

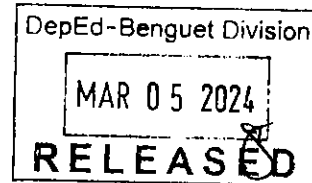


Republic of the Philippines
Department of Education
Schools Division of Benguet

March 4, 2024

DIVISION MEMORANDUM

No. 77 s. 2024



**USE OF PUBLIC SCHOOLS AS POLLING PRECINCTS FOR THE ELECTION OF
 THE BENECO BOARD OF DIRECTORS**

TO: Office of the ASDS
 Chief Education Supervisors, CID, and SGOD
 Public Schools District Supervisors, Coordinating Principals
 Public Elementary and Secondary School Heads
 School Stakeholders and All Others Concerned

1. This is in reference to the communication sent to this office on February 28, 2024, seeking permission to use certain schools as polling precincts for the BENECO Board of Directors election on April 20, 2024. (Saturday) It has been considered at an appropriate level and in compliance with the provision of Section 15, Chapter 2, Unit VIII of the DECS Service Manual 2000 and Item C, Chapter V of the Educational Facilities Manual.
2. We are pleased to inform you that the request of BENECO for the use of schools as polling precincts has been granted with the requisite permission. Identified schools (**Attachment 1**) are required to complete the forms with cognizance of the requesting party.
3. Pertinent documents are attached as enclosures for proper documentation and recording. Such activities shall not interfere with the regular school activities. (**Please see <https://bit.ly/enclosures-use-of-schools>**)
4. Immediate compliance with and disseminating this memorandum to all concerned is directed.


SALLY L. BANAKEN-ULLALIM CESO V
 Schools Division Superintendent

sgod/smr/amd
 March 4, 2024



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Schools Division of Benguet

Attachment 1

La TRINIDAD District

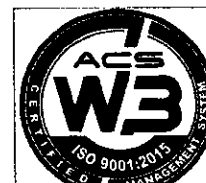
Polling Centers	Precinct Number	Participating Barangays/Sitios
1. La Trinidad Central School	01	Poblacion and Buyagan
2. Don Pulas Es (Alapang Elementary School)	08	Alapang, Alno & Bahong
3. Beckel Elementary School	09	Beckel and its vicinities
4. Puguis Elementary School	10	Puguis, Longlong, Lamtang & Wangal
5. Lubas Elementary School	11	Lubas and its vicinities
6. Tacdian Elementary School	12	Shilan and its vicinities
7. Bineng Elementary School	13	Brgy. Bineng
8. Ambiong Elementary School	14	Brgy. Ambiong

ITOGON I & II Districts

Polling Centers	Precinct Number	Participating Barangays/Sitios
1. Itogon Central School	01	Poblacion, Goldfield, Twin River, Supang and Mambolo
2. Dalicno Elementary School	02	Dalicno, Dalton, Abucay, & Manganese
3. Ucab Elementary School	03	Ucab, Midas, Ducot, Tram, Malasin, Keystone & First Gate Antamok
4. Tuding Elementary School	04	Tuding, Gumatdang, Slide, Bua, Trail. Binanga Norte, Binanga Sur, Baguio Gold
5. Loakan Elementary School	05	Loakan, Luneta and its Vicinities
6. Virac Elementary School	06	Virac and its vicinities
7. Balatoc Elementary School	07	Camp 3, Camp 5, Acupan, Camp Suerte
8. Ampucaao Elementary School	08	Ampucaao, Samoyao, Saddle, Hartwell
9. Tinongdan Elementary School	09	Brgy. Tinongdan
10. Tocmo Integrated School	11	Tocmo, Sabkil, Anteg-in, Labilab, Bakung, and Tolebeng
11. Fianza Elementary School	12	Dalupirip, Cabarita, Balococ, Ayosep, Cashit, and Tabu



