



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division Superintendent

March 29, 2021

DIVISION MEMORANDUM

NO. 095, s. 2021

**Guide for School Heads and Public Schools District Supervisors about
Requests from LGUs and Private Stakeholders wanting to Put-up a
Structure(s) in our Schools**

TO : Assistant Schools Division Superintendents
CID Chief
Public Schools District Supervisors
Elementary and Secondary School Heads

1. Lately, this Office received a lot of letters from School Heads that are noted by PSDSs, recommending the approval of an LGU's request to construct either a Covered Court, Multi-Purpose Gym and other similar structures/buildings that will be funded by the LGU, either national or local.
2. These projects are good and will be very much helpful to our students and the school as well. We are inclined to positively respond to these requests. However, based from the directives given by Assistant Secretary, Atty. Alberto T. Escobarte, CESO III, Office of the Assistant Secretary for Legal Affairs, Sites and Titling Office during the ***"National Consultations on the Draft DepEd Order on the Guidelines on the Acquisition, Survey, and Titling of School Sites (Cluster III-Visayas)"*** held on March 4-5, 2020 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City, **all requests of this nature (construction of structures in our schools) should be forwarded to the Sites Titling Office in DepEd-Central Office for their perusal and approval** before the start of any development within the school vicinity or campus.
3. Therefore, upon receipt of the letter-requests, this Office shall immediately forward such requests, including the attached documents to the aforementioned Office in DepEd-Central Office.
4. Furthermore, School Heads and Public Schools District Supervisors are reminded that for contracts and agreement that may bind the school for a structural project, the appropriate representative for the concerned school and DepEd-Division of Cebu Province in general, is the Schools Division Superintendent as it is within the latter's power and responsibility as enunciated in RA 9155.
5. Immediate dissemination and strict compliance with this Memorandum is directed.


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Schools Division Superintendent

