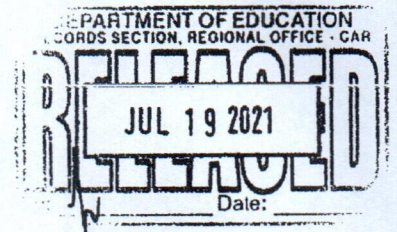


Republic of the Philippines
Department of Education
Cordillera Administrative Region



REGIONAL MEMORANDUM
299.2021

July 14, 2021

**APPROVAL BY THE SCHOOLS DIVISION SUPERINTENDENT
ON REQUESTS TO USE PUBLIC SCHOOL
GROUNDS AND FACILITIES**

To: Schools Division Superintendents
Public School Heads (Elementary and Secondary)
All others concerned

1. The authority to approve the use of DepEd ground and facilities other than for school activities is delegated to the Schools Division Superintendent pursuant to the 2010 DepEd Educational Facilities Manual and DepEd Order No. 116, s. 1987 (*Guidelines in the use of School Buildings/ Houses for Refugee Purposes*);

2. The following are the activities that may be permitted by the Schools Division Superintendent thru the Principal/Head Teacher:

- a. **Civil Service Examinations.** Holding of civil service examinations is allowed in the classroom including the use of its 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 school buildings for the meetings of election inspectors and as polling places 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 maybe allowed provided such does not interfere with regular school activities. Except for the optional religious instruction as provided in DepEd Order No. 49, s. 2009 (*Reiterating the Revised Rules and Regulations on the Teaching of Religion in Public Elementary and Secondary Schools*), the use of the school as a **regular venue** of church activities is **not** allowed.



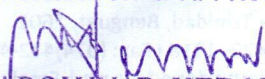


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- e. **Community Program.** Sectoral groups and Barangay Council may be allowed to use the school buildings, grounds, and facilities for civic and educational activities.
- f. **Evacuation Center.** The use of school buildings/classrooms as evacuation centers is allowable in case of natural calamities. The utilization of school property and facilities shall always be under the strict authority and responsibility of the School Administrator. In case there is a need to evacuate school personnel and students, the following are specific policies:
- i. DepEd Officials and personnel shall be responsible for the evacuation of students/pupils in case the school is threatened or in the hazard-stricken area, into safer place(s), and they continue to be responsible for the safety of the students/pupils until their custody has been taken over by the parents.
 - ii. DepEd Officials may allow the use of the school as an evacuation center when there is no other safer place where the people from the community can take refuge and as a temporary holding center since there is no intent to permanently utilize the same as residence for the calamity victims.
 - iii. In case the school is used as an evacuation center, DepEd Officials and personnel shall be responsible for the preservation of the school facilities and properties for the duration the school is being occupied by evacuees, so that after the emergency period the school can resume operation as soon as possible.
- g. **Use by Refugees.** The temporary use of schoolhouses or premises by refugees on calamities, like typhoons, floods, fire, etc., in view of the existence of an emergency or urgent necessity.
3. For information and guidance.


ESTELA LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent