



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

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 DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 457, Series of 2023

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned
 This Division

From: **CHERRY MAE D. BEYES, Ph.D., CESO V**
 Schools Division Superintendent

Date: October 25, 2023

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

1. This Office disseminates the guidelines on the use of public school buildings and facilities in compliance with the provision 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 must be subject to the approval of the Schools Division Superintendent (SDS) and upon the endorsement/recommendation by the school head. A copy of the endorsement template is attached hereto as Enclosure "A".
3. Upon review and approval by the SDS, the school head and the requesting party must enter into a School Facilities Usage Agreement with the school. A copy of the School Facilities Usage Agreement is hereto attached as Enclosure "B". School heads are allowed to insert additional provisions as deemed necessary or relevant to the contract.
4. The following activities and utilization of the school grounds, buildings, and facilities may be permitted:



- 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 a 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;
 - e) **Community Program.** Sectoral groups and barangay councils may be allowed to use the school for civic and educational activities. Civic activities refer to different productive activities in the community which are usually participated by the community members and which support the school's academic and co-curricular programs, projects, and activities subject to pertinent DepEd guidelines; and
 - f) **Evacuation Center.** A school may be used as an evacuation center only as a last resort.
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 and shall not exceed more than fifteen (15) days.
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. 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 policy shall be dealt with administratively pursuant to DepEd Order No. 49, s. 2006, the "Revised Rules of Procedures of DepEd on Administrative Cases".
10. Immediate dissemination of and compliance with this memorandum is directed.



(Letterhead of the School)

ENDORSEMENT

Date: _____

Respectfully endorsed for approval to CHERRY MAE L. REYES, PhD., CESO V, 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



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 e.g. rooms, gym, etc.)*, hereby confirm to the following terms and conditions regarding my/our reservation and usage as approved by the school 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 purposes.
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 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 said facilities.
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 of 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 utilities expenses and other maintenance costs.
5. I/We shall ensure that an authorized representative is present on 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 event representatives, officers, employees or invitees in full, immediately after the event is concluded or within fifteen days from notice thereof by the school 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 facilities.

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: _____

