



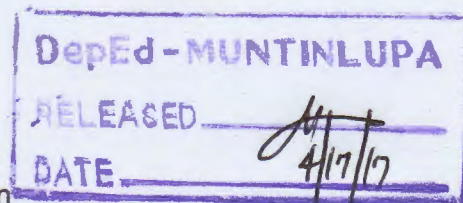
Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

April 11, 2017

DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Elementary and Secondary School Principals/OICs



UPDATING OF SCHOOL SITES OWNERSHIP DOCUMENTS

1. This office requires all Public Elementary and Secondary School Principals to submit updated original copies of documents listed in the attached NCR Memorandum on or before April 18, 2017 to the SGOD - Educational Facilities Section, SDO – Muntinlupa City.
2. Please refer to the attached NCR Memorandum dated March 6, 2017.
3. For your information and compliance.

MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent





Republika ng Pilipinas
(Republic of the Philippines)

KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)

PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

Department of Education
National Capital Region
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MEMORANDUM:

By: [Signature]
Date: 08 MAR 2017 Time: 11:21

TO : THE SCHOOLS DIVISIONS SUPERINTENDENTS
DIVISION FOCAL PERSONS FOR SPECIAL PATENTS
FOR SCHOOL SITES

FROM : THE OFFICE OF THE REGIONAL DIRECTOR

SUBJECT : UPDATING OF SCHOOL SITES OWNERSHIP
DOCUMENTS

DATE : MARCH 6, 2017

DIVISION OF CITY SCHOOLS
RECEIVED [Signature]
DATE 9/10/17
TIME 4:10
CITY OF MUNTINLUPA

The Office of the Undersecretary for Legal Affairs has issued a Memorandum dated January 16, 2017 with the subject "Updating of School Sites Ownership Documents", in relation to the Memorandum dated April 4, 2016 issued by the same Office, relative to the submission of copies of ownership titles of public elementary and secondary schools nationwide.

In this regard, the Schools Division Superintendent, through the designated Division Focal Persons for Special Patents for School Sites, are hereby directed to **submit original copies of Deed of Donation, Deed of Sale, Deed/ Contract of Usufruct executed in years 2015 and 2016.** In like manner, the following supporting documents must also be submitted, to wit:

- 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.

The above-mentioned original copies with supporting documents shall be submitted to this Office, Attention: Regional Legal Office, on or before **April 21, 2017.**

Strict compliance of this memorandum is desired.

[Signature]
PONCIANO A. MENGUITO
Director IV