



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

**Office of the Schools Division
Superintendent**

December 13, 2021

DIVISION MEMORANDUM

No. 540, s. 2021

**PROTOCOLS TO BE FOLLOWED PERTAINING TO LGUs REQUEST TO
CONSTRUCT ACTIVITY CENTERS INSIDE THE SCHOOL CAMPUSES**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/Districts-in-Charge
Public Elementary/Secondary School Heads
All Others Concerned

1. The Office hereby directs the field that before any construction of covered courts, activity centers and similar other structures inside the school campus or within the lot occupied by the schools regardless of **lot status or ownership**, a **Memorandum of Agreement (MOA)** must first be executed between the Schools Division Superintendent and the LGU concerned whether a **barangay or a municipality**.

2. Even if the lot is owned by the barangay or municipality, if it is used by the school as a school site for a long period of time for the benefit of the learners, the school acted already as the **beneficial administrator or possessor** of the said property, therefore the school has already the **vested interest to protect its proper utilization** for the benefit of the learners and for the **next generation to come** within the community.

3. In this regard, any structures that will be constructed within the school site (occupied by the school) which are to be implemented by the LGUs, the school head or district supervisor must **secure first a letter-permission** from the Division Office in addition to the **Memorandum of Agreement (MOA)** that will be executed by the concerned parties.

4. The following conditions must be stipulated in the Memorandum of Agreement (MOA):

4.1 All expenses for the construction of the activity center or similar structure must be shouldered by the LGU concerned or requesting party;

4.2 Expenses for the **building permit (before construction)** and the **occupancy permit (after construction)** must be at the cost of the LGUs;

4.3 Once the activity center is already constructed, the preference on the use of the said structure shall be for the students/learners of the school (e.g., Physical Education classes);



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4.4 The management and monitoring on the use of the activity center shall be given to the principal of the school where the activity center/structure is currently situated not to the barangay or municipality;

4.5 The barangay, municipality or any other external stakeholders can only use the activity center/covered court during Saturday, Sunday, holidays or after school/class hours (after 5:00PM);

4.6 SDO Cebu Province reserves the right to demolish the structure or activity center in the event that buildings will be constructed for the school; and

4.7 School heads and district supervisors of schools with activity centers/covered courts which were constructed **without any clearance from the Division Office** must submit the needed Memorandum of Agreement (MOA) and the other pertinent documents **(building permits/occupancy permits)** supporting the construction of those activity centers or covered courts at the SGOD Office **on or before January 15, 2022**. A narrative report surrounding the construction of the said covered court or activity center (without permission from the Division Office) must also be submitted by **the principal concerned or the school head who was/is assigned in the said school during the time when the covered court or activity center was/is being constructed**. The **district supervisors must facilitate the submission of the needed documents based the timeline stated above**.

5. Covered courts, activity centers and other similar structures which were constructed by LGUs but were directly donated to DepEd or the schools, are not covered by this Memorandum.

6. Wide dissemination of and strict compliance of this Memorandum is hereby directed.


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Schools Division Superintendent