DIVISION MEMORANDUM
No. 471, s. 2017

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

FROM: WINNIE E. BATOON, Ed.D.
 Officer-In-Charge
       Office of the Schools Division Superintendent

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

DATE: July 27, 2017

1. Per Regional Memorandum No. 196, s. 2017 dated July 24, 2017, re: Meeting of All Schools Division Focal Persons for School Sites, you are hereby directed to attend the meeting with the staff of the Policy, Planning and Research Division and Legal Unit of DepEd Regional Office XI on August 8, 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.
REGIONAL MEMORANDUM
No. 196, s. 2017

July 24, 2017

MEETING OF ALL SCHOOLS DIVISION FOCAL PERSONS
FOR SCHOOL SITES

TO: All Schools Division Superintendents
Focal Persons for School Sites

1. Pursuant to Regional Memorandum No. 369, s. 2016 (Titling of Existing School Sites Donated to DepEd) dated December 22, 2016 from this Office, 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 staff of the Policy, Planning and Research Division and Legal Unit of DepEd Regional Office XI, on August 8, 2017 at the Waling-waling Hall, DepEd R.O. XI, P. Torres Street, Davao City.

2. 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/carnotal land)

3. 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.

4. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

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

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

SCHOOL SITES  MEETINGS