



Republic of the Philippines  
Department of Education  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

DM 2021-5-279  
MALAYBALAY CITY DIVISION  
RELEASED  
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BY: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 279, s. 2021

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, (SGOD and CID)  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM: **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent

SUBJECT: **SUBMISSION OF SCHOOL SITE OWNERSHIP DOCUMENTS FOR  
THE UPDATING OF SCHOOL SITE PROFILE.**

DATE: May 21, 2021

1. In conformity of the issued School Site Profile Checklist forms together with the latest Standard Color Scheme of DepEd School Buildings copy during the One Stop Shop Validation of Government Elementary and Secondary School Profile SY 2020-2021, this Office hereby directs all elementary and secondary public schools to submit a scan copy of the school site ownership documents.
2. All Schools shall submit a copy of the school site mode acquisition on its year acquired, latest and updated site ownership (*Titled/Special Patent*) named under DepED and school site panoramic pictures.
3. All Schools should review and update the Land Tax Declaration of the school site to the City Assessors Office if there are clerical errors, and corresponding to the site ownership documents of the school named under DepED. It should be exact and correct copy. Securing this documents for tax exemption purposes to avoid penalties.
4. The submission of the following request will be consolidated in this Office, through email to [leslie.fontanilla@deped.gov.ph](mailto:leslie.fontanilla@deped.gov.ph). Queries related to this, you may contact Leslie T. Fontanilla- Division Engineer III at 0917 712 5393 or 0908 919 8867.

TO BE POSTED IN THE WEBSITE

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