



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 21 2026

MEMORANDUM

**REITERATION ON THE PROPER UTILIZATION OF EDUCATIONAL
FACILITIES IN SCHOOLS**

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

1. This Office hereby disseminates the guidelines on the proper use of Public School Buildings and Facilities in compliance with the provisions in Section 15, Chapter 2, Unit VIII of the DECS Service Manual and Item C, Chapter 5 of the Educational Facilities Manual.
2. The use of government facilities other than the school activities must be subject to the approval of the Schools Division Superintendent (SDS) upon the endorsement/recommendation by the School Head. A copy of the endorsement template is attached as Enclosure "A".
3. Upon the approval by the SDS, the School Head must enter into a Usage Agreement with the requesting party. Sample template containing the minimum provision is attached as Enclosure "B". 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, building, and facilities may be permitted by the SDS through the School Head.
 - a. **Civil Service Examinations.** Holding of the Civil Service Examinations shall be allowed in the classroom, including the use of the furnishing and lighting facilities
 - b. **Literacy Classes.** Instruction of illiterates and other literacy activities may be held in school.
 - c. **Polling Places.** The use of the school for the meetings of election inspectors and polling place for the election of national, city, municipal, and barangay officials may be authorized.
 - d. **Religious Services/Instructions.** Holding of religious activities for the benefit of learners and barangay council and other section groups, and conduct of religious instructions may be allowed, provided such activity does not interfere with the regular school activities.
 - e. **Community Program.** Sectoral groups and the barangay council may be allowed to use the school for civic and educational activities.
 - f. **Evacuation Site as Temporary Shelter.** Schools may be utilized as an evacuation center if there is no other safer place that the community can take refuge.



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- g. **Sports Activities/Training of Athletes/Intramurals/ School Meet and Other Related Activities.** Holding of sports activities and training for the wellness benefits of the learners may be allowed, provided that such activity does not interfere with the regular school activities.
- h. **Boy Scouts and Girl Scouts Activity.** Holding of BSP and GSP activities for the life skills and character development of our learners may be allowed, provided that such activity does not interfere with the regular school activity.
- i. **Other School-related Activities.**

5. Pursuant to Republic Act 10821 or the Children's Emergency Relief and Protection Act, when school is used as an evacuation center, the gymnasium, learning and activity centers, auditoriums, and other open spaces shall be utilized first. The **classrooms shall only be used as a last resort.** The use of the school premises shall be as brief as possible. If the use is predicted to exceed fifteen (15) days, the affected LGU shall provide written documentation to the Schools Division Office (SDO) on the following:

- a. The name and location of the school;
- b. All alternative sites and approval for final site selection;
- c. Measures being implemented to prevent interference or disruption to the school and educational activities of children; and
- d. Other particulars to be provided in the implementation rules and regulations of this Act.

6. The following shall be considered **illegal utilization** of school grounds, buildings, gymnasium, and other facilities.

- a. Use for the personal convenience of an employee, like parking his/her service vehicle inside the gymnasium, parking a motorcycle inside the school corridors. A designated parking space will be provided by the school.
- b. Use of the school property for the furtherance of private interests of individuals and groups.
- c. Presence of informal settlers.
- d. Conduct of political mass meetings or for other politically related activities.
- e. School property or facilities should not be used for personal events/celebrations of any school official or personnel.

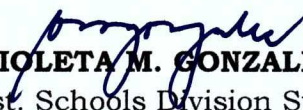
7. The utilization of the school property is and should be under the strict authority of the school head. Any illegal act or activity resulting from or related to the utilization of the school property or facilities shall be taken as the responsibility of the School Head.

8. For technical assistance in reference to safety and security, you may contact Mr. Eduardo L. Kondo, Project Development Officer II, DRRM via email at eduardo.kondo001@deped.gov.ph or through mobile number: 0996-524-0873



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9. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

SAFETY EDUCATION COMMUNICATIONS

ELK/DM/REITERATION ON THE PROPER UTILIZATION OF EDUCATIONAL FACILITIES IN SCHOOLS
173 /April 20, 2025

UN-2026-173



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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Enclosure A:

(Letter Head of the School)

ENDORSEMENT

Date: _____

Respectfully endorsed for the approval to _____ School Division Superintendent (SDS), the herein attached letter of request for the use of the (*indicate the name of the school*) grounds, building 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 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:

(Letter of the School)

School Facilities Usage Agreement

I/WE, _____ (**Name of Person**), of legal age, Filipino, and with residence at _____, armed with authority to perform in this act in behalf of _____ (**Name of the Organization**), who are the users of the _____ (**Name of the facilities**), hereby confirms to the following terms and conditions regarding my/our reservation and usage as approved by the gymnasium administrator _____ (**Name of the School Head**).

Terms and Conditions:

1. The school facility shall be used exclusively for _____. At **NO TIME** shall it be used for illegal purposes or for the permission to use if he/she finds me, our organization, or any representatives violating this provision.
2. The premises shall be used on (**date**) from _____ (**time of use**). I/We shall respect the reservations of other users by concluding the activities on time. I/We shall communicate any request for a change in time or date to the school head/administrator at least three (3) days before the event, subject to the availability of the facilities being requested.
3. Priority shall be given to any school, Department of Education (DepEd), School Division Office, 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, School Division Office, or LGU-sponsored event, provided they make every reasonable effort to give ample time notice.
4. I/We agree to pay _____ to defray for utilities expenses and other maintenance cost. (like electricity, water, CR, and others)



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5. I/We shall ensure that an authorized representative is present on the premises during the period of reservation. I/We ensure that learner attendees or participants shall always be supervised.
6. All activities are to be completed and maintained inside the facility being used. All other facilities or passageways shall be blocked for the safety and security of the school.
7. Any school facilities and equipment, like chairs (monobloc), tables, and other equipment, shall be used with total care and in the normal way they shall operate.
8. The size of the event or activities to be conducted shall not create safety issues.
9. After the event, the facilities shall be returned to the condition in which it was received and always maintained in cleanliness and orderliness. Practice and implement **CLAYGO**.
10. I/We agree to pay _____ (***name of the school***) for any damages caused by the event, representatives, officers, employees or invites in full immediately after the event is concluded or within five (5) days from notice thereof by the school head. I/We shall indemnify and hold harmless DepEd, the school head, or its representatives from all claims of liability that may arise out of said reservation or use of the facilities.

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

Conforme:

(Signature over Printed Name)

Address: _____

Email Address: _____

Contact Number: _____