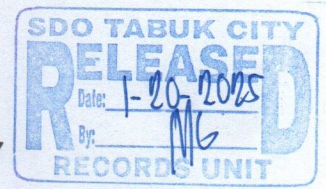




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



January 20, 2025



OFFICE MEMORANDUM
No. 34, s. 2025

**REQUEST FOR THE USE OF SCHOOL DIVISION OFFICE'S
FACILITIES, FURNITURE, AND EQUIPMENT**

To: OIC Asst. Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Offices
All others concerned


1. In line with SDO Tabuk's commitment in delivering efficient and effective basic education services, this office directs all program holders and proponents to use the enclosed Form in requesting the use of facilities, furniture, and equipment owned by the DepEd Schools Division of Tabuk City.
2. This shall ensure that the utilization of the SDO's facilities entails transparency, accountability, and efficiency in managing resources. It shall also establish a formal process for tracking requests, preventing conflicts in scheduling, and promoting the fair use of shared facilities as well as safeguarding the proper use of the facilities in alignment with the institution's policies and regulations.
3. The processing of request to use the facilities, tools and equipment of the Schools Division of Tabuk City shall be lodge at the Office of the Administrative Officer V for Administration and General Services with the following duties and responsibilities:
 - a. **Request Management.** Receive, evaluate, and process requests for the use of Division Office's facilities, tools, and equipment, ensuring compliance with division policies and procedures.
 - b. **Scheduling and Allocation.** Coordinate and schedule the use of Division Office's facilities and equipment to avoid conflicts and ensure equitable access among stakeholders.
 - c. **Documentation.** Facilitate recommendation of the approval process for requests and maintain accurate records of all transactions, including request forms, and usage logs.

- d. **Guidance on Proper Use.** Provide instructions or guidelines to users on the proper handling and operation of office facilities, tools, and equipment to prevent misuse and damage.
 - e. **Monitoring Usage.** Regularly monitor the condition of office facilities, tools, and equipment during and after use to ensure they are returned in good condition and remain functional.
 - f. **Preventive Maintenance.** Develop and implement a preventive maintenance schedule to prolong the life and functionality of office facilities, tools, and equipment.
 - g. **Repair Coordination.** Identify damaged or malfunctioning facilities and equipment, coordinate necessary repairs or replacements, and ensure timely resolution of issues.
 - h. **Inventory Management.** Maintain an updated inventory of office facilities, tools, and equipment, tracking their condition, usage, and availability.
 - i. **Policy Enforcement.** Ensure that all users adhere to established policies and guidelines when using office facilities, tools, and equipment.
 - j. **Reporting and Feedback.** Prepare regular reports on the status, usage, and maintenance needs of office facilities and equipment, and solicit feedback from users to improve services and processes.
4. Immediate dissemination of and compliance to this memorandum is desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

 DepEd Tayo Tabuk City

Reference No.: _____
 Accomplish in triplicate.
 1 copy for proponent, AO V, Supply



Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF TABUK CITY
 Tabuk City, Kalinga

**REQUEST FOR THE USE OF THE SCHOOL DIVISION OFFICE'S
 FACILITIES, FURNITURE AND EQUIPMENT**

I. Guidelines in requesting access to and use of facilities, furniture and equipment

1. The proponent must submit this reservation request at least one week before the event through proper channels and ensure prior approval from the Schools Division Superintendent for any scheduled activities or events.
2. The conference halls are strictly for official meetings, seminars, and other approved activities. The use of the dormitory shall give priority to DepEd officials attending official events. Unauthorized use of these facilities is prohibited. All attendees must sign in upon entry for documentation and security purposes.
3. Leave the hall clean and tidy after use. The proponent is responsible for ensuring the hall is cleaned after the activity, including the removal of decorations, trash, and event-related materials.
4. Food and drinks are only allowed in designated areas. Use designated bins for trash, and ensure proper segregation of waste.
5. Handle all audiovisual and conference equipment with care. Report any malfunctions or damage immediately. Any borrowed equipment, such as microphones, projectors, extension cords must be returned after use.
6. Decorations or setup requiring adhesives must not damage walls, furniture, or fixtures.
7. Smoking and vaping are strictly prohibited in the dormitory, hallways, conference halls, and all shared facilities.
8. Turn off lights, air conditioning, fans, and electrical devices when not in use or right after the activity. Use water responsibly by ensuring taps are tightly closed after use and avoid unnecessary water consumption. Report any unnecessary energy consumption or malfunctioning equipment immediately to general services section.

II. Request to Access and use Facilities, Furniture and Equipment

Name of Activity: _____

Inclusive Dates: _____ Proponent: _____ Position/Designation: _____

Facility/Venue	Number of Pax
<input type="checkbox"/> Katapatan Hall (1 st Floor CID Building)	
<input type="checkbox"/> Kagitingan Hall (2 nd Floor CID Building)	
<input type="checkbox"/> Katarungan Hall (2 nd Floor Main Building)	
<input type="checkbox"/> Multi-purpose Hall	
<input type="checkbox"/> Female Dorm	
<input type="checkbox"/> Male Dorm	

Equipment/ Furniture	Quantity
<input type="checkbox"/> Microphone	
<input type="checkbox"/> Projector	
<input type="checkbox"/> Extension cord	
<input type="checkbox"/> Tables	
<input type="checkbox"/> Chairs	
<input type="checkbox"/> Others: _____	

I, the undersigned requesting officer, agrees to use the facilities of the Schools Division Office of Tabuk City in accordance with the established guidelines and regulations. I commit to ensuring that the facilities are used solely for the intended official purpose and will take full responsibility for maintaining order, cleanliness, and security during the event. I also pledge to ensure that the facilities are vacated on time and returned to their original condition, respecting the Division's commitment to efficiency and service.

NAME AND SIGNATURE OF REQUESTING OFFICER

Position/Designation: _____ Date: _____

III. ACTION TAKEN

For Approval/Disapproval:	Approved/Disapproved:
DOROTHY S. ASINGAL Administrative Officer V	BENEDICTA B. GAMATERO PhD, CESO V Schools Division Superintendent
Reason for Disapproval:	



Address: Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

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