



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 182, s. 2020

To: Public Schools District Supervisors
School Heads
All Others Concerned
This Division

From: For the Schools Division Superintendent:


SUNNY RAY F. AMIT
Assistant Schools Division Superintendent

Date: May 15, 2020

Subject: **INVENTORY OF SCHOOL SITES**

1. This Office informs all school heads for the submission on the inventory of school sites.
2. School Heads are hereby directed to fill-up the attached file (Enclosure 1) and submit the same on or before May 20, 2020 for data consolidation.
3. This issuance is made in relation to Division Memorandum No. 468 in order to facilitate the tree planting activities on the schools' idle/unused land and for the Office to properly evaluate the compliance of all schools on the aforesaid memorandum.
4. For inquiries you may contact **Marsfifth M. Mamawag**, SEPS at 09653159984 or **Atty. Wincerbogne L. Pesisano**, Legal Officer at 09173190437.
5. For information, guidance and strict compliance.

Copy Furnished: Social Mobilization and Networking Section
Legal Services Unit

TO BE POSTED IN THE WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: malaybalay.city@deped.gov.ph

DM2020-5-182
DEPED MALAYBALAY CITY DIVISION
MAY DATE 15 TIME 11:57
RELEASED
BY: [Signature]

School ID:	
Name of School	District:
Total school land area	
Total area actually used for school facilities such as: (approximate in square meters)	
Office & Classrooms	
Gymnasium	
Track and Field, if any.	
School Garden	
School Lawn	
Parking Area, if any	
Instructional Forest, if any. (mini-forest)	
Total unused/idle area	
Are the school premises properly fenced? If not, please indicate the condition/status of the school perimeter or boundary.	
Are there illegal occupants in the school? If yes, please indicate the total area presently occupied by the illegal settlers.	
Proof of Ownership of the school site (Title, Deed of Donation, Tax Declaration, etc.)	
Status on the application of Special Patent, if applicable.	
Others, pls. indicate:	

Prepared by:

 School Head