
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS-SDS

July 12, 2019

DATE

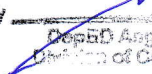
DIVISION MEMORANDUM

No. 215 S. 2019

RELEASED

JUL 15 2019

**SUBMISSION OF COPIES OF OWNERSHIP DOCUMENTS OF PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS**

By 
 DepEd Angeles City
 Division of City Schools

To : HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

1. In line with the Regional Memorandum No. 114, s. 2019, dated July 2, 2019, relative to the Memorandum of Atty. Alberto T. Escobarte, Officer-In-Charge, Office of the Assistant Secretary for Legal Affairs, this Department, mandating all School Division Offices to submit copies of documents of ownership of public school sites nationwide, all public elementary and secondary schools are hereby directed to submit the certified true copies of documents of ownership of their respective schools, such as the following:
 - a. Deed of Donation/Sale/Usufruct/Exchange;
 - b. Original/Transfer Certificate of Title;
 - c. Tax Declaration;
 - d. Presidential Proclamation;
 - e. Special Patent;
 - f. Approved Survey/Subdivision Plan;
 - g. Forest Land Use Agreement (FLAg);
 - h. Special Land Use Permit (SLUP)
2. Submission of the aforementioned documents must be in scanned copies to be sent to cristina.miguel@deped.gov.ph (Subject: Name of School/School Head) **on or before July 22, 2019.**
3. Immediate dissemination and compliance of this memorandum is earnestly desired.


LEILANI SAMSON CUNANAN, CESO.V
 Schools Division Superintendent 

Attachment/s:
 -Memorandum dated July 2, 2019

ccm-a/atty3/legal