



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

DepEd-Benguet Division
 MAR 24 2026
 RELEASED

March 24, 2026

SDO MEMORANDUM
 No. 117 s.2026

GUIDELINES AND DESIGNATED PERSONNEL IN CHARGE FOR THE USE OF THE SDO ADIVAY HALL

**TO: Office of the Schools Division Superintendent
 School Governance and Operations Division
 Curriculum Implementation Division
 Public Schools District Supervisors
 All Others Concerned**

- To ensure the orderly use, maintenance, and safety of the SDO Adivay Hall, please be informed of the following designated personnel in charge of the facility.

<p>ENSURES ADIVAY HALL REMAINS FULLY OPERATIONAL AND OPTIMIZED FOR PROFESSIONAL TRAINING AND SDO ACTIVITIES</p>	<p>HRD Section - works along with ICTU and EFS in the upkeep of hall utilities and/or facilities.</p> <p>ICT Unit - Stable Internet Connection and LED wall use.</p> <p>EF Section - provides technical services across planning, design, construction, maintenance, and quality assurance.</p> <p>Arvin Doman – Sound System</p>
<p>SCHEDULING AND RESERVATION</p>	<p>SDS Office</p>
<p>OVERSEES THE CONTINUOUS SANITATION OF THE ADIVAY HALL AT ALL TIMES</p>	<p>Admin Utility staff assigned in the Adivay Hall</p>


- All proponents of activities (meetings, workshops, or ceremonies) are reminded of the following protocols:
 - Reservation:** A request or reservation must be made with the office in charge prior to the activity to avoid scheduling conflicts. A **first come first served** basis will be followed.





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- b. **Logbook:** The person in charge of the activity must sign the facility logbook before and after use.
 - c. **Conservation:** Ensure that all lights and sound systems are turned off after the activity.
 - d. **Cleanliness:** The "Clean As You Go" (CLAYGO) policy shall be strictly implemented. No food waste or catering materials should be left inside the hall overnight.
3. Any damage to the equipment of facility resulting from negligence shall be the responsibility of the office/unit conducting the activity
 4. Immediate dissemination of and strict compliance with this Memorandum is directed.


CARMEL J. MERIS
Chief Education Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent



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Enclosure 1. Facility Reservation Form

This form should be filled out by the requesting party and filed with the **Personnel In Charge**.

FACILITY RESERVATION FORM

Control No: _____

Name of Office/Requesting Party: _____

Contact Person: _____

Contact Number / Email: _____

Purpose of Activity: _____

Date of Use: _____

Inclusive Time:

From: _____ **To:** _____

Estimated No. of Participants: _____

Equipment/Requirements Needed:

Sound System **Microphones (qty: __)**
 Projector/Screen **Chairs (qty: __)**
 Podium **Others: _____**

Terms and Conditions Acknowledgement:

- I have read and understood the guidelines for the use of the SDO Adivay Hall.
- I agree to be responsible for any damage or loss of property during the activity.
- I commit to the "Clean As You Go" (CLAYGO) policy.

Requested by: _____ **(Signature over Printed Name)**

Approved by: _____ **(Office Head/SDS)**
