or related to the utilization of the school property or facilities shall be taken as the accountability of the School Head/Principal.

8. Immediate and wide dissemination of this Memorandum is desired.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 

JIAL/CPC/ADMIN/atm



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Enclosure "A"

(Letterhead of the School)

ENDORSEMENT

Date: _____

Respectfully endorsed for approval to Dr. Joseph Irwin A. Lagura, Schools Division Superintendent, the herein attached letter request for the use of *<indicate the name of school here>* grounds, building and/or facilities as follows:

Facilities to be Used: _____

Date of Use: _____

Time of Use: _____

Purpose: _____

Requester: _____

I have officially coordinated with the aforementioned requester and find their request to be in accordance with the DepEd Guidelines, No-Disruption-of-Classes Policy and Non-Commercialization of DepEd Policy.

School Head/Principal



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Enclosure "B"

(Letterhead of the School)
School Facilities Usage Agreement

I/We, _____ (Name of Person), of legal age, Filipino, and with residence at _____, armed with authority to perform in this act in behalf of (name of organization), who are the users of the (Name of Facilities), hereby confirm to the following terms and conditions regarding my/our reservation and usage as approved by the gymnasium administrator, (Name of School Head/Principal).

Terms and Conditions:

1. The school facility shall be used exclusively for the purpose of _____. At **no time** shall it be used for illegal or for the permission to use if he/she finds me, our organization or any of our representatives violating this provision.
2. The premises shall be used on (date) from _____ (Time of Use). I/We shall respect the reservation of other users by concluding the activities on time. I/We shall communicate any request for change of time or date to the school head/administrator at least three (3) days before the event and subject to the availability of the conference room.
3. Priority shall be given to any school, Department of Education (DepEd) and/or Local Government Unit (LGU) sponsored events. The school head/administrator has the right to preempt any event in favor or an emergency school, DepEd or LGU sponsored event provided they make every reasonable effort to give ample notice to me.
4. I/We agree to pay _____ in order to defray for utilities expenses and other maintenance costs.
5. I/We shall ensure that an authorized representative is present in the premises during the period reserved. I/We shall ensure that children attendees or participants shall be supervised at all times.
6. All activities are to be completed and maintained inside the gymnasium. Passageways shall not be blocked.
7. Any school facilities and equipment shall be used with care and in the normal manner by which they shall be operated.
8. The size of the event or the activities to be conducted shall not create safety issues.
9. After the event, the facilities shall be returned to the condition in which it was received with the trash and other refuse being disposed of properly.
10. I/We agree to pay _____ (name of school) for any damages caused by the vent, representatives, officers, employees or invitees in full immediately after the event is concluded or within fifteen days from notice thereof by the gymnasium administrator. I/We shall indemnify and hold harmless DepEd, the school head/administrator or its representatives from any and all claims of liability that may arise out of said reservation or use of the gymnasium.

I/WE ACKNOWLEDGE THAT I HAVE THOROUGHLY READ, UNDERSTOOD, AND AGREED TO THE TERMS AND CONDITIONS AS LAID OUT.

Conforme:

(Signature over Printed Name)

Address: _____

Email Address: _____

Contact Number: _____



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