



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

Tayo
PARA SA
EDUKASYON

SCHOOLS DIVISION OF NUEVA ECJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

February 1, 2017

DEP-ED-NUEVA ECJA
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DIVISION MEMORANDUM
No. 25, s. 2017

RECORDS SECTION

**To: All Public School District Supervisors and
Secondary School Principals**

From: RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

**RE: SPECIAL MEETING FOR TITLING OF EXISTING SCHOOL SITES
DONATED TO DEPED**

In line with the mandate of the Department of Education in ensuring access to quality basic education for all Filipino learners, there is likewise a need to safeguard the interest of existing school sites. The Office of the Undersecretary for Legal Affairs through the Sites Titling Office (STO) will assist DepEd Regional Offices as well as School Division Offices in the titling of existing school sites donated to DepEd but not yet transferred in the name of the Department.

In this regard, if your school belongs to this, a special meeting with the SGOD Chief is scheduled on the 9th day of February, 2017 at SDO Conference Hall, Cabanatuan City with the following time schedule:

Secondary School Principals	-	9:00am
Public School District Supervisors	-	2:00pm

Kindly bring with you the following documents necessary for titling:

- a. Copy of the Deed of Donation;
- b. Original Copy of Owner's Duplicate Copy of TCT/OCT;
- c. Copy of approved Survey Plan;
- d. Certified True Copy of Tax Declaration;
- e. Certification of No Tax Delinquency;
- f. Transfer Tax;
- g. BIR Clearance; and
- h. DAR Clearance (if agricultural land).

Please be guided accordingly.



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