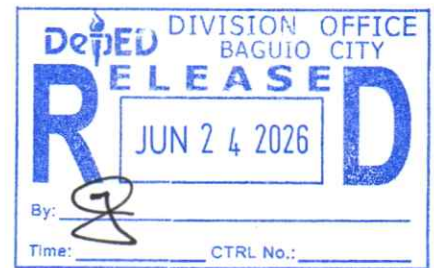




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



June 23, 2026

DIVISION MEMORANDUM

No. 419-2026

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

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
Public School District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
Others Concerned

1. This office hereby disseminates the guidelines on the use of Public School Buildings and Facilities in compliance with Section 15, Chapter 2, Unit VIII of the DECS Service Manual 2000 and Item C, Chapter 5 of the Educational Facilities Manual.
2. The use of government facilities other than the school activities must be subject to the approval of the Schools Division Superintendent (SDS) upon the endorsement/recommendation of the School Head. A copy of the endorsement template is attached as Enclosure "A".
3. Upon approval by the SDS, the school head must enter into a Usage Agreement with the requesting party. A sample template containing the minimum required provisions is attached as Enclosure "B". School Heads may incorporate additional provisions as deemed necessary to protect the best interest of the school.
4. The Schools Division Superintendent, through the School Head, may permit the use of school grounds, buildings, and facilities for the following activities:
 - 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/Instructions.** Holding of religious activities for the benefit of learners 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 authorized



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under 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 school facilities as a regular venue for church services or religious activities is not allowed, in accordance with Regional Memorandum No. 299, s. 2021.

- 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.** 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, the gymnasiums, learning and activity centers and other open spaces shall be utilized first. The classrooms shall only be used as a last resort. The use of 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.
6. The following shall be considered illegal utilization of school grounds, buildings and facilities:
- a. Use for personal convenience of an employee as his/her residence and not in connection with his/her official duties;
 - b. Use for the furtherance of private or commercial interests of individuals or groups;
 - c. Presence of squatters or informal settlers; and
 - d. Conduct of political mass meetings or for other politics-related activities.
7. The utilization of school property is and should be under the strict authority of the School Head/Principal. Any illegal act or unauthorized activity resulting from or related to such utilization of the school property or facilities shall be taken as the accountability of the School Head/Principal.
8. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 

(Letterhead of the School)

ENDORSEMENT

Date: _____

Respectfully endorsed for approval to _____,
Schools Division Superintendent, the herein attached letter request for the use of <indicate the name of school here> grounds, building and/or facilities as follows:

- Facilities to be Used: _____
- Date of Use: _____
- Time of Use: _____
- Purpose: _____
- Requester: _____

I have officially coordinated with the aforementioned requester and find their request to be in accordance with the DepEd Guidelines, No-Disruption-of-Classes Policy and Non-Commercialization of DepEd Policy.

School Head/Principal

(Letterhead of the School)
School Facilities Usage Agreement

I/We, _____ (Name of Person), of legal age, Filipino, and with residence at _____, armed with authority to perform in this act in behalf of (name of organization), who are the users of the (Name of Facilities), hereby confirm to the following terms and conditions regarding my/our reservation and usage as approved by the gymnasium administrator, (Name of School Head/Principal).

Terms and Conditions:

1. The school facility shall be used exclusively for the purpose of _____. At **no time** shall it be used for illegal activities or for the permission to use if he/she finds me, our organization or any of our representatives violating this provision.
2. The premises shall be used on _____(date) from _____ (Time of Use). I/We shall respect the reservation of other users by concluding the activities on time. I/We shall communicate any request for change of time or date to the school head/administrator at least three (3) days before the event and subject to the availability of the conference room.
3. Priority shall be given to any school, Department of Education (DepEd) and/or Local Government Unit (LGU) sponsored events. The school head/administrator has the right to preempt any event in favor or an emergency school, DepEd or LGU sponsored event provided they make every reasonable effort to give ample notice to me.
4. I/We agree to pay _____ in order to defray for utilities expenses and other maintenance costs.
5. I/We shall ensure that an authorized representative is present in the premises during the period reserved. I/We shall ensure that children attendees or participants shall be supervised at all times.
6. All activities are to be completed and maintained inside the gymnasium. Passageways shall not be blocked.
7. Any school facilities and equipment shall be used with care and in the normal manner by which they shall be operated.
8. The size of the event or the activities to be conducted shall not create safety issues.
9. After the event, the facilities shall be returned to the condition in which it was received with the trash and other refuse being disposed of properly.
10. I/We agree to pay _____ (name of school) for any damages caused by the event, representatives, officers, employees or invitees in full immediately after the event is concluded or within fifteen days from notice thereof by the gymnasium administrator. I/We shall indemnify and hold harmless DepEd, the school head/administrator or its representatives from any and all claims of liability that may arise out of said reservation or use of the gymnasium.

I/WE ACKNOWLEDGE THAT I HAVE THOROUGHLY READ, UNDERSTOOD, AND AGREED TO THE TERMS AND CONDITIONS AS LAID OUT.

Conforme:

(Signature over Printed Name)

Address: _____

Email Address: _____

Contact Number: _____