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Bokod District

Polling Centers	Precinct Number	Participating Barangays/ Sitios
1. BOKOD CENTRAL SCHOOL	13	Poblacion, Bangao, Gurel
2. AMBANGEG ELEM. SCHOOL	14	Brgy. Ambangeng
3. DACLAN ELEMENTARY SCHOOL	16	Daclan, Tickey, Bonagan, Camanggaan, Liboong, Pinged & Guiweng
4. KARAO ELEMENTARY SCHOOL	17	Whole Barangay Karao
5. BISAL ELEMENTARY SCHOOL	19	Whole of Barangay Bisal

Kabayan District

POLLING CENTERS	Precinct Number	PARTICIPATING BARANGAYS/ SITIOS
1. Kabayan Central School	22	Poblacion, Duacan
2. Ballay Elementary School	24	Ballay Proper, Besocol & its vicinities
3. Batan Elementary School	27	Batan, Penged, Ngibel, Balukoc, Agpay & Akiki
4. Batan Elem. School Annex	28	Colong and its vicinities

Atok District

Polling Centers	Precinct Number	Participating Barangays/ Sitios
1. Naguey Elementary School	01	Barangay Naguey
2. Pasdong Elementary School	02	Barangay Pasdong Proper, Inaba & Coyabeng
3. Cagui-Ing Elementary School	03	Barangay Cagui-ing area
4. Camp 30 Elementary School	04	Camp 30, Topdac, Cadian, Tolibing, Salidet, Sayet and Saddle
5. Balansi Arenos Elementary School (Caliking Primary School)	06	Barangay Caliking area and Catingel
6. Adoyunan Elementary School	07	Lower and Upper Abiang and Km. 32 to 35
7. Bonglo Elementary School	08	Bongdo, Km. 46 and its vicinities
8. Celo Haight Elem. School	09	Sayangan, Namegpegan, Pakyaw &



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		Canatngan
9. Englandad Elem. School	10	Englandad Area
10. Bosleng Elem. School	11	Bosleng, Taba-ao, Olis, Paoay Proper and Bokig
11. Rufino Alawas Elem. School	12	Tulodan, Cattubo, Macbas, Baguingey and Babkeg
12. Calasipan Elem. School	13	Calasipan and the nearby areas

Tublay

Polling Centers	Precinct Number	Participating Barangays/ Sitios
1. Tublay Central Elem. School (Final Canvassing)	14	Tublay Central and its vicinities
2. Albis Elementary School	15	Daclan, Chagao, Bangho & Sajatan
3. Basil Elementary School	16	Whole of Basil
4. Poad Elementary School	17	Acop, Caponga & Palew
5. Ambongdolan Elem. School	18	Ambongdolan, Batwag & Anjapat
6. Moran Primary School	19	Whole of Tuel and Salabao
7. Pontino Elem. School	20	Ambassador, Sto. Nino, Coroz, Belong and SLAM BAPA
8. Baayan Elementary School	22	Baayan Proper and Togoy
9. Luisa Becka Elementary School	23	Nalseb, Namoyod & Labey

Kapangan

Polling Centers	Precinct Number	Participating Barangays/ Sitios
1. Lomon Elementary School	24	Lomon, Labueg,
2. Kapangan Central School	25	Kapangan Central, Pongayan, Salat
3. Paykek Elementary School	26	Cayapes, Paykek
4. Sagubo Elementary School	27	Sagubo, Gaswiling, Gaddang, sitio Tadayan
5. Taba-ao Elementary School	28	Taba-ao, Boklaoan, Cuba, Nalbengan
6. Pudong Elementary School	29	Pudong, Cadtay
7. Gov. Bado-Dangwa Agro-Industrial School	30	Balacbac, Beleng-Belis, Caew, Amyonget
8. Datakan Elementary School	31	Brgy. Datakan and its vicinities
9. Gadang Elementary School	32	Brgy Gadang and its vicinities



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Kibungan

Polling Centers	Precinct Number	Participating Barangays/ Sitios
1. Kibungan Central School	33	Poblacion, Palina
2. Sagpat Elementary School	34	Lubo, Saddle, Sagpat and its vicinities
3. Camilo Lucaben Elementary School	35	Madaymen Proper, Pukitan and its vicinities

