



Republic of the Philippines

Department of Education

Region VII, Central Visayas


SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

DIVISION MEMORANDUM

No. 124, 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
3/10/17

Subject : **ACQUISITION AND SUBMISSION OF DOCUMENTS NEEDED FOR THE
TRANSFER OF OWNERSHIP OF DONATED SCHOOL SITES FROM THE
DONOR TO THE DEPARTMENT OF EDUCATION (DEPED)**

Date : March 10, 2017

1. In line with the mandate of the Department of Education (DepEd) in ensuring access to quality basic education for all Filipino learners, there is likewise a need to safeguard the interest of existing school sites from being subjected to disposal, sale, lien or encumbrance, and against reconveyance suits and claims for payment from private entity/individual or heirs of donors. Thus, the Office of the Undersecretary for Legal Affairs, through the Sites Titling Office (STO) will assist DepEd Regional Offices in the titling of existing school sites donated to DepEd but not yet transferred in the name of the Department. It has allocated funds for use in the processing for Transfer of Ownership and Surveying of school sites for schools that can comply with the required documents in a *first come, first served* basis due to the limited allocation per region.
 2. Schools with school sites donated to DepEd by Local Government Units, Government Agencies, Private Individual and Organizations are hereby directed to *secure and submit* the following required documents for Transfer of Ownership of donated lots:
 - a) Deed of Donation
 - b) Owner's Copy of Title
 - c) Certified True Copy of Tax Declaration – *Municipal Assessor's Office*
 - d) Certificate of No Tax Delinquency – *Municipal Assessor's Office*
 - e) Transfer Tax – *Municipal Assessor's Office*
 - f) BIR/Tax Clearance – *Municipal Assessor's Office*
 - g) DAR Clearance (agricultural/ camotal land)
 - h) Approved Subdivision Plan (Sepia copy, Blue Print, Authenticated) – *LRA/DENR – LMS**
- * for sites that needed to be segregated
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 30, 2017 so that we can submit our request for funds to the Sites Titling Office.
 4. For information and strict compliance.

02 MAR 2017