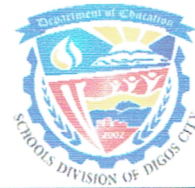




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



October 16, 2018

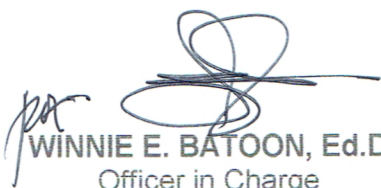
DIVISION MEMORANDUM
No. 989, s. 2018

Titling of Existing School Sites Donated / Sold to DepEd

To: ALL CONCERNED SCHOOL HEADS
ENGR. HELEN N. FRANCONAS
ATTY. GLEIN MARK L. BODIONGAN

1. Pursuant to the enduring instruction from the DepEd Central Office to process the registration and titling of existing DepEd school sites with the appropriate government agencies, this Office requires the recipients of herein Memorandum to perform the following:
 - A. For Engr. Helen N. Franconas and Atty. Glein Mark L. Bodiongan
 - a. Initiate contact with all school heads whose school sites are yet to be titled, collectively, individually or both to conduct preliminary discussions and actions leading to the registration / titling of school sites under their respective administrations.
 - b. Secure and collate all necessary requirements to process the registration and titling of untitled SDO-Digos City school sites from all concerned School Heads and other sources.
 - c. Coordinate with other government agencies chartered to process the registration / titling of public and/or private lands upon the approval of the Office of the Schools Division Superintendent or in case of his absence, his duly appointed representative.
 - d. Perform such other incidental and essential acts leading to the registration / titling of herein subject school sites.
 - B. For the School Heads
 - a. Render unqualified cooperation with the Schools Division Office of Digos City in its serious determined efforts to have all existing school sites within its jurisdiction titled within the soonest possible time.
 - b. Undertake the preparation of all necessary legal requirements to support the titling of school sites under their respective schools, in cooperation with SDO-Digos City and other entities.
 - c. Submit such legal requirements to the Schools Division Office of Digos City.

- d. Perform such other incidental and essential acts leading to the titling of such untitled school sites as may be determined by law.
2. Immediate dissemination of and compliance with this Memorandum is directed.


WINNIE E. BATOON, Ed.D
Officer in Charge
Office of the Schools Division Superintendent

WLB/18



Encls:
References:
To be indicated in the Perpetual Index under the following subjects:
SUBJECT
LEGAL TITLING SCHOOL SITES
GMB: Titling of Existing School Sites Donated / Sold to DepEd
October 16, 2018