Bakun

Polling Centers	Precinct Number	Participating Barangays/ Sitios
1. Kayapa Elem. School	36	Kayapa, Bakun



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Enclosure "A"

**INVENTORY OF FACILITIES OF (NAME OF SCHOOL) AND REQUISITION FORM
 FOR USE OF PUBLIC SCHOOL GROUNDS, BUILDINGS, AND
 FACILITIES**

Designated Facilities for Utilization:

1. E.g. Gymnasium
2. Room _____
3. Ground _____
4. _____

Facility (Gymnasium, Room, etc.)	Item (Furniture and Fixtures, Equipment, etc)	Quantity	Condition

Other Remarks on Premises/Structures/Facilities

Requested by:

Signature over Printed Name _____ (Position)

Date _____

Approved:

Signature over Printed Name _____
 School Head

Date _____



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Enclosure "B"

(Letterhead of the School)

ENDORSEMENT

Date: _____

Respectfully endorsed for approval of SALLY L. BANAKEN-ULLALIM CESO V, School Division Superintendent, the herein attached letter request for the use of <indicate the name of school here> grounds, 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 following the DepEd guidelines, the No-Disruption-of-classes policy, and the non-commercialization of the DepEd Policy.

 School Head/Principal



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Enclosure "C"

(Letterhead of the School)

School Facilities Usage Agreement

I/We, _____ [Name of Person(s)], of legal age, Filipino, and with residence at _____, armed with authority to perform this act on 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 SALLY L. BANAKEN-ULLALIM 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 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 a change of date or time of the activity to the school head/principal at least three (3) days before the event, 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 _____ to defray 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 on 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.



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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. All education facilities 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 does 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 all claims of liability that may arise out of said reservation or use of the school grounds 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.: _____



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Enclosure "D"

DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This Deed of Donation made and executed by the _____ (Name of Partner), herein represented by its President, _____ (Name), with office address at _____ (Address), hereinafter called the DONOR.

- in favor of -

The DEPARTMENT OF EDUCATION herein represented by its School Head, _____ (Name of School Head), with office address at _____ (Address), hereinafter called the DONEE.

WITNESSETH

That for and in consideration of a desire to contribute a share for the cause of the education of Filipino learners through the Adopt-a-School Program of the Department of Education, the DONOR has freely and voluntarily given, transferred, and conveyed by way of donation to the DONEE, its successors and assigns free and clear of any and all liens and encumbrances whatsoever all its rights, interests and title on:

Adopt-a-School _____ (Name of Project)

Details of the Donation	Amount	Schools & Addresses
_____	_____	_____
_____	_____	_____

with a total amount of Php _____.

IN WITNESS WHEREOF, the DONOR has hereto subscribed herself/himself this _____ day of _____, 2024

DONOR

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
 _____) ss.

BEFORE ME this (date), personally appeared to me with
 _____, Passport#: _____ Issued on/at _____
 _____, TIN: _____ Issued on/at _____

Known to me to be the same persons who executed the foregoing instrument, and they acknowledged to me that the same is a free and voluntary act and deed, including that of the entities that they represent.

This instrument refers to a Deed of Donation that consists of 1 page, including this whereon this acknowledgment is written, and which is signed by the parties concerned on every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____



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CERTIFICATE OF ACCEPTANCE

The DONEE, for and in behalf of the School, hereby accepts and acknowledges the donation from the _____ (Name of Partners), herein represented by its President, _____ (Name), with office address at _____ (Address).

For and in behalf of _____ (Name of School), the DONEE expresses his/her most sincere appreciation for the benevolence shown by the DONOR.

Details of the Donation

Provision of _____ (Name of Donation).

The cost of the donation is _____ (Amount in words) (Php _____).

The program beneficiaries shall be the _____ (Who are the beneficiaries)

In witness whereof, the DONEE has set his hands this ____ of ____ in _____ (Address)

 Schools Head
 DONEE

 NAME OF SCHOOL/ ADDRESS

SIGNED IN THE PRESENCE OF:

 (Signature over Printed Name)

 (Signature over Printed Name)



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