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Republic of the Philippines  
**Department of Education**  
Region I  
Schools Division Office  
City of San Fernando (La Union)

**DIVISION MEMORANDUM**

DM No. 226, s. 2025

MAY 02 2025

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Other Concerned Personnel**

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

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

Date: **April 30, 2025**

**PARTICULARS**

1. This Division issues the following guidelines on the use of public school buildings and facilities, in accordance with Section 15, Chapter 2, Unit VIII of the DECS Service Manual 2000, DepEd Order No. 32, s. 2020 and Item C, Chapter 5 of the Educational Facilities Manual.
2. Any use of government facilities for purposes other than official school activities requires prior approval from the Schools Division Superintendent (SDS), based on a recommendation or endorsement from the School Head. An endorsement template is provided as Enclosure "A".
3. Once approved by the SDS, the school principal must enter into a formal Usage Agreement or Memorandum of Agreement (MOA) or Understanding (MOU) with the requesting party. A sample template outlining the minimum requirements is attached as Enclosure "B". School Heads may include additional provisions as necessary to protect the school's interests.



Address: Tanqui, City of San Fernando, La Union  
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4. The following activities and utilization of the school grounds, buildings and facilities may be permitted by the SDS through the School Head/Principal.
  - a. **Civil Service Examinations.** Holding of the Civil Service Examinations shall be allowed in the classroom including the use of the furnishings and lighting facilities.
  - b. **Literacy Classes.** Literacy activities may be held in the school.
  - c. **Polling Places.** School premises may serve as venues for meetings of election inspectors and as official polling places for national, provincial, city, municipal, or barangay elections.
  - d. **Religious Services/Instructions.** Religious activities or instructions for students, barangay councils, or community groups may be conducted, provided they do not interfere with the regular operations of the school.
  - e. **Community Programs.** Sectoral organizations and barangay councils may be permitted to use school facilities for civic and educational purposes.
  - f. **Evacuation Centers.** Schools may serve as evacuation centers only when no other safer location is available for community refuge.
5. In accordance with Republic Act No. 10821, also known as the Children's Emergency Relief and Protection Act, schools designated as evacuation centers should prioritize the use of gymnasiums, learning and activity centers, auditoriums, and other open spaces. **Classrooms should be used only as a last resort.** The duration of school use should be kept to a minimum. If the anticipated use exceeds fifteen (15) days, the affected Local Government Unit (LGU) must submit written documentation to the Schools Division Office (SDO) containing the following:
  - a. The name and location of the school;
  - b. A list of alternative sites and the final site selection proposal;
  - c. Measures being implemented to prevent interference or disruption to the school and educational activities of children; and
  - d. Other particulars are to be provided in the implementation of rules and regulations of this Act.

As stated in DepEd Order no. 32, s. 2020, should the use extend beyond six (6) months from the date a state of calamity is declared, the DepEd Regional Office will conduct regular inspections to ensure the facilities remain in good physical condition and safe for children and the community.



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Moreover, schools identified by the Local Disaster Risk Reduction and Management Council as evacuation center in cases of emergencies, occurrence of hazards, and disasters, are enjoined to enter into a MOA/MOU.

6. The following are deemed unauthorized or **illegal uses** of school facilities and premises:
- a. Use of school property as a personal residence for employees not related to official duties;
  - b. Use of school facilities for the private interests of individuals or groups;
  - c. Presence of squatters or informal settlers to occupy school premises;
  - d. Conduct of **political mass gatherings** or any activities related to politics.
7. Immediate and wide dissemination of the memorandum is desired.

  
**SHEILA MARIE A. PRIMICIAS, CESO-VI**  
Schools Division Superintendent



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Enclosure "A" to Division Memorandum No. \_\_\_, s.2025

(Letterhead of the School)

**ENDORSEMENT**

Date: \_\_\_\_\_

Respectfully endorsed for approval to Dr. Sheila Marie A. Primicias, CESO VI, Schools Division Superintendent, the herein attached letter request for the use of <indicate the name of the school here>, building and/or facilities as follows:

Facilities to be Used: \_\_\_\_\_

Date of Used: \_\_\_\_\_

Time of Used: \_\_\_\_\_

Purpose: \_\_\_\_\_

Requester: \_\_\_\_\_

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

\_\_\_\_\_  
School Head



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Enclosure "B" to Division Memorandum No. \_\_\_, s.2025

**SCHOOL USAGE AGREEMENT**

I/We, (Name of Person), of legal age, Filipino, and with residence at \_\_\_\_\_, authorized representative of (name of organization) hereby conform to the following terms and conditions regarding my/our reservation and usage of (name of school) as permitted by the (name of School Head).

***Terms and Conditions:***

1. The school facility shall be used exclusively for the purpose of \_\_\_\_\_. At no time shall it be used for illegal or for partisan political activities. The school head may at any time revoke the permission to use the same if he/she finds me, our organization or any of our representatives violating provisions of this Agreement.
2. The premises shall be used on \_\_\_\_\_ (Indicate Date/s and 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 its availability.
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 of an emergency, school, DepEd or LGU sponsored event provided they exerted reasonable effort to give ample notice to me.
4. I/We shall ensure that an authorized representative from our (group/organization) is present in the premises during the period reserved. I/We shall ensure that children attendees or participants shall be supervised at all times.
5. The size of the event or the activities to be conducted shall not create safety issues. All activities are to be completed and maintained inside the \_\_\_\_\_ (indicate name of school or specific building/facility). Passageways shall not be blocked.



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6. All school facilities and equipment shall be used with care and under normal operations. After events, the facilities shall be returned to the condition in which it was received with the trash and other refuse being disposed of properly.
7. I/We agree to pay \_\_\_\_\_ in order to defray for utilities expenses, other maintenance costs, and damages incurred.
8. I/We shall indemnify and hold harmless DepEd, the school head, administrator or its representatives from any and all claim of liability that may arise out of said event.

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

**Conforme:**

\_\_\_\_\_  
Signature over Printed Name

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**This portion is for:**

**JURAT/NOTARY PUBLIC**



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