

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

February 4, 1981

MEC MEMORANDUM  
No. 30, s. 1981

IMPROVEMENT, MAINTENANCE AND CARE OF ELEMENTARY  
SCHOOL BUILDINGS AND SITES

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Schools Superintendents

1. To promote the government program on social progress through education within the framework of our national economy, the need to improve and preserve the existing educational resources and facilities becomes imperative.
2. The following information are disseminated for the improvement, maintenance and care of elementary school buildings:

- a. Old Spanish school buildings which can be preserved for historical heritage should be repaired/maintained. Old posts, floors, roofs, etc. may be replaced keeping close to the original architectural design. They are symbolic of our past and should be kept for posterity.
- b. Old Gabaldon buildings may be remodelled to meet the present educational needs of safeguarding the health, safety, and happiness of the pupils and teachers.
- c. Planning alterations and/or expansions of school buildings shall be a cooperative endeavor of school administrators, teachers, architects and engineers. Proposed expansion of buildings shall be indicated in the site plan.
- d. Renovations and expansions of school buildings shall consider the probable increase in school population over certain period of years to serve the educational program in a most efficient way.

- e. Since the trend is the construction of low school buildings, upward expansion should be minimized. In this connection, city divisions where land is limited may be exempted. School plant expansion usually includes the following:
- (1) Space for instructional activities within the school building such as additional classrooms, library/learning resource center, laboratory, guidance center, and a room devoted to music, dramatics, and other similar school activities.
  - (2) Space devoted to instructional activities outside the school building such as a terrarium/aquarium, elementary agriculture, physical education, etc.
  - (3) Space devoted to non-instructional undertakings such as administrative office, teachers' room, washing/drinking facilities, lunch counter/school feeding, storage, PTA, and other community activities, and separate toilets for boys and girls.
- f. Space flexibility shall provide for activities that are carried out beyond the regular school year such as more adult education program which inevitably increase the use of school facilities.
- g. In constructing additional rooms in existing school buildings, proper orientation of school buildings should be considered. In this connection, reference may be made to BPS Bulletin No. 12, s. 1968 which states that "the orientation of a school building ... is the placing of the school building with regard to air currents, natural light, heat from the sun, utility of the plant and grounds, and most advantageous display. It is directly related to the health and comfort of pupils and teachers." Economy should also be given prime importance in addition to the other factors mentioned above.
- h. Defective work that is a threat to life and property or any work that can adversely affect the appearance of the building may be condemned pursuant to law and shall be demolished immediately and rebuilt in accordance with the approved plan and specifications.

3. To insure the optimum use of the site in carrying out the daily program, the school ground shall be carefully improved in accordance with approved plans. The ordinary citizen gets his impressions of the school through what he sees of the exterior and it is a good school that favorably impresses the visitor at first sight. School grounds require a minimum of attention and labor (upkeep) if they meet the following characteristics: effective simplicity, economy of space, ease of maintenance, and positive utility.

a. Schools desiring to improve/expand their sites from their own funding shall further be guided by the following:

- (1) The additional site should meet the requirements of enrolment, kinds of school and the recreational needs of the students. The site should be wide enough to make adequate provisions for lawns, an athletic field, playground, agricultural activities and future building expansion to provide rooms for future enrolment trends. The minimum requirements as to standard areas of additional sites for elementary schools are as follows:
  - (a) One-half hectare (1/2 Ha.) for a barangay school with only one or two classes and no grade above Grade IV.
  - (b) One hectare (1 Ha.) for a central school with not more than four classes or for a barangay school of from three to four classes.
  - (c) Two hectares (2 Ha.) for schools with five to seven classes.
  - (d) Three hectares (3 Ha.) for schools with eight to ten classes.
  - (e) Four hectares (4 Ha.) for schools with more than ten classes.
- (2) The site must be well located and easily accessible to the greatest number of pupils. The site shall be some distance from the town to provide accommodations for outlying settlements.
  - (a) It must have a suitable frontage preferably on a quiet side street. Sites having irregular boundaries shall be avoided.

- (b) The site shall not be shut in from the main highway by any private property. It shall not lie behind dense and tall trees, nor surrounded by swamps and irrigation ditches.
  - (c) It shall be free from noise, odors, and dust, and not close to traffic, highways, cockpits, beer gardens or liquor stands, jails, dance hall, and other recreation places of questionable character; neither near a military barrack, fire station, nor a cemetery.
  - (d) It should be well drained and sanitary, not close to a public market, slaughter house, garbage dump nor a stage.
  - (e) The topography must be level and satisfactory for an athletic field, with ample lawn areas.
  - (f) The soil shall be suitable for gardening and agricultural work.
  - (g) It shall permit proper orientation of school buildings to secure the best ventilation and light without glare.
- b. Additional sites not rated as standard shall be enlarged/improved to meet the requirements for standard sites. National aid for school building construction shall not as a rule be granted to schools whose sites are substandard.
- c. Conformably, the school administrator should see to it that:
- (1) Additional sites should be documented and registered in the name of the Ministry of Education and Culture (MEC).
  - (2) Boundaries shall be permanent and the school sites fenced with strong materials.
  - (3) Inspection within the site boundaries shall be done regularly, never allowing any individual to construct any house therein.
  - (4) No squatters shall be allowed on the site. In cases where there are squatters within the school site, a Writ of Injunction should be issued for ejection proceedings.
  - (5) Reconstruction of lost site records should be done in accordance with Memorandum No. 119, s. 1958 on how school officials could reconstitute lost site records.

- (6) School superintendents/principals of national schools shall submit a progress report on the acquisition, survey and registration of school sites every year. Deadline for submission is October 25 of each year.

4. Immediate dissemination of the contents of this Memorandum is desired.

(SGD.) ONOFRE D. CORPUZ  
Minister of Education and Culture

References:

Memorandum: (No. 119, s. 1958)  
Bulletin: (No. 12, s. 1968)

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index  
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