DIVISION MEMORANDUM
No. 079 s, 2017

To: PUBLIC ELEMENTARY SCHOOLS
    PUBLIC SECONDARY SCHOOLS

From: ALLAN G. FARNAZO, PhD, CESO IV
      Regional Director IV, Concurrent SDS

Subject: Updating of School Sites Ownership Documents

Date: March 9, 2017

1. The field is hereby directed to submit original copies of Deed of Donation, Deed of Sale, Deed/Contract of Usufruct executed in 2015 and 2016. This undertaking will allow the Department of Education through Site Titling to update its database on the documents of ownership of public elementary and secondary school sites. The submission of the said documents shall include the following supporting documents:

   a. Certified True Copy of Original Certificate of Title (OCT);
   b. Transfer Certificate of Title (TCT);
   c. Approved Survey Plan (blue/white print); and
   d. Lot and Technical Description.

2. Deadline for submission of the aforementioned documents shall be on April 24, 2017 (Monday).

3. For information, guidance and immediate compliance.
REGION MEMORANDUM
No. 51 s. 2017

UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS

To: All Schools Division Superintendents
   This Region

1. Attached is Deped Memorandum DM-LA/STO-2017 No. 0051
dated January 16, 2017 regarding the abovesated subject.

2. For more information please contact Dr. Noe D. Simene, Chief, ESSD,
with Cellphone number 09178452444.

3. For information and strict compliance.

ALLAN S. FARRAZO
Director IV

To be indicated in the Perpetual Index
   Under the following subject
   DEPED ENGINEERS
   SCHOOLSITES TITLING

ESSD/fels
MEMORANDUM
DM-LA/STO-2017 0051

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : ATTY. ALBERTO J. MUYOT
        Undersecretary for Legal Affairs

SUBJECT : UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS

DATE : January 16, 2017

In connection with our Memorandum dated 04 April 2016 relative to the submission of copies of ownership titles of public elementary and secondary schools nationwide, the Department, through the Site Titling Office, is currently updating its database on the documents of ownership of public elementary and secondary school sites.

In view of this, you are hereby directed to submit original copies of Deed of Donation, Deed of Sale, Deed/Contract of Usufruct executed in 2015 and 2016, which will include the following supporting documents on or before 27 April 2017:

1. Certified True Copy of Original Certificate of Title (OCT)
2. Transfer Certificate of Title (TCT)
3. Approved Survey Plan (blue/white print)
4. Lot and Technical Description

For clarifications, please contact Mr. Arvin Venezuela and Ms. Charlotte Sarmiento of the Sites Titling Office (STO) at the following numbers: (02) 631-8491 and 637-3743 or at email address: schoolstitling@gmail.com.

For your information and compliance.