



Republic of the Philippines  
Department of Education  
Division of Digos City  
Digos City



**DIVISION MEMORANDUM**

No. 375, s. 2017

**TO** : **FELZEV LLOYD C. SAYSON**  
Schools Division Focal Person for School Sites

**FROM** : **FELICIANO A. TAMONDONG, JR., Ed.D., CESO VI**  
Asst. Schools Division Superintendent  
OIC – Office of the SDS

**RE** : **Meeting of All Schools Division Focal Persons  
For School Sites**

**DATE** : **June 9, 2017**

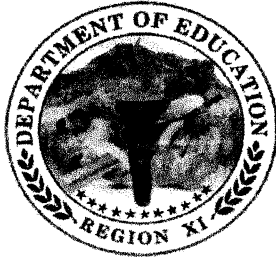
1. Per Regional Memorandum No. 146, s. 2017 dated June 6, 2017, re: Meeting of All Schools Division Focal Persons for School Sites, you are hereby directed to attend the meeting with the representative from the Sites Titling Office, DepEd Central Office, Pasig City on June 15, 2017 at the Walingwaling Hall, DepEd Regional Office XI, F. Torres St., Davao City.
2. Moreover, you are directed to bring the following documents necessary for the titling of such school sites, to wit:
  - a) Copy of the Deed of Donation
  - b) Original copy of owner's duplicate of TCT/OCT
  - c) Copy of Approved Survey Plan
  - d) Certified true copy of Tax Declaration
  - e) Certificate of no tax delinquency
  - f) Transfer Tax
  - g) BIR Clearance
  - h) DAR Clearance (if agricultural land/camotal land)
3. Free lunch and snacks will be served during the meeting.
4. Travel and incidental expenses shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.
5. For strict compliance.

DepEd Schools Division of Digos

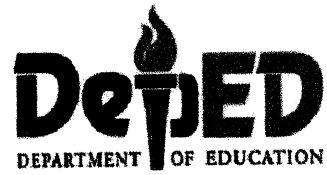
**RELEASED**

Date: 13 JUN 2017 Time: 10:47

By: 1



Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
REHIYON XI  
Lungsod ng Dabaw  
Tanggapang Panrehiyon




Address: F. Torres Street, Davao City  
Tel. Nos. (082) 291-1665; 221-6147; 225-0816; 227-0941; 224-0468; 225-8495; 227-1102; 291-1738; 222-2653

**REGIONAL MEMORANDUM**  
No. 146, s. 2017

**June 6, 2017**

**TO :** ALL SCHOOLS DIVISION SUPERINTENDENTS  
FOCAL PERSONS FOR SCHOOL SITES

**FROM :**   
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Director IV

**SUBJECT :** MEETING OF ALL SCHOOLS DIVISION  
FOCAL PERSONS FOR SCHOOL SITES

Pursuant to Regional Memorandum No. 369, s. 2016 (Titling of Existing School Sites Donated to DepEd) dated December 22, 2016 from this Office (copy of which is attached), directing all Schools Division Superintendents to identify the school sites donated to DepEd but not yet transferred in the name of the Department, all focal persons for school sites are hereby directed to attend a meeting with the representative from the Sites Titling Office, DepEd Central Office, Pasig City on June 15, 2017 at the Waling-waling Hall, DepEd Regional Office XI, F. Torres Street, Davao City.

In this regard, all participants during the said meeting are hereby directed to bring the following documents necessary for the titling of such school sites:

- a. Copy of the Deed of Donation
- b. Original copy of owner's duplicate of TCT/OCT
- c. Copy of Approved Survey Plan
- d. Certified true copy of Tax Declaration
- e. Certificate of no tax delinquency
- f. Transfer tax
- g. BIR clearance
- h. DAR clearance (if agricultural land/camotal land)

Lunch and two (2) snacks will be served during the said meeting which shall be charged to the Regional Office, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of and compliance with this Memorandum is directed.

Reference: Memorandum dated December 12, 2016  
from Atty. Alberto T. Muyot  
Regional Memorandum No. 369, s. 2016

To be indicated in the Perpetual Index  
under the following subjects:

SCHOOL SITES

MEETINGS

Legal/ORD6

