



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

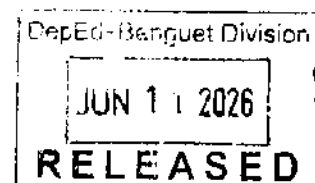
June 8, 2026

DIVISION MEMORANDUM

No. 217 s. 2026

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. The School Head upon receipt of the request shall determine the purpose of use. Thus, if the request is not among the permissible uses of a school facility, he/she can inform outright the denial of the request. On the other hand, if the request is for allowable usage and the schedule is not in conflict with previously scheduled activities, then the concerned School Head may favorably endorse the request for approval by the undersigned.

7. The approval thereof, however, is subject to the following conditions:

- 7.1. School facilities shall be for daytime use only (8:00 am-5:00 pm);
- 7.2. School facilities cannot be used for lodging, accommodation or billeting;
- 7.3. Selling, gambling, or drinking alcoholic/intoxicating drinks in the school premises, grounds and/or facilities are not allowed; and
- 7.4. The School Head shall ensure that a school personnel/school representative shall be present during the event to ensure proper use of school facilities.

8. **Timeline for submission of the Endorsement to the SDO.** The School Head shall submit the endorsement to the Schools Division Office **at least seven (7) 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.**

9. 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.

10. Endorsements and/or request to use school facility submitted to the SDO other than the permissible uses above enumerated and/or submitted beyond the timeline herein stated shall be denied outright without necessary written communication of denial. This memorandum shall serve as the denial.

11. 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.

12. Attached are sample templates that may be accomplished as deemed appropriate.

13. Immediate and wide dissemination of this memorandum is enjoined.


CARMEL F. MERIS

Assistant Schools Division Superintendent
Officer-in-Charge,
Office of the Schools Division Superintendent



Address: Wagal, La Trinidad,
Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph



Enclosure "A"

(School Letter Head)

**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 _____

Enclosure "B"

(School Letter Head)

ENDORSEMENT

Date: _____

Respectfully endorsed for approval of **CARMEL F. MERIS**, Assistant Schools Division Superintendent, Officer-in-Charge, Office of the Schools Division Superintendent, the herein attached letter request for the use of 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

Enclosure "C"

(School Letter Head)

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 the Schools Division Superintendent.

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.
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.: _____

Signature over Printed Name

School Head

Date _____

Enclosure "D"

(School Letter Head)

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 _____ (Name of School) 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 _____, 2026.

DONOR

Enclosure "E"

(School Letter Head)

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)