DIVISION MEMORANDUM
No. 034, s. 2019

NON-GOVERNMENTAL ORGANIZATION (NGO) REQUEST FOR SCHOOLS FACILITIES USE

TO: Officer-in-Charge, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools Only

1. As stipulated in 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…”

2. All school officials/ personnel are enjoined to adhere to the “Guidelines on Granting Request for the Use of School Facilities” below:

   i. Request letter must be sent to office of the Schools Division Superintendent (SDS) at least 15 days before the proposed conduct of the activity;

   ii. The letter must include the following details:

       a. Purpose of the activity (related to education/students welfare, other government agencies activities);

       b. Date and exact time and duration of the activity;

       c. Assurance (terms and condition for maintaining peace and order and cleanliness of the school facilities); and

       d. Willing to shoulder the expenses/overtime of the school security guard and utility worker during the conduct of the activity, electric and water consumption bill, if applicable or necessary.

   iii. The request will be evaluated by the assigned committee for possible recommendation for approval of the SDS. The committee shall use the attached evaluation sheet (Enclosure A) as their basis for recommendation.

Evaluation Committee
Chairperson: Dr. Elizalde Q. Cena, Chief, SGOD
Co-Chairperson: Mr. Claro L. Capco, Admin Office V
Members: Atty. Caesar Augustos E. Cebujano, Legal
           Ms. Lilia G. Garperio, PDS
           Mr. Reinan M. Ignacio, EPS II

Maka-Diyos, Makatao, Makakalikasan at Makabansa
3. Once approved, a memorandum of agreement/contract (Annex B) shall be made and signed by the head of the requesting organization and school head where the activity shall be conducted.

4. Immediate dissemination of and strict compliance with this memorandum is desired

JOEL T. TORRECAMPO  
Officer-in-Charge  
Office of the Schools Division Superintendent

Maka-Diyos, Makatad, Makakalikasan at Makabansa
REQUEST FOR THE USE OF SCHOOL FACILITIES
EVALUATION FORM

Name of Organization: ____________________________________________________________
Target Date of Activity: _________________________________________________________

Please check the appropriate box

1. Purpose: Related to education/students welfare/other government agencies activities?
   □ YES □ NO

2. Duration and exact date of the activity is specified
   □ YES □ NO

3. Target date does not conflict with the school activities
   □ YES □ NO

4. Assurance/Provisions for keeping the safety and orderliness of the school facilities is specified in the letter
   □ YES □ NO

5. Willingness to shoulder the expenses is specified in the letter request
   □ YES □ NO

6. Payment shall be made to the following:
   6.1 School cashier for implementing Units
   6.2 Division cashier for Non-Implementing Units
   □ Recommending for approval
   □ Not recommending for approval for the following reason approval

__________________________________________________________

ELIZALDE Q. CENA
Chief Education Supervisor, SGOD

CLARO L. CAPCO
Administrative Officer V

CEasar AGUSTOS E. Cebujano
Attorney III

LILIA G. GarPERio
Public Schools District Supervisor

REINAN M. IGNACIO
Project Development Officer III
ANNEX B

AGREEMENT ON THE USE OF
SCHOOL GROUNDS AND/OR FACILITIES

KNOW ALL MEN BY THESE PRESENTS:

This agreement is entered into by and between:

NAME OF REQUESTOR'S REPRESENTATIVE, POSITION, NAME OF REQUESTOR, OFFICIAL ADDRESS, herein referred to as the “First Party”;

-and-

The Department of Education, a government agency with office address at 191 Shoe Avenue, Barangay Sta. Elena, Marikina City, herein represented by NAME OF SCHOOL HEAD, NAME OF SCHOOL, this Division herein, referred to as the “Second Party”;

Witnesseth:

WHEREAS, the First Party, requests to use the ground and/or facilities of NAME OF SCHOOL for ACITIVITY/EVENT:

WHEREAS, the Second Party interposes no objection provided that the First Party strictly adheres with the “Guidelines on Granting Request for the Use of School Facilities”.

WHEREFORE, In view of the foregoing, the parties hereto agree to be bound by the following terms and conditions:

1. Fifteen (15) days, at the least, before the proposed date of activity, a request letter was sent to the Office of the Schools Division Superintendent (OSDS);

2. The letter clearly and specifically states the following details:
   a. Purpose of the activity (related to education/students welfare, other government agencies activities);
   b. Date and exact time and duration of the activity;

3. That the First Party is expected to perform the following functions:
   a. That the First Party shall ensure to maintain peace, orderliness and cleanliness of the school facilities from commencement until end of the activity;
b. That the First Party shall shoulder the expenses/overtime of the school security guard and utility worker during the conduct of the activity, electric and water consumption bill, if applicable or necessary, to be accounted by the School concerned and to be paid/settled through the Division Office;

c. That the First Party, within three (3) days from the termination of the activity, shall submit an Accomplishment Report containing the following:

1. Summary of Event/Program;
2. Attendance;
3. Photographs (Proof of Event); and
4. Certification that no one was harmed or no facilities got impaired during the activity. And that should there be any, the same were already medically attended to, repaired or refurbished, as the case may be.

The said report shall be submitted to the Office of the Schools Division Superintendent, copy furnished the concerned School Head.

4. This agreement, however, is only subservient to the request for use by the LGU or DepEd Partners who are given utmost priority, thus, can be amended or revised at any time if there will be a subsequent or intervening request therefrom notwithstanding an early or prior approval was obtained;

- LGU shall pertain to the Local Government Unit of Marikina City;
- DepEd Partners shall pertain to entities, institutions or agencies with official tie-up or agreement with DepEd from the Central Level down to the Division Level;
- This provision shall not be applicable if the LGU or the DepEd Partner itself is the other party to this agreement;

5. This agreement may be terminated if any misrepresentation or breach of warranty made in connection herewith and proven to have been incorrect or misleading as of the time it was made.

6. The parties herein warrant that they have read and understood this Agreement and bind themselves to its full and proper execution.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ______ day of ________________ , 2019 at the Department of Education – Division of Marikina City.

REQUESTOR:      DEPARTMENT OF EDUCATION:

_________________________________________  ___________________________
First Party/Requestor                          Second Party/School Head
SIGNED IN THE PRESENCE OF:

REPUBLIC OF THE PHILIPPINES)
MARIKINA CITY ) s.s.

BEFORE ME, A NOTARY PUBLIC, FOR AND IN Marikina City, this _______________ day of ____________, 2019 at Marikina City, Philippines, personally appeared the above-named persons, known to me to be the same persons who executed the foregoing AGREEMENT and acknowledge before me that the same is their free and voluntary act and deed.

This instrument consists of 3 pages including this page, on which this acknowledgement is signed by the parties hereto together with their instrumental witnesses, on each and every page hereof.

IN WITNESS WHEREFORE, I have hereunto set my hand and notarial seal this _____________ of ____________, 2019 at Marikina City, Philippines.

Doc. No._______
Page No._______
Book No._______
Series of 2019.