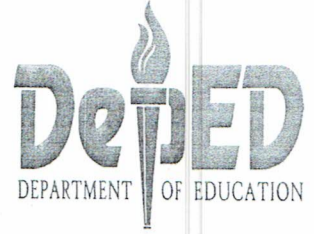




Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City



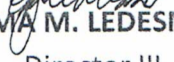
March 17, 2017

REGIONAL MEMORANDUM
NO. 001, S. 2017

UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS

To: The Schools Division Superintendents

1. Attached is DepEd Memorandum DM-LA/STO-2017-0051 dated 16 January 2017 of Atty. Alberto T. Muyot, Undersecretary for Legal Affairs, Department of Education, on the above-stated subject.
2. In this connection, you are hereby directed to submit the following:
 - a. Original copies of Deed of Donation, Deed of Sale, Deed/Contract of Usufruct executed in 2015 and 2016;
 - b. Certified true copy of the following documents, whichever is applicable:
 - b.1 Original Certificate of Title (OCT);
 - b.2 Transfer Certificate of Title (TCT);
 - b.3 Approved Survey Plan (blue/white print); and
 - b.4 Lot and Technical Description.
3. Please submit the subject documents to the Legal Unit of this Office not later than 10 April 2017.
4. For strict compliance.


MA. GEMMA M. LEDESMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

Inclusions: As stated.

Reference:

Memorandum dated 16 January 2017

Allotment: 1

To be indicated in the Perpetual Index under the following subject:
SCHOOL SITES



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

DepEd Complex, Pasig City
Director
Date: 2/6/17

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : *Alberto T. Muyot*
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
Date: JAN 30 2017