



Republic of the Philippines  
**Department of Education**

31 MAY 2013

DepEd MEMORANDUM  
No. **94**, s. 2013

**GUIDELINES ON THE IMPLEMENTATION OF THE CONSERVATION OF GABALDON  
AND OTHER HERITAGE SCHOOL BUILDINGS PROGRAM**

To: Regional Secretary, ARMM  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Recognizing the significance of the Gabaldon and heritage school buildings in the history of Philippine education, the Department of Education (DepEd) through the Physical Facilities and Schools Engineering Division (PFSED) has crafted the enclosed **Guidelines on the Implementation of the Conservation of Gabaldon and Other Heritage School Buildings Program** to arrest the deterioration of these school buildings and to implement the conservation guidelines which include the Documentation Process.

2. For easy understanding, important terms are clarified below:

a. **Documentation Process**

Comprehensive data gathering shall include inventory, historical background, and current physical status of the structure. Submission of various requests for restoration including approval shall be based on the database of heritage school buildings maintained by the PFSED; and

b. **Conservation Policy**

Conservation as defined under Republic Act (RA) No. 10066 shall refer to all processes and measures of maintaining the cultural significance of a cultural property including but not limited to preservation, restoration, reconstruction, protection, adaptation or any combination thereof.

3. These guidelines aim to provide the schools with directions to enable them to apply preventive measures and proper treatment of broken and missing parts of the school buildings, and to facilitate and implement various projects and interventions on proper conservation.

4. The following documents and forms are enclosed:

Enclosure No. 1 – Guidelines on the Conservation of Gabaldon  
and Other Heritage School Buildings;


Enclosure No. 2 – Gabaldon and Other Heritage School Buildings  
Masterlist; and

Enclosure No. 3 – Gabaldon and Other Heritage School Buildings  
Documentation Form.

5. Updating of the database of schools with existing Gabaldon and other heritage school buildings is necessary. The duly accomplished forms by all concerned field offices shall be submitted to the **Physical Facilities and Schools Engineering Division (PFSED)** at telefax no.: (02) 638-4108 local nos.: 108 and 115 or through email address: [hsbp.depedpfsed@gmail.com](mailto:hsbp.depedpfsed@gmail.com) not later than **June 15, 2013**.

6. The PFSED shall closely monitor the implementation of the program.

7. Immediate dissemination of this Memorandum is desired.

  
**FRANCISCO M. VARELA**  
Undersecretary  
Officer-in-Charge

Encls.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index  
under the following subjects:

LISTS  
SCHOOL BUILDINGS  
RULES & REGULATIONS

(Enclosure No. 1 to DepED Memorandum No. 94 s . 2013)

**I. Documentation Process of Gabaldon and other Heritage School Buildings**

- A. The Division Office shall consolidate and prepare a master list of schools with existing Gabaldon and other heritage school buildings using the pro-forma form in *Enclosure 2*. Identification of which shall be based on the following category:
1. Existing and fully functional Gabaldon Building constructed and reconstructed using Gabaldon Funds under Republic Act 1801 of December 1907 or any other heritage structure within the school constructed/ reconstructed not later than **1960s**;
  2. Condemned Gabaldon School Buildings and other heritage school buildings with historical, social and architectural significance.
- B. All identified **heritage buildings within** the schools **shall** be supported by documentation showing the key elements of the structure. Use *Enclosure 2: Heritage School Building Database Form*,
- C. The consolidated list shall be submitted to PFSED. A copy must be provided too to the Physical Facilities Unit of the Regional Office for monitoring purposes.
- D. The PFSED shall maintain a heritage school building database based on the submission of the different field offices. From the submitted list, the PFSED will send a technical inspectorate team to validate the report.

**II. Conservation Policy**

- A. The heritage school building must be treated as an important structure considering its architectural, historical, social and scientific significance. Any report of condemnation and proposed demolition shall be subject to the guidelines set in *DepEd Order No. 107 s. 2010 (Revised Guidelines on the Condemnation and Demolition of School Buildings)*. No condemnation/demolition activities shall be made without proper endorsement and approval of concerned authorities. All requests for demolition and condemnation shall be supplemented with documentation (*Use Enclosure 3: Documentation template*) showing more than **seventy percent (70%)** damage or deterioration on major structural building components which may pose danger or hazard to occupancy. The request must be supported by a recommendation from either of the following offices:

1. Physical Facilities and Schools' Engineering Division (PFSED) Central Office;
  2. Municipal/City Engineering Office ; or
  3. District Engineering Office (DEO) of the Department of Public Works and Highways;
- B. Proposed interventions (restoration, rehabilitation including minor repair) other than DepEd initiated project must secure clearance from the Regional Physical Facilities Unit (RPFU). If necessary, the RPFU will refer the intervention proposal for the subject building to the PFSED Central Office or to the National Historical Commission of the Philippines (NHCP);
- C. Prioritization for funding of DepEd shall be subject to the following criteria:
1. The design of the structure is unique in character;
  2. The structure is historical, wherein:
    - a) An important event happened;
    - b) An important person/s used the building; and
  3. The building is rare.
- D. Any alteration, addition, improvement and modification of the original plan and elevation of these heritage structures shall seek clearance from PFSED/RPFU.

***Major works for alteration and modification-*** such as replacement of roofing sheets, retrofitting of structural components, addition/expansion of areas to the building, change of use of the building, replacement of doors and windows and major repainting works shall be approved by the PFSED Central Office.

***Minor works for alteration and modification-*** repair of walls, ceilings and flooring, replacement of missing parts, fixtures and hardware and minor repainting works shall be approved by the RPFU.



**GABALDON AND OTHER HERITAGE SCHOOL BUILDING DOCUMENTATION FORM**

<b>Name of School:</b>		<b>School ID:</b>	
<b>Address:</b>		<b>Year Built:</b>	
<b>Division:</b>		<b>Region:</b>	
<b>Student Population:</b>		<b>School Source:</b>	
<b>Origin of it School's Name:</b>			
<b>No. of Classrooms:</b>			
<b>Historical Data</b>			
<i>Important Alumni:</i>		<i>Important Event/s:</i>	
<b>HISTORY OF SCHOOL (Narrative)</b>			
<b>SCHOOL SITE DEVELOPMENT PLAN (Drawing)</b>			
<b>SKETCH OF BUILDING PLAN (Drawing)</b>			
<b>PICTURES OF BUILDING/S (Photos Exterior and Interior)</b>			
<b>OLD PHOTOS OF BUILDING/S (If any)</b>			