

SUPPLEMENTAL GUIDELINES ON THE DEMOLITION OF SCHOOL BUILDINGS

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1. In order to clarify procedures on the condemnation and demolition of school buildings which are perceived to be hazardous, these guidelines are hereby formulated, amending DECS Memorandum No. 162, s. 2000 dated April 3, 2000 entitled "Requests for Demolition of School Buildings".
2. As a matter of policy, demolition should be resorted to only when:
 - a. the physical structure is beyond reasonable repair;
 - b. it poses danger to the safety of school children; and
 - c. the school administration can assure continuity of school operations even when the structure is demolished.
3. The following shall constitute the revised guidelines:
 - a. The school head, through the schools superintendent, requests for an ocular inspection/assessment of the school building/structure to be condemned/demolished from the Building Official (Municipal/City Engineer's Office, whoever is available);
 - b. The Building Official conducts an inspection/assessment of the building and submits a report/recommendation thereof to the school officials concerned;
 - c. The school head requests from the schools superintendent for authority to demolish the condemned building based on the reports, findings and recommendation of the Building Official. If the building is insured, the school head should inform the insurance firm of the plan to demolish the structure;
 - d. Upon approval, the schools superintendent, through the Regional Director, forwards the request to the Central Office for further evaluation. The documents shall include, among others, the following:
 1. report/recommendation of the Building Official;
 2. photographs of the building to be demolished showing damaged sections;
 3. certification issued by the school head that, if the building is demolished, classes need not be disrupted due to lack of classrooms;
 4. PTCA or Alumni Association's clearance in case of school buildings with historical value e.g. Gabaldon type school buildings, those which are at least 50 years old, etc.; and
 5. Indication of probable funding for replacement.
 - e. The Central Office evaluates requests, conducts inspections, if necessary makes recommendations and issues clearance for demolition;
 - f. The school head applies for Demolition Permit from the Building Official;
 - g. The school head informs the Office of the Commission on Audit/Resident Auditor and requests clearance/relief from responsibility so that the structure will be dropped from the account of the school once demolished;
 - h. As the Building Official issues the necessary permit, demolition work is conducted; and
 - i. upon the completion of the demolition, the Building Official issues a certification that the building has been

dropped from the account of the school.

4. Priority should be given to structures already provided with funds for replacement from various sources and should be ready for immediate occupancy during the school year.

5. Immediate dissemination of this Order is directed.

Adopted: 24 July 2000

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Secretary

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