



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



DIVISION MEMORANDUM

No. 471, s. 2017

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

FROM : *Winnie E. Batoon*
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.

SCHOOLS DIVISION OF Digos City
RELEASED
7110
Date: JUL 27 2017 Time: 4:00pm
f



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

DepEd
DEPARTMENT OF EDUCATION

Mr. Santan

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. 196, s. 2017

July 24, 2017

DEPT. SCHOOLS DIVISION OF DAVAO
RECEIVED 7110

MEETING OF ALL SCHOOLS DIVISION FOCAL PERSONS FOR SCHOOL SITES

JUL 26 2017 Time: 5:06 p
av: *fr*

**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, F. 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/camotal 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.

[Signature]

ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

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

DEPARTMENT OF EDUCATION REGION XI
RECORDS SECTION
RELEASED

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

By: *[Signature]*
Date: 7/28/17 Time: _____

SCHOOL SITES MEETINGS

ORD6/LU/scb

Received
7/27/17
1:08 pm