

Republic of the Philippines

Department of Education

Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

DIVISION MEMORANDUM

No. 186, s. 2017

To

: Assistant Schools Division Superintendent District Supervisors/District-in-Charge

School Hegas of Elementary and Secondary Schools

From: SALUSTIANO T. JIMENEZ, CESO VI

Schools Division Superintendent OIC- Assistant Regional Director

Subject: REITERATION OF MEMORANDUM DATED 04 APRIL 2016 RE SUBMISSION OF COPIES OF OWNERSHIP DOCUMENTS OF PUBLIC ELEMENTARY AND

SECONDARY SCHOOL SITES

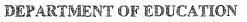
: March 31, 2017 Date

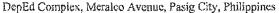
> 1. The Department through the Sites Tilting Office (STO) is currently updating its database on school sites ownership, thus a Memorandum dated 4 April 2016 on the submission of copies of ownership documents of public elementary and secondary school sites was issued.

- 2. In relation thereto, the STO is reiterating the directive in the abovementioned Memorandum for the submission of certified true copies of ownership documents, which include Survey Plans and Cadastral Maps, of all public elementary and secondary school sites.
- 3. Further, each district is directed to submit list of school sites within your area that need to be segregated and surveyed. (Please see the attached template)
- 4. In this regard, the district is hereby required to submit two (2) certified true copies of Site Ownership Documents for all schools in the district to be compiled in two (2) separate folders arranged alphabetically with table of contents stating the kind of site ownership document per school. All other pertinent documents such as, but not limited to survey plans, cadastral maps and others must be attached also.
- 5. Submission of the two (2) compiled Site Ownership Documents and the list of school sites that need to segregated and surveyed per district shall be on or before April 25, 2017 in order to facilitate submission to the STO Central Office.
- 6. For strict compliance.



REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON







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

Memorandum
DM-LA/STO-2017-__0053_____

TO

ALL REGIONAL DIRECTORS

ATTENTION:

SCHOOLS DIVISION SUPERINTENDENTS

FROM

ATTY. ALBERTO'T. MUYOT

Undersecretary for Legal Affairs

SUBJECT

: Reiteration of Memorandum dated 04 April 2016 Re Submission of Copies of

Ownership Documents of Public Elementary and Secondary School Sites

DATE

14 March 2017

The Department through the Sites Titling Office is currently updating its database on school sites ownership, thus a Memorandum dated 4 April 2016 on the submission of copies of ownership documents of public elementary and secondary school sites was issued by this office.

In relation thereto, we would like to reiterate the directive in the abovementioned Memorandum for the submission of certified true copies of ownership documents, which include Survey Plans and Cadastral Maps, of all public elementary and secondary school sites within your area.

Further, you are likewise directed to submit list of school sites within your area that need to be segregated and surveyed.

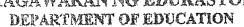
We are attaching herein the list of Schools Division Offices that have not yet submitted the aforementioned documents and those with partial submission, for your ready reference.

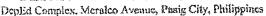
For clarifications, please contact Mr. Arvin Venezuela of Sites Titling Office at the following telephone numbers: (02) 631-4891 and 637-3743 or through email address at: schooltitling@gmail.com.

For guidance and compliance.



REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON







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

MEMORAND DM-LA/STO-2		
TO	:	ALL REGIONAL DIRECTORS
ATTENTION	:	SCHOOLS DIVISION SUPERINTENDENTS
FROM	; ;	ATTY. ALBERTO T. MUYOT Undersecretary for Legal and Legislative Affairs
SUBJECT	:	Submission of Copies of Ownership Titles of Public Elementary and Secondary Schools
DATE	;	04 April 2016

The Sites Titling Office (STO) is in the process of improving their database, through the digitization of its records, such as ownership titles of all public schools nationwide and other substantive documents pertaining to school titling. This initiative is to ensure an efficient and effective recording and updating of all documents of titles of public elementary and secondary schools nationwide.

In view of the foregoing, this Office hereby requests for the submission of certified true copies of ownership titles, which include Survey Plans and Cadastral Maps of all public elementary and secondary schools within your area. These ownership of titles may either be under the following:

- Transfer Certificates of Title (TCT);
- Original Certificates of Title (OCT);
- 3. Special Patents;
- 4. Presidential Proclamations;
- 5. Tax Declaration;
- 6. Deed of Donations (DODs);
- 7. Deed of Absolute Sale:
- 8. Usufruct Agreements (UA);
- 9. Expropriation; and
- 10. Other similar documents

Division:				
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School Sites to be surveyed	Proof of Ownership	Lot Area (sqm)	Land Classification	Remarks
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Region	Total No. Of Schools (EBEIS) SY 2015 - 2016 excluding ARMM	No. of Schools with Submitted Ownership Document	No. of Schools WITH NO Ownership Documents Submitted	No. of School Sites to be surveyed	No. of School Sites to be segregated	Remarks
Region IV-B	2,239	942	1,297			
Calapan City	58	54	.,,,,,	physics of a magnificance of	-	
Marinduque	226	and process of the second	119	k i commendencia a garaga		
Occidental Mindoro	346	107	287	and the second		· f
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Palawan	761	224	56	ar a war a		
Puerto Princesa City	95	39	Company of the Company of the Company	www.www.co		
Rombion	254	235	. 19	S		• •
Region V	3,805	1,988	1,817		· · · · · · · · · · · · · · · · · · ·	
Albay	555	297	258	· · · · · · · · · · · · · · · · · · ·		
Camarines Norte	310	201	109			
Camarines Sur	1,063	432	631			
Catanduanes	275	180	95			
iriga City	52	47	5			
Legaspi City	56	7	49			
Ligao City	66	30	36			
Masbate	687	450	237	THE COLUMN TWO IS NOT		
Masbate City	42	23	19			
Naga City	37	23	14			
Sorsogon	530	237	293			·
Sorsogon City	84	49	35			
Tabaco City	48	12	36			,
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Region VI	2,849	1,361	1,488			
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