



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

July 4, 2023

DIVISION MEMORANDUM

NO. 087, s. 2023

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

To: Assistant Schools Division Superintendent
 Functional Division Chiefs
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Section/Unit/Office Heads
 All others concerned

1. This office disseminates the guidelines on the use of public school buildings and facilities in compliance with the provisions of Section 15, Chapter 2, Unit VIII of the DECS Service Manual 2000 and Item C, Chapter V of the Educational Facilities Manual;
2. The use of school facilities other than school activities shall be subject to the approval of the Schools Division Superintendent (SDS) and upon the endorsement of the school head. A copy of the endorsement template is attached hereto as Enclosure "A";
3. Upon review of the request letter by the school head, the requesting party must enter into a School Facilities Usage Agreement with the school. A copy of the school Facilities Usage Agreement is herein attached as Enclosure "B". The school heads are allowed to insert additional provisions as deemed necessary or relevant to the contract;
4. The school head shall strictly follow the **"No School Facility Utilization Agreement, No Usage Policy"**;
5. After the utilization of the school premises, the requesting party shall pay the corresponding fees for school utility expenses which shall be paid to the cashier of the school. Such collections may be used to finance programs, activities and projects (PAPs) or defray school maintenance and other operating expenses;




6. The following activities and utilization of the school grounds, buildings and facilities may be permitted by the Schools Division Superintendent thru the principal/head teacher are as follows:
 - A. **Civil Service Examinations.** Holding of civil service examinations is allowed in the classroom including the use of its 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 school buildings for the meetings of election inspectors and as polling places for the election of national, provincial, city, municipal and barangay officials may be authorized.
 - D. **Religious Services/Instruction.** Holding of religious activities for the benefit of pupils/students and barangay council and other sectoral groups and conduct of religious instructions maybe allowed provided such does not interfere with regular school activities.
 - E. **Community Program.** Sectoral groups and Barangay Council may be allowed to use the school buildings, grounds and facilities for civic and educational activities.
 - F. **Evacuation Center.** The use of school buildings/classrooms as evacuation centers is allowable in case of natural calamities. The utilization of school property and facilities shall always be under the strict authority and responsibility of the school administrator. In case there is a need to evacuate school personnel and students, the following are specific policies:
 - i. DepEd Officials and personnel shall be responsible for the evacuation of students/pupils, in case the school is threatened or in the hazard-stricken area, into safer place(s), and they continue to be responsible for the safety of the students/pupils until their custody has been taken over by the parents.
 - ii. DepEd Officials may allow the use of the school as an evacuation center when there is no other safer place where the people from the community can take refuge and as a temporary holding center since there is no intent to permanently utilize the same as residence for the calamity victims.
 - iii. In case the school is used as an evacuation center, DepEd Officials and personnel shall be responsible for the preservation of the school facilities and properties for the duration the school is being occupied by evacuees, so that after the emergency period the school can resume operation as soon as possible.
7. Pursuant to Republic Act No. 10821 otherwise known as Children's Emergency Relief and Protection Act, when a school is used as an evacuation center, the gymnasium, learning and activity centers,

auditoriums and other open spaces shall be utilized first. Likewise, under DepEd Order No. 37, s. 2022 also known as the “Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural Disaster, Power Outages/Power Interruptions, and Other Calamities”, schools may be used as an immediate evacuation site which should not last for more than fifteen (15) days. LGUs cannot use schools as long-term shelters for evacuees.

8. There shall be no disruption of classes or school activities; utilization of school grounds, buildings and facilities by other agencies other than DepEd or private entities shall only be allowed after school hours during weekdays;
9. Any violation of this memorandum shall be dealt with administratively pursuant to DepEd Order No. 49, s. 2006 or the “Revised Rules of Procedures of DepEd in Administrative Cases”;
10. For immediate dissemination and strict compliance.


MELANIE P. ESTACIO, CESO VI
OIC-Schools Division Superintendent *ga*

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-104597
DATE: JUL 05 2023 TIME: 9:56am
BY: 

Enclosure "A"

(LETTERHEAD OF THE SCHOOL)

ENDORSEMENT

Date: _____

Respectfully endorsed for approval to **MELANIE P. ESTACIO, CESO VI**, Schools Division Superintendent, the herein Request Letter and School Facilities Usage Agreement for the use of school grounds, building, and/or facilities as follows:

Facilities to be used: _____

Date of Use: _____

Time of Use: _____

Purpose: _____

Requesting Party: _____

I have officially coordinated with the requester and find their request to be in accordance with the existing DepEd guidelines, no-disruption-of-classes policy, and non-commercialization of DepEd policy.

School Head

Enclosure "B"

(LETTERHEAD OF THE SCHOOL)

SCHOOL FACILITIES USAGE AGREEMENT

I (Name of Person), of legal age, Filipino, and with residence at _____, armed with the authority to perform this act on behalf of (Name of the Organization), an organization registered with the existing laws of the Republic of the Philippines, hereby confirms to the following terms and conditions regarding my reservation and usage of the school grounds, buildings, or facilities as reviewed by (Name of the School Head),(Position of the School Head), of (Name of School).

TERMS AND CONDITIONS:

1. The school facility shall be used exclusively for the purpose of _____. At no time shall it be used for unlawful or illegal purposes.
2. The premises shall be used on (date) from (time of use). We shall respect the reservation of other users by conducting the activities on time. We shall communicate any request for a 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 facilities to be used.
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 cancel any event in case of emergency in favor of the school, DepEd, or LGU provided they make a reasonable effort to give ample notice.
4. We shall ensure that an authorized representative is present on the premises during the period reserved. Also, we shall ensure that children attendees or participants shall be supervised at all times.
5. There shall be no disruption of classes or school activities.
6. Drinking alcoholic beverages and playing prohibited games of chance will not be allowed inside the school premises.
7. All activities are to be completed and maintained inside the school premises and the passageway shall not be blocked.

8. All school facilities and equipment shall be used with care and in the normal manner by which they shall be operated.
9. The size of the event or the activities to be conducted shall not create safety issues.
10. After the event, rooms and other facilities used shall be maintained, returned, or restored to the same condition as they were found.
11. We agree to pay the amount as determined by the School Head in order to defray utility expenses and other maintenance costs which shall be paid in the Cashier of the School after securing the meter reading of electricity and water. Furthermore, we shall strictly follow the "No School Facilities Utilization Agreement, No Usage Policy".
12. We agree to pay (name of school) for any damages caused by the participants, representatives, officers, employees, or invitees in full immediately after the event is concluded or within fifteen (15) days from notice thereof from the school head/administrator. We shall indemnify and hold harmless DepEd, the school head/administrator, or its representatives from any claims of liability that may arise out of said reservation or use of the school facilities.

IN WITNESS WHEREOF, I have hereunto set my hands this _____ in Digos City, Davao del Sur Philippines.

Signature over Printed Name

Address: _____

Email Address: _____

Contact No.: _____

REVIEWED BY:

School Head

APPROVED:

MELANIE P. ESTACIO, CESO VI
SCHOOLS DIVISION SUPERINTENDENT