



Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
Government Center, Candahug, Palo, Leyte



February 3, 2017

**REGIONAL MEMORANDUM**

No. **088**, s. 2017

**UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS**

To: Schools Divisions Superintendents  
All Others Concerned

1. Attached is **DM-LA/STO-2017-0051** dated January 16, 2017 issued by the Office of the Undersecretary for Legal Affairs, Sites Titling Office relative to the submission of copies of ownership documents of public elementary and secondary schools sites.
2. In this regard, all the Division Offices are directed to submit to the Regional Office Attention: Legal Unit original copies of Deed of Donation, Deed of Sale, Deed/Contract of Usufruct **executed in 2015 and 2016** which shall include the following supporting documents on or before **February 28, 2017**:
  - a. Certified True Copy of Original Certificate of Title (OCT)
  - b. Transfer Certificate of Title (TCT)
  - c. Approved Survey Plan (blue/white print)
  - d. Lot and Technical Description
3. Immediate dissemination of and compliance with this memorandum are desired.

  
**RAMIR B. UYTICO, Ed.D., CESO IV**  
OIC-Regional Director

Enclosures: DM-LA/STO-2017-051

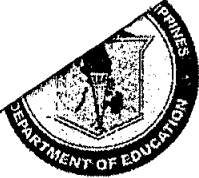
References: None

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



ACHIEVE THROUGH DATA-DRIVEN DECISIONS  
*ate great schools*

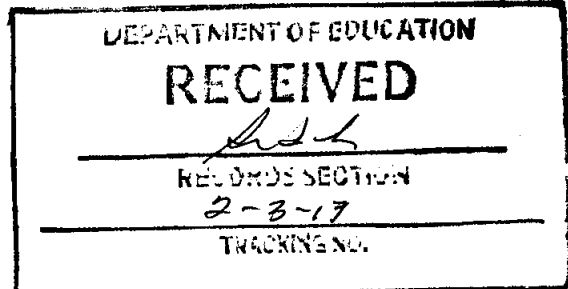
(053) 323-3126 | region8@deped.gov.ph | legal unit



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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](mailto:schooltitling@gmail.com).

For your information and compliance.

DEPARTMENT OF EDUCATION  
RECORDS DIVISION

**RELEASED**  
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Date: **JAN 30 2017**