



Republic of the Philippines  
Department of Education (DepEd)  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
**QUEZON CITY**  
*Nueva Ecija St., Bago Bantay, Quezon City*



July 27, 2012

**MEMORANDUM TO:**

Assistant Schools Division Superintendents  
Division/District Supervisors  
Elementary and Secondary School Heads

**REGULATING THE NUMBER OF ROOMS FOR ANCILLARY SERVICES**

1. One of the main thrusts of the DepED and the QC Local School Board is to provide enough number of school buildings to address the classroom shortage for the improvement of the learning environment of the students.
2. However, it was observed that classroom backlogs have not been fully addressed despite several building constructions funded by both the National and Local government. This may be attributed to the 1.5% average increase of annual enrolment due to transferees from private schools and those coming from the provinces. Also, some constructions are just replacement of the demolished old and dilapidated buildings.
3. It was also noted that some schools are using most number of classrooms for ancillary services instead of utilizing them for academic purposes resulting to large number of classroom shortage.
4. In order to maximize the use of the limited resources of the government, school heads are expected to use newly constructed school buildings primarily for academic purposes only. The use of rooms for ancillary services should be limited to five (5) administrative rooms except for schools with excess classrooms. The supposed ancillary rooms as follows:
  - a. Principal's Office
  - b. Library
  - c. Canteen
  - d. Guidance/Clinic
  - e. Registrar/Property/EMIS

For strict compliance.

  
**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent