



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
#82 Military Cut-off Road, Baguio City



**DIVISION MEMORANDUM**

No. 139, S, 2016

MAY 17 2016

RELEASED

**RENTAL OR USE OF SCHOOL BUILDINGS AND FACILITIES  
FOR PRIVATE FUNCTIONS/ACTIVITIES**

TO : **ALL ELEMENTARY SCHOOL HEADS  
ALL SECONDARY SCHOOL HEADS  
ALL OTHER CONCERNED**

1. It has come to the attention of this Office that some school facilities are being rented out to private entities for private activities or functions, without the knowledge nor approval of the Schools Division Office.
2. Moreover, rental fees collected were not remitted to the SDO Cashier which is a deliberate violation of Sec. 42 Chapter 7, Title I(B) Book V, of Exec. Order No. 292 which provides that all moneys and property officially received by a public officer in any capacity or upon any occasion must be accounted for as government funds and government property.
3. In view hereof and in pursuance to Items 15.1 and 15.9, Sec 15 Chapter 2 of the DECS Service Manual 2000, all private entities thru the School Heads concerned MUST first seek clearance and/or approval from the Office of the Schools Division Superintendent before school facilities will be rented out or used for private functions.
4. Payments for rental fees from the use of the school facilities MUST be remitted and receipted accordingly by the SDO Cashier.
5. All collected fees shall be fully utilized by the school concerned subject to the submission of project proposal to the OSDS.
6. The Accounting and Budget Offices of the SDO shall strictly monitor the implementation of this memorandum
7. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**FRANCIS CESAR B. BRINGAS, CESO VI**  
Schools Division Superintendent