



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 March 2025

DIVISION MEMORANDUM

No. **207** s. 2025

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

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

1. With reference to **Section 15, Chapter 2, 2000 Unit VIII of DECS Service Manual, and Item C, Chapter V of the Education Facilities Manual**, this Office announces the above subject.
2. The use of school facilities other than the school activities must be subject to the endorsement/recommendation by the School Head and approval of the Schools Division Superintendent (SDS). A copy of the **Endorsement Template** is attached as **Enclosure 1**.
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 attached as **Enclosure 2**. School Head may include additional provisions as deemed necessary or relevant to the contract for the best interest of the school.
4. After the execution and approval of the School Facilities Usage Agreement and signed Endorsement Template, the requesting party shall accomplish the Donation Form through the Adopt-A-School Coordinator of the school for the corresponding donation for school utility expenses. Report of the donations received shall be part of the monthly DPDS report for proper recording. Copy of the endorsement (Enclosure 1), School Facilities Usage Agreement (Enclosure 2) and Donation Form shall be forwarded to the SDO.
5. The following activities and utilization of the school ground, buildings, facilities and furniture may be permitted by the SDS through the School Head:
 - a. **Civil Service Examination.** Holding 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 school.
 - c. **Polling Places.** The use of school for the meetings of election inspectors and as polling place for the election of national, provincial, city and barangay officials may be authorized.

d. **Religious Services/Instructions.** Holding a religious activity for the benefit of the learner and community and conduct of religious instructions may be allowed, provided such activity does not interfere with the regular school activities. Except for the optional religious instruction as provided in DepEd Order No. 49, s. 2009 (Reiterating the Revised Rules and Regulations on the Teaching of Religion in Public Elementary and Secondary Schools), the use of the school as a regular venue of church activities is not allowed.

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 in case of natural calamities. The utilization of the school property and facilities shall always be under the strict authority and responsibility of the School Head. In case there is a need to evacuate school personnel and students, the following are the specific guidelines:

i. DepEd officials and personnel shall be responsible for the evacuation of learners 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 learners until their custody has been taken over by the parents.

ii. DepEd Officials may allow the use of the school as an evacuation center where there is no 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, the 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 operations as soon as possible

6. Pursuant to **Republic Act No. 10821** titled Children's Emergency Relief and Protection Act, when the 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 last resort. The use of school facilities 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 SDO on the following:

- a. Name and school address;
- b. All alternative sites and proposal for final site selection;
- c. Measures being implemented to prevent 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.

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

- a. **Personal Use of Educational Facilities.** The use of school property for personal convenience of an employee as his/her residence and not in connection with his/her official duties; Likewise, the use of the school property for the furtherance of private interests is considered illegal;

- b. **Squatters.** No squatters shall be allowed in the school site. Presence of squatters or informal settlers; and
- c. Conduct of political mass meetings or other politics-related activities.

8. Immediate dissemination of and strict compliance with this Memorandum is hereby desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated
Reference: Republic Act No. 10588
To be indicated in the Perpetual Index
under the following subjects:

EDUCATION FACILITIES

SGOD- guidelines on the use of public-school grounds, buildings, facilities and furniture
SGOADQEL-002632/March 21, 2025

Enclosure No. 1

(LETTER HEAD OF THE SCHOOL)

ENDORSEMENT

Date: _____

Respectfully endorse for approval to (NAME OF SCHOOLS DIVISION SUPERINTENDENT), Schools Division Superintendent, the letter request for the use of (indicate the name of School) grounds, building and/or facilities as follows:

Facilities to be Used: _____
Furniture/Equipment to be Used: _____
Date of Use: _____
Time of Use: _____
Purpose of Request: _____
Requester: _____
Office/ Affiliation: _____

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

Signature over Printed Name of School Head

Enclosure No. 2

(LETTER HEAD OF THE SCHOOL)
SCHOOL FACILITIES USAGE AGREEMENT

I/WE _____ (NAME OF REQUESTER), 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 school and facilities), hereby confirm to the following terms and conditions regarding my/our reservation and usage as approved by the (Name of School Head).

TERMS AND CONDITIONS:

1. The school facility shall be used exclusively for the purpose of _____. At no time shall 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 and date to the school head at least three days before the event and subject to the availability of the requested facilities.
3. Priority shall be given to any school, DepEd and/or Local Government Unit (LGU) sponsored events. The school head 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 time to me.
4. I/We agree to pay/donate _____ in order to defray 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 participants shall be supervised at all times.
6. All activities are to be completed and maintained on the reserved facilities. Passages 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/donate _____ (name of School) for any damages caused by the event, representatives, officers, employees or invitees in full immediately after the event is conducted or within fifteen days from notice thereof by the school head or any of its representatives from any and all claims of liability that may arise out of said reservation or use of the school facilities.

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

CONFORME:

(SIGNATURE OVER PRINTED NAME)

ADDRESS: _____

CONTACT NUMBER: _____