



Republic of the Philippines
Department of Education
 Schools Division of Benguet

DepEd-Benguet Division
 AUG 05 2024
 RELEASED

02 Aug 2024

DIVISION MEMORANDUM

No. 258, s. 2024

**CONDUCT OF ELECTIONS FOR BENECO BOARD OF DIRECTORS IN
 SELECTED SCHOOLS**

To: **School Governance and Operations Division**
Public Schools Districts Supervisors
All School Heads and Teachers Concerned

- The Benguet Electric Cooperative through its Institutional Services Department sought the permission from this office to use certain schools in Benguet for its elections of the Board of Directors on September 21, 2024.
- The request has been granted with requisite permission. School heads of the concerned schools are advised to discuss with those incharge the guidelines on the use of public school buildings and facilities 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.
- There will be 35 schools to be utilized during the BOD elections. Some teachers from these schools will serve as members of Precinct Election Committees (PECOM) and the District Election Committees, to be identified by the BENECO management.
- The concerned schools are the following:

	SCHOOLS	DISTRICT		SCHOOLS	DISTRICT
1	<i>Sablan Central School</i>	Sablan	19	<i>Bangao ES</i>	Buguias
2	<i>Mating Mang-osan ES</i>	Sablan	20	<i>Lam-ayan IS</i>	Buguias
3	<i>Bayabas ES</i>	Sablan	21	<i>Loo ES</i>	Buguias
4	<i>Ebbes ES</i>	Sablan	22	<i>Bad-ayan ES</i>	Buguias
5	<i>Sioco Cariño ES</i>	Tuba	23	<i>Bot-oan ES</i>	Buguias
6	<i>Tuba Central School</i>	Tuba	24	<i>Amlimay ES</i>	Buguias
7	<i>Twin Peaks NHS</i>	Tuba	25	<i>Lengaoan ES</i>	Buguias
8	<i>Camp 3 ES</i>	Tuba	26	<i>Natubleng ES</i>	Buguias
9	<i>Nangalisan ES</i>	Tuba	27	<i>Bulalacao ES</i>	Mankayan
10	<i>San Pascual ES</i>	Tuba	28	<i>Guinaoang ES</i>	Mankayan
11	<i>Kiwas ES</i>	Tuba	29	<i>Sapid ES</i>	Mankayan
12	<i>Sinipsip ES</i>	Bakun	30	<i>Paco ES</i>	Mankayan
13	<i>Bakun Central School</i>	Bakun	31	<i>Colalo ES</i>	Mankayan
14	<i>Ampusongan ES</i>	Bakun	32	<i>Cabitin ES</i>	Mankayan
15	<i>Sinacbat ES</i>	Bakun	33	<i>Bebbed ES</i>	Mankayan
16	<i>Bagu ES</i>	Bakun	34	<i>Taneg ES</i>	Mankayan
17	<i>Kayapa ES</i>	Bakun	35	<i>Balili ES</i>	Mankayan
18	<i>Abatan ES</i>	Buguias			



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5. Please refer to enclosures A, B and C attached. School heads shall furnish the Schools Division Office a copy of these documents - inventory of the facilities and requisition form for the use of public grounds, buildings and facilities; endorsement and school facilities usage agreement.
6. Immediate dissemination of this memorandum is desired.

~~SALLY L. BANAKEN~~ - ULLALIM CESO V
Schools Division Superintendent ^{UH}

Encl: As stated

SGOD/SMN/LMY
August 2, 2024



Republic of the Philippines
Department of Education
Schools Division Office - Benguet

Enclosure A to Division Memo No. 258 s. 2024

**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



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Enclosure **B** to Division Memo No. 258 s. 2024

(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 to Division Memo. No. 258, s. 2024

(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.
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.



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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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