



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City
Telefax: (088) 314-0094 email: Malaybalay.city@deped.gov.ph



April 19, 2016

DIVISION MEMORANDUM
No. 1774, s.2016

2016-4-215
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: APR 20 2016 Time: 3:38
10:51

To: Public Schools District Supervisors
Elementary & Secondary School Heads
This Division

From:  **EDILBERTO L. OPLENARIA, CESO VI**
Schools Division Superintendent

Subject: **SUBMISSION OF COPIES OF OWNERSHIP OF PUBLIC ELEMENTARY
AND SECONDARY SCHOOLS**

Per attached Unnumbered DepEd Memorandum re: **"SUBMISSION OF COPIES OF OWNERSHIP OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS"**, you are hereby directed to submit the certified true copies of the following documents on or before April 22, 2016 to this office, to wit:

1. Transfer Certificate of Title (TCT);
2. Original Certificate of Title (OCT);
3. Special Patents;
4. Presidential Proclamations;
5. Tax Declarations;
6. Deed of Donations (DODs);
7. Deed of Absolute Sale;
8. Usufruct Agreement (UA);
9. Expropriation; and
10. Other similar documents

For more information please contact Engr. Leslie T. Fontanilla, Engineer III with mobile no. 0717-712-5393.

For strict compliance.




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
Zone 1 Upper Balulang
Cagayan de Oro City

Tayo
PARA SA
EDUKASYON

Telephone No.: (088) 880-7072, 880-7071; email: region10@deped.gov.ph

Date : 18 April, 2016

MEMORANDUM TO : ALL SCHOOLS/CITY DIVISION
SUPERINTENDENTS

FROM :  ALLAN G. FARNAZO
Regional Director

SUBJECT : SUBMISSION OF COPIES OF OWNERSHIP OF PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS

2016
2628
RECEIVED

Per attached Unnumbered DepEd Memorandum regarding the abovestated subject, it is advised that **certified true copies** of the following documents be submitted to the Office of Atty. Alberto T. Muyot, Undersecretary for Legal and Legislative Affairs, DepEd Complex, MERALCO Avenue, Pasig City, on or before April 29, 2016, to wit:

1. Transfer Certificate of Title (TCT);
2. Original Certificate of Title (OCT);
3. Special Patents;
4. Presidential Proclamations;
5. Tax Declarations;
6. Deed of Donations (DODs);
7. Deed of Absolute Sale;
8. Usufruct Agreement (UA);
9. Expropriation; and
10. Other similar documents

For more information please contact Dr. Noe D. Simene, ESSD Chief with telefax number (08822) 714792.

5. For your guidance and compliance.

Enclosure: as stated
Reference: as stated
Allotment
To be indicated in the perpetual index under the following subjects
Schoolsites Titling
nds/fat3

REGION X

V75-163



REPUBLIKA 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 & Legislative Affairs
Sites Titling Office

Mag.

Pls 12/4

MEMORANDUM

DM-LA/STO-2016-_____

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

FROM : **ATTY. ALBERTO T. MUYOT**
Undersecretary for Legal and Legislative Affairs

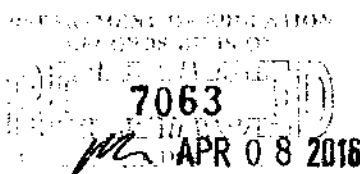
SUBJECT : Submission of Copies of Ownership Titles of Public Elementary and Secondary Schools

DATE : 04 April 2016

The Sites Titling Office (STO) is in the process of improving their database, through the digitization of its records, such as ownership titles of all public schools nationwide and other substantive documents pertaining to school titling. This initiative is to ensure an efficient and effective recording and updating of all documents of titles of public elementary and secondary schools nationwide.

In view of the foregoing, this Office hereby requests for the submission of **certified true copies** of ownership titles, which include Survey Plans and Cadastral Maps of all public elementary and secondary schools within your area. These ownership of titles may either be under the following:

1. Transfer Certificates of Title (TCT);
2. Original Certificates of Title (OCT);
3. Special Patents;
4. Presidential Proclamations;
5. Tax Declaration;
6. Deed of Donations (DODs);
7. Deed of Absolute Sale;
8. Usufruct Agreements (UA);
9. Expropriation; and
10. Other similar documents



The submissions of these documents are vital in the initial stage of the digitization project considering that the ownership titles of public schools under the custody of STO are merely photocopies and mostly unclear and difficult to be read. **Please submit clear, legible certified true copies.**

The submission of the certified true copies of the aforementioned documents shall be on or before **29 April 2016**.

For clarifications, please contact Ms. Sorayda M. Rangiris of Sites Titling Office at the following telephone numbers: (02) 631-8491 and 637-3743 or at email address: ayda.rangiris@deped.gov.ph

For your guidance and compliance.