



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



October 19, 2020

**DIVISION MEMORANDUM**  
No. 568, s. 2020

**REVISED GUIDELINES ON THE CONDEMNATION AND  
DEMOLITION OF SCHOOL BUILDINGS**

To : ALL SCHOOL HEADS  
Elementary and Secondary (JHS and SHS)  
This Division

Relative to the demolition of school buildings in your respective schools, you are hereby directed to adhere to the following guidelines:

1. The revised guidelines on the condemnation and demolition of school buildings shall contain or constitute the following:

a. The school head shall request for an ocular inspection and assessment of the school building perceived to be hazardous from the building official, (Chief of the Municipal/City Engineer's Office or the head of the District Engineer's Office, whoever is available);

b. As a matter of policy, a school building perceived to be hazardous should be immediately cordoned to keep off students, teachers from using it until such time that the school building is completely demolished or otherwise declared as safe for occupancy. Such cordon should be placed at a minimum distance of four (4) meters from the building line. In addition, large precautionary signs should be posted or nailed to boards as warning to students;

c. Pending the result of the ocular inspection from the building official, the school head shall secure the following documents as prerequisite to the approval of requests for demolition:

- (1) photographs of the building to be demolished, properly labeled, showing The front, rear, sides and damaged sections;
- (2) certification by the school head that, if the building is demolished, Classes will not be disrupted due to lack of classrooms;
- (3) indication of probable funding for replacement; and
- (4) Parents Teachers Association (PTA) or Alumni Association's clearance in case of school buildings with historical value like the Gabaldon School Building.

d. When and if the subject building is declared by the building official to be unfit for occupancy, the school head shall submit the request for demolition to the schools division/city superintendent (SDS);

e. For school buildings or structures without historical value, the SDS shall approve request for demolition based on the Inspection Report of the Building Official, and upon completion of enumerated requirements Mentioned earlier;

- f. In the case of Gabaldon School Buildings, structures marked as cultural property, and structures dating at least fifty (50) years old, the SDS, through regional director, shall forward the request for demolition, together with the supporting documents to Department of Education Physical Facilities and Schools Engineering Division (DepEd-PFSED), for further evaluation; and clearance by the National Commission for Culture and the Arts (NCAA) or its affiliated cultural agency. After the issuance of clearance by the NCAA, the DepEd-PFSED shall recommend approval of demolition to the SDS who shall approve the request for demolition;
  - g. The school head shall apply for a demolition permit from the Municipal/City Building Official;
  - h. The Division Bids and Awards Committee (BAC) or the school BAC ( in the case of a National School with fiscal autonomy), shall conduct bidding for demolition;
  - i. In case the demolition is to be done by the administration, the school head shall list all the salvaged materials and shall submit a Waste Material Report to the respective Division Office (DO); and
  - j. The school head shall inform the Commission on Audit (COA)/Resident Auditor and shall request for relief of accountability in writing.
2. A school building declared by the building official to be unfit for occupancy shall be demolished within a period not to exceed ninety (90) calendar days from the date of its condemnation.
  3. All documents pertaining to the demolished building should be kept on file in the folder marked "Condemned/Demolished School Properties" as part of the records/ documents on physical facilities of the school.
  4. All relevant provisions of existing DepEd Orders, Memoranda, and other Administrative issuances inconsistent with this Order are hereby superseded.

For your information, guidance and compliance.



**CRISTY C. EPE**  
Schools Division Superintendent  10/19/2020

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
20-64870  
DATE: 01 DEC 2020 TIME: 5:05 pm  
BY: 