



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division
Superintendent

19 August 2026

DIVISION MEMORANDUM

No. 410, s. 2026

**REITERATION OF THE GUIDELINES ON THE CONDEMNATION AND
DEMOLITION OF DILAPIDATED AND UNSAFE SCHOOL BUILDINGS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TICs
DepEd Engineer
School Property Custodians
Administrative Officers
All Others Concerned
This Division

1. In view of the need to ensure the safety of learners, teaching and non-teaching personnel, and other stakeholders, this Office reiterates the strict observance of the **Revised Guidelines on the Condemnation and Demolition of School Buildings** pursuant to **DepEd Order No. 107, s. 2010**.
2. This Memorandum aims to establish a uniform and systematic procedure for the identification, inspection, condemnation, approval, demolition, disposal of salvaged materials, and documentation of school buildings and structures that are deemed unsafe, dilapidated, or unfit for occupancy.
3. All School Heads are hereby directed to ensure that no school building or structure shall be demolished without the necessary inspection, declaration of condemnation, approval, permits, and other documentary requirements prescribed under existing laws, rules, and regulations.
4. Attached are the following annexes for your ready reference:

Annex A - Procedures for the Condemnation and Demolition of School Buildings

Annex B - Documentary Requirements

Annex C - Responsibilities and Monitoring Committee

Annex D - School Building Condemnation And Demolition Checklist



Sunset Boulevard, Dawo, 7101 Dapitan City
0912-617-7243
www.depeddapitancity.net
dapitancity@depd.gov.ph
fb.com/DepEdDapitanCity





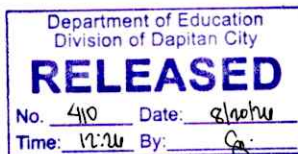
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5.1 This Memorandum shall take effect immediately upon issuance.

5.2 All previous Division-level issuances, orders, or instructions inconsistent with this Memorandum are deemed modified accordingly.

5.3 Immediate dissemination of and **strict compliance with this Memorandum is directed.**

JAY S. MONTEALTO, CESO V
Schools Division Superintendent





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(Annex A)

PROCEDURES FOR THE CONDEMNATION AND DEMOLITION OF SCHOOL BUILDINGS

The following procedures shall strictly be followed by all concerned:

Step 1 – Identification of Potentially Hazardous School Building

The School Head shall identify any school building or structure that is visibly deteriorated, structurally damaged, severely dilapidated, or suspected to be unsafe for occupancy.

Step 2 – Immediate Safety Measures

Where there is an imminent danger to persons, the School Head shall immediately discontinue the use of the building, restrict access, and cordon the affected area.

The cordon shall be established at a minimum distance of **four (4) meters from the building line**, with appropriate warning signs prominently displayed.

Step 3 – Request for Inspection

The School Head shall submit a formal request to the appropriate **City Building Official**, for an ocular inspection and technical assessment of the building.

A copy of the request shall be furnished to the Schools Governance and Operations Division.

Step 4 – Ocular Inspection and Assessment

The Building Official/Engineer shall conduct an ocular inspection and assessment of the building and determine whether it is:

- a. safe for continued occupancy;
- b. repairable/rehabilitable; or
- c. unfit for occupancy and recommended for condemnation and demolition.

Step 5 – Issuance of Inspection Report/Certification

The Building Official shall issue the corresponding **Inspection Report, Assessment Report, Certification, or Declaration** stating the condition of the building and the appropriate recommendation.

Step 6 – Submission of Complete Documents to the SDO

If the building is recommended for condemnation and demolition, the School Head shall submit the complete documentary requirements to the Schools Division Office for evaluation and appropriate action together with its request for relief of accountability for COA.



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Step 7 – Division Evaluation

The Division Physical Facilities Section personnel shall review the submitted documents and verify compliance with the applicable technical and documentary requirements.

Incomplete submissions shall be returned to the concerned School Head for completion.

Step 8 – Evaluation of Historical/Cultural Structures

For **Gabaldon school buildings, structures with historical or cultural significance, and buildings that are at least fifty (50) years old**, the additional evaluation and clearance requirements under DepEd Order No. 107, s. 2010 and applicable cultural heritage laws shall be observed.

No such structure shall be demolished without securing the appropriate clearance/authorization from the concerned authority.

