



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

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**DIVISION MEMORANDUM**

No. 102, s. 2017

To : Assistant Schools Division Superintendent  
Public Schools District Supervisors/ District-in-Charge concerned and  
Elementary and Secondary School Heads concerned

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

Subject : **UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS**

Date : March 1, 2017

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1. Attached are the memorandum from the Office of the Undersecretary for Legal Affairs, Sites Titling Office Memorandum (DM-LA/STO-2017 0051) and Regional Memorandum No. 56 s, 2017.
2. In this regard, concerned schools with school sites donation executed in 2015 and 2016 are hereby directed to submit original copies of the Deed of Donation, Deed of Sale, Deed/ Contract of Usufruct which will include the following supporting documents:
  - (a) Certified True Copy of the Original Certificate of Title (OCT)
  - (b) Transfer Certificate of Title (TCT)
  - (c) Approved Survey Plan (blue/white print)
  - (d) Lot and Technical Description
3. The above documents must be submitted to the Education Facilities Section, c/o Engr. Philip C. Tubog (0915-827-1932) not later than April 12, 2017 for consolidation before submission to the regional office.
4. For information and strict compliance.

APR 11 2017



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**

**RELEASED**  
CONTROL NO. 505  
RELEASED BY: [Signature]  
DATE RELEASED: 02-27-17


February 22, 2017

REGIONAL MEMORANDUM  
No. 56 s. 2017

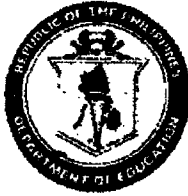
**UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS**

To : Schools Division Superintendents

1. Please see attached memorandum from the Office of the Undersecretary for Legal Affairs, Sites Titling Office.
2. In this regard, 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 documents:
  - (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. The above documents should be submitted to this office, c/o Mr. Ronald Canillo (0906-9215-022/(035)422-1579) or Engr. Elena D. Zerna (0926-7678-634), not later than April 21, 2017.
4. Immediate dissemination of this memorandum is desired.

  
**GILBERT T. SADSAD, CESO V**  
Director III  
Officer-In-Charge  
Office of the Regional Director

ESSD/edz



REPUBLICA 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

RECEIVED
CONTROL NO. 768
RECEIVED BY 612
DATE RECEIVED 2/6/17

**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.

