



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 28 2022

MEMORANDUM
No. 244, s. 2022

Proper Utilization of Educational Facilities in Schools

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

For the information and guidance of all concerned, salient provisions of DepEd Educational Facilities Manual of 2010 on utilization of educational facilities in school are hereby reiterated.

Chapter V, Sec. C of the abovementioned DepEd Manual states that:

Educational facilities in the school shall be utilized appropriately. **The use of the ground and facilities of the school other than for the school activities must be subject to the approval of the Schools Division Superintendent.**

Moreover, Chapter V, Sec. D of the 2010 Educational Facilities Manual stipulates that any illegal act or activity resulting from or related to, the utilization of the school property or facilities shall be the accountability of the school head. Article 20 of the Revised Penal Code likewise prohibits and penalizes the illegal use of public funds and property. Illegal use refers to:

1. Personal Use of Educational Facilities. The use of school property for the personal convenience of an employee as his residence and not in connection with his official duties is illegal. Likewise, the use of school property for the furtherance of private interest is considered illegal.
2. Squatting. No squatters shall be allowed on the school site. In cases where there are squatters within the school site, their ejection shall be done in a proper and legal manner.

Thus, school property or facilities should not be used for personal events/celebrations of any school official or personnel. Utilization of school facilities is, and should always be, under the strict supervision of the school head.



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



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Lastly, the use of school facilities will not be allowed without the prior approval of this Office.

Please be guided accordingly.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent 

Enclosure: As stated

References: None

To be indicated in the Perpetual Index under the following subjects:

RULES & REGULATIONS

EFJR / **Proper Utilization of Educational Facilities in Schools**
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