Step 9 – Approval/Authority to Demolish

Upon completion of the requirements and evaluation, the request shall be submitted to the Schools Division Superintendent for appropriate action and approval, subject to existing DepEd policies and applicable regulations.

Step 10 – Securing of Demolition Permit

Prior to the commencement of any demolition activity, the concerned school shall secure the required **Demolition Permit** from the appropriate City/Municipal Building Official.

Under no circumstance shall actual demolition commence without the required permit.

Step 11 – Inventory and Accounting of Salvaged Materials

All reusable, recoverable, or salvaged materials from the condemned building shall be properly inventoried, recorded, accounted for, and disposed of in accordance with applicable government property and COA rules.

Step 12 – Coordination with COA

The concerned School Head and property personnel shall coordinate with the appropriate **COA Resident Auditor** regarding the disposal of the condemned property and the necessary documentation for relief from accountability, when applicable.

Step 13 – Actual Demolition

Demolition shall be undertaken only by the duly authorized contractor/personnel and in accordance with the approved demolition plan/permit and applicable safety requirements.

The School Head shall ensure that learners, personnel, and unauthorized persons are kept away from the demolition site.



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Step 14 – Site Clearing and Restoration

After demolition, all debris shall be properly removed and the site shall be cleared, secured, and rendered safe for school use or future development.

Step 15 – Submission of Post-Demolition Documents

The School Head shall submit the required completion report, photographs, inventory of salvaged materials, Waste Material Report when applicable, updated property records, and other pertinent documents to the Schools Division Office.

1. Consistent with DepEd Order No. 107, s. 2010, the demolition of a condemned school building shall be undertaken **within ninety (90) calendar days from the date of condemnation**, subject to the completion of the required clearances, permits, procurement, and other applicable requirements.

2. The School Head shall ensure that the demolition of a school building **shall not result in the disruption of classes due to lack of classrooms**. Appropriate alternative classroom arrangements shall be identified and documented prior to demolition.



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(Annex B)

DOCUMENTARY REQUIREMENTS

A. Initial Identification and Inspection

1. Letter-request of the School Head for inspection and assessment;
2. School Building Information/Description;
3. Photographs of the building, including:
 - a. front view;
 - b. rear view;
 - c. left and right sides;
 - d. interior portions; and
 - e. damaged/deteriorated structural portions;
4. Initial condition/assessment report of the School Head;
5. Request for ocular inspection addressed to the Building Official.

B. Technical/Condemnation Documents

1. Ocular Inspection Report;
2. Structural/Technical Assessment, when applicable;
3. Certification/Declaration that the building is unfit for occupancy;
4. Recommendation for condemnation and demolition;
5. Other technical documents required by the Building Official.

C. Requirements for Division Action

1. Formal request of the School Head for condemnation/demolition;
2. Building Official's Inspection Report/Certification;
3. Complete photographic documentation;
4. Certification that the demolition will not disrupt classes due to lack of classrooms;
5. Proposed alternative classroom arrangement, when applicable;
6. Indication of probable funding/source for the replacement of the demolished building;
7. Site/building information and other relevant technical documents.
8. Letter-request for relief of accountability for COA.

D. Additional Requirements for Historical/Cultural Structures

1. Documentation establishing the age of the building;
2. Historical/background information;
3. Documentation of historical/cultural significance, when applicable;
4. Appropriate clearance/evaluation from the concerned DepEd authority;
5. NCCA or appropriate cultural agency clearance, when required;



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6. Other documents required under applicable cultural heritage laws and regulations.

E. Pre-Demolition Requirements

1. Approved authority/request for demolition;
2. Valid Demolition Permit;
3. Procurement documents, when demolition is contracted out;
4. Notice/coordination with COA Resident Auditor, when applicable;
5. Inventory of affected government property;
6. Inventory of materials to be salvaged;
7. Safety and site protection arrangements.

F. Post-Demolition Requirements

1. Completion/Inspection Report;
2. Before, during, and after demolition photographs;
3. Inventory/List of Salvaged Materials;
4. Waste Material Report, when applicable;
5. Documents covering the disposition/disposal of salvaged materials;
6. Request for relief from accountability, when applicable;
7. Updated school property and physical facilities records;
8. Final report to the Schools Division Office; and
9. Complete filing of all documents pertaining to the condemned/demolished school building.



