



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



06 April 2026

**Regional Memorandum**  
No.231 s.2026

## **RATIONALIZED USE OF SCHOOL CLASSROOMS FOR INSTRUCTION AND PROPER CUSTODY OF SCHOOL-BASED MANAGEMENT (SBM) RECORDS**

To: **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**

1. In reference with Educational Facilities Manual's revision of the 2010 Educational Facilities Handbook<sup>1</sup>, this Office, through the Field Technical Assistance Division issues the Rationalized Use of School Classrooms for Instruction and Proper Custody of School – Based Management (SBM) records.
2. SBM is a governance mechanism that brings decision-making closer to schools to improve learning outcomes, consistent with the concept of school-based management as recognized in DepEd policy references.
3. The classroom is a contained unit of learning space. To be effective, it must be designed such that spaces and facilities reflect the educational processes and activities that take place in them<sup>2</sup>. This Memorandum provides guidance on (a) prioritizing available school rooms for instructional use and (b) ensuring orderly, secure, and auditable custody of SBM documents and related school records.
4. Schools shall maximize learning spaces for classroom instruction and learner support. SBM implementation does not require maintaining a dedicated “SBM Room” where feasible learning spaces are constrained; rather, SBM documentation shall be maintained through proper filing, indexing, and secure storage systems within the school.
5. In line with School-Based Management (SBM) as a decentralization mechanism that involves school and community stakeholders in improving learning outcomes and to ensure orderly records management and uninterrupted delivery of instruction, all schools shall:

<sup>1</sup> [Educational](#) Facilities Manual is a revision of the 2010 Educational Facilities Handbook

<sup>2</sup> [Educational](#) Facilities Manual is a revision of the 2010 Educational Facilities Handbook

- a. Convert rooms currently used primarily as “SBM Rooms” into instructional rooms, subject to school-level planning and proper documentation;
  - b. Schedule and utilize primarily for instruction, remediation, library/learning support, or other learner-centered functions;
  - c. Consolidate all SBM documents, reports, evidence folders, and supporting files into properly labeled folders/envelopes/boxes; and lockable cabinets or a designated secure storage area within the school office/records area;
  - d. Store SBM records in instructional rooms in a manner that does not compromise instruction; and obstructs safe classroom movement; or exposes records to loss, damage, or unauthorized access;
  - e. Designate a records custodian compliant and consistent with DepEd Order No. 05, s. 2024<sup>3</sup> and maintain a simple index/logbook of SBM folders and evidence files. Custodians are expected to exercise diligence in safeguarding official records and to implement an effective monitoring system for record movement, consistent with the duty of custodians to keep records secure and protected from loss or unauthorized access;
  - f. Ensure that records remain accessible for monitoring, validation, and audit purposes, while ensuring confidentiality where applicable.
6. Any illegal act or activity resulting from or related to<sup>4</sup>, 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.
  7. The Schools Division Office through the School Monitoring and Evaluation shall monitor compliance during regular school visits and SBM-related filed operations and technical assistance and to submit reports to the Field Technical Assistance Division.
  8. For inquiries or clarifications, please coordinate directly and without delay with Chief Michael Girard R. Alba, Field Technical Assistance Division, through [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph) or 0917 888 2731.
  9. All concerned are hereby directed to immediately disseminate this Memorandum to all concerned personnel and units, and to ensure strict and continuing compliance with all directives herein.

  
**CARLITO D. ROCAFORT**  
Director IV

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<sup>3</sup> Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload

<sup>4</sup> [Educational](#) Facilities Manual is a revision of the 2010 Educational Facilities Handbook