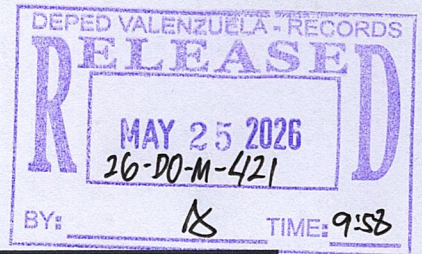


DepEd ICT Unit
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Control no.: 26-PUB-C19



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 04297, s. 2026

**USE OF SCHOOL COVERED COURT IN SUPPORT TO THE
CITY OF VALENZUELA OLYMPICS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Public Elementary and Secondary School Heads/Officer-in-Charge
All Others Concerned

1. In support with the conduct of City of Valenzuela Olympics, formally opened on May 24, 2026, school covered court will be used by the Sangunian Kabataan (SK) players for tune-up / practice games.
2. To ensure safety and protection of participants and school personnel and properties, the SK chairmen shall coordinate to the concerned school head as to the details of their activities and to discuss the use of school covered court protocols (*attached in this memorandum*).
3. School watchmen and utility workers may extend overtime to assist in maintaining order and cleanliness during the practice games.
4. Immediate and wide dissemination of this memorandum is desired.

NOEL D. BAGANO

Schools Division Superintendent

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

As Stated

USE OF SCHOOL COVERED COURT
_____/May 25, 2026



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

Terms and Conditions

1. The covered court may be used by other government offices on weekdays or weekends until the evening, provided that no learner-related activities are scheduled.
2. Requesting party shall submit a written request to the school head stating the following for proper calendaring and to avoid overlapping of schedule:
 - a. Name of requesting party and accountable person for the event
 - b. Purpose of the activity
 - c. Date and time of facility use
 - d. Expected number of attendees and their names
 - e. Other facilities needed
3. The nature of the activities must adhere to the values that DepEd and Valenzuela City promotes.
4. Activities involving minors must follow all Child Protection Guidelines.
5. Upon the approval of the request, the requesting party shall be responsible on the following:
 - a. execute the activity on the approved date and time only;
 - b. provide IDs for the participants for security check and to ensure that no other personalities enter that may cause harm and damage to life and property;
 - c. provide all the equipment and materials necessary for the activity.
 - d. provide security and utility cleaners to ensure safety and cleanliness of the covered court and other school facilities;
 - e. replace or pay damaged / lost school properties during the event;
 - f. accountable to all the participants, including objects they will bring inside the school premises and their general demeanor;
 - g. indemnify, defend, and hold harmless the Department of Education (DepEd), the school administration, and their authorized representatives from any and all claims, damages, losses, liabilities, or expenses (including legal fees) arising from the reservation or use of the school covered court, provided such claims result from the acts or omissions of the requesting party, its participants, or the represented organization.
 - h. follow all safety protocols;

6. If events need to be rescheduled or extended, it should be consulted first to the school head for approval.

**I/ WE ACKNOWLEDGE THAT I /WE HAVE THOROUGHLY READ,
UNDERSTOOD, AND AGREED TO THE TERMS AND CONDITIONS
STATED ABOVE.**

Conforme:

(Signature over Printed Name)

Address: _____

Name of Organization: _____

Designation / Position: _____

Email address: _____

Contact Number: : _____