




Republic of the Philippines
Department of Education
Region X
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DIVISION MEMORANDUM

No. 079 s, 2017

**To: PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY SCHOOLS**

From:  **ALLANG 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 (TCI);
 - 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.





February 7, 2017

REGION MEMORANDUM
No. 51 s. 2017

RELEASED

UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS

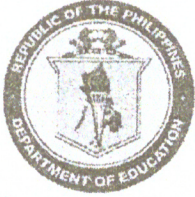
To : All Schools Division Superintendents
This Region

1. Attached is Deped Memorandum DM-LA/STO-2017 No. 0051 dated January 16, 2017 regarding the abovestated subject.
2. For more information please contact **Dr. Noe D. Simene**, Chief, ESSD, with Cellphone number 09178452444.
3. For information and strict compliance.

ALLAN G. FARNAZO
Director IV

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

ESSD/fels



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary for Legal Affairs
Sites Titling Office

MEMORANDUM
DM-LA/STO-2017

0051

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : **ATTY. ALBERTO T. 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: schooltitling@gmail.com.

For your information and compliance.

DEPARTMENT OF EDUCATION
RECORDS DIVISION

RELEASED
805 PD

Date JAN 30 2017