REGION MEMORANDUM
ORD No. 002 s. 2017

TITLING OF EXISTING SCHOOL SITES DONATED TO DEPED

TO: SCHOOLS DIVISION SUPERINTENDENTS

Attn: SGOD Chief, Division Legal Officer, Division Engineer

1. The Office of Undersecretary for Legal Affairs and Sites Titling Office, Department of Education, issued an unnumbered memorandum dated December 12, 2016 directing all Regional Offices to coordinate with their respective Division Offices to identify school sites donated to DepEd but not yet transferred in the name of the Department and consolidate documents necessary for titling.

2. In compliance, the Division Legal Officers and Division Engineers in coordination with the School Heads shall identify the said school sites and gather the following documents for consolidation by each division, to wit:

   a. Copy of Deed of Donation;
   b. Original copy of owner’s duplicate of TCT/OCT;
   c. Copy of Approved Survey Plan;
   d. Certified true copy of Tax Declaration;
   e. Certificate of no tax delinquency;
   f. Transfer tax;
   g. BIR clearance; and
   h. DAR clearance (if agricultural land/camotal land).

3. SDOs are advised to submit the list of identified schools together with consolidated documents to this Office on or before April 7, 2017.

4. For further inquiries, you may contact Mr. Herald L. Barnuevo or Ms. Lelanie T. Apitong of Legal Section at telephone numbers (083) 228-1893 or 228-8825.

5. For strict and immediate compliance of all concerned.

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