March 3, 2017

REGION MEMORANDUM
ORD No. 003, s. 2017

UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS

TO: SCHOOLS DIVISION SUPERINTENDENTS

Attn: SGOD Chief, Division Legal Officer, Division Engineer

1. Pursuant to Memorandum No. 0051 from the Office of Undersecretary for Legal Affairs and Sites Titling Office, Department of Education, directing all public elementary and secondary schools to submit copies of ownership titles of sites.

2. All Schools Division Offices are hereby directed to consolidate and submit to this Office (Thru: Legal Section) the original copies of Deed of Donation, Deed of Sale, Deed/Contract of Usufruct executed in 2015 and 2016 which shall include the following supporting documents on or before April 10, 2017:
   a. Certified True Copy of Original Certificate of Title (OCT);
   b. Transfer Certificate of Title (TCT);
   c. Approved Survey Plan (Blue/White print); and
   d. Lot and Technical Description.

3. For strict and immediate compliance of all concerned.

DR. ARTURO B. BAYOCOT, CESO V
OIC-Regional Director