



Republic of the Philippines

Department of Education

Region VII, Central Visayas



SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

DIVISION MEMORANDUM

No. 286, s. 2017

To : Assistant Schools Division Superintendent
Division Chiefs, SGOD/ CID
Public Schools District Supervisors/ District-in-Charge
District Education Facilities Coordinators and concerned
Elementary and Secondary School Heads

From :  **SALUSTIANO T. JIMENEZ, CESO VI**
Schools Division Superintendent
OIC- Assistant Regional Director 

Subject : **REQUEST FOR FUNDING FROM THE CENTRAL OFFICE FOR SURVEY OF SCHOOL LOTS, TRANSFER OF OWNERSHIP OF SCHOOL LOTS AND REGISTRATION OF SPECIAL PATENTS OF SCHOOL LOTS**

Date : June 7, 2017

1. In line with the effort of the department for titling of all school lots, the concerned schools thru the district office are required to submit request for funds to the division office c/o Education Facilities Section (EFS) for whichever is applicable:
 - a) survey of school lot
 - b) transfer of ownership of school lot
 - c) registration of special patent
2. The request must be submitted to the EFS Section not later than June 21, 2017.
3. For information and strict compliance.