



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 76, s. 2025

TO: OIC – Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Section and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others concerned

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

DATE: **February 18, 2025**

PARTICULARS

1. This Office hereby disseminates the guidelines on the Use of Public School Buildings and Facilities in compliance with the provision in Section 15, Chapter 2, Unit VIII of the DECS Service Manual 2000 and Chapter 5 of the Educational Facilities Manual;
2. The use of government facilities for purposes other than school activities must be subject for approval of the Schools Division Superintendent (SDS) upon the approval/recommendation by the School Head (*See enclosure "A" for the template*). Requests submitted directly to the Office of the SDS will be referred to the school head concerned for evaluation and recommendation;
3. Upon approval by the SDS, the school head must enter into a Usage Agreement or a Memorandum of Agreement (MOA) or Understanding (MOU) with the requesting party (*See enclosure "B" for the sample template. School Heads may add provisions as deemed necessary for the best interest of the school*);
4. The following activities and utilization of the school grounds, buildings and facilities may be permitted by the SDS through the School Head:





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- 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 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 that such activities do not interfere with the regular school activities;
 - 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 if there are no other safer places that the community can take refuge;
5. Utilization of school property is and should be under the strict authority and supervision of the School Head. Any illegal act or activity resulting from or related thereto shall be taken as the accountability of the School Head.
6. Immediate and wide dissemination of this Memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent





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Enclosure "B"

SCHOOL USAGE AGREEMENT

I/We, (Name of Person), of legal age, Filipino citizen, and with residence at (address), authorized representative of (name of organization) hereby conform to the following terms and conditions regarding my/our reservation and usage of (name of school) as permitted by (name of School Head).

Terms and Conditions:

1. The school facility that shall be used exclusively for the purpose of _____. At no time shall it be used for illegal or for partisan political activities. The school head may at any time revoke the permission to use the same if he finds me, our organization or any of our representatives violating provisions of this Agreement;
2. The premises shall be used on (date and time). 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 or date to the school head/administrator at least three (3) days before the event and subject to its availability;
3. Priority shall be given to any school and/or Department of Education (DepEd) sponsored events. The school head/administrator has the right to preempt any event in favor of an emergency, school, or DepEd sponsored event provided they exerted reasonable effort to give ample notice to me;
4. I/We shall ensure that an authorized representative from our (group/organization) is present in the premises during the period reserved. I/We shall ensure that children attendees or participants shall be supervised at all times;
5. The size of the event or the activities to be conducted shall not create safety issues. All activities are to be completed and maintained inside the (indicate name of school or specific building/facility). Passageways shall not be blocked;
6. All school facilities and equipments shall be used with care and under normal operations. After the event, the facilities shall be returned to



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

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Enclosure "B"

the condition in which it was received with the trash and other refuse being disposed of properly;

7. I/We agree to pay _____ in order to defray for utilities expenses, other maintenance costs, and damages incurred;
8. I/We shall indemnify and hold harmless DepEd, the school head, administrator or its representatives from any and all claim of liability that may arise out of said event.

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

Conforme:

Signature over printed name

Address: _____

Email Address: _____

Contact Number: _____

This portion is for:

JURAT/NOTARY PUBLIC



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

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Website: <https://www.depedtabukcity.com>

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Enclosure "A"

INDORSEMENT

Date: _____

Respectfully endorsed for approval to **BENEDICTA B. GAMATERO Phd, CESO V**, Schools Division Superintendent, the herein attached letter-request for the use of <indicate the name of the School here>, 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 hereby find that the request to be in accordance with the DepEd guidelines, No disruption-of-classes policy and Con-Commercialization of DepEd policty.

School Head