



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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November 28, 2018

DIVISION MEMORANDUM
No. 290s. 2018

**PROPER UTILIZATION OF EDUCATIONAL FACILITIES IN THE
DIVISION/SCHOOLS**

TO: Chiefs, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
Administrative Officer V
Other Teaching and Non-Teaching Personnel

DIVISION OF CITY SCHOOLS
MARIKINA

RELEASED
DEC 03 2018
RECORDS UNIT

1. This Office emphasizes the proper utilization of educational facilities in schools as stipulated in the 2010 Educational Facilities Manual.
2. All school officials/personnel are enjoined to adhere to the DepEd's 2010 Educational Facilities Manual, Chapter V Sec. C "**Proper Utilization of Educational Facilities**", which states that:

Educational facilities shall be utilized properly. 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. Among other public activities and utilization of the school grounds and facilities which may be permitted by the Schools Division Superintendent thru the principal/head teacher are as follows:

- i. **Civil Service Examinations.** Holding of civil service examinations is allowed in the classroom including the use of its furnishings and lighting facilities.
- ii. **Literacy Classes.** Instruction of illiterates and other literacy activities may be held in the school.
- iii. **Polling Places.** The use of school buildings for the meetings of election inspectors and as polling places for the election of national, provincials, city, municipal and barangay officials may be authorized.
- iv. **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.
- v. **Community Program.** Sectoral groups and Barangay Council may be allowed to use the school buildings, grounds and facilities for civic and educational activities.
- vi. **Evacuation Center.** The use of school buildings/classrooms as evacuation centers is allowable in case of natural calamities. The utilization of school property and facilities shall always be under the strict authority and responsibility of the school administrator. In case there is a need to evacuate school personnel and students, the following are specific policies:
 - a. DepEd Officials and personnel shall be responsible for the evacuation of students/pupils, in case the school is threatened or in the hazard-stricken area, into safer place(s), and they continue to be responsible for the safety of the students/pupils until their custody has been taken over by the parents.
 - b. DepEd Officials may allow the use of the school as an evacuation center when there is no other safer place where the people from the community can take refuge and as a temporary holding center since there is no intent to permanently utilize the same as residence for the calamity victims.

c. *In case the school is used as an evacuation center, DepEd Officials and personnel shall be responsible for the preservation of the school facilities and properties for the duration the school is being occupied by evacuees, so that after the emergency period the school can resume operation as soon as possible.*

3. Chapter V, Sec. D of the 2010 Educational Facilities Manual stresses on the Illegal Utilization of School Facilities, which states 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 prohibits and penalizes the illegal use of public funds and property.

- a. 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.
 - b. Squatters. 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.
4. School activities that will be conducted during Saturdays and Sundays and those sponsored by private organizations must be approved by the Schools Division Superintendent.
5. The same rule applies also in the utilization of the facilities in the Division Office.
6. Any division/school personnel violating the said 2010 Educational Facilities Manual shall be dealt with administratively.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.


JOEL T. TORRECAMPO

Office-In-Charge

Office of the Schools Division Superintendent