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(Annex C)

RESPONSIBILITIES AND MONITORING COMPLIANCE

1. **School Heads** shall be primarily responsible for the identification, reporting, documentation, safety measures, coordination, and monitoring of the condemnation and demolition process at the school level.
2. **Public Schools District Supervisors** shall monitor compliance of schools within their respective districts and provide appropriate technical and administrative assistance.
3. **Division Physical Facilities Section** shall provide technical assistance, evaluate submitted documents, monitor the status of condemned school buildings, and coordinate with concerned offices when necessary.
4. **Division Supply Office** shall assist in the proper inventory, recording, accounting, and disposition of salvaged materials and government property.
5. **Division Bids and Awards Committee** shall undertake the procurement of demolition services, when applicable, in accordance with existing procurement laws, rules, and regulations.
6. All School Heads are directed to conduct an inventory and review of school buildings within their respective schools and identify structures that may require inspection, condemnation, or demolition.
7. Schools with buildings already declared unfit for occupancy but not yet demolished shall ensure that the necessary documents are completed and submitted to the Schools Division Office for appropriate action.
8. The Division Physical Facilities and Schools Engineering Unit shall maintain a **Division Monitoring List of Condemned and Demolished School Buildings** and shall regularly monitor the status of each case.
9. Any school found to have undertaken demolition without the required inspection, condemnation, approval, permit, or other applicable requirements shall be subject to appropriate administrative and/or legal action, without prejudice to the application of existing laws, rules, and regulations.



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(Annex D)

SCHOOL BUILDING CONDEMNATION AND DEMOLITION CHECKLIST

School: _____
School ID: _____
District: _____
Building/Structure: _____
Building Type: _____
Year Constructed: _____
Date Declared Unfit: _____

A. IDENTIFICATION AND INITIAL ACTION

- ☐ Building identified as potentially hazardous/dilapidated.
- ☐ School use discontinued, when necessary.
- ☐ Building/site cordoned at least four (4) meters from the building line.
- ☐ Warning signs installed.
- ☐ Learners/personnel prevented from entering the structure.
- ☐ Initial photographs taken.
- ☐ School Head's initial assessment prepared.

B. INSPECTION AND CONDEMNATION

- ☐ Request for ocular inspection submitted.
- ☐ Ocular inspection conducted by Building Official/Engineer.
- ☐ Inspection/Assessment Report issued.
- ☐ Building declared unfit for occupancy.
- ☐ Recommendation for condemnation/demolition issued.

C. DIVISION SUBMISSION

- ☐ Formal request for condemnation/demolition submitted.
- ☐ Building Official's Certification/Report attached.
- ☐ Complete photographs attached.
- ☐ Certification on non-disruption of classes attached.
- ☐ Alternative classroom arrangement identified, when necessary.
- ☐ Proposed source of replacement funding indicated.
- ☐ Other required technical documents attached.

D. HISTORICAL/CULTURAL BUILDINGS

- ☐ Building age verified.
- ☐ Historical/cultural significance assessed.
- ☐ Historical/background documentation attached.
- ☐ Required DepEd evaluation/clearance secured.



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- ☐ .NCCA/appropriate cultural agency clearance secured, when applicable.

E. PRE-DEMOLITION

- ☐ .Authority/approval to demolish secured.
- ☐ .Demolition Permit secured.
- ☐ .Procurement completed, when applicable.
- ☐ .Contractor duly authorized, when applicable.
- ☐ .COA/Resident Auditor coordinated with.
- ☐ .Inventory of government property completed.
- ☐ .Salvageable materials identified.
- ☐ .Safety measures/site protection arrangements established.

F. DEMOLITION

- ☐ .Demolition conducted only after all required approvals and permits.
- ☐ .Safety barriers and warning signs maintained.
- ☐ .Learners/personnel kept away from demolition area.
- ☐ .Salvaged materials properly identified and inventoried.
- ☐ .Demolition supervised by authorized personnel.
- ☐ .Photographs taken during demolition.

G. POST-DEMOLITION

- ☐ .Site completely cleared of debris.
- ☐ .Site rendered safe.
- ☐ .Completion/Inspection Report prepared.
- ☐ .Final photographs taken.
- ☐ .Salvaged materials accounted for.
- ☐ .Waste Material Report prepared, when applicable.
- ☐ .Disposal/disposition documents completed.
- ☐ .Request for relief from accountability submitted, when applicable.
- ☐ .School property records updated.
- ☐ .Physical facilities records updated.
- ☐ .Complete documents submitted to the SDO.
- ☐ .Permanent school file established.

Prepared by:

School Head

Date: _____



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Technical Review:

ENGR. ANJIE C. RABE

Date: _____

Noted:

SHERLITO E. SAGAPSAPAN

Chief, School Governance and Operations Division

Approved:

JAY S. MONTEALTO, CESO V

Schools Division Superintendent



OCT 20 2010

DepEd ORDER
 No. **107** s. 2010

**REVISED GUIDELINES ON THE CONDEMNATION
 AND DEMOLITION OF SCHOOL BUILDINGS**

To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Directors of Services, Centers and Heads of Units
 Regional Directors
 Schools Division/City Superintendents
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

1. The revised guidelines on the condemnation and demolition of school buildings shall contain or constitute the following:

- a. The school head shall request for an ocular inspection and assessment of the school building perceived to be hazardous from the building official, (Chief of the Municipal/City Engineer's Office or the head of District Engineer's Office, whoever is available);
- b. As a matter of policy, a school building perceived to be hazardous should be immediately cordoned to keep off students, teachers from using it until such time that the school building is completely demolished or otherwise declared as safe for occupancy. Such cordon should be placed at a minimum distance of four (4) meters from the building line. In addition, large precautionary signs should be posted or nailed to boards as warning to students;
- c. Pending the result of ocular inspection from the building official, the school head shall secure the following documents as prerequisite to the approval of requests for demolition:
 - (1) photographs of the building to be demolished, properly labeled, showing the front, rear, sides and damaged sections;
 - (2) certification by the school head that, if the building is demolished, classes will not be disrupted due to lack of classrooms;
 - (3) indication of probable funding for replacement; and
 - (4) Parents Teachers Association (PTA) or Alumni Association's clearance in case of school buildings with historical value like the Gabaldon School Building.



- d. When and if the subject building is declared by the building official to be unfit for occupancy, the school head shall submit the request for demolition to the schools division/city superintendent (SDS);
 - e. For school buildings or structures without historical value, the SDS shall approve request for demolition based on the Inspection Report of the Building Official, and upon completion of enumerated requirements mentioned earlier;
 - f. In the case of Gabaldon School Buildings, structures marked as cultural property, and structures dating at least fifty (50) years old, the SDS, through the regional director, shall forward the request for demolition, together with the supporting documents to Department of Education-Physical Facilities and Schools Engineering Division (DepEd-PFSED), for further evaluation; and clearance by the National Commission for Culture and the Arts (NCCA) or its affiliated cultural agency. After the issuance of clearance by the NCCA, the DepEd-PFSED shall recommend approval of demolition to the SDS who shall approve the request for demolition;
 - g. The school head shall apply for a demolition permit from the Municipal/City Building Official;
 - h. The Division Bids and Awards Committee (BAC) or the school BAC (in the case of a National High School with fiscal autonomy), shall conduct bidding for the demolition;
 - i. In case the demolition is to be done by the administration, the school head shall list all the salvaged materials and shall submit a Waste Material Report to the respective Division Office (DO); and
 - j. The school head shall inform the Commission on Audit (COA)/Resident Auditor and shall request for relief of accountability in writing.
2. A school building declared by the building official to be unfit for occupancy shall be demolished within a period not to exceed ninety (90) calendar days from the date of its condemnation.
 3. All documents pertaining to the demolished building should be kept on file in the folder marked "Condemned/Demolished School Properties" as part of the records/documents on physical facilities of the school.
 4. All relevant provisions of existing DepEd Orders, Memoranda, and other administrative issuances inconsistent with this Order are hereby superseded.
 5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference: DECS Order: No. 48, s. 2000
To be indicated in the Perpetual Index
under the following subjects:

POLICY

SCHOOLS

SCHOOL BUILDINGS

R: SGC/condemnation and demolition of school bldgs.
October 6, 2010