



Republic of the Philippines  
Department of Education  
Negros Island Region

**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
City of Kabankalan


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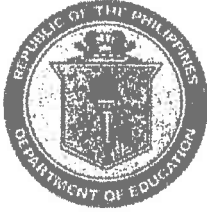
DIVISION MEMORANDUM  
No. 48, s. 2016

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

To: Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. The DepED Central Office through the office of the Undersecretary for Legal and Legislative Affairs, Site Titling Office is requiring all public elementary and secondary schools nationwide to submit certified true copies of ownership titles, which include Survey Plans and Cadastral Maps of all school sites.
2. School Heads are advised to submit the required documents to the Division Office c/o Engr. Raymond Noquilla not later than 12:00 noon of April 29, 2016.
3. Attached are Regional Memorandum No. 74, s. 2016 and the unnumbered memorandum from the Central Office for further information.
4. For immediate compliance.

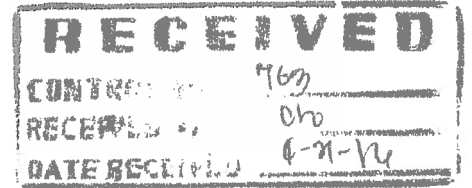
*for:*   
**ANTHONY H. LIOBET, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer In-charge*



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*



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

DEPARTMENT OF EDUCATION  
RECORDS DIVISION

RELEASED  
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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](mailto:ayda.rangiris@deped.gov.ph)

For your guidance and compliance.