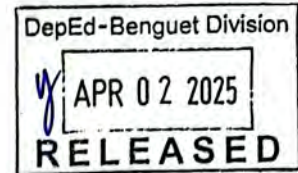




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



April 2, 2025

DIVISION MEMORANDUM

No. 148 s. 2025

To:

Public Elementary and Secondary School Heads
All Others Concerned

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

1. This Office hereby reiterates the guidelines on the Use of Public-School Buildings and Facilities in compliance with the provisions in Section 15, Chapter 2, Unit VIII of the DECS Service Manual 2000, Item C, Chapter 5 of the Educational Facilities Manual, and Regional Memorandum No. 299 s. 2021.
2. Educational facilities in the school shall be utilized appropriately. The use of the grounds and facilities of the school other than for the school activities must be subject to the approval of the Schools Division Superintendent (SDS) upon endorsement/recommendation of the School Head.
3. Upon approval by the SDS, the School Head must enter into a Usage Agreement with the requesting party. School Heads may add provisions as deemed necessary for the best interest of the school.
4. The following activities and utilization of the school grounds, buildings, and facilities may be permitted by the SDS through the School Head.
 - 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.

- 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 and no other safer place that the community can take refuge.
 - 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.
5. The use of school facilities is subject to the DepEd's ban on campaign activities within school premises, i.e., campaigning and other election-related activities are prohibited in public schools. Thus, applications shall be purely for allowable activities and **no political campaigning shall be conducted.**
6. **Timeline for submission of the Endorsement to the SDO.** The School Head shall submit the endorsement with attachments to the Schools Division Office **at least ten (10) working days before the intended date for the use of the facility.** Late submission shall be deemed outright denial of the request and hence, the use of the facility shall not be allowed.
7. Considering the timeline above-stated, it is incumbent upon the applicant or requesting party to submit his/her request earlier so that the endorsement/recommendation by the School Head will reach the SDO within the timeline.
8. The utilization of school property is and should be under the strict authority of the School Head. Any illegal act or activity resulting from or related to the utilization of the school property or facilities shall be taken as the accountability of the School Head.
9. Attached are sample templates that may be accomplished as deemed appropriate.
10. Immediate and wide dissemination of this memorandum is enjoined.



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