



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

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April 1, 2022

DIVISION MEMORANDUM  
NO. 072, s. 2022

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

TO: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office hereby disseminates the guidelines in the use of Public School Buildings and Facilities in compliance with the provisions of Section 15, Chapter 2, Unit VII of the DECS Service Manual 2000 and Item C, Chapter 5 of the Educational Facilities Manual 2010.
2. The use of the school other than for school activities must be subject to the approval of the Schools Division Superintendent (SDS) upon the indorsement/recommendation of the School Head. A copy of the Indorsement template is herewith attached as Annex “A”.
3. Upon approval by the SDS, the school must enter into a Usage Agreement with the requesting party. Sample template containing the minimum provisions is herewith attached as Annex “B”. School Heads/Principals may add provisions they deem 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 recommendation of the school head/principal:
  - a. Civil Service Examination – holding of civil service examination 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/Instruction – 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 such does not interfere with 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 is no other safer place that the community can take refuge.
5. Pursuant to Republic Act No. 10821 or the Children’s Emergency Relief and Protection Act, when a school is used as an evacuation center, gymnasiums, learning and activity centers, auditoriums and other open spaces shall be utilized first. **The classrooms shall only be used as a last resort.** The use of the school premises 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 Schools Division Office (SDO) on the following:
  - a. The name and location of the school;
  - b. All alternative sites and proposal for final site selection;

- c. Measures being implemented to prevent interference or 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.

If the use exceeds six (6) months after the declaration of a state of calamity, the regional DepEd Office will conduct regular site inspections and certify that such spaces are in good physical condition and sufficient to ensure the safety of the children and their environment.

6. The following shall be considered **ILLEGAL UTILIZATION** of school grounds, buildings and facilities, **REGARDLESS of whether or not DEPED is the owner of the school lot and/or education facility**, to wit:
  - a. Use for the personal convenience of an employee as his residence and not in the connection with his official duties;
  - b. Use of the school property for the furtherance of private interests of individuals and groups;
  - c. Presence of squatters or illegal settlers;
  - d. **The use of public school buildings or school grounds for political mass meetings or for other politics-related activities.**
7. The utilization of school property is and should always be the responsibility of the school head/principal. Any illegal utilization of school grounds, buildings and facilities and even illegal acts and activities committed and/or performed inside the school premises shall be taken as an accountability and culpability of the school head/principal. The said school head/principal may be held liable for an administrative, civil and criminal action.
8. Immediate dissemination and compliance of this Memorandum is enjoined.

  
**MARILYN S. ANDALES, ED.D CESO V**  
School Division Superintendent 

[SCHOOL LETTER HEAD]

**1<sup>st</sup> INDORSEMENT**  
(DATE)

Respectfully forwarded to MARILYN S. ANDALES, ED. D CESO V, Schools Division Superintendent of this Division, the herein attached letter-request for the use of (indicate the name of school here) grounds, buildings and/or facilities, to wit:

Facilities to be utilized: \_\_\_\_\_  
Date of utilization: \_\_\_\_\_  
Time of utilization: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Requesting Party: \_\_\_\_\_

The undersigned have officially coordinated with the aforementioned requesting party and finds their request to be in accordance with the following: DepEd Guidelines, No-Disruption-of-Classes Policy and Non-Commercialization-of-DepEd Policy

\_\_\_\_\_  
School Head/Principal

SCHOOL/EDUCATION FACILITIES USAGE AGREEMENT

I/We, \_\_\_\_\_ [Name of Person(s)], of legal age, Filipino and with residence at \_\_\_\_\_, armed with authority to perform this act in behalf of (name of the organization), that will be using the (name/description of education facility to be used), hereby conforms to the following terms and conditions regarding my/our reservation and usage of the said education facility, as approved by SDS Marilyn S. Andales, Ed. D CESO V, through the school head/principal, (name of school head).

Terms and Conditions

1. The school grounds/buildings/education facility 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/principal may at any time revoke the permission to use said education facility if he/she finds me, our organization or any of our representatives violating this Agreement.
2. The school grounds/buildings/education facility shall be used on \_\_\_\_\_ (covered date of usage) between \_\_\_\_\_ (time of use). I/We shall respect the reservation of other users by ensuring that our event/activity will conclude on time. I/We shall communicate any request for change of date or time of the activity to the school head/principal at least three (3) days before the event, and subject to the availability of the education facility.
3. I/We understand that priority shall be given and that I/we shall give way to any school/DepEd/LGU sponsored or organized events. The school head/principal has the right to preempt any event in favor of an emergency school, DepEd or LGU sponsored/organized event, provided that they make every reasonable effort to give ample notice to me/us.
4. I/We agree to compensate the school, \_\_\_\_\_ with the amount of \_\_\_\_\_ in order to defray for utility expenses and other maintenance costs for the use of the education facility.
5. I/We shall ensure that an authorized representative from our end is present in the school premises during the conduct of the event/activity. Moreover, I/We shall also ensure that children attendees or participants shall be supervised at all times.
6. I/We shall assure that all the attendees and/or participants of the event/activity to be held in the school grounds/building/facility will adhere to the appropriate health and safety protocols during the conduct of the activity.
7. All activities are to be completed and maintained inside the reserved school ground and/or education facility.
8. Any and all education facility and equipment utilized during the activity shall be used with care and in the normal manner by which it shall be operated.
9. I/We shall ensure that the size of the event or the activity to be conducted shall not create any safety issues.
10. After the event, I/we shall return all the facilities and/or equipment to the condition in which it was received, with the trash being disposed of properly.
11. I/We agree to compensate the school, \_\_\_\_\_ for any damages that may be caused by the event/activity, representatives, officers, employees or invitees, IN FULL, immediately after the event is concluded or within five (5) days from notice thereof by the school head/principal. I/We shall indemnify and hold harmless DepEd, the school \_\_\_\_\_, its school head/principal or his/her representative from any and all claims of liability that may arise out of said reservation or use of the school ground or education facility.

I/WE ACKNOWLEDGE THAT I/WE HAVE READ THROUGH, UNDERSTAND AND AGREE WITH THE TERMS AND CONDITIONS LAID OUT ABOVE.

CONFORME:

\_\_\_\_\_  
Signature over Printed Name  
Company